

CITY OF BETHEL

City Council Meeting Agenda, June 11, 2024 – 6:30 PM

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

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

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

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

Zoom Meeting ID: 488 845 6188

Zoom Meeting Passcode: 13871

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

833 548 0282 US Toll-free

877 853 5257 US Toll-free

888 475 4499 US Toll-free



1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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



5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

6. APPROVAL OF MEETING MINUTES

- 6.1. *5-28-2024 Regular City Council Meeting

7. REPORTS OF STANDING COMMITTEES

- 7.1. Committee/Commission Agendas And Draft Meeting Minutes

8. SPECIAL ORDER OF BUSINESS

9. UNFINISHED BUSINESS

- 9.1. Public Hearing Of Ordinance 24-04: Adoption Of The Annual Operating Budget For Fiscal Year 2025, July 1, 2024-June 30, 2025, And Appropriating Funds to Carry Out Said Budget (Acting City Manager Arnold)
- 9.2. Public Hearing Of Ordinance 24-05: Adoption Of The Capital Improvement Budget For Fiscal Year 2025, July 1, 2024-June 30, 2025 And Appropriating Funds To Carry Out Said Budget (Acting City Manager Arnold)

10. NEW BUSINESS

- 10.1. *AM 24-13: Appointment Of Committee And Commission Members For A Term Of Three Years

Posted June 5, 2024 at AC Co., Swanson's, City Hall, and the Post Office.

Kevin Morgan, Deputy City Clerk

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

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

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

(Mayor Springer)

- 10.2. AM 24-14: Authorizing The Sole Source Procurement In Accordance With BMC 4.20.250, Purchase Of EK35 Emulsifier To Bind Road Material From Polar Supply, The Only Authorized Distributor In Alaska (Acting City Manager Arnold)
- 10.3. *AM 24-15: Acting City Manager To Renew Contract With Carmen Jackson CPA, LLC For Accounting Services With New Professional Fee Schedule To Exclude Project Management Services Per BMC 4.20.410 (G) (Acting City Manager Arnold)

11. REPORTS

- 11.1. Mayor's Report
- 11.2. City Manager's Report
- 11.3. Clerk's Report

12. COUNCIL MEMBER COMMENTS

13. EXECUTIVE SESSION

14. ADJOURNMENT

Posted June 5, 2024 at AC Co., Swanson's, City Hall, and the Post Office.

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

1. CALL TO ORDER

A Regular Meeting of the Bethel City Council was held on May 28, 2024 at 6:30 p.m., in the Council Chambers, Bethel, Alaska.

Vice-Mayor Swope called the meeting to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

4. PEOPLE TO BE HEARD – Five minutes per person

No one present to be heard.

Item 4.1. - Written Public Comments

No written comments submitted.

5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

Main Motion: Approval of the Consent and Regular Agenda.

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

6. APPROVAL OF MEETING MINUTES

Item 6.1. - *5-7-2024 Special City Council Meeting
Passed on the consent agenda.

Item 6.2. - *5-14-2024 Regular City Council Meeting
Passed on the consent agenda.

Item 6.3. - *5-16-2024 Special City Council Meeting
Passed on the consent agenda.

7. REPORTS OF STANDING COMMITTEES

Port Commission, Council Member Henderson- A meeting was not posted, nothing to report.

Planning Commission, Council Member Hessler- A meeting has not been held since the last City Council Meeting.

Community Action Grant Committee, Council Member Keller- A meeting has not been held since the last City Council Meeting.

Community Parks and Recreation Committee, Vice-Mayor Swope-A meeting has not been held since the last City Council Meeting.

Finance Committee, Council Member Snow- A quorum was not established, nothing to report.

Public Works Committee, Mayor Springer- A meeting has not been held.

Public Safety and Transportation Commission, Council Member Miller-A meeting has not been held since the last City Council Meeting.

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

8. SPECIAL ORDER OF BUSINESS

9. UNFINISHED BUSINESS

10. NEW BUSINESS

Item 10.1. - *Introduction Of Ordinance 24-04: Adoption Of The Annual Operating Budget For Fiscal Year 2025, July 1, 2024-June 30, 2025, And Appropriating Funds to Carry Out Said Budget (Acting City Manager Arnold)

Passed on the consent agenda.

Item 10.2. - *Introduction Of Ordinance 24-05: Adoption Of The Capital Improvement Budget For Fiscal Year 2025, July 1, 2024-June 30, 2025 And Appropriating Funds To Carry Out Said Budget (Acting City Manager Arnold)

Passed on the consent agenda.

Item 10.3. - *Resolution 24-08: Certifying The Annual Financial Statement Of Revenues And Authorized Expenditures For The Fiscal Year Ending June 30, 2023 (Acting City Manager Arnold)

Passed on the consent agenda.

Item 10.4. - *AM 24-12: Negotiate And Execute Bid For Bethel Heights Martina Oscar Water And Sewer Improvements Phase 1. By Sturgeon Electric Company, Inc. With Lowest Bid Of 1,660,489.00 (Acting City Manager Arnold)

Passed on the consent agenda.

11. REPORTS

Item 11.1. - Mayor's Report
Mayor Springer departed the meeting at 6:38 p.m.

Item 11.2. - City Manager's Report

Item 11.3. - Clerk's Report

12. COUNCIL MEMBER COMMENTS

Vice-Mayor Sophie Swope- Advised parents to make sure their children drive four-wheelers responsibly, to follow traffic laws, and to drive with care.

Council Member Henderson- Encouraged people to wear life jackets. Thanked the Police Department for their active traffic enforcement. Encouraged the Police Department to start enforcing four wheeler laws. Encouraged people to be careful when out on the tundra and referenced a recent tundra fire.

Council Member Hessler- No comment.

Council Member Snow- Well wishes to the folks in Bethel.

Council Member Keller - No comment.

Council Member Miller- Encouraged people to take advantage of the many community activities this summer.

13. EXECUTIVE SESSION

14. ADJOURNMENT

Main Motion: Adjournment.

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

Meeting ended at 7:03 p.m.

Sophie Swope, Vice-Mayor

ATTEST:

Lori Strickler, City Clerk

Introduced by: Acting City Manager Arnold
Introduction Date: May 28, 2024
Public Hearing: June 11, 2024
Action:
Vote:

CITY OF BETHEL, ALASKA

ORDINANCE #24-04

AN ORDINANCE BY THE BETHEL CITY COUNCIL PROVIDING FOR THE ADOPTION OF THE ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2025, JULY 1, 2024-JUNE 30, 2025 AND APPROPRIATING FUNDS TO CARRY OUT SAID BUDGET

BE IT ORDAINED by the City Council of Bethel, Alaska, as follows:

SECTION 1. Classification. This is a noncodified ordinance establishing the City of Bethel Annual Operating Budget for Fiscal Year 2024. The document entitled "City of Bethel Annual Budget" that includes complete line-item details of revenue and expenditures for all funds, is incorporated here by reference.

SECTION 2. Purpose. In accordance with Bethel Municipal Code 4.04 the Bethel City Council hereby adopts the Annual Budget for the Fiscal Year 2025.

SECTION 3. Budget Adoption. The following sums of money are hereby appropriated for the operations of the City of Bethel for the fiscal year commencing on the first day of July 1, 2024, and ending the 30th day of June, 2025, to be expended consistent with and subject to the restrictions, procedures, and purposes set forth in the Code of the City of Bethel, and to be expended substantially by line item in the manner shown in the budget adopted by Section 1 hereof:

General Fund Revenue Sources	Revenues
Federal Sources	\$950,000
State of Alaska Sources	\$570,500
Taxes and Interest	\$11,669,000
Charges and Services	\$162,000
Licenses, Permits and Fees	\$633,100
Miscellaneous	\$738,180
Total General Fund Revenue	\$14,722,780

General Fund Expenditures	Expenditures
Administration	\$957,012
City Clerk	\$472,966
Finance	\$1,598,953
Planning	\$390,391
Technology	\$1,343,290

City Attorney	\$303,255
Fire	\$2,362,490
Police	\$5,093,832
Public Works Administration	\$138,315
Public Works Streets	\$1,626,048
Public Works Maintenance	\$662,202
Community Services	\$528,900
In -Kinds and Transfers	\$1,210,735
Total Revenue Over Expenditures	\$9,442

Special Revenue Funds	Expenditures
Community Service Patrol	\$390,089
Enhanced 911 System	\$129,194
School Resource Officer	\$37,705

Enterprise Fund Summaries	Revenue	Expenditures
Yukon Kuskokwim Fitness Center	\$1,498,489	\$1,487,391
Solid Waste Enterprise Fund	\$1,275,495	\$1,257,184
Water and Sewer Utility Fund	\$8,592,702	\$8,676,356
Municipal Dock Summary	\$1,400,052	\$1,216,249
Leased Properties	\$884,001	\$499,312
Public Transit System	\$485,326	\$485,832

Internal Service Funds *	Expenditures
Vehicle and Equipment	\$1,156,074
Employee Group Health Benefits	\$3,142,392

SECTION 4. Effective Date. This ordinance shall become effective upon the passage by the Bethel City Council.

NOW THEREFORE BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA, that the Fiscal Year 2025 operating budget is adopted for a period of one year, from July 1, 2024, through June 30, 2025.

ENACTED THIS 11 DAY OF JUNE 2024, BY A VOTE OF __ IN FAVOR AND ____ OPPOSED.

Mark Springer, Mayor

ATTEST:

Lori Strickler, City Clerk

Suggested Amendments to Budget Ordinance 24-04 from Administration.

Amendment No. 1 FINANCE DEPT

Motion to amend to strike \$60,000 under 100-53-6311 Finance Department Auditing Expenses and insert \$205,500.

Explanation: The Fiscal Year 2023 as well as Fiscal Year 2024 Audits are expected to be completed during the Fiscal Year 2025 fiscal year. The proposed Finance Department, line item 100-53-6311 Auditing Expense lists \$60,000. The cost of the two audits is quoted to be \$205,500.

Amendment No. 2 EMPLOYEE HEALTH

Motion to amend Employee Health Group Benefits to strike 3,142,392 and insert \$1,637,638.

Explanation: The FY25 budget currently reflects a per employee/per month cost for the Employee Group Benefit as \$2,119, which totals \$3,142,392. Based on a three-year look-back at the City's insurance policy renewals, the broker has provided a quote of \$1,637,638 annual cost. This represents coverage for 69 employees, the City's average participation rate. Because enrollment numbers and dependent coverages fluctuate, Administration is choosing to add a cushion to the quote of roughly 40% to allow for increased participation and/or coverages. With 126 budgeted FTE's across all funds, the new cost per employee per month is \$1508, for a resultant budget of \$2,280,096.

Amendment No. 3 MUNICIPAL DOCK

Motion to amend Municipal Dock to update the budgeted amount to reflect 2.52 Full Time Employees instead of 3.92 Full Time Employees.

Explanation: The FY25 budget incorrectly calculated the FTE (Full Time Equivalents) in the Municipal Dock fund. The budget as presented reflected 3.92 FTE allocated to fund 520-50. The number should be 2.52 FTE. This change reduces both the Employee Group Benefit and the Utility Benefit budget. The reduced amount will be calculated by the Finance Department after the amendments are implemented.

The result of the amendments listed above would reflect the following summary of expense allocations:

General Fund Revenue Sources	Revenues
Federal Sources	\$950,000
State of Alaska Sources	\$570,500
Taxes and Interest	\$11,669,000
Charges and Services	\$162,000
Licenses, Permits and Fees	\$633,100
Miscellaneous	\$738,180
Total General Fund Revenue	\$14,722,780

General Fund Expenditures	Expenditures Current	Expenditures After
Administration	\$957,012	<u>\$934,964</u>
City Clerk	\$472,966	<u>\$458,302</u>
Finance	\$1,598,953	<u>\$1,691,191</u>
Planning	\$390,391	<u>\$375,649</u>
Technology	\$1,343,290	<u>\$1,328,469</u>
City Attorney	\$303,255	<u>\$295,923</u>
Fire	\$2,362,490	<u>\$2,273,566</u>
Police	\$5,093,832	<u>\$4,888,193</u>
Public Works Administration	\$138,315	<u>\$135,891</u>
Public Works Streets	\$1,626,048	<u>\$1,579,869</u>
Public Works Maintenance	\$662,202	<u>\$638,063</u>
Community Services	\$528,900	<u>\$528,900</u>
In -Kinds and Transfers	\$1,210,735	<u>\$1,187,785</u>
Debt Payment on Leased Equipment	\$27,000	<u>\$27,000</u>
Total General Fund Expenditures	\$14,713,338	<u>\$14,326,127</u>
Excess Revenue Over Expenditures	\$9,442	<u>\$396,653</u>

Special Revenue Funds	Expenditures Current	Expenditures After
Community Service Patrol	\$390,089	<u>\$309,485</u>
Enhanced 911 System	\$129,194	<u>\$121,129</u>
School Resource Officer	\$37,705	<u>\$35,872</u>

Enterprise Fund Summaries	Revenue	Expenditures Current	Expenditures After	Difference
YK Fitness Center	\$1,498,489	\$1,487,391	\$1,488,149	<u>\$10,340</u>
Solid Waste	\$1,275,495	\$1,257,184	\$1,219,201	<u>\$56,924</u>
Water and Sewer Utility	\$8,592,702	\$8,676,356	\$7,998,785	<u>\$593,917</u>
Municipal Dock	\$1,400,052	\$1,216,249	\$1,149,924	<u>\$250,128</u>
Leased Properties	\$884,001	\$499,312	\$771,404	<u>\$112,597</u>
Public Transit System	\$464,209	\$485,832	\$464,209	<u>0</u>

Internal Service Funds	Expenditures	Expenditures After
Vehicle and Equipment	\$1,156,074	<u>\$1,104,017</u>
Employee Group Health Benefits	\$3,142,392	<u>\$2,280,096</u>

GENERAL FUND SUMMARY

(100)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
General Fund Revenues		13,444,240	14,876,752	14,577,780	8,498,047	14,722,780
Operating Expenditures:						
100-51	Administration	912,935	536,790	891,960	171,474	957,012
100-52	City Clerk	441,328	225,692	442,069	140,149	472,966
100-53	Finance	904,776	760,548	1,608,808	392,592	1,598,953
100-54	Planning	394,231	261,438	393,827	107,533	390,391
100-55	Technology	310,994	755,248	746,489	278,941	1,343,290
100-56	City Attorney	123,681	238,954	303,255	98,880	303,255
100-60	Fire	2,090,162	1,857,193	2,235,637	1,293,376	2,362,490
100-61	Police	4,283,804	3,809,015	4,522,997	1,656,086	5,093,832
100-65	Public Works-Administration	76,742	168,679	133,871	76,742	138,315
100-66	Public Works-Streets	1,901,769	1,909,401	1,922,299	875,582	1,626,048
100-70	Property Maintenance	678,649	532,751	851,705	242,279	662,202
100-72	Community Services	502,120	502,120	358,898	343,840	528,900
100-73	In-Kind & Transfers	917,113	833,281	1,077,881	427,870	1,210,735
	SUBTOTAL OPERATING EXPENDITURES	13,538,303	12,391,110	15,489,697	6,105,344	16,688,389
875	Indirect Cost Recovery	(1,780,353)	(2,115,493)	(2,153,593)	(616,192)	(2,002,051)
	SUBTOTAL OPERATING EXPENDITURES	11,757,950	10,275,617	13,336,104	5,489,152	14,686,338
Net after Operating Expenditures		1,686,290	4,601,135	1,241,676	3,008,895	36,442
Payments on Debt (Leased Equipment):						
100-60	Fire	-		-		-
100-66	Streets & Roads	27,000	27,000	27,000	27,000	27,000
	TOTAL DEBT PAYMENTS	27,000	27,000	27,000	27,000	27,000
Excess of Revenues after Debt Payments		1,659,290	4,574,135	1,214,676	2,981,895	9,442

GENERAL FUND REVENUES

GENERAL FUND REVENUES:		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
Federal Sources:						
42-4102	Payment in Lieu of Taxes Program (PILT)	950,000	983,654	950,000	1,081,842	950,000
	Total	950,000	983,654	950,000	1,081,842	950,000
State of Alaska:						
4201	SOA-Police Therapeutic Court	250	-	-	-	-
4203	Community Dividend	102,000	225,611	102,000	154,518	150,000
4204	PERS on Behalf	320,000	-	400,000	-	400,000
4345	SOA-Electric Co-Op Tax Share	20,000	20,545	20,000	20,456	20,000
9411	Debt Proceeds	-	-	-	-	-
4203	SOA-Miscellaneous Receipts	500	-	500	-	500
	Total	442,750	246,156	522,500	174,974	570,500
Taxes and Interest:						
4300	Sales Tax	7,800,000	9,082,625	8,200,000	4,354,234	8,400,000
4301	Sales Tax on Interest & Penalties	33,000	151,754	160,000	2,063	160,000
4310	Transient Lodging Tax	512,000	514,943	512,000	259,888	512,000
4320	Cigarette and Tobacco Tax	675,000	554,455	620,000	306,805	620,000
4322	Marijuana Tax	850,000	892,668	850,000	429,252	850,000
4330	TAX -Alcohol Use	500,000	356,754	430,000	193,947	430,000
4340	Tax - Motor Vehicle Registration	50,000	36,015	47,000	25,772	47,000
4342	AK Remote Seller Sales Tax Commission	600,000	795,030	650,000	580,537	650,000
	Total	11,020,000	12,384,244	11,469,000	6,152,498	11,669,000
Charges for Services:						
4374	Ambulance Services	250,000	339,614	160,000	28,961	160,000
4379	Police Department Miscellaneous (fines, etc.)	3,000	-	2,000	-	2,000
	Total	253,000	339,614	162,000	28,961	162,000
Licenses, Permits & Fees						
4341	Gaming Fees	400,000	485,959	420,000	235,099	420,000
4377	Parks and Recreation-4th of July	500	100	800	-	800
4500	Taxi Permits	160,000	123,696	145,000	59,950	145,000
4502	Business Licenses	25,000	31,556	32,000	25,575	32,000
4504	Animal Control Licenses/Fees	2,500	2,397	2,200	885	2,200
4510	Planning Fees	1,700	7,559	5,000	1,400	5,000
4511	Plat/Recording Fees	250	-	100	-	100
4512	Site Review Fees	1,500	17,275	17,000	-	17,000
4559	Miscellaneous Fees	6,000	16,405	11,000	4,699	11,000
	Total	597,450	684,947	633,100	327,608	633,100
Miscellaneous:						
4202	SOA Court Fines/Fees	5,000	2,200	12,000	1,555	12,000
4361	100 Years Publication	40	-	30	-	30
4362	PC Tickets	4,000	5,050	5,000	6,160	8,000
4379	Police Department Miscellaneous (SOA, taxi, etc.)	12,000	2,913	6,000	125	6,000
4439	Miscellaneous Revenue	65,000	21,290	30,000	67,150	30,000
4566	Cleanup Greenup Donations	-	300	150	-	150
4590	Invesment Income	75,000	(60,331)	530,000	657,174	650,000
4640	Xfers in from Other Funds	-	-	28,000	-	-
4890	Gain (Loss) Sale of Fixed Asset	20,000	36,715	-	-	-
9481	ONC Gravel Contract	-	130,000	130,000	-	-
9482	Snow Removal	-	100,000	100,000	-	32,000
	Total	181,040	238,137	841,180	732,164	738,180
	TOTAL REVENUES	13,444,240	14,876,752	14,577,780	8,498,047	14,722,780

Administrative Personnel

(100-51)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:							
MIV	10501	City Manager	151,438		149,587		160,823
MII	10101	Director of Human Resources	107,443		107,851		127,579
MI	10103	Grants Manager	116,386		108,000		39,229
R3		Administrative Assistant		-	-		53,560
	6000	SALARIES AND WAGES	332,912	362,389	365,438	92,113	381,191
		Merit Increases (Bargaining Unit only)	-	-	-		1,070
	6010	Overtime	10,000	8,402	-	866	2,000
		Subtotal of miscellaneous wages	10,000	8,402	-	866	3,070
		TOTAL GROSS WAGES	342,912	370,791	365,438	92,979	384,261
	6021	Sick Pay	363	-	-		-
	6022	Holiday Pay	1,438	5,211	2,870	2,081	-
	6023	Leave Cashout: (TW*5%)(FTE=3)	19,263	28,118	25,944	26,607	17,252
	6030	Soc Sec Exp 6.2% of Temp Salary	3,500	9,003	-	3,528	2,432
	6031	Medicare: 1.45% of Total Wages	5,586	5,743	5,299	1,755	5,572
	6032	Unemployment Ins: 1.78%*TW	6,858	-	6,505	-	2,841
	6033	Workers' Comp: (TW/100)*2.5833	9,953	641	944	24	993
	6034	PERS Contributions: TW*22%	84,759	53,868	80,396	7,778	75,907
	6040	Emp Group Ben: (2119*12)*(FTE=3)	76,284	50,249	76,284	2,429	76,284
	6041	Utility Benefit: (380*12)*(FTE=2)	13,680	6,685	13,680	322	9,120
		BENEFITS AND TAXES	221,684	159,518	211,922	44,524	190,400
		TOTAL PERSONNEL	564,596	530,309	577,360	137,503	574,661

Administration (100-51)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:						
6010	Salaries, Benefits & Taxes excluding EGHB	478,312	471,658	501,076	92,113	496,377
	Overtime	10,000	8,402	-	866	2,000
6040	Employee Group Health Benefits (EGHB)	76,284	50,249	76,284	2,429	76,284
	Total personnel	564,596	530,309	577,360	95,408	574,661
MATERIALS, SUPPLIES, & SERVICES:						
6002	Relocation Expenses	10,000	9,729	15,000	13,182	15,000
6003	Recruitment Costs	10,000	4,260	20,000	2,759	20,000
6044	YK Fitness Membership	40,000	40,000	40,000	-	40,000
6060	Travel/Training	5,000	12,260	10,000	7,362	10,000
6100	Supplies	7,000	9,387	7,000	3,152	7,000
6103	Wearing Apparel	1,000	-	-	-	-
6150	Gasoline/Diesel/Oil	-	354	-	516	500
6153	Heating Fuel	20,000	36,591	25,000	15,231	25,000
6155	Water/Sewer/Garb	12,000	14,106	12,000	7,495	13,100
6160	Electricity	15,000	21,825	15,000	10,267	24,150
6170	Telephone	20,000	12,485	15,000	3,305	7,500
6171	Staff Cellular Phones	1,000	2,041	2,500	953	2,500
6200	Minor Equipment	2,000	835	1,000	304	1,000
6210	Equipment Rental	2,000		-	-	-
6230	Vehicle Maint/Repair (ISF) 570-43-4651	-	1,344	2,000	678	1,163
6231	Vehicle Parts	-	-	-	1,078	-
6320	Other Professional Fees	20,000	42,302	38,000	14,484	38,000
6321	Legal Fees	-		-	-	-
6325	Consulting Fees	59,250	18,433	20,000	18,244	20,000
6331	Hardware/Software Sup/669	-		-		-
6333	Janitorial	20,000	10,725	11,700	8,475	15,000
6335	Other Purchased Services	30,000	55,073	10,000	64,729	34,000
6400	Insurance	17,000	18,216	20,100	7,726	21,000
6401	Insurance-Ded Exp & other	7,000	-	7,400	-	10,000
6430	Allowance Special Events	15,050	15,985	15,000	11,541	20,000
6500	Drug Testing/Background Checks	9,500	250	-		10,000
6502	Advertising	5,000	3,643	2,500		2,500
6503	Dues/Subscriptions	1,000	1,787	2,000	1,443	2,000
6506	Postage	1,000	173	-	140	1,000
6539	Miscellaneous Expenses	1,000	3,308	1,000	-	1,500
6700	Indirect Cost Recovery	(263,180)	(351,550)	(363,900)	(133,470)	(382,805)
6711	Administrative Overhead - IT Services	17,539	22,919	22,400	16,472	40,438
9684	International Governmental Relations	-	-	-	-	-
	Total materials, supplies and services	85,159	6,481	(49,300)	76,066	(454)
	Total operating expenditures	649,755	536,790	528,060	171,474	574,207

City Clerk's Office Personnel

(100-52)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:							
MII	12501	City Clerk	109,252		128,201		131,406
MI	12901	Deputy City Clerk	78,973		79,973		84,599
	6000	SALARIES AND WAGES	188,225	202,462	208,174	104,087	216,005
		Merit Increases (BU)	-		-		5,334
	6010	Overtime	-		-		-
		Subtotal of misc wages	-	-	-	-	5,334
		TOTAL GROSS WAGES	188,225	202,462	208,174	104,087	221,339
	6022	Holiday Pay	-	308	-	-	-
	6023	Leave Cashout: (TW*5%) of FTE(2)	-	5,984	10,409	6,164	11,067
	6031	Medicare: 1.45% of Total Wages	2,729	2,972	3,019	1,574	3,209
	6032	Unemployment Ins: 1.78%*TW	3,350	-	3,705	-	1,420
	6033	Workers' Comp: (TW/100)*2.5833	4,862	319	538	32	572
	6034	PERS Contributions: TW*22%	41,410	44,609	45,798	22,899	48,695
	6040	Employee Group Benefits: (2119*12)*FTE(2)	50,856	45,548	50,856	25,496	50,856
	6041	Utility Benefit: (380*12)*FTE (FTE=2)	9,120	8,066	9,120	4,339	9,120
		BENEFITS AND TAXES	112,328	107,806	123,445	60,504	124,939
		TOTAL PERSONNEL	300,553	310,268	331,619	164,591	346,278

City Clerk's Office (100-52)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:						
6010	Salaries, Benefits & Taxes excluding EGHB	249,697	264,720	280,763	139,095	295,422
	Overtime	-	-	-	-	-
6040	Employee Group Health Benefits (EGHB)	50,856	45,548	50,856	25,496	50,856
	Total personnel	300,553	310,268	331,619	164,591	346,278
MATERIALS, SUPPLIES, & SERVICES:						
6060	Tavel/Training-Council	19,000	24,451	19,000	10,798	19,000
6061	Training/Travel-Clerk	7,800	2,382	9,300	6,755	9,300
6100	Supplies-Clerk	500	1,230	500	625	500
6101	Supplies-Council	500	35	500	-	500
6170	Telephone	-	-	-	-	-
6171	Staff Cellular Phones	1,680	1,174	1,750	597	1,750
6200	Minor Equipment	20,000	19,230	-	-	-
6321	Legal Fees	5,000	322	5,000	-	5,000
6334	Computer Services	-	-	-	-	-
6335	Other Purchase Services	16,000	33,899	23,800	47,348	29,520
6400	Insurance	9,935	2,939	-	(700)	-
6430	Allowance for Special Events	600	535	600	-	600
6502	Advertising	-	-	-	-	-
6503	Dues/Subscriptions	7,000	8,080	7,700	315	7,700
6505	Election Expenses	18,700	22,750	18,700	10,576	18,900
6507	Donations & Awards	800	682	800	-	800
6539	Miscellaneous Expenses	-	490	-	-	-
6700	Indirect Cost Recovery	(275,460)	(225,694)	(177,291)	(117,523)	(236,483)
6711	Admin Overhead - IT Services	33,260	22,919	22,800	16,767	33,118
	Total materials, supplies and services	(134,685)	(84,576)	(66,841)	(24,442)	(109,795)
	Total operating expenditures	165,868	225,692	264,778	140,149	236,483

Finance Department Personnel

(100-53)				FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:								
MII	13401	Finance Director		141,372		130,768		115,580
MI	13402	Deputy Finance Director		119,450		108,824		110,000
R6	13101	General Ledger Accountant		80,137		80,184		83,867
R4	13102	Accounting Specialist II		73,800		75,898		83,379
R3	13103	Accounting Specialist I (Sales Tax)		68,523		66,888		71,689
R3	13104	Accounting Specialist I		60,475		62,112		61,823
R3	13105	Accounting Specialist I (Payroll/ AP)		16,304		14,778		53,560
R2	13106	Accounting Clerk (Front Desk/Utility Billing) @2		68,675		66,888		12,402
	6000	SALARIES AND WAGES		628,736	565,607	562,416	133,059	592,300
		Merit Increases (Bargaining Unit only)		3,848		9,169	-	7,334
		Merit Increases (Exempt Employees)					-	5,640
	6010	Overtime		16,000	26,929	19,000	19,572	21,000
		Subtotal of miscellaneous wages		19,848	26,929	28,169	19,572	33,974
		TOTAL GROSS WAGES		648,584	592,536	590,585	152,631	626,274
	6022	Holiday Pay		-	15,736	3,000	7,804	-
	6023	Leave Cashout: (BW*2%) of FTEs (FTE=7.25)		40,064	46,976	11,248	3,479	11,846
	6030	Social Security Expense		1,300	676	-	-	-
	6031	Medicare: 1.45% of Total Wages		9,404	9,708	8,563	2,430	9,081
	6032	Unemployment Insurance: 1.78%*TW		11,545	-	10,512	2,734	5,149
	6033	Workers' Compensation: (TW/100)*0.25833		1,675	1,215	1,526	(35)	1,618
	6034	PERS Contributions: TW*22%		142,689	135,684	129,929	35,069	137,780
	6040	Employee Group Benefits: (2119*12)*(FTE=7.25)		228,852	119,358	222,495	35,420	184,353
	6041	Utility Benefit: (380*12)*FTE (FTE=7.25)		41,040	21,574	39,900	10,670	33,060
		BENEFITS AND TAXES		476,569	350,927	427,173	97,571	382,887
		TOTAL PERSONNEL		1,125,154	943,463	1,017,758	250,202	1,009,161

FINANCE DEPARTMENT (100-53)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:						
	Sal, Ben & Taxes excluding EGHB	880,302	797,176	776,263	195,210	803,808
6010	Overtime	16,000	26,929	19,000	19,572	21,000
6040	Employee Group Health Benefits	228,852	119,358	222,495	35,420	184,353
	Total personnel	1,125,154	943,463	1,017,758	250,202	1,009,161
MATERIALS, SUPPLIES, & SERVICES:						
6060	Training/Travel	20,000	15,575	20,000	8,051	20,000
6100	Supplies	11,000	15,532	16,000	7,705	16,000
6150	Gasoline/Diesel/Oil	1,200	1,055	1,200	246	1,200
6170	Telephone	250	89	100	50	100
6171	Staff Cellular Phones	2,000	1,817	1,750	601	1,750
6200	Minor Equipment	11,000	17,106	8,000	1,519	8,000
6230	Vehicle Maint/Repair (ISF)	1,266	1,344	2,000	678	2,319
6231	Vehicle Parts & Tools	-	82	-	351	-
6310	Admin Outsourced Services (Support)	95,000	76,473	90,000	-	90,000
6311	Auditing Expense	100,000	52,053	127,500	49,700	60,000
6331	Hardware/Software Support	19,000	10,457	15,000	13,710	32,904
6335	Other Professional Fees	290,000	262,092	205,000	368,051	250,000
6400	Insurance	33,901	6,492	7,100	2,715	7,100
6410	Rents and Leases	-	-	-	1,884	-
6502	Advertising	2,500	135	2,500	-	2,500
6503	Dues & Subscriptions	5,000	1,769	5,000	755	5,000
6506	Postage	1,300	767	1,000	2,803	1,000
6530	Finance Charges/Penalties	300	159	300	710	300
6531	Bank Charges	52,000	51,623	52,000	25,634	52,000
6532	Cash Over/Short	500	(25)	500		500
6533	IRS Penalties & Interest	4,000	899	2,000	-	2,000
6534	Collection/Small Claims	-	-	-	-	-
6539	Miscellaneous Expenses	4,000	2,385	4,000	291	4,000
6610	Loss-Fraudulent Transactions	-	-	-	-	-
6700	Indirect Cost Recovery	(907,855)	(731,109)	(805,262)	(365,199)	(575,623)
6711	Administrative Overhead IT SVCS	33,260	30,315	30,100	22,135	33,118
	Total materials, supplies and services	(220,378)	(182,915)	(214,212)	142,390	14,168
	Total operating expenditures	904,776	760,548	803,546	392,592	1,023,330

Planning Department Personnel

(100-54)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:							
MII R2	14401	City Planner	107,302		86,844	-	92,550
	14101	Planning Clerk	55,899		60,423	-	64,722
	6000	SALARIES AND WAGES	163,201	71,940	147,267	32,482	157,272
		Merit Increases (Bargaining Unit only)	1,397	-	1,511	-	1,294
		Merit Increases Exempt Employee's		-			2,314
	6010	Overtime	-	-	-	-	-
		Subtotal of miscellaneous wages	1,397	-	1,511	-	3,608
		TOTAL GROSS WAGES	164,599	71,940	148,778	32,482	160,880
	6022	Holiday Pay	-	2,596	-	1,894	-
	6023	Leave Cashout: (BW*2%) of FTEs (FTE=2)	8,699	20,182	1,239	-	2,589
	6031	Medicare: 1.45% of Total Wages	2,387	1,329	2,157	511	2,333
	6032	Unemployment Insurance: 1.78%*TW	2,930	-	2,648	-	2,864
	6033	Workers' Compensation: (TW/100)*.25833	425	279	384	2	206
	6034	PERS Contributions: TW*22%	36,212	16,670	32,731	7,563	35,394
	6040	Employee Group Benefits: (2119*12)*FTE (FTE=2)	50,856	17,584	50,856	6,223	50,856
	6041	Utility Benefit: (380*12)*FTE (FTE=2)	9,120	2,104	9,120	1,100	9,120
		BENEFITS AND TAXES	110,628	60,744	99,136	17,293	103,361
		TOTAL PERSONNEL	275,227	132,684	247,913	49,775	264,241

Planning Department (100-54)

		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:						
6010	Salaries, Benefits & Taxes excluding EGHB	224,371	115,100	224,371	43,552	213,385
	Overtime	-	-	-	-	-
6040	Employee Group Health Benefits (EGHB)	50,856	17,584	50,856	6,223	50,856
	Total personnel	275,227	132,684	275,227	49,775	264,241
MATERIALS, SUPPLIES, & SERVICES:						
6061	Travel/Training	3,600	-	10,000	-	15,000
6100	Supplies	5,600	2,687	2,000	346	4,500
6103	Wearing Apparel	300	271	-	185	400
6150	Gasoline/Diesel/Oil	1,800	387	-	457	1,500
6153	Heating Fuel	3,437	5,651	-	-	3,402
6155	Water/Sewer/Garbage	1,038	169	-	-	760
6160	Electricity	1,876	498	-	-	3,930
6170	Telephone	200	40	50	20	50
6171	Staff Cellular Phones	84	587	750	299	750
6200	Minor Equipment	5,500	10	-	-	1,000
6230	Vehicle Maint/Repairs (ISF)	1,559	1,344	1,500	508	1,739
6231	Vehicle Parts & Tools	1,000	496	500	279	1,000
6320	Other Professional Services	20,000	77,968	50,000	36,826	50,000
6321	Legal Fees	1,000	-	-	-	-
6330	Other Professional Fees	20,000	7,540	30,000	100	-
6331	Hardware/Software Support	2,500	2,539	-	2,792	-
6400	Insurance	12,750	3,442	-	(820)	-
6502	Advertising	2,000	1,416	-	-	3,000
6503	Dues & Subscriptions	500		1,000	-	1,000
6510	Rents & Leases		739			-
6539	Miscellaneous Expenses	1,000	51	-	-	5,000
6711	Admin Overhead-IT SVCS	33,260	22,919	22,800	16,767	33,118
	Total materials, supplies and services	119,003	128,754	118,600	57,759	126,150
	Total operating expenditures	394,231	261,438	393,827	107,533	390,391

Information Technology Services Personnel

(100-55)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Proposed Budget
PERSONNEL:							
MII R4	15401	IT Services Director	100,384		110,011		115,500
	15101	IT Technician			63,851	-	70,140
	6000	SALARIES AND WAGES	100,384	150,783	173,862	86,974	185,640
	6010	Merit Increases (Bargaining Unit only)	-	-	1,596	-	1,403
		Merit Increases (Exempt Employee's)		-	-		2,888
		Overtime	-	3,334	10,000	3,905	10,000
		Subtotal of miscellaneous wages	-	3,334	11,596	3,905	14,290
		TOTAL GROSS WAGES	100,384	154,117	185,458	90,879	199,930
	6022	Holiday Pay	-	2,456	500	1,794	-
	6023	Leave Cashout: (TW*2%) of FTEs (FTE=2)	5,019	45,771	9,273	-	7,997
	6031	Medicare: 1.45% of Total Wages	1,456	2,863	2,689	1,309	2,899
	6032	Unemployment Insurance: 1.78%*TW	1,787	-	3,301	-	1,420
	6033	Workers' Compensation: (TW/100)*.25833	259	170	479	76	516
	6034	PERS Contributions: TW*22%	22,084	34,446	40,801	20,388	43,985
	6040	Employee Group Benefits: (2119*12)(FTE=2)	25,428	30,290	50,856	20,243	50,856
	6041	Utility Benefit: (380*12)*FTE (FTE=2)	4,560	5,821	9,120	3,949	9,120
		BENEFITS AND TAXES	60,593	121,817	117,019	47,759	116,794
TOTAL PERSONNEL			160,977	275,934	302,477	138,638	316,724

Information Technology Services (100-55)

		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Proposed Budget
PERSONNEL:						
	Salaries, Benefits & Taxes excluding EGHB	135,549	242,310	241,621	114,490	255,868
6010	Overtime		3,334	10,000	3,905	10,000
6040	Employee Group Health Benefits (EGHB)	25,428	30,290	50,856	20,243	50,856
	Total personnel	160,977	275,934	302,477	138,638	316,724
MATERIALS, SUPPLIES, & SERVICES:						
6060	Training/Travel	10,000	4,727	10,000	350	10,000
6100	Supplies	7,000	6,994	7,000	967	7,000
6150	Gasoline/Diesel/Oil	3,000	3,405	4,000	1,597	4,000
6171	Staff Cellular Phones	2,000	3,097	3,500	1,022	45,000
6179	Connectivity Services	400,000	465,281	320,000	148,535	350,000
6200	Minor Equipment	35,000	16,184	35,000	6,911	30,000
6210	Equipment Rental	180,000	114,534	215,000	101,672	220,000
6230	Vehicle Maint/Repairs (ISF)	1,280	1,344	3,000	1,017	3,479
6231	Vehicle Parts & Tools	1,000	2,067	3,000	-	3,000
6320	Other Professional Fees	115,000	88,790	100,000	40,450	85,000
6331	Hardware/Software Support	70,000	79,208	70,000	68,060	115,000
6335	Other Purchased Services	15,500	13,658	10,000	7,835	10,000
6400	Insurance	8,969	2,687	8,969	4,744	8,969
6539	Miscellaneous Expenses	2,000	3,719	2,000	5	2,000
6700	Indirect Cost Recovery	(798,240)	(666,254)	(705,010)	(309,057)	(746,489)
6711	Admin Overhead-IT SVCS	33,260	86,946	-	(63,298)	33,118
6890	Capital Expenditures	-	209,721		127,556	100,000
9694	Server Room Air Conditioner	-	-	-	1,937	-
9695	Building Mapping/Floor Plans	-	-		-	-
9696	Air Conditioner for Servers	-	43,206	-	-	-
	Total materials, supplies and services	85,769	479,314	86,459	140,303	280,077
	Total operating expenditures	246,746	755,248	388,936	278,941	596,801

City Attorney's Office Personnel

(100-56)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Proposed Budget
PERSONNEL:							
MIII	30501	City Attorney	145,343	144,347	149,703	74,852	157,813
	6000	SALARIES AND WAGES	145,343	144,347	149,703	74,852	157,813
		Merit Increases (Bargaining Unit only)	-	-	-	-	
	6010	Overtime	-	-	-	-	
		Subtotal of miscellaneous wages	-	-	-	-	-
		TOTAL GROSS WAGES	145,343	144,347	149,703	74,852	157,813
	6023	Leave Cashout: (TW*2%) (FTE=1)	7,267	-	7,485	-	3,156
	6031	Medicare: 1.45% of Total Wages	2,107	2,077	2,171	1,078	2,288
	6032	Unemployment Ins: 1.78%*TW	2,587	-	2,665	-	2,809
	6033	Workers' Comp: (TW/100)*.25833	375	247	387	16	103
	6034	PERS Contributions: TW*22%	31,975	31,749	44,000	16,467	34,719
	6040	Emp Group Ben: (2119*12)*1	25,428	34,117	42,000	12,710	25,428
	6041	Utility Benefit: (380*12)*FTE	-	-	-	-	-
		BENEFITS AND TAXES	69,741	68,190	98,707	30,271	68,504
		TOTAL PERSONNEL	215,084	212,537	248,410	105,122	226,317

City Attorney's Office
(100-56)

PERSONNEL:		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Proposed Budget
6010	Salaries, Benefits & Taxes excluding EGHB	189,656	178,420	149,703	74,852	200,889
	Overtime	-	-	-		-
6040	Employee Group Health Benefits (EGHB)	25,428	34,117	42,000	13,657	25,428
	Total personnel	215,084	212,537	191,703	88,508	226,317
MATERIALS, SUPPLIES, & SERVICES:						
6060	Training/Travel	12,000	8,353	12,000	3,105	12,000
6100	Supplies	1,000	356	500	-	300
6150	Gasoline/Diesel/Oil	-	-	-	-	-
6171	Staff Cellular Phones	1,000	587	800	299	800
6320	Other Professional Fees	20,000	35,134	15,000	9,762	20,000
6321	Legal Fees	15,000	-	20,000	5,673	15,000
6335	Other Purchased Services	10,000	9,873	10,000	4,179	7,000
6400	Insurance	5,515	2,156	2,400	927	2,400
6410	Rents & Leases	11,000	8,444	3,000	1,478	-
6502	Advertising	-	-	-	-	-
6503	Dues & Subscriptions	1,500	2,041	1,200	-	1,000
6539	Miscellaneous Expense	1,000	24	1,200	49	1,200
6700	Indirect Cost Recovery	(275,460)	(59,739)	(133,794)	(24,801)	(60,651)
6711	Admin Overhead-IT SVCS	33,260	19,188	19,100	9,702	17,239
	Total materials, supplies and services	(164,185)	26,417	(48,594)	10,372	16,288
	Total operating expenditures	50,898	238,954	143,109	98,880	242,604

Fire Department Personnel

(100-60)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Proposed Budget
PERSONNEL:							
MII	16401	Fire Chief	119,602		120,185	-	126,193
PS6	16101	Fire Captain	83,992		75,399	-	82,763
PS4	16102	Lieutenant	67,336		67,336	-	74,192
PS4	16103	Lieutenant	67,336		69,019	-	84,418
PS2	16104	Lieutenant	67,336		67,336	-	76,038
PS2	16105	Firefighter/EMT	53,682		59,255	-	59,171
PS2	16106	Firefighter/EMT	55,024		52,373	-	57,729
PS2	16107	Firefighter/EMT	70,436		52,373	-	55,224
PS2	16108	Firefighter/EMT	56,400		52,373	-	55,224
PS2	16109	Firefighter/EMT	53,682		52,373	-	55,224
PS2	16110	Firefighter/EMT	52,373		52,373	-	55,224
R2	16111	Administrative Assistant	42,673		42,763	-	58,662
	6000	SALARIES AND WAGES	789,872	654,014	763,158	486,187	840,062
		Merit Increases (Bargaining Unit only)	19,747	-	19,079	-	16,801
	6004	Longevity Bonus	-	-	10,000	-	-
	6010	FLSA Overtime	70,000	102,807	120,000	107,674	150,000
	6011	Call-Back Overtime	50,000	51,955	50,000	30,029	75,000
	6022	Holiday Pay	-	40,750	15,000	20,550	-
		Summer Intern Program (1 temp) @ \$20/hr	14,400	-	10,000	-	20,800
	9649	Volunteer Stipend	20,000	1,715	15,000	(160)	10,000
		Subtotal of miscellaneous wages	174,147	197,227	239,079	158,093	272,601
		TOTAL GROSS WAGES	964,019	851,241	1,002,237	644,280	1,112,663
	6023	Leave Cashout: (BW*6%) of FTEs (FTE=12)	47,392	61,445	45,789	2,750	60,484
	6030	Social Security 6.2% of Temp Salary	2,500	2,275	-	167	1,290
	6031	Medicare: 1.45% of Total Wages	11,454	13,564	14,532	6,675	16,134
	6032	Unemployment Insurance: 1.78%*TW (W/ \$39,900 cap)	17,143	-	17,840	-	8,523
	6033	Workers' Compensation: (TW/100)*2.5833	3,482	28,974	25,891	3,067	28,735
	6034	PERS Contributions: TW*22%	211,873	188,060	220,492	96,943	227,514.00
	6040	Employee Group Benefits: (2119*12)*FTE (FTE=12)	330,564	164,025	305,136	62,857	305,136
	6041	Utility Benefit: (380*12)*FTE (FTE=12)	54,720	30,761	54,720	17,976	54,720
		BENEFITS AND TAXES	679,128	489,104	684,400	190,435	702,536
		TOTAL PERSONNEL	1,643,147	1,340,345	1,686,637	834,715	1,815,199

Fire Department (100-60)

		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Proposed Budget
PERSONNEL:						
	Salaries, Benefits & Taxes excluding EGHB	1,192,583	1,021,558	1,211,501	634,155	1,285,063
6010	Overtime	120,000	154,762	170,000	158,253	225,000
6040	Employee Group Health Benefits (EGHB)	330,564	164,025	305,136	62,857	305,136
	Total personnel	1,643,147	1,340,345	1,686,637	855,265	1,815,199
MATERIALS, SUPPLIES, & SERVICES:						
6060	Travel/Training	31,600	25,392	42,900	19,558	59,800
6061	Travel/Training	-	(1,288)	-	-	-
6100	Supplies	25,200	26,680	77,800	57,634	27,400
6103	Wearing Apparel	13,214	27,590	16,700	3,386	20,800
6150	Gasoline/Diesel/Oil	13,500	17,190	16,400	9,857	16,400
6153	Heating Fuel	20,000	32,362	40,000	10,402	40,000
6155	Water/Sewer/Garbage	4,459	-	11,600	1,515	11,600
6160	Electricity	18,205	20,285	21,200	10,102	25,300
6170	Telephone	2,500	3,046	2,400	1,452	2,400
6171	Staff Cellular Phones	5,000	2,696	4,000	1,369	4,000
6200	Minor Equipment	21,000	41,293	22,000	4,499	23,700
6230	Vehicle Maint/Repair (ISF)	18,000	11,869	18,000	7,594	20,873
6231	Vehicle Parts & Tools	48,000	34,201	28,000	24,520	32,000
6240	Property Maint	33,000	1,516	30,000	5,170	30,000
6335	Other Purchased Services	34,100	30,908	31,000	31,846	31,000
6400	Insurance	76,777	97,789	108,000	41,535	108,000
6502	Advertising	1,800	1,553	3,000	2,863	5,000
6503	Dues/Subscriptions	9,500	11,885	12,500	5,074	15,200
6530	Finance Charges/Penalties	-	-	500	-	500
6534	Collection/Ambulance Billing	31,200	17,996	31,200	9,783	31,200
6537	Fire Prevention Program	5,200	4,755	7,500	2,931	7,500
6539	Miscellaneous Expenses	1,500	868	1,500	447	1,500
6660	XFER TO F-58 FLEET REPLACEMENT	-	85,343	-	169,807	-
6711	Admin Overhead-IT SVCS	33,260	22,919	22,800	16,767	33,118
	Total materials, supplies and services	447,015	516,848	549,000	438,111	547,291
	Total operating expenditures	2,090,162	1,857,193	2,235,637	1,293,376	2,362,490

Police Department Personnel

(100-61)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:							
MII	17401	Police Chief (90%)	133,673		117,691		104,022
PS6	17301	Police Lieutenant	106,537		110,632		122,905
PS6	17302	Police Lieutenant	-		111,930		129,121
PS5	17304	Police Officer IV (Sgt)	84,093		90,559		78,297
PS4	17305	Police Officer IV (Sgt)	90,801		78,297		95,398
PS5	17306	Police Officer IV (Sgt)	95,398		95,398		76,648
PS4	17307	Police Officer III (Corporal)	86,426		72,707		94,984
PS3	17308	Police Officer II (Investigator)	84,093		67,336		77,714
PS3	17309	Police Officer II (Investigator)	86,196		62,350		85,798
PS3	17310	Police Officer II	79,813		70,534		75,826
PS3	17311	Police Officer II	75,967		72,307		79,666
PS3	17312	Police Officer II	72,307		79,813		83,697
PS3	17313	Police Officer II	65,506		77,867		79,666
PS3	17314	Police Officer II	79,813		79,813		81,660
PS3	17315	Police Officer II	74,115		75,967		85,798
PS3	17316	Police Officer II	72,307		95,398		85,798
PS3	17317	Police Officer II	68,823		88,099		81,660
PS3	17318	Police Officer II	48,522		62,350		93,016
PS4	17319	Police Officer II	-		62,350		75,826
R2	17329	Administrative Assistant	47,339		52,373		50,600
R3	17320	Community Service Officer	50,978		54,898		54,631
R3	17321	Community Service Officer	50,978		52,253		56,010
R3	17322	Evidence Custodian	56,271		56,271		53,560
R4	17323	Dispatch Supervisor	65,447		83,778		89,786
R3	17324	Public Safety Dispatcher I	46,184		48,522		56,010
R3	17325	Public Safety Dispatcher I	70,274		73,822		79,136
R3	17326	Public Safety Dispatcher I	46,184		48,522		58,832
R3	17327	Public Safety Dispatcher I	54,898		46,184		54,631
	6000	SALARIES AND WAGES	1,892,943	1,631,033	2,088,081	884,047	2,240,696
		Merit Increases (Bargaining Unit only)	47,324	-	52,202	-	53,417
		Merit Increases (Exempt Employees)		-		-	2,601
		Field Training	12,000	-	-	-	-
	6010	Shift Differential and Overtime	240,000	293,712	266,208	247,556	266,208
		Subtotal of miscellaneous wages	299,324	293,712	318,410	247,556	322,225
		TOTAL GROSS WAGES	2,192,267	1,924,745	2,406,491	1,131,603	2,562,922
	6020	Vacation Pay	-	100	-	-	-
	6021	Sick Pay	-	100	-	-	-
	6022	Holiday Pay	-	75,991	30,000	61,702	-
	6023	Leave Cashout: (BW*6%) of FTEs (FTE=27.9)	113,577	158,771	125,285	19,855	134,442
	6030	Social Security Expense				338	-
	6031	Medicare: 1.45% of Total Wages	27,448	31,792	34,894	17,770	37,162
	6032	Unemployment Insurance: 1.78%*TW (W/ \$39,900 cap)	39,022	-	42,836	-	45,620
	6033	Workers' Compensation: (TW/100)*2.5833	56,633	57,258	62,167	2,071	66,208
	6034	PERS Contributions: TW*22%	482,299	461,445	529,428	258,199	563,843
	6040	Employee Group Benefits: (2119*12)*FTE (FTE=27.9)	737,412	324,072	709,441	147,631	709,441
	6041	Utility Benefit: (380*12)*FTE (FTE=27.9)	132,240	53,421	127,224	20,568	127,224
		BENEFITS AND TAXES	1,588,630	1,162,950	1,661,275	528,134	1,683,940
		TOTAL PERSONNEL	3,780,897	3,087,695	4,067,767	1,659,737	4,246,862

Police Department
(100-61)

		FY23 Budget	FY23 Actuals	FY24 Budget	December FY24 Actuals	FY25 Proposed Budget
PERSONNEL:						
6010	Salaries, Benefits & Taxes excluding EGHB	2,803,485	2,469,911	2,803,485	884,047	3,271,213
	Overtime	240,000	293,712	240,000	247,566	266,208
6040	Employee Group Health Benefits (EHGB)	737,412	324,072	737,412	139,570	709,441
	Total personnel	3,780,897	3,087,695	3,780,897	1,271,183	4,246,862
MATERIALS, SUPPLIES, & SERVICES:						
6002	Relocation Expenses	10,000	7,083	10,000	1,518	10,000
6060	Travel/Training	50,000	70,887	60,000	48,418	80,000
6100	Supplies	27,000	29,152	30,000	15,720	32,000
6102	SART Exams	10,000	2,010	10,000	1,010	10,000
6103	Employee Wearing Apparel	20,000	12,851	25,000	21,415	25,000
6150	Gasoline/Diesel/Oil	36,000	52,609	36,000	22,101	45,000
6153	Heating Fuel	26,000	51,934	59,500	13,021	59,500
6155	Water/Sewer/Garbage	8,397	8,389	8,600	6,530	19,000
6160	Electricity	42,465	45,144	47,000	19,270	45,000
6170	Telephone	19,000	18,745	17,000	12,585	28,000
6171	Staff Cellular Phones	10,000	17,615	20,000	7,912	20,000
6200	Minor Equipment	25,000	12,077	27,000	2,068	30,000
6230	Vehicle Maint/Repair (ISF)	17,554	25,401	20,600	7,435	23,888
6231	Vehicle Parts & Tools	8,000	21,949	28,400	31,512	35,000
6240	Property Maint	-	-	-	-	-
6335	Other Purchased Services	35,000	32,747	81,000	59,416	85,000
6400	Insurance	109,232	226,252	249,000	95,573	249,000
6401	Insurance-Ded Exp & Other	15,000	-	10,000	-	10,000
6503	Dues/Subscriptions	1,000	3,324	3,000	3,119	6,000
6539	Miscellaneous Expenses	-	1,202	-	-	-
6711	Admin Overhead IT-SVCS	33,260	81,949	-	16,278	34,582
	Total materials, supplies and services	502,907	721,320	742,100	384,903	846,970
	Total operating expenditures	4,283,804	3,809,015	4,522,997	1,656,086	5,093,832

Public Works-Admin Personnel

(100-65)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Proposed Budget
PERSONNEL:							
MII R2	19401	Public Works Director 15%	19,901		19,228		20,897
	19101	Admin Assistant 15%	7,620		7,434	-	8,586
	6000	SALARIES	27,521	29,041	26,662	15,421	29,483
	6010	Overtime	3,000	-	-	42	-
		Merit Increase	191	136	186	-	215
		Subtotal of miscellaneous wages	3,191	136	186	42	215
		Subtotal Total Wages	30,712	29,177	26,848	15,463	29,698
	6020	Vacation Pay	-	-	-	-	-
	6022	Holiday Pay	-	80	-	58	-
	6023	Leave Cashout	152	7,220	149	-	172
	6031	Medicare: 1.45% of Total Wages	445	472	389	198	431
	6032	Unemployment Insurance: 1.78%*TW	547	-	478	-	529
	6033	Workers' Compensation: (TW/100)*2.5833	793	52	69	0	77
	6034	PERS Contributions: TW*22%	6,757	6,488	5,907	3,392	6,533
	6040	Employee Group Benefits: (2119*12)*FTE	7,628	7,272	7,628	3,755	7,628
	6041	Utility Benefit: (380*12)*FTE (FTE=0.3)	1,368	481	1,368	541	1,368
		BENEFITS AND TAXES	17,691	22,065	15,988	7,944	16,738
		TOTAL PERSONNEL	48,403	51,242	42,837	23,407	46,435

**Public Works Admin.
(100-65)**

PERSONNEL:		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Proposed Budget
6010	Salaries, Benefits & Taxes minus EGHB	37,774	43,970	37,774	15,421	38,807
	Overtime	3,000	-	3,000	42	-
6040	Employee Group Health Benefits	7,628	7,272	7,628	3,755	7,628
	Total Personnel	48,403	51,242	48,403	19,218	46,435
MATERIALS, SUPPLIES, & SERVICES						
6060	Travel/Training	10,000	1,880	10,000	7,320	10,000
6100	Supplies	4,000	2,972	4,000	408	4,000
6103	Wearing Apparel	-	-	-	640	-
6150	Gasoline/Diesel/Fuel	5,000	1,977	4,000	207	2,000
6153	Heating Fuel	8,200	7,042	9,800	29,510	9,000
6155	Water/Sewer/Garbage	1,038	3,148	4,400	447	500
6160	Electricity	1,876	804	580	741	1,725
6170	Telephone	50	40	50	20	50
6171	Staff Cellular Phones	2,000	1,174	1,500	597	1,500
6200	Minor Equipment	-	10	-		-
6230	Vehicle Maint/Repair (ISF)	2,457	3,455	4,300	1,227	4,986
6231	Vehicle Parts & Tools	3,000	2,137	3,000	846	3,000
6232	Tires & Wheels	-	-	-	-	-
6335	Other Purchased Services	71,208	67,329	16,379	3,273	15,000
6400	Insurance	21,090	2,775	3,060	1,176	3,500
6503	Dues & Subscriptions	500	689	500	496	500
6539	Miscellaneous Expenses	3,000	951	3,000	-	3,000
6711	Admin Overhead-IT Services	33,260	21,054	20,900	10,616	33,118
	Total materials, supplies and services	166,679	117,437	85,469	57,524	91,879
	Total Operating Expenditures	215,081	168,679	133,871	76,742	138,315

Streets & Roads

(100-66)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Proposed Budget
PERSONNEL							
MII	19401	Public Works Director 5%	6,666		6,441	-	6,966
R2	19101	Public Works Admin Assistant 5%	2,540		2,478	-	2,862
R4	20101	Streets & Roads - Foreman	101,173		98,705	-	109,335
R3	20102	Grader Operator	86,706		84,591	-	68,231
R3	20103	Grader Operator	86,706		84,591	-	73,492
R3	20104	Grader Operator	64,710		63,131	-	83,146
R3	20105	Operator/Driver	61,628		60,125	-	83,146
R3	20106	Driver (\$47,110 @ 50% HR, 25% S&R, 12.5% HW, 12.5% I	12,676		12,367	-	14,003
		Temporary Driver	-		36,400	-	36,400
	6000	SALARIES AND WAGES	422,805	311,592	448,829	190,608	477,581
		Merit Increases (Bargaining Unit only)	10,403	-	11,060	-	10,855
	6010	Overtime	35,000	40,145	35,000	11,442	35,000
		Subtotal of miscellaneous wages	45,403	40,145	46,060	11,442	45,855
		TOTAL GROSS WAGES	468,208	351,737	494,889	202,051	523,436
	6022	Holiday Pay	-	14,489	5,000	11,215	-
	6023	Leave Cashout: (BW*3%) of FTEs (5.23)	12,484	43,406	12,180	12,425	13,026
	6031	Medicare: 1.45% of Total Wages	6,789	6,064	7,176	3,363	7,590
	6032	Unemployment Insurance: 1.78%*TW (W/ \$39,900 cap)	8,334	-	8,809	-	4,623
	6033	Workers' Compensation: (TW/100)*2.5833	12,095	17,027	12,784	151	1,352
	6034	PERS Contributions: TW*22%	103,006	88,556	108,876	46,765	115,156
	6040	Employee Group Benefits: (2119*12)*FTE (FTE=5.23)	132,988	98,156	132,988	62,514	132,988
	6041	Utility Benefit: (380*12)*FTE (FTE=5.23)	23,849	14,646	23,849	8,502	23,849
		BENEFITS AND TAXES	299,545	282,344	306,662	144,936	298,585
		TOTAL PERSONNEL	767,753	634,081	801,551	346,987	822,021

Streets & Roads (100-66)

		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Proposed Budget
PERSONNEL:						
	Salaries, Benefits & Taxes excluding EGHB	599,765	495,780	599,765	190,608	654,033
502	Overtime	35,000	40,145	35,000	11,442	35,000
512	Employee Group Health Benefits (EHGB)	132,988	98,156	132,988	62,514	132,988
	Total personnel	767,753	634,081	767,753	264,564	822,021
MATERIALS, SUPPLIES, & SERVICES:						
6060	Travel/Training	-	-	-	-	-
6100	Supplies	4,500	8,494	4,500	930	4,500
6103	Wearing Apparel	4,000	2,313	5,000	1,309	5,000
6111	Signs	4,500	2,472	4,500	4,903	4,500
6131	Street Maint Gravel	530,000	702,008	440,000	410,400	200,000
6132	Salt	50,000	27,029	70,000	-	-
6140	Calcium Chloride	50,000	59,601	70,000	-	-
6141	Asphalt Products/Supplies	-	-	-	-	-
6150	Gasoline/Diesel/Oil	70,000	108,453	70,000	42,571	100,000
6153	Heating Fuel (25% of City Shop)	11,168	15,147	96,796	6,645	16,250
6155	Water/Sewer/Garbage (25% of City Shop)	2,853	2,686	2,700	1,229	6,492
6160	Electricity (25% of City Shop)	2,136	2,954	3,200	1,014	15,875
6161	Electricity Street Lights	60,000	56,109	70,000	22,058	80,500
6170	Telephone	50	20	50	10	50
6171	Staff Cellular Phones	2,500	1,454	2,500	597	2,500
6200	Minor Equipment	10,000	7,168	10,000	3,115	10,000
6230	Vehicle Maint/Repair (ISF)	146,047	134,485	150,000	42,809	173,942
6231	Vehicle Parts & Tools	70,000	70,275	70,000	49,841	70,000
6232	Tires & Wheels	18,000	807	10,000	3,838	25,000
6240	Property Maintenance		4,174			-
6250	Street Light MT & Pole Repair	20,000	18,530	20,000	-	20,000
6335	Other Purchased Services	-	8,064	10,000	-	10,000
6400	Insurance	45,000	23,882	26,300	10,098	26,300
6430	Finance Charges/Penalties		7			-
6502	Advertising	-	-	-	-	-
6711	Admin Overhead-IT SVCS	33,260	19,188	19,000	9,651	33,118
	Total materials, supplies and services	1,134,015	1,275,320	1,154,546	611,018	804,027
	Total operating expenditures	1,901,769	1,909,401	1,922,299	875,582	1,626,048

Property Maintenance

(100-70)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Proposed Budget
PERSONNEL:							
MII	19401	Public Works Director 5%	6,631		6,407	-	6,966
R2	19101	Admin Assistant 5%	2,540		2,478	-	2,862
R4	22101	Building Maintenance Foreman	68,482		66,812	-	65,133
R2	22102	Maintenance Worker	53,237		51,938	-	60,147
R2	22103	Maintenance Worker	45,997		44,875	-	54,631
R2	22104	Maintenance Worker	73,116		71,333	-	87,092
R2	22105	Maintenance Worker	58,693		57,262	-	54,483
	18901	Temp Maint Worker (800 hrs @18/hr)	14,432		14,080	-	14,400
	18902	Temp Maint Worker (800 hrs @18/hr)	14,432		14,080	-	14,400
R2		Maintenance Worker	-		-	-	-
	6000	SALARIES AND WAGES	337,559	266,645	329,264	143,005	360,114
		Merit Increases (Bargaining Unit only)	8,273	-	8,071	-	8,829
	6010	Overtime	50,000	59,722	50,000	27,234	50,000
		Subtotal of miscellaneous wages	58,273	59,722	58,071	27,234	58,829
		TOTAL GROSS WAGES	395,833	326,367	387,335	170,239	418,943
	6022	Holiday Pay	-	11,872	7,000	9,304	-
	6023	Leave Cashout: (BW*2%) of FTEs(5.1)	27,261	40,945	6,585	3,907	42,022
	6030	Social Security (6.2% of Temp Salary)	1,790	218	1,746	-	1,786
	6031	Medicare: 1.45% of Total Wages	5,740	5,660	5,616	2,707	6,075
	6032	Unemployment Ins: 1.78%*TW (39,900 cap)	7,046	-	6,895	-	4,239
	6033	Workers' Compensation: (TW/100)*2.5833	10,226	10,006	10,006	(135)	10,823
	6034	PERS Contributions: TW*22%	87,083	80,946	85,214	39,420	92,167
	6040	Emp Group Ben: (2119*12)*FTE (FTE=5.1)	129,683	98,802	129,683	44,722	129,683
	6041	Utility Benefit: (380*12)*FTE (FTE=5.1)	23,256	30,378	23,256	17,566	23,256
		BENEFITS AND TAXES	292,083	278,827	276,001	117,491	310,049
		TOTAL PERSONNEL	687,916	605,194	663,336	287,730	728,992

Property Maintenance
(100-70)

		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Proposed Budget
PERSONNEL:						
6010	Salaries, Benefits & Taxes excluding EGHB	508,233	446,670	508,233	215,774	549,310
	Overtime	50,000	59,722	50,000	27,234	50,000
6040	Employee Group Health Benefits (EHGB)	129,683	98,802	129,683	44,722	129,683
	Total personnel	687,916	605,194	687,916	287,730	728,992
MATERIALS, SUPPLIES, & SERVICES:						
6060	Travel/Training	8,000	-	8,000	-	8,000
6100	Supplies	5,000	2,531	5,000	737	5,000
6103	Wearing Apparel	5,000	1,252	5,000	-	5,000
6105	Cleanup Greenup Supplies	700	381	1,000	-	1,000
6106	Paint Supplies	2,000	709	2,000	-	2,000
6107	Electrical Supplies	7,000	2,870	5,000	127	5,000
6108	Plumbing Supplies	7,000	2,708	7,000	1,557	7,000
6110	Materials	5,000	5,338	5,000	1,114	5,000
6111	Boardwalk Repair Supplies	10,000	32	10,000	-	10,000
6142	Glycol Supplies	15,000	-	10,000	-	10,000
6150	Gasoline/Diesel/Oil	10,000	14,255	15,000	9,324	15,000
6153	Heating Fuel	28,924	62,438	94,100	14,708	25,000
6155	Water/Sewer/Garbage	17,268	2,150	2,300	1,007	8,000
6160	Electricity	9,783	12,004	11,600	5,698	13,340
6170	Telephone	100	26	50	136	50
6171	Staff Cellular Phones	1,680	1,120	1,700	570	1,700
6200	Minor Equipment	8,000	7,987	8,000	465	8,000
6201	Boiler Expense	25,000	14,587	25,000	5,420	25,000
6230	Vehicle Maint. Repair (ISF)	5,713	5,456	6,200	2,102	7,190
6231	Vehicle Parts & Tools	10,000	2,730	5,000	1,540	5,000
6240	Wind Turbine Contract	11,000	14,400	11,000	-	11,000
6241	Parks Maintenance	45,000	1,675	45,000	5,096	45,000
6242	Boardwalk Lighting Project	-	34	93,339	-	-
6250	Carpentry Expense	5,000	1,506	25,000	69	5,000
6335	Other Purchased Services	25,000	20,054	15,000	3,326	15,000
6400	Insurance	34,758	12,950	14,300	5,499	14,300
6510	4th of July	400	130	1,000	53	1,000
6539	Miscellaneous Expenses	1,300	11	15,000	1,373	15,000
6700	Indirect Cost Recovery	(346,153)	(298,288)	(319,000)	(131,993)	(372,488)
6711	Admin Overhead -IT Services	33,260	36,511	36,200	26,621	33,118
	Total materials, supplies and services	(9,268)	(72,443)	163,789	(45,451)	(66,791)
	Total operating expenditures	678,649	532,751	851,705	242,279	662,202

Community Services

(100-72)

		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
MATERIALS, SUPPLIES, & SERVICES						
6155	Bethel Winter House	33,520	-	3,298	-	118,300
6171	Bethel Friends of Canines	85,000	102,000	85,000	115,000	115,000
6430	Community Action Grant	100,000	143,383	86,000	44,240	86,000
6431	UAF 4-H Contribution	112,000	112,000	112,000	112,000	112,000
6509	Kusko Consortium Library Agreement	72,600	72,600	72,600	72,600	92,600
6512	Donation-Ice Road Maintenance	9,000	-	-	-	-
9755	Bethel Search & Rescue	20,000	-	-	-	-
	K-300/Family Bereavement W/S Donations			-	-	5,000
Total Donations		502,120	502,120	358,898	343,840	528,900

In-Kind & Transfers (100-73)

(100-73)

		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
TRANSFERS						
6640	Cash Transfer to YKRHASTC - General Sales Tax *8.33%	649,740	725,450	683,060	358,758	699,720
6641	Cash Transfer to YKRHASTC - Alcohol Sales Tax *3.33%	16,650	11,880	14,319	6,459	14,319
6643	*Cash Transfer to Transit Bus	-	66,226	172,976	48,359	187,883
6647	Xfer out to Fleet Replacement Fund	125,000	-	80,000	-	80,000
6667	Cash Transfer to YKRHASTC - Alaska Remote Sellers Sales Tax*8.33%	49,980	-	54,145	-	54,145
9552	Cash Transfer to YKRHASTC - Marijuana Tax*3.33%	28,305	-	28,305	14,294	28,305
	Community Service Patrol Program	32,308	29,725	32,308	-	32,308
6430	Cash Transfer to CAG-Alcohol Sales Tax*20.%					71,350
	Cash Transfer from Community Service to W/S Rev School Resource Officer	15,130	-	12,768	-	5,000 37,705
	Total In-Kind Transfers	917,113	833,281	1,077,881	427,870	1,210,735

Special Revenue Funds

270 - Community Service Patrol

410 - Enhanced 911 System

740 - School Resource Officer

Community Service Patrol Program

Personnel (270-50)			FY23 Budget	FY23 Actuals	FY24 Budget	Dec. 2023 Actuals	FY25 Budget
PERSONNEL:							
R5	28101	Community Service Patrol	48,522		47,339		54,631
R5	28102	Community Service Patrol	47,339		46,184		53,560
R5	28103	Community Service Patrol	48,522		46,184		54,631
	6000	SALARIES AND WAGES	144,383	82,377	139,707	56,802	162,822
		Shift differential @3.5% of base wages	5,053	-	4,890	-	5,699
		Merit Increases (Bargaining Unit only)	3,610	-	3,493	-	4,071
	6010	Overtime	15,000	7,824	-	11,374	10,000
		Subtotal of miscellaneous wages	23,663	7,824	8,383	11,374	19,769
		TOTAL GROSS WAGES	168,046	90,201	148,090	68,176	182,591
	6022	Holiday Pay	-	5,456	5,000	4,519	
	6023	Leave Cashout: (BW*5%) of FTEs (FTE=3)	7,219	15,283	6,985	1,166	8,141
	6031	Medicare: 1.45% of Total Wages	2,437	1,604	2,147	1,109	2,648
	6032	Unemployment Ins: 1.78%*TW	2,991	-	2,636	-	3,250
	6033	Workers' Comp: (TW/100)*2.5833	4,341	4,490	3,826	(195)	4,717
	6034	PERS Contributions: TW*22%	36,970	23,849	32,580	15,993	40,170
	6040	Employee Group Benefits: (2119*12)*FTE	76,284	23,485	76,284	19,631	76,284
	6041	Utility Benefit: (380*12)*FTE (FTE=3)	13,680	4,076	13,680	3,261	13,680
		BENEFITS AND TAXES	143,922	78,243	143,138	45,484	148,890
		TOTAL PERSONNEL	311,968	168,444	291,228	113,660	331,481

Community Service Patrol Program (270-50)

		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:						
	Salaries, Benefits & Taxes excluding EGHB	220,684	137,135	214,944	82,655	245,197
502	Overtime	15,000	7,824	-	11,374	10,000
512	Employee Group Health Benefits (EHGB)	76,284	23,485	76,284	19,631	76,284
	Total Personnel	311,968	168,444	291,228	113,660	331,481
MATERIALS, SUPPLIES, & SERVICES:						
6100	Supplies	4,000	405	4,000	-	4,000
6103	Wearing Apparel	1,800	-	1,800	-	1,800
6150	Gasoline/Diesel/Fuel	16,000	9,701	16,000	1,289	16,000
6153	Heating Fuel	88	(59)	100	-	100
6171	Staff Cellular Phones	1,500	-	800	448	800
6170	Telephone	-	-	-	-	-
6400	Insurance	15,686	3,261	3,600	1,384	3,600
6440	In-Kind Expenses/Grant Match	32,308	-	32,308	2,297	32,308
	Total materials, supplies and services	71,382	13,308	58,608	5,418	58,608
	Total Operating Expenditures	383,350	181,752	349,836	119,078	390,089

E-911 Services Fund Personnel

(410-50)			FY23 Budget	FY23 Actuals	FY24 Budget	Dec. 2023 Actuals	FY25 Budget
PERSONNEL:							
MII R5	17401	Police Chief 10% (90% GF)	14,925		13,077		13,077
	17120	Public Safety Dispatcher	54,898		59,119		59,119
	6000	SALARIES AND WAGES	69,823	56,021	72,196	6,538	72,196
		Merit Increases (Bargaining Unit o	1,372	-	-		-
	6010	Overtime	5,000	9,537	-		-
		Subtotal of miscellaneous wages	6,372		-		-
		TOTAL GROSS WAGES	76,195	56,021	72,196	6,538	72,196
	6022	Holiday Pay	-	4,884	2,000	-	2,000
	6023	Leave Cashout: (BW*5%)(FTE=1.1)	10,023	6,368	3,610	-	3,610
	6031	Medicare: 1.45% of TW	1,105	1,204	1,047	99	1,047
	6032	Unemployment Ins: 1.78%*TW	1,356	-	1,311	-	1,285
	6033	Workers' Comp: (TW/100)*2.5833	197	129	190	5	187
	6034	PERS Contributions: TW*22%	16,763	16,326	16,208	1,438	15,883
	6040	EmpGroup Ben: (2119*12)*FTE	27,971	49,046	27,971	1,846	27,971
	6041	Utility Benefit: (380*12)*FTE (FTE	5,016	3,772	5,016	1,545	5,016
BENEFITS AND TAXES			62,431	81,729	57,352	4,933	56,998
TOTAL PERSONNEL			138,626	137,750	129,548	11,471	129,194

E-911 Services Fund
(410-50)

		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
REVENUES:						
4428	Surcharge	144,000	139,619	148,000	75,663	148,000
9416	Public Safety Dispatch Contract w/SOA	-		-		-
	Total Revenue	144,000	139,619	148,000	75,663	148,000
PERSONNEL:						
	Salaries, Benefits & Taxes excluding EGHB	105,655	79,167	103,078	9,625	101,223
6010	Overtime	5,000	9,537	-	-	-
6040	Employee Group Health Benefits (EHGB)	27,971	49,046	27,971	1,846	27,971
	Total personnel	138,626	137,750	131,049	11,471	129,194
MATERIALS, SUPPLIES, & SERVICES:						
6170	911 Phone Lines	-	-	-	-	-
6171	Staff Cellular Phones	-	-	-	-	-
6335	Other Purchased Services	60,000	48,530	-	1,248	-
6400	Insurance	6,022	2,292	2,500	955	2,500
6410	Rents & Leases	5,800	17,400	13,000	16,546	13,000
6500	Drug Testing	-	-	-	-	-
6503	Dues & Subscriptions	-	-	-	-	-
	Total Operating Expenditures	71,822	68,222	15,500	18,749	129,194
	NET Operating Profit/(Loss)	(66,448)	(66,353)	1,451	45,443	18,806

School Resource Officer Program Personnel

(740-50)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:							
PS3	6000	Police Officer II @25%	22,575		15,588		22,575
		SALARIES AND WAGES	22,575		15,588		22,575
		Merit Increases (Bargaining Unit only)	-		-		-
		Field Training	-		-		-
		Shift Differential and Overtime	-		-		-
		Subtotal of miscellaneous wages	-		-		-
		TOTAL GROSS WAGES	22,575		15,588		22,575
	6022	Holiday Pay	-		-		-
	6023	Leave Cashout: (BW*6%) of FTEs (FTE=1)	1,355		935		1,355
	6031	Medicare: 1.45% of Total Wages	327		226		327
	6032	Unemployment Ins: 1.78%*TW (W/ \$39,900 cap)	402		277		402
	6033	Workers' Compensation: (TW/100)*2.5833	583		403	174	583
	6034	PERS Contributions: TW*22%	4,967		3,429		4,967
	6040	Employee Group Benefits: (2119*12)*FTE (FTE=1)	6,357		6,357		6,357
	6041	Utility Benefit: (380*12)*FTE (FTE=1)	1,140		1,140		1,140
		BENEFITS AND TAXES	15,130		12,768	174	15,130
		TOTAL PERSONNEL COSTS	37,705		28,356	174	37,705

City of Bethel
Enterprise Funds

400 - Multi-Use Recreation Center Enterprise Fund

500 - Solid Waste Enterprise Fund

510 - Water & Sewer Enterprise Fund

520 - Municipal Dock Enterprise Fund

530 - Leased Properties Enterprise Fund

560 - Bethel Transit System Enterprise Fund

Yukon Kuskokwim Regional Health and Aquatic Safety Training Center (400-50)

		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
REVENUES:						
43-4360	Pro Shop Revenue	40,000	41,251	42,000	17,618	42,000
43-4361	Concession Revenue	60,000	58,703	60,000	28,659	60,000
43-4362	Entry Fee	100,000	120,552	115,000	77,056	140,000
43-4369	Program Fees	50,000	46,696	50,000	29,319	50,000
43-4440	Facility Rental	25,500	21,604	26,000	21,596	40,000
43-9420	Memberships	260,000	179,191	250,000	123,046	250,000
Total Operating Revenues		535,500	467,997	543,000	297,294	582,000
Grant Revenues						
42-9411	SFY13 Designated Legislative Grant	-	-	-	-	-
42-4570	Delta Women's Group Grant	-	-	-	-	-
42-4571	Community Action Grant	-	-	-	-	-
42-416	Grant Revenue	5,000	-	100,000	-	-
Total Grant Revenues		5,000	-	100,000	-	-
Transfer In/Miscellaneous						
46-4300	Cash Xfer from GF: 8.33%* Retail Sales Taxes	649,740	725,450	683,060	358,758	699,720
46-4330	Cash Xfer from GF: 3.33%*Alcohol Sales Taxes	16,650	11,880	14,319	6,459	14,319
46-4370	Wellness Program	-	-	-	-	40,000
46-4530	Penalties & Interest	-	-	-	-	-
46-9415	Cash Xfer from GF: 8.33%*ARSST	49,980	66,226	54,145	48,359	54,145
46-9417	Xfer from GF: 3.33%* Marijuana Sales Tax	28,305	29,725	28,305	14,294	28,305
49-4560	Public Donation	-	5,157	-	-	-
49-4590	Investment Income	2,000	109,290	80,000	120,153	80,000
Total Non-Operating Revenue		746,675	947,728	859,829	548,023	916,489
Total Revenues		1,287,175	1,415,725	1,502,829	845,317	1,498,489
EXPENSES:						
MATERIALS, SUPPLIES, & SERVICES:						
6150	Gasoline/Diesel/Oil	3,500	1,817	2,000	1,064	2,000
6153	Heating Fuel	175,392	351,123	210,000	137,237	210,000
6155	Water/Sewer/Garbage	56,650	56,863	56,650	27,739	52,600
6160	Electricity	91,421	103,269	92,000	54,450	120,000
6170	Telephone	1,300	1,503	1,300	751	1,300
6200	Minor Equipment	-	7,639	-	-	-
6230	Vehicle Maint/Repairs	97	1,130	1,000	290	1,156
6240	Prop Maint	50,000	48,271	55,640	18,500	50,000
6241	Property Maintenance (ICR) (5%)	55,407	-	50,000	1,021	51,735
6320	Other Professional Fees (HealthFit @ \$14,325.75)	157,570	-	171,909	71,629	178,785
6326	Contractor Fees	792,000	633,622	714,821	264,377	620,721
6335	Other Purchased Services	10,000	11,492	5,000	3,282	25,100
6400	Insurance	40,939	71,526	62,000	20,179	62,000
6710	Admin Overhead General Fund	21,819	38,580	40,000	59,996	90,974
6711	Admin Overhead-IT SVCS	33,260	56,765	43,000	31,621	21,021
Total Operating Expenses		1,489,355	1,383,600	1,505,320	692,136	1,487,391
Cash Transfer from YKRHASTC Reserve Fund		203,280		-		-
Net Operating Profit/(Deficit)		1,100	32,125	(2,491)	153,181	11,098

Yukon Kuskokwim Regional Health Fitness Center

(400-50)

		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
Wages & Benefits						
	Facility Director	-		97,882		97,882
	Manager - Memberships	-		70,000		-
	Manager - Aquatics	-		75,000		75,000
	Operations Staff	-		301,573		281,473
	Instructional Staff	-		19,600		19,600
	Youth Program Staff	-		33,800		33,800
	Staff Training	-		12,066		12,066
	Sub-Total Wages & Benefits	610,000	467,029	609,921	232,308	519,821
	Housing	42,550		-	-	-
	Total Personnel	652,550	467,029	609,921	232,308	519,821
545 Travel & Training:						
	1st Aid/CPR	500		500	-	500
	Staff Inservice Training	500		1,500	-	1,500
	Total Travel & Training	1,000	1,048	2,000	-	2,000
561 Supplies:						
	Office Supplies	1,000		1,000	15,489	1,000
	Pool Maintenance	6,000		6,000		6,000
	Chemicals	22,000		22,000		22,000
	Fitness Items	2,000		1,000		1,000
	Aquatic Program	2,000		1,000		1,000
	Concession Inventory	25,000		25,000		25,000
	Pro-Shop Inventory	18,000		18,000		18,000
	Total Supplies	76,000	88,249	74,000	15,489	74,000
Building Maintenance:						
580	Boiler	1,500		-		-
661	Vehicle Maintenance	100		100		100
663	Janitorial Supplies	15,000		10,000	5,061	12,000
799	Maintenance Reserve	6,000		6,000		-
	Total Building Maintenance	22,600	6,646	16,100	5,061	12,100
668 IT/Software:						
	Point of Sale System	6,000		-	3,203	-
	Employee Scheduling	500	-	500		500
	Total IT/Software	6,500	5,748	500	3,203	500
General Expenses:						
563	Wearing Apparel	2,000		1,000		1,000
580	Minor Equipment	10,000		6,000		6,000
661	Donations/ Awards	250		250		250
724	Dues/Subscriptions	1,000		1,000		1,000
727	Advertising	3,000		2,000		2,000
733	Postage	100		50		50
736	Bank Fees	14,500		-		-
	Total General Expenses:	30,850	62,118	10,300	7,016	10,300
790 Special Events:						
	Member Incentives	550		500		500
	Community Events	550		500	186	500
	Total Special Events	1,100		1,000	186	1,000
799 Misc. Expenses:						
	Unforeseen Expenses	2,500		2,000		2,000
	Total Misc. Expenses	2,500	2,784	2,000	1,114	2,000
646 Total Contractor Pass-Thru Exp.:						
	Total Personnel Expenses	652,550	467,029	609,921	232,308	519,821
	Total Operational Expenses	139,450	166,593	104,900	32,069	100,900
	Total Contractor Pass-Thru	792,000	633,622	714,821	264,377	620,721
	Total Expenses	792,000	633,622	714,821	264,377	620,721

SOLID WASTE ENTERPRISE FUND SUMMARY

(500)	FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
Operating Revenues:	1,200,638	1,243,926	1,275,495	649,292	1,275,495
Operating Expenses for Services:					
Hauled Refuse	418,349	406,744	504,187	206,551	475,682
Landfill Operations	596,581	619,604	628,580	256,094	716,867
Landfill Closure Costs	59,931		29,965		64,636
TOTAL OPERATING EXPENSES FOR SERVICES	1,014,930	1,026,348	1,132,767	462,645	1,257,184
Excess of Revenues over Operating Expenses for Services	185,708	217,578	142,728	186,647	18,310
Solid Waste Landfill Closure Reserve Fund					
Landfill Closure Costs	59,931		94,939		64,636
Previous Landfill Closure Fund Balance	1,284,629		1,344,560		1,439,498
Landfill Closure Fund Balance	1,344,560		1,439,498		1,504,134

SOLID WASTE ENTERPRISE FUND REVENUES

(500)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
Revenues:						
44-4396	Commercial Garbage Pickup	765,774	766,357	800,000	357,165	800,000
44-4397	Landfill Dump Fee	97,850	135,940	125,000	125,459	125,000
44-9420	Residential Garbage Pickup	337,014	341,429	350,495	166,668	350,495
	Total Solid Waste Services	1,200,638	1,243,726	1,275,495	649,292	1,275,495
42-4201	SOA-Jury Duty Reimb	-	200	-	-	-
	Total Misc	-	200	-	-	-
45-9434	Utility Penalty & Interest	-		-		-
45-4391	Service Fee	-		-		-
	Total Revenues	1,200,638	1,243,926	1,275,495	649,292	1,275,495

Hauled Refuse Personnel

Enterprise Fund (500-70)			FY23 Actuals	FY23 Budget	FY24 Budget	December 2023 Actuals	FY25 Proposed Budget
PERSONNEL:							
MII	19401	Public Works Director @ 5%	-	6,664	6,664	-	6,966
R2	19101	Admin Asst @ 5%	-	2,540	2,540	-	2,862
R3	23104	Hauled Refuse Driver	-	94,184	94,184	-	103,765
	23106	Temporary Worker	-	14,432	14,432	-	14,432
	23107	Temporary Worker	-	14,432	14,432	-	14,432
	6000	SALARIES AND WAGES	98,144	132,252	132,252	58,295	142,457
		Merit Increases (Bargaining Unit only)	-	3,140	3,140	-	2,666
	6010	Overtime	5,854	10,250	10,250	5,944	10,250
		Subtotal of miscellaneous wages	5,854	13,390	13,390	5,944	12,916
		TOTAL GROSS WAGES	103,998	145,641	145,641	64,239	155,373
	6022	Holiday Pay	4,236	-	1,500	2,916	-
	6023	Leave Cashout: (BW*5%) of FTEs (FTE=1.1)	23,400	7,282	7,041	-	5,864
	6030	Social Security (6.2% of Temp/Contract Salary)	-	1,790	1,790	440	1,790
	6031	Medicare: 1.45% of Total Wages	1,848	2,112	2,112	944	2,253
	6032	Unemployment Insurance: 1.78%*TW (W/ \$39,900 c	52	2,592	2,592	-	1,399
	6033	Workers' Compensation: (TW/100)*2.5833	12,553	3,762	3,762	823	4,014
	6034	PERS Contributions: TW*22%	26,295	32,041	32,041	13,203	34,182
	6040	Employee Group Benefits: (2119*12)*FTE (FTE=1.1)	14,979	27,971	27,971	8,157	27,971
	6041	Utility Benefit: (380*12)*FTE (FTE=1.1)	2,290	5,016	5,016	1,107	5,016
		BENEFITS AND TAXES	85,653	82,566	83,825	27,589	82,489
TOTAL PERSONNEL			189,651	228,207	229,466	91,828	237,862

Hauled Refuse

Enterprise Fund (500-70)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
6010	Salaries, Benefits & Taxes (minus EGHB)	189,986	168,818	191,245	77,727	199,641
6010	Overtime	10,250	5,854	10,250	5,944	10,250
6040	Employee Group Health Benefits (EGHB)	27,971	14,979	27,971	8,157	27,971
Total Personnel		228,207	189,651	229,466	91,828	237,862
MATERIALS, SUPPLIES, & SERVICES:						
6060	Training/Travel	-	-	-		-
6100	Supplies	500	709	1,000	383	1,000
6103	Wearing Apparel	1,000	462	1,000	-	1,000
6121	4 YD Dumpsters	60,000	57,072	60,000	50,455	60,000
6150	Gasoline/Diesel/Oil	10,000	17,564	14,000	7,475	14,000
6160	Electricity	-	-	-	-	-
6200	Minor Equipment		938		8	-
6230	Vehicle Maint/Repair (ISF 57)	61,581	67,256	72,000	24,405	83,492
6231	Vehicle Parts & Tools	10,000	9,095	10,000	7,986	20,000
6232	Tires/Wheels/Chains	8,000	1,320	8,000	-	8,000
6335	Other Purchased Services	1,000	-	1,000	-	1,000
6400	Insurance	6,570	6,996	7,700	2,956	7,700
6710	Admin Overhead - G.F.	31,490	55,681	42,667	21,055	41,628
	Total MS&S	190,141	217,093	217,367	114,723	237,820
	Total Operating Expenses	418,349	406,744	446,833	206,551	475,682

Landfill Personnel

Enterprise Fund (500-71)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Proposed Budget
PERSONNEL:							
MII	19401	Public Works Director @ 5%	6,664		6,634	-	6,966
R2	19101	Admin Asst @ 5%	2,540		2,360	-	2,862
R4	23102	Landfill Manager	99,585		67,083	-	71,901
R3	23103	Landfill Technician	45,997		46,184	-	57,411
R3	20106	Driver (50% Landfill, 25% S&R, 12.5% HW, 12.5% HS)	23,012		26,780	-	28,005
	6000	SALARIES AND WAGES	177,798	148,838	149,041	60,533	167,145
		Merit Increases (Bargaining Unit or	4,278	-	3,510	-	4,004
	6010	Overtime	20,000	32,434	20,000	10,387	35,000
		Subtotal of misc wages	24,278	32,434	23,510	10,387	39,004
		TOTAL GROSS WAGES	202,076	181,272	172,551	70,920	206,149
	6022	Holiday Pay	-	6,673	2,500	4,098	-
	6023	Leave Cashout: (BW*5%) (FTE=2.6	34,890	46,842	7,353	-	20,823
	6030	Social Security	840	54		107	-
	6031	Medicare: 1.45% of Total Wages	2,930	3,465	2,473	1,109	2,989
	6032	Unemployment Ins: 1.78%*TW	3,597	-	3,036	-	1,847
	6033	Workers' Comp: (TW/100)*2.5833	5,220	9,244	4,406	582	5,325
	6034	PERS Contributions: TW*22%	44,457	45,643	37,523	15,868	45,353
	6040	Emp Group Benefits: (2119*12)*FTE	66,113	30,423	66,113	8,388	66,113
	6041	Utility Ben: (380*12)*FTE (2.6)	11,856	6,990	11,856	2,959	11,856
		BENEFITS AND TAXES	169,903	149,334	135,260	33,112	154,306
		TOTAL PERSONNEL	371,979	330,606	307,811	104,032	360,456

LANDFILL OPERATIONS

ENTERPRISE FUND (500-71)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:						
	Salaries, Benefits & Taxes minus EGHB	267,749	267,749	221,698	85,257	259,343
6010	Overtime	32,434	32,434	20,000	10,387	35,000
6040	Employee Group Health Benefits (EGHB)	30,423	30,423	66,113	8,388	66,113
	Total Personnel	330,606	330,606	307,811	104,032	360,456
MATERIALS, SUPPLIES, & SERVICES						
6060	Training/Travel	5,000	2,358	10,000	3,678	10,000
6100	Supplies	3,000	3,844	3,000	663	3,000
6103	Wearing Apparel	3,000	1,430	3,000	497	3,000
6132	Salt	30,000	27,029	30,000	-	30,000
6150	Gasoline/Diesel/Oil	15,000	21,149	15,000	35,547	15,000
6153	Heating Fuel	6,145	9,646	18,100	4,021	18,100
6160	Electricity	4,296	4,921	5,700	1,553	5,700
6171	Staff Cellular Phones	1,000	629	900	299	900
6200	Minor Equipment	5,000	3,366	7,500	3,309	7,500
6230	Vehicle Maint/Repair (ISF 57)	67,728	68,189	80,000	27,116	92,769
6231	Vehicle Parts	10,000	20,117	10,000	16,244	20,000
6232	Tires and Wheels	-	-	-	-	-
6240	Property Maint. (ICR)	28,137	24,857	33,384	10,999	31,041
6335	Other Purchased Services	3,000	3,303	4,000	600	4,000
6400	Insurance	4,598	4,765	5,200	1,986	5,200
6503	Dues and Subscriptions	8,050	4,000	10,000	245	10,000
6539	Miscellaneous Expense	-	-	4,000	-	4,000
6710	Administrative Overhead General Fund	38,763	68,541	60,975	30,083	63,083
6711	Administrative Overhead - IT SVCS	33,260	20,854	20,700	15,222	33,118
	Total MS&S	265,975	288,998	321,459	152,062	356,411
	Total Operating Expenses	596,581	619,604	629,270	256,094	716,867

WATER & SEWER UTILITY FUND SUMMARY

	FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
Operating Revenues	8,213,435	8,242,662	8,494,158	4,300,214	8,592,702
Operating Expenditures for Services:					
Hauled Water	1,997,395	1,844,617	2,546,057	992,066	2,403,965
Hauled Sewer	2,027,797	1,992,261	2,055,148	1,001,721	2,551,167
Piped Water	587,631	429,752	542,856	228,289	537,072
Piped Sewer	627,747	608,929	803,136	320,767	812,828
Water Treatment - Bethel Heights	605,458	745,523	861,721	433,018	924,556
Water Treatment - City Subdivision	1,025,898	1,031,495	848,372	487,081	858,263
Sewer Lagoon	162,801	122,692	253,154	76,642	206,633
SUBTOTAL OPERATING EXPENDITURES	7,034,726	6,775,269	7,910,444	3,539,584	8,294,483
Excess of Revenues Over Operating Expenditures	1,178,709	1,467,393	583,714	760,630	298,219
Less: Operating Expenses for Non-Services					
Utility Billing	337,004	150,505	354,336	112,900	381,873
TOTAL OPERATING EXPENSE FOR NON-SERVICES	337,004	150,505	354,336	112,900	381,873
Excess of Revenues over Operating & Non-Service Expenditures	841,705	1,316,888	229,378	647,730	(83,654)

*Note: Capital Exenditures and Capital Projects have been removed from the Operational Budget as well as their calculations from prior years

WATER & SEWER UTILITY FUND REVENUES

(510)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
Revenues						
	Cash Transfer from Community Service to W/	-	200	-	50	5,000
42-4384	Contract Water	14,214	13,824	14,101	9,160	14,783
42-4385	Metered Piped Water Residential	-	-	-	-	-
42-4386	Metered Piped Water (Comm)	930,234	880,140	965,759	420,896	967,443
42-4387	Unmetered Piped Water (Res.)	924,418	958,864	952,054	482,899	961,395
42-4389	Pumphouse Water	23,467	26,316	23,074	13,269	24,406
42-4390	Trucked Water	3,209,970	3,174,718	3,222,335	1,642,650	3,338,369
	Total Water Services	5,102,303	5,054,062	5,177,323	2,568,924	5,311,395
43-4384	Contract Sewer & Lagoon Dump	13,917	29,833	22,401	20,309	14,474
43-4386	Metered Piped Sewer (Comm.)	560,695	525,448	663,957	270,627	583,123
43-4387	Unmetered Piped Sewer (Res.)	271,471	283,506	281,603	141,801	282,330
43-4390	Trucked Sewer (EVAC/HB)	1,816,269	1,817,304	1,834,894	979,238	1,888,920
	Total Sewer Services	2,662,352	2,656,091	2,802,855	1,411,975	2,768,846
45-4392	Water Subscription Fees	197,063	204,679	205,486	104,806	204,946
45-4393	Sewer Subscription Fees	207,707	217,379	216,994	109,993	216,015
45-4394	Reconnect Fees	1,500	-	3,000	-	3,000
45-4395	Service Fees	-	-	-	-	-
45-4429	Senior Discounts	(52,000)	(55,134)	(52,000)	(28,446)	(52,000)
45-4430	NSF Fees/Credit Card Surcharge	110	85	-	-	-
45-4520	Utility Inspection Fee	2,500	-	-	137	-
45-4523	Utility Penalty & Interest	73,000	69,377	70,000	34,529	70,000
45-4590	Investment Income	16,000	75,760	50,000	60,857	50,000
49-4439	Miscellaneous Income	3,500	20,381	20,000	38,248	20,000
49-6532	Cash Over/Short	(600)	(18)	500	(809)	500
	Total Miscellaneous Revenues	448,780	532,509	513,980	319,315	512,461
	Total Revenues	8,213,435	8,242,662	8,494,158	4,300,214	8,592,702

Utility Billing Personnel

Enterprise Fund (510-80)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:							
R3	13101	Acct Specialist I (Utility Billing)	65,218		62,112	18,808	54,632
R2	13106	Acct Clerk @ 75% w/25% to 100-53 (Finance Front Desk)	48,913		48,913		37,206
	6000	SALARIES AND WAGES	114,131	10,659	111,025	18,808	91,838
		Merit Increases (Bargaining Unit)	2,853	-	2,776	-	2,296
	6010	Overtime	5,000	18	3,000	372	3,000
		Subtotal of misc wages	7,853	18	5,776	372	5,296
		TOTAL GROSS WAGES	121,984	10,677	116,801	19,180	97,134
	6022	Holiday Pay	-	253	-	1,100	-
	6023	Leave Cashout: (BW*5%) of FTEs (2.25)	5,707	-	5,551	-	4,592
	6031	Medicare: 1.45% of Total Wage	1,769	158	1,694	294	1,408
	6032	Unemployment Ins: 1.78%*TW	2,171	-	2,079	-	1,729
	6033	Workers' Comp: (TW/100)*2.5%	3,151	207	3,017	7	2,509
	6044	PERS Contributions: TW*22%	26,837	2,405	25,696	4,356	21,369
	6040	Emp Group Ben: (2119*12)*FTE	31,785	36	57,213	-	57,213
	6041	Utility Benefit: (380*12)*FTE	5,700	421	10,260	877	10,260
		BENEFITS AND TAXES	77,119	3,480	105,510	6,634	99,081
		TOTAL PERSONNEL	199,104	14,157	222,312	25,814	196,215

Utility Billing

Enterprise Fund (510-80)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:						
	Salaries, Benefits & Taxes minus EGHB	162,319	14,103	162,099	25,442	136,002
6010	Overtime	5,000	18	3,000	372	3,000
6040	Employee Group Health Benefits	31,785	36	57,213	-	57,213
	Total Personnel	199,104	14,157	222,312	25,814	196,215
MATERIALS, SUPPLIES, & SERVICES:						
6060	Travel/Training	4,500	-	4,500	-	4,500
6100	Supplies	3,500	719	3,500	-	3,500
6200	Minor Equipment	5,000	-	4,000	-	4,000
6335	Outsourced Services	-	5,161	-	16,445	49,500
6400	Insurance	12,542	1,047	1,200	471	1,200
6506	Postage	15,000	12,691	15,000	997	15,000
6531	Bank Charges	40,000	55,815	40,000	32,333	40,000
6539	Miscellaneous	500	-	500	1,000	500
6710	Administrative Overhead ICR	23,598	41,727	44,325	21,868	34,339
6711	Administrative Overhead IT Services	33,260	19,188	19,000	13,972	33,118
	Total MS&S	137,900	136,348	132,025	87,086	185,658
	Total Operating Expenses	337,004	150,505	354,337	112,900	381,873

Hauled Water Personnel

Enterprise Fund (510-81)			FY23 Budget	FY23 Actuals	FY24 Budget	Dec. 2023 Actuals	FY25 Proposed Budget
PERSONNEL:							
MIII	19401	Public Works Director @ 5%	6,631		6,634	-	6,966
R2	19101	Admin Asst @ 5%	2,540		2,360	-	2,862
R4	24101	Utility Foreman (50% of base salary)	29,695		46,238	-	49,561
R2	24102	Administrative Assistant-Water/Sewer (50% of base salary)	26,687		30,967	-	33,192
R3	24103	Driver	86,706		59,119	-	63,372
R3	24104	Driver	45,997		46,184	-	53,560
R3	24105	Driver	47,289		46,184	-	53,560
R3	24106	Driver	55,899		46,184	-	53,560
R3	24107	Driver	46,186		46184	-	53,560
R3	24108	Driver	45,997		46,184	-	53,560
R3	24109	Driver	49,495		46,184	-	53,560
R3	24110	Driver	63,664		46,184	-	53,560
R3	20106	Driver (\$47,110 @ 50% HR, 25% S&R, 12.5% HW, 12.5% HS)	6,821		6,695	-	7,001
	6000	Wages	513,607	419,814	475,301	264,645	537,874
		Merit Increases (Bargaining Unit only)	12,674	-	10,132	-	13,447
	6010	Overtime	150,000	221,346	150,000	145,637	225,000
		Subtotal of miscellaneous wages	162,674	221,346	160,132	145,637	238,447
		Total Wages	676,281	641,160	635,433	410,282	776,321
	6022	Holiday Pay	-	11,139	4,000	9,960	-
	6023	Leave Cashout: (BW*5%) of FTEs (FTE=10) (Salaries reflect FTE)	25,983	25,852	22,734	1,921	26,545
	6030	Social Security (6.2% of Temp Wages)	7,470	26,645	19,344	18,910	-
	6031	Medicare: 1.45% of Total Wages	9,998	9,738	12,819	5,928	11,257
	6032	Unemployment Insurance: 1.78%*TW (W/ \$39,900 cap)	12,273	(1,902)	15,736	1,902	9,450
	6033	Workers' Compensation: (TW/100)*2.5833	17,812	10,692	22,838	1,890	20,055
	6034	PERS Contributions: TW*22%	151,691	52,560	125,853	24,625	170,791
	6040	Employee Group Benefits: (2119*12)*FTE (FTE=9.35)	254,280	43,952	161,468	16,837	237,752
	6041	Utility Benefit: (380*12)*FTE (FTE=9.35)	45,600	3,046	28,956	2,113	42,636
		BENEFITS AND TAXES	525,107	181,722	413,748	84,086	518,485
		TOTAL PERSONNEL	1,201,388	822,882	1,049,181	494,368	1,294,806

Hauled Water						
Enterprise Fund (510-81)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:						
6010	Salaries, Benefits & Taxes minus EGHB	797,108	557,584	986,340	331,893	832,054
	Overtime	150,000	221,346	225,000	145,637	225,000
6040	Employee Group Health Benefits	254,280	43,952	237,752	16,837	237,752
	Total	1,201,388	822,882	1,449,092	494,368	1,294,806
MATERIALS, SUPPLIES, & SERVICES:						
6060	Travel/Training	35,000	4,640	45,000	-	10,000
6100	Supplies	15,000	12,124	15,000	9,220	15,000
6103	Wearing Apparel	15,000	11,661	15,000	9,755	15,000
6150	Gasoline/Diesel/Oil	110,000	141,621	110,000	78,073	110,000
6153	Heating Fuel (25% of City Shop)	11,017	30,467	167,300	6,241	16,250
6155	Water/Sewer/Garbage (25% of City Shop)	6,809	6,232	7,200	3,518	6,492
6160	Electricity (25% of City Shop)	10,701	13,982	14,900	6,399	15,875
6170	Telephone	200	20	50	15	50
6171	Staff Cellular Phones	8,000	7,446	6,500	597	6,500
6200	Minor Equipment	8,000	5,729	5,000	51	5,000
6230	Vehicle Maint/Repair (ISF 57)	268,201	278,801	299,700	101,585	347,535
6231	Vehicle Parts	50,000	81,244	50,000	47,940	100,000
6232	Tires & Wheels	21,000	2,573	20,000	5,838	20,000
6240	Property Maint. (ICR)	46,895	41,429	55,640	18,332	51,735
6332	Lab Tests	3,000	769	3,000	800	3,000
6335	Other Purchased Services	3,000	2,106	3,000	3,995	3,000
6400	Insurance	27,685	107,044	122,000	50,030	122,000
6539	Miscellaneous	2,000	41,212	20,000	14,337	2,000
6710	Administrative Overhead	121,240	214,380	258,760	127,662	226,603
6711	Administrative Overhead - IT Services	33,260	18,255	18,100	13,310	33,118
	Total MS&S	796,007	1,021,735	1,236,150	497,698	1,109,159
	Total Operating Expenses	1,997,395	1,844,617	2,685,242	992,066	2,403,965

Piped Water Personnel

Enterprise Fund (510-82)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Proposed Budget
PERSONNEL:							
MIII	19401	Public Works Director @ 10%	13,262		12,814	-	13,931
R2	19101	Admin Asst @ 10%	5,079		4,955	-	5,724
R4	25101	Utility Maintenance Foreman (30% of base salary)	21,058		20,545	-	17,353
R2	25102	Utility Maintenance Worker (45% of base salary)	27,073		26,412	-	22,770
R2	25103	Utility Maintenance Worker (45% of base salary)	36,275		35,390	-	22,770
R2	25104	Utility Maintenance Worker (45% of base salary)	39,018		38,066	-	22,324
R2	25105	Utility Maintenance Worker (45% of base salary)	34,548		33,705	-	22,324
		Temporary Maintenance Worker (5.1-9.1, 800 hrs @ 19/hr)	15,970		15,580	-	15,200
	6000	Wages	192,282	78,582	187,467	34,532	142,396
		Merit Increase (Bargaining Unit only)	4,475	-	4,366	-	3,560
	6010	Overtime	34,000	44,664	34,000	14,499	35,000
		Subtotal of miscellaneous wages	38,475	44,664	38,366	14,499	38,560
		Total Wages	230,757	123,246	225,833	49,031	180,956
	6022	Holiday Pay	-	2,074	800	789	-
	6023	Leave Cashout: (BW*5%) of FTEs (FTE=2.75)	14,931	11,167	9,373	1,212	9,048
	6030	Social Security (6.2% of Temp Wages)	990	2,258	966	937	942
	6031	Medicare: 1.45% of Total Wages	3,346	1,951	3,275	715	2,624
	6032	Unemployment Insurance: 1.78%*TW (W/ \$39,900 cap)	4,107	-	4,020	-	1,953
	6033	Workers' Compensation: (TW/100)*2.5833	5,961	3,431	5,834	(295)	4,675
	6034	PERS Contributions: TW*22%	50,767	20,712	49,683	7,612	39,810
	6040	Employee Group Benefits: (2119*12)*FTE (FTE=2.75)	69,927	52,244	69,927	26,435	69,927
	6041	Utility Benefit: (380*12)*FTE (FTE=2.75)	12,540	4,818	12,540	1,959	12,540
		BENEFITS AND TAXES	162,569	98,655	156,418	39,363	141,519
		TOTAL PERSONNEL	393,327	221,901	382,251	88,395	322,475

Piped Water						
Enterprise Fund (510-82)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:						
	Salaries, Benefits & Taxes minus EGHB	289,400	124,993	206,380	47,460	217,548
6010	Overtime	34,000	44,664	34,000	14,499	35,000
6040	Employee Group Health Benefits	69,927	52,244	69,927	26,435	69,927
	Total	393,327	221,901	310,307	88,395	322,475
MATERIALS, SUPPLIES, & SERVICES:						
6060	Travel/Training	5,000	-	8,000	-	8,000
6100	Supplies	5,000	2,509	5,000	4,335	5,000
6103	Wearing Apparel	3,000	-	5,000	-	5,000
6108	Plumbing Supplies	15,000	7,824	15,000	14,523	15,000
6150	Gasoline/Diesel/Oil	15,000	15,142	15,000	8,993	15,000
6153	Heating Fuel	30,634	47,826	48,400	22,826	48,400
6155	Water/Sewer/Garbage	563	2,317	2,200	1,351	2,200
6160	Electricity-Util Mt. Shop	5,889	8,185	8,200	3,247	8,200
6170	Telephone	120	40	50	15	50
6171	Staff Cellular Phones	3,000	2,550	2,200	1,285	2,200
6200	Minor Equipment	5,000	-	-	3,348	-
6230	Vehicle Maint/Repair (ISF 57)	2,687	2,688	2,900	983	3,363
6231	Vehicle Parts & Tools	1,500	2,598	1,500	2,433	1,500
6232	Tires & Wheels	500	-	500	835	500
6324	Planning & Engineering Fees	-	-	-	-	-
6332	Lab Tests	500	812	500	-	500
6335	Other Purchased Services	1,500	733	1,500	3,742	1,500
6400	Insurance	10,174	7,368	8,100	3,107	8,100
6401	Insurance-Ded Exp & Other	-	-	530	-	530
6410	Bethel Airport Lease	-	-	-	-	-
6600	Bad Debts Expense	20,000	-	26,300	-	-
6710	Administrative Overhead GF	45,339	80,170	61,870	30,524	56,436
6711	Administrative Overhead - IT Services	33,260	19,921	19,800	14,561	33,118
9691	Piped Water Capital USDA Match	(9,362)	7,168	-	23,786	-
	Total MS&S	194,304	207,851	232,550	139,894	214,597
	Total Operating Expenses	587,631	429,752	542,857	228,289	537,072

Bethel Heights Water Treatment Personnel

Enterprise Fund (510-83)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:							
MIHI	19401	Public Works Director @ 5%	6,631		6,407	-	6,966
R2	19101	Admin Asst @ 5%	2,540		2,478	-	2,862
R4	25101	Utility Maintenance Foreman (15% of base salary)	10,530		10,273	-	8,677
R2	25102	Water Treatment Operator - Bethel Heights	86,706		84,591	-	96,078
R2	25103	Water Treatment Operator (50% of base salary)	24,144		23,555	-	28,005
	6000	Wages	130,551	119,383	127,304	68,201	142,588
		Merit Increases (Bargaining Unit only)	3,098	-	3,022	-	3,391
	6010	Overtime	37,000	37,364	37,000	27,769	37,000
		Subtotal of miscellaneous wages	40,098	37,364	40,022	27,769	40,391
		Total Wages	170,649	156,747	167,326	95,970	182,979
	6022	Holiday Pay	-	4,321	2,500	3,184	-
	6023	Leave Cashout: (BW*5%) of FTEs (FTE=2.75)	13,496	30,300	6,365	-	18,648
	6030	Social Security Expense		-		468	-
	6031	Medicare: 1.45% of Total Wages	2,474	4,130	2,426	931	2,653
	6032	Unemployment Insurance: 1.78%*TW (W/ \$39,900 cap)	3,038	-	2,978	-	1,538
	6033	Workers' Compensation: (TW/100)*2.5833	4,408	2,600	4,323	92	4,727
	6034	PERS Contributions: TW*22%	37,543	37,532	36,812	20,141	40,255
	6040	Employee Group Benefits: (2119*12)*FTE (FTE=2.75)	44,499	14,877	69,927	10,585	69,927
	6041	Utility Benefit: (380*12)*FTE (FTE=2.75)	12,540	9,575	12,540	5,293	12,540
		BENEFITS AND TAXES	117,998	103,335	137,871	40,696	150,288
		TOTAL PERSONNEL	288,647	260,082	305,198	136,666	333,267

Bethel Heights Water Treatment Facility

Enterprise Fund (510-83)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:						
	Salaries, Benefits & Taxes minus EGHB	28,439	207,841	(7,214)	98,311	226,340
6010	Overtime	37,364	37,364	27,769	27,769	37,000
6040	Employee Group Health Benefits	37,532	14,877	20,141	10,585	69,927
Total Personnel		103,335	260,082	40,696	136,666	333,267
MATERIALS, SUPPLIES, & SERVICES:						
6060	Training/Travel	4,000	300	5,000	-	5,000
6100	Supplies	4,000	1,331	4,000	961	4,000
6103	Wearing Apparel	1,500	-	1,500	112	1,500
6108	Plumbing Supplies	3,000	1,785	5,000	2,040	5,000
6140	Chemicals	65,000	15,589	40,000	50,445	40,000
6150	Gasoline/Diesel/Oil	2,000	1,058	2,000	114	2,000
6153	Heating Fuel	120,260	218,056	207,800	103,387	207,800
6160	Electricity	88,695	106,006	104,000	56,625	130,525
6170	Telephone	500	-	-	-	-
6200	Minor Equipment	45,000	14,060	45,000	17,384	45,000
6230	Vehicle Maint/Repair (ISF 57)	2,566	2,688	2,950	1,000	3,421
6332	Lab Tests	4,000	3,820	4,000	4,483	4,000
6335	Other Purchased Services	25,000	11,825	25,000	5,406	25,000
6400	Insurance	65,626	24,130	26,600	10,219	26,600
6502	Advertising	500	-	-	-	-
6710	Administrative Overhead ICR	37,215	65,805	61,520	30,351	58,325
6711	Administrative Overhead - IT Services	33,260	18,988	18,800	13,825	33,118
Total MS&S		502,123	485,441	553,170	296,352	591,289
Total Operating Expenses		605,458	745,523	593,866	433,018	924,556

CITY-SUB WATER TREATMENT PERSONNEL

ENTERPRISE FUND (510-84)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:							
MIII	19401	Public Works Director 5%	6,631		6,407	-	6,966
R2	19101	Admin Asst @ 5%	2,540		2,478	-	2,862
R4	25101	Utility Maintenance Foreman (15% of base salary)	10,530		10,273	-	8,677
R3	25102	Water Treatment Facilities Coordinator	82,958		80,935	-	87,601
R2	25104	Water Treatment Operator	67,936		66,279	-	49,608
R2	25103	Water Treatment Operator (50% of base salary)	24,144		23,555	-	28,005
	6000	Wages	170,595	96,676	166,372	62,939	183,719
		Merit Increases	4,703	-	4,588	-	4,593
	6010	Overtime	37,000	42,865	37,000	62,116	45,000
		Subtotal of miscellaneous wages	41,703	42,865	41,588	62,116	49,593
		Total Wages	212,298	139,541	207,960	125,055	233,312
	6022	Holiday Pay	-	3,522	1,000	2,848	-
	6023	Leave Cashout: (BW*5%) of FTEs (FTE=2.75)	17,340	18332	8,319	-	8,838
	6030	Social Security Expense		-		468	-
	6031	Medicare: 1.45% of Total Wages	3,078	2,295	3,015	1,883	3,383
	6032	Unemployment Insurance: 1.78%*TW (W/ \$39,900 cap)	3,779	-	3,702	-	1,953
	6033	Workers' Compensation: (TW/100)*2.5833)	5,484	3,266	5,372	90	6,027
	6034	PERS Contributions: TW*22%	46,706	32,764	45,751	26,471	51,329
	6040	Employee Group Benefits: (2119*12)*FTE	69,927	17,177	69,927	14,740	69,927
	6041	Utility Benefit: (380*12)*FTE (FTE=2.75)	12,540	3,856	12,540	2,846	12,540
BENEFITS & TAXES			158,854	81,212	149,626	49,347	153,997
TOTAL PERSONNEL			371,152	220,753	357,586	174,402	387,309

City-Sub Water Treatment Facility

Enterprise Fund (510-84)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:						
	Salaries, Ben & Taxes (minus EGHB and OT)	75,149	160,711	283,071	97,546	272,382
6010	Overtime	37,000	42,865	37,000	62,116	45,000
6040	Employee Group Benefits	46,706	17,177	69,927	14,740	69,927
	Total Personnel	158,854	220,753	389,998	174,402	387,309
MATERIALS, SUPPLIES, & SERVICES:						
6060	Travel/Training	5,000	1,350	10,000	-	10,000
6100	Supplies	3,000	1,798	3,000	9	3,000
6103	Wearing Apparel	1,500	464	3,000	-	3,000
6108	Plumbing Supplies	3,000	2,649	3,000	51	3,000
6140	Chemicals	125,000	47,344	75,000	99,009	50,000
6150	Gasoline/Diesel/Oil	1,000	1,605	1,500	3,372	1,500
6153	Heating Fuel	108,667	183,391	179,600	54,235	120,000
6155	Water/Sewer/Garbage	1,500	-	-	-	-
6160	Electricity	69,153	77,115	77,200	42,892	98,900
6170	Telephone	50	20	50	10	50
6200	Minor Equipment	20,000	40,878	25,000	1,763	25,000
6230	Vehicle Maint/Repair (ISF 57)	2,581	3,201	4,000	1,356	4,638
6240	Property Maint.	-	149	-	-	-
6232	Tires & Wheels	-	-	-	-	-
6280	Depreciation-BLDGS/Plants	144,033	-	-	-	-
6290	Depreciation-M&E Water	5,028	-	-	-	-
6332	Lab Tests	15,000	12,883	15,000	11,179	15,000
6335	Other Purchased Services	252,000	308,889	25,000	45,326	15,000
6400	Insurance	24,083	15,025	16,500	6,325	16,500
6501	City Safety	-	-	-	-	-
6502	Advertising	500	-	500	-	500
6530	Finance Charges/Penalties	-	(40)	-	-	-
6710	Administrative Overhead ICR	52,690	93,167	64,720	31,930	67,783
6711	Administrative Overhead - IT Services	33,260	20,854	20,700	15,222	37,083
	Total MS&S	867,044	810,742	523,770	312,679	470,954
	Total Operating Expense	1,025,898	1,031,495	913,768	487,081	858,263

Hauled Sewer Personnel							
Enterprise Fund (510-85)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:							
MIII	19401	Public Works Director @ 5%	6,664		6,439	-	9699
R2	19101	Admin Asst @ 5%	2,540		2,478	-	2862
R4	24101	Utility Foreman (50% of base salary)	29,695		28,970	-	49561
R2	24102	Admin Asst - Water/Sewer (50% of base salary)	26,687		26,036	-	33192
R3	24112	Driver	55,899		54,536	-	89532
R3	24113	Driver	76,773		74,901	-	56010
R3	24114	Driver	74,900		73,073	-	54631
R3	24115	Driver	45,987		44,866	-	60317
R3	24116	Driver	49,495		48,288	-	53560
R3	24117	Driver	45,987		44,866	-	53560
R3	24118	Driver	45,987		44,866	-	53560
R3	24119	Driver	61,019		59,531	-	53560
R3	24120	Driver	49,495		48,288	-	53560
R3	20106	Driver (\$47,110 @ 50% HR, 25% S&R, 12.5% HW, 12.5% HS)	6,821		6,654	-	7001
	6000	Wages	577,949	529,041	563,790	299,561	630,605
		Merit Increases (Bargaining unit only)	14,282	-	13,934	-	15,523
	6010	Overtime	125,000	191,891	125,000	125,579	200000
		Subtotal of miscellaneous wages	139,282	191,891	138,934	125,579	215,523
		Total Wages	717,231	720,932	702,724	425,140	846,128
	6022	Holiday Pay	-	17,912	7,000	12,955	-
	6023	Leave Cashout: (BW*5%) of FTEs (FTE=11.35)	57,307	59,996	28,190	1,921	31,530
	6030	Social Security	1,486	21,845	1,486	15,416	20,000
	6031	Medicare: 1.45% of Total Wages	10,400	11,617	10,189	6,294	12,269
	6032	Unemployment Insurance: 1.78%*TW \$39,900 cap	12,767	-	12,508	-	-
	6033	Workers' Compensation: (TW/100)*2.5833	18,528	22,352	18,153	683	21,858
	6034	PERS Contributions: TW*22%	157,791	92,283	154,599	40,898	186,148
	6040	Employee Group Benefits: (2119*12)*FTE	260,128	107,217	288,608	44,344	288,608
	6041	Utility Benefit: (380*12)*FTE (FTE=11.35)	46,649	12,307	51,756	1,200	51,756
		BENEFITS AND TAXES	565,056	345,529	572,490	123,710	612,169
		TOTAL PERSONNEL	1,282,287	1,066,461	1,275,214	548,850	1,458,297

Hauled Sewer (510-85)						
Enterprise Fund (510-85)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:						
	Salaries, Benefits & Taxes (minus EGHB and Overtime)	897,159	767,353	861,606	378,927	969,689
6000	Overtime	125,000	191,891	125,000	125,579	200,000
6010	Employee Group Health Benefits (EGHB)	260,128	107,217	288,608	44,344	288,608
	Total Personnel	1,282,287	1,066,461	1,275,214	548,850	1,458,297
MATERIALS, SUPPLIES, & SERVICES:						
6060	Training/Travel	-	-	45,000	-	10,000
6100	Supplies	10,000	8,453	15,000	4,316	15,000
6103	Wearing Apparel	10,000	9,974	15,000	4,362	15,000
6140	Calcium Chloride	-	201	-	-	-
6150	Gasoline/Diesel/Oil	90,000	127,103	9,600	80,093	110,000
6153	Heating Fuel (25% of City Shop)	19,351	30,994	134,700	5,155	16,250
6155	Water/Sewer/Garbage (25% of City Shop)	6,809	6,232	7,200	3,518	6,492
6160	Electricity (25% of City Shop)	10,702	13,982	14,900	6,399	15,875
6170	Telephone	100	-	-	-	-
6171	Staff Cellular Phones	8,000	-	5,500	-	5,500
6200	Minor Equipment	-	204	5,000	515	5,000
6230	Vehicle Maint/Repair (ISF 57)	281,345	282,385	295,000	99,992	342,085
6231	Vehicle Parts & Tools	50,000	57,809	50,000	66,824	100,000
6232	Tires & Wheels	6,000	1,675	20,000	2,867	20,000
6240	Property Maint. (ICR)	46,895	41,511	55,640	18,332	51,735
6335	Other Purchased Services	5,000	2,257	3,000	1,374	3,000
6400	Insurance	28,587	79,702	86,600	52,839	86,600
6530	Finance Charge/Penalties		81		-	
6539	Miscellaneous	1,200	504	2,000	216	2,000
6710	Administrative Overhead - GF	138,261	244,478	188,016	92,759	255,216
6711	Administrative Overhead - IT Services	33,260	18,255	18,100	13,310	33,118
	Total MS&S	745,509	925,800	970,256	452,871	1,092,871
	Total Operating Expenses	2,027,797	1,992,261	2,245,470	1,001,721	2,551,167

Piped Sewer Personnel

Enterprise Fund (510-86)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:							
MIII	19401	Public Works Director @ 10%	13,262		12,814	-	13,931
R2	19101	Admin Asst @ 10%	5,079		4,955	-	5,724
R4	25101	Utility Maintenance Foreman (30% of base salary)	21,058		20,545	-	17,353
R2	25102	Utility Maintenance Worker (45% of base salary)	27,073		26,412	-	22,770
R2	25103	Utility Maintenance Worker (45% of base salary)	36,275		35,390	-	22,770
R2	25104	Utility Maintenance Worker (45% of base salary)	39,018		38,066	-	22,324
R2	25105	Utility Maintenance Worker (45% of base salary)	34,548		33,705	-	22,324
		Temporary Maintenance Worker (800 hrs @ 19/hr)	15,970		15,580	-	15,200
	6000	Wages	192,282	57,250	187,467	31,113	142,396
		Merit Increase (Bargaining Unit only)	4,475	-	4,366	-	3,212
	6010	Overtime	34,375	23,038	34,375	14,499	35,000
		Subtotal of miscellaneous wages	38,850	23,038	38,741	14,499	38,212
		Total Wages	231,132	80,288	226,208	45,612	180,608
	6022	Holiday Pay	-	2,074	800	789	-
	6023	Leave Cashout: (BW*5%) of FTEs (FTE=2.75)	9,614	9,432	9,373	1,212	7,120
	6030	Social Security (6.2% of Temp Wages)	990	-	966	937	942
	6031	Medicare: 1.45% of Total Wages	3,351	1,317	3,280	673	2,619
	6032	Unemployment Insurance: 1.78%*TW	4,114	-	4,027	-	-
	6033	Workers' Compensation: (TW/100)*2.5833	5,971	3,437	5,844	(297)	4,666
	6034	PERS Contributions: TW*22%	50,849	19,275	49,766	6,865	39,734
	6040	Employee Group Benefits: (2119*12)*(FTE=2.75)	69,927	39,561	69,927	6,347	69,927
	6041	Utility Benefit: (380*12)*FTE (FTE=2.75)	12,540	4,692	12,540	1,989	12,540
		BENEFITS & TAXES	157,357	79,788	156,522	18,515	137,547
		TOTAL PERSONNEL	388,489	160,076	382,731	64,127	318,155

PIPED SEWER

ENTERPRISE FUND (510-86)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:						
	Salaries, Benefits & Taxes (minus EGHB & Overtime)	97,477	97,477	206,388	43,281	213,228
6000	Overtime	23,038	23,038	14,499	14,499	35,000
6010	Employee Group Health Benefits	39,561	39,561	6,347	6,347	69,927
	Total Personnel	160,076	160,076	227,234	64,127	318,155
MATERIALS, SUPPLIES, & SERVICES:						
6060	Travel/Training	3,000	-	5,000	-	5,000
6100	Supplies	3,000	1,054	3,000	5,409	3,000
6103	Wearing Apparel	3,000	629	4,000	5,076	4,000
6108	Plumbing Supplies	5,000	160	7,500	6,630	7,500
6150	Gasoline/Diesel/Oil	15,000	4,050	15,000	4,974	15,000
6153	Heating Fuel	36,000	53,142	60,000	15,096	60,000
6155	Water/Sewer/Garbage	563	2,317	2,200	1,351	2,200
6160	Electricity (Lift Stations & Mt. Bldg)	100,935	109,312	94,900	46,627	108,000
6170	Telephone	2,000	-	-	-	-
6200	Minor Equipment	140,000	135,141	150,000	64,006	150,000
6230	Vehicle Maint/Repair (ISF 57)	3,108	2,759	3,600	1,220	4,175
6231	Vehicle Parts & Tools	1,500	1,475	1,500	3,198	1,500
6232	Tires & Wheels	50	-	500	2,141	500
6335	Other Purchased Services	20,000	16,942	20,000	35,415	20,000
6400	Insurance	18,838	7,275	8,000	3,069	8,000
6410	Leased Property - Lift Station	17,000	14,369	17,000	15,805	17,000
6503	Dues & Subscriptions	-	-	-	1,500	-
6539	Miscellaneous Expenses	-	-	-	-	-
6600	Bad Debts Expense	20,000	-	18,500	-	-
6710	Administrative Overhead - GF	45,417	80,307	61,946	30,562	55,680
6711	Administrative Overhead - IT Services	33,260	19,921	19,800	14,561	33,118
6890	Piped Sewer Capital	-	-	57,137	-	-
	Total MS&S	467,671	448,853	549,583	256,640	494,673
	Total Operating Expenditures	627,747	608,929	776,817	320,767	812,828

Sewer Lagoon Personnel

(510-87)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:							
MIII	19401	Public Works Director @ 20%	25,888		25,013	-	27,863
R2	19101	Admin Asst @ 20%	10,159		9,911	-	11,448
R4	25101	Utility Mnt Foreman(10% base salary)	7,019		6,848	-	5,784
R2	25102	Utility Mnt Worker(10% base salary)	6,016		5,869	-	5,060
R2	25103	Utility Mnt Worker(10% base salary)	8,061		7,864	-	5,060
R2	25104	Utility Mnt Worker(10% base salary)	8,671		8,459	-	4,941
R2	25105	Utility Mnt Worker(10% base salary)	7,677		7,490	-	4,941
	6000	Wages	73,490	21,256	71,454	12,850	65,097
		Merit Increase (Bargaining Unit only)	1,190	-	1,161	-	931
	6010	Overtime	10,250	5,281	-	3,729	
		Subtotal of misc wages	11,440	5,281	1,161	3,729	931
		Total Wages	84,930	26,537	72,615	16,579	66,028
	6022	Holiday Pay	-	556	300	258	-
	6023	Leave Cashout: (BW*5%)(FTE=0.9)	4,856	3,777	3,573	269	3,301
	6030	Social Security	24	-	24	312	-
	6031	Medicare: 1.45% of Total Wages	1,231	433	1,053	240	957
	6032	Unemployment Ins: 1.78%*TW	1,512	-	1,293	-	-
	6033	Workers' Comp: (TW/100)*2.5833	2,194	843	1,876	(140)	1,706
	6034	PERS Contributions: TW*22%	18,685	6,279	15,975	2,587	14,526
	6040	Emp Group Ben: (2119*12)*FTE	22,885	10,649	22,885	2,153	22,885
	6041	Utility Benefit: (380*12)*(FTE=0.9)	4,104	1,204	4,104	990	4,104
		BENEFITS & TAXES	55,491	23,741	51,082	6,669	47,480
		TOTAL PERSONNEL	140,421	50,278	123,697	23,248	113,508

Sewer Lagoon						
(510-87)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:						
502	Salaries, Bens & Taxes minus EGHB and OT	34,348	34,348	17,366	17,366	90,622
	Overtime	5,281	5,281	3,729	3,729	-
512	Employee Group Health Benefits	10,649	10,649	2,153	2,153	22,885
	Total Personnel	50,278	50,278	23,248	23,248	113,508
MATERIALS, SUPPLIES, & SERVICES:						
6060	Travel/Training	3,000	-	3,000	-	3,000
6100	Supplies	2,500	2,218	1,000	279	1,000
6103	Wearing Apparel	2,000	-	3,000	-	3,000
6108	Plumbing Supplies	3,000	-	3,000	-	3,000
6150	Gasoline/Diesel/Oil	20,000	-	38,000	1,014	38,000
6200	Minor Equipment	-	-	1,100	213	1,100
6230	Vehicle Maint/Repair (Int. Svc. Fund 57)	22	-	-	-	-
6231	Vehicle Parts & Tools	-	1,528	160	39	160
6320	Lagoon Study	-	-	56,101	10,193	-
6332	Lab Tests	15,000	10,188	15,000	7,492	15,000
6335	Other Purchased Services	-	-	500	393	500
6400	Insurance	41,328	498	500	181	500
6420	Interest Sewer Lagoon Bond	-	19,554	-	18,836	-
6501	City Safety	-	-	-	-	-
6502	Advertising	500	-	-	-	-
6503	Dues & Subscriptions (SOA Permit)	7,920	7,920	8,000	-	8,000
6710	Administrative Overhead- GF	17,253	30,508	29,905	14,754	19,865
	Total MS&S	112,523	72,414	159,266	53,394	93,125
	Total Operating Expenses	162,801	122,692	182,514	76,642	206,633

MUNICIPAL DOCK FUND SUMMARY

ENTERPRISE FUND (520-50)	FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Proposed Budget
Operating Revenues:					
Municipal Dock Operations	974,000	944,649	1,079,552	1,082,879	1,089,552
Small Boat Harbor	265,500	271,024	335,500	263,319	310,500
TOTAL OPERATING REVENUES:					
	1,239,500	1,215,673	1,415,052	1,346,198	1,400,052
Total Operating Expenses:					
Municipal Dock Operations	892,072	564,391	966,252	394,846	947,537
Small Boat Harbor	279,754	187,971	268,722	117,977	268,712
TOTAL OPERATING EXPENSES:	1,171,826	752,362	1,234,974	512,823	1,216,249
TOTAL OPERATING INCOME/(LOSS)	67,674	463,311	180,078	833,375	183,803

MUNICIPAL DOCK REVENUES

ENTERPRISE FUND (520-50)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
Revenues:						
40-4402	City Dock-Penalties & Interest	2,000	-	-	-	-
41-4577	Pension on Behalf	-	-	-	-	-
43-4402	City Dock-Storage	90,000	68,872	50,000	39,154	90,000
43-4403	City Dock-Permits	3,000	5,340	3,000	-	3,000
43-4404	City Dock-Wharfage	150,000	122,565	140,000	181,453	140,000
43-4405	City Dock-Dockage	25,000	19,147	25,000	20,141	25,000
43-4406	Slough Berth-Moorage	-	-	-	-	-
43-4408	Slough Berth-Dockage	-	-	2,000	-	2,000
43-4410	Petro Yard-Storage	2,000	-	2,000	-	2,000
43-4412	PetroPort-Fuel Thru-Put (\$.06/ gal.)	440,000	453,524	550,000	499,273	500,000
43-4413	PetroPort-Dockage	20,000	15,735	20,000	24,680	20,000
43-4415	Seawall-Moorage	24,000	31,408	30,000	-	30,000
43-4416	Seawall Dockage	20,000	44,569	30,000	15,548	30,000
43-4418	Beach-Storage	30,000	39,914	25,000	74,330	35,000
43-4419	Beach-Wharfage	95,000	56,200	100,000	131,790	100,000
43-4420	Beach-Dockage	25,000	45,807	25,000	21,640	35,000
44-4440	Lease Revenue	24,000	-	30,552	30,554	30,552
45-4388	Extra Water Calls	20,000	23,628	25,000	28,878	25,000
45-9460	East Addition-Storage	-	-	-	181	-
46-4640	Transfers from Other Funds	-	-	-	-	-
49-4439	Miscellaneous Revenue	2,000	-	2,000	1,040	2,000
49-4590	Investment Income	2,000	17,940	20,000	14,217	20,000
	Total Revenues	974,000	944,649	1,079,552	1,082,879	1,089,552

Municipal Dock Personnel

(520-50)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL							
MIII	27101	Port Director 95% MD 5% SBH	87,368		85,693		89,984
R2	27102	Administrative Assistant 67% MD 33% SBH	35,674		31,625		37,413
R3	27103	City Dock Attendant 90% MD 10% SBH	52,638		44,762		49,168
	27902	Seasonal City Dock Attendant 1,040 hrs @ \$22/hr. 90% MD 10% SBH	18,133		16,848		20,592
	27901	PT Welder/Mech (160 hours @ \$25.00/hr)	4,203		4,203		4,000
	6000	Wages	198,015	134,737	183,131	80,785	201,157
		Merit Increases (Bargaining Unit only)	2,766	-	3,271	-	5,029
	6010	Overtime	5,000	5,132	5,000	1,888	5,000
		Subtotal of miscellaneous wages	7,766	5,132	8,271	1,888	10,029
		Total Wages	205,781	139,869	191,402	82,673	211,186
	6022	Holiday Pay	-	4,650	2,300	3,679	2,300
	6023	Leave Cashout: (BW*5%) of FTEs (FTE=3.92)	9,901	20,963	10,616	9,588	10,058
	6030	Social Security (6.2% of Temp Wages)	1,124	1,264	3,227	200	1,277
	6031	Medicare: 1.45% of Total Wages	2,984	2,454	2,775	1,443	3,062
	6032	Unemployment Insurance: 1.78%*TW (W/ \$39,900 cap)	3,663	-	3,407	-	3,759
	6033	Workers' Compensation: (TW/100)*2.5833	5,316	3,156	4,944	273	5,456
	6034	PERS Contributions: TW*22%	43,563	30,643	40,289	18,289	44,255
	6040	Employee Group Benefits: (2119*12)*FTE	99,678	42,922	99,678	23,376	99,678
	6041	Utility Benefit: (380*12)*FTE (FTE=3.92)	17,875	8,506	17,875	3,777	17,875
		BENEFITS & TAXES	184,104	114,558	185,111	60,625	187,719
		TOTAL PERSONNEL	389,885	254,427	376,513	143,298	398,905

Municipal Dock Expenses

Enterprise Fund (520-50)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:						
	Salaries, Benefits & Taxes minus EGHB	285,207	206,373	271,835	118,034	294,227
	Overtime	5,000	5,132	5,000	1,888	5,000
	Employee Group Health Benefits	99,678	42,922	99,678	23,376	99,678
	Total Personnel	389,885	254,427	376,513	143,298	398,905
MATERIALS, SUPPLIES, & SERVICES:						
6060	Travel/Training	5,000	2,690	5,000	1,135	5,000
6100	Supplies	8,000	5,279	8,000	978	8,000
6103	Wearing Apparel	5,000	-	5,000	127	5,000
6121	Municipal Dock Gravel	130,000	-	130,000	130,000	130,000
6150	Gasoline/Diesel/Oil	15,000	9,911	15,000	7,457	15,000
6153	Heating Fuel	3,600	6,018	10,000	1,841	5,000
6155	Water/Sewer/Garbage	5,500	12,986	10,000	6,621	13,500
6156	Water for Barges	12,000	-	12,000	-	12,000
6160	Electricity	13,509	18,285	13,509	8,116	18,900
6170	Telephone	2,250	2,294	2,250	1,021	2,250
6171	Staff Cellular Phones	3,000	1,580	2,400	799	2,400
6200	Minor Equipment	30,000	11,623	30,000	137	30,000
6230	Vehicle Maint/Repair (ISF 57)	2,839	3,374	3,200	1,085	3,711
6231	Vehicle Parts & Tools	20,000	32,853	20,000	2,869	20,000
6235	Tires & Wheels	-	3,088	5,000	-	-
6241	Municipal Dock Maintenance	42,815	17,086	50,000	2,622	50,000
6242	Seawall Maintenance	7,000	1,208	7,000	-	7,000
6244	Property Maintenance (ICR)	28,137	24,857	26,600	10,999	31,041
6320	Other Professional Fees	10,000	13,718	20,000	1,053	20,000
6321	Legal Fees	5,000	1,424	5,000	-	5,000
6324	Planning/Engineering Fees	5,000	-	50,000	-	10,000
6339	Other Purchased Services	30,000	21,426	30,000	7,755	30,000
6400	Insurance	35,093	13,467	15,000	5,796	15,000
6502	Advertising	1,000	275	1,000	275	1,000
6503	Dues & Subscriptions	1,000	225	2,000	236	2,000
6531	Bank Charges	3,000	1,882	3,000	1,235	3,000
6539	Miscellaneous	-	-	900	286	900
6710	Administration Overhead - GF	45,185	79,897	83,580	41,235	69,812
6711	Administration Overhead - I.T. SVCS	33,260	24,518	24,300	17,870	33,118
	Total MS&S	502,187	309,964	589,739	251,548	548,632
	Total Operating Expenses	892,072	564,391	966,252	394,846	947,537

Small Boat Harbor Personnel

Enterprise Fund (520-55)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Proposed Budget
PERSONNEL:							
MIII	27101	Port Director @ 5% w/ 95% to Muni Dock	5,993		5,790	-	4,736
		Administrative Assistant					
R2	27102	(33% SBH 67% to Muni Dock)	17,571		17,143	-	19,427
		City Dock Attendant					
R3	27103	(10% SBH 90% to Muni Dock)	5,706		5,567	-	5,463
		Seasonal City Dock Attendant					
		(1,040 hrs. @ \$22/hr. @ 10% SBH 90%					
	27902	MD)	2,015		1,966	-	2,288
	27903	Port Attendant - 5 mo. (867 hrs.) @ 19/hr	15,864		15,477	-	16,473
	27904	Port Attendant - 5 mo. (867 hrs.) @ 19/hr	15,864		15,477	-	16,473
	27905	Port Attendant - 5 mo. (867 hrs.) @ 19/hr	15,864		15,477	-	16,473
	27906	Port Attendant - 5 mo. (867 hrs.) @ 19/hr	15,864		15,477	-	16,473
	27907	Port Attendant - 5 mo. (867 hrs.) @ 19/hr	15,864		15,477	-	16,473
	6000	Wages	110,605	68,854	107,851	46,590	114,279
	6010	Overtime	3,000	-	-	922	1,500
		Merit Increase 2.5%	582	2,168	568	-	622
		Subtotal of miscellaneous wages	3,582	2,168	568	922	2,122
		Total Wages	114,187	71,022	108,418	47,512	116,401
	6022	Holiday Pay	-	1,478	700	627	-
	6023	Leave Cashout: (BW*5%) of FTEs (FTE=0	1,164	8,940	1,266	630	2,794
	6030	Social Security @ 6.2% of PT Wages	5,043	1,548	5,235	2,197	5,248
	6031	Medicare: 1.45% of Total Wages	1,656	1,191	1,599	710	1,688
	6032	Unemployment Insurance: 1.78%*TW	2,033	-	1,963	-	341
	6033	Workers' Compensation: (TW/100)*2.583	2,950	3,268	2,849	(88)	3,007
	6034	PERS Contributions: TW*22%	25,121	11,795	5,572	2,794	25,608
	6040	Employee Group Benefits: (2119*12)*FTE	12,205	17,097	12,205	1,671	12,205
	6041	Utility Benefit: (380*12)*FTE (FTE=0.48)	25,121	5,741	24,261	1,434	2,189
		BENEFITS & TAXES	75,292	51,058	55,650	9,977	53,080
		TOTAL PERSONNEL	189,479	122,080	164,069	57,489	169,482

SMALL BOAT HARBOR (520-55)

Enterprise Fund (520-55)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
Revenues						
43-4409	SBH Petro Port-Fuel Thru-Put (\$.02/gal.)	220,000	235,819	275,000	250,301	250,000
43-4424	SBH-Storage	3,500	5,175	3,500	3,650	3,500
43-4422	SBH-Moorage	20,000	18,620	15,000	5,078	15,000
45-4535	SBH-Permits	20,000	11,280	20,000	3,210	20,000
45-4559	Permits/Licenses/Fees	-	130	-	1,080	-
	Total Operating Revenue	263,500	271,024	313,500	263,319	288,500
49-4439	Misc Revenue	-	-	2,000	-	2,000
49-4590	Investment Income	2,000	-	20,000	-	20,000
	Total Revenue	265,500	271,024	335,500	263,319	310,500
Expenses						
PERSONNEL:						
	Salaries, Benefits & Taxes minus EGHB	174,273	104,983	151,863	54,896	155,776
	Overtime	3,000	-	-	922	1,500
	Employee Group Health Benefits	12,205	17,097	12,205	1,671	12,205
	Total Personnel	189,479	122,080	164,069	57,489	169,482
MATERIALS, SUPPLIES, & SERVICES						
6100	Supplies	3,000	4,558	3,000	2,121	3,000
6103	Wearing Apparel	3,000	-	3,000	-	3,000
6132	Small Boat Harbor Gravel	30,000	-	30,000	30,075	30,000
6150	Gasoline/Diesel/Oil	8,000	12,802	10,000	6,492	8,000
6155	Water/Sewer/Garbage	7,100	-	7,100	-	7,100
6160	Electricity	2,000	-	2,000	-	2,000
6200	Minor Equipment	3,000	3,635	4,000	2,577	4,000
6241	Small Boat Harbor Maintenance	5,500	3,502	6,000	-	6,000
6400	Insurance	5,470	1,968	5,470	2,815	5,470
6539	Miscellaneous	1,000	162	1,000	86	1,000
6710	Administrative Overhead-GF	22,205	39,264	33,083	16,322	29,661
	Total Materials, Supplies & Services	90,275	65,891	104,653	60,488	99,231
	Total Operating Expenses	279,754	187,971	268,722	117,977	268,712

Leased Properties Enterprise Fund Summary		FY23 Budget	F23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
REVENUES:						
	Total Leased Properties Revenue	874,029	859,323	859,323	430,967	884,001
	Total Operating Expenses	464,573	461,358	460,619	212,648	499,312
Excess of Revenues over Operating Expenses		409,456	397,965	398,704	218,319	384,689
DEBT PAYMENTS:						
	Court Complex Loan/Bond Payment	190,000	190,000	262,750	-	267,750
	Total Debt Payments	262,650	250,500	262,750	-	267,750
Net Income					218,319	116,939

Other Leased Properties (530-44)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
REVENUES:						
4440	Lease-Fermin & Ulye Iturbide	1	-	1	-	1
4450	Lease- YKHC-PATC	14,400	2,400	-	-	-
4451	Lease-Bethel Sportsman Club	1	1	1	1	1
4456	Lease-Lions Cub	1	-	1	-	1
4457	Lease-BNC Owl Street Park	100	-	100	-	100
4459	Lease-Bethel Group Home	100	-	100	-	3,600
4452	Lease- Faulkner Walsh	12,600	12,600	12,600	6,300	12,600
4453	Lease-YKHC Warehouse	4,200	4,200	4,200	2,100	4,200
4455	Lease-State of AK DMV	12,120	12,360	12,360	6,180	12,360
4461	Lease-AVCP Head Start	2,400	2,700	2,400	1,350	2,700
4463	Lease-BTP/Swanson's	21,120	22,560	21,120	11,280	21,120
4467	Lease-Bethel Korean Full Gospel	1,800	1,800	1,800	900	1,800
4470	Lease-GCI	10,342	10,846	10,200	5,863	12,252
4472	Lease-Other	-	6,000	-	-	-
4474	SOA-DOT Fish and Game	-	9,600	9,600	4,800	9,600
9455	YKHC-Vintage Bldg	19,200	19,200	19,200	9,600	19,200
Total Revenues		98,385	104,267	93,683	48,374	99,535

LEASED PROPERTY ENTERPRISE FUND - NORA GUINN COURT COMPLEX (530-55)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
REVENUES:						
44-4444	SoA - Alaska Court System (\$51,135 per mo)	613,620	595,211	613,620	297,606	613,620
44-4447	SoA - Dept of Law (\$13,612 per mo)	161,784	152,485	157,822	78,911	163,346
44-445	SoA - ACS Electricity Reimb.	-	-	-	-	-
49-9455	Investment Income	240	7,360	-	6,076	7,500
	Total Revenues	775,644	755,056	771,442	382,593	784,466
EXPENSES:						
6153	Heating Fuel	66,847	85,044	80,000	1,865	61,598
6155	Water, Sewer, Garbage-Court Complex	24,000	17,543	24,000	12,688	23,240
6160	Electricity - Court Complex	68,190	74,283	65,000	43,571	97,570
6170	Telephone	700	751	800	376	800
6240	Property Maintenance	10,341	15,781	16,000	37,685	25,000
6241	Property Maintenance (ICR) 15%	140,684	124,287	166,919	54,997	155,204
6333	Janitorial - Court Complex	113,832	82,150	61,500	44,925	89,500
6339	Other Purchased Services	3,500	10,751	2,500	2,283	2,500
6400	Insurance	36,480	50,768	43,900	14,258	43,900
	Total Operating Expenses	464,573	461,358	460,619	212,648	499,312
	Net Operating Income or (Loss)	311,071	293,698	310,823	169,945	285,154
DEBT PAYMENTS:						
25000	Lease Revenue Bonds Payable	1,082,375	1,115,000	935,000	910,000	695,000
25100	Court Complex Bond Principal	190,000	190,000	240,000	-	255,000
6420	Courthouse Loan Interest	72,650	32,625		-	-
6421	Court Complex Bond Interest	-	27,875	22,750	-	12,750
55-6422	Amortization of Bond Premium	-	-	-	-	-
	Total Debt Payments	262,650	250,500	262,750	-	267,750
	Net Income (Loss) before Depr.	48,421	43,198	48,073	169,945	17,404

BETHEL PUBLIC TRANSIT SYSTEM REVENUES
(Enterprise Fund) (560-50)

Revenue Sources		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
Local Sources:						
40-4600	Contributed Support by City of Bethel	-	-	172,976	-	187,883
	Total	-	-	172,976	-	187,883
Federal Sources:						
41-4101	Section 5311 Grant	426,232	544,040	257,443	154,674	257,443
41-4102	CARES Act Transit Grant (Section 5311)	-	-	-	-	-
42-4577	Pension on Behalf	-	-	-	-	-
	Total	426,232	544,040	257,443	154,674	257,443
Charges for Services:						
43-4370	Bus Fares	15,000	21,080	40,000	15,260	40,000
43-4371	Bus Fares - Prepaid	-	-	-	-	-
	Total	15,000	21,080	40,000	15,260	40,000
Misc Revenue:						
49-9515	Bus Stop Shelter Reimbursement	-	-	-	-	-
	Total	-	-	-	-	-
	TOTAL REVENUE	441,232	565,120	470,419	169,934	485,326

Bethel Public Transit System Personnel

Enterprise Fund (560-50)			FY23 Budget	FY23 Actuals	FY24 Budget	Dec. 2023 Actuals	FY25 Budget
PERSONNEL:							
R4	29101	Transit Manager	55,058		55,058		59,002
R2	29102	Driver	49,592		50,832		54,483
R2	29201	Driver- Part-Time (25 hours/week)	28,197		18,720		25,300
	6000	Wages	132,847	65,165	124,610	63,382	138,785
R4	29901	Driver- On Call (budgeted at 12 hours/week)	-	-	-	-	-
		Merit Increases (Bargaining Unit only)	3,321	-	2,647	-	2,837
	6010	Overtime	-	3,846	-	5,704	-
		Subtotal of miscellaneous wages	3,321	3,846	2,647	5,704	2,837
		Total Wages	136,168	69,011	127,257	69,086	141,622
	6022	Holiday Pay	-	1,930	800	3,076	800
	6023	Leave Cashout: (BW*5%) of FTEs (FTE=2.5)	6,642	21,802	6,231	4,155	6,939
	6030	Social Security (6.2% of Temp Wages)	-	890	-	714	-
	6031	Medicare: 1.45% of Total Wages	1,974	1,375	1,845	1,146	2,054
	6032	Unemployment Insurance: 1.78%*TW	2,424	0	2,265	-	2,521
	6033	Workers' Compensation: (TW/100)*2.5833	3,518	3,435	3,287	254	3,659
	6034	PERS Contributions: TW*22%	29,957	15,997	27,997	14,603	31,157
	6040	Employee Group Benefits: (2119*12)*FTE	63,570	22,524	63,570	25,104	63,570
	6041	Utility Benefit: (380*12)*FTE (FTE=2.5)	11,400	4,982	11,400	3,424	11,400
		BENEFITS & TAXES	119,485	72,935	117,395	52,476	122,099
		TOTAL PERSONNEL	255,653	141,946	244,652	121,562	263,721

BETHEL PUBLIC TRANSIT SYSTEM ENTERPRISE FUND

ENTERPRISE FUND (560-50)		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
PERSONNEL:						
	Salaries, Benefits & Taxes minus EGHB	11,400	115,576	181,082	90,754	200,151
6010	Overtime	-	3,846	-	5,704	-
6040	Employee Group Health Benefits	63,570	22,524	63,570	25,104	63,570
	Total Personnel	74,970	141,946	244,652	121,562	263,721
MATERIALS, SUPPLIES, & SERVICES:						
6060	Travel/Training	-	2,119	2,000	(3,629)	2,000
6100	Supplies	1,500	3,999	2,000	3,260	2,000
6103	Wearing Apparel	-	124	-	-	-
6150	Gasoline/Diesel/Oil	29,000	13,679	32,000	13,117	32,000
6153	Heating Fuel	10,583	12,226	13,000	10,112	22,000
6155	Water/Sewer/Garbage	3,300	2,434	1,200	2,027	4,200
6160	Electricity	7,724	7,354	7,500	4,846	11,100
6170	Telephone	700	10	700	10	700
6171	Staff Cellular Phones	1,200	348	-	299	-
6230	Vehicle Maint./Repair (ISF 57)	18,184	14,835	26,000	8,813	30,150
6231	Vehicle Maint. (Parts & Tools)	20,000	1,684	20,000	1,271	20,000
6232	Tires & Wheels	2,000	-	3,000	-	3,000
6326	Contractor Fees	-	-	-	-	-
6339	Other Purchased Services	-	-	-	-	-
6400	Insurance	16,281	7,843	13,889	5,035	13,889
6503	Dues & Subscriptions	300	885	300	32	300
6539	Miscellaneous	-	250	1,500	88	1,500
6710	Administrative Overhead- ICR	41,548	48,701	48,779	24,066	46,154
6711	Administrative Overhead - IT	33,260	14,516	15,000	11,031	33,118
	Total MS&S	185,580	131,007	186,868	80,378	222,111
	Total Operating Expenses	260,550	272,953	431,520	201,940	485,832

Internal Service Funds

560 - Vehicle & Equipment Maintenance

Employee Group Health Benefits

Vehicles & Equipment Maintenance Personnel

Internal Service Fund (570-50)			FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Proposed Budget
PERSONNEL:							
MIII	19101	Public Works Director @ 5%	7,069		6,631	-	6,966
R2	19401	Admin Asst. @ 5%	2,733		2,540	-	2,862
R4	26101	Foreman	79,275		73,659	-	77,417
R3	26102	Heavy Equipment Mechanic	63,382		58,891	-	53,560
R3	26103	Heavy Equip Mechanic II	54,772		50,892	-	66,576
R3	26104	Mechanic II/Oiler	63,406		58,914	-	53,560
R3	26105	Mechanic II/Oiler	60,388		56,109	-	54,631
R2	26106	Mechanic I	55,899		51,939	-	50,600
R2	26107	Parts Inventory Clerk	55,373		51,450	-	50,600
	6000	Wages	442,297	278,558	411,024	161,698	416,772
		Merit Increases (BU only)	10,881		10,110	-	10,245
	6010	Overtime/Shift Differential	15,000	3,041	15,000	297	15,000
		Subtotal of misc wages	25,881	3,041	25,110	297	25,245
		Total Wages	468,178	281,599	436,134	161,995	442,017
	6022	Holiday Pay	-	8,945	4,500	6,886	-
	6023	Leave Cashout: (BW*5%)	57,710	24,850	20,551	23,212	22,101
	6031	Medicare: 1.45% of TW	6,789	4,817	6,324	2,920	6,409
	6032	Unemployment Ins: 1.78%*TW	7,952	-	7,763	-	7,868
	6033	Workers' Comp: (TW/100)*2.5833	11,540	11,801	11,267	6,394	11,419
	6034	PERS Contributions: TW*22%	102,999	66,400	95,949	41,946	97,244
	6040	Emp Group Ben: (2119*12)*FTE	180,539	106,849	180,539	63,793	180,539
	6041	Utility Ben: (380*12)* (FTE=7.1)	32,376	24,762	32,376	14,028	32,376
		BENEFITS AND TAXES	399,905	248,424	359,269	159,180	357,955
		TOTAL PERSONNEL	868,082	530,023	795,403	321,175	799,972

Vehicles & Equipment Maintenance

Internal Service Fund (570-50)		FY23 Budget	FY23 Actuals	FY24 Budget	Dec. 2023 Actuals	FY25 Budget
ALLOCATIONS TO V & E:						
4651	From General Fund-City Administration	1,285	1,344	2,000	678	1,163
4653	From General Fund-Finance	1,266	1,344	2,000	678	2,319
4654	From General Fund-Planning	1,559	1,344	1,739	508	1,739
4655	From General Fund-Fire	18,000	11,869	20,873	7,594	20,873
4656	From General Fund-Police	17,554	25,401	23,888	7,435	23,888
4657	From General Fund-PW Admin	2,457	3,455	4,986	1,227	4,986
4658	From General Fund-Streets & Roads	146,047	134,485	173,942	42,809	173,942
4661	From General Fund-Property Maintenance	5,713	5,456	7,190	2,102	7,190
4665	From General Fund-IT Services	1,280	1,344	3,479	1,017	3,479
4672	From Enterprise Fund-Hauled Water	268,201	278,801	299,700	101,585	347,535
4673	From Enterprise Fund-Hauled Sewer	281,345	282,385	295,000	99,992	342,085
4674	From Enterprise Fund-Piped Water	2,687	2,688	2,900	983	3,363
4664	From Enterprise Fund-Piped Sewer	3,108	2,759	3,600	1,220	4,175
4678	From Enterprise Fund-Water Trmt.-Bethel Hgts	2,566	2,688	2,950	1,000	3,421
4680	From Enterprise Fund-City Sub Water Trmt.	2,581	3,201	4,000	1,356	4,638
4685	From Enterprise Fund-Sewer Lagoon	22	-	-	-	-
4676	From Enterprise Fund-Refuse Hauling	61,581	67,256	72,000	24,405	83,492
4677	From Enterprise Fund-Landfill Operations	67,728	68,189	80,000	27,116	92,769
4671	From Enterprise Fund-Port	2,839	3,374	3,200	1,085	3,711
4684	From Enterprise Fund-Bethel Transit System	18,184	14,835	26,000	8,813	30,150
4686	From YK Aquatic Training Center	97	1,130	1,000	290	1,156
Total Revenues		906,100	913,348	1,029,447	331,894	1,156,074
PERSONNEL:						
Salaries, Benefits & Taxes minus EGHB		672,544	420,133	257,085	257,085	604,433
Overtime		15,000	3,041	297	297	15,000
Employee Group Health Benefits		180,539	106,849	63,793	63,793	180,539
Total Personnel		868,082	530,023	321,175	321,175	799,972
MATERIALS, SUPPLIES, & SERVICES:						
6060	Travel/Training	15,000	48	10,000	-	10,000
6100	Supplies	20,000	11,451	10,000	6,226	10,000
6103	Wearing Apparel	4,000	706	4,000	1,969	4,000
6150	Gasoline/Diesel/Oil	8,000	86,222	8,000	11,016	8,000
6153	Heating Fuel (25% of City Shop)	399	-	6,300	-	16,250
6155	Water/Sewer/Garbage (25% of City Shop)	5,300	4,779	4,800	3,311	6,492
6160	Electricity (25% of City Shop)	18,718	24,315	25,900	11,186	15,875
6200	Minor Equipment	25,000	2,552	25,000	3,923	25,000
6231	Vehicle Parts	8,000	7,831	8,000	6,865	8,000
6232	Tires & Wheels	2,000	1,539	2,000	433	2,000
6339	Other Purchased Services	10,000	3,609	15,000	1,287	15,000
6400	Insurance	24,535	39,900	43,900	16,848	43,900
6503	Dues & Subscriptions	10,000	14,243	20,000	7,370	20,000
6710	Administrative Overhead - GF	91,684	162,119	135,000	72,440	138,467
6711	Administrative Overhead - IT Services	33,260	21,054	20,900	15,369	33,118
Total MS&S		275,896	380,368	338,800	158,243	356,102
Total Operating Expense		1,143,979	910,391	659,975	479,418	1,156,074

EMPLOYEE HEALTH GROUP BENEFITS

INTERNAL SERVICE FUND		FY23 Budget	FY23 Actuals	FY24 Budget	December 2023 Actuals	FY25 Budget
Allocations to Employee Health Group Benefits:						
51	City Administration	50,249	50,249	76,284	2,429	76,284
52	City Clerk & Council	50,856	45,548	50,856	25,496	50,856
53	Finance Department	228,852	119,358	222,495	35,420	184,353
54	Planning Department	7,563	17,584	35,394	6,223	50,856
55	Information Technology Services	20,388	30,290	43,985	20,243	50,856
56	City Attorney	25,428	34,117	42,000	12,710	25,428
60	Fire Department	190,435	164,025	702,536	60,465	305,136
61	Police Department	737,412	324,072	709,441	147,631	709,441
65	Public Works - Administration	7,628	7,272	7,628	3,821	7,628
66	Streets & Roads	62,514	98,156	132,988	64,771	132,988
70	Property Maintenance	44,722	98,802	129,683	44,722	129,683
270-50	Community Service Patrol	76,284	23,485	76,284	19,631	76,284
410-50	E-911 Services	27,971	49,046	27,971	1,846	27,971
	School Resource Officer Program	6,357		6,357		6,357
500-70	Hauled Refuse	8,157	-	27,971	8,295	-
500-71	Landfill Operations	30,423	30,423	8,388	8,388	66,113
510-80	Utility Billing	31,785	36	57,213	-	57,213
510-81	Hauled Water	161,468	43,952	237,752	17,126	237,752
510-82	Piped Water	69,927	52,244	69,927	23,768	69,927
510-83	Bethel Heights Water Treatment Plant	37,532	14,877	20,141	11,222	69,927
510-84	City-Sub Water Treatment Plan	46,706	17,177	69,927	15,454	69,927
510-85	Hauled Sewer	260,128	107,217	288,608	44,344	288,608
510-86	Piped Sewer	39,561	39,561	6,347	6,347	69,927
510-87	Sewer Lagoon	10,649	10,649	2,153	2,153	22,885
520-50	Municipal Dock Department	99,678	42,922	99,678	23,376	99,678
520-55	Small Boat Harbor	17,097	17,097	1,671	1,671	12,205
560-50	Bethel Public Transit System	63,570	22,524	63,570	25,104	63,570
570-50	Vehicle & Equipment Maintenance	106,849	106,849	63,793	49,706	180,539
	Total Contributions	2,520,189	1,567,532	3,281,040	682,362	3,142,392

City of Bethel
Endowment Permanent Fund

900-46

Endowment Permanent Fund (900-46)

REVENUES:		FY23 Budget	FY23 Actual	FY24 Budget	December 2023 Actuals	FY25 Budget
49-4590	Investment Income	20,000	16,856	40,000	11,867	40,000
	Total Revenues	20,000	16,856	40,000	11,867	40,000
46-990	Transfer to General Fund* (70%)	14,000	-	28,000	-	28,000
	Total Expenses	14,000	-	28,000	-	28,000
	Net Income	6,000	16,856	12,000	11,867	12,000

Introduced by: Acting City Manager Arnold
Introduction Date: May 28, 2024
Public Hearing: June 11, 2024
Action:
Vote:

CITY OF BETHEL, ALASKA

ORDINANCE #24-05

AN ORDINANCE BY THE BETHEL CITY COUNCIL PROVIDING FOR THE ADOPTION OF THE CAPITAL IMPROVEMENT BUDGET FOR FISCAL YEAR 2025, JULY 1, 2024-JUNE 30, 2025 AND APPROPRIATING FUNDS TO CARRY OUT SAID BUDGET

BE IT ORDAINED by the City Council of Bethel, Alaska, as follows:

SECTION 1. Classification. This is a noncodified ordinance establishing the City of Bethel Capital Improvement Budget for Fiscal Year 2025

SECTION 2. Appropriations. That money shall be appropriated from the following associated City Funds for capital expenditures:

General Fund – Capital Expenditures	
<u>Police Department</u>	
2024 Ford Expedition *2	\$154,068
Body Camera's	\$104,000
Police Department Sub-Total	\$258,068
<u>Streets & Roads Department</u>	
2024 F-250 *2	\$131,790
Dust Control	\$500,000
Streets & Roads Sub-Total	\$631,790
<u>Property Maintenance</u>	
Boardwalk Lighting	\$250,000
Property Maintenance Sub-Total	\$250,000
General Fund Beginning Balance	
	\$12,329,092
General Fund Total Expenditures	\$1,139,858
General Fund Remaining Balance	\$11,189,234

Leased Properties – Capital Expenditures	
<u>Nora Guinn Court Complex</u>	
Upgrade Hydronic System	\$150,000
Nora Guinn Court Complex Sub Total	\$150,000
Enterprise Fund Beginning Balance	\$2,691,072
Enterprise Fund Total Expenditures	\$150,000
Enterprise Fund Remaining Balance	\$2,541,072

City Sub Proposed Capital Expenditures	
<u>City Sub Water Treatment</u>	
Chemical Storage Building	\$265,000
City Sub Water Treatment Sub-Total	\$265,000
W/S Fund Beginning Balance	\$2,291,735
W/S Fund Total Expenditures	\$265,000
W/S Fund Remaining Balance	\$2026,735

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

NOW THEREFORE BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA, that the Fiscal Year 2025 Capital Improvement Budget is adopted for a period of one year, from July 1, 2024, through June 30, 2025.

ENACTED THIS 11th DAY OF JUNE 2024, BY A VOTE OF___ IN FAVOR AND ___ OPPOSED.

Mark Springer, Mayor

ATTEST:

Lori Strickler, City Clerk

Suggested Amendments to Budget Ordinance 24-05 from Administration.

Amendment No. 1

Motion to amend Capital Budget FY25 to include \$190,000 to expenditures for Lift Station Project match to Senator Lisa Mukowski's office.

Explanation: The office of Senator Lisa Murkowski contacted the City of Bethel Acting City Manager to see if the City of Bethel had the \$190,000 to match 20% for \$975,000, provided for the Lift Station Improvement Project.

Amendment No. 2

Motion to amend Capital Budget FY25 to include \$213,392 to expenditures for Transit Grant.

Explanation: The FY25 Capital Budget is to include 20% of \$853,563 to purchase two new transit buses and upgrade the building heating system.

Amendment No. 3

Motion to amend Capital Budget FY25 to include \$89,335 to expenditures for Port Wall Tasks 3-5 from Municipal Dock Combined Cash Accounts.

Explanation: The FY25 Capital Budget is to include \$89,335 to DOWL, LLC. to cover the emergency repair design, bidding and construction administration to the Port Wall from the Municipal Dock Combined Cash Accounts (CCA)

Amendment No. 4

Motion to amend Capital Budget FY25 to include \$109,901.50 to expenditures for Police Department Information Technology from Police Department Capital Expenditures to Alaska Communications.

Explanation: The FY25 Capital Budget is to include \$109,901.50 to cover the IT upgrades to the Police Department Host Server, Hardware and Software Mitigation of over 38TB of file storage. Alaska Communications Services, Inc. will be the supplying and providing the professional services to complete this task order.

The result of the amendments listed above would reflect the following summary of expense allocations:

General Fund – Capital Expenditures	
<u>Lift Station Project</u>	
Lift Station Project	\$190,000

<u>Transit Grant</u>	
Transit Grant Project Match	\$213,392
W/S Fund Beginning Balance	\$2,026,735
W/S Fund Total Expenditures	\$403,392
W/S Fund Remaining Balance	\$1,623,343

Combined Cash Accounts- Municipal Dock	
<u>Port Wall Project</u>	
Port Wall Tasks 3-5	\$89,335.00
Port Wall Tasks 3-5 Sub-Total	\$89,335.00
Municipal Dock CCA Beginning Balance	\$6,597,967.21
Municipal Dock CCA Total Expenditures	\$89,335.00
Municipal Dock CCA Remaining Balance	\$6,508,632.21

Police Department- Capital Expenditures	
<u>Police Department Information Technology</u>	
Storage Migration	\$32,724.88
Hardware Update/Configuration	\$33,884.02
Host Server Replacement	\$43,292.60
<u>Police Department Information Technology Sub-Total</u>	\$109,901.50
Police Department Capital Expenditures Balance	\$1,940,695.05
Police Department Capital Expenditures Total Expenditures	\$109,901.50
Police Department Capital Expenditures Remaining Balance	\$1,830,793.55

**GENERAL FUND
PROPOSED CAPITAL EXPENDITURES
(FUND 100)**

GL Code	Department	Description	FY25 Budget
100-61-6890	Police Department		
	Police Department	2024 Ford Expedition *2	\$154,068
	Police Department	Body Camera's	\$104,000
	Police Department Sub-Total		\$258,068
100-66-6892	Streets & Roads Department		
	Streets & Roads Department	2024 F-250 * 2	\$131,790
	Streets & Roads Department	Dust Control	\$500,000
	Streets& Roads Sub-Total		\$631,790
100-70-6890	Property Maintenance		
	Property Maintenance	Boardwalk Lighting	\$250,000
	Property Maintenance Sub-Total		\$250,000
General Fund Beginning Balance			\$12,329,092
General Fund Total Expenditures			\$1,139,858
General Fund Remaining Balance			\$11,189,234

LEASED PROPERTIES ENTERPRISE FUND PROPOSED CAPITAL EXPENDITURES

GL Code	Department	Description	FY25 Budget
530-55-6890	Nora Guinn Court Complex		
	Nora Guinn Court Complex	Upgrade Hydronic System	\$150,000
	Nora Guinn Court Complex Sub-Total		\$150,000
	Enterprise Fund Beginning Balance		\$2,691,072
	Enterprise Fund Total Expenditures		\$150,000
	Enterprise Fund Remaining Balance		\$2,541,072

CITY SUB PROPOSED CAPITAL EXPENDITURES

GL Code	Department	Description	FY25 Budget
510-84-6891	City Sub Water Treatment		
	City Sub Water Treatment	Chemical Storage Building	\$265,000
	City Sub Water Treatment Sub-Total		\$265,000
	W/S Fund Beginning Balance		\$2,291,735
	W/S Fund Total Expenditures		\$265,000
	W/S Fund Remaining Balance		\$2,026,735

Prepared for: CHRIS WIGNER, CITY OF BETHEL
Office: 907-543-3781
Email: CWIGNER@CITYOFBETHEL.NET

\$56,500.00
FOB ANCHORAGE
SPECIAL ORDER

Freight 7,889.00
Upgrades 12,645.00

\$ 77,034.00

2024 Expedition 4dr 4x4 XL (U1G)

Price Level: 425



Client Proposal

Prepared by:
TERESA WINTER
Office: 907-793-8216
Date: 01/20/2024



Kendall Ford Fleet | 431 Unga St, Anchorage, Alaska , 99501
Office: 907-793-8216 | Fax: 907-793-8255

CITY OF BETHEL POLICE DEPARTMENT



To : William Arnold, Acting City Manager

From: Lt. Wigner

Ref: Request to purchase Axon Body Cameras

I would like to request to be able to purchase Axon 4 Body Cameras and to have the footage from these cameras stored on Axon cloud servers. Body Cameras offer:

1. **Accountability:** Body cameras promote accountability among law enforcement officers by providing an unbiased record of interactions with the public. This helps in ensuring that officers adhere to established protocols and behave appropriately during their duties.
2. **Evidence Collection:** The footage recorded by Axon body cameras can serve as valuable evidence in investigations and court proceedings. It provides a clear and unbiased account of events, helping to establish facts and ensure fair adjudication.
3. **Enhanced Transparency:** Body cameras increase transparency in law enforcement activities by allowing the public to see firsthand how officers interact with individuals during various situations. This transparency can help build trust between law enforcement agencies and the communities they serve.
4. **Training and Evaluation:** Body camera footage can be used for training purposes, allowing law enforcement agencies to review interactions, identify areas for improvement, and provide feedback to officers. It also helps in evaluating officer performance and ensuring adherence to departmental policies.
5. **Reducing Complaints and Litigation:** The presence of body cameras often leads to a decrease in complaints against officers and reduces the likelihood of frivolous lawsuits. When individuals know they are being recorded, they may be less likely to engage in confrontational behavior, leading to fewer instances of misconduct allegations.
6. **Officer Safety:** In addition to protecting civilians, body cameras can also enhance the safety of law enforcement officers. The presence of a camera may deter individuals from engaging in violent or aggressive behavior toward officers, knowing that their actions are being recorded.

7. Public Perception and Trust: Deploying body cameras demonstrates a commitment to transparency and accountability, which can improve public perception and trust in law enforcement agencies. It sends a message that the department is willing to be held accountable for its actions and is proactive in addressing issues of misconduct.

Overall, the purchase of Axon body cameras can contribute to fostering a safer, more accountable, and transparent environment for both law enforcement officers and the communities they serve.

Storing video footage on Axon cloud servers offers several advantages for organizations utilizing Axon body cameras:

1. **Security:** Axon's cloud servers typically employ advanced security measures to safeguard data. This includes encryption protocols, multi-factor authentication, access controls, and regular security audits. Storing data on Axon's secure servers helps protect against unauthorized access, data breaches, and tampering.
2. **Reliability:** Axon's cloud infrastructure is designed for high availability and reliability, ensuring that video footage is accessible when needed. By leveraging redundant storage and backup systems, Axon minimizes the risk of data loss due to hardware failures or other technical issues.
3. **Scalability:** Cloud-based storage solutions offer scalability, allowing organizations to easily accommodate growing amounts of video data without the need for significant upfront investments in additional hardware or infrastructure. As storage needs increase, Axon can dynamically allocate resources to meet demand.
4. **Accessibility:** Storing video footage on Axon's cloud servers makes it readily accessible to authorized personnel from any location with an internet connection. This facilitates efficient review, analysis, and sharing of footage for investigative, evidentiary, or training purposes without the need for physical storage devices or cumbersome data transfer processes.
5. **Integration:** Axon's cloud platform often integrates seamlessly with other software and systems used by law enforcement agencies, such as case management systems, evidence management software, and records management systems. This integration streamlines workflows and enables seamless data sharing between different platforms, enhancing operational efficiency.
6. **Compliance:** Axon's cloud infrastructure is designed to meet stringent data protection and privacy regulations, such as GDPR (General Data Protection Regulation) and CJIS (Criminal Justice Information Services) security policy requirements. Storing data on Axon's compliant cloud servers helps organizations adhere to regulatory standards and avoid potential legal and regulatory consequences.

7. **Cost-Effectiveness:** We are not purchasing servers to store our videos on and from talking with I.T. This is costing the city of Bethel approximately \$12k per server.

8. **Better Workflow:** Having the cloud storage would allow the District Attorney's officer access to our video which would enhance prosecution and would cut down on personal time to make copies for the DA's office. Allowing other tasks to be completed.

Overall, storing video footage on Axon's cloud servers provides organizations with a secure, reliable, scalable, and cost-effective solution for managing their body camera data while ensuring compliance with regulatory requirements.

In this quote, I have also requested 20 sidearm sensors. These are sensors that will be placed in our current holster. These sensors store data and will activate the body camera worn but the officers if a weapon is drawn. The benefits of these sensors are:

1. **Enhanced Officer Safety:** The sensor provides real-time data on an officer's firearm, including whether it's drawn or fired. This information can enhance situational awareness, especially in high-stress situations, potentially improving officer safety.
2. **Accountability and Transparency:** With the sensor, there's an added layer of accountability. Every time an officer draws or fires their weapon, it's recorded, providing an objective record of events. This can be crucial for investigations and ensuring transparency in law enforcement actions.
3. **Training and Performance Monitoring:** The data collected by the sensor can be used for training purposes. It allows departments to analyze usage patterns, identify training needs, and even monitor individual officer performance in firearm handling.
4. **Legal Protection:** In case of use-of-force incidents, having detailed data from the sensor can provide legal protection for officers and their departments. It can help reconstruct the sequence of events accurately, potentially reducing legal liabilities.
5. **Community Relations:** Utilizing technology like the Axon Sidearm sensor can demonstrate a commitment to innovation and accountability within law enforcement. This can help improve community relations by showing proactive efforts to ensure transparency and professionalism.

To better understand the benefits of the sensors offer an example. An officer is responding to a disturbance call. Once the officer arrives, they observe a person with a firearm and that person points it at the officer. The officer exits his vehicle and shoots the suspect. Later it was discovered the suspect was not holding a firearm. During the investigation it was discovered because of the quickness to react the officer did not activate his body camera. This could leave citizens to say the officer shot an unarmed person who was not doing anything.

With transparency, we would be able to show what the officer saw and reacted to because as soon as they drew their weapon their body camera and any other body camera around them would have automatically been activated.

I have spoken with Axon and have received a quote for \$103,860.79 which would include 25 cameras, and 20 sensors along with cloud service for five years. This purchase would also allow us to upgrade the equipment in five years if we wished. After negotiating with Axon, they have offered to drop the cost if we sign an agreement by the end of May.

I have also submitted a micro grant through the Department of Justice which should be awarded on the first of July to whomever is going to receive it. The grant would pay up to \$70,000 toward the body cameras.

Axon has stated we would not receive an invoice until September at which time we would be able to use the grant money if we are awarded the grant or could make yearly installments over the next five years for the cost.



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-542819-45428.861CE

Issued: 05/16/2024

Quote Expiration: 03/31/2024

Estimated Contract Start Date: 06/01/2024

Account Number: 107863

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Bethel Police Dept. - AK 157 SALMONBERRY RD BETHEL, AK 99559 USA	Bethel Police Dept. - AK PO Box 809 Bethel AK 99559-0809 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Cade Edwards Phone: Email: cedwards@axon.com Fax:	Christopher Wigner Phone: 907-545-1084 Email: cwigner@cityofbethel.net Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	\$103,860.79
ESTIMATED TOTAL W/ TAX	\$103,860.79

Discount Summary

Average Savings Per Year	\$12,309.00
TOTAL SAVINGS	\$61,545.00

Payment Summary

Date	Subtotal	Tax	Total
May 2024	\$103,860.79	\$0.00	\$103,860.79
Total	\$103,860.79	\$0.00	\$103,860.79

Quote Unbundled Price: \$165,405.79
 Quote List Price: \$107,916.79
 Quote Subtotal: \$103,860.79

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
M00003	BUNDLE - ACQUISITION	25	60	\$93.75	\$53.08	\$53.08	\$79,620.00	\$0.00	\$79,620.00
BWCamTAP	Body Worn Camera TAP Bundle	5	60	\$22.08	\$33.80	\$20.28	\$6,084.00	\$0.00	\$6,084.00
A la Carte Hardware									
100769	AXON SIGNAL - SIDEARM LITERATURE AND SCREWDRIVER PACK	1			\$2.99	\$2.99	\$2.99	\$0.00	\$2.99
71044	AXON SIGNAL - BATTERY - CR2430 SINGLE PACK	20			\$1.00	\$1.00	\$20.00	\$0.00	\$20.00
100681	AXON SIGNAL - SIDEARM SENSOR ONLY	20			\$269.00	\$269.00	\$5,380.00	\$0.00	\$5,380.00
H00001	AB4 Camera Bundle	5			\$849.00	\$849.00	\$4,245.00	\$0.00	\$4,245.00
A la Carte Software									
100673	AXON EVIDENCE - ECOM LICENSE - CONVERSION BASIC TO PRO	4	60		\$27.12	\$27.12	\$6,508.80	\$0.00	\$6,508.80
A la Carte Services									
80146	AXON BODY - PSO - VIRTUAL STARTER	1			\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
Total							\$103,860.79	\$0.00	\$103,860.79

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
AB4 Camera Bundle	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	5	1	05/01/2024
AB4 Camera Bundle	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	6	1	05/01/2024
AB4 Camera Bundle	74028	AXON BODY - MOUNT - WING CLIP RAPIDLOCK	6	1	05/01/2024
BUNDLE - ACQUISITION	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	25	1	05/01/2024
BUNDLE - ACQUISITION	100206	AXON BODY 4 - DOCK - EIGHT BAY	4	1	05/01/2024
BUNDLE - ACQUISITION	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	28	1	05/01/2024
BUNDLE - ACQUISITION	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	4	1	05/01/2024
BUNDLE - ACQUISITION	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	4	1	05/01/2024
BUNDLE - ACQUISITION	74020	AXON BODY - MOUNT - MAGNET FLEXIBLE RAPIDLOCK	28	1	05/01/2024
A la Carte	100681	AXON SIGNAL - SIDEARM SENSOR ONLY	20	1	05/01/2024
A la Carte	100769	AXON SIGNAL - SIDEARM LITERATURE AND SCREWDRIVER PACK	1	1	05/01/2024
A la Carte	71044	AXON SIGNAL - BATTERY - CR2430 SINGLE PACK	20	1	05/01/2024
Body Worn Camera TAP Bundle	73309	AXON BODY - TAP REFRESH 1 - CAMERA	5	1	11/01/2026
BUNDLE - ACQUISITION	73309	AXON BODY - TAP REFRESH 1 - CAMERA	25	1	11/01/2026
BUNDLE - ACQUISITION	73689	AXON BODY - TAP REFRESH 1 - DOCK MULTI BAY	4	1	11/01/2026

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - ACQUISITION	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	25	06/01/2024	05/31/2029
BUNDLE - ACQUISITION	73840	AXON EVIDENCE - ECOM LICENSE - BASIC	25	06/01/2024	05/31/2029
A la Carte	100673	AXON EVIDENCE - ECOM LICENSE - CONVERSION BASIC TO PRO	4	06/01/2024	05/31/2029

Services

Bundle	Item	Description	QTY
A la Carte	80146	AXON BODY - PSO - VIRTUAL STARTER	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Body Worn Camera TAP Bundle	80464	AXON BODY - TAP WARRANTY - CAMERA	5	05/01/2025	05/31/2029
BUNDLE - ACQUISITION	80464	AXON BODY - TAP WARRANTY - CAMERA	25	05/01/2025	05/31/2029
BUNDLE - ACQUISITION	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	4	05/01/2025	05/31/2029

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	157 SALMONBERRY RD	BETHEL	AK	99559	USA

Payment Details

May 2024					
Invoice Plan	Item	Description	Qty	Subtotal	Tax Total
Year 1	100673	AXON EVIDENCE - ECOM LICENSE - CONVERSION BASIC TO PRO	4	\$6,508.80	\$0.00
Year 1	100681	AXON SIGNAL - SIDEARM SENSOR ONLY	20	\$5,380.00	\$0.00
Year 1	100769	AXON SIGNAL - SIDEARM LITERATURE AND SCREWDRIVER PACK	1	\$2.99	\$0.00
Year 1	71044	AXON SIGNAL - BATTERY - CR2430 SINGLE PACK	20	\$20.00	\$0.00
Year 1	80146	AXON BODY - PSO - VIRTUAL STARTER	1	\$2,000.00	\$0.00
Year 1	BWCamTAP	Body Worn Camera TAP Bundle	5	\$6,084.00	\$0.00
Year 1	H00001	AB4 Camera Bundle	5	\$4,245.00	\$0.00
Year 1	M00003	BUNDLE - ACQUISITION	25	\$79,620.00	\$0.00
Total				\$103,860.79	\$0.00
					\$103,860.79

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

5/16/2024



Prepared for: Robert Lindsey, City Of Bethel
Email: rlindsey@cityofbethel.net

QTY: 2 Price: \$131,790

Includes: Headache Rack W/Strobe and FOB Bethel

2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)
Price Level: 425



Client Proposal

Prepared by:
Brandon Penrod
Office: 907-793-8233
Date: 05/14/2024



Kendall Ford Fleet | 431 Unga Street, Anchorage, Alaska, 99501
Office: 907-793-8233

Date:	4/23/2024
Proposal #:	ARS24-00477
Expiration:	30 days from above date
Account Manager:	Ryan Skiff
Contact Number:	907-550-2127

Thank you for the opportunity to submit a proposal. LONG Building Technologies Inc. ("LONG") is committed to being the industry leader in providing a single resource for your building solutions.

We are pleased to offer this detailed Scope of Work for your project.

A. SCOPE OF WORK

Upgrade the controls on AHU2,3,4,5, 6, 7 Hydronic System, Heat Exchanger Pumps 6, 6A 15 and 16

B. GENERAL INCLUSIONS:

- Travel, per diem, vehicle, and hotel
- Demo of Honeywell and Invensys controllers that control AHU2, 3,4,5, 6, 7 Hydronic System, Heat Exchanger Pumps 6, 6A 15 and 16
- Build new control panels for AHU2, 3,4,5, 6, 7 Hydronic System, Heat Exchanger Pumps 6, 6A 15 and 16
- Reuse existing sensors, relays, actuators and wiring for AHU2, 3,4,5, 6, 7 Hydronic System, Heat Exchanger Pumps 6, 6A 15 and 16 (field devices)
- Provide and install new supply air sensors, return air sensors, outdoor air sensor, wall plate space sensors and CO2 return sensor
- Program to match existing sequence found on the original control drawings
- Network new controllers together to new front end supervisor software similar to the system at the Aquatic Center
- Create graphics of all connected systems. (existing room thermostats for the re-heat coils and base board zones will not be connected)
- Re-heat coils 17,18 and 19 will be on the DDC system and will be controllable through the graphics
- Engineered drawings
- Check out of existing zone control and valves (if found deficient a quote for replacement will follow)
- Start up
- 4 hours owner training
- 1 year warranty

C. GENERAL EXCLUSIONS:

1. Repair or replacement of defective sensors
2. Hydronic heating zone control of the existing Honeywell zone thermostats, cabinet unit heaters, convector, stand alone unit heaters and HRVs
3. Pump motors
4. Reuse existing sensor wire
5. Piping/plumbing
6. Cutting, patching and painting.

7. All costs of taxes, bonds and permits
8. Hazardous material identification, abatement, or removal
9. Air Balancing and Hydronic Balancing

D. PRICE OF WORK

Price Per Base Bid Scope **\$ 146,646.00**
Plus Sales Tax as applicable

Your Building Technology Partner

I hereby certify that I am authorized to bind
LONG Building Technologies, Inc.

Accepted by

I hereby certify that I am authorized

Ryan Skiff

LONG Building Technologies, Inc.
935 Gambell St
Anchorage, AK 99501

Authorized Signature

Printed Name

Note: All data and information contained herein and provided by LONG Building Technologies is considered confidential and proprietary. The data and information contained herein may not be reproduced, published or distributed to, or for, any third parties without the express prior written consent of LONG Building Technologies.

Notwithstanding, any inconsistent or additional terms that may be embodied in your purchase order/contract, LONG will accept your order subject only to the terms of the written contract between us under which your order is placed. If no such contract exists, LONG Building Technologies will accept your order only on the express written condition that you assent to the terms and conditions contained above and on the pages attached hereto; and acceptance and receipt of the goods shipped hereunder shall constitute assent to such terms and conditions.

This Proposal is subject to change based on unknown items that may occur as result of COVID-19 such as material delays, labor shortages, jobsite disruptions or governmental intervention. Manufactures and production facilities are feeling the impacts of decreasing international imports, health and safety concerns and economic impacts to their business. As a result, manufacturing production may be impacted. Lead times and production may be extended without warning and pricing may be affected. Projects with critical completion schedules should be coordinated with your LONG salesperson.

Terms and Conditions:

By accepting this proposal, Purchaser agrees to be bound by the following Terms and Conditions:

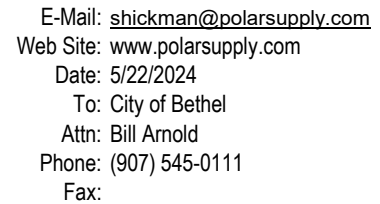
1. **Scope of Work.** Unless otherwise noted, this proposal is based upon the use of straight time labor only. Plastering, patching and painting are excluded. Purchaser agrees to provide LONG Building Technologies, Inc. ("LONG") with required field utilities (electricity, toilets, drinking water, project hoist, elevator service, etc.) without charge. LONG agrees to keep the job site clean of debris arising out of its own operations. Purchaser shall not back charge LONG for any costs or expenses without LONG's written consent.
2. **Invoicing & Payments.** LONG may invoice Purchaser monthly for all materials delivered to the job site or to an off-site storage facility and for all work performed on-site and off-site. Purchaser shall pay LONG in United States currency (USD) amounts invoiced within thirty (30) days of the invoice date. Waivers of lien will be furnished upon request, as the work progresses, and to the extent payments are received. Invoices more

than 30 days from the invoice date shall be subject to finance charges at 1.5% per month or the maximum rate applicable for the State in which the work was performed.

3. **Material Shortages.** If the materials or equipment included in this proposal become temporarily unavailable, the deadline for the performance of the work shall be extended by the length of the temporary unavailability. If the materials or equipment become permanently unavailable, LONG shall (a) be excused from furnishing the unavailable materials or equipment, and (b) be reimbursed for the price difference between the unavailable materials or equipment and a reasonably available substitute.
4. **Taxes.** The price of this proposal does not include duties, sales, use, excise, or other taxes, unless required by federal, state or local law. Purchaser shall pay, in addition to the proposed price, all taxes not legally required to be paid by LONG or, alternatively, shall provide LONG with acceptable tax exemption certificates. LONG shall provide Purchaser with tax payment certificates upon request and after completion and acceptance of work.
5. **Delays.** LONG shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond LONG's control, including, but not limited to, acts of God, fire, riots, labor disputes, condition of the premises, acts or omissions of the Purchaser, Owner, or other Contractors or delays caused by suppliers or subcontractors of LONG.
6. **Compliance with Laws.** LONG shall comply with all applicable federal, state and local laws and regulations and shall obtain all temporary licenses and permits required for the execution of the work. Licenses and permits of a permanent nature shall be procured and paid for by the Purchaser.
7. **Disputes.** All disputes involving more than \$15,000 shall be resolved by arbitration in accordance with the rules of the American Arbitration Association. The prevailing party shall recover all reasonable legal costs and attorney's fees incurred as a result. Nothing here shall limit any rights under construction lien laws.
8. **Insurance.** Insurance coverage in excess of LONG's standard limits may be furnished if required; however, Purchaser will be billed for any additional premium charged to LONG. LONG will neither give Purchaser credit for insurance afforded to it by others, nor pay other insurance premiums.
9. **Indemnity.** The Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorneys' fees, which may arise in connection with the execution of the work herein specified and which are caused, in whole or in part, by the negligent act or omission of the Indemnifying Party.
10. **Occupational Safety and Health.** The Parties hereto agree to notify each other in writing immediately upon becoming aware of an inspection under, or any alleged violation of, the Occupational Safety and Health Act relating in any way to the project site.
11. **Entire Agreement.** This proposal, upon acceptance, shall constitute the entire agreement between the parties and supersedes any prior representations or understandings, written or oral.
12. **Changes.** No change or modification of any of the terms and conditions stated herein shall be binding upon LONG unless accepted by LONG in writing.
13. **Limitations of Liability.** Neither party's (including additional insured's) total cumulative liability hereunder for any claim or cause of action of any kind, regardless of whether such claim may be based on contract, warranty, tort (including negligence), strict liability, or any other legal or equitable principle, shall exceed the amount of the party's primary general liability policy limits. Notwithstanding any provision of any contract document to the contrary, neither party shall waive subrogation, or be liable to the other party or any of its affiliates, employees or subcontractors for punitive, special, exemplary, incidental or consequential damages, damages for loss of profits, loss of use or loss of revenue, or losses associated with cost of capital in connection with or arising out of this agreement, regardless of whether such claim may be based on contract, warranty, tort (including negligence), strict liability, or any other legal or equitable principle, or for any condition

that is beyond the reasonable control, and without the intentional misconduct or negligence, of that party. Such conditions include, but are not limited to: acts of God; acts of government entities; strikes; labor disputes; fire; explosions or other casualties; thefts; vandalism; riots or war; acts of terrorism; or unavailability of labor, parts, materials or supplies.

14. **Warranty.** LONG warrants that the materials and equipment furnished by LONG will be of good quality and new; that the work will be free from defects not inherent in the quality required or permitted; and that the work will conform to the requirements of this agreement. LONG warrants that the work shall be free from defects in material and workmanship arising from normal usage for a period of one (1) year from the final invoice date and that its services will be free from defects in workmanship, design and material for one (1) year from the final invoice date. Upon written notice from the Purchaser, LONG shall, at its option, repair or replace the defective work or re-perform defective services. These warranties shall not extend to any work or services that have been abused, altered, misused or repaired by the Purchaser or third parties without the supervision of and prior written approval of LONG, or if LONG's serial numbers or warranty date decals have been removed or altered. The Purchaser must promptly report any failure of the equipment to LONG in writing. All replaced equipment becomes LONG's property.
15. **Asbestos-Containing Materials.** LONG is not licensed, nor will it undertake direct obligations relating to the identification, abatement, cleanup, control, removal, and/or disposal of asbestos-containing materials ("ACM"). Consistent with applicable laws, Purchaser shall supply LONG with any information in its possession relating to the presence of ACM at any of its facilities where LONG may perform work or provide services that may result in the disturbance of ACM. Often, LONG asks for certification that no ACM is present in facilities constructed prior to 1982. Purchaser shall provide such certification for buildings it owns, or aid LONG in obtaining such certification from facility owners for buildings it does not own. If either Purchaser or LONG becomes aware of or suspects the presence of ACM that may be disturbed by LONG performing work or providing services, it shall immediately stop the work or services in the identified area(s) and immediately notify the other party in writing. The Purchaser shall be responsible at its sole expense for addressing the potential for or the presence of ACM in conformance with all applicable laws, and prior to LONG resuming work or providing services in the identified area(s), will provide a written certification to LONG that the identified area(s) are free from ACM.
16. **Other Hazards.** Purchaser shall supply LONG with any information in its possession relating to the presence of Other Hazards, including but not limited to Structural Hazards, Hazardous Materials, Environmental Hazards, and Dangerous Substances in or near areas where LONG will be required to perform work or provide services. If either Purchaser or LONG becomes aware of or suspects the presence of Other Hazards that may interfere with LONG performing work or providing services, it shall immediately stop the work or services in the identified area(s) and immediately notify the other party in writing. Purchaser shall be responsible at its sole expense for the identification, abatement, cleanup, control, removal, and/or disposal of Other Hazards from areas LONG is required to perform work or provide services, and prior to LONG resuming work or providing services in the identified area(s), will provide a written certification to LONG that the identified area(s) are free from Other Hazards. LONG's obligations under this agreement expressly exclude any work or service of any nature associated or connected with the identification, abatement, clean up, control, removal, or disposal of Other Hazards including but not limited to asbestos, toxic waste, molds, lead, heavy metals, pesticides, pathogens, radon, x-rays or polychlorinated biphenyls ("PCBs"), discovered in or near areas where LONG will be required to perform work or provide services. Any language or provision of the agreement contained elsewhere that may authorize or empower the Purchaser to change, modify, or alter the Scope of Work to be performed by LONG shall not operate to compel LONG to perform any work relating to Asbestos-Containing Materials or Other Hazards.
17. This Proposal is subject to change based on unknown items that may occur as result of COVID-19 such as material delays, labor shortages, jobsite disruptions or governmental intervention. Manufactures and production facilities are feeling the impacts of decreasing international imports, health and safety concerns and economic impacts to their business. As a result, manufacturing production may be impacted. Lead times and production may be extended without warning and pricing may be affected. Projects with critical completion schedules should be coordinated with your LONG salesperson



City of Bethel Roads Dust Control

MATERIAL ESTIMATE

We are pleased to quote the following materials for the above referenced project

[illegible]

Please Note:

* ***Demurrage for container is \$18 per day after 30 days
***Demurrage for chassis is \$22 per day after 48 days

*
*
* This is an estimate only. Polar Supply reserves the right to correct any mistakes in quantity or price as well as any clerical errors.
* The attached "Standard Terms and Conditions" are a part of this quotation
* This job/project is being bid at net, no prompt pay discounts apply.

Steve Hickman 907-244-1959
Civil Sales Division
Polar Supply Company

Accepted

#N/A
The Civil Sales Division fax number is 562-7003

POLAR SUPPLY COMPANY STANDARD TERMS AND CONDITIONS

- * Quoted Prices and FOB points apply to initial project quantities only. Smaller initial order quantities or additional quantities may be subject to increased prices and or freight rates
- * Quoted Prices are for a single shipment or truckload(s), as applicable, to the stated FOB point. Split shipments or shipments picked up or shipped over time in smaller than bid quantity units will incur additional charges.
- * Unless otherwise noted, allow 3 to 6 weeks for delivery of non-stock or out of stock materials from the date of order.
- * Approximate availability shown is an estimate. Actual availability will depend on current stock at time of order and/or freight times and availability from the manufacturer.
- * Pricing is based on least expensive ground and sea shipping routes. Over the Road, Air, and/or Special Handling will add additional costs.
- * Terms are C.O.D., or net 30 on approved credit, unless otherwise negotiated in writing prior to sale.
- * In order to protect quoted prices, we must receive confirmation of an order within 30 days of the quote date.
- * Materials are sold by the unbroken package (such as; roll, sheet, pail, drum, box) unit only.
- * Quantities shown are bid item or rough estimates only. Estimator should recheck all quantities and/or conversions and allow additional materials for overlap and waste.
- * Returns only in conjunction with Polar Supply Company return policy. Returns are not allowed on non stocked items
- * Special order materials, fabricated items, or large quantities of stocked materials brought in for a project are not returnable
- * Polar Supply Company will hold materials for a maximum of 10 days on account with a written PO. Storage and or restock fees may apply after this time.
- * Polar Supply Company cannot warehouse contractors material unless negotiated prior to purchase in writing.
- * Any changes to this quotation or these terms and conditions must be in writing.

FORCE MAJEURE CLAUSE:

As used in this quotation, a Force Majeure Event means any act or event, whether foreseen or unforeseen, that (1) prevents Polar Supply Company in whole or in part, from performing its obligations to provide products ordered by customer, or satisfying any conditions on shipping product to the customer; (2) is beyond the reasonable control of and not the fault of Polar Supply; or (3) Polar Supply has been unable to overcome by the exercise of due diligence.

Suspension of Performance. Subject to the provisions of this Force Majeure Clause, if a Force Majeure Event occurs, Polar Supply Company is excused from (1) whatever performance is prevented by the Force Majeure Event to the extent so prevented, and (2) satisfying whatever conditions precedent to the customer's obligations that cannot be satisfied to the extent they cannot be satisfied.

Termination. If the suspension of performance continues for a period of one week as a result of a Force Majeure Event, either party is entitled to terminate the purchase agreement by giving a notice to the other party in writing which is the exclusive remedy available to both parties with respect to a Force Majeure Event.

FUEL SURCHARGE CLAUSE:

The quoted prices for products supplied by Polar Supply Company includes the freight to the stated FOB point. The cost of freight has been determined as of the date of this quotation. Customer acknowledges and understands that if Polar Supply Company receives notification of fuel surcharge increases from its carriers after the date of this quotation and prior to delivery, then that fuel surcharge increase will be passed on to the customer. If Polar Supply's selected carriers refuse to deliver any products to customer due to a Force Majeure Event, customer has the option of either arranging for shipment at its expense, and receiving a credit from Polar Supply Company for the freight charges included in the material quotation, or terminating the transaction under the Force Majeure Clause.



June 4, 2024

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

**Subject: DOWL Term Contract
Fee Proposal for Planning and Engineering Services
Task Order #53 – Port Wall Condition Assessment - AMENDMENT**

Dear Mr. Arnold:

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

Task Order #53 – Port Wall Condition Assessment

In late 2022, DOWL conducted a condition assessment of the seawall at the Port of Bethel. Our subsequent report recommended priority repair of a damaged section of sheet piling along the east wing wall. We also recommended that a section of the wall be closed to equipment storage and operation. The amount of wall tilt and seaward deflection found during our inspection indicates that the tiebacks in the wall anchoring system have failed. A structural analysis is required to determine if the tiebacks can be rehabilitated. It is our understanding that the City of Bethel (City) wishes to move forward with the priority repair of the damaged sheet piling and the structural analysis of the tie-back system so we can develop long-term seawall replacement options. DOWL proposes adding the tasks discussed below to accomplish this work.

Additional SCOPE OF SERVICES

Task 3 – Priority Repair of East Wall Sheet Piling – Design/Construction Documents

The east wingwall has a fractured sheet pile near the connection with the closed cell of the main dock structure and is losing backfill material. The existing flat sheet piling used on the damaged section is no longer manufactured (PS28) and cannot be replaced in-kind. DOWL will need to conduct laboratory testing on a small sample, or coupon, of the existing sheet metal to determine the grade of steel and whether it is weldable. This will drive the repair recommendation we develop. DOWL will work with City staff to cut a 2-inch x 4-inch test coupon from the wall for analysis. We will provide repair drawings, specifications, and a construction cost estimate for the recommended repair. We estimate having four plan sheets. Note this is a short-term repair that will stop material loss but will not restore the structural capacity of the wall.

Deliverables:

- 65% Design Drawings, Specifications, and Cost Estimate
- 100% Construction Documents and Construction Cost Estimate

Task 4 – Priority Repair of East Wall Sheet Piling – Bidding Assistance

The DOWL team will develop bid documents for the City using EJCDC standardized contracts and forms. We will work with the City to facilitate the competitive bid process and will distribute documents

to plan-holders lists and agencies; communicate with interested parties with up to one addenda; and review bids for conformance making a recommendation to the City for award.

Deliverables:

- Fully compiled bid documents
- Addenda

Task 5 – Priority Repair of East Wall Sheet Piling – Construction Administration

The DOWL team will provide construction administration services to the City for this project. This will include up to five submittal reviews and ten responses to Design Clarifications/Verification Requests and other validations as needed. We anticipate the construction project will take one week and will have an inspector on-site to perform interim construction inspections to verify adherence to the design and to perform a final completion inspection once all punchlist items are completed. We will provide pay application review and pay recommendations and coordinate construction meetings as needed.

Deliverables:

- Inspection Reports

Task 6 – Structural Analysis of Anchoring System

DOWL will work with GeoTek Alaska to use ground penetrating radar to locate tiebacks used in the seawall anchoring system. We will work with the City to identify utility locations and then excavate the tiebacks and perform a visual inspection to determine condition. The inspection will be performed to ASCE and AASHTO applicable standards for the condition evaluation and assessment of structures. A report will be prepared detailing the condition of the anchor system, the suspected failure mechanism, a recommendation on whether the anchor system can be rehabilitated or upgraded to extend the life of the sheet pile wall, and planning level cost estimates associated with possible repairs. To determine failure mechanisms and potential rehabilitation, we will need to perform a geotechnical investigation to determine soil parameters including lateral properties, lateral and seismic pressures, and soil stability. The geotechnical investigation will be in accordance with the Alaska DOT&PF geotechnical design guidelines. We propose to have Discovery Drilling drill five test borings to depths of 70 feet and five test borings to depths of 20 feet. Soil samples will be obtained at the surface and at depths of 2.5, 5, 7.5, 10, 12.5, and 15 feet and at 5-foot intervals thereafter per ASTM standards. Alaska Testlab will provide testing on selected samples to classify the soils and determine their basic engineering properties. Test boring locations will be determined based on the location of the anchoring system's tiebacks.

Deliverables:

- Inspection Report and Analysis
- Geotechnical report

Task 7 – Long Term Rehabilitation or Replacement Planning Level Design and Cost Estimate

DOWL will develop the following planning-level design options to address the needs identified in the Port of Bethel Structural Condition Assessment report. Each option will include planning level drawings and sketches as well as planning level construction cost estimates. We're assuming a total of five sheets. Options will include:

1. Replacement option for the timber portion of the east wall.
2. Replacement option for the sheet pile portion of the east wall.

Carmen Murat

From: John Sargent
Sent: Tuesday, June 4, 2024 1:09 PM
To: Carmen Murat
Cc: William Arnold
Subject: Email Requesting 20% match for lift station project

From: Cunningham, Kaitlin (Murkowski) <Kaitlin_Cunningham@murkowski.senate.gov>
Sent: Friday, May 10, 2024 12:37 PM
To: Kristi McConnachie <kmccconnachie@cityofbethel.net>; John Sargent <jsargent@cityofbethel.net>
Cc: Robinson, Matthew (Murkowski) <Matthew_Robinson@murkowski.senate.gov>
Subject: CDS Request Lift Station Improvement Project Planning

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Ms. McConnachie and Mr. Sargent,

I hope spring is treating both of you well! We wanted to verify if the City of Bethel can meet a 20% cost-share for the Lift Station Improvement Project, which was a \$975,000 request. If you could let me know as soon as possible, that would be great! If you can't meet the 20% requirement, let me know what match you currently have and if your project is scalable.

Thanks,

Kit Cunningham | Knauss Sea Grant Fellow
Office of U.S. Senator Lisa Murkowski
522 Hart Senate Office Building
Work: +1(202) 224-3185
Cell: +1(202) 230-8219

John Sargent, Grant Manager
City of Bethel
515 Brady Lane
Berea, KY 40403
859-408-1547

CITY OF BETHEL
COMBINED CASH INVESTMENT
JUNE 30, 2024

COMBINED CASH ACCOUNTS

TOTAL COMBINED CASH

TOTAL UNALLOCATED CASH

CASH ALLOCATION RECONCILIATION

520 ALLOCATION TO MUNICIPAL DOCK	6,597,961.21
TOTAL ALLOCATIONS TO OTHER FUNDS	6,597,961.21
ALLOCATION FROM COMBINED CASH FUND - 010-10100	
ZERO PROOF IF ALLOCATIONS BALANCE	6,597,961.21

CITY OF BETHEL
BALANCE SHEET
JUNE 30, 2024

MUNICIPAL DOCK

ASSETS

520-10100	CASH IN COMBINED FUND	6,597,961.21	
520-11000	CASH IN TILL - PORT	50.00	
520-11211	TVI-SEAWALL MAINT ACCT	259,684.82	
520-11260	INVESTMENT-AMLIP SMALL BOAT HA	146,184.28	
520-11270	INVESTMENT-AMLIP SEWALL MAINT	14,569.82	
520-11280	INVESTMENT-AMLIP DOCK DEF MNT	411,555.51	
520-12000	ACCOUNTS RECEIVABLE	150,810.06	
520-12900	ALLOWANCE FOR DOUBTFUL ACCTS	(10,064.15)	
520-13200	INVENTORY-HEATING FUEL	1,307.90	
520-15100	LAND	1,235,999.66	
520-15110	SEAWALL LAND NON-DEPREC	1,001,356.00	
520-15200	CONSTRUCTION IN PROGRESS	42,200.00	
520-15300	IMPROVEMENTS	40,447,486.61	
520-15400	BUILDINGS	1,636,106.30	
520-15500	MACHINERY AND EQUIPMENT	974,626.52	
520-15700	VEHICLES	305,066.80	
520-15800	SEAWALL DEPRECIABLE	22,716,644.00	
520-16300	ACCUM DEPR-IMPROVEMENTS	(6,297,470.65)	
520-16400	ACCUM DEPR - BUILDINGS	(246,506.78)	
520-16500	ACCUM DEPR-MACHIN./EQUIP.	(644,827.13)	
520-16700	ACCUM DEPR - VEHICLES	(199,467.77)	
520-16800	ACCUM DEP-SEAWALL	(9,540,990.48)	
520-19000	DEFERRED OUTFLOW-PENSION	41,938.34	
520-19001	OPEB DEFERRED OUTFLOW	16,631.40	
520-19002	OPEB ASSET	25,307.24	
	TOTAL ASSETS		59,086,159.51

LIABILITIES AND EQUITY

LIABILITIES

520-20800	SALES TAX PAYABLE	39,427.64	
520-22100	ACCRUED VACATION	24,112.40	
520-25000	PENSION LIABILITY	288,012.73	
520-25100	OPEB LIABILITY	671.61	
520-27100	DEFERRED INFLOW-PENSION	.29	
520-27101	OPEB DEFERRED INFLOW	20,594.87	
	TOTAL LIABILITIES		372,819.54

FUND EQUITY

520-30100	CONTRIBUTED CAPITAL-STATE	4,671,805.00	
520-30200	CONTRIB FOR CONSTRUCTION	32,361,628.88	
520-30300	CONTRIBUTED CAPITAL-FED	15,123.00	
520-30400	CONTRIB CAP-FLEET REP FUND	58,105.90	
520-37500	DESIGNATED RE-BANK STAB.	3,560,441.77	

CITY OF BETHEL
BALANCE SHEET
JUNE 30, 2024

MUNICIPAL DOCK

UNAPPROPRIATED FUND BALANCE:			
520-39900	UNDESIGNATED RET EARNINGS	17,260,545.89	
	REVENUE OVER EXPENDITURES - YTD	<u>782,305.45</u>	
	BALANCE - CURRENT DATE		<u>18,042,851.34</u>
	TOTAL FUND EQUITY		<u>58,709,955.89</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>59,082,775.43</u></u>

Contract Type

☒ New ☐ Amendment / Order to Contract ID # ☐ Renewal, Effective Date

☐ Co-terminus with Existing Agreement, Date

Business/ Customer Information

Business Name: City of Bethel

Account Number: TBD

Billing Address Line 1: 300 State Highway

Service Street Address*: See Exhibit

Billing Address Line 2:

Service Address – Line 2:

City/State/Zip: Bethel, AK, 99559

Service City/State/Zip*:

Order Contact: Laura Cloward

Contact Phone Number: 907-543-2047

Contact Email: lcloward@cityofbethel.net

*If different from Billing Address:

Scope of Services

Inside wiring: ☐ Yes

Products and Services

Service Descriptions Attachments

Exhibits

Professional Services

Exhibit 1: SOW

Exhibit 2: Service Pricing [or pricing is per notes, below]

Cost are incremental to any existing services:

Term No Term Monthly Recurring Charges: \$0 Initial Non-Recurring Charges: \$33,884.02

☐ Letter of Authorization (For Local and Long Distance Carrier Changes)

I desire to change the Services marked below to Alaska Communications for the numbers listed on the Service Order. I authorize orders to be placed for me on my behalf by Alaska Communications.

☐ Local Telephone Service ☐ In-State Long Distance ☐ Out-of-State Long Distance

☒ I agree that Alaska Communications may provide Customer Proprietary Network Information detail to me at my request, without prior password authentication, based on the methods specified in the Privacy section of the ACSA.

☒ Yes! I would like to receive information on Alaska Communications' products, promotions, and services.

☒ Yes! I would like to receive information from Alaska Communications' contractual affiliates on products, promotions, and services.

☒ I acknowledge that I have read and understand the ACSA and all applicable exhibits and attachments, including the pricing applicable to all Services I have chosen.

I am authorized to sign this ACSA and agree to be bound by it. I UNDERSTAND AND AGREE THAT EARLY TERMINATION MAY RESULT IN EARLY TERMINATION CHARGES.

☒ I AGREE TO THE ALASKA COMMUNICATIONS TERMS AND CONDITIONS AT ALASKACOMMUNICATIONS.COM/BUSINESSTERMSANDCONDITIONS AS THEY MAY BE AMENDED.

Service Details

Police Department Video SAN

Attachments
Exhibit 1 & 2 - Quote 32948

CHANGES TO TERMS CONDITIONS, SERVICES DESCRIPTIONS, EXHIBITS, AND THIS FORM GO HERE AND REQUIRE LEGAL DEPARTMENT APPROVAL. INITIALS OF LEGAL TEAM REP (REQUIRED IF TEXT IS ENTERED BELOW) _____ Date _____

Customer

Alaska Communications

Signature: _____

Name: _____

Business Name: City of Bethel _____

Date: _____

Signature: _____

Name: _____

Business Name: Alaska Communications _____

Date: _____

We have prepared a quote for you

City of Bethel - Police Department Video SAN

Quote # 032948 Version 1



alaska
COMMUNICATIONS®

Prepared for:
City of Bethel
Laura Cloward
lcloward@cityofbethel.net

Prepared by:
Stacey Simpson
Stacey.Simpson@acsalaska.com

Presented by:
David Murphy
David.Murphy@acsalaska.com

 Statement of Work

City of Bethel PD needs to move video files off HPE MSA Storage Array which went End of Life April 2024.

City of Bethel PD currently has

- "VIDEO FILES 2" 21.6TB
- CSP Videos 5TB
- Most of PD Files 12TB.

Recommendation:

Alaska Communications recommends a less expensive spinning HDD non-dedup storage array for large Video Storage in this case Dell ME5012 using 8TB HDDs. Depending on Hot Spares and RAID configuration this array should yield 45TB+ usable capacity.

Scope of Work:

- Remote Assist installation / Connect SAN to 10G ports on Cisco
- Initialize array
- Configure & Update Remote Configuration array into existing Storage VLAN

Statement of Risk:

- Does not include onsite installation
 - A separate quote will be quoted for onsite installation and travel
- Does not include storage migration
- Understood customer has 10G SFP+ DAC cables
- Customer currently has 4x available 10G SFP+ ports on each Cisco switch
- Travel not included. If travel is needed it will be quoted separately.

Hardware

Description	Price	Qty	Ext. Price
Dell ME5012 Storage Array - [TM_ME5012_15246_VP] Description: Dell ME5012 Storage Array 10Gb iSCSI Base-T 8 Port Dual Controller Rack Rails 2U ME Series 2U Bezel Power Supply, 580W, Redundant, WW _____ Dell PowerVault ME Series 2U-12, CE Marking Dell Hardware Limited Warranty ProSupport 4-Hour 7x24 Onsite Service 3 Years ProSupport 4-Hour 7x24 Technical Support and Assistance 3 Years Hard Drive Blank Filler 3.5 _____ 6x SAS ISE 12Gbps 7.2K 512e 3.5in Hot-Plug Powercord, 125 Volt, 15Amp, 10 Foot, C13 to NEMA 5-15 Powercord, 125 Volt, 15Amp, 10 Foot, C13 to NEMA 5-15	\$31,784.02	1	\$31,784.02
Subtotal:			\$31,784.02

Professional Services

Description	Price	Qty	Ext. Price
Project Management (Fixed Price)	\$150.00	2.5	\$375.00
System Administrator Tier 2 (Fixed Price)	\$150.00	10.5	\$1,575.00
Subtotal:			\$1,950.00

Shipping

Description	Price	Qty	Ext. Price
Shipping Services	\$150.00	1	\$150.00
Subtotal:			\$150.00

 Change Control

From time to time scope and requirement changes may occur throughout the progress of this project. In the event a situation occurs during the delivery of this solution that requires a modification to the currently proposed Statement of Work, Materials, Licenses, Subscriptions, or Professional Services related to this quote, Alaska Communications will prepare a Project Change Order.

Project Change Orders will have a clear Statement of Work, associated costs enumerated, and will be agreed upon prior to delivery of the associated change.

Project schedule and implementation plans will be coordinated with project stakeholders and approved by both the customer and Alaska Communications.

City of Bethel - Police Department Video SAN

Prepared by:

**Alaska Communications Services,
Inc.**

Stacey Simpson
9075647809
Fax (907) 375-1188
Stacey.Simpson@acsalaska.com

Prepared for:

City of Bethel

300 State Highway
Bethel, AK 99559
Laura Cloward
(907) 543-2047
lcloward@cityofbethel.net

Quote Information:

Quote #: 032948

Version: 1
Delivery Date: 05/30/2024
Expiration Date: 06/24/2024

Quote Summary

Description	Amount
Hardware	\$31,784.02
Professional Services	\$1,950.00
Subtotal:	\$33,734.02
Shipping:	\$150.00
Total:	\$33,884.02

Alaska Communications generates billing and/or recognizes revenue for work performed on a monthly basis. This may consist of material delivered and accepted by the customer for storage at the customers location or if agreed upon at an Alaska Communications facility, non-tangible software licenses or subscriptions, and professional services performed to date. Purchase orders under this quote are subject to Alaska Communications' Terms and Conditions at www.alaskacommunications.com/businesstermsandconditions . This quote expressly limits acceptance to the terms herein

Contract Type

☒ New ☐ Amendment / Order to Contract ID # ☐ Renewal, Effective Date

☐ Co-terminus with Existing Agreement, Date

Business/ Customer Information

Business Name: City of Bethel

Account Number: TBD

Billing Address Line 1: 300 State Highway

Service Street Address*: See Exhibit

Billing Address Line 2:

Service Address – Line 2:

City/State/Zip: Bethel, AK, 99559

Service City/State/Zip*:

Order Contact: Marcus Smith

Contact Phone Number: 907-207-9122

Contact Email: msmith@cityofbethel.net

*If different from Billing Address:

Scope of Services

Inside wiring: ☐ Yes

Products and Services

Service Descriptions Attachments

Exhibits

Professional Services

Exhibit 1: SOW

Exhibit 2: Service Pricing [or pricing is per notes, below]

Cost are incremental to any existing services:

Term No Term Monthly Recurring Charges: \$0 Initial Non-Recurring Charges: \$43,292.60

☐ Letter of Authorization (For Local and Long Distance Carrier Changes)

I desire to change the Services marked below to Alaska Communications for the numbers listed on the Service Order. I authorize orders to be placed for me on my behalf by Alaska Communications.

☐ Local Telephone Service ☐ In-State Long Distance ☐ Out-of-State Long Distance

☒ I agree that Alaska Communications may provide Customer Proprietary Network Information detail to me at my request, without prior password authentication, based on the methods specified in the Privacy section of the ACSA.

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☒ Yes! I would like to receive information from Alaska Communications' contractual affiliates on products, promotions, and services.

☒ I acknowledge that I have read and understand the ACSA and all applicable exhibits and attachments, including the pricing applicable to all Services I have chosen.

I am authorized to sign this ACSA and agree to be bound by it. I UNDERSTAND AND AGREE THAT EARLY TERMINATION MAY RESULT IN EARLY TERMINATION CHARGES.

☒ I AGREE TO THE ALASKA COMMUNICATIONS TERMS AND CONDITIONS AT

ALASKACOMMUNICATIONS.COM/BUSINESSTERMSANDCONDITIONS AS THEY MAY BE AMENDED.

Service Details

Replace host servers

Attachments
Exhibit 1 & 2 - Quote 32599

CHANGES TO TERMS CONDITIONS, SERVICES DESCRIPTIONS, EXHIBITS, AND THIS FORM GO HERE AND REQUIRE LEGAL DEPARTMENT APPROVAL. INITIALS OF LEGAL TEAM REP (REQUIRED IF TEXT IS ENTERED BELOW) _____ Date _____

Customer

Alaska Communications

Signature: _____
Name: _____
Business Name: City of Bethel
Date: _____

Signature: _____
Name: _____
Business Name: Alaska Communications
Date: _____

We have prepared a quote for you

City of Bethel - Police Dept. - Replace 2x PHYS Host Servers

Quote # 032599 Version 1



alaska
COMMUNICATIONS®

Prepared for:
City of Bethel
Marcus Smith
msith@cityofbethel.net

Prepared by:
Stacey Simpson
Stacey.Simpson@acsalaska.com

Presented by:
David Murphy
David.Murphy@acsalaska.com

 Statement of Work

City of Bethel (COB) - Police Department needs to replace two of their physical Host Servers.

This quote will replace PD-PHY1 and PD-PHY2. These servers going end of hardware support towards the end of 2024.

Scope of Work

- Create, design, and define IPs & Hostnames.
- Stage Hosts
 - Install OS
 - Patch
 - Configure
 - Ship hosts to Bethel
- Assist customer in getting servers racked and connected.
- Create new Failover Cluster or Add new hosts to Existing cluster.
- Coordinate iSCSI Swing Migration of 5x VMs during maintenance window.
 - Power off VM.
 - Remove iSCSI Container from Cluster Shared Volume.
 - Change MSA iSCSI Volume Access – Add new Host IQN.
 - Mount storage and add to CSV.
 - Power On VM and confirm.

Server Hardware Requirements Summary:

BuildA QTY2: Hyper-V / Failover Cluster
FORM FACTOR: Rack R650
Role: Prod Host
CPU requirement: 1 socket / 8c
Memory requirement: 128GB
Local Storage: non-critical windows OS
Storage Capacity Requirement: 400GB usable
RAID Controller requirement: MED PERC H350
RAID Design: 2x SATA RAID1
Networking: 2x 1GBE / 4x 10G-SFP+
iDRAC: ENTERPRISE
POWER SUPPLY: Redundant 800
RACK RAILS: static rails
HW Support: 3YR Prosupport NBD

Statement of Risks/Unknowns:

- Host servers will use Windows Server 2019. Therefore, MS licensing will not be affected.
- COB has Cisco networking cables, however included in this quote are Dell Twinax cables
- All work to be performed during normal business hours. If otherwise requested a change order for after hours work will be required
- Travel not included. If travel it is required, it will be quoted separately.

**Change Control**

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Project Change Orders will have a clear Statement of Work, associated costs enumerated, and will be agreed upon prior to delivery of the associated change.

Project schedule and implementation plans will be coordinated with project stakeholders and approved by both the customer and Alaska Communications.

Hardware

Description	Price	Qty	Ext. Price
PowerEdge R650 PowerEdge R650 Server 8x2.5 Front Storage SAS/SATA Backplane No Rear Storage Trusted Platform Module 2.0 V3 2.5" Chassis with up to 8 Hard Drives (SAS/SATA), 1 PCIe Slot, 1CPU Intel Xeon Gold 5315Y 3.2G, 8C/16T, 11.2GT/s, 12M Cache, Turbo,HT (140W) DDR4-2933 No Additional Processor Heatsink for 1 CPU configuration (CPU less than or equal to 165W) Performance Optimized 3200MT/s RDIMMs Unconfigured RAID PERC H755 SAS Front Front PERC Mechanical Parts, front load Performance BIOS Settings UEFI BIOS Boot Mode with GPT Partition No Energy Star 3 Standard Fans for 1 CPU Dual, Hot-plug, Power Supply Redundant (1+1), 800W, Mixed Mode,NAF Riser Config 0, 1CPU, Half Length, Low Profile, 1 x16 Slot PowerEdge R650 Motherboard with Broadcom 5720 Dual Port 1GbOn-Board LOM Broadcom 57412 Dual Port 10GbE SFP+, OCP NIC 3.0 LCD Bezel Luggage Tray x8 and x10 Chassis, R650 BOSS Blank No Operating System No Media Required iDRAC9, Enterprise 15G No Quick Sync iDRAC,Factory Generated Password iDRAC Service Module (ISM), NOT Installed iDRAC Group Manager, Disabled 1U Combo Drop-In/Stab-In Rails No Systems Documentation, No OpenManage DVD Kit	\$19,521.30	2	\$39,042.60

Hardware

Description	Price	Qty	Ext. Price
PowerEdge R650 Shipping R650 Ship 8x2.5 R650 Dell/EMC label (BIS) for 2.5" Chassis PowerEdge R650 CCC Marking, No CE Marking Custom Configuration Dell Hardware Limited Warranty Plus Onsite Service ProSupport Next Business Day Onsite Service After ProblemDiagnosis 3 Years 853-2147-2 -ProSupport 7x24 Technical Support and Assistance 3 Years Thank you choosing Dell ProSupport. For tech support, visit//www.dell.com/support or call 1-800- 945-3355 On-Site Installation Declined 64GB RDIMM, 3200MT/s, Dual Rank, 16Gb 480GB SSD SATA Mix Use 6Gbps 5 12 2.5in Hot-plug AG Drive, 3DWPD C13 to C14, PDU Style, 12 AMP, 6.5 Feet (2m) Power Cord, NorthAmerica Broadcom 57412 Dual Port 10GbE SFP+ Adapter, PCIe Low Profile Dell Networking, Cable, SFP+ to SFP+, 10GbE, Copper TwinaxDirect Attach Cable, 3 Meter			
Subtotal:			\$39,042.60

Professional Services

Description	Price	Qty	Ext. Price
Project Management (Fixed Price)	\$150.00	3	\$450.00
System Administrator Tier 2 (Fixed Price)	\$150.00	24	\$3,600.00
Subtotal:			\$4,050.00

Shipping

Description	Price	Qty	Ext. Price
Shipping Services	\$200.00	1	\$200.00
Subtotal:			\$200.00

City of Bethel - Police Dept. - Replace 2x PHYS Host Servers

Prepared by:

**Alaska Communications Services,
Inc.**

Stacey Simpson
 9075647809
 Fax (907) 375-1188
 Stacey.Simpson@acsalaska.com

Prepared for:

City of Bethel

300 State Highway
 Bethel, AK 99559
 Marcus Smith
 (907) 207-9122
 msith@cityofbethel.net

Quote Information:

Quote #: 032599

Version: 1
 Delivery Date: 05/30/2024
 Expiration Date: 04/30/2024

Quote Summary

Description	Amount
Hardware	\$39,042.60
Professional Services	\$4,050.00
Subtotal:	\$43,092.60
Shipping:	\$200.00
Total:	\$43,292.60

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Contract Type

☒ New ☐ Amendment / Order to Contract ID # ☐ Renewal, Effective Date

☐ Co-terminus with Existing Agreement, Date

Business/ Customer Information

Business Name: City of Bethel

Account Number: TBD

Billing Address Line 1: 300 State Highway

Service Street Address*: See Exhibit

Billing Address Line 2:

Service Address – Line 2:

City/State/Zip: Bethel, AK, 99559

Service City/State/Zip*:

Order Contact: Laura Cloward

Contact Phone Number: 907-543-2047

Contact Email: lcloward@cityofbethel.net

*If different from Billing Address:

Scope of Services

Inside wiring: ☐ Yes

Products and Services

Service Descriptions Attachments

Exhibits

Professional Services

Exhibit 1: SOW

Exhibit 2: Service Pricing [or pricing is per notes, below]

Cost are incremental to any existing services:

Term No Term Monthly Recurring Charges: \$0 Initial Non-Recurring Charges: \$32,724.88

☐ Letter of Authorization (For Local and Long Distance Carrier Changes)

I desire to change the Services marked below to Alaska Communications for the numbers listed on the Service Order. I authorize orders to be placed for me on my behalf by Alaska Communications.

☐ Local Telephone Service ☐ In-State Long Distance ☐ Out-of-State Long Distance

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☒ Yes! I would like to receive information on Alaska Communications' products, promotions, and services.

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☒ I acknowledge that I have read and understand the ACSA and all applicable exhibits and attachments, including the pricing applicable to all Services I have chosen.

I am authorized to sign this ACSA and agree to be bound by it. I UNDERSTAND AND AGREE THAT EARLY TERMINATION MAY RESULT IN EARLY TERMINATION CHARGES.

☒ I AGREE TO THE ALASKA COMMUNICATIONS TERMS AND CONDITIONS AT

ALASKACOMMUNICATIONS.COM/BUSINESSTERMSANDCONDITIONS AS THEY MAY BE AMENDED.

Service Details

Storage Migration

Attachments

Exhibit 1 & 2 - Quote 32942

CHANGES TO TERMS CONDITIONS, SERVICES DESCRIPTIONS, EXHIBITS, AND THIS FORM GO HERE AND REQUIRE LEGAL DEPARTMENT APPROVAL. INITIALS OF LEGAL TEAM REP (REQUIRED IF TEXT IS ENTERED BELOW) _____ Date _____

Customer

Alaska Communications

Signature: _____

Name: _____

Business Name: City of Bethel

Date: _____

Signature: _____

Name: _____

Business Name: Alaska Communications

Date: _____

We have prepared a quote for you

City of Bethel - Police Department Remaining Storage Migration

Quote # 032942 Version 1



alaska
COMMUNICATIONS®

Prepared for:
City of Bethel
Laura Cloward
lcloward@cityofbethel.net

Prepared by:
Stacey Simpson
Stacey.Simpson@acsalaska.com

Presented by:
David Murphy
David.Murphy@acsalaska.com

Statement of Work

City of Bethel Police Department (COBPD) has migrated about half of it's VM storage to new NVSAN1. Customer would like Alaska Communications to migrate PD Shared NVSAN2. This means switching from in-guest iSCSI to PD Shares residing in VHD file on iSCSI volume on NVSAN2.

Scope of Work:

- Reconfigure iSCSI initiators on PD-PHY1 and PD-PHY2 for NVSAN2.
- Create iSCSI volume on NVSAN2.
- Discover volume and add Cluster Shared Volume.
- Add new virtual disk to PD-FS01
- Robocopy sync file system contents & coordinate with customer to cutover share to new Volume.
- Create new Cluster Quorum Disk & Transition Cluster Storage
- Transition Storage for PD-FS02 & PD-FS01 to iSCSI Cluster Shared Volumes on NVSAN1.
- Coordinate to Offline / Unmap unused MSA volumes

Statement of Risk/Unknowns:

- This process will require a few maintenance windows of undetermined length.
- Assumed customer prefers these maintenance windows mid-morning.
- This quote does not include any travel. If travel is needed it will be quoted separate.

Hardware

Description	Price	Qty	Ext. Price
Dell ME5012 Storage Array - [AMER_ME5012_15246] Dell ME5012 Storage Array 10Gb iSCSI Base-T 8 Port Dual Controller ProSupport 4-Hour 7x24 Onsite Service 3 Years ProSupport 4-Hour 7x24 Technical Support and Assistance 3 Years Thank you choosing Dell ProSupport. For tech support, visit//www.dell.com/support or call 1-800- 945-3355989-3439- 1 -On-Site Installation Declined 8TB Hard Drive SAS ISE 12Gbps 7.2K 512e 3.5in Hot-Plug	\$29,174.88	1	\$29,174.88
Subtotal:			\$29,174.88

Professional Services

Description	Price	Qty	Ext. Price
System Administrator Tier 2 (Fixed Price)	\$150.00	20	\$3,000.00
Project Management (Fixed Price)	\$150.00	3	\$450.00
Subtotal:			\$3,450.00

Shipping

Description	Price	Qty	Ext. Price
Shipping Services	\$100.00	1	\$100.00
Subtotal:			\$100.00



Change Control

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Project Change Orders will have a clear Statement of Work, associated costs enumerated, and will be agreed upon prior to delivery of the associated change.

Project schedule and implementation plans will be coordinated with project stakeholders and approved by both the customer and Alaska Communications.

City of Bethel - Police Department Remaining Storage Migration

Prepared by:

**Alaska Communications Services,
Inc.**

Stacey Simpson
9075647809
Fax (907) 375-1188
Stacey.Simpson@acsalaska.com

Prepared for:

City of Bethel

300 State Highway
Bethel, AK 99559
Laura Cloward
(907) 543-2047
lcloward@cityofbethel.net

Quote Information:

Quote #: 032942

Version: 1
Delivery Date: 05/30/2024
Expiration Date: 06/21/2024

Quote Summary

Description	Amount
Hardware	\$29,174.88
Professional Services	\$3,450.00
Subtotal:	\$32,624.88
Shipping:	\$100.00
Total:	\$32,724.88

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June 4, 2024

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

**Subject: DOWL Term Contract
Fee Proposal for Planning and Engineering Services
Task Order #53 – Port Wall Condition Assessment - AMENDMENT**

Dear Mr. Arnold:

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

Task Order #53 – Port Wall Condition Assessment

In late 2022, DOWL conducted a condition assessment of the seawall at the Port of Bethel. Our subsequent report recommended priority repair of a damaged section of sheet piling along the east wing wall. We also recommended that a section of the wall be closed to equipment storage and operation. The amount of wall tilt and seaward deflection found during our inspection indicates that the tiebacks in the wall anchoring system have failed. A structural analysis is required to determine if the tiebacks can be rehabilitated. It is our understanding that the City of Bethel (City) wishes to move forward with the priority repair of the damaged sheet piling and the structural analysis of the tie-back system so we can develop long-term seawall replacement options. DOWL proposes adding the tasks discussed below to accomplish this work.

Additional SCOPE OF SERVICES

Task 3 – Priority Repair of East Wall Sheet Piling – Design/Construction Documents

The east wingwall has a fractured sheet pile near the connection with the closed cell of the main dock structure and is losing backfill material. The existing flat sheet piling used on the damaged section is no longer manufactured (PS28) and cannot be replaced in-kind. DOWL will need to conduct laboratory testing on a small sample, or coupon, of the existing sheet metal to determine the grade of steel and whether it is weldable. This will drive the repair recommendation we develop. DOWL will work with City staff to cut a 2-inch x 4-inch test coupon from the wall for analysis. We will provide repair drawings, specifications, and a construction cost estimate for the recommended repair. We estimate having four plan sheets. Note this is a short-term repair that will stop material loss but will not restore the structural capacity of the wall.

Deliverables:

- 65% Design Drawings, Specifications, and Cost Estimate
- 100% Construction Documents and Construction Cost Estimate

Task 4 – Priority Repair of East Wall Sheet Piling – Bidding Assistance

The DOWL team will develop bid documents for the City using EJCDC standardized contracts and forms. We will work with the City to facilitate the competitive bid process and will distribute documents

to plan-holders lists and agencies; communicate with interested parties with up to one addenda; and review bids for conformance making a recommendation to the City for award.

Deliverables:

- Fully compiled bid documents
- Addenda

Task 5 – Priority Repair of East Wall Sheet Piling – Construction Administration

The DOWL team will provide construction administration services to the City for this project. This will include up to five submittal reviews and ten responses to Design Clarifications/Verification Requests and other validations as needed. We anticipate the construction project will take one week and will have an inspector on-site to perform interim construction inspections to verify adherence to the design and to perform a final completion inspection once all punchlist items are completed. We will provide pay application review and pay recommendations and coordinate construction meetings as needed.

Deliverables:

- Inspection Reports

Task 6 – Structural Analysis of Anchoring System

DOWL will work with GeoTek Alaska to use ground penetrating radar to locate tiebacks used in the seawall anchoring system. We will work with the City to identify utility locations and then excavate the tiebacks and perform a visual inspection to determine condition. The inspection will be performed to ASCE and AASHTO applicable standards for the condition evaluation and assessment of structures. A report will be prepared detailing the condition of the anchor system, the suspected failure mechanism, a recommendation on whether the anchor system can be rehabilitated or upgraded to extend the life of the sheet pile wall, and planning level cost estimates associated with possible repairs. To determine failure mechanisms and potential rehabilitation, we will need to perform a geotechnical investigation to determine soil parameters including lateral properties, lateral and seismic pressures, and soil stability. The geotechnical investigation will be in accordance with the Alaska DOT&PF geotechnical design guidelines. We propose to have Discovery Drilling drill five test borings to depths of 70 feet and five test borings to depths of 20 feet. Soil samples will be obtained at the surface and at depths of 2.5, 5, 7.5, 10, 12.5, and 15 feet and at 5-foot intervals thereafter per ASTM standards. Alaska Testlab will provide testing on selected samples to classify the soils and determine their basic engineering properties. Test boring locations will be determined based on the location of the anchoring system's tiebacks.

Deliverables:

- Inspection Report and Analysis
- Geotechnical report

Task 7 – Long Term Rehabilitation or Replacement Planning Level Design and Cost Estimate

DOWL will develop the following planning-level design options to address the needs identified in the Port of Bethel Structural Condition Assessment report. Each option will include planning level drawings and sketches as well as planning level construction cost estimates. We're assuming a total of five sheets. Options will include:

1. Replacement option for the timber portion of the east wall.
2. Replacement option for the sheet pile portion of the east wall.



Alaska Community Transit
Reimbursable Grant
Project Agreement

State of Alaska, DOT & PF
PO Box 112500
Juneau AK 99811-2500
Phone: 907-465-4070
Fax: 907-465-6984
dot.alaska.gov/transit

Agreement Number: 2512-24-0200	Start to End Dates: 5/24/2024 - 6/30/2025
	Amount: \$853,563
Applicant Organization: City of Bethel	Phone: 907-543-1386 Fax: 907-543-1388
Project Director: Evon Fox	E-mail Address: efox@cityofbethel.net
Physical Address: PO Box 1388 Bethel, Alaska 99559	Project Location (city/town): Bethel
	Unique Entity ID: [REDACTED]
Non-Profit? X	Employer Identification Number: [REDACTED]

BUDGET

Project	UPIN	Type	Grant #	CFDA #	ActFunds	State Match	Local Match	Totals
2 new Purchase Replacement - Bus < 30 FT	BCG0002798	FTA	AK-2023-046	20.526	\$392,635	NA	\$98,160	NA
Acquisition of Bus Support Facility/Equipment	BCG0002798	FTA	AK 2023-046	20.526	\$460,928		\$115,232	
Totals					\$853,563	\$0	\$213,392	\$1,066,955

Acceptance of conditions: It is understood and agreed by the undersigned that any funds received as a result of the approval of this agreement are subject to all State and Federal Governmental Regulations. This project does or will constitute an official part of the Transit program of the State of Alaska, and will meet all requirements and administrative regulations of the State of Alaska, Federal Transit Administration. The undersigned also agree to perform those activities detailed in the application and will maintain records documenting expenditure of funds for the activities. Subject to the availability of Federal funding, reimbursement will be made monthly or upon submission of a final evaluation report and reimbursement request following completion of grant activities.

ADDITIONAL INFORMATION

Responsible Individuals within Sub-Recipient Organization

Financial Manager:		Phone:
Title:	E-mail:	
Signature:	Date:	Fax:
Authorizing Official (authority to spend organization funds):		Phone:
Title:	E-mail:	
Signature:	Date:	Fax:

This agreement will be null and void if not signed and returned within 3 months of the subrecipient receiving the BlackCat Grants emailed agreement notification.

ACT Use Only	
Signature by State Project Manager: The project manager has reviewed the agreement for compliance with the terms of the grant award by the Federal Transit Administration and assures that the necessary funds have been obligated.	
_____ State Project Manager Division of Program Development	_____ Date
Authorized Signature for State:	
_____ Authorized Signature for State Director, Division of Program Development Alaska Department of Transportation and Public Facilities	_____ Date

AGREEMENT CONDITIONS

THE FOLLOWING CONDITIONS ARE A PART OF THE PROJECT AGREEMENT AND AS SUCH, ARE BINDING ON ALL PARTIES TO THE GRANT AGREEMENT BETWEEN:

THE STATE OF ALASKA DEPARTMENT OF PUBLIC TRANSPORTATION AND PUBLIC FACILITIES AND

City of Bethel

This Agreement is between the State of Alaska, Department of Transportation and Public Facilities (hereinafter called the STATE or DOT&PF) and City of Bethel (hereinafter called the SUBRECIPIENT). The STATE and the SUBRECIPIENT are entering into this Agreement pursuant to Alaska Statute (AS) 19.05.040 and any regulations promulgated thereunder. This Agreement is effective when signed by both parties.

WHEREAS the Governor of the State of Alaska has designated the STATE projects proposed by the public transit providers and to administer the grants; and City of Bethel

WHEREAS the authority to receive and expend funds has been approved by the State Legislature.

WHEREAS Public Law 103-429, Section 5339, Chapter 53 of Title 49, United States Code (Federal Transit Act), provides grants for public transportation services; and

The parties mutually agree as follows:

I. SCOPE OF WORK: Transfer funding from the Federal Transit Administration's to Subrecipient for the activities listed in attached budget and in the approved Subrecipient grant application.

A. The SUBRECIPIENT agrees to the following:

- 1. Assumption of Responsibility:** The SUBRECIPIENT assumes all responsibility for the Project funded by this Agreement.
- 2. Compliance with Laws and Regulations:** The SUBRECIPIENT will comply with all applicable laws, regulations, and codes of the State of Alaska, the United States Government, and local governments. SUBRECIPIENT's failure to comply with its varied obligations shall constitute a material breach of this contract.
- 3. Pledge:** The SUBRECIPIENT pledges to the STATE that it will spend furnished grant monies only for the purposes approved by this Agreement.

II. SUBRECIPIENT CAPACITY

- A. Subrecipient Legal, Financial, and Managerial Capacity:** The SUBRECIPIENT assures that it has the necessary legal, financial, and managerial capability to apply for, receive, and disburse STATE funds awarded in this grant agreement. The SUBRECIPIENT also assures that it will implement and manage this project and project funds in keeping with the intent and provisions of the grant program under which it is funded, as further described in the SUBRECIPIENT's grant application and the grant agreement.
- B. Subrecipient Legal Authority to Accept this Sub-Grant:** The SUBRECIPIENT certifies that it has the legal authority to accept grant funds for this project, either as an IRS 501(c)(3) private nonprofit corporation in good standing with the State of Alaska Department of Community and Economic Development, as a local or tribal government entity, or a private for-profit operator of transit services.
- C. Subrecipient Debarment/Suspension Certification:** If this grant award exceeds \$25,000, the SUBRECIPIENT certifies, to the best of its knowledge and belief, that it and its principals:
 - 1.** are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency, per the U.S. General Services Administration (GSA) monthly "Lists of Parties Excluded from Federal Procurement or Non-procurement Programs," available at SAM.gov;
 - 2.** have not, within the past three years, been convicted of or had a civil judgment against them for: a criminal offense or fraud in connection with obtaining, attempting to obtain, or performing a Federal, state, or local public transaction; a violation of Federal or State antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records; making false statements; or receiving stolen property;
 - 3.** are not presently indicted for or otherwise criminally or civilly charged by any governmental entity with commission of any of the

offenses listed in the paragraph above; and

4. Have not within the last three years had any Federal, State, or local public transaction terminated for cause or default. If the SUBRECIPIENT later becomes aware of any information contradicting these Debarment/Suspension statements, it will promptly provide that information to the STATE.

If the SUBRECIPIENT cannot certify for all the Debarment/Suspension statements above, the SUBRECIPIENT shall so indicate in a transmittal letter or message of explanation, to be returned with this signed grant agreement (per 2 C.F.R. Part 1200).

As used in this section, "principal" has the same meaning as defined in 2 C.F.R. §180.995.

D. Administrative and Accounting Systems: The SUBRECIPIENT certifies it has or will establish a proper accounting system per generally accepted accounting principles (GAAP) and any State directives. It further agrees to administer the project, retain all project records, and grant access to project records and personnel as specified in the applicable Federal "Common Rule," 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

III. STATE REQUIREMENTS

A. Lobbying Prohibition: None of the funds paid under this agreement shall be used for the purpose of lobbying activities before the Alaska State Legislature or the U.S. Congress.

If this grant is \$100,000 or more:

1. The SUBRECIPIENT certifies that it has not and will not use State funds to pay for influencing or attempting to influence an officer or employee of any Federal department or agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any State grant, cooperative agreement, or any Federal award.
2. the SUBRECIPIENT assures that it will require its contractors awarded a contract exceeding \$100,000 to report use of non-Federal funds for any of the lobbying activities for which use of Federal funds is prohibited, at the end of each calendar quarter on Federal Standard Form LLL (49 CFR Part 20), and that the SUBRECIPIENT will forward all these forms to the STATE.

B. Non-Discrimination on the Basis of Disability: The SUBRECIPIENT assures that no person with a disability shall be, by reason of that disability, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity receiving or benefiting from Federal assistance. The SUBRECIPIENT assures it will comply with 49 CFR Parts 27, 37, 38, and 39 which implement the Americans with Disabilities Act (ADA) and Section 504 of Rehabilitation Act of 1973, as amended. The SUBRECIPIENT understands that it also has responsibilities under ADA in the areas of employment, public accommodations, and telecommunications. The SUBRECIPIENT assures that any vehicle purchased or acquired through this project will be ADA accessible, except as exempted by the STATE. If the SUBRECIPIENT is awarded funds to purchase a non-ADA vehicle for use in demand responsive service for the general public, the SUBRECIPIENT assures that this demand responsive service provides or will provide equivalent service to disabled persons that meet ADA requirements in keeping with 49 CFR 37. 77.

The SUBRECIPIENT assures that all new or renovated facilities to be used for the provision of public transportation services will be ADA accessible, including facilities such as maintenance facilities, garages, building access facilities (sidewalks need curb cuts), etc. [Public entities and all Section 5311 subrecipients must comply with 49 CFR Part 37, Subpart C.] The SUBRECIPIENT assures that any construction contract funded through this project will include ADA requirements.

C. Equal Employment Opportunities (EEO): The SUBRECIPIENT assures Equal Employment Opportunities; it will:

1. treat employees or job applicants fairly, without regard to race, color, creed, national origin, sex, age, or disability;
2. take affirmative action to ensure job applicants are employed and employees are treated without regard to race, color, creed, national origin, sex, or age (such action includes but is not limited to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship);
3. post notices setting forth agency EEO policy in conspicuous places and make these available to employees and job applicants;
4. Assure that any contracts or sub-agreements fully or partly funded through this project will contain language to extend EEO assurances to contractors.

If the SUBRECIPIENT received \$1,000,000 or more of federal assistance in the previous Federal fiscal year and has 50 or more public transit related employees, it agrees to submit to the STATE an EEO program, which meets Federal requirements.

D. Audits: The SUBRECIPIENT certifies that it will be audited annually as required by the Federal Single Audit Act Amendments of 1996 (per Federal 2 CFR 200 'Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards') and by the regulations implementing the State of Alaska Single Audit Act. The SUBRECIPIENT recognizes the authority of FTA, the US Department of Transportation (USDOT), and the STATE to monitor project activities, to conduct reviews and inspections, and to conduct additional audits to verify compliance with grant requirements and assurances. The SUBRECIPIENT agrees to make the necessary records available to any of the above parties upon request.

- E. Conflicts of Interest Prohibited:** The SUBRECIPIENT certifies that it will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of personal or organizational conflict of interest or of being motivated by desires for personal gain for themselves or others, particularly those with whom they have family, business, or other ties. In the event of a conflict of interest the SUBRECIPIENT will notify the STATE. Upon written notification the STATE may suspend or terminate this agreement.
- F. Indemnification:** In this section, "SUBRECIPIENT" includes the SUBRECIPIENT's employees, agents, and contractors. The SUBRECIPIENT agrees to indemnify, hold harmless, and defend the STATE, its officers, agents, and employees from and against any claim of or liability for error, omission, or negligent act of the SUBRECIPIENT arising out of the SUBRECIPIENT's assumption of the responsibilities for the Project set forth in this agreement. The SUBRECIPIENT is not required to indemnify the STATE for a claim of or liability for the independent negligence of the STATE. If there is a claim or liability for joint negligent error or omission of the SUBRECIPIENT and the independent negligence of the STATE, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. The term "independent negligence" is negligence other than in the STATE's selection, administration, monitoring, or controlling of the SUBRECIPIENT.
- G. Insurance:** The SUBRECIPIENT shall maintain the policies of insurance listed below, to cover losses that may be incurred as a result of the operation and maintenance of project vehicles and/or equipment throughout their period of required use or as a result of other activities under this agreement. Where specific limits are shown, they shall be the minimum acceptable limits. If the SUBRECIPIENT's policy contains higher limits, the STATE shall be entitled to coverage to the extent of such higher limits. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance in the State of Alaska, under Title 21 of the Alaska Statutes.
- 1. Worker's Compensation Insurance:** for all employees engaged in work, under the grant, with coverage as required by AS 23.30.045. The policy must waive subrogation against the STATE.
 - 2. Automobile Liability:** a minimum coverage of \$500,000 combined single limit per occurrence. The SUBRECIPIENT shall provide certificate of insurance to the STATE, annually and at other times if requested. Each certificate must provide for a 30-day prior notice of cancellation, non-renewal, or material change of conditions. The SUBRECIPIENT shall use any insurance proceeds relating to items purchased under this grant to repair or replace the covered item(s) that has been damaged, destroyed or stolen or; where specific items are not involved, to cover other liability related to this grant project. The title to any replacement vehicle must show the State of Alaska as lien holder, and any replacement vehicle must meet the STATE-approved vehicle specifications.
- H. Performance Requirement:** The failure of the STATE to insist upon strict performance by the SUBRECIPIENT of any provision or covenant in this Agreement, in any one or more instances, may not be considered as a waiver or relinquishment of the provision or covenant for the future. The waiver by the STATE of any provision or covenant in this Agreement cannot be enforced or relied upon by the SUBRECIPIENT unless the waiver is in writing and signed on behalf of the STATE.
- I. Termination Provisions:**
- 1. Termination for Cause:** If, through any cause, the SUBRECIPIENT shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the SUBRECIPIENT shall violate any of the covenants, agreements or stipulations of this Agreement, and if after notification by the STATE of such failure or violation, the SUBRECIPIENT fails to take proper corrective action within a reasonable amount of time, the STATE shall have the right to terminate this Agreement by giving written notice to the SUBRECIPIENT of such termination and specifying the effective date thereof. Such notice shall be given at least 15 days before the effective date of such termination. In that event, all finished and unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports, construction materials, and any construction completed by the SUBRECIPIENT under this Agreement shall, at the option of the STATE, become the STATE's property and the SUBRECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed. Failure to adhere to Project Schedule and any reporting requirements may be deemed by the STATE to be a "failure to perform" and may result in the loss of the award, at the option of the STATE.
 - 2. Termination for Convenience:** If, due to changed circumstances, the STATE or the SUBRECIPIENT wishes to terminate this Agreement prior to its completion, the initiating party shall notify the other party in writing of its reasons for requesting the early termination. This request must be made at least 15 days prior to the proposed termination date. If both parties agree that it is in their mutual best interests to terminate this Agreement early, all finished or unfinished documents and other materials as described in the Failure to Perform paragraph above shall, at the option of the STATE, become the STATE's property. If the Agreement is terminated as provided herein, the SUBRECIPIENT shall be reimbursed for actual expenses not otherwise reimbursed under this Agreement which were incurred by the SUBRECIPIENT during the contract period and which are directly attributable to the SUBRECIPIENT's performance of this Agreement. The STATE shall also reimburse the SUBRECIPIENT for any costs properly incurred by the SUBRECIPIENT in honoring convenience termination clauses in its Agreements with its contractors as long as these clauses conform to the standard convenience termination clause used by the STATE for similar types of contracts.
- J. Non-Compliance; Disputes; Remedies:**
- 1. Recovery of Funds:** In the event of termination, default, or violation of the terms of this Agreement, including misspent funds,

unallowable costs incurred, or unobligated balances, the STATE is entitled to recover all or part of the project funds paid to the SUBRECIPIENT. If SUBRECIPIENT does not promptly remit the funds in response to a demand, the STATE may collect the debt by:

- i. Making an administrative offset against payments that would be due under other grant awards or appropriations
- ii. Withholding advance payments that would otherwise be due
- iii. Instituting civil action
- iv. Taking any other action permitted by law

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

2. Enforcement: Upon provision of written notice, the STATE may take one or more actions in the event SUBRECIPIENT fails to comply with the terms of the award. Such action may include grant termination, suspension, imposition of corrective action measures, and recovery of funds. If the STATE imposes corrective action measures, it will inform SUBRECIPIENT of the corrective action sought, the reason for imposition, and the time allowed for completing corrective actions. SUBRECIPIENT may contest enforcement action implemented by the STATE through the Objection procedure identified below.

3. Objection to Enforcement Action: A SUBRECIPIENT contesting an enforcement action may file an Objection with the Alaska Transit Coordinator within 15 days of receipt of written notice of the action. The Objection must include the name, address, and telephone number of the Objector, the signature of the Objector or his/her representative, a detailed statement of the legal and factual grounds of the Objection, including copies of relevant documents, and the form of relief requested.

Within 30 days of receipt of the Objection, the Transit Coordinator will issue a decision. The Transit Coordinator may extend this deadline for up to an additional 30 days, in which case he/she will notify the Objector in writing of date of the extended deadline.

If the Transit Coordinator sustains a SUBRECIPIENT's objection to an enforcement action, he/she may rescind or modify the enforcement measure, or implement another appropriate remedy. In no case, however, is a SUBRECIPIENT entitled to recover more than its reasonable preparation costs related to the Objection, which do not include attorney cost or fees. In determining an appropriate remedy, the Transit Coordinator will consider the circumstances surrounding the enforcement measures including the seriousness of the deficiencies, the degree of prejudice to the integrity of the grant program, the good faith of the parties, the extent to which the terms of the grant agreement have been accomplished, as well as the costs to or impacts on the program or department regarding a proposed remedy.

4. Appeal:

- i. A SUBRECIPIENT can appeal the following decisions:
 - a. Denial of a grant application
 - b. Denial of an objection to enforcement action
- ii. Each request for an appeal must be in writing and contain the following:
 - a. The same information and documents required in support of an objection to enforcement action
 - b. A copy of the decision from which appeal is taken, and
 - c. Identification of the alleged factual or legal errors in the decision forming the basis for the appeal.
- iii. If the SUBRECIPIENT is not satisfied with the decision of the Transit Coordinator, it shall submit a written request for appeal to the DOT&PF Commissioner of the STATE within 15 working days of receiving the decision. The Commissioner will respond to the appeal within 60 working days. The Commissioner will not accept an untimely appeal. If the appeal is accepted, the Commissioner may (1) remedy the problem by whatever means within the Commissioner's authority, (2) decide the appeal without a hearing if there are no genuine issues of material fact and the dispute is amenable to ruling as a matter of law, or (3) request the appointment of an administrative law judge to hear the appeal as provided in AS 44.64.030(b) or else appoint a private hearing officer.

5. Rights and Remedies: The duties and obligations imposed by the Agreement and accompanying documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the STATE or SUBRECIPIENT shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach there under, except as may be specifically agreed in writing.

K. Grant Requirements

1. BlackCat Grants Management System: The SUBRECIPIENT agrees to maintain all agency and user data in the BlackCat Grants Management System. The SUBRECIPIENT agrees to notify the STATE or BlackCat within 24 hours of any significant changes in agency BlackCat user roles.

2. Billing Procedures and Reimbursements: The SUBRECIPIENT agrees to formally request reimbursement by submitting to the STATE an itemized invoice(s) for allowable project costs by uploading all reimbursement documentation through the Invoices tab in BlackCat.

Each invoice shall clearly identify each cost being billed and shall be in a format acceptable to or specified by the STATE, with supporting documentation of cost and payment as required below, and other documentation as may be required by the STATE.

Requests for reimbursement must be submitted based on the following timeline:

- i. **Vehicle Purchases:** Annually. Once the SUBRECIPIENT has completed its vehicle purchase and received advance payment (if applicable), it must submit to the STATE a request for reimbursement within 30 days.
- ii. **Administrative, Operating, and All Other Purchases:** Monthly effective beginning with the month following full execution of this agreement. The SUBRECIPIENT must submit reimbursement requests based on the following schedule, unless otherwise approved by the STATE*:

Monthly Billing Schedule

Period Beginning	Period Ending	Reimbursement Due By:
July 1	July 31	August 31
August 1	August 31	September 30
September 1	September 30	October 31
October 1	October 31	November 30
November 1	November 30	December 31
December 1	December 31	January 31
January 1	January 31	February 28
February 1	February 28	March 31
March 1	March 31	April 30
April 1	April 30	May 31
May 1	May 31	June 30
June 1	June 30	August 31 - Final Billing Due

*for grants greater than \$900,000, SUBRECIPIENTS may be eligible for annual billing upon approval by the STATE.

- iii. **Submission:** Under the Failure to Perform section of this Agreement, if the first billing for all items other than vehicle purchases is not submitted on time (per the chart above) the STATE shall have the right to terminate this Agreement by giving written notice to the SUBRECIPIENT of such termination.
- iv. **Invoices:** All invoices shall be accompanied by documentation of the formal obligations or expenses incurred, as well as the source of the SUBRECIPIENT'S local matching funds prior to reimbursement. Supporting documentation shall be copies of vendor invoices, payments, timesheets etc., unless alternate documentation accompanied by a viable written explanation is acceptable to the STATE. Supporting documentation must clearly tie to each itemized cost on the invoice (annotations to facilitate easy review are encouraged). For vehicles, other documents related to the vehicle purchase are also required prior to payments.
- v. The STATE reserves the right to mandate alternate or specialized billing procedures in any of the following instances:
 - a. When irregular documentation or special timing is needed by the STATE for some other reason. Such alternate procedures may be issued separately, but will be provided to the SUBRECIPIENT in writing.
 - b. Final billing must be submitted by the end of the second month following the termination date listed on this grant Agreement or as amended.

3. Local Match Available: "Local match" is the independent share of costs that the SUBRECIPIENT must contribute to the Project in order to satisfy conditions of the grant. If this grant is for a vehicle(s) and/or equipment, the SUBRECIPIENT has or will have the required local cash match for the project by the time of delivery. If this grant is for other items, the local match will be met as grant funds are spent.

4. Reports: The SUBRECIPIENT will submit quarterly reports and/or a final report to the STATE, in a format specified or provided by the STATE, per instructions provided by the STATE. The STATE will certify the accuracy of each report.

SUBRECIPIENT will cooperate with the STATE during the certification process and provide all information/documentation the STATE may request.

- i. **Quarterly Reports:** The SUBRECIPIENT must submit quarterly reports, unless the Agreement is for a vehicle purchase only, to the STATE in BlackCat under the following schedule:

Quarterly Report Schedule

Period Beginning	Period Ending	Report Due By
January 1	March 31	April 30
April 1	June 30	July 31
July 1	September 30	October 31
October 1	December 31	January 31

Payments will be withheld if the quarterly report(s) have not been received as required.

- ii. **Annual Vehicle Reports:** If the sole purpose of grant monies furnished under this Agreement is to enable acquisition of vehicle(s), then the SUBRECIPIENT need not furnish quarterly reports. Rather, the SUBRECIPIENT is required to submit to the

STATE an annual vehicle report for grant funded vehicle(s). The reporting period is July 1 - June 30, with the annual report due August 31 each year of the useful life of the vehicle(s).

5. Capital Inventory and Agency Profile: The SUBRECIPIENT will provide complete, timely information and data requested by the STATE regarding the inventory of publicly funded vehicles, transportation equipment, and transportation-related facilities through the grant management system, BlackCat.

6. Changes and Amendments: This Agreement may only be modified or amended by a written agreement signed by both parties. Furthermore:

- i. Requests for funding distribution adjustments and/or agreement date extensions must be made by the SUBRECIPIENT, in writing, to the STATE justifying the requested change.
- ii. No adjustments to the funding distribution for the project will be allowed within 90 days of the end of this agreement, unless otherwise approved by the STATE.

7. Unspent Grant Funds: Within sixty (60) days of issuance of a final audit report to the STATE or, if no audit is required, then within sixty (60) days after acceptance by the STATE that the SUBRECIPIENT has met the requirements of this Agreement, the SUBRECIPIENT will return to the STATE any unspent grant funds.

8. Program Fraud and False or Fraudulent Statements and Related Acts: The SUBRECIPIENT certifies that any statement it has made, it makes, it may make, or causes to be made about this grant project is or will be true and accurate. Provision of untrue or inaccurate information may constitute fraud.

9. Risk: During the duration of this Agreement, the STATE reserves the right to conduct risk assessment(s) concerning such subjects as the SUBRECIPIENT, its Project, and Project performance. If the STATE concludes that measures are necessary to reduced perceived risks, then it will notify the SUBRECIPIENT of risk abatement measures it must implement and the deadline for doing so. The SUBRECIPIENT agrees to comply with any such instructions.

L. Assignment of Work to Third Parties

1. State Consent Required: No portion of work to be performed under this Agreement shall be assigned by the SUBRECIPIENT to any third party without written consent of the STATE. This includes leases, contracts and any other agreements with third-parties. SUBRECIPIENTS must submit annually any new or existing contractual agreements that utilize grant funds.

2. Procurement Requirements: All requests for proposals, invitations to bid, third party agreements and contracts must be approved by the STATE prior to being released to the public or signed. All procurements for contracted services (complementary paratransit, cabs, etc.) must go through a bidding process as prescribed by the Alaska Procurement Code. See AS 36.30.005 *et seq.*, the implementing regulations in the Alaska Administrative Code, any other State laws or regulations governing SUBRECIPIENT legal responsibility in public contracts.

3. Alaska Business License Requirement: The SUBRECIPIENT shall require any contractor or subcontractor under this Agreement to comply with Alaska business license requirements as they apply per AS 43.70. This includes independent cab drivers leasing vehicles, company name or services from a cab company.

4. No State of Alaska Government Obligation to Third Parties: The SUBRECIPIENT agrees that the State government has no liability under this agreement. The SUBRECIPIENT assures that it will include language in any contract under this Agreement that states the State government has no liability under the contract and requires the contractor to include language to this effect in any subcontract, except if the SUBRECIPIENT has specific written consent from the State that it/they will accept liability.

IV. Subcontracting Rules: In the event the SUBRECIPIENT subcontracts any work covered by this Agreement, the SUBRECIPIENT shall require compliance by its subcontractors with applicable provisions of the Alaska Procurement Code, AS 36.30.005 *et seq.* and related sections of the Alaska Administrative Code and any other applicable federal, state, and local statutes, regulations, ordinances, and laws.

V. FEDERAL REQUIREMENTS

A. Charter Service Operations: The SUBRECIPIENT agrees to only provide charter service with written consent from the STATE. If consent is given, the SUBRECIPIENT agrees to comply with 49 U.S.C. 5323(d) and 49 CFR Part 604, which provide that recipients and subrecipients of FTA assistance are prohibited from providing charter service using federally funded equipment or facilities if there is at least one private charter operator willing and able to provide the service, except under one of the exceptions at 49 CFR 604.9. Any charter service provided under one of the exceptions must be "incidental," i.e., it must not interfere with or detract from the provision of public transportation.

B. School Bus Transportation: The SUBRECIPIENT assures that it will not engage in school bus operations exclusively for the transportation of students and school personnel, in competition with private school bus operators, per provisions of 49 CFR Part 605. If the SUBRECIPIENT is a public transportation system, it may provide "school tripper service" that is regularly scheduled public transportation service but designed or modified to accommodate the needs of school students and personnel (must be open to the public, must serve regular transit stops, and must be shown on transit route schedules and maps) and schools signs may NOT be displayed on the vehicle.

- C. Clean Water:** The SUBRECIPIENT agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. The SUBRECIPIENT agrees to report each violation to the STATE and understands and agrees that the STATE will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. The SUBRECIPIENT also agrees to include these requirements in each contract exceeding \$100,000 financed in whole or in part with grant funds provided by FTA.
- D. Clean Air:** The SUBRECIPIENT agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. The SUBRECIPIENT agrees to report each violation to the STATE and understands and agrees that the STATE will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. The SUBRECIPIENT also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with grant funding provided by FTA.
- E. Energy Conservation:** The SUBRECIPIENT agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the STATE energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
- F. Nondiscrimination Requirements:** The SUBRECIPIENT assures that no person will, on the basis of race, color, national origin, creed, sex, or age be excluded from participating in, denied the benefits of, or otherwise be subject to discrimination in any program or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the SUBRECIPIENT receives Federal assistance from FTA or USDOT. The SUBRECIPIENT agrees to comply with all requirements of US DOT Civil Rights Act implementing regulations (49 CFR 21) and the Title VI Program Guidelines for FTA Recipients (FTA Circular 4702.1B), and other applicable nondiscrimination directives. Per 49 USC 5332 (prohibits discrimination on the basis of race, color, creed, national origin, sex, or age, and in employment or business opportunity), Title VI of the Civil Rights Act of 1964 as amended, USDOT implementing regulations (49 CFR 21), 42 USC 2000d (prohibition against exclusion from participation in, denial of benefits of, and discrimination under federally assisted programs on ground of race, color, or national origin). The SUBRECIPIENT assures that project and project facility operations, as well as property acquisitions, will be in accordance with the civil rights requirements and understands that this assurance extends to its entire facility, to all facilities operated in connection with this project, and to property acquisitions. The SUBRECIPIENT assures:
1. Its FTA-assisted benefits and related services are made available and are equitably distributed without regard to race, color, creed, national origin, sex, age, or disability.
 2. The level and quality of its FTA-assisted transit services are sufficient to provide equal access and mobility for any person without regard to race, color, creed, national origin, sex, or age.
 3. Opportunities to participate in the transit planning and decision making processes are provided to persons without regard to race, color, creed, national origin, sex, or age.
 4. Decisions on the location of transit services and facilities are made without regard to race, color, creed, national origin, sex, or age.
 5. Corrective and remedial action is taken to prevent discriminatory treatment of any user of services based on race, color, creed, national origin, sex, or age.
 6. Any contracts or sub-agreements fully or partly funded through this project will contain language to extend civil rights assurances to contractors; and the SUBRECIPIENT will also include such language in any deeds and documents which record the transfer of real property, structures, and improvements.
- G. Title VI and ADA Complaints:** The SUBRECIPIENT will have written complaint procedures and assures that it will notify the public that ADA or Title VI complaints may be filed with itself, the STATE, or FTA. The SUBRECIPIENT assures it will promptly report to the STATE any ADA and Title VI complaints it receives.
- H. Disadvantaged Business Enterprises (DBE):** The SUBRECIPIENT assures Disadvantaged Business Enterprises will have the maximum opportunity to compete for and perform contracts and subcontracts financed under this project, as specified in 49 CFR 26 and per the following:
1. If the SUBRECIPIENT will purchase one or more transit vehicles (excluding unmodified mass-produced vans or unmodified pop-top vans), it assures that it will obtain from each transit vehicle manufacturer a TVM certification, to show that the manufacturer complies with DBE requirements.
 2. If the SUBRECIPIENT does not receive grant funds directly from FTA, it is required to participate in the Alaska Unified Certification Program (AUCP). If the SUBRECIPIENT receives grant funds directly from the FTA, it must submit a current copy of the DBE program to the STATE. Additionally, the SUBRECIPIENT will report its DBE activity and results to the STATE semi-annually every year of the SUBRECIPIENT agreement. If the SUBRECIPIENT is a direct recipient of FTA funds and has an approved DBE program on file with FTA, the SUBRECIPIENT'S DBE goal will include any FTA funds passed through the STATE and the recipient will report all activity, including activity associated with FTA funds administered by the STATE, to FTA.
 3. A DBE goal of 5.92% DBE Participation has been set on each contract issued by the STATE or SUBRECIPIENT. Contractors are expected

to meet this goal or show a good faith effort (GFE) to meet this goal. In its acceptance of a contract with STATE or SUBRECIPIENT, the contractor will clearly and definitively indicate it has either met this DBE goal or performed a GFE to meet the DBE goal. All GFEs must be reviewed and approved by STATE before a contractor is eligible for contract award.

4. The SUBRECIPIENT assures it will not discriminate on the basis of race, religion, color, gender, age, marital status, ability, or national origin in implementation of the project, in award or performance of any third-party contract or sub-agreement supported with this grant, or in administration of its DBE program and 49 CFR 26. If the STATE receives a complaint regarding discrimination by the SUBRECIPIENT, the SUBRECIPIENT will cooperate fully in the investigation of the complaint by the STATE.

- I. **Drug and Alcohol Testing:** If this grant is funded by either Sections 5309, 5311 or 5339 the SUBRECIPIENT agrees to establish and implement a drug and alcohol testing program that complies with 49 CFR Parts 655 and 40, produce any documentation necessary to establish its compliance with Parts 655 and 40, and permit any authorized representative of the USDOT or its operating administrations, the State Oversight Agency of the STATE or the SUBRECIPIENT, to inspect the facilities and records associated with the implementation of the drug and alcohol testing program as required under 49 CFR Parts 655 and 40 and review the testing process. The SUBRECIPIENT agrees further to certify annually its compliance with Part 655 to submit the Management Information System (MIS) reports to the STATE annually, as requested by the STATE. For recipients of Section 5310 funding only, the SUBRECIPIENT assures that it will require anyone (including mechanics) who operates a vehicle capable of transporting 16 or more persons (including the driver) to have a valid Commercial Driver's License (CDL) and subject them to USDOT Federal Motor Carrier Safety Administration (FMCSA) alcohol and drug testing requirements (different from FTA drug testing requirements).

- J. **Employee Protections, Public Transportation Employee Protective Arrangements:** The SUBRECIPIENT agrees to comply with the applicable transit employee protective requirements as follows:

1. **Standard Public Transportation Employee Protective Arrangements:** If this grant is funded by either Section 5309 or Section 5339, to the extent that the Project involves public transportation operations and to the extent required by Federal law, the SUBRECIPIENT agrees to implement the Project in accordance with the terms and conditions that the U.S. Secretary of Labor has determined to be fair and equitable to protect the interests of any employees affected by the Project and that comply with the requirements of 49

U.S.C. § 5333(b), in accordance with U.S. DOL guidelines, "Section 5333(b), Federal Transit Law," 29 C.F.R. Part 215, and any amendments thereto. The SUBRECIPIENT agrees to implement the Project in accordance with the conditions stated in that U.S. DOL certification. That certification and any documents cited therein are incorporated by reference and made part of the Grant Agreement for the Project.

2. **Public Transportation Employee Protective Arrangements for Projects in Nonurbanized Areas Authorized by 49 U.S.C. § 5311:** The SUBRECIPIENT agrees to comply with the terms and conditions of the Special Warranty for the Nonurbanized Area Program that is most current as of the date of execution of the Grant Agreement for the Project, and any alternative comparable arrangements specified by U.S. DOL for application to the Recipient's project, in accordance with U.S. DOL guidelines, "Section 5333(b), Federal Transit Law," 29 C.F.R. Part 215, and any revisions thereto.

- K. **Employee Protections, Contract Work Hours and Safety Standards Act:** The SUBRECIPIENT agrees to comply, and assures the compliance of each third party contractor and other participant at any tier of the Project, with the employee protection requirements for non-construction employees of the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. §§ 3701 et seq., in particular with the wage and hour requirements of section 102 of that Act at 40 U.S.C. § 3702, and with implementing U.S. DOL regulations, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction (also Labor Standards Provisions Applicable to Non-construction Contracts Subject to the Contract Work Hours and Safety Standards Act)," 29 CFR. Part 5.

- L. **U.S. Flag Vessel Shipping:** The SUBRECIPIENT will insert the substance of the following clauses in all contracts under which equipment, materials, and/or commodities may be transported by ocean vessel in carrying out this Agreement (46 CFR Chapter II Part 381): The contractor agrees:

1. To utilize privately owned United States-flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, materials, and/or commodities pursuant to this section, to the extent such vessels are available at fair and reasonable rates for United States-flag commercial vessels.
2. To furnish within 30 days following the date of loading for shipments originating within the United States, or within 30 working days following the date of loading for shipment originating outside the United States, a legible copy of a rated, "on-board" commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph (1) above to the Recipient (through the prime contractor in the case of sub-contractor bills-of-lading) and to the Division of National Cargo Office of Market Development,

Maritime Administration, 400 Seventh Street, S.W., Washington, D.C. 25090, marked with the appropriate identification of the Project.

3. To insert the substance of the provisions of these clauses in all sub-contracts issued pursuant to this contract.

M. Procurement System:

1. If the **SUBRECIPIENT is a local government**, it assures it has or will establish a procurement system that implements State procurement law when awarding and administering transit-related purchase orders and contracts involving FTA funds, as well as any other implementing requirements FTA or the State may issue, including:

- i. A five-year limitation on rolling stock
- ii. Requirement for full and open competition
- iii. A prohibition against geographic preferences
- iv. Inclusion in its contracts all Federal clauses required by Federal laws, executive orders, or their implementing regulations, as required by FTA Circular 4220.1
- v. Inclusion in its subcontracts and sub agreements all Federal clauses required by Federal laws, executive orders, or their implementing regulations, as required in FTA Circular 4220.1
- vi. Award to only responsible vendors

2. If the **SUBRECIPIENT is a private nonprofit organization**, it assures it has or will establish and implement a procurement system in compliance with FTA procurement requirements in FTA Circular 4220.1 - Third Party Contracting Requirements as well as any other implementing requirements of Federal, State, or local government.

N. Required Provision in Procurement Notices: The following required provision shall be included in any advertisement or invitation to bid for any procurement under this Agreement:

Statement of Financial Assistance: "Statement of Financial Assistance: This Procurement is subject to a financial assistance grant agreement between the State of Alaska and the U.S. Department of Transportation."

O. Incorporation of FTA Terms: The preceding provisions include, in part, certain Standard Terms and Conditions required by the STATE, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by the STATE, as set forth in FTA Circular 4220.1, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The SUBRECIPIENT shall not perform any act, fail to perform any act, or refuse to comply with any requests which would cause the STATE to be in violation of the FTA terms and conditions.

VI. CAPITAL PURCHASE REQUIREMENTS

A. Buy America: For purchases over \$150,000, the SUBRECIPIENT agrees to comply with 49 U.S.C. 5323(j) and 49 CFR. Part 661, which provide that Federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA or the product is subject to a general waiver. In regard to the purchase of vehicles, all materials and supplies purchased with these funds will be manufactured in the United States and have a 60 percent domestic content. The Subrecipient will provide the appropriate certification to verify this.

B. Intelligent Transportation System (ITS) Architecture: If this grant will be used to fully or partially fund acquisition of individual or systems of technologies that support ITS user services as defined in the "National ITS Architecture," the SUBRECIPIENT assures it will comply and require its contractors to comply with the National ITS Architecture conformity rule (23 CRF Part 940), and the FTA National ITS Architecture Policy on Transit Projects, requiring that ITS Architectures be completed for certain 'regionally significant' ITS projects if the projects are to be eligible for Federal transportation funding.

C. Signage: The SUBRECIPIENT agrees to use STATE signs on appropriate capital purchase items to identify the project(s) as being partially or fully funded with funding that has been provided by the STATE. Signage will be provided by the STATE.

D. Operating and Maintenance Funds Available: The SUBRECIPIENT, by the time of vehicle and/or equipment delivery, will have or have guarantee of funds necessary to operate and maintain the project vehicle and/or equipment in safe, clean, and mechanically sound condition through the required period of performance (useful life). The STATE reserves the right to require transfer of the vehicle and/or equipment to another entity if the SUBRECIPIENT fails to meet this requirement.

E. Vehicle and Equipment Maintenance Requirements: The SUBRECIPIENT assumes responsibility to maintain and operate the vehicles and/or equipment obtained under this project at a high level of cleanliness, safety, and mechanical soundness, following at a minimum, the original equipment manufacturers' (OEM) recommended maintenance and inspection procedures and schedules, for at least the useful life of each item per the Alaska State Management Plan, to retain warranties and meet life expectancy of the items. The SUBRECIPIENT further assures that it will maintain ADA accessibility features in good working order, removing vehicles with nonworking accessibility features from service and repairing them within five (5) days. The SUBRECIPIENT agrees to document all maintenance

completed and all maintenance expenditures. The STATE and FTA shall have the right to conduct periodic inspections for the purpose of confirming proper maintenance.

F. Vehicle and Equipment Use and Disposition: Use and disposition of project vehicles and equipment shall be subject to restrictions set forth by the STATE.

1. The SUBRECIPIENT assures that it will not lease or contract the operation of project vehicles without prior written approval from the STATE.
2. The SUBRECIPIENT shall annually certify to the STATE whether each vehicle and/or equipment item is still in use for its intended purpose under this agreement, via letter (or STATE form if one is available). This certification may be required to include electronic, date stamped photos of both the interior and exterior of the vehicle(s).
3. If a vehicle or equipment purchased with these funds can no longer meet project needs, the SUBRECIPIENT agrees to notify the STATE, indicate its condition, and follow the STATE's instructions, to comply with the property disposition requirements set forth in Alaska State Management Plan.

G. Bus and Van Testing: If the vehicle(s) is funded with federal funds, the SUBRECIPIENT will comply with FTA bus testing requirements applicable to heavy-duty large and small buses; medium-duty buses; light-duty mid-size buses; and light-duty small buses, cutaways, or modified vans (does not apply to unmodified mass-produced vans). If the SUBRECIPIENT is exempt from purchasing a bus or van under the STATE's contract, the SUBRECIPIENT assures that, prior to committing to that purchase, it will obtain from the manufacturer, a copy of the bus test report for that vehicle. If testing is not required, the SUBRECIPIENT will instead obtain the manufacturer's certification that the vehicle is exempt from FTA bus testing requirements and also obtain a list of recent purchasers of the vehicle (with contact information), to aid evaluation prior to vendor selection. The SUBRECIPIENT assures it will consider the bus testing results in its determination of whether to buy any particular vehicle.

H. State Approval of Bids/Price Quotes, and Vendor Selection:

1. **Vehicle Purchases** - If available, the SUBRECIPIENT is required to purchase the vehicle(s) under the STATE's vehicle procurement contract appropriate for the class of vehicle, except as exempted by approval from the STATE. When alternate specifications are used, the SUBRECIPIENT will provide the same equipment specifications to each prospective vendor and seek at least three bids or price quotes. The SUBRECIPIENT will submit to the STATE for approval its invitation to bid prior to dispersing to the public and submit the price quotes or bids received, with its preferred vendor selection noted, for STATE approval prior to purchase.
2. **Equipment Purchases** - The SUBRECIPIENT will provide the same equipment specifications to each prospective vendor and seek at least three bids or price quotes. The SUBRECIPIENT will submit price quotes or bids received to the STATE with its preferred vendor selection noted, for STATE approval to purchase.

I. Pre-Award and Post-Delivery Review of New Vehicles: The SUBRECIPIENT assures it will conduct or cause to be conducted pre-award and post-delivery reviews for all new vehicles purchased under this project. The vehicle reviews are to ensure vendor compliance with Federal Motor Vehicle Safety Standards (FMVSS) and other purchaser specifications, and to ensure the vehicle is undamaged and in good working order before it is accepted. The SUBRECIPIENT assures it will conduct these reviews per the formats and instructions provided by the STATE. Pre-award reviews must be submitted to the STATE for approval prior to ordering.

J. Vehicle Identification Numbers to State: Once the new vehicle is received, the SUBRECIPIENT assures it will enter the new vehicle into the vehicle inventory in BlackCat and will provide each vehicle's identification number (VIN) to the STATE for each grant funded vehicle.

K. Titles to Vehicles/Equipment and Liens:

1. The SUBRECIPIENT hereby agrees that the STATE is lien holder for each vehicle purchased under this Agreement. The SUBRECIPIENT shall arrange with the Alaska Division of Motor Vehicles (DMV) to issue the certificate of title in the name of the SUBRECIPIENT with the STATE as lien holder. The SUBRECIPIENT shall arrange with DMV to send the original title to the STATE. The STATE will not issue the final payment for any vehicle purchased under this grant until it receives the original title that shows the STATE as lien holder.
2. The STATE will hold a lien on the title of any vehicle purchased under this project and return a clear title to the SUBRECIPIENT after the vehicle reaches its useful life as set forth in the Alaska State Management Plan.
3. The SUBRECIPIENT gives the STATE power of attorney limited to applying for a Vehicle Title from the Alaska Division of Motor Vehicles and to requesting the Alaska Division of Motor Vehicles remove the STATE's lien from the vehicle title.
4. Titles to equipment other than vehicles shall rest with the SUBRECIPIENT.

VII. CAPITAL PURCHASE REQUIREMENTS

A. Intelligent Transportation System (ITS) Architecture: If this grant will be used to fully or partially fund acquisition of individual or systems of technologies that support ITS user services as defined in the "National ITS Architecture," the SUBRECIPIENT assures it will comply and require its contractors to comply with the National ITS Architecture conformity rule (23 CRF Part 940), and the FTA National ITS Architecture Policy on Transit Projects, requiring that ITS Architectures be completed for certain 'regionally significant' ITS projects if

the projects are to be eligible for Federal transportation funding.

- B. Operating and Maintenance Funds Available:** The SUBRECIPIENT, by the time of vehicle and/or equipment delivery, will have or have guarantee of funds necessary to operate and maintain the project vehicle and/or equipment in safe, clean, and mechanically sound condition through the required period of performance (useful life). The STATE reserves the right to require transfer of the vehicle and/or equipment to another entity if the SUBRECIPIENT fails to meet this requirement.
- C. Vehicle and Equipment Maintenance Requirements:** The SUBRECIPIENT assumes responsibility to maintain and operate the vehicles and/or equipment obtained under this project at a high level of cleanliness, safety, and mechanical soundness, following at a minimum, the original equipment manufacturers' (OEM) recommended maintenance and inspection procedures and schedules, for at least the useful life of each item per the Alaska State Management Plan, to retain warranties and meet life expectancy of the items. The SUBRECIPIENT further assures that it will maintain ADA accessibility features in good working order, removing vehicles with nonworking accessibility features from service and repairing them within five (5) days. The SUBRECIPIENT agrees to document all maintenance completed and all maintenance expenditures. The STATE shall have the right to conduct periodic inspections for the purpose of confirming proper maintenance.
- D. Vehicle and Equipment Use and Disposition:** Use and disposition of project vehicles and equipment shall be subject to restrictions set forth by the STATE.
1. The SUBRECIPIENT assures that it will not lease or contract the operation of project vehicles without prior written approval from the STATE.
 2. The SUBRECIPIENT shall annually certify to the STATE whether each vehicle and/or equipment item is still in use for its intended purpose under this agreement, via letter (or STATE form if one is available). This certification may be required to include electronic, date stamped photos of both the interior and exterior of the vehicle(s).
 3. If a vehicle or equipment purchased with these funds can no longer meet project needs, the SUBRECIPIENT agrees to notify the STATE, indicate its condition, and follow the STATE's instructions, to comply with the property disposition requirements set forth in Alaska State Management Plan.
- E. State Approval of Bids/Price Quotes, and Vendor Selection:**
1. **Vehicle Purchases** - If available, the SUBRECIPIENT is required to purchase the vehicle(s) under the STATE's vehicle procurement contract appropriate for the class of vehicle, except as exempted by approval from the STATE. When alternate specifications are used, the SUBRECIPIENT will provide the same equipment specifications to each prospective vendor and seek at least three bids or price quotes. The SUBRECIPIENT will submit to the STATE for approval its invitation to bid prior to dispersing to the public and submit the price quotes or bids received, with its preferred vendor selection noted, for STATE approval prior to purchase.
 2. **Equipment Purchases** - The SUBRECIPIENT will provide the same equipment specifications to each prospective vendor and seek at least three bids or price quotes. The SUBRECIPIENT will submit price quotes or bids received to the STATE with its preferred vendor selection noted, for STATE approval to purchase.
- F. Pre-Award and Post-Delivery Review of New Vehicles:** The SUBRECIPIENT assures it will conduct or cause to be conducted pre-award and post-delivery reviews for all new vehicles purchased under this project. The vehicle reviews are to ensure vendor compliance with Federal Motor Vehicle Safety Standards (FMVSS) and other purchaser specifications, and to ensure the vehicle is undamaged and in good working order before it is accepted. The SUBRECIPIENT assures it will conduct these reviews per the formats and instructions provided by the STATE. Pre-award reviews must be submitted to the STATE for approval prior to ordering.
- G. Vehicle Identification Numbers to State:** Once the new vehicle is received, the SUBRECIPIENT assures it will enter the new vehicle into the vehicle inventory in BlackCat and will provide each vehicle's identification number (VIN) to the STATE for each grant funded vehicle.
- H. Titles to Vehicles/Equipment and Liens:**
1. The SUBRECIPIENT hereby agrees that the STATE is lien holder for each vehicle purchased under this Agreement. The SUBRECIPIENT shall arrange with the Alaska Division of Motor Vehicles (DMV) to issue the certificate of title in the name of the SUBRECIPIENT with the STATE as lien holder. The SUBRECIPIENT shall arrange with DMV to send the original title to the STATE. The STATE will not issue the final payment for any vehicle purchased under this grant until it receives the original title that shows the STATE as lien holder.
 2. The STATE will hold a lien on the title of any vehicle purchased under this project and return a clear title to the SUBRECIPIENT after the vehicle reaches its useful life as set forth in the Alaska State Management Plan.
 3. The SUBRECIPIENT gives the STATE power of attorney limited to applying for a Vehicle Title from the Alaska Division of Motor Vehicles and to requesting the Alaska Division of Motor Vehicles remove the STATE's lien from the vehicle title.
 4. Titles to equipment other than vehicles shall rest with the SUBRECIPIENT.

VII. MISCELLANEOUS

The headings used in this Agreement are for convenience only and shall not be deemed to limit or affect any of the provisions of the

Agreement.

Signature of Authorizing Official:	Date:
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CERTIFICATION REGARDING FEDERAL LOBBYING:

Certification for Contracts, Grants, Loans, and Cooperative Agreements:

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, sub-grants, and contracts under grant, loans, and cooperative agreements) that exceed \$100,000 and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION IN STATE LOBBYING

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with FTA and/or State general funds as it pertains to this agreement from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

Signature of Authorizing Official:

Date:

City of Bethel Action Memorandum

Action memorandum No.	24-13		
Date action introduced:	June 11, 2024	Introduced by:	Mayor Springer
Date action taken:		Approved	Denied
Confirmed by:			

Appointment of Committee and Commission Members for a term of three years.

Attachment(s): None

Amount of fiscal impact:		Account information:
x	No fiscal impact	

Port Commission

Victoria Sosa applied for appointment: term expiration is December 31, 2026.

Finance Committee

Victoria Sosa applied for appointment: term expiration is December 31, 2026.

City of Bethel Action Memorandum

Action memorandum No.	AM 24-14		
Date action introduced:	June 11, 2024	Introduced by:	William Arnold, Acting City Manager
Date action taken:		Approved	Denied
Confirmed by:			

Action Title: Authorizing The Sole Source Procurement In Accordance With BMC 4.20.250, Purchase Of EK35 Emulsifier To Bind Road Material From Polar Supply, The Only Authorized Distributor In Alaska.

Attachment(s): (1) Sole Source Purchase Justification for the City of Bethel to Purchase EK-35 from Polar Supply manufactured by Midwest Industrial Supply, Inc., and (2) Polar Supply Company Material Estimate. (3) Email from Moe Fenelon with Midwest Industrial Supply, Inc. about EK-35.

Amount of fiscal impact:	Source	Account information:
\$500,000	Streets and Roads, Capital Equipment	100-66-6892
Route to Department/Individual	Initials	Remarks
Administration	<i>WA</i>	I recommend this sole source approval and the use of EK-35 on City of Bethel roads.

Summary Statement

Summer of 2023, a one-mile section of Ptarmigan St. was tested with EK-35 for dust control. It has proven to provide better quality dust control than Calcium Chloride. It is in the City of Bethel's best interest to procure EK-35 from Polar Supply Company to provide long lasting dust control to our city roads.



CITY OF BETHEL

P.O. Box 1388 • Bethel, Alaska 99559

907-543-1386

Fax: 907-543-1388

SOLE SOURCE PURCHASE JUSTIFICATION

FOR THE CITY OF BETHEL TO PURCHASE

EK-35 FROM POLAR SUPPLY MANUFACTURED BY MIDWEST INDUSTRIAL SUPPLY INC.

Date: May 30, 2024

To: The City of Bethel, City Council

From: William Arnold, Acting City Manager

Project Description: EK-35 Dust Control; Road Maintenance

Per BMC 4.20.250 I, William Arnold, Acting City Manager for the City of Bethel, hereby document that the City performed a review of available resources and industry information conclude that Polar Supply is the only seller of the emulsifier EK-35. Midwest Industrial Supply, INC. is the only manufacturer of the EK-35 formula which is customized by Midwest scientists after analyzing 4 five-gallon buckets of road material from the target community.

Background

All gravel roads in Bethel are maintained and repaired by the City of Bethel. Calcium Chloride is typically used as a binding agent in the summer for dust control. The Calcium Chloride is applied with water trucks, compactors and graders and is used to harden the surface of the road for a matter of days or weeks, until weakened by rain.

The Public Works Department conducted research on dust control and discovered EK-35 that has the capability to stabilize the City's gravel roads for up to a year after four applications. Summer 2023 EK-35 was applied to one mile section of Ptarmigan Street, a highly traveled section of gravel road and compared to Calcium Chloride. EK-35 proved much more effective for dust control.

Sole Distributor

Whereas, Midwest Industrial Supply, Inc. does the laboratory analysis of road materials and develops the formula product for each community's roads, a company called Polar Supply, a subsidiary of Spenard Builders, is the sole distributor of EK-35 for purchases in Alaska.

City of Bethel's Best Interest

It is the City of Bethel's best interest to approve this sole source purchase from Polar Supply of the EK-35 for the long-term savings from the purchase and application of Calcium Chloride. EK-35 will reduce the health risks associated with calcium chloride and the hazards of dust pollution to our community for the long run as it did the summer of 2023.

Respectfully,



William Arnold,
Acting City Manager

February 8, 2023

Submitted To:

Mr. William (Bill) Arnold
Public Works Director
City of Bethel, Alaska
1155 Ridgecrest Drive
P.O. Box 1388
Bethel, Alaska
99559
907-543-3110
warnold@cityofbethel.net

Project: Road Dust Suppression Pilot Program - Alternative to Chloride

SUBMITTED BY: Moe Fenelon

Description:

Midwest offers the following proposal for our EK35 ® Dust Suppression Fluid & Portable E-Sprayer system.

The goal(s) of the Dust Emission Reduction and Road Stabilization Program is to establish an ongoing work practice standard that:

- 1) **Utilizes a proactive approach to dust suppression and stabilization efforts while providing a road surface with improved durability and strength**
- 2) **Sufficiently mitigates fugitive dust emissions utilizing the least amount of dust suppressant fluid & labor**

Considerations:

As follows:

- 23 Miles of unpaved road
- Average road width = 32 ft
- Dust issues from April thru November
- Motivations for dust suppression includes:
 - Resident complaints
 - Nuisance dust
 - Health & safety concerns
 - Poor visibility
 - 12 Road Distresses: reducing loss of material, aggregate segregation, rutting, gravel float/FOD(Foreign Object Debris), surface drainage, freeze/thaw damage, road roughness, vegetation, dust control and/or creation of fugitive dust and the overall degradation of the treated surface
 - Ongoing maintenance - daily grading, water, packing, road repair & aggregate loss
- Top Road base made up imported crushed gravel.
- Average Daily Traffic on unpaved roads is steady & high (ADT per road TBD)
- Average speed is 25 to 40 miles per hour (speed limits are posted)
- Desire is a dust suppressant and stabilization product that is Eco-Friendly and can be applied through a Guided Self Applied program
- Looking for an Alternative to Chloride - inefficient & washes out in the rain
- City Dock Area also an issue (high powder/slurry when wet).
- Can't close the roads to spray - EK35 doesn't require roads to be closed.

Application Schedule Outline Example:

Targeted Application Date Range	Gallons of EK35 per Application	Application Rate (sf per gal)	# of Totes per Application	Cumulative Gallons to Date	Cumulative App Rate (ft ² /gal)	Cumm # of Totes Required	Cost per sf
Day 1	2,414	70	8.8	2,414	70	9.0	\$0.25
Day 14-30	845	200	3.1	3,259	52	12.0	\$0.33
Day 45-90	614	275	2.2	3,873	44	15.0	\$0.39
Day 91-120	614	275	2.2	4,487	38	17.0	\$0.44
Day 121-150	614	275	2.2	5,102	33	19.0	\$0.50
Day 151-180	614	275	2.2	5,716	30	21.0	\$0.56
Day 181-210	614	275	2.2	6,331	27	24.0	\$0.61
Day 211-240	614	275	2.2	6,945	24	26.0	\$0.67
Day 241-270	614	275	2.2	7,559	22	28.0	\$0.73

Background

Based on decades of experience in defining and refining effective dust control and road stabilization programs across the country, Midwest's has found that community gravel roads pose specific and ever-changing challenges that require a customized improvement program to achieve and exceed community goals to address road condition issues while providing improved road conditions and reducing maintenance costs.

As the leader of the industry, Midwest confidently and strategically takes on these challenges via our Guided Self Apply Program. Midwest's Guided Self Apply Program equips the customer with all the tools, training, and technical support necessary to properly manage their road conditions and maintenance requirements utilizing their own equipment and personnel.

The Science Behind the Guided Self Apply Dust Control Program

Midwest combines 40+ years of technology, experience, and industry knowledge with Midwest's Proven Process to establish site-specific Guided Self-Apply Programs designed to deliver the desired outcomes and improvements. After the road conditions, objectives, and goals of the program are established through collaboration with the customer, Midwest develops a comprehensive and customized application plan to achieve predictable performance that fulfills the customer's expectations and requirements.

Midwest's Guided Self Apply Programs are skillfully designed based on 40+ years of:

- Experience designing, implementing, and managing effective dust control and road stabilization programs in communities and for industrial haul roads.
- Independent data collection, testing and verification from reputable agencies such as the US EPA, Midwest Research Institute, US Geological Survey, Desert Research Institute, US Army Corps of Engineers, etc.
- Extensive laboratory testing and evaluations following ASTM and AASHTO standards.
- Sound knowledge and understanding of the science behind of chemistries, soils, and unpaved surface performance and characteristics.

Based on all of this, Midwest can accurately and confidently predict the performance of each Guided Self Apply Program, allowing the customer to focus entirely on their daily operations.

Midwest's Proven Process

- Discover:** Current road details and conditions are input directly onto the following pages with the customer. Midwest reviews the customer provided information to confirm that the community roads are a good candidate for the Guided Self Apply Program.
- Diagnose:** Midwest evaluates the current road details and conditions to identify areas of concern, define the objectives, and determine the most appropriate program.
- Design:** Midwest uses 40+ years of experience, data, and product knowledge to co-develop the best performing, most cost-effective dust control and road stabilization program for your community. Midwest will determine the right product, application rates, and application schedule to achieve Bethel's goals and requirements.
- Deliver:** Midwest will deliver on your goals and expectations by helping you achieve the desired results for exactly the price that was agreed upon at the outset. This is accomplished by providing the proper product, equipment, training, and technical support required to successfully implement the customized Guided Self Apply Program

Weather & Surface Preparation:

EK35® is best applied during summer months when the road surface is able to be properly prepared prior to treatment. Midwest will provide on-site training for the installation so that City of Bethel staff are able to carry out subsequent treatments on their own.

Proper surface preparation will greatly enhance product performance.

EK35® can be installed to most soil & surface types. Surfaces that contain a significant volume of fine particulate (less than .075mm in diameter) require heavier application rates due to the increase in surface area. Excess silt and "powder" should be removed, or multiple applications may be needed to achieve desired results. Adequate drainage should be present prior to the EK35® installation. This includes drainage ditches and a proper crown which effectively diverts water away from the road. Additional aggregate should be added, as necessary. Large potholes should be filled, and loose fill material should be rolled and compacted.

Installation recommendations for the topical application of EK35® with Portable E-Sprayer.

Expectation should be roughly one (1) hour to apply each 275-gallon tote. During the application, multiple passes will be required to achieve the desired penetration and performance based on the surface conditions at the time of the application. During the application, monitor the penetration of EK35® to confirm that the rate of spray for each pass is such that sufficient penetration is achieved. Go slow, making multiple passes and follow the program outline. Surfaces may absorb material into the ground at different rates.

Upon completion of the application, confirm & document that the proper volume of EK35® was applied in each area according to the program. Complete the application summary sheet and return it to you Midwest contact.

The steps listed above are intended to ensure the proper installation of the EK35®. Variations to the installation may have a negative impact on the performance of the EK35®. Deviations from the steps listed above should be submitted to Midwest to verify if a negative impact will not occur to the amended material from application variations.

EK35® is insoluble in water and is applied neat- no dilution. EK35® does not undergo a curing process and is continually active. This allows for the treated surface to be used during and immediately after the EK35® application. The performance of the treated surface should be evaluated and documented throughout the program to ensure optimal performance. The photographs, videos, application logs, and visual observations may be used to evaluate the performance of the treated surface.

EK35® is not intended and should not be applied to asphalt paved or concrete surfaces.



Moe Fenelon
Airport Business Unit Manager
Midwest Industrial Supply Inc.
1101 3rd Avenue Southeast
Canton, OH 44707
807-633-8836 mobile
moe.fenelon@midwestind.com



Standard Terms of Sale and Service

THE TERMS AND CONDITIONS SET FORTH BELOW AND ON THE REVERSE HEREOF, TOGETHER WITH ANY ATTACHMENTS REFERRED TO ON THE REVERSE HEREOF, CONSTITUTE THE EXPRESSION OF ALL THE TERMS OF THIS AGREEMENT AND A COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN BUYER AND SELLER. ALL REPRESENTATIONS, PROMISES, WARRANTIES OR STATEMENTS BY ANY AGENT OR EMPLOYEE OF SELLER THAT DIFFER IN ANY WAY FROM THE TERMS AND CONDITIONS HEREOF SHALL BE GIVEN NO EFFECT OR FORCE. Any additional, contradictory or different terms contained in any initial or subsequent order or communication from Buyer pertaining to the Goods described on the face hereof are hereby objected to. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this Agreement. No waiver or alteration of terms herein shall be binding unless in writing, signed by an executive officer of the Seller.

1. Seller's duty to perform and Buyer's right to purchase goods and/or services pursuant to this Agreement is at all times subject to approval and continuing approval of Buyer's creditworthiness, by Seller. Seller, without limitation, reserves the right at any time to alter payment terms pursuant to this Agreement, including requiring that services be on pre-paid or COD basis, or upon any other secured basis acceptable to Seller.
2. Payment terms are Net 30-days of the invoice issue date, unless otherwise specified in this Agreement or changed pursuant to paragraph 1 above. If Buyer fails to render prompt payment, or if Seller needs assurance or further assurance of Buyer's creditworthiness, Seller may cancel this agreement, demand different payment terms, suspend or recall deliveries or shipments or impose credit limits. ALL SUCH DEMANDS WILL BE IN WRITING TO BUYER'S MAILING ADDRESS. In addition, as service charge of 1.5 percent, or the allowable limit, will be added per month on the unpaid balance.
3. Sales may be subject to local and state sales tax. This tax is not included in the service agreement. Applicable sales tax will be added to the invoice, if Buyer fails to submit a copy of sales tax exemption to the Seller at the point of sale.
4. Price Escalation Clause: The pricing of this Sales and Service Agreement/Proposal is offered with an economic price adjustment clause. This clause provides for upward or downward changes to the selling/quoted price based on the movement in the actual raw material costs. Midwest will notify customer of any changes in the pricing effecting the increase or decrease.
5. Seller will submit all Material Safety Data Sheet and Technical Information relevant to the listed products and services contracted in this Agreement.
6. Buyer shall indemnify and defend Seller from and against any breach of this Agreement by Buyer and from and against any liability of whatever nature or kind to which the Seller might become subject, resulting from Buyer's handling, storage, sales, transportation, use, misuse or disposal of goods purchased hereunder including but not limited to liability for environmental violations and employee or consumer health and safety.
7. SELLER WARRANTS PRODUCTS PROVIDED PURSUANT TO THIS AGREEMENT ("PRODUCTS") WILL BE FREE FROM DEFECTS IN MATERIAL AND WORKMANSHIP. IF ANY PRODUCTS ARE FOUND BY SELLER TO BE DEFECTIVE, SUCH PRODUCTS WILL, AT SELLER'S OPTION, BE REPLACED AT SELLER'S COST OR THE PURCHASE PRICE THEREFOR WILL BE REFUNDED. THE PARTIES HERETO EXPRESSLY AGREE THAT BUYER'S SOLE AND EXCLUSIVE REMEDY AGAINST THE SELLER SHALL BE FOR THE REPLACEMENT OF DEFECTIVE GOODS OR REFUND OF PURCHASE PRICE AS PROVIDED HEREIN. THE FOREGOING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED INCLUDING THOSE OF MERCHANTABILITY OR FITNESS FOR ANY PURPOSE NOT EXPRESSLY SET FORTH HEREIN. SELLER'S WARRANTY DOES NOT APPLY TO ANY PRODUCTS WHICH HAVE BEEN SUBJECTED TO MISUSE, MISHANDLING, MISAPPLICATION, NEGLIGENCE (INCLUDING BUT NOT LIMITED TO IMPROPER MAINTENANCE), ACCIDENT, IMPROPER APPLICATION BY BUYER, MODIFICATION OR ADJUSTMENT OR REPAIR PERFORMED BY ANYONE OTHER THAN SELLER OR ONE OF SELLER'S AUTHORIZED AGENTS.

8. SELLER'S LIABILITY (WHETHER UNDER THE THEORIES OF BREACH OF CONTRACT OR WARRANTY, NEGLIGENCE, OR STRICT LIABILITY) FOR ITS PRODUCTS OR SERVICES SHALL BE LIMITED TO REPLACING PRODUCTS OR SERVICES FOUND BY SELLER TO BE DEFECTIVE, OR AT SELLER'S OPTION, TO REFUNDING THE PURCHASE PRICE OF SUCH PRODUCTS OR SERVICES. IN NO EVENT SHALL SELLER BE LIABLE FOR CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, INCLUDING WITHOUT LIMITATION BREACH OF ANY OBLIGATION IMPOSED ON SELLER HEREUNDER OR IN CONNECTION THEREWITH. CONSEQUENTIAL DAMAGES FOR PURPOSES HEREOF SHALL INCLUDE, WITHOUT LIMITATION, LOSS OF USE, INCOME OR PROFIT, OR LOSSES SUSTAINED AS THE RESULT OF INJURY (INCLUDING DEATH) TO ANY PERSON, OR LOSS OF OR DAMAGE TO PROPERTY (INCLUDING WITHOUT LIMITATION PROPERTY HANDLED OR PROCESSED BY THE USE OF THE GOODS.) BUYER SHALL INDEMNIFY SELLER AGAINST ALL LIABILITY, COST OR EXPENSE, WHICH MAY BE SUSTAINED BY SELLER ON ACCOUNT OF ANY SUCH LOSS, DAMAGE OR INJURY.
9. Seller will not be liable for any damage, loss, fault, or expenses arising out of delays in shipment or other nonperformance of this Agreement caused by or imposed by: (a) strikes, fires, disasters, riots, acts of God, (b) acts of Buyer, (c) shortages of labor, fuel, power, materials, supplies, transportation, or manufacturing facilities, (d) governmental action, (e) subcontractor delay, or (f) any other cause or condition beyond Seller's reasonable control. In the event of any such delay or nonperformance, Seller may, at its option, and without such delay or nonperformance, Seller may, at its option, and without liability, cancel all or any portion of this Agreement and/or extend any date upon which any performance hereunder is due.
10. No agent, salesman or other party is authorized to bind Seller by any agreement, warranty, statement, promise or understanding not herein expressed.
11. This agreement shall be governed by the laws of the State of Ohio. The parties agree to submit to the jurisdiction of the Stark County, Ohio Courts exclusively for all disputes.
12. If claim or legal proceedings are asserted or instituted by Seller to enforce its rights or remedies, Seller shall, in addition to amounts otherwise due hereunder, be entitled to recover from the Buyer all court costs, reasonable attorney's fees and expenses incurred by Seller.
13. Title and Risk of Loss: Title and risk of loss for all products sold by this quotation will pass to the customer upon delivery to the carrier at Midwest's manufacturing facility.



Aerial view of Delani NWT Road treatment



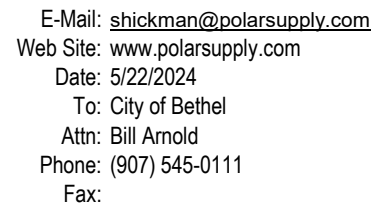
Tightly bound treated road surface



Hard smooth gravel road surface treated with EK35



Pavement like EK35 road surface



City of Bethel Roads Dust Control

MATERIAL ESTIMATE

We are pleased to quote the following materials for the above referenced project

[illegible]

Please Note:

*
***Demurrage for container is \$18 per day after 30 days
***Demurrage for chassis is \$22 per day after 48 days

*
*
* This is an estimate only. Polar Supply reserves the right to correct any mistakes in quantity or price as well as any clerical errors.
* The attached "Standard Terms and Conditions" are a part of this quotation
* This job/project is being bid at net, no prompt pay discounts apply.

Steve Hickman 907-244-1959
Civil Sales Division
Polar Supply Company

Accepted

#N/A
The Civil Sales Division fax number is 562-7003

POLAR SUPPLY COMPANY STANDARD TERMS AND CONDITIONS

- * Quoted Prices and FOB points apply to initial project quantities only. Smaller initial order quantities or additional quantities may be subject to increased prices and or freight rates
- * Quoted Prices are for a single shipment or truckload(s), as applicable, to the stated FOB point. Split shipments or shipments picked up or shipped over time in smaller than bid quantity units will incur additional charges.
- * Unless otherwise noted, allow 3 to 6 weeks for delivery of non-stock or out of stock materials from the date of order.
- * Approximate availability shown is an estimate. Actual availability will depend on current stock at time of order and/or freight times and availability from the manufacturer.
- * Pricing is based on least expensive ground and sea shipping routes. Over the Road, Air, and/or Special Handling will add additional costs.
- * Terms are C.O.D., or net 30 on approved credit, unless otherwise negotiated in writing prior to sale.
- * In order to protect quoted prices, we must receive confirmation of an order within 30 days of the quote date.
- * Materials are sold by the unbroken package (such as; roll, sheet, pail, drum, box) unit only.
- * Quantities shown are bid item or rough estimates only. Estimator should recheck all quantities and/or conversions and allow additional materials for overlap and waste.
- * Returns only in conjunction with Polar Supply Company return policy. Returns are not allowed on non stocked items
- * Special order materials, fabricated items, or large quantities of stocked materials brought in for a project are not returnable
- * Polar Supply Company will hold materials for a maximum of 10 days on account with a written PO. Storage and or restock fees may apply after this time.
- * Polar Supply Company cannot warehouse contractors material unless negotiated prior to purchase in writing.
- * Any changes to this quotation or these terms and conditions must be in writing.

FORCE MAJEURE CLAUSE:

As used in this quotation, a Force Majeure Event means any act or event, whether foreseen or unforeseen, that (1) prevents Polar Supply Company in whole or in part, from performing its obligations to provide products ordered by customer, or satisfying any conditions on shipping product to the customer; (2) is beyond the reasonable control of and not the fault of Polar Supply; or (3) Polar Supply has been unable to overcome by the exercise of due diligence.

Suspension of Performance. Subject to the provisions of this Force Majeure Clause, if a Force Majeure Event occurs, Polar Supply Company is excused from (1) whatever performance is prevented by the Force Majeure Event to the extent so prevented, and (2) satisfying whatever conditions precedent to the customer's obligations that cannot be satisfied to the extent they cannot be satisfied.

Termination. If the suspension of performance continues for a period of one week as a result of a Force Majeure Event, either party is entitled to terminate the purchase agreement by giving a notice to the other party in writing which is the exclusive remedy available to both parties with respect to a Force Majeure Event.

FUEL SURCHARGE CLAUSE:

The quoted prices for products supplied by Polar Supply Company includes the freight to the stated FOB point. The cost of freight has been determined as of the date of this quotation. Customer acknowledges and understands that if Polar Supply Company receives notification of fuel surcharge increases from its carriers after the date of this quotation and prior to delivery, then that fuel surcharge increase will be passed on to the customer. If Polar Supply's selected carriers refuse to deliver any products to customer due to a Force Majeure Event, customer has the option of either arranging for shipment at its expense, and receiving a credit from Polar Supply Company for the freight charges included in the material quotation, or terminating the transaction under the Force Majeure Clause.

City of Bethel Action Memorandum

Action memorandum No.	24-15		
Date action introduced:	June 11, 2024	Introduced by:	William Arnold, City Manager
Date action taken:		Approved	Denied
Confirmed by:			

Action Title: Acting City Manager to renew contract with Carmen Jackson CPA, LLC for accounting services with new professional fee schedule to exclude Project Management Services per BMC 4.20.410 (G)

Attachment(s) (1) Carmen Jackson Accounting Services Contract and Addenda (2) Carmen Jackson CPA 2024 Rate Structure.

Department/Individual:	Initials:	Remarks:
Administration William Arnold, Acting City Manager	WA	

Account information:		Amount of fiscal impact:
100-53-6335		TBD

Summary Statement

CPA services with Carmen Jackson CPA, LLC will renewed for FY25 with rate increases per Schedule of Professional fees provided by Carmen Jackson CPA, LLC. It is unknown at this time the amount of services that will be utilized as we are undetermined on staff availability within the finance department for FY25. The total amount for CPA services is expected to exceed \$15,000, per BMC 4.20.410 (G) council is to be formally notified and approval is required.

**PROFESSIONAL SERVICES AGREEMENT
FOR
ACCOUNTING SERVICES**

THIS AGREEMENT (Agreement) is made and entered into this 29 of July 2021 (Effective Date), by and between the CITY OF BETHEL, a municipal corporation, (City) and CARMEN JACKSON CPA, LLC (Accountant).

Section 01 Definition

In this Agreement:

- A. The term "City" means the City of Bethel.
- B. The term "Accountant" means Carmen Jackson CPA, LLC.

Section 02 Employment of Accountant

The City hereby agrees to engage the services of Accountant and the Accountant hereby agrees to perform the services hereafter set forth.

Section 03 Scope of Services

In accordance with the Request for Proposals (RFP) issued by City on _____ and Accountant's Proposal, Accountant agrees to perform accounting services as requested by the Finance Director, or their designee, and agreed to by Accountant. Once every month, a monthly report will be issued from the Accountant that details the progress made on tasks, their estimated completion, and their estimated costs. Such accounting services shall include, but not be limited to:

Specific Tasks

- Overhaul the Chart of Accounts;
- Fund balance reconciliation, for all the funds, particularly YK Pool, Water & Sewer, the Port, and Property Leases;
- Implementation of Questica for the FY23 Budget;
- Travel to Bethel for up to one full work week as necessary and previously agreed to between Accountant and City and;
- Budget Preparation with assistance from City personnel.

General Tasks with Overall Finance Department

- Updating processes for GL, Sales Tax, Utilities, Payroll, Accounts Receivable, and Accounts Payable;
- Developing and implementing internal controls (Accounting Policy and Procedures Manual);
- Implementing an accounting filing system for paper and digital files, and training staff in its use;

- Complete annual audit preparation process and interface with the auditors during the conduct of the audit and;
- Training on-site personnel.

General Ledger

- Develop the Cash-clearing account reconciliations and process and;
- Assisting in the creation, approval, and review of journal entries.

Sales Tax

- Train staff so that they can complete four (4) sales tax audits annually. Accountant also agrees to work with City contractors to assist with sales tax audits.

Port/Building Leases

- Develop port billing and building lease processes with the Assistant Finance Director with the purpose of those processes becoming institutionalized by staff and;
- Reconcile port and lease accounts and institute the proper allocation of revenues and/or expenses to those accounts.

Section 04 Personnel

Personnel shall be limited to employees or subcontractors of Accountant.

- A. Professional Practices. All professional services provided by Accountant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence, and skill ordinarily exercised by professional accountants and accounting personnel in similar fields and circumstances, in accordance with sound professional accounting practices. It is understood that in the exercise of every aspect of its role, within the scope of work, Accountant will be representing the City, and all of its actions, communications, or other work under this contract shall be at the direction of the City. Accountant warrants that it is familiar with all laws and regulations that may affect its performance of this Agreement and shall advise City of any changes in any laws/regulations that may affect Accountant's performance of this Agreement.
- B. Subcontractors: Accountant may utilize subcontractors without the need to obtain the consent of City. Accountant shall be solely responsible for all work performed by its subcontractors.

Section 05 Term of Agreement and Time of Performance

The services of the Accountant shall commence on the Effective Date of this Agreement and shall continue until June 30, 2024. At that time, the parties may agree to renew this Agreement for two (2) one-year extensions. Accountant recognizes that many tasks required by this Agreement are time-sensitive, and Accountant shall make every reasonable effort to ensure that

tasks are completed by any deadline required by state, federal, or local law or policy.

Section 06 Compensation

- A. Subject to the provisions of this Agreement, the City shall pay the Accountant as outlined in the Engagement Letter (attached as Appendix A), and incorporated herein by reference, for services required by this Agreement.
- B. Airfare will be reimbursed at actual cost with Accountant purchasing the lowest fare possible, when possible, via using the City's Business Account, and purchasing the travel at least two (2) weeks in advance whenever possible to minimize costs. No rental vehicles will be reimbursed. Lodging and per diem will be reimbursed at the current CONUS (Continental U.S.) Rates established for 2,600 counties, notwithstanding any other earlier written or verbal communication.
- C. Except as otherwise provided in this Agreement, the City shall not provide any additional compensation, payment, service, or other thing of value to the Accountant in connection with performance of this Agreement. The parties understand and agree that, except as otherwise provided in this section, administrative overhead and other indirect or direct costs the Accountant may incur in the performance of its obligations under this Agreement are included in computation of the Accountant's fee and may not be charged to the City.
- D. The City will provide a vehicle for Accountant staff member (s) to use while in Bethel working. City typically leaves vehicle at the airport terminal for easy access upon arrival from Anchorage.
- E. The City will not pay compensation or make reimbursements directly to employees or subcontractors of the Accountant.

Section 07 Method and Time of Payment

- A. Accountant shall invoice City on a monthly basis and City's payments are due within thirty (30) days of each invoice date. Such payments shall constitute the full and complete compensation for the Accountant's professional services for that month. Each invoice shall contain a summary of expenditures to date by line-item categories (e.g., Personal Services, Travel, Contractual, Commodities and Equipment). Documentation of expenditures must be submitted with invoices.
- B. No payment will be disbursed until the work and associated expenditures are invoiced and have been approved by the City.

All invoices must be submitted to:

Accounts Payable
City of Bethel, PO Box 1388
Bethel AK 99559-1388
Emailed to: accountspayable@cityofbethel.net

Section 08 Relationship of the Parties

Independent Contractor: Accountant is and shall at all times be acting as an independent contractor and not as an employee of the City. Accountant shall secure, at its expense, and be

responsible for, any and all payment of Income Tax, Social Security, Unemployment Compensation, and other payroll deductions for Accountant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Accountant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the Alaska Public Employees' Retirement System (PERS) as an employee of City and/or entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

Section 09 Ownership of Documents

All findings, reports, documents, information, and data paid for by the City including, but not limited to, computer tapes, thumb drives, or discs, files and tapes furnished or prepared by Accountant or any of its subcontractors in the course of performance of this Agreement, shall be for and remain the property of the City, for the City's sole use. City agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of both City and Accountant. The City's use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Accountant. City shall indemnify and hold harmless Accountant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Accountant.

Section 10 Confidentiality

Any City materials to which the Accountant has access, information that reasonably might be construed as private or containing personal identifiable information, or materials prepared by the Accountant during the course of this Agreement (hereafter collectively "confidential information") shall be held in confidence by the Accountant, who shall exercise all reasonable precautions to prevent the disclosure of confidential information to anyone except the officers, employees, and agents of the Accountant as necessary to accomplish the rendition of services set forth in this Agreement. Except as otherwise provided by law, Accountant shall not release any reports, information, private or promotional information or materials, whether deemed confidential or not, to any third party without prior written approval from the City.

Section 11 Responsibility for Errors

Accountant shall be responsible for its work under this Agreement. In the event that an error or omission attributable to Accountant occurs, then Accountant shall, at no cost to City, provide all necessary policies, estimates, and other Accountant professional services necessary to rectify and correct the matter in accordance with accounting principles generally accepted in the United States of America.

Section 12 Insurance

The contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in the State of Alaska as admitted insurers or surplus lines insurers approved by Bethel, such insurance as will protect the contractor from claims set forth below and others, which may arise out of or as a result from the contractor's operations under this contract, whether such operations are by the contractor or by a subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Restrictions, conditions or exclusions contained in the insurance policies shall not reduce the obligations of the contractor under this contract.

- (a). Claims under worker's compensation, employers liability, disability benefits, and other similar employee benefit acts which are applicable to the work to be performed under this contract.

Claims for damages because of bodily injury, mental anguish, sickness, disease or death of any person other than the contractor's employees.

Claims for damages insured by usual personal injury liability insurance coverage which are sustained (1). by a person as a result of an offense directly or indirectly related to the employment of such person by the contractor, or (2). by any other person or entity.

Claims for damages, other than to the product supplied, or to the services performed, itself because of damage to or destruction of tangible property, including loss of use resulting therefrom.

Claims for damages because of bodily injury, including death of a person, or damage to property arising out of the ownership, maintenance or use of any motor vehicle.

Claims involving the contractor's contractual obligations and assumption of liability under this contract.

Liability insurance shall include at a minimum, all major divisions of coverage and be on a commercial general liability form including:

- Premises/Operations Liability
- Products/Completed Operations Liability
- Personal/Advertising Injury Liability
- Fire Damage Liability
- Medical Payments

- (b). The insurance required in II including subsection (a.), shall be written for not less than the

limits listed in (c). below or those limits required by law, whichever limit is higher. Insurance, whether written on an occurrence, or a claims-made basis, shall be maintained without interruption from the date of commencement of the work to the date of final payment, or termination of any insurance required to be maintained after final payment.

- (c). The insurance required in II including subsection (a). shall be written for not less than the following limits:

1. *Worker's Compensation Insurance:*

Statutory Requirements of the State of Alaska, and
Employer Liability Insurance limits of:
\$500,000.00 each accident.
\$500,000.00 disease each employee.
\$500,000.00 disease policy limit.

2. *Commercial General Liability Insurance: Form CG0001 04/13 or equivalent.*

\$1,000,000.00 Combined Single Limit of Liability per Occurrence
\$1,000,000.00 Personal/Advertising Injury Limit of Liability per Occurrence
\$2,000,000.00 Annual General Aggregate Limit of Liability
\$2,000,000.00 Annual Products/Completed Operations Aggregate Limit of Liability
\$100,000.00 Fire Damage Limit of Liability Any One Fire
\$5,000.00 Medical Payment Limit Any One Person

3. *Commercial Automobile Liability Insurance: Form CA0001 03/10 or equivalent.*

\$1,000,000.00 Combined Single Limit of Liability per Accident
For all Owned, Hired, and Non-Owned Vehicles.

4. *Professional (Errors & Omissions) Liability Insurance:*

\$1,000,000.00 Limit of Liability per Claim.
\$2,000,000.00 Limit of Liability Annual Aggregate for all Claims.
Retroactive date: Prior to effective date of contract.
Effective date: Prior to effective date of contract, and for at least 24 months after completion of contract.

- (d). Worker's compensation insurance and employers liability insurance shall be in compliance with the statutory requirements of the State of Alaska, and any other statutory obligation, whether federal or state pertaining to compensation of injured employees. The worker's compensation insurance and employers liability insurance shall contain a waiver of subrogation provision in favor of Bethel.

- (e). The commercial general liability insurance shall name Bethel as an additional insured as respects this contract.

- (f). Contractor's required insurance is subject to review and adjustment by Bethel, who may require reasonable changes in the amounts and types of insurance based upon changes of risk. Contractor shall be provided a written explanation for any such changes.
- (g). Certificates of insurance acceptable to Bethel shall be filed with Bethel prior to the commencement of the beginning of any services by the Contractor. These certificates and the insurance policies shall contain a provision that the policy shall not be canceled until prior written notice has been sent to the insured (Contractor).

If any of the insurance policies required above are canceled for any reason, the Contractor shall provide immediate notice to Bethel of the cancellation and either provide: evidence of replacement or notice of reinstatement. Immediately in this section means within five (5) business days of receipt of cancellation by the Contractor.

Failure to maintain these insurance provisions required of the Contractor or failure to immediately notify Bethel of cancellation shall be considered a material breach of this contract by the Contractor, subject to termination provisions of this contract.

Section 13 Indemnification

Except for the sole negligence of the City, and to the fullest extent permitted by law, Accountant shall defend, indemnify, and hold harmless the City and any of the City's applicable subsidiaries, from any and all claims demands, losses, and liabilities to or by any third party, including, but not limited to costs, attorney's fees, expenses and claims for any damages, contributions, or indemnification arising from, resulting from, or connected with, services or supplies provided by, or performed under this agreement by the Accountant, its agents, sub-lessees, suppliers, and employees, even though such claims may prove to be false, groundless, or fraudulent. The indemnification obligation under this Agreement shall not be limited in any way by any restriction on the amount or type of damages, compensation, or benefits payable to or for any third party, or any employee under any worker's compensation act, disability benefit act, or other employee benefit act. Entitlement to recovery of costs, attorney's fees and expenses under the indemnification obligation shall include all fees, costs, and expenses incurred in good faith by the City.

Section 14 Modifications

The parties may mutually agree to modify the terms of the Agreement. Modifications to the Agreement shall be incorporated into the Agreement by written amendments signed by both parties.

Additional Services. Accountant shall not receive compensation for any services provided outside the scope of services specified in the Proposal unless prior to Accountant performing the additional services, the City approves such additional services in writing and in advance. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

Section 15 Equal Employment Opportunity

The Accountant will not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sexual orientation, national origin, physical disability, age, status as a disabled veteran, or veteran of the Vietnam War era. The Accountant shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, gender, sexual orientation, gender, national origin, physical disability, age, status as a disabled veteran, or veteran of the Vietnam War era. Such actions shall include, but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; selection for training, including apprenticeship; and participation in recreational and educational activities. The Accountant agrees to post in conspicuous places available for employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. The Accountant will, in all solicitations or advertisements for employees placed by or on behalf of the Accountant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, physical disability, age, or status as a disabled veteran, or veteran of the Vietnam War era. The Accountant will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement.

Section 16 Termination of Agreement for Cause

If, through any cause, the Accountant shall fail to fulfill in a timely and proper manner the obligations under this Agreement or if the Accountant shall violate any of the covenants, agreements, or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement by giving written notice to the Accountant of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination.

If, through any cause, the City shall fail to fulfill in a timely and proper manner the obligations under this Agreement or if the City shall violate any of the covenants, agreements, or stipulations of this Agreement, the Accountant shall thereupon have the right to terminate this Agreement by giving written notice to the City of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination.

The Accountant shall be entitled to receive compensation in accordance with the payment provisions of this Agreement only for work invoiced and completed in accordance with accounting principles generally accepted in the United States of America in accordance with Appendix "A" of this Agreement and the other terms of this Agreement.

Section 17 Termination for Convenience

Either party may terminate this contract at any time by giving written notice to the other party of such termination and specifying the effective date of such termination. In no event shall notice be less than thirty (30) days prior to termination. The Accountant shall be entitled to receive compensation for all work completed prior to termination of this Agreement but only for work invoiced and completed in accordance with accounting principles generally accepted in the United States of America in accordance with Appendix "A" of this Agreement and the other terms of this Agreement. If this Agreement is terminated for cause, Section 16 of this Agreement shall govern the rights and liabilities of the parties.

Section 18 Causes beyond Control

In the event the Accountant is prevented by a cause or causes beyond control of the Accountant from performing any obligation of this Agreement, non-performance resulting from such cause or causes shall not be deemed to be a breach of this Agreement that will render the Accountant liable for damages or generate cause for cancellation of the Agreement under Section 16 of the Agreement. However, if and when such cause or causes cease to prevent performance, the Accountant shall exercise all reasonable diligence to resume and complete performance of the obligation with the least possible delay. The phrase "cause or causes beyond control," as used in this section, means any one or more of the following causes which are not attributable to the fault or negligence of the Accountant and which prevent the performance of the Accountant: fire, explosions, acts of God, war, orders or law of duly constituted public authorities, and other major uncontrollable and unavoidable events, all of the foregoing which must actually prevent the Accountant from performing the terms of the Agreement as set forth herein. Events which are peculiar to the Accountant and would not prevent another Accountant from performing, including, but not limited to financial difficulties, are not causes beyond the control of the Accountant. The City will determine in its sole discretion whether the event preventing the Accountant from performing is a cause beyond the Accountant's control.

Section 19 Assignability

The Accountant shall not assign any interest in this Agreement and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the City, thereto; provided, however, that claims for money due or to become due to the Accountant from the City under this Agreement may be assigned by court order or to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City, or the Accountant shall be responsible to the City for any monies due the assignee of this Agreement which are paid directly to the Accountant.

Section 20 Permits, Laws and Taxes

- A. The Accountant shall acquire and maintain in good standing all permits, licenses, and/or other entitlements necessary to performance under this Agreement. All actions taken by the

Accountant under this Agreement shall comply with all applicable statutes, ordinances, rules, and regulations. The Accountant shall pay all taxes pertaining to its performance under this Agreement.

- B. Prior to commencing any work for the City, Accountant shall provide the City with copies of the following:
 - 1. Copy of current State of Alaska Business License;
 - 2. Copy of current City of Bethel Business License;
 - 3. Copy of insurance certificates indicating compliance with all insurance requirements of Section 12 above.
 - 4. Computer Access Agreement

Section 21 Agreement Administration

- A. The City Manager, or their designee, will be the representative of the City administering this Agreement.
- B. In the event that the individual named above or any of the individuals identified in the proposal to perform work under the Agreement are unable to serve for any reason, the Accountant shall appoint a successor in interest subject to a written letter of notification to the City of Bethel.

Section 22 Integration

This instrument and all appendices and amendments hereto embody the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either oral or written, between the parties. To the extent they are not inconsistent with the terms of this Agreement; the following documents are incorporated by reference into this Agreement as if fully set forth herein:

- 1. City's Request for Proposals
- 2. Accountant's Proposal Submitted
- 3. Accountant's Engagement Letter

Section 23 Interpretation and Enforcement

This Agreement is being executed by the parties following negotiations between them. It shall be construed according to the fair intent of the language as a whole, not for or against any party. The titles of sections in this Agreement are not to be construed as limitations or definitions but are for identification purposes only.

Section 24 Severability

If any section or clause of this Agreement is held invalid by a court of competent jurisdiction, or is otherwise invalid under the law, the remainder of this Agreement shall remain in full force and effect.

Section 25 Understanding

The Accountant acknowledges that the Accountant has read and understands the terms of this

Agreement, has had the opportunity to review the same with counsel of their choice, and is executing this Agreement of their own free will.

Section 26 Notices

Any notice required pertaining to the subject matter of the Agreement shall be personally delivered or mailed by prepaid first-class, registered or certified mail to the following address:

City Manager
City of Bethel
P.O. Box 1388
Bethel AK 99559

Accountant
Carmen Jackson CPA, LLC
Ste B, PMB 209
2521 E Mountain Village Drive
Wasilla, AK 99654

Section 27 Jurisdiction; Choice of Law

Any civil action arising from this Agreement shall be brought in a Superior Court in the State of Alaska. The law of the State of Alaska shall govern the rights and obligations of the parties.

Section 28 Non-Waiver

The failure of the City at any time to enforce a provision of this Agreement shall in no way constitute a waiver of the provisions, nor in any way affect the validity of this Agreement or any part thereof, or the right of the City thereafter to enforce each and every protection hereof.

Section 29 Non-Exclusive Agreement

Accountant acknowledges that City may enter into agreements with other Accounting Firms for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

CITY OF BETHEL

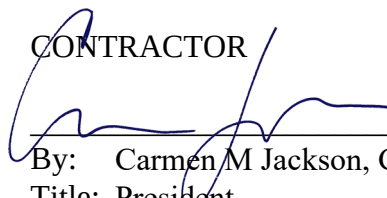
Peter A. Williams

By: Peter A. Williams

Title: City Manager

Dated: August 8, 2021

CONTRACTOR



By: Carmen M Jackson, CPA

Title: President

Dated: 08/02/2021

Appendix 1

Fees and Expenses

Schedule of Professional Fees

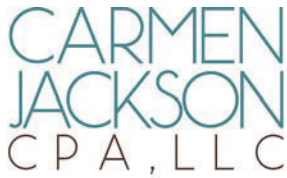
Job Class	Rate
Firm President/CPA	\$175/hour
CPA Services	\$145/hour
Project Management Services	\$145/hour
Senior Accountant Services	\$125/hour
Accountant Services	\$95/hour

The City will reimburse for airfare and lodging on a per-occurrence basis. Below is an estimated cost for airfare to and from Bethel for one person. Lodging will be reimbursed by the City based on OCONUS Federal Travelers Per Diem for Maximum Lodging (FY2021 listed below as reference). The Firm Project Team will require per diem reimbursement for meals and incidentals following the OCONUS Federal Travelers Per Diem schedule.

Schedule of Estimated Travel Rates

Expense	Estimated Rate
Airfare (round-trip from Anchorage to Bethel)	\$600
Lodging in Bethel (per night)	\$219
Meals and Incidentals (daily)	\$101

Reimbursement for airfare will be based on actual expense for utilization of local airline with main cabin seating.



February 3, 2023

Peter Williams
City of Bethel, City Hall
300 Chief Eddie Hoffman Highway
PO Box 1388
Bethel, AK 99559

Addendum to Engagement Letter Signed August 8, 2021

To be effective March 1, 2023.

Clarification to Travel Expenses Under Performance Section of Engagement Letter:

Should the Client request services be provided on-site, the Client will provide adequate workspace for Firm team members including tables, chairs, access to wireless services, a photocopier, scanner, basic office supplies, and any other reasonable office items needed by the Firm to perform the services, while Firm staff is on-site.

Airfare, ground transportation, and lodging will be billed to the Client on a per-occurrence basis unless the Client pays these travel expenses directly to the vendor. Per diem for meals and incidentals will be billed according to Defense Travel Management Office OCONUS per diem schedule based on the Client's location. Firm team member travel time is billed at 45% of the regular hourly fee, listed below, for up to eight (8) hours of travel time a day. Travel costs and per diem will be agreed upon by Client and Firm prior to a Firm team member arranging travel.

If you have any questions, please do not hesitate to contact the Firm President or Business Manager. We appreciate the opportunity to work with you.

Sincerely,

Carmen Jackson CPA, LLC

Accepted by:

Peter Williams, City Hall

2/3/2023

Date



City of Bethel

City Attorney's Office

P.O. Box 1388 • Bethel, Alaska 99559-1388
907-543-2047

Website: www.cityofbethel.org

May 2, 2024

Crystal Miner
Business Manager
Carmen Jackson CA, LLC
2521 E. Mountain Village Drive
Ste. B PMB 209
Wasilla, AK 99654
cminer@carmenjacksoncpa.com (BY EMAIL ONLY)

Re: First Extension of August 8, 2021, Professional Services Agreement

Dear Ms. Miner,

I write on behalf of Acting Bethel City Manager William Arnold. Per your request of May 2, 2024, the City will accept a one-year renewal of our Professional Services Agreement ("Agreement"), executed on August 8, 2021.

Per Section 5 of that Agreement, the Agreement expires on June 30, 2024, with an option for two (2) one year-extensions. This is the first of those two extensions. The Agreement continues to be subject to the Travel Expenses Addendum executed by the parties on February 3, 2023.

Sincerely,

Libby Bakalar
City Attorney

Encl.:

August 8, 2021 Professional Services Agreement
February 3, 2023 Travel Expenses Addendum

Carmen Jackson CPA, LLC

Current rate structure for 2024 is:

Position:	2024
President/Managing Member	\$ 250
Supervising CPA	\$ 195
Business Manager/Project Management	\$ 185
CPA Services	\$ 185
Quality Assurance	\$ 150
Senior Accountant	\$ 135
Accountant Services	\$ 120
Jr Accountant Services	\$ 110
Administrative Services	\$ 110



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Transportation and
Public Facilities

OFFICE OF THE COMMISSIONER
Ryan Anderson, P.E., Commissioner

PO Box 112500
Juneau, Alaska 99811-2500
Main: 907.465.3900
dot.alaska.gov

May 23, 2024

Mayor Mark Springer
City of Bethel
PO Box 1388
Bethel, AK 99559

Dear Mayor Springer:

As 2024 DOT&PF construction kicks off across the state, we're excited to share information about the projects in your communities and offer resources to keep you informed throughout the season. We've been continuing to make improvements to our tools to increase communication and transparency to what you can expect to see this season. Community engagement is ongoing, and we encourage you to interact with these tools and connect with us.

We are excited to announce that we expect the following projects to be active in your community this year:

- Bethel Main Runway Reconstruction
- Bethel Tundra Ridge Road Rehabilitation

Enclosed with this letter are project information sheets with an overview of each project, including maps and contact information. We would also like to share some online resources that you may find helpful this season:

2024 Construction Website at dot.alaska.gov/construction: You will find an interactive map that allows you to explore road, airport, and harbor projects across the state. Zoom in and click on projects to see detailed information on project scopes, traffic impacts, contact information, funding sources, and links to more information.

Alaska 511: Find traffic impacts from road projects (along with road cameras, maintenance activities, and more) through the Alaska 511 system, which includes 511.alaska.gov, the 511 Alaska mobile app, and by phone at 5-1-1.

"Keep Alaska Moving through service and infrastructure."

Please pass along these resources to anyone in your community who may be interested. We also welcome your questions and feedback. If you have questions about specific projects, please reach out using the contact information provided on the attached information sheets. You can also contact my office any time at dot.commissioner@alaska.gov or 907-465-3900.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ryan Anderson', with a stylized flourish at the end.

Ryan Anderson, P.E.
Commissioner

Enclosure(s)



Alaska Department of Transportation and Public Facilities

2024 Construction Project Overview



Project Name: Bethel Main Runway Reconstruction

Project Number: CFAPT00430

Project Description: Reconstruct Bethel runway 1L/19R and taxiways C and A to accommodate 737-800 aircraft. Replace lighting and pave runway shoulders. The purpose of the proposed project is to enhance safety and improve infrastructure at BET by reconstructing and strengthening the structural section of the main runway and taxiways to accommodate the increased pavement loading from the Boeing 737-800, which are now being operated by Alaska Airlines.

Project Website: <https://arcg.is/0zreKP2>

Anticipated/Actual Start: 03-2023

Anticipated End:

Project Contact:

Jim Fleming (EMC)

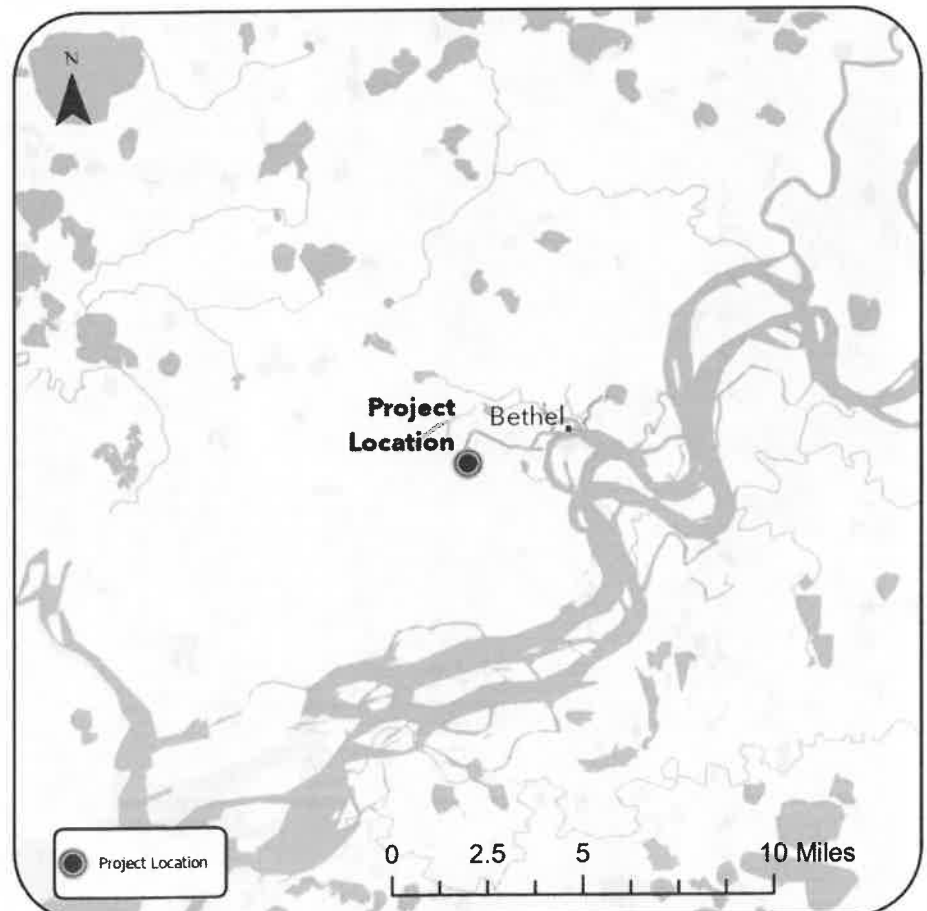
(907)269-0450

justin.shelby@alaska.gov

Visit the APEX website:



<https://dot.alaska.gov/construction>



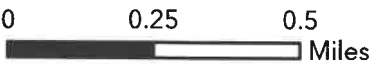
It is the policy of the Alaska Department of Transportation and Public Facilities (DOT&PF) that no one shall be subject to discrimination on the basis of race, color, national origin, sex, age, or disability, regardless of the funding source, including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration, Federal Motor Carrier Safety Administration and State of Alaska funds.

Bethel Main Runway Reconstruction Map

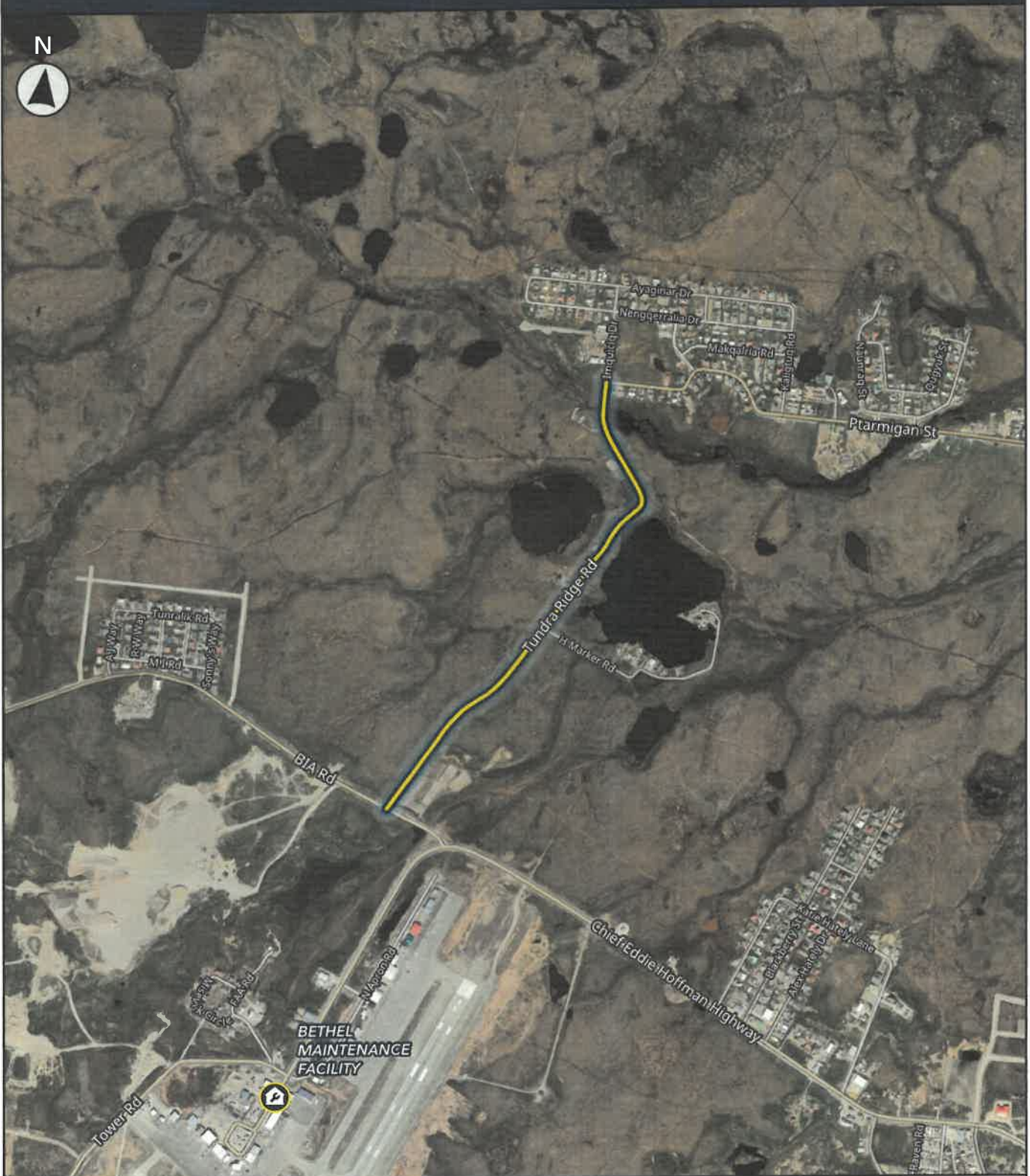


-  Project Footprint
-  DOT&PF Controlled Airports

-  Maintenance Facilities



Bethel Tundra Ridge Road Rehabilitation Map



- Project Footprint
- Maintenance Facilities

0 0.1 0.2
Miles



Alaska Department of Transportation and Public Facilities

2024 Construction Project Overview



Project Name: Bethel Tundra Ridge Road Rehabilitation

Project Number: Z542890000

Project Description: Rehabilitate and open Tundra Ridge Road (Polk Road).

Improvements include better drainage and fish passages as well as improved safety and reduced emergency response travel time.

The purpose of the project is to improve driving conditions, improve traffic circulation, improve emergency response times, decrease maintenance costs, and decrease transportation costs for residents and business owners.

Project Website: <https://arcg.is/arzGX0>

Anticipated/Actual Start: 2024

Anticipated End:

Project Contact:

Justin Shelby

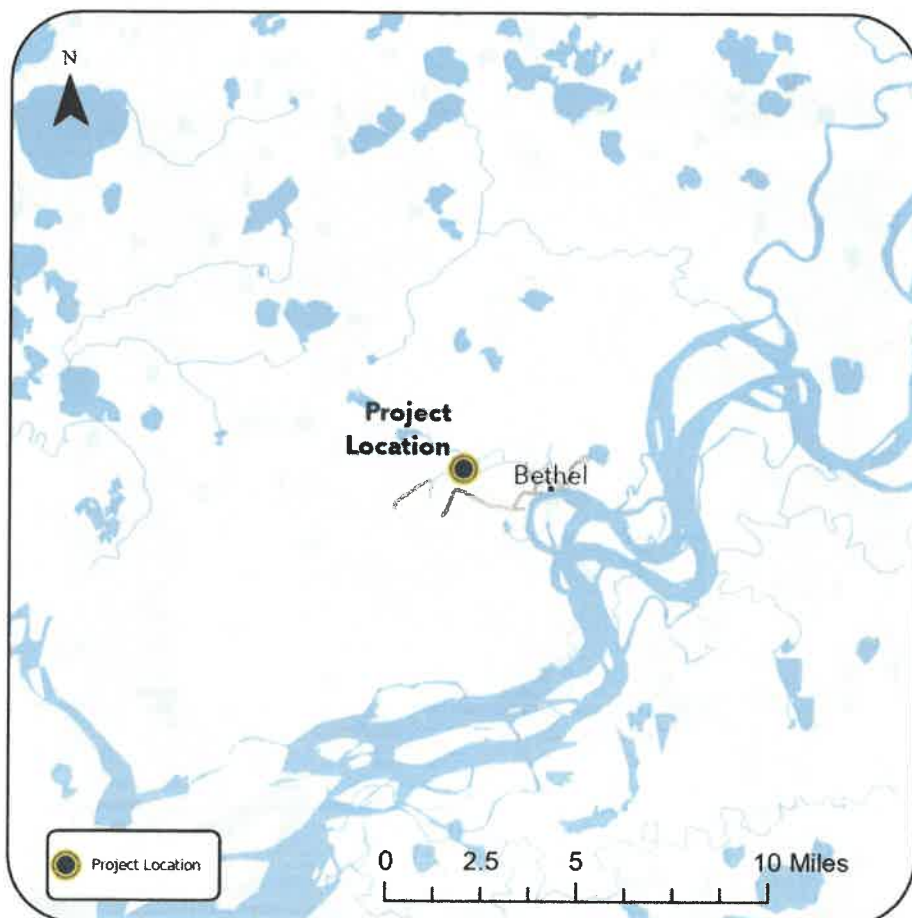
907-269-6323

justin.shelby@alaska.gov

Visit the APEX website:



<https://dot.alaska.gov/construction>



It is the policy of the Alaska Department of Transportation and Public Facilities (DOT&PF) that no one shall be subject to discrimination on the basis of race, color, national origin, sex, age, or disability, regardless of the funding source, including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration, Federal Motor Carrier Safety Administration and State of Alaska funds.

Bethel 4-H Community Report

Q1
January - March 2024

I. Introduction

The Bethel 4-H program is committed to providing year-round after-school opportunities for children in our community. Unlike traditional daycare services, Bethel 4-H focuses on equipping participants with valuable life skills and exposing them to new and diverse topics. We believe in nurturing the potential of every child, offering a supportive environment for their growth.

At the heart of our program is the Thrive model, which guides our efforts in fostering long-term positive outcomes for our youth participants. Through a blend of structured activities, mentorship, and hands-on learning experiences, we aim to empower young people with the tools they need to succeed both personally and academically. Our dedication to this model is reflected in the lasting success of our program's participants.

The Bethel 4-H program operates from 8:30 am to 6:00 pm, Monday through Friday, offering a wide range of activities for youth participants. All activities are primarily conducted in and around the 4-H Center, providing a centralized and accessible location for programming.

Throughout these hours, dedicated staff members are present on the premises to ensure the safety and supervision of participants. During school days, youth hours are adjusted to accommodate academic schedules, with activities running from 2:00 pm to 5:30 pm on Mondays and from 2:30 pm to 5:30 pm on Tuesdays, Wednesdays, and Thursdays. Fridays offer extended hours, from 1:00 pm to 5:30 pm. On days with early release or when school is not in session, except for national holidays, the 4-H Center remains open for youth from 11:30 am to 5:30 pm, providing additional opportunities for engagement and enrichment.

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

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

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

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

II. Learning Themes & Activities

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

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

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

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



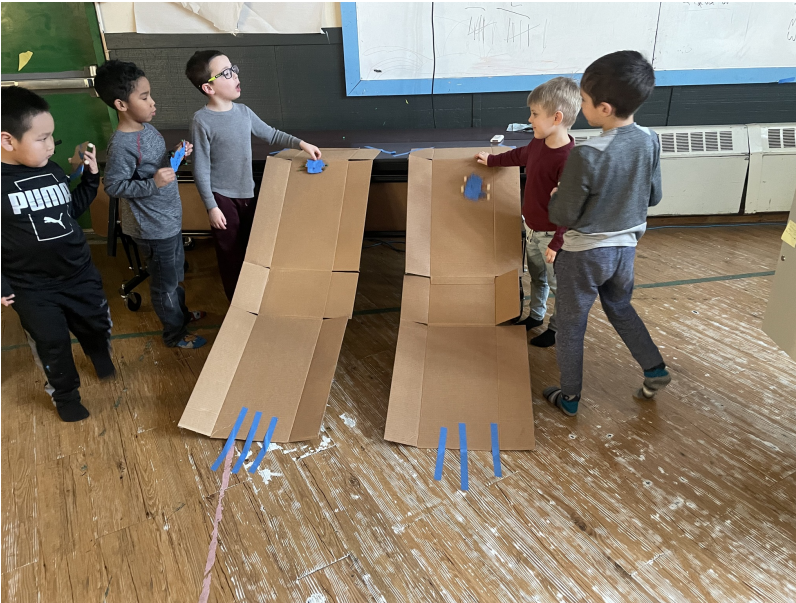
January 15 - 19 Five Senses

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

Sample Activities

- Exploring sound through Vibration
- Tactile Touch Experiment

February 12 - 16 Simple Machines



This week, the 4-H program engaged our young scientists in an exploration of the human senses. Participants investigated the five senses—touch, taste, smell, hearing, and sight—through a series of interactive and educational experiments. This sensory-focused week was a significant step in fostering curiosity and a passion for learning among our youth.

Sample Activities

- Wheeling to the Finish
- Pulley lift competition

Mar 18 - 22 Software Engineering

In recent programming sessions, our youth demonstrated a strong commitment to mastering the fundamentals of coding, including logic, mathematics, and programming principles. From establishing foundational knowledge to navigating more complex concepts, their dedication to learning was evident. As they continue to progress, it is evident that these aspiring tech enthusiasts are poised for success.

Sample Activities

- Introduction to Programming
- Interactive Coding Database



III. Metrics

A. Average Weekly Attendance and Youth Contact Hours

Throughout the first quarter, the Bethel 4-H program saw consistent participation, with an average daily attendance of 23 youth and an average weekly attendance of 22 youth. During this period, our total enrollment reached 56 youth, all of whom engaged in afterschool activities at least once. Currently, we are pleased to report that 13 youth have maintained an attendance rate of at least 90% for all 4-H activities during Q1.

However, we observed a noticeable decline in attendance during the inclement cold weather, leading to temporary closures of the 4-H due to facility limitations. This situation prompted many families to opt out of activities during those weeks. Despite these challenges, we managed to organize alternative activities at the UAF Kuskokwim Library, allowing for continued engagement with youth.

We are pleased to report a 10% increase in attendance compared to previous quarters, largely attributed to the families we serve who actively promote the benefits of enrolling their youth in the Bethel 4-H program to their friends and family. Additionally, there has been a significant 30% rise in total enrollments, indicating growing community interest in both our afterschool and summer programs.

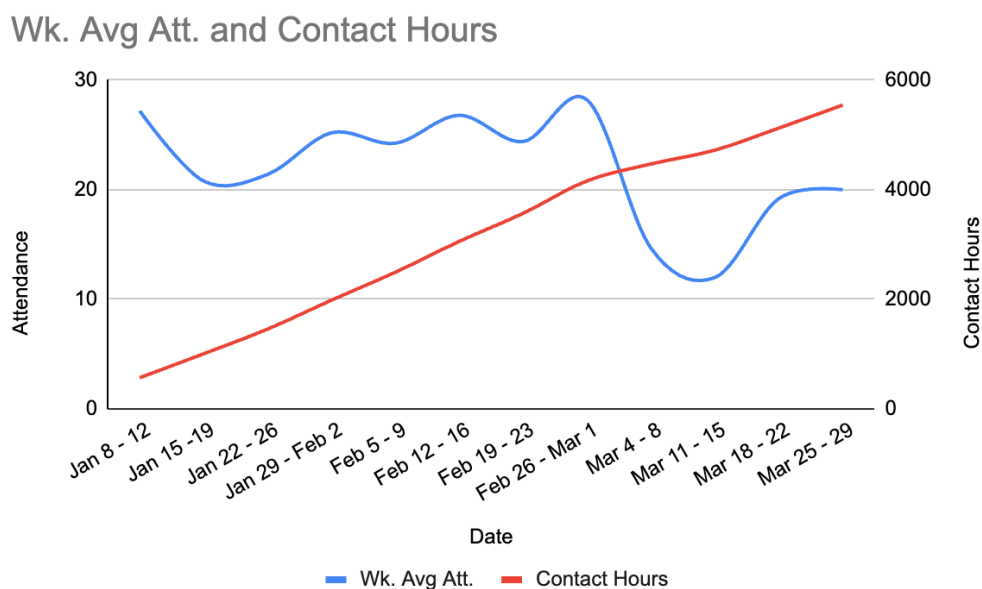


Fig 1.

Combining the total time our participants devote to 4-H endeavors offers a vivid representation of our community impact. Throughout the first quarter of 2024, spanning from January to March,

our 4-H youth collectively invested approximately 6000 hours in these enriching activities. This translates to around 250 days filled with opportunities for acquiring new skills, exploring interests, socializing with peers, and receiving guidance from youth development professionals.

B. Monthly Average Attendance

Figure 2 illustrates the ongoing upward trend in attendance on a monthly basis, consistent with previous quarters. This visual depiction enhances comprehension of broader attendance trends and reinforces our dedication to sustaining engagement. It is worth mentioning that March presented challenges due to extreme temperatures, resulting in issues with the 4-H building and temporary closures. Although conducting activities at alternative locations offered some respite, it did not fully substitute the reliability of programming at the 4-H building.

Monthly Attendance and Max Attendance

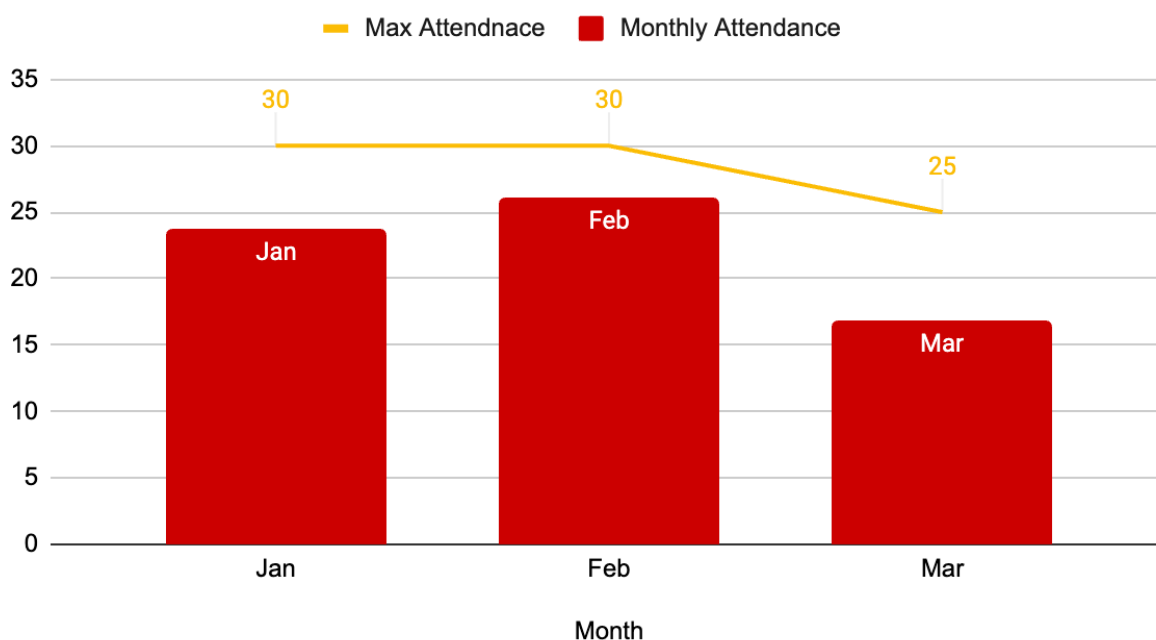


Fig 2.

IV. Conclusion

In conclusion, the Bethel 4-H program remains steadfast in its commitment to providing year-round after-school opportunities for the children of our community. Unlike traditional daycare services, our program emphasizes the cultivation of valuable life skills and exposure to diverse topics, fostering an environment that nurtures the potential of every child.

Despite challenges such as temporary closures due to extreme weather conditions, we have seen consistent participation and an increase in both attendance and total enrollments. This growth underscores the community's interest in our afterschool and summer programs and validates our efforts to provide enriching experiences for youth.

Looking ahead, we remain committed to delivering high-quality programming that meets the needs and interests of our participants. By continuing to evaluate and refine our activities, we will strive to ensure that the Bethel 4-H program remains a valuable resource for youth development in our community.

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

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

Very Respectfully

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





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: June 3, 2024

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

HR Compliance

- No updates this period.

Benefits

Open enrollment runs from June 1 through June 30th. Elected changes are effective July 1, 2024 for the entire fiscal year. HR will be onsite the second week in June and has offered office hours to employees who may not understand their benefits.

Recruiting

Current vacancies at the Management Team level include City Manager, Finance Director and IT Director. HR will be re-posting the Finance Director and IT Director positions as Administration seeks the best fit for the community. Finance Director is being advertised as a remote opportunity, with some on-site work. The IT Director (or Technician) position requires an employee to work solely in Bethel, as the City already has remote support to its IT operations.

HR is tracking position vacancies based on the approved number of permanent FTE's (Full Time Equivalent) in the current budget. The below charts reflect the number of FY24 budgeted positions and vacancies for each department. Four new employees were hired during the month of May – only one for a permanent position (reflected in Finance). The below chart does not include and temporary hires.

Department	Number of Budgeted Positions	Vacancies	Change Since Last Report	
			Hired	Separated
Administration	3	1		
City Clerk	2	0		
Finance	9	5	+1	-1

Planning	2	0		
IT	2	2		-1
Attorney	1	0		
Fire	12	4		-1
Police	33	9		
Public Works	54	21		
Port and Harbor	3	0		
Total	121	41		-1

A total of 31 new applications were received by HR during May for advertised positions. The posting of the City's seasonal (summer) positions was largely responsible for that increase, with 15 of those applications specifically for seasonal hire.

Dept/Position	Number of Budgeted Positions	Number of Vacancies	New Applications Received in May	Qualified Applications Under Review	Number Hired During May
Finance Director	1	1		3	
Accounting Spec I/Clerk	5	4	1	3	1
IT Director	1	1	1	2	
IT Technician	1	1			
Fire Chief	1	1		N/A	PS Director
Fire Captain	1	1			
Firefighter/EMT	6	1	3	2	
Chief of Police	1	1	8	N/A	Offered
Police Sergeant	3	3			
Community Service Patrol	3	1		1	
Evidence Custodian	1	1	1	1	
Dispatcher	5	3	1	1	Offered
Landfill Manager	1	1	1	1	1
Utility Maintenance Foreman	1	1	1	1	Offered
Util. Maint. Worker	4	2		2	
Hauled Utility Driver	17	13	2	5	Offers pending background
Water Treatment Operator	3	1	4	5	
Mechanic	5	3			

NeoGOV Transition

HR has signed off on the onboarding portion in NeoGov and is awaiting import of positions and employees into the system. While onsite in June, HR can provide a demo to any interested individuals. All employees have email accounts and will be introduced to the system by department as new hires

come on board. The project was completed on time and all new hires processed in FY25, will be managed through the online portal.

Beginning in June, the E-forms portion will begin. This will consolidate ALL City internal forms into a web-based format. Each employee will be able to complete and submit leave requests, Personnel Action Forms, Evaluations, and all other forms through the portal. All approvals will be online through a pre-built routing process and electronic signature. The forms will then be retained in each employee's digital personnel folder. This will drastically reduce paper use, increase efficiencies, and ensure an individual's personnel folder is accessible to both the employee and HR.

Online Timekeeping

HR is continuing to work with Caselle to activate the online timekeeping. Work is focusing on transitioning pay codes from payroll into hourly categories for the employee side. Once complete, employees will log in and enter their daily hours – digitally vs. the paper form. Finance will then be able to import the digital file and process payroll without having to manually enter employee hours. The caveat is that Department Heads must pay particular attention to the timesheets as they are approved, as this system does not provide for HR or payroll oversight or corrections. Corrections and/or changes should not happen after Dept Head approval, so this functionality brings the City into better compliance with solid payroll practices.

Work Injuries and OSHA Notifications

There were no workplace injuries or accidents during the period.

Ongoing and Future Projects

- Benefits Open Enrollment in June
- 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.

MEMORANDUM

Date: June 3, 2024

To: Bill Arnold, Acting City Manager

From: Lee Foley, Planning Director

Subject: Planning Director's Report

May 2024 Events

- **Property Issues:** The Planning Department noted property issues/public nuisance concerns at the following locations and sent certified letters to the owners where known:
 1. IPHC Alaska Subdivision, Lots 1 & 2 (Firm offer to purchase submitted by BCS)
 2. 1119 Uivik, Plat 83-40, Block 2, Lot 12 (Owner lives in Nevada – texting)
 3. 211 3rd Avenue, Watson's Corner (Spoke with owner on phone, corrective action ongoing)
 4. 229 Akiak
 5. 236 Akiak (Owner lives in Toksook Bay)
 6. 244 Akiak
 7. 121 State, Chief Eddie Hoffman Highway (Clean up underway)
 8. 17 Kwethluck (Being addressed by DA's office)
 9. 202 State, Chief Eddie Hoffman Highway
 10. 330 Schwalde Street (Seeking Ownership Info from DENR)
 11. 325 Mission Lake Road
 12. 110 Schwalde Street (Seeking Ownership Info from DENR)
- **Site Plan Permits:** Planning received and processed seven (7) Residential, four (4) Commercial, and two (2) in conjunction with USACE, Site Plan Permits.
- **Work Session:** Completed Land & Climate Work Session held at the UAF Campus. This was a pilot session, so the curriculum was not hard and fast. However, topics included Site Assessment of Viable Land in the Context of Climate Change, Traditional Knowledge and Land Planning Basics, How Western Frameworks Impact Traditional Land Use Decisions, Land Planning at the Local Level, and Building an Action Plan. The Work Session used actual case studies of YK Delta villages, was very informative, and well worth attending. I was the only non-Native in attendance, so I heard issues from a native perspective. This was helpful given the demographics of Bethel. Facilitators suggested I attend an ANCSA seminar to expand my knowledge.

- **Planning Commission:** I did not attend the monthly Planning Commission meeting due to illness. However, the Bethel Fee Schedule with the Planning Department's proposed changes was on the agenda and reviewed without official comment.
- **KYUK Tall Tower project** – Participated in virtual meetings with KYUK's Kristin Hall, and DOWL's LaQuita Chmielowski, in developing steps to move the process forward. It is anticipated by all that the project package will be complete and on the Planning Commission's agenda for July 2024. Discussed Lot Line Adjustment and Survey requirements in person with Dean Swope.
- **Training:** Planning Assistant Pauline Boratko participated in a virtual seminar on Forms Management Training.
- **Encroachments:** Encroachment issues that impact DOT's plans for rehabilitation of Ptarmigan Road were addressed via several virtual Teams Meetings.
- **Port Storage Agreement:** A storage agreement between UIC Construction, Inc, and the Port of Bethel in 2023 was modified by the Planning Department to add a termination date of December 31, 2024.
- **Grants:** Provided Grant Manager John Sargent with Natural Disaster funding opportunities as received from the Alaska Hazard Mitigation Grant Program Manager.

CITY OF BETHEL POLICE DEPARTMENT



May 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	0	1
Public Safety Dispatcher (one E911 funded)	5	3	2
Public Safety Dispatch Supervisor	1	1	0
Peace Officers (one grant funded/reimbursed SRO)	20	18	2

Operations:

Operations Tempo				
	May 2024	April 2024	May 2023	2024 Total
Calls Total	1254*	1209	1156	6342
Reports Total	139	119	84	523
Intoxicated Pedestrian Calls	179	154	143	740
Driving Under Influence Calls	14	15	16	62
Domestic Violence Reports	29	27	14	176
Disturbance Calls	111	107	87	407
Subject Removal Calls	59	89	89	353
Animal Calls	43	46	53	175
Animal Bite Reports	2	1	0	5
Sexual Assault Reports	9	5	12	38
Death Investigation Reports	5	1	2	10

PERSONAL:

Administrative Assistant resigned and we are currently accepting applications.

We continue to recruit officers, dispatchers, CSP, and evidence tech. We currently only have one applicant for dispatcher.

TRAINING:

Under sponsorship from RVCRI, Lt. Wigner attended the Professionalizing Law Enforcement – Community Engagement Training Conference in Atlanta.

All officers passed their semi-annual firearms qualifications.

Other:

(*) calls for service security checks removed from this number. Officers conducted 599 security checks.

Officers participated in the High Visibility Enforcement Click-it or Ticket-it campaign sponsored by the Alaska Department of Highway Safety. Under the campaign the State of Alaska paid Bethel Officers 30 hours of overtime to perform traffic enforcement actions. Officers conducted 76 traffic stops and 146 contacts. During this time officers made 1 DUI arrest and issued 48 citations for seat belt violations, 7 for child restraint violations, 1 suspended driver's license, 15 uninsured motorist violations, 5 for speeding violations and 21 for other violations. 29 warnings were issued.

DOJ is planning to come to Bethel in October to put on a Mental Wellness class for police officers.

Bethel Police Department is going to host a Crafts with a Cop community function on July 8th at the community center. We are partnering with the library to host this event.

We have paired with Nextdoor to offer an alert system that citizens of Bethel can sign up for at no cost to the City of Bethel or its residents. The system will allow us to not only send out alerts citywide, but we can also target specific areas.

We had 2379 calls that came into dispatch to include 911, non-emergency and admin calls. Compared to 2240 last month.

Had a meeting with Suicide Prevention Coordinator for Alaska and they have offered to help support Bethel Police Department in suicide prevention programs and awareness.

Bethel Police Department is looking at a way to interact more with the youth of the community. To do this we are looking at having officer trading cards for the youths to collect. If the youth collect all cards, they will receive a gift and be entered into a raffle for a free bicycle. The youths can obtain the cards by speaking with officers shown on the card.

Bethel Police Department | P.O. Box 809 | 157 Salmonberry Rd. | Bethel, Alaska 99559
Telephone 907-543-3781 | Fax 907-543-5086 | www.cityofbethel.org

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: May 2024 Managers Report

- **Small Boat Harbor**

The Small Boat Harbor is in full operation. As of the last week of May, we got the floats in the harbor and stood up with the help of the streets and roads crew. We are currently selling float spaces and will be selling off the float spaces that have gone unclaimed starting this first week of June. For May we have sold the following:

- 46 - Ramp Permits
- 16 - General Permits
- 33 - Float Spaces

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

The City Dock and Beach 1 are just about in full swing, with the exception of a couple of vessels still on land; all the boats and barges are now in the water. Our first two barges came in the last half of May. As well as the fuel barges. The Petro Port is in full operation as well. To date, we have had

- 706,869 gallons of petroleum products loaded/unloaded from Bethel.
- 5,357,116 pounds of freight for Bethel.
- 5,568,786 pounds of freight for the regional villages.

- **Port Office**

There are no issues to report for the Port Office. We have handed out roughly five boxes of alpar clean-up bags. Building maintenance has reduced us to one boiler for the summertime, mainly for the hot water.

- **Admin**

Our monthly storage was prepared and will leave the Port office this first week of June. The Port Commission did not have a quorum this last month. Our next meeting will be at City Hall on June 20, 2024, at 7 p.m.

- **Seawall**

The Port personnel have resumed daily checks along the seawall we have walked the moorable seawall and laid out where the companies will moor this summer. We will be looking at painting the bits along the seawall yellow for visibility this month.

- **Misc.**

We are maintaining the cleanliness around the waterfront as much as we can safely. We have filled four out of five harbor attendant positions, and will have the last one filled here shortly. They will be selling harbor use permits all summer.

Schedule, Events, and Programs

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

We continue working on boosting staff for all operations positions, particularly Lifeguards and attended 2 career fairs during April. One at YKHC and the other a virtual fair help by LKSD.

We did not have anyone register for our April swim instructor training and only 2 registrants for our April LG class. We are offering another Lifeguard training course at the end of May. We are also actively hiring for our summer Healthy Activities Club staff.

Now Hiring Lifeguards
Full and Part Time Positions Available
Free Training & Certification Course:
May 31-June 2
Fri - Sun 11am-8pm
Registration Closes May 26th.
Advance registration required.
Online Training must be completed by May 30th.
For details visit www.ykfitness.org
To register (907) 543-0390

On May 3rd we are partnering with the Kid's Don't Float program and the US Coast Guard to provide water and boating safety activities for Bethel students.

YK Fitness Center
NOW HIRING
Full Time, Part Time, Seasonal
Operations Staff
Aquatic Manager
Lifeguards: Full Time
Facility Attendant
Youth Programs Staff
Healthy Activities Club Leaders
Spring Break and Summer
Program Staff
Group Fitness Instructors
Swimming Instructors
Instructional Class Leaders
Apply online
ykfitness.org/employment

Y K F C
JOIN OUR HEALTHY ACTIVITIES CLUB TEAM
Qualifications:
• Creative
• Love working with kids
• Motivated
Positions available:
• Program Coordinator
• Program Leaders
Application Deadline May 17th
Summer Staff Training Begins May 28th
Apply online! ykfitness.org/employment

VOLUNTEERS NEEDED!
WATER AND BOATING SAFETY DAY FOR BETHEL SCHOOLS
TO VOLUNTEER SIGN UP HERE, OR JUST TO LEARN, BY FRIDAY!
FRIDAY, MAY 3RD
9:15AM-11AM
10:15AM-12PM
11:15AM-1PM
1:15PM-3:30PM
CONTACT: cityofbethel.net OR 907-543-0390

Ongoing

SENIORS SWIM FREE ON FRIDAYS!
SPONSORED BY THE YK DELTA LIFESAVERS
OPEN TO ALL AGE 60+
FREE POOL ADMISSION
ALL DAY ON FRIDAYS
YKFITNESS.ORG 907-543-0390

The Lifesavers Foundation continues to sponsor Free Teen Wednesdays Free Fridays for Seniors/Elders (age 60+), and Half Price Saturdays.

WEDNESDAYS TEENS SWIM FREE!
AGES 13-17 2PM-8PM
YKFITNESS.ORG 907-543-0390
UPDATED 5/23/23

1/2 PRICE POOL ADMISSIONS
SPONSORED BY THE YK DELTA LIFESAVERS FOUNDATION
SATURDAYS 10AM- 8PM
FOR MORE INFORMATION OR TO DONATE TO THE LIFESAVERS FOUNDATION VISIT YKFITNESS.ORG OR 543-0390

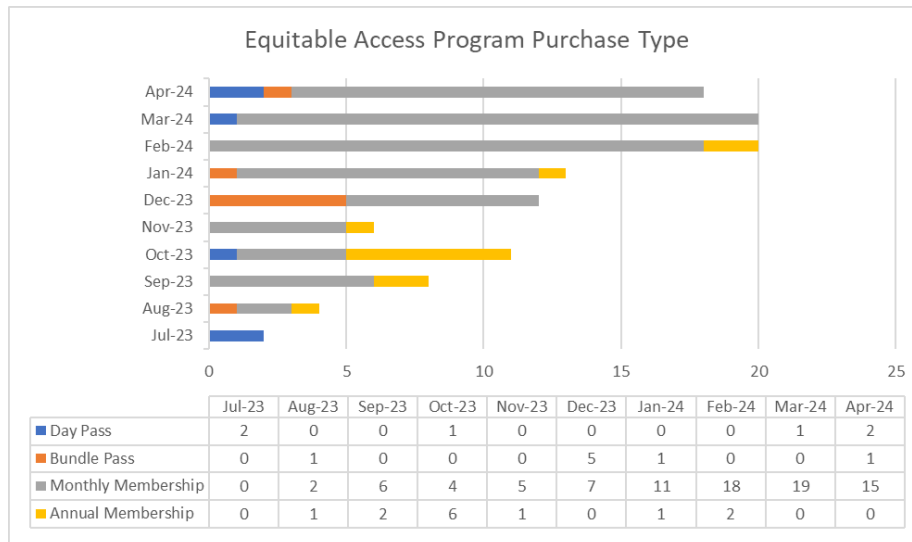
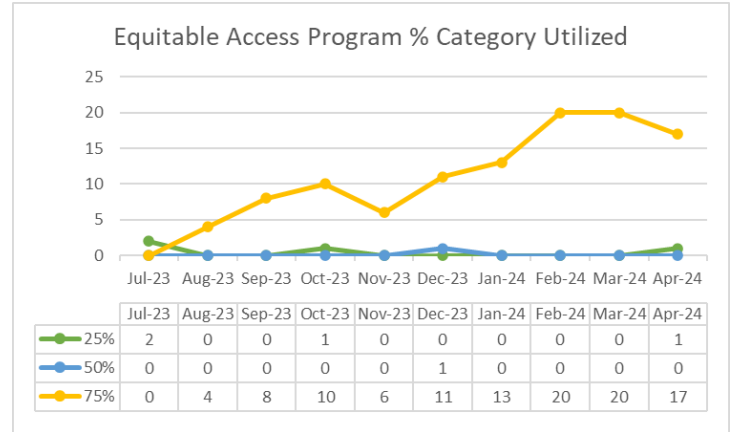
Equitable Access Program

We continue to offer the Equitable Access Program to provide discounted access to the facility for community members who may not be able to afford the full cost of facility access. Utilization of the Equitable Access Program has been growing slowly, but steadily since implementation, but plateaued in March and dipped slightly in April.

The table to the right shows the total number of purchases made per month utilizing each of the discount categories available. By far the bulk of purchases are under the 75% category.

The table below shows the types of purchases made by individuals utilizing the EAP. There was a boost in Annual Membership purchases during PFD Season and an overall drop off of purchasing during November, which we commonly see after PFD season.

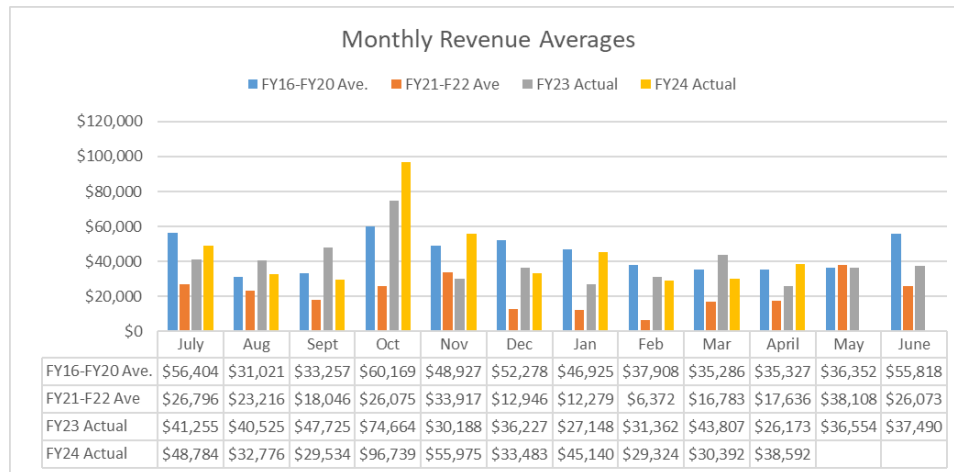
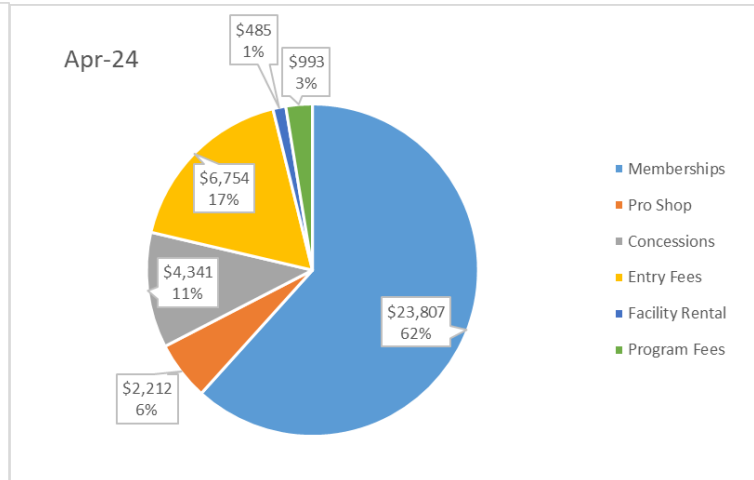
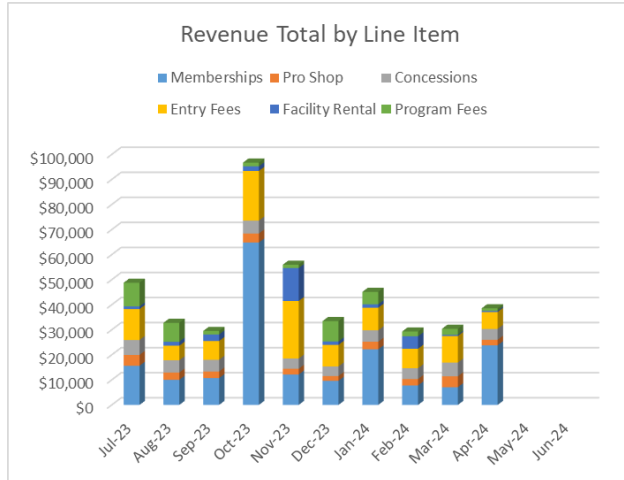
Purchasing has slowly increased from December 2023 – February 2024 in part due to increased marketing of the program. The most common purchases are monthly memberships. Membership purchasing traditionally slows during the spring and summer months, and we see a plateaued in March and slight dip in April. We anticipate that this trend will continue over the summer especially as we continue to struggle to provide recreational swimming for youth due to the ongoing lifeguard shortage.



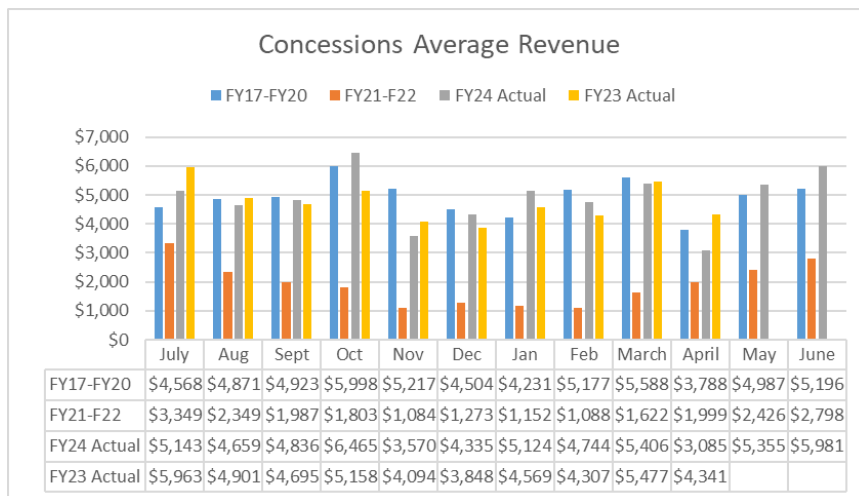
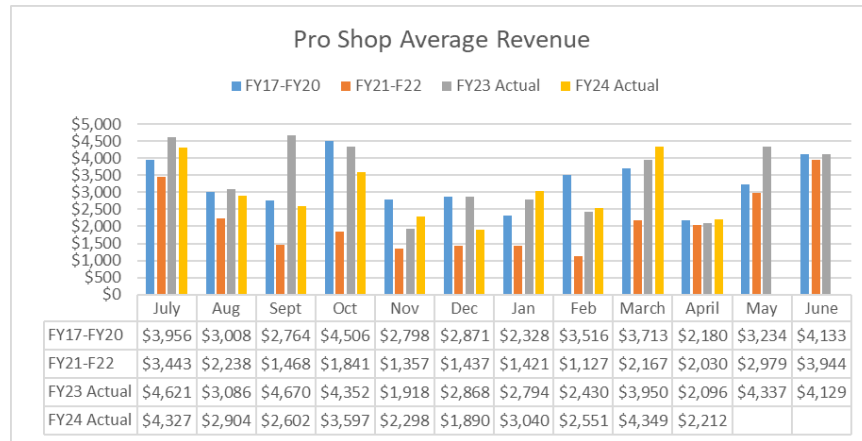
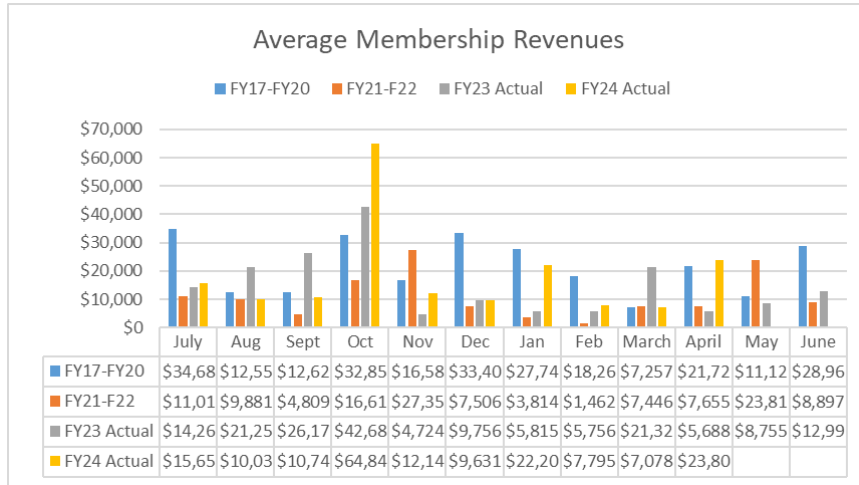
YKFC Report, FY24, 2024 April

Revenue

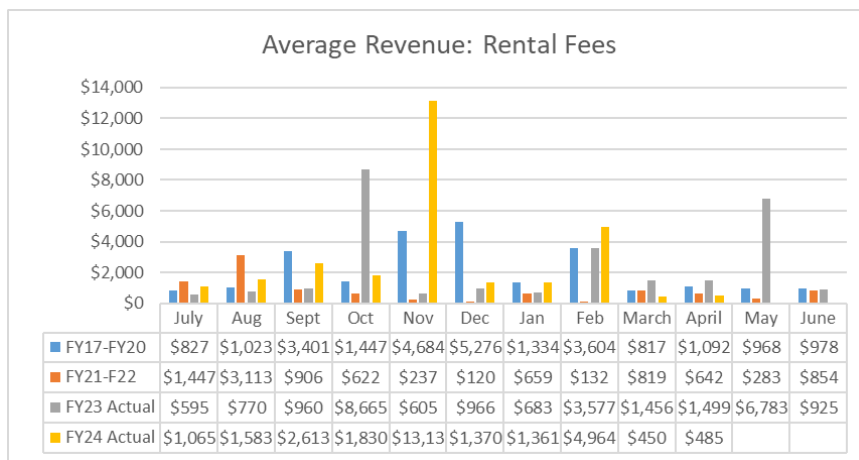
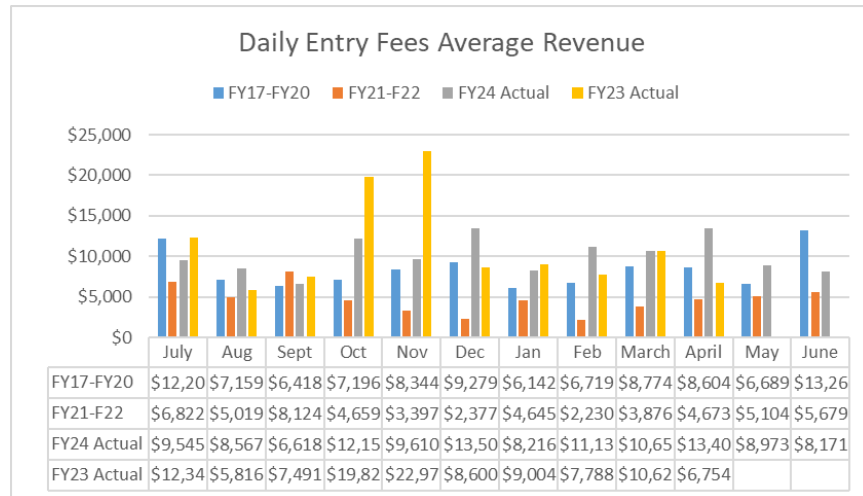
Code	Facility Revenue	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total	FY24 Budgeted	%attained
43-9420	Memberships	\$15,651	\$10,036	\$10,742	\$64,844	\$12,142	\$9,631	\$22,204	\$7,795	\$7,078	\$23,807			\$183,929	\$250,000	74%
43-4360	Pro Shop	\$4,327	\$2,904	\$2,602	\$3,597	\$2,298	\$1,890	\$3,040	\$2,551	\$4,349	\$2,212			\$29,771	\$42,000	71%
43-4361	Concessions	\$5,963	\$4,901	\$4,695	\$5,158	\$4,094	\$3,848	\$4,569	\$4,307	\$5,477	\$4,341			\$47,353	\$60,000	79%
43-4362	Entry Fees	\$12,345	\$5,816	\$7,491	\$19,828	\$22,976	\$8,600	\$9,004	\$7,788	\$10,627	\$6,754			\$111,229	\$115,000	97%
43-4440	Facility Rental	\$1,065	\$1,583	\$2,613	\$1,830	\$13,135	\$1,370	\$1,361	\$4,964	\$450	\$485			\$28,855	\$26,000	111%
43-4369	Program Fees	\$9,434	\$7,538	\$1,391	\$1,482	\$1,329	\$8,145	\$4,962	\$1,919	\$2,410	\$993			\$39,603	\$50,000	79%
Misc (Grants, Donations, Etc.)														\$0	\$0	
Facility Revenue Total		\$48,784	\$32,776	\$29,534	\$96,739	\$55,975	\$33,483	\$45,140	\$29,324	\$30,392	\$38,592	\$0	\$0	\$440,739	\$543,000	81%



Revenue Comparisons by line Item: Facility access fees (memberships and passes) constitute the bulk of revenue.



YKFC Report, FY24, 2024 April

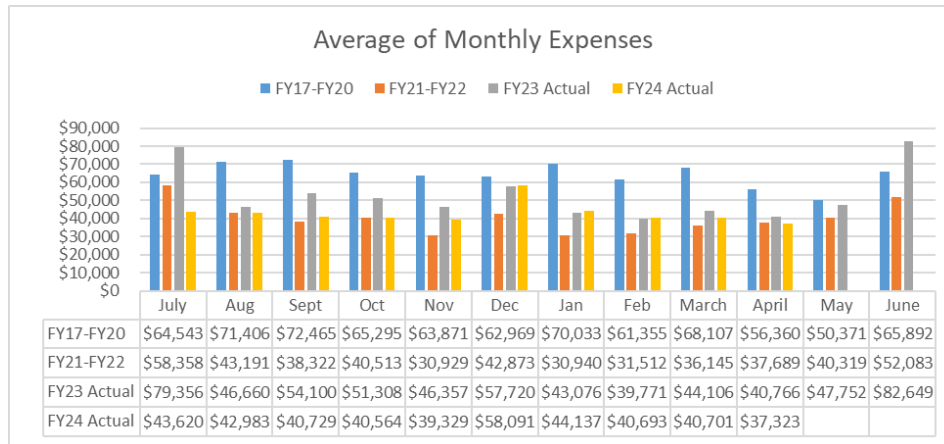


Expenses

	Expenses	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	Total	Budgeted	% used
	Wages & Benefits	\$37,934	\$37,727	\$35,473	\$33,975	\$33,989	\$53,210	\$37,966	\$35,853	\$36,585	\$32,187	\$374,899	\$609,921	61.47%
6060	Travel/Training	\$0	\$0	\$0	\$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	\$3,312	\$2,362	\$3,624	\$28,135	\$74,000	38.02%
6110	Building Maintenance	\$565	\$705	\$220	\$356	\$1,313	\$1,901	\$473	\$380	\$467	\$352	\$6,733	\$16,100	41.82%
6331	Software Licenses	\$511	\$345	\$312	\$1,201	\$833	\$347	\$551	\$330	\$318	\$453	\$5,202	\$500	1040.33%
6200	General Expenses	\$1,559	\$933	\$839	\$2,356	\$1,016	\$904	\$1,577	\$818	\$969	\$708	\$11,680	\$10,300	113.39%
6430	Allowance for Special Events	\$0	\$186	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$186	\$1,000	18.65%
6539	Unforeseen	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	0.00%
	Non Budgeted /Grant Funded	\$642	\$392	\$80	\$0	\$0	\$0	\$221	\$0	\$0	\$0	\$1,335		
	TOTAL	\$43,620	\$42,983	\$40,729	\$40,564	\$39,329	\$58,091	\$44,137	\$40,693	\$40,701	\$37,323	\$428,169	\$715,821	59.82%

* 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.



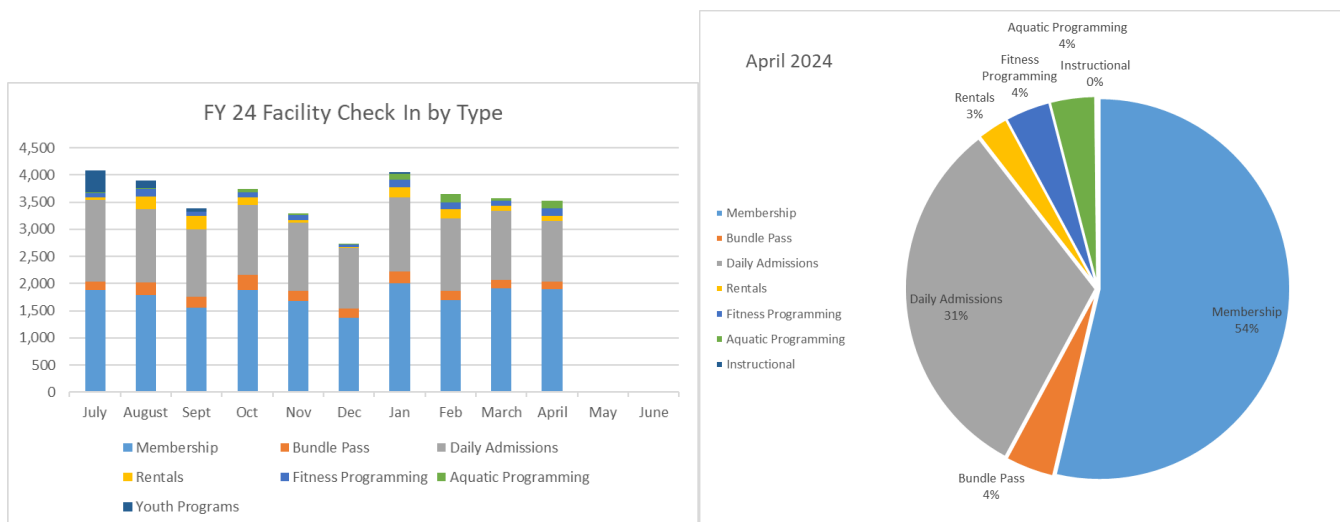
Facility Utilization

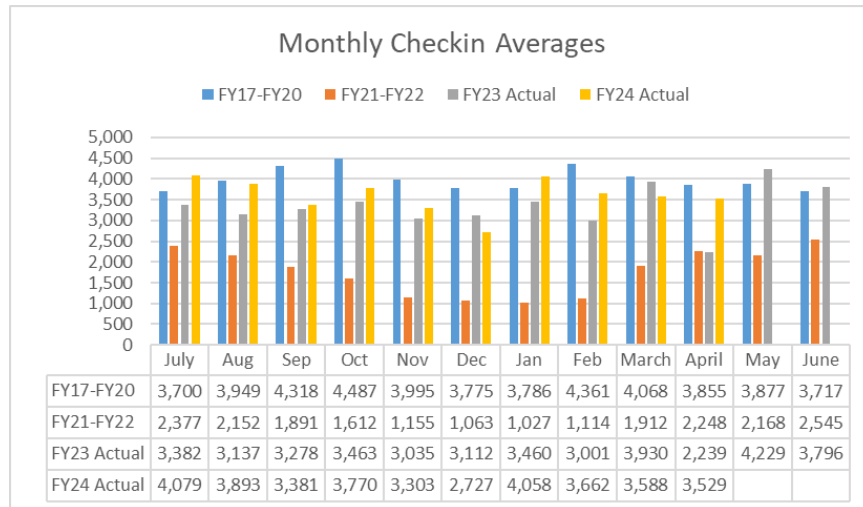
The Below Facility utilization numbers represent the total number of patrons who visited the facility over the course of the month based on the number of check -ins by members and bundle pass holders, the number of daily passes sold, and the number of participants who checked in for programs, activities,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

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

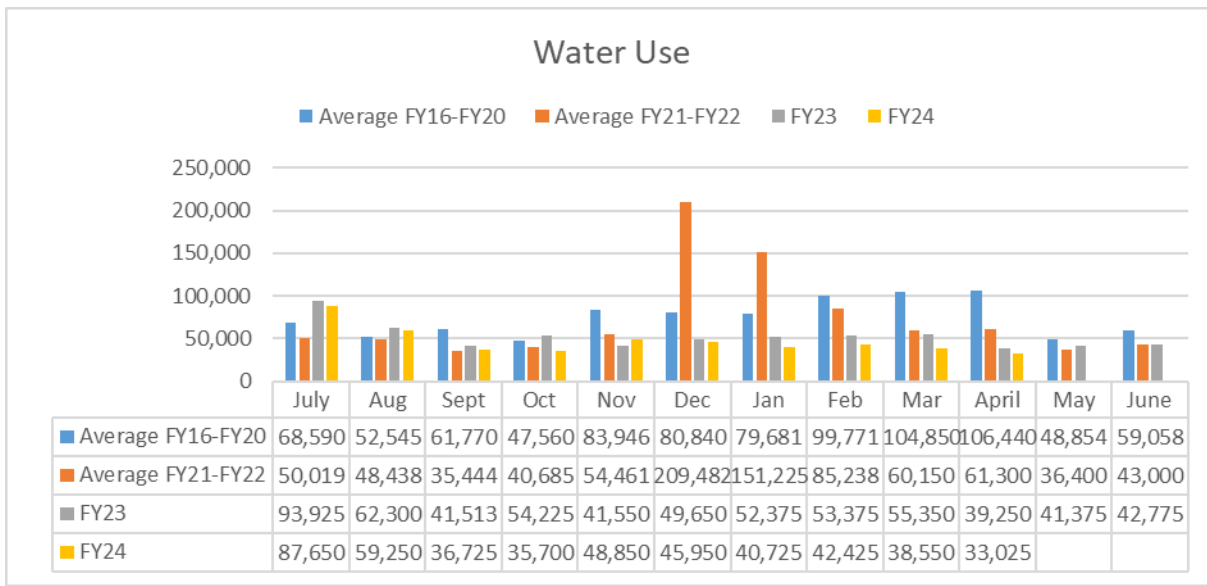
Facility Check-In FY24	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Membership	1,880	1,794	1,560	1874	1682	1368	2003	1700	1,908	1,895			17,664
Bundle Pass	151	220	195	289	180	166	224	160	152	147			1,884
Daily Admissions	1,515	1,354	1,237	1284	1263	1118	1366	1346	1,287	1,116			12,886
Rentals	49	232	248	144	44	14	179	170	80	93			1,253
Fitness Programming	69	143	92	86	88	58	136	126	95	136			1,029
Aquatic Programming	15	18	0	69	36	3	112	150	53	136			592
Instructional	0	0	0	24	10	0	6	10	13	6			69
Youth Programs	400	132	49	0	0	0	32			0			613
Monthly Totals	4,079	3,893	3,381	3,770	3,303	2,727	4,058	3,662	3,588	3,529	0	0	35,990

Facility utilization for April was close to utilization for March and exceeded far utilization compared to April 2023 when we had a facility maintenance shutdown.





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: June 3, 2024
TO: William Arnold, Acting City Manager
FROM: John Sargent, Grant Manager



SUBJECT: Grant Manager's Report for May 11, 2024 Bethel City Council Meeting

Coronavirus Capital Projects Fund (CCP)

I prepared a checklist of all the documents the City must acquire, prepare, and submit to the grantor prior to receiving the grant agreement. Thirteen documents have been submitted. I will complete the last two in my domain and DOWL, LLC is working on their last item: Environmental Review. Once the grant agreement is signed, the City may begin incurring expenditures against this grant.

Electrician RFP

I am almost done revising the Request for Proposals for the City to go out to bid to hire an electrician firm for five years. VanGo Enterprises has served as the City's electrician firm for the last five years.

Grant Award

The City of Bethel received notice that it was awarded a \$5.2 million Directed Spending grant from Senator Murkowski's office to pay for removal of derelict vessels in Steamboat Slough. The grant will likely be administered by the EPA at the federal level or the Alaska Department of Environmental Conservation. The City has not received a grant agreement yet.

Grant Applications in Preparation

Energy Efficiency and Conservation Block Grant Program

The City of Bethel has a chance to secure \$75,220 in formula grant funding from Energy Efficiency Conservation Block Grant Program. City Administration is planning to purchase a solar power project for use at the YK Fitness Center.

Grant Applications Submitted

APEI Safety Grant

I prepared and submitted the FY 2024 APEI Safety Grant. The City requested \$5,000 in safety grant funds to help cover the cost of the purchase of body armor for Firefighter/EMTs who may be called to respond to an active shooter situation. The City hopes to purchase 8 armor plated vests, 4 ballistic helmets, and one protective hood. The National Fire Protection Association recommends that firefighters don body armor before responding to active shooter events.

Community Service Patrol Grant

The City is waiting for confirmation of approval of its FY 2025 Community Service Patrol grant.

Cybersecurity Grant

In June 2024, the City should find out whether its \$75,000 cybersecurity grant is approved.

Current Grants

#	Grant	Amount	Expiration
1	Coronavirus Capital Projects Fund	\$9,000,000	12/31/2026
	The City has three documents to submit to the grantor to receive a grant agreement. One of the documents is the Environmental Review and Environmental Assessment being prepared by DOWL, LLC.		
2	CSP - DHSS FY 2024	\$323,081	6/30/2024
	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.		
3	22SHSP-GY22 - Police Radios	39,000	9/30/2024
	Police Department ordered 9 portable radios. The City is completing the Final Report.		
4	23SHSP-GY23 – Virtual Simulator & Fencing	\$268,000	9/30/2025
	Request for Proposals being prepared to hire a company to purchase and install fencing on the perimeter of the new Streets and Roads Shop property. The security fence will help protect the City's heavy equipment stored therein.		
5	COPS Hiring Program - School Resource Officer (SRO)	125,000	6/30/2023
	The City received a one-year extension on the grant. The Finance Manager submitted a report to claim the entire \$125,000 in grant funds. The City must request LKSD to pay for SRO salary not covered by grant.		
6	Yukon-Kuskokwim Health Corporation Diabetes Prevention & Control Program	\$4,738	None
	To do: Complete Final Report and close grant.		
7	Coronavirus Local Fiscal Recovery Fund (ARPA)	\$3,361,604	12/31/2024

	The City spent \$2,001,041 thus far and has \$1,360,563 to spend, some of which is obligated or soon to be obligated in construction contracts. The City is using ARPA funds to pay for its new chemical storage facility and to make Q2 lift station upgrades.		
8	Designated Legislative Grant YK Fitness Center Gym/Track Design	\$500,000	6/30/2026
	The City plans to spend this money first as it designs the new multipurpose community center. Engineer firm, DOWL, LLC, is working on the preliminary design.		
9	Designated Legislative Grant Public Safety Communication Tower	\$500,000	6/30/2028
	DOWL designed the tower foundation and prepared bid documents. The City went out to bid and received a viable bid.		
10	Justice Assistance Grant (JAG)	\$14,108	9/30/2023
	The Police Department purchased a drug dog and sent an officer to training with the dog. All grant funds have been spent. Grant reports are being completed.		
11	Healthy & Equitable Funding	\$242,057	TBD
	The City is in possession of playground equipment that will be installed in summer 2024. The City was able to order three pieces of exercise equipment for the fitness center as part of this grant.		
12	VSW Capital Improvement Project Grant	\$13,860,000	TBD
	DOWL completed the design needed in the Bethel Heights Water Treatment Plant to accommodate the planned piped water system infrastructure, including being able to provide piped water to the new school.		
13	State Revolving Fund Loan – Drinking Water	\$86,893	6/29/2027
	All invoices have been uploaded. The City should be receiving this money and returning \$11,893 to close out the loan.		
14	State Revolving Fund Loan – Clean Water	\$86,893	6/29/2027
	All invoices have been uploaded. The City should be receiving this money and returning \$11,893 to close out the loan.		

City of Bethel, Alaska

City Clerk's Office

Council Meetings

June 11, 2024 Regular City Council Meeting

June 25, 2024 Regular City Council Meeting

City Clerk's Office

- Met again with CIVIC Optimize contractor again to go oversteps with the forms and workflow management. CIVIC Optimize is a software that will allow City Forms to be filled online and routed automatically to the correct departments. This automated workflow will eliminate the need for departments to email forms to one another to be processed.
- Finalizing website design choices and preparing for the website transition. The launch date of the new website is scheduled for June 13th.
- The City Clerk attended the 2024 International Institute of Municipal Clerks Annual Conference in Calgary, Canada for part of this report cycle.
- Trained the Public Safety and Transportation Commission Ex-Officio Staff on how to use the Agenda and Packet management software and zoom meetings.
- Deputy Clerk Morgan will be attending a week long Professional Development Training in Tacoma Washington. These classes are aimed at the Clerk Profession and are used to qualify for a Clerk Certification.

Task	Period Total	Year to Date Total
Passport Appointments	6	41
Burial Permits/Reservations	1	20
Notary Services	2	15
Meeting Minutes Drafted	1	13
Resolutions Drafted	-	6
Ordinances Drafted	-	2
AM/IM Drafted	1	3

Committee/Commission Vacancies

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