



CITY OF BETHEL

PLANNING COMMISSION

THURSDAY, JUNE 13, 2024, 6:30 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL ALASKA

Join Zoom Meeting: <https://us06web.zoom.us/j/86346034837?pwd=K1pRalhblglg0VDBpdGt5b3lRQlcxQT09>

Meeting ID: 863 4603 4837 Passcode: 221221

Phone Toll Free: 888 475 4499 833 548 0276

833 548 0282 877 853 5257

MEMBERS

Kathy Hanson, Chair Lorin Bradbury, Vice Chair
Mary Beth Hessler, Council Rep.
Alex Wasierski Shadi Rabi
Haley Hanson Sundi Scott
Vacant Seat, Alternate 1
Vacant Seat, Alternate 2

STAFF

Pauline Boratko, Ex Officio Member
Lee Foley, City Planner
planning@cityofbethel.net
907-543-5301

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

- A. planning commission meeting minutes- May 9, 2024

VI. UNFINISHED BUSINESS

- A. Follow up discussion on fill required for site permit
- B. Discussion and recommendation on proposed fee schedule change

VII. NEW BUSINESS

- A. Discussion on Blue Sky Drainage- Kathy Hanson

VIII. EX OFFICIO REPORT

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted <<06/07/2024>> at City Hall, AC Co., Swanson's, and the Post Office.

Ex-Officio Staff

For the Planning Commission: June 13, 2024.

Hello, my name is Betsy Jumper and the reason I'm reaching out today is with a comment/question.

Beginning approximately May 25, a citizen in Alligator Acres is getting a massive amount of infill. These trucks hauling the dirt have been pretty much non-stop 8-5 and are still going today (May 31st). This is creating a lot of dust--more than usual.

I live on Main Street and worry about a pedestrian getting hit due to lack of visibility due to the dust created.

My question is, shouldn't the person who is getting all the infill and/or, the company hauling the massive amount of infill be responsible for dust mitigation? That would make for a good neighbor.

City of Bethel, Alaska

Planning Commission

May 9, 2024

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular meeting of the Planning Commission was held virtually via Zoom and in person at the City Hall Council Chambers in Bethel, Alaska on May 9, 2024. The Chair of the Commission, Kathy Hanson called the meeting to order at 6:30 PM.

II. ROLL CALL:

Compromising a quorum of the Commission, the following members were present for roll call: Kathy Hanson, Lorin Bradbury, Shadi Rabi, Sundi Scott, and Council Rep. Mary Beth Hessler. Excused Absences: Haley Hanson and Alex Wasierski
Also Present: Pauline Boratko, Recorder

III. PEOPLE TO BE HEARD: no one wished to be heard

IV. APPROVAL OF THE AGENDA:

MOVED:	Lorin Bradbury	Motion to approve the agenda.
SECONDED:	Shadi Rabi	
VOTE ON MOTION	Unanimous	

V. APPROVAL OF THE MINUTES:

MOVED:	Lorin Bradbury	Motion to approve regular meeting minutes for April 11, 2024
SECONDED:	Shadi Rabi	
VOTE ON MOTION	Unanimous	

VI. UNFINISHED BUSINESS:

A. Discussion on activity done without an approved site plan permit.

MOVED:	Shadi Rabi	Motion to implement permitting/planning fines moving forward per current Bethel Municipal Code the way it is written currently.
SECONDED:	Lorin Bradbury	
VOTE ON MOTION	3-yes; 1-no: motion passes	

B. Discussion on temporary vs permanent structures

MOVED:	Kathy Hanson	Motion to direct city planner to specify temporary and permanent structures and to rewrite the code.
SECONDED:	Beth Hessler	
VOTE ON MOTION	Unanimous	

C. Discussion of amount of fill required:

MOVED:	Kathy Hanson	Motion to direct city planner to direct more details to code with fill requirements.
SECONDED:	Beth Hessler	
VOTE ON MOTION	Unanimous	

VII. NEW BUSINESS:

A. Amending fee schedule for planning department.

VIII. PLANNER'S REPORT:

IX. COMMISSIONER'S COMMENTS:

K.Hanson- no comment
L. Bradbury- no comment
M. Hessler-no comment
S. Rabi-no comment
S. Scott- no comment

X. ADJOURNMENT:

MOVED:	Shadi Rabi	Motion to adjourn the meeting.
SECONDED:	Lorin Bradbury	
VOTE ON MOTION	Unanimous	

With no further business the meeting adjourned 7:025 pm

APPROVED THIS _____ DAY OF _____, 2024

Kathy Hanson, Chair

ATTEST: Pauline Boratko, Recorder

MEMORANDUM

TO: LEE FOLEY, CITY PLANNER

FROM: LIBBY BAKALAR, CITY ATTORNEY *EMB*

SUBJECT: SITE PLAN PERMIT AND FILL IMPROVEMENTS

DATE: JUNE 4, 2024

CC: WILLIAM ARNOLD, ACTING CITY MANAGER

I. Question Presented

Under the Bethel Municipal Code (BMC), is a site plan permit required when property is simply being maintained/fixed/restored to its original condition by adding fill?

II. Short Answer

No. A site plan permit is not required when “adding” fill simply to restore the property to its original condition in order to maintain the property or repair damage.

III. Analysis

Per BMC 16.04.010, titles 15, 16, 17, and 18 of the BMC are intended to be read together in order to, among other things, promote logical growth in the City; encourage appropriate use of land; reduce congestion; enhance public safety; provide adequate air, light, and open space; preserve property values; prevent overcrowding and population congestion; facilitate water, sewage, and drainage; and assure development is consistent with public health and safety.

BMC 15.12 governs the issuance of site plan permits. Under BMC 15.12.020(A), “[a] person shall not make an improvement to land or a structure, initiate a new use or change the use of land or a structure, unless a site plan permit has first been issued for the improvement or use.”

Relevant to this question, under BMC 15.12.020(B), for purposes of BMC 15.12, “an improvement requiring a site plan permit” includes activities that:

1. Involve a land disturbance through grading, excavation, or paving on lands with slopes in excess of ten (10) percent;
2. Involve a land disturbance through grading, excavation, or paving of an area that might reasonably be expected to impact drainages, significant wetlands, or nonsignificant wetlands;

3. Involve a proposal that will create impervious surfaces of such extent that might reasonably be expected to impact drainages, significant wetlands, or nonsignificant wetlands;
4. Involve land subject to local ponding due to soil or topographic conditions;
5. Involve land located in an area with a history of flooding, or that may be subject to flooding;
6. Involve the placement or relocation of a non-temporary structure or change to the dimensions of a non-temporary structure that increases or decreases the ground footprint of the structure.

Significantly, under BMC 16.12.030, “improvement” means:

[A]ny construction incident to servicing or furnishing facilities for a subdivision such as grading, street surfacing, construction of driveway approaches, sidewalks, street signs, streetlights, water lines, sanitary sewers and treatment systems, storm sewers, culverts, bridges, utilities, waterways, lakes and other items; the construction of any building or permanent structure or any external addition to a structure that constitutes a betterment of real property. The relocation of a structure within a lot or the relocation of a structure to another lot, **the addition or relocation of fill** or native material, the addition of a floor or room that changes the exterior dimensions of the building and the change to or addition to the sewer or water system serving the building are improvements; painting, siding, reroofing or **other cosmetic changes are not considered to be improvements**. (Emphasis added).

Based on the foregoing, I do not believe that routine maintenance of potholes and ruts by re-filling them in order to restore property to its original condition requires a site plan permit, if the “additional” fill in fact does no more than that. Presumably, the original condition of the property was (or at least should have been) authorized through the appropriate permitting process, and a person should not need to get another permit to maintain it.

This interpretation is consistent with the purposes of Title 15 through 18 and helps conserve the City’s administrative resources by reducing extra paperwork where the law does not clearly require it.

Introduced by: City Manager Williams
Introduction Date: April 12, 2022
Public Hearing: April 26, 2022
Action: Passed
Vote: 7-0

CITY OF BETHEL, ALASKA

Ordinance #22-12

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING AN ORDINANCE AMENDING AND ADOPTING FEES AND CHARGES FOR THE CITY OF BETHEL

BE IT ORDAINED that the City Council of Bethel, Alaska,

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

Section2 Amendments. The City of Bethel Fees and Charges is amended, new language is underlines and old language is stricken.

General Services	
Wire Transfer Fee	\$25
Non-Sufficient Funds Fee	\$30
Check Replacement Fee	\$25
Notary Service, per document	\$3
Bethel Lapel Pin	\$2
Passport Execution Fee (in accordance with U.S. Department of State)	\$25 <u>\$35</u>
Lost Key	\$100
Photocopies of Documents	\$0.25
Log Cabin Rental	
Cleaning Deposit	\$200
Main Room Full Day	\$175
Nonprofit	\$50
Kitchen Full Day	\$50
Both Full Day	\$225
Nonprofit	\$75
Main Room Half Day	\$90
Kitchen Half Day	\$25
Both Half Day	\$115

Introduced by: City Manager Williams
 Introduction Date: April 12, 2022
 Public Hearing: April 26, 2022
 Action: Passed
 Vote: 7-0

Public Records	
<i>Searches, if over five (5) hours (per hour) If the search or production of records for one requester in a calendar month exceeds five person-hours, the requester shall pay the personnel costs required during the month to complete the search and copying tasks. The personnel costs may not exceed the actual salary and benefit costs for the personnel time required to perform the search and copying tasks. The requester shall pay the fee before the records are disclosed, and the city may require payment in advance of the search.</i>	
Electronic Records	Free
Paper Record	\$5.00 (First five pages) \$0.25 (Each additional pg.)
CD of Audio/Video/Documents	\$10
Sales Taxes and Business Licenses	
Bethel Business License Holder List	\$25
Bethel Business License	\$100
Identification Card/Replacement	\$10
Special Events Permit Application (Alcohol)	\$50
Cemetery Services	
Burial Permit	\$50
Burial Lot Reservation	\$150
Appeals	
Appeal to City Representative (not hearing officer)	\$50
Appeal to Hearing Officer (unless otherwise provided for in code)	\$150 <u>\$200</u>
Appeal to City Body	<u>\$200</u>
Code Enforcement	
Vehicle Removal	\$200 \$250
Impound Fee	\$25 (first day) \$30 \$20 \$25 (each additional day)
Police Department	
General	
Fingerprints (per card)	\$25
Civil Processing	\$45
Vehicles and Traffic	
Towing or Initial Impoundment (4-Wheeler/ATV/Snowmachine)	\$100
Storage of 4-Wheeler/ATV/Snowmachine	\$10 (per day)
Records	
Collision Report	\$10

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Call for Service	\$5
Officer Report	\$10
CD	\$20
Animal Control	
Animal License (AVID Chip)	\$20 <u>10</u>
Animal Adoption (animal license included)	\$25
Euthanization of Animal	\$30
Animal Impound	\$25 (first day) \$20 (each additional)
Rabies Vaccination	FREE
Quarantine 10 days	\$150
Protective Custody	
If Paid Within 30 Days	\$150
If Paid After 30 Days	\$175
Fire Department	
Basic Life Support Ambulance Services	\$450
Advanced Life Support Ambulance Services	\$600
Fire Incident Report	\$25
Ambulance Run Report	\$25
Planning	
General	
Variance	\$200 \$300
Vacation	\$300
Conditional Use Permit (Alcohol or Cannabis - \$500)	\$200 \$350
Re-plat, Short Subdivision , Abbreviated Plat, Supplement Plat, Waiver, or Floodplain Land Use <i>(Additional Recording Fee May Apply)</i>	\$100 \$200
Preliminary Subdivision Plat	\$300 \$350
Additional Plot(s)	\$15 20 \$25
Final Subdivision Plat <i>(Additional Recording Fee May Apply)</i>	\$300
Platting Waiver	\$100
Appeal of a decision of the Planning Director	\$100
Site Plans and Violations	
Site Plan, Infill/Moving of Single-Family Residence	\$25 \$150
Site Plan, if submitted after work has begun but not complete.	\$300
*Contractor/owner responsible for penalty if infill/moving of residents without approved permit.	\$500
Site Plan, Residential Single Family New Construction	\$25 \$150

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Site Plan, if submitted after work has begun but not complete. *Owner responsible for penalty if infill/moving of residents residence without approved permit.	\$300 \$400 \$500
Site Plan Residential Duplex *Owner responsible for penalty if developed without approved permit.	\$100 \$350 \$500
Site Plan Residential Triplex Site Plan, if submitted after work has begun but not complete. *Owner Responsible for fine if developments of a new residential triplex without Site Plan Application	\$200 \$400 \$300 \$500 \$1,000
Site Plan Infill Commercial Site Plan, if submitted after work has begun but not complete. *Developers Responsible for fine if Infill is done without Site Plan Application	\$100 \$200 \$300 \$500 \$1,000
Site Plan, Demolition of Building Either Residential or Commercial *Owner responsible for penalty if demolished without approved permit.	\$100 \$250 \$1,000
Site Plan Commercial Major (New Development or Existing Site Improvements) A. Site Plan Application Commercial: The application fee for a commercial, industrial, or other non-residential development, excluding churches and child educational projects, shall be \$1,000.00 for the first \$100,000.00 of the total construction costs, plus an additional fee of one half of one percent for that portion over \$100,000.00 of the total construction costs. Typical construction costs include all costs associated with the development for which the application is being submitted, including but not limited to, site improvement and building improvement costs including new, or additional, buildings along with interior furnishings, atypical features, decorative materials, or other similar features. Fees based on the percentage of construction costs will be supported by the sworn statement of a licensed architect or licensed engineer. If a licensed architect or licensed engineer has not been retained for projects with expected construction costs of \$1,000,000.00 or more, a qualified individual acceptable to the City of Bethel can make a sworn statement for fees calculated based on the percentage of construction costs. B. Linear Development: A proposed development of this type refers to land uses such as roads, trails, sewerage, and management of pipes, gas and water pipelines, electric, telephone, and other transmission or distribution lines which have the basic function of connecting two points, the rights-of-way thereof, and any accessory structures or uses directly associated therewith. Linear development shall not include residential, commercial, office, or industrial buildings,	\$1,000

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improvements within a development such as utility lines or pipes, or internal circulation roads.	
1. For a resource extraction permit application or permit renewal application, the application fee shall be \$1,500.00 plus \$30.00 per acre to be mined within each permit period (Yearly)	
2. For a change of use with no additional development or home occupations, the application fee shall be \$200.00; and the application fee for mixed residential and non-residential development shall be the sum of the residential and non-residential development fees as calculated according to the relevant fee schedules in (A) above.	
Major Subdivisions	
Adverting	\$275 500
Re-Adverting	\$325 500
Revision Following Advertising	\$350 500
Preliminary Plat Application	\$1,500
Change to Future Land Use Map	\$800 \$1,000
Variance	\$750 \$1,000
Subdivision Agreement	\$1,500 \$2,000
Maps	
Xerographic Type Single Sheet Map Copy	\$5 per sheet
Computer Generated Retracement of Single Lot or Tract with Legal Description	\$25 \$50
Computer Generated Single Sheet Map or Plat <i>Each Additional Sheet</i>	\$50 \$25 \$30
Land Status Map	\$30 \$35
Comprehensive Plan on CD	\$25
Letter of Interpretation or Amended Letter of Interpretation:	
A. Application for any other Letter of Interpretation or Amended Letter of Interpretation.	\$200 \$225
B. Application fee for the review and processing of a request for a letter stating information that is available in a municipal land use ordinance or stating other information readily available to the public from a source other than the Bethel Planning Commission.	\$200 \$225
C. Application fee for an Amended Certificate of Filing. <i>If a request for an Amended Certificate of Filing is submitted more than five years following the issuance of the original Certificate of Filing, the fee shall be calculated as if a new application had been submitted.</i>	\$200 or 10% of orig. permit fee, whichever is >. Max \$3,000

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D. The fee for the review of any study or survey prior to the submission of a development application, including, but not limited to, any threatened or endangered species protocol, threatened or endangered species protocol results or a cultural resource survey, shall be one-third of the estimated application fee calculated in accordance with (a) through (b) above. Any fee submitted in accordance with this provision shall be deducted from the application fee due at the time of submission of the application for the proposed development for which the study or survey was prepared or conducted	
Tall Towers	
Advertising	\$275 <u>500</u>
Re-Advertising	\$375 <u>500</u>
Revision Following Advertising	\$350 <u>500</u>
Conditional Use Permit	\$750
Public Hearing	\$1,000
Change to Future Land Use Map	\$800
Special Use Permit	\$750
Variance	\$750
Code Enforcement	
Junk Vehicles Removed, per vehicle if liquids are not drained and batter is not removed	\$275
Junk Vehicles Removed, per vehicle if liquids are drained and batteries removed	\$75
Impound fee, first day	\$25
<i>Each additional day</i>	\$20
Removal of Non-Vehicles Junk /Honey Buckets 100% of cost of removal) *Disposal of items plus city manpower (wages), city vehicles usage (gas), court cost, attorney fees, only if property owners don't remove the debris from their property.	
Port and Harbor	
<i>Other fees are in accordance with the most recently adopted Tarrif Rates.</i>	
Small Boat Harbor Seasonal Moorage Per Foot LOA	\$12
Small Boat Harbor Use Permit	\$30
Small Boat Harbor Use Permit (for Vessel Moored more than four days in the small boat harbor)	\$60
Public Works	
Utility Permit Application Fee Annual Permit	\$130
Utility Permit Application Fee Temporary or Emergency use	\$50
Vehicle Disposal, per vehicle if battery and liquid are removed.	Free (2 per year) ≥3 <u>\$200</u>

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Vote: 7-0

Vehicle disposal, per vehicle without fluids/and or battery removed	\$300
Refrigerators and Freezer	\$40

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

ENACTED THIS 26th DAY OF APRIL 2022, BY A VOTE OF 7 IN FAVOR AND 0 OPPOSED.

ATTEST:

Mark Springer, Mayor

Lori Strickler, City Clerk















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)

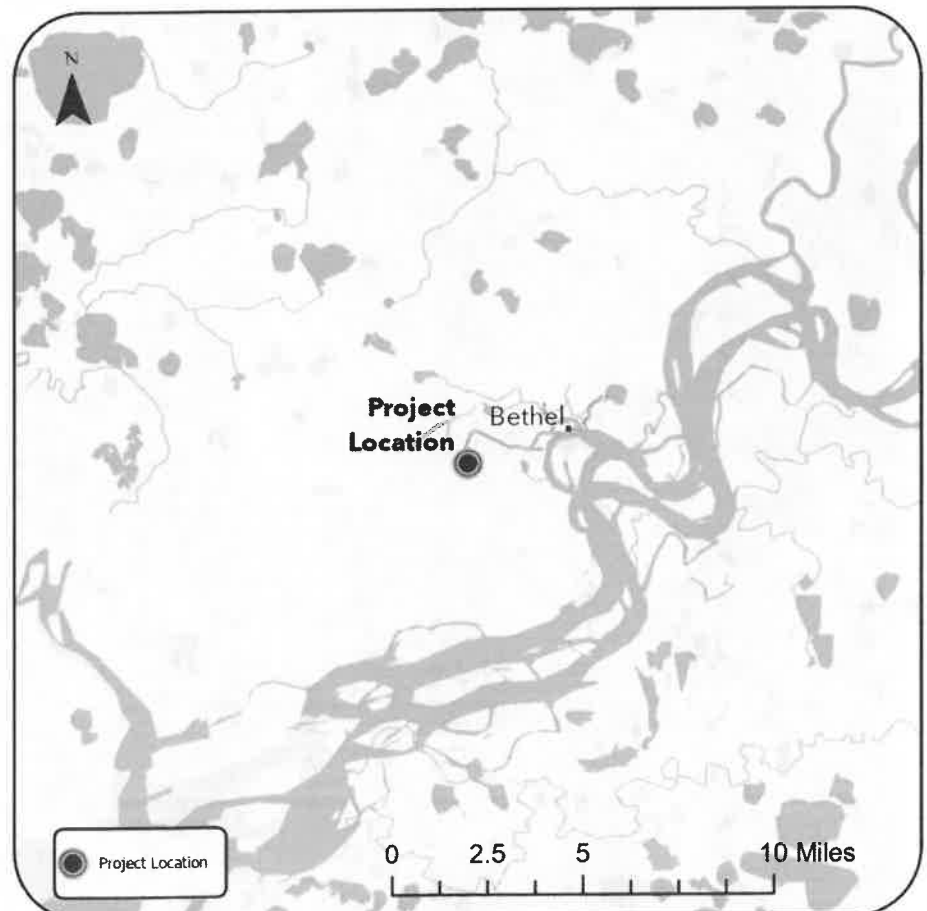
(907)269-0450

justin.shelby@alaska.gov

Visit the APEX website:



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



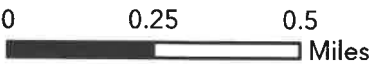
It is the policy of the Alaska Department of Transportation and Public Facilities (DOT&PF) that no one shall be subject to discrimination on the basis of race, color, national origin, sex, age, or disability, regardless of the funding source, including Federal Transit Administration, Federal Aviation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

Bethel Main Runway Reconstruction Map

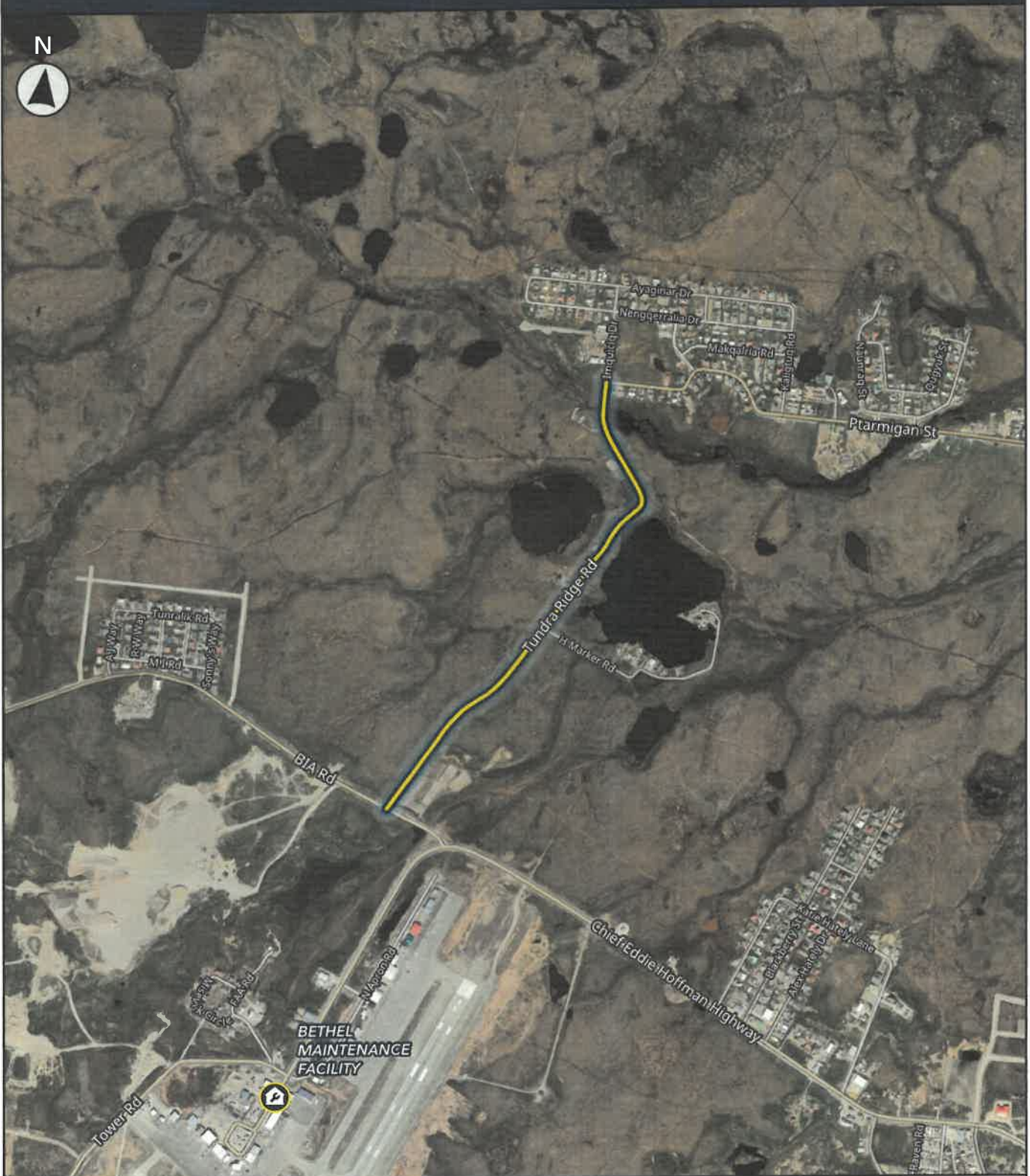


-  Project Footprint
-  DOT&PF Controlled Airports

-  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

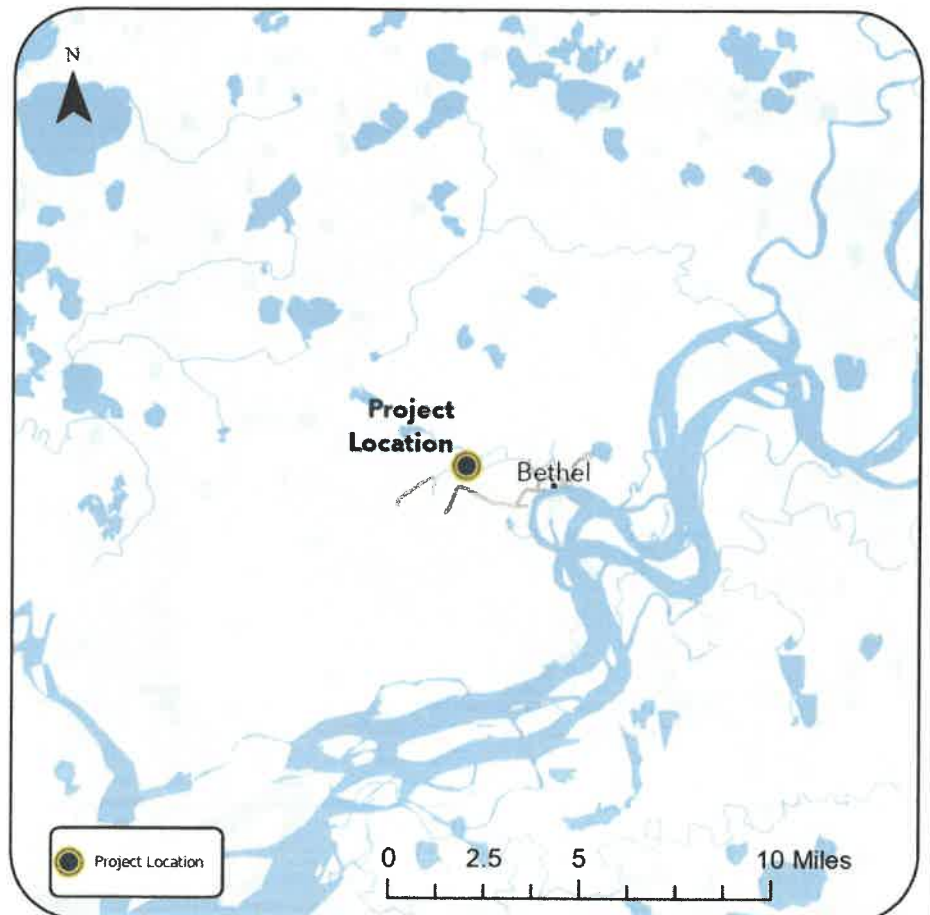
Anticipated End:

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



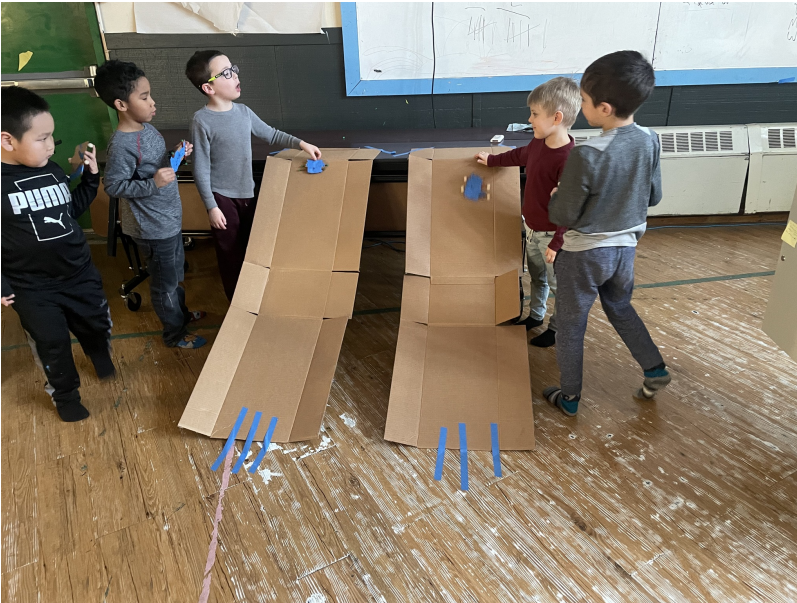
January 15 - 19 Five Senses

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.

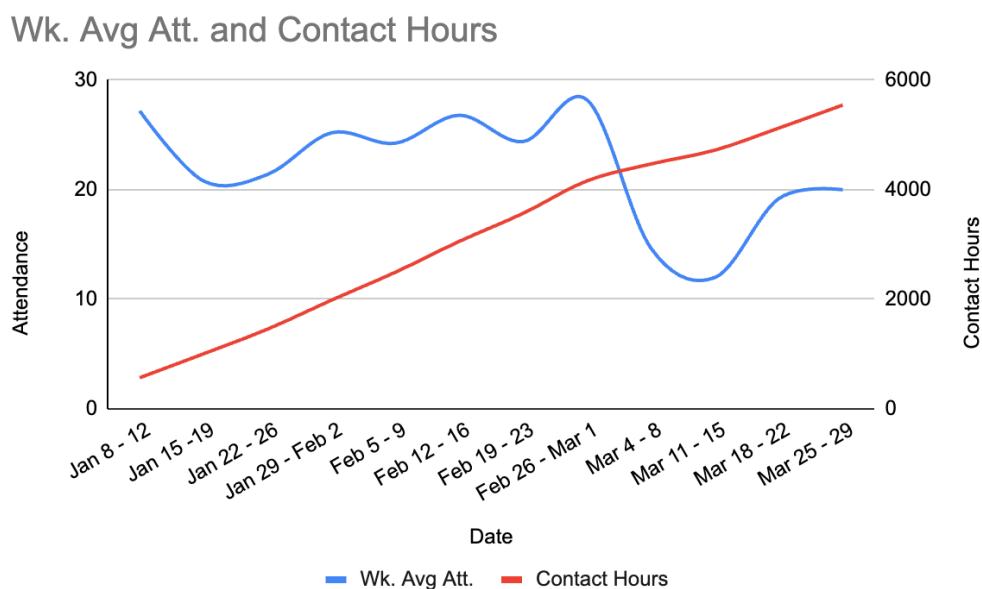


Fig 1.

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

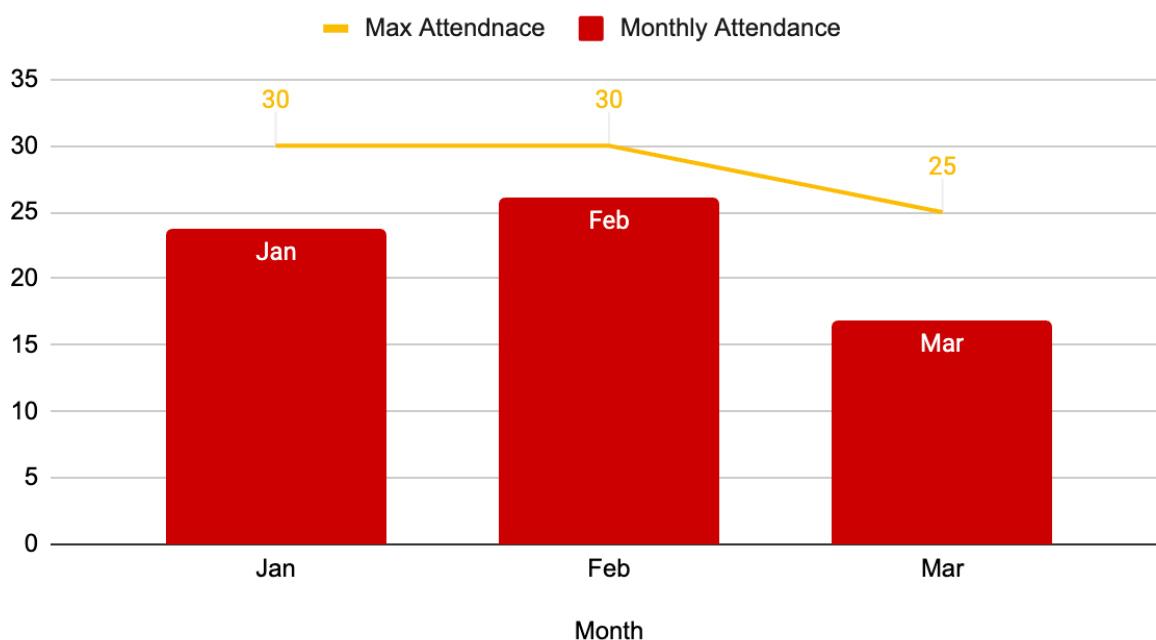


Fig 2.

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.

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: YKFC@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 4/23/23



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

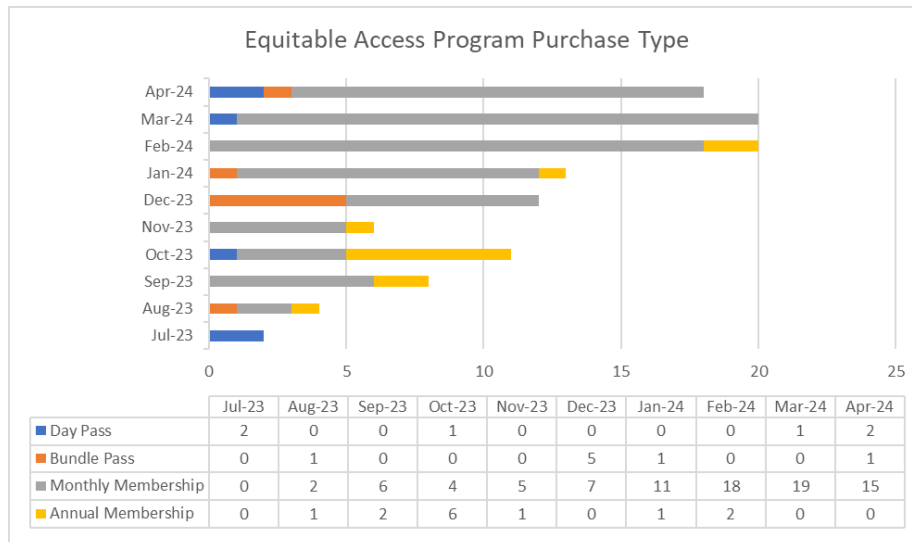
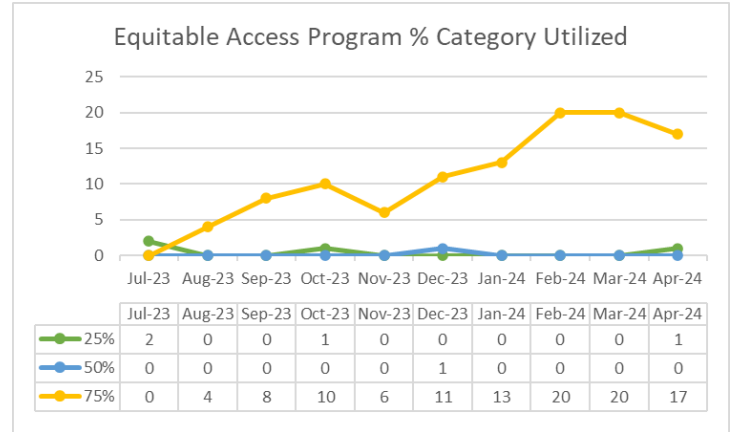
Equitable Access Program

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.

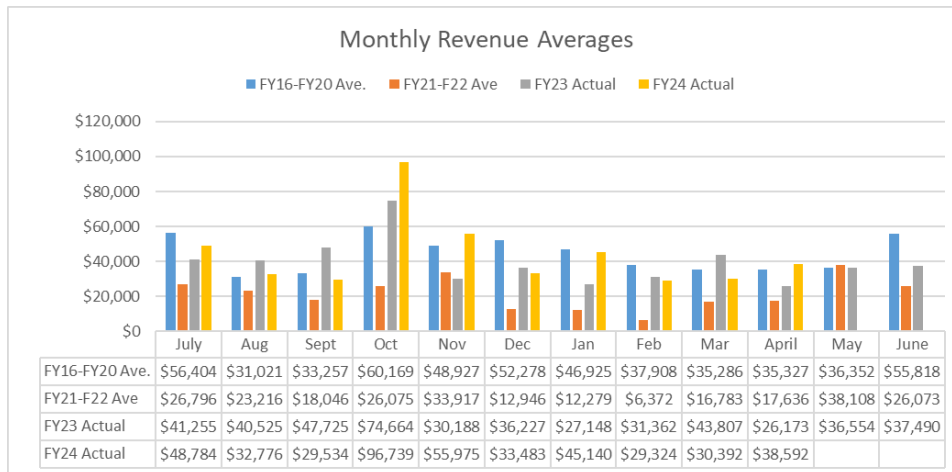
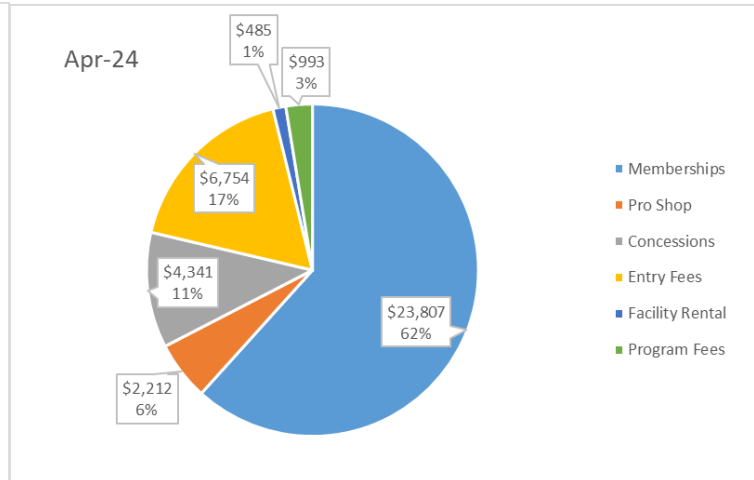
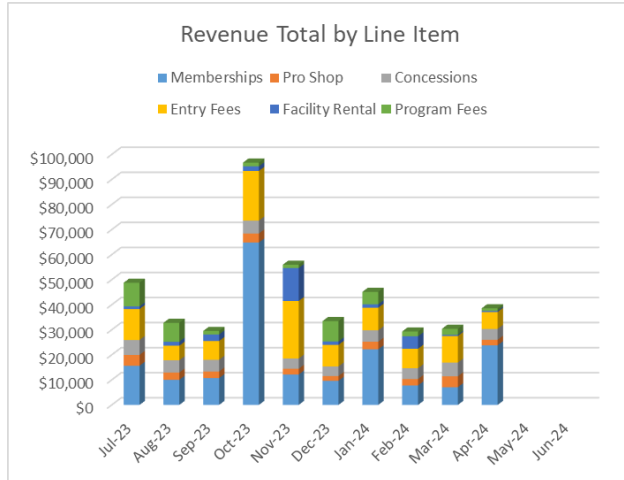
Purchasing has slowly increased from December 2023 – February 2024 in part due to increased marketing of the program. The most common purchases are monthly memberships. Membership purchasing traditionally slows during the spring and summer months, and we see a plateaued in March and slight dip in April. 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.



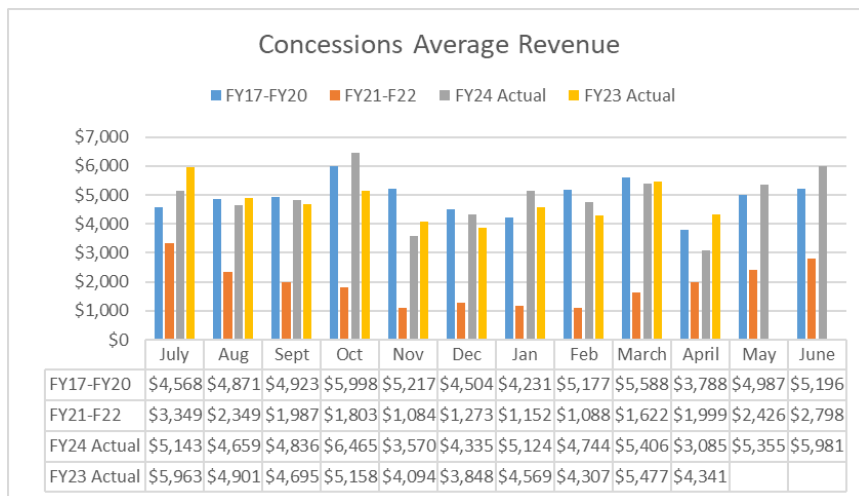
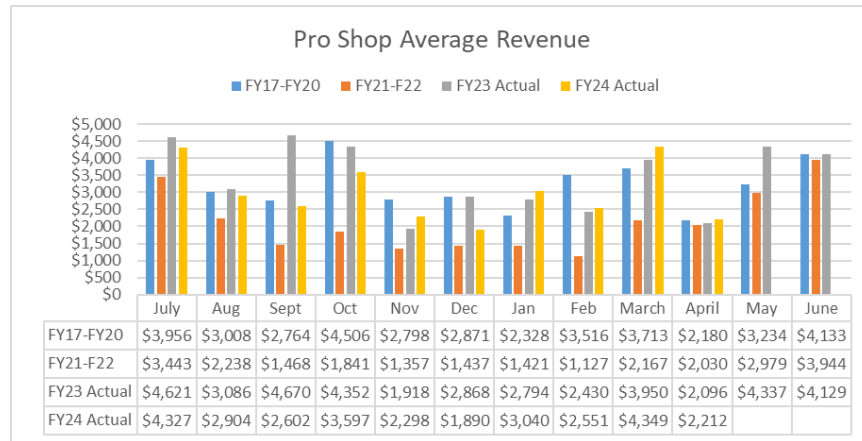
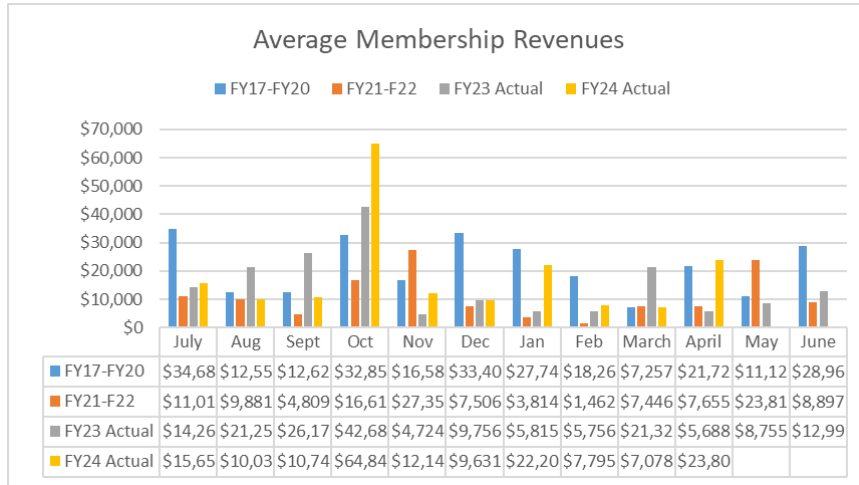
YKFC Report, FY24, 2024 April

Revenue

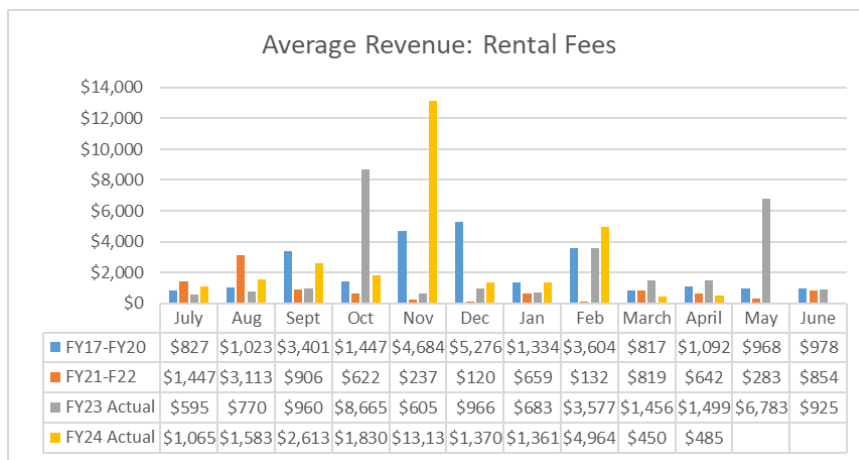
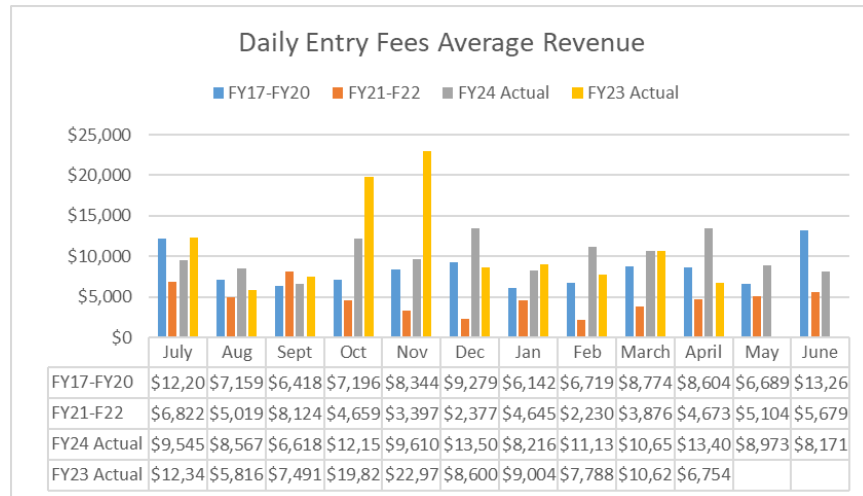
Code	Facility Revenue	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total	FY24 Budgeted	%attained
43-9420	Memberships	\$15,651	\$10,036	\$10,742	\$64,844	\$12,142	\$9,631	\$22,204	\$7,795	\$7,078	\$23,807			\$183,929	\$250,000	74%
43-4360	Pro Shop	\$4,327	\$2,904	\$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

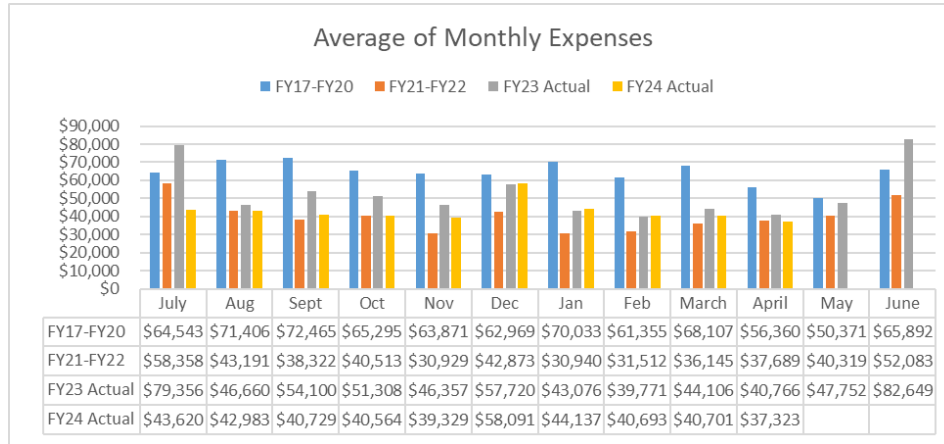


Expenses

	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.



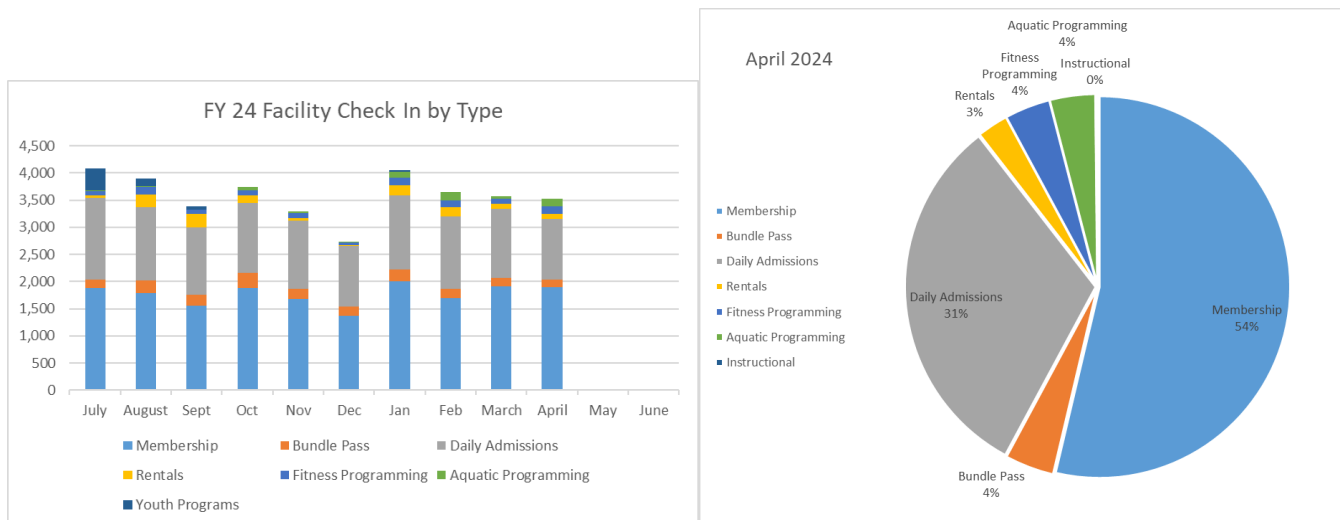
Facility Utilization

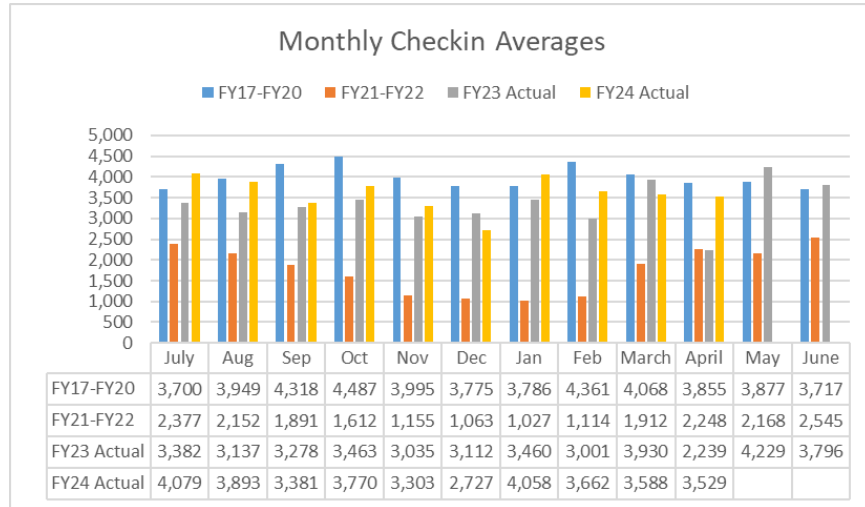
The Below Facility utilization numbers represent the total number of patrons who visited the facility over the course of the month based on the number of check -ins by members and bundle pass holders, the number of daily passes sold, and the number of participants who checked in for programs, activities,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

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

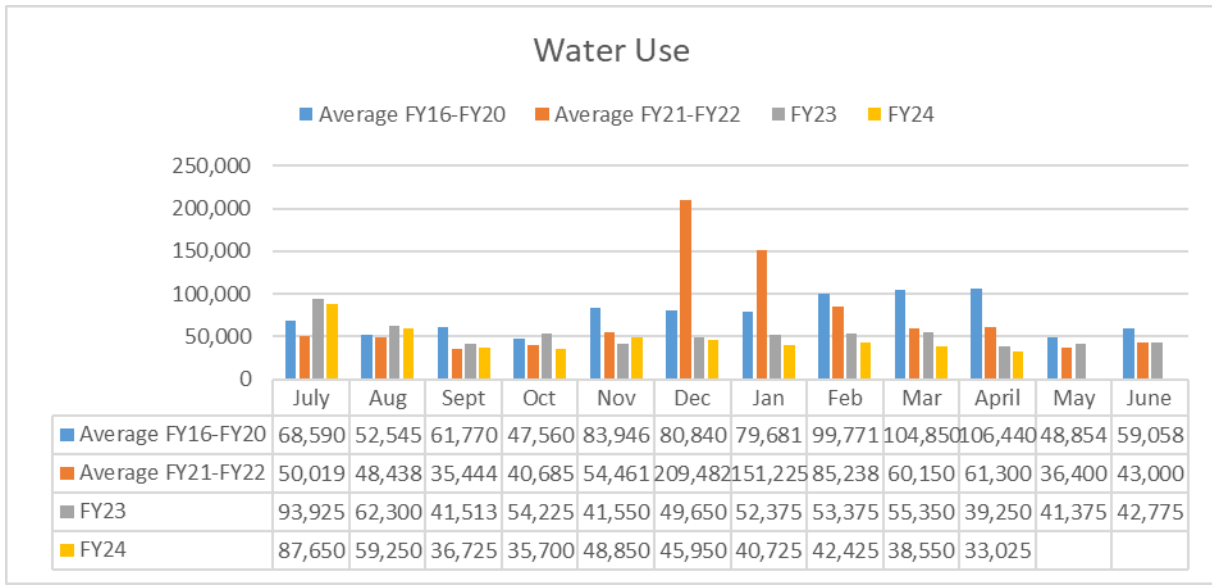
Facility Check-In FY24	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Membership	1,880	1,794	1,560	1874	1682	1368	2003	1700	1,908	1,895			17,664
Bundle Pass	151	220	195	289	180	166	224	160	152	147			1,884
Daily Admissions	1,515	1,354	1,237	1284	1263	1118	1366	1346	1,287	1,116			12,886
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

2024 SITE PLAN PERMITS ISSUED

Number	improvements:	Date arrived in Planning	Approval Date	FILL	Lot	Block	Subdivision	Name of Applicant	Land Owner (if different from applicant)	Physical Address
24-01	construct a 20'x24' 1 bdrm single family dwelling	1/4/24	1/11/24	no	12	8	Kasayuli	Norman & Carrie Ayagalia		5912 Nacaulleq Street
24-02	construct a duplex/ two bedroom each unit	2/20/24	3/5/24	no	4		Hoffman	Mersin Pellumbi		115 Hoffman Road
24-03	construct smoke house/ fish drying rack	4/8/24	3/11/24	no	8	1	Ciulkulek	Walter & Rachelle Jim		1715 Pisurvik Way
24-04	construct smoke house/ fish drying rack	4/8/24	3/11/24	no	8	1	Ciulkulek	Jeanette Swope		1711 Pisurvik Way
24-05	add to utility rm/ add fill/relocate & replace heating, water, sewer tanks	4/3/24	4/5/24	50 loads	34/35	2	Tundra Ridge	Ryan & Stephanie Butte		9342 Tundra Ridge
24-06										
24-07	demo house trailer connex/ add fill/ construct 3 duplex, 1 single family dwelling	4/17/24	4/18/24	100 loads	14	3	US Survey 3230AB	Steve Sorg		540 6th Avenue
24-08	move house to property	4/6/2023	4/18/2023	no	14	3	US Survey 3230AB	John Hastie		1817th Avenue
24-09	move 2 story house to property	4/29/24	4/29/24	no	8	14	US Survey 3230AB	Steven Chung		230 Tundra Street
24-10	add fill to property	4/29/24	4/29/24	834 cubic yds	13	1	Ptarmigan	Steven Chung		630 Ptarmigan Street
24-11	add fill and build garage	4/26/24	5/15/24	84 loads	1AC	12	3230 AB	Sean Glasheen		350 Alder Street
24-12	demo part of building add fill	5/9/24	5/15/24	84 loads	15&16	5	US Survey 3770	Assembly of God Church		80 6th Avenue
24-13	add fill for maintenance and expand pad	4/29/24	5/15/24	408	18A	5	US Survey 3230AB	Alex Wasierski		921 6th Avenue
24-14	fill for maintenance and repair	5/20/24	5/23/24	15 loads	23A	4	US Survey 3230AB	Francis Reich		942 7th Avenue
24-15	fill for maintenance and repair	5/16/23	5/23/24	20 loads	13A		H Marker	Patrick Essian		200 H Marker Lake Road
24-16	fill to expand pad	5/16/24	5/23/24	50 loads	13B		H Marker	Justin Essian		198 H Marker Lake Road
24-17	build 131 unit staff housing		5/24/24				US Survey 4000	YKHC		700 Chief Eddie Hoffman Hwy
24-18	add fill to create pad, construct 4 bedroom house	4/26/24	5/30/24	8	2		Blue Sky	Brent & Deanna Latham		Madilyn's Way
24-19	add fill to construct driveway	5/30/24	5/30/24	30 loads	2A		Chief Eddie Hoffman Hwy	Sandra Abdiu		Chief Eddie Hoffman Highway
24-20	add fill for maintenance and repair	5/30/24	5/30/24	5 loads	8A,B,C	10	Tundra Ridge	Dale Korthius		9217 Maqalria
24-21	add fill for maintenance/demo building/add fencing	5/30/24	5/31/24	50 loads	2		Main Street	Wolverine Supply	The Northwest Company	103 Main Street

Planning Commission 2023 Attendance

Regular Meetings

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

Special Meetings

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

Vacancy shall be declared by the body when a member: Fails to attend 3 regular meetings without being excused by the body Fails to attend 3 special meetings without being excused by the body Fails to attend 65% of regular meetings Fails to attend 65% of special meetings.	P=Present E=Excused U=Unexcused T= Tardy	Chair determines excused/unexcused during roll call. If a member disagrees with the the chair, a motion to overule the decision of the chair can be made.
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xx: not yet appointed/left commission