CITY OF BETHEL
PORT COMMISSION
MONDAY, JUNE 17, 2024, 7:00 PM
LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

Join Zoom Meeting:
https://us06web.zoom.us/j/9509539812?pwd=b1JvRytsZmhja25uODV4WW5KL2R6Zz09
Meeting ID: 851 1379 4718 **Passcode:** 239023
Phone Toll Free: 888 475 4499 833 548 0276
833 548 0282 877 853 5257

MEMBERS		STAFF
Alan Murphy, **Chair**	Rich Pope, **Vice-Chair**	**Port Director:** Ed Flores, Ex Officio Member
Stacey Reardon	Rose Henderson, **Council Rep.**	**Recorder:**
Michael Meeks		**Email:** port@cityofbethel.net
		Phone: 907-543-2310
		Website: www.cityofbethel.org

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

A. Approval of meeting minutes from 03/18/2024

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

A. Parking Permits for Vehicles in the Small Boat Harbor & cost

VIII. EX OFFICIO REPORT

A. Department Reports

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted <<DATE>> at City Hall, AC Co., Swanson's, and the Post Office.

_____
Ex-Officio Staff

City of Bethel Port Commission Meeting Minutes

March 18, 2024 Regular Meeting 7 p.m. Bethel, Alaska

I. CALL TO ORDER

THE MEETING WAS CALLED TO ORDER AT 7:00 P.M.

II. ROLL CALL

COMMISSIONERS PRESENT:	
Comm. Murphy	Comm. Reardon
Comm. Pope @ 7:05	Comm. Henderson
Comm. Meeks	
COMMISSIONERS ABSENT:	
ALSO IN ATTENDANCE WERE THE FOLLOWING:	
Edward Flores	
Sharmin Shompa	

III. SPECIAL ORDER OF BUSINESS

MOVED:	Comm. Henderson	Election of Comm. Murphy to Chair
SECONDED:	Comm. Reardon	
VOTE ON THE MAIN MOTION	Pass 4-0	

MOVED:	Comm. Reardon	Election of Comm. Pope to Vice Chair
SECONDED:	Comm. Henderson	
VOTE ON THE MAIN MOTION	Pass 4-0	

IV. PEOPLE TO BE HEARD

V. APPROVAL OF AGENDA

MOVED:	Comm. Henderson	Approval of 03.18.24 Agenda
SECONDED:	Comm. Pope	
VOTE ON THE MAIN MOTION	Pass 5-0	

VI. APPROVAL OF MINUTES

MOVED:	Comm. Henderson	Approval of meeting minutes from: 06/19/24, 09/18/23, 10/16/23, 11/20/23, 12/18/23, 01/15/24, & 02/19/24
SECONDED:	Comm. Pope	

VOTE ON MAIN MOTION	Pass 5-0

VII. PORT DIRECTOR'S REPORT

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

MOVED:	Comm. Henderson	Approval of 2024 Port Commission Regular Meeting Calendar.
SECONDED:	Comm. Pope	
VOTE ON MAIN MOTION	Pass 5-0	

X. COMMISSION REPRESENTATIVE'S COMMENTS

XI. ADJOURNMENT

Respectfully Submitted:

_____
Alan Murphy, Chairman

APPROVED THIS _____ day of_____ 2024

ATTEST: _____

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.

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,

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

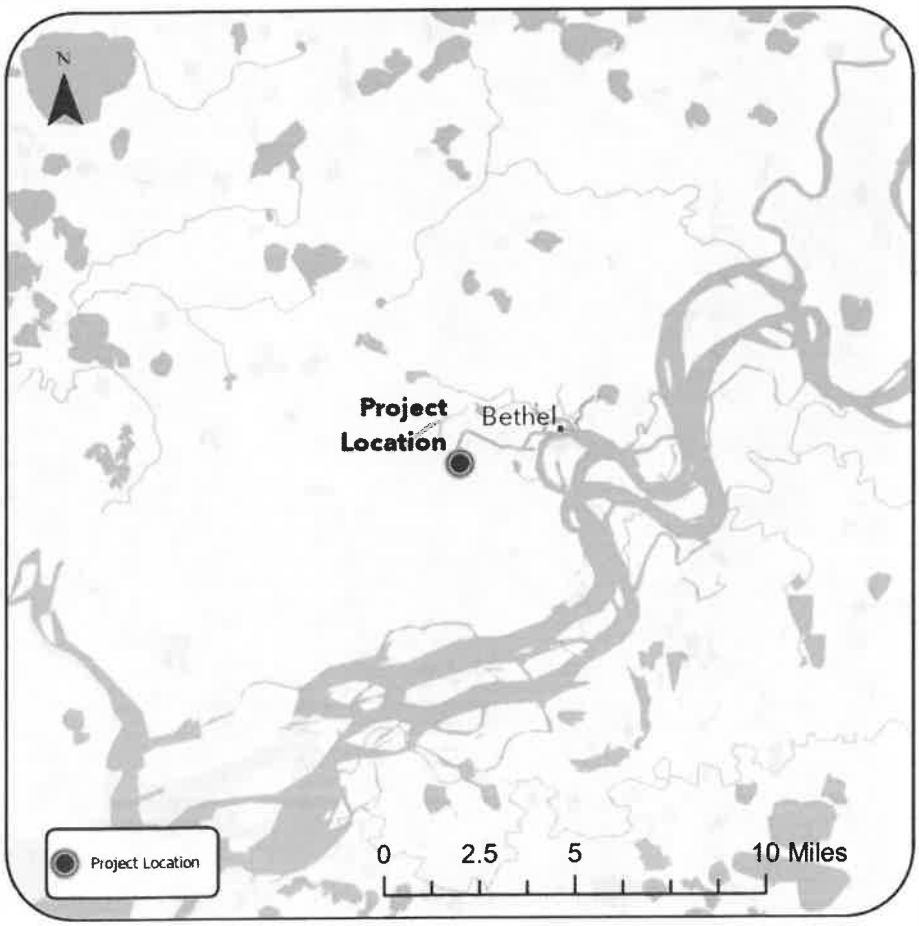
Project Description: Reconstruct Bethel runway 1L/19R and taxiways C and A to accommodate 737-800 aircraft. Replace lighting and pave runway shoulders.
The purpose of the proposed project is to enhance safety and improve infrastructure at BET by reconstructing and strengthening the structural section 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

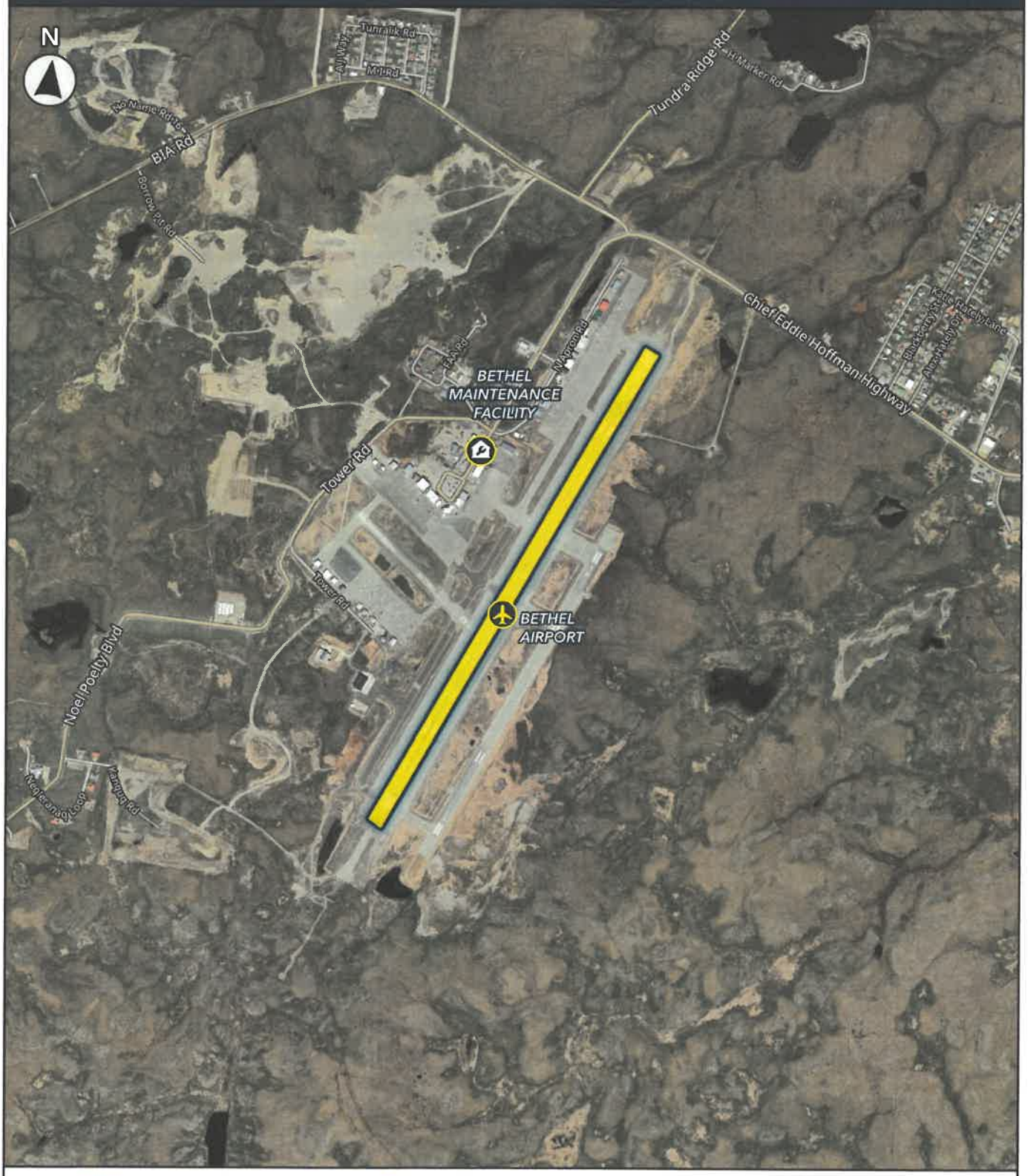


Visit the APEX website:

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



Bethel Tundra Ridge Road Rehabilitation Map

Alaska Department of Transportation and Public Facilities

2024 Construction Project Overview

Project Name: Bethel Tundra Ridge Road Rehabilitation

Project Number: Z542890000

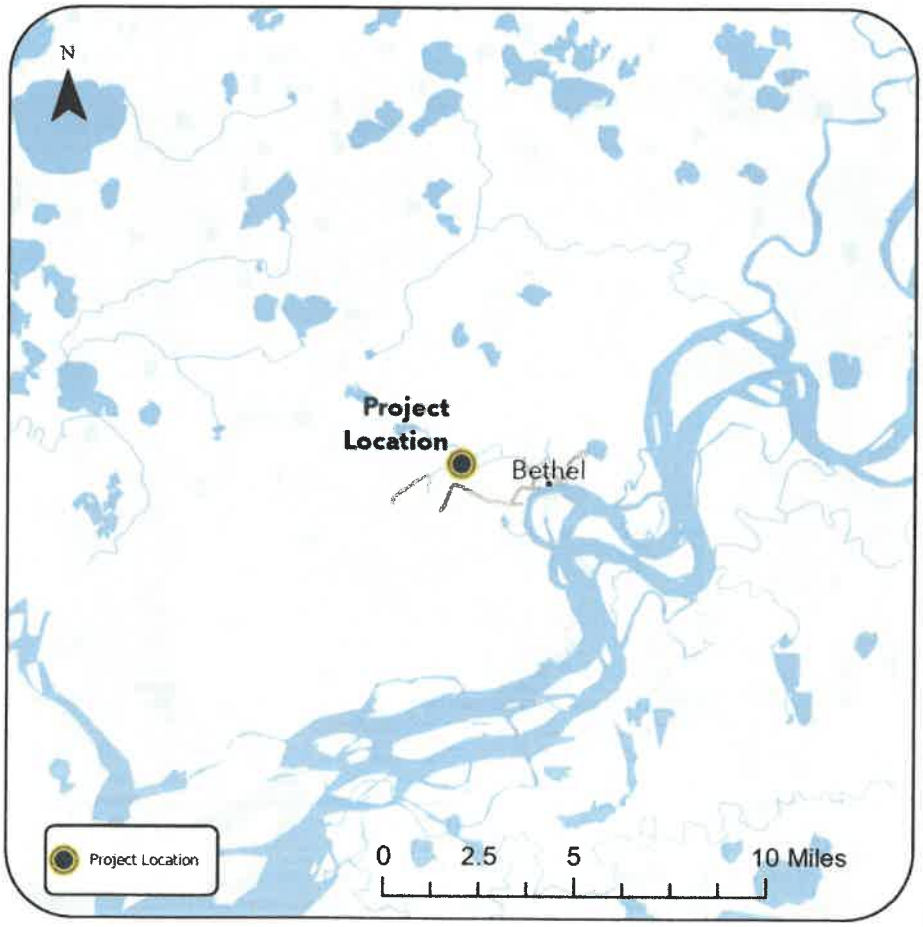
Project Description: Rehabilitate and open Tundra Ridge Road (Polk Road). Improvements include better drainage and fish passages as well as improved safety and reduced emergency response travel time.
The purpose of the project is to improve driving conditions, improve traffic circulation, improve emergency 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



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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.

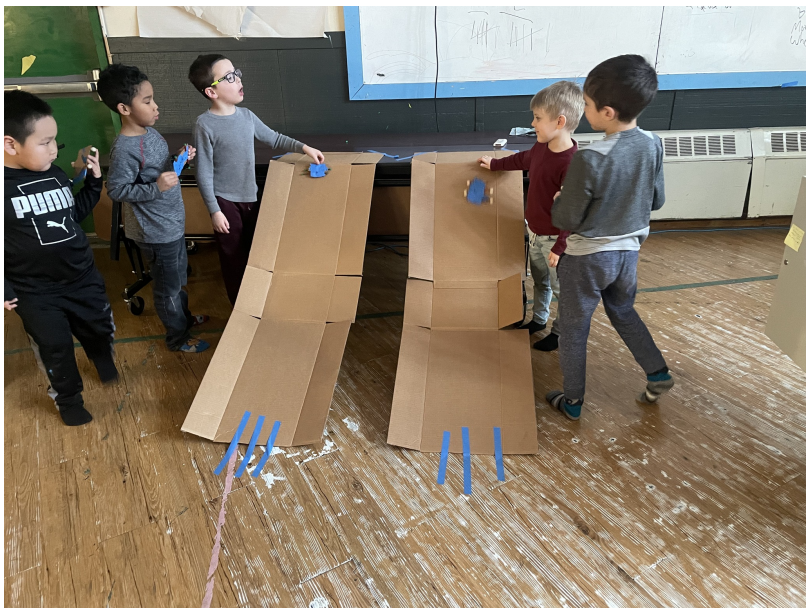
The following is a selection of the weekly themes that have taken place at the Bethel 4-H. Also included is a short synopsis of the weeks aims, as well as just a few of the activities that took place during the week

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.

<u>Sample Activities</u>
•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.

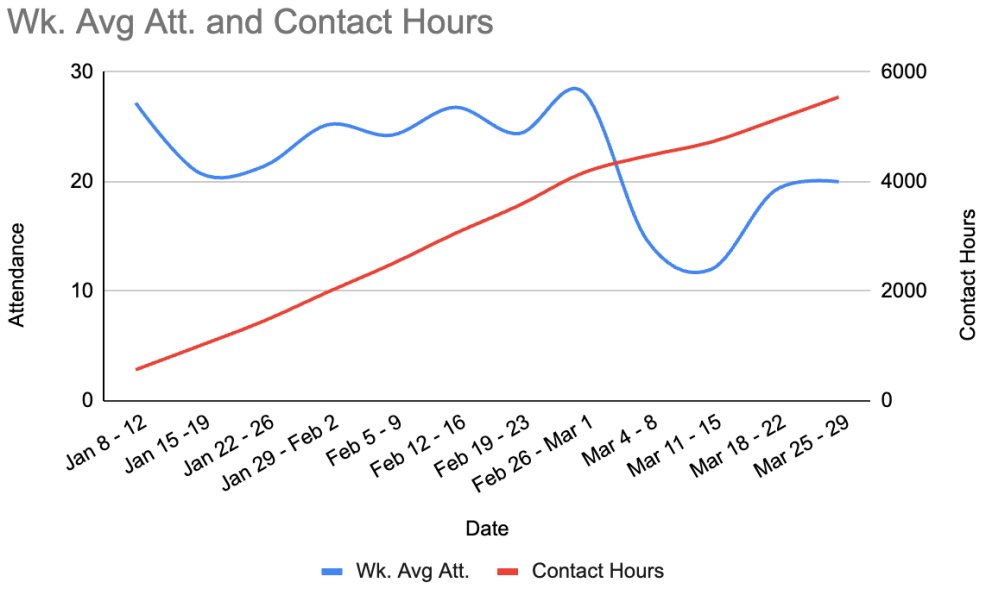


Fig 1.

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.

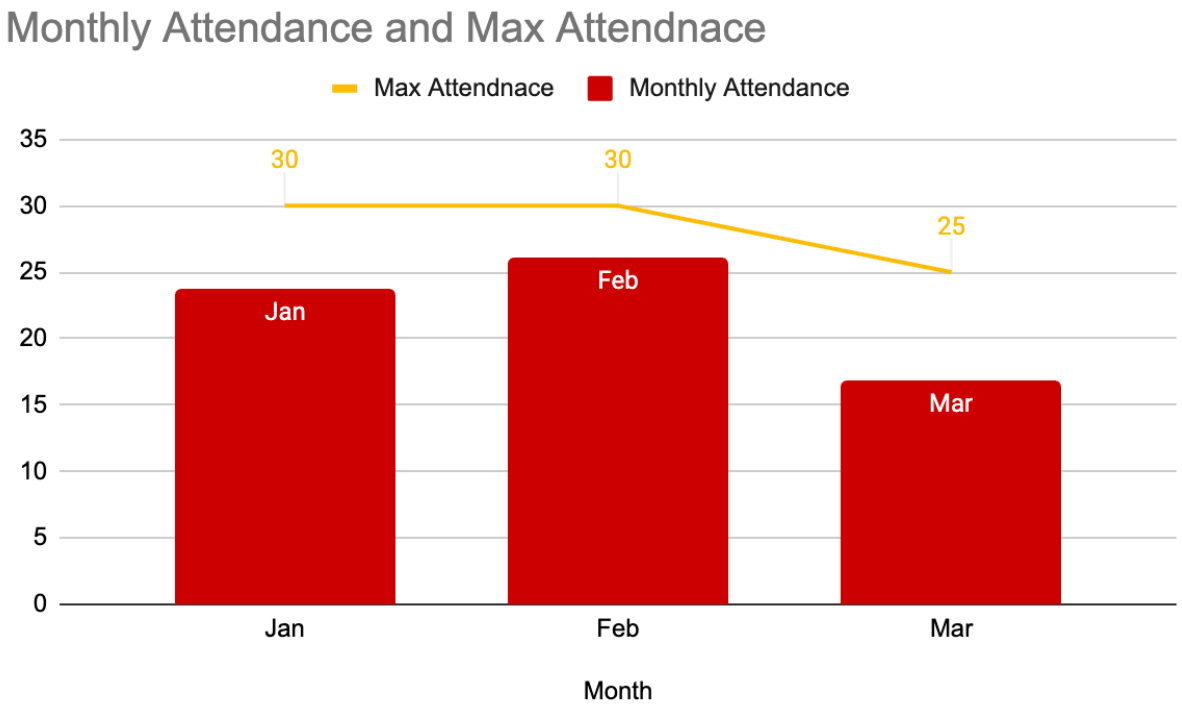


Fig 2.

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 contacts 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
javaughn2@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 ben retained in each employee's digital personnel folder. This will drastically reduce paper use, increase efficiencies, and ensure an individuals' 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. Durning 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 it 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 to 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.

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.

Ongoing

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

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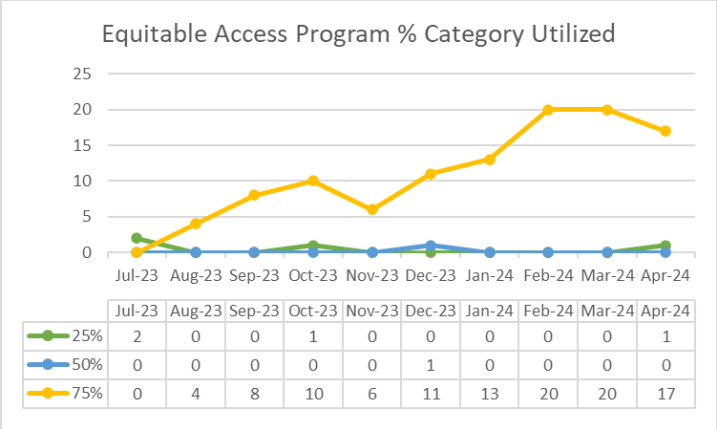
Equitable Access Program

We continue to offer the Equitable Access Program to provide discounted access to the facility for community members who may not 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.

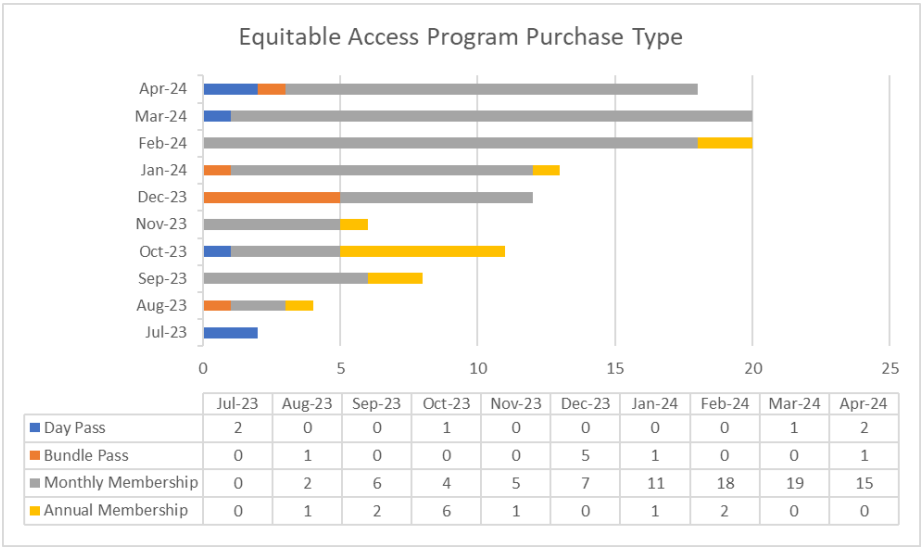
The table to the right shows the total number of purchases made per month utilizing each of the discount categories available. By far the bulk of purchases are under the 75% category.



	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24
25%	2	0	0	1	0	0	0	0	0	1
50%	0	0	0	0	0	1	0	0	0	0
75%	0	4	8	10	6	11	13	20	20	17

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.



	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24
Day Pass	2	0	0	1	0	0	0	0	1	2
Bundle Pass	0	1	0	0	0	5	1	0	0	1
Monthly Membership	0	2	6	4	5	7	11	18	19	15
Annual Membership	0	1	2	6	1	0	1	2	0	0

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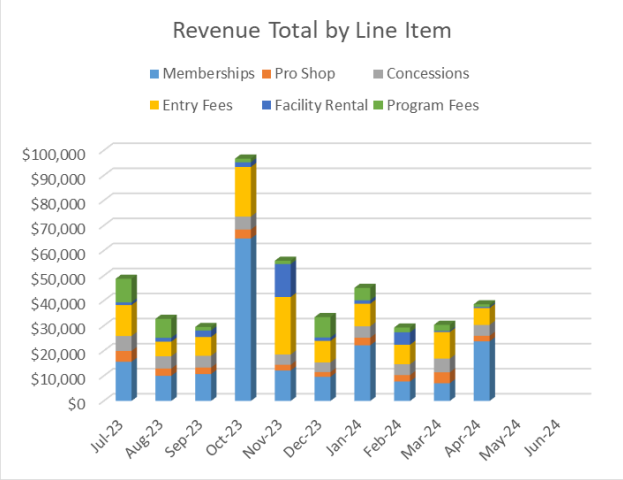
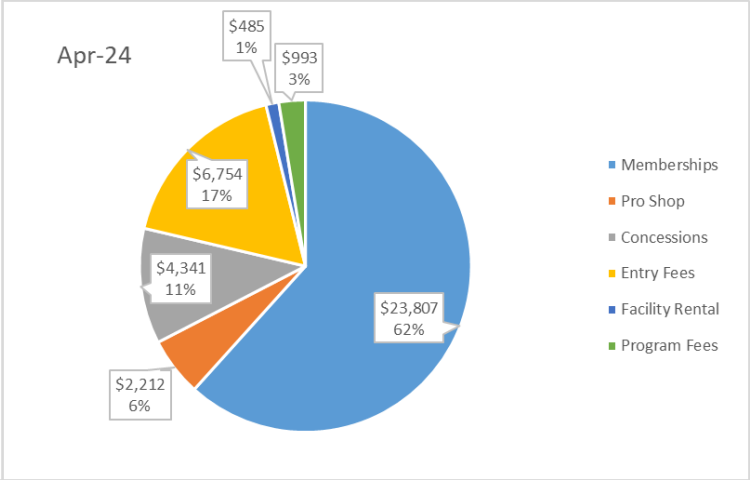
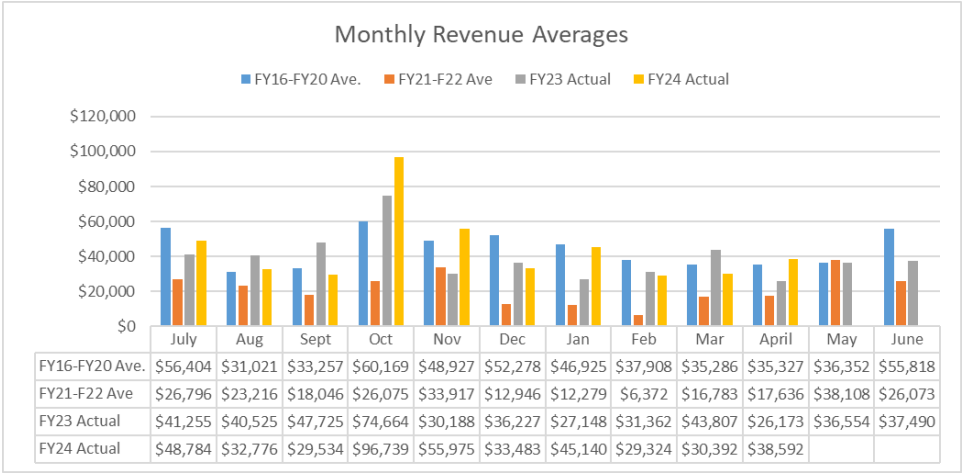
Revenue

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%







	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY16-FY20 Ave.	$56,404	$31,021	$33,257	$60,169	$48,927	$52,278	$46,925	$37,908	$35,286	$35,327	$36,352	$55,818
FY21-F22 Ave	$26,796	$23,216	$18,046	$26,075	$33,917	$12,946	$12,279	$6,372	$16,783	$17,636	$38,108	$26,073
FY23 Actual	$41,255	$40,525	$47,725	$74,664	$30,188	$36,227	$27,148	$31,362	$43,807	$26,173	$36,554	$37,490
FY24 Actual	$48,784	$32,776	$29,534	$96,739	$55,975	$33,483	$45,140	$29,324	$30,392	$38,592		

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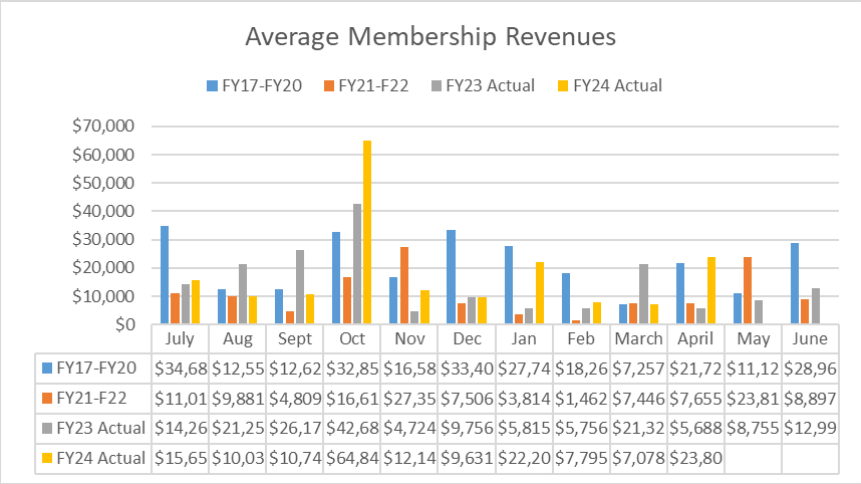
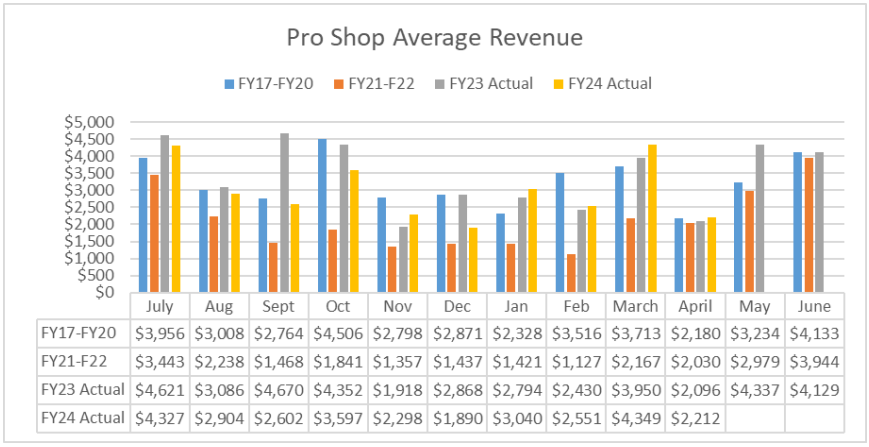
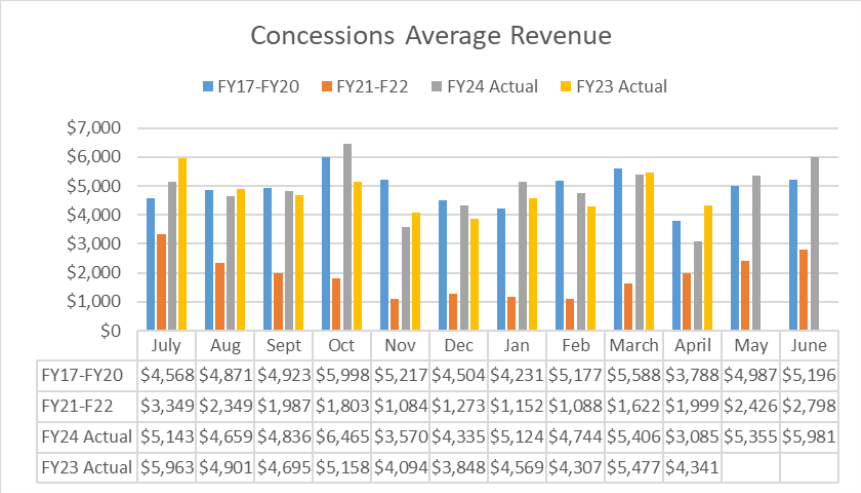
Revenue Comparisons by line Item: Facility access fees (memberships and passes) constitute the bulk of revenue.



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY17-FY20	$34,68	$12,55	$12,62	$32,85	$16,58	$33,40	$27,74	$18,26	$7,257	$21,72	$11,12	$28,96
FY21-F22	$11,01	$9,881	$4,809	$16,61	$27,35	$7,506	$3,814	$1,462	$7,446	$7,655	$23,81	$8,897
FY23 Actual	$14,26	$21,25	$26,17	$42,68	$4,724	$9,756	$5,815	$5,756	$21,32	$5,688	$8,755	$12,99
FY24 Actual	$15,65	$10,03	$10,74	$64,84	$12,14	$9,631	$22,20	$7,795	$7,078	$23,80		



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY17-FY20	$3,956	$3,008	$2,764	$4,506	$2,798	$2,871	$2,328	$3,516	$3,713	$2,180	$3,234	$4,133
FY21-F22	$3,443	$2,238	$1,468	$1,841	$1,357	$1,437	$1,421	$1,127	$2,167	$2,030	$2,979	$3,944
FY23 Actual	$4,621	$3,086	$4,670	$4,352	$1,918	$2,868	$2,794	$2,430	$3,950	$2,096	$4,337	$4,129
FY24 Actual	$4,327	$2,904	$2,602	$3,597	$2,298	$1,890	$3,040	$2,551	$4,349	$2,212		



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY17-FY20	$4,568	$4,871	$4,923	$5,998	$5,217	$4,504	$4,231	$5,177	$5,588	$3,788	$4,987	$5,196
FY21-F22	$3,349	$2,349	$1,987	$1,803	$1,084	$1,273	$1,152	$1,088	$1,622	$1,999	$2,426	$2,798
FY24 Actual	$5,143	$4,659	$4,836	$6,465	$3,570	$4,335	$5,124	$4,744	$5,406	$3,085	$5,355	$5,981
FY23 Actual	$5,963	$4,901	$4,695	$5,158	$4,094	$3,848	$4,569	$4,307	$5,477	$4,341		

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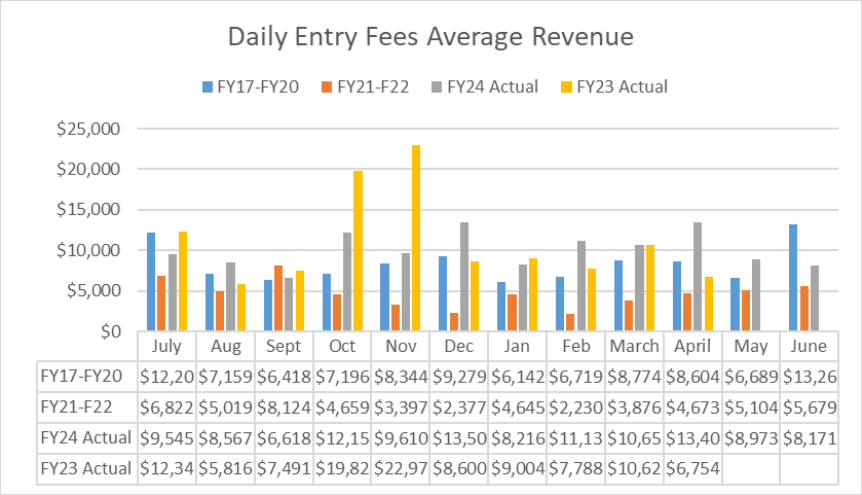
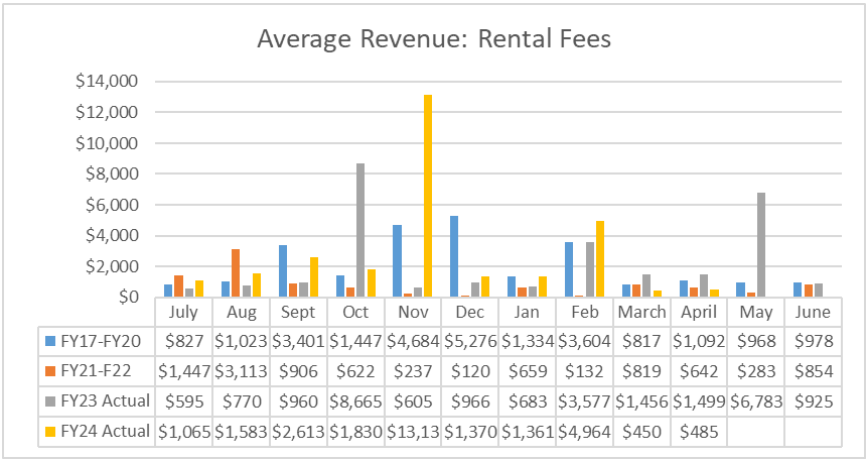


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY17-FY20	$12,20	$7,159	$6,418	$7,196	$8,344	$9,279	$6,142	$6,719	$8,774	$8,604	$6,689	$13,26
FY21-F22	$6,822	$5,019	$8,124	$4,659	$3,397	$2,377	$4,645	$2,230	$3,876	$4,673	$5,104	$5,679
FY24 Actual	$9,545	$8,567	$6,618	$12,15	$9,610	$13,50	$8,216	$11,13	$10,65	$13,40	$8,973	$8,171
FY23 Actual	$12,34	$5,816	$7,491	$19,82	$22,97	$8,600	$9,004	$7,788	$10,62	$6,754		



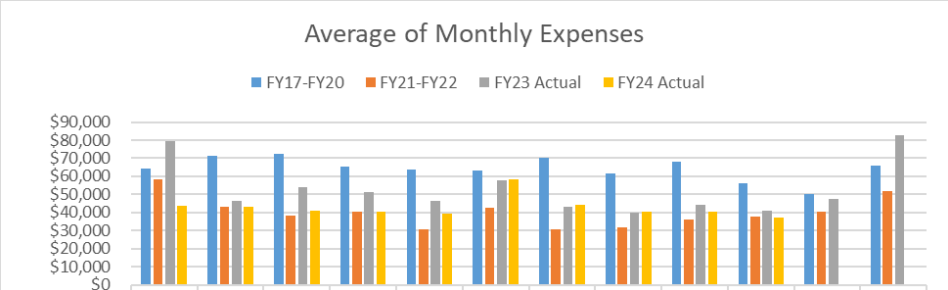
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY17-FY20	$827	$1,023	$3,401	$1,447	$4,684	$5,276	$1,334	$3,604	$817	$1,092	$968	$978
FY21-F22	$1,447	$3,113	$906	$622	$237	$120	$659	$132	$819	$642	$283	$854
FY23 Actual	$595	$770	$960	$8,665	$605	$966	$683	$3,577	$1,456	$1,499	$6,783	$925
FY24 Actual	$1,065	$1,583	$2,613	$1,830	$13,13	$1,370	$1,361	$4,964	$450	$485		

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.



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY17-FY20	$64,543	$71,406	$72,465	$65,295	$63,871	$62,969	$70,033	$61,355	$68,107	$56,360	$50,371	$65,892
FY21-FY22	$58,358	$43,191	$38,322	$40,513	$30,929	$42,873	$30,940	$31,512	$36,145	$37,689	$40,319	$52,083
FY23 Actual	$79,356	$46,660	$54,100	$51,308	$46,357	$57,720	$43,076	$39,771	$44,106	$40,766	$47,752	$82,649
FY24 Actual	$43,620	$42,983	$40,729	$40,564	$39,329	$58,091	$44,137	$40,693	$40,701	$37,323		

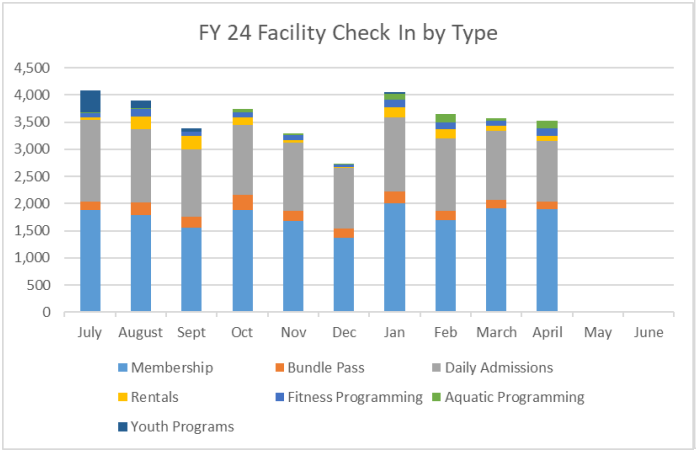
Facility Utilization

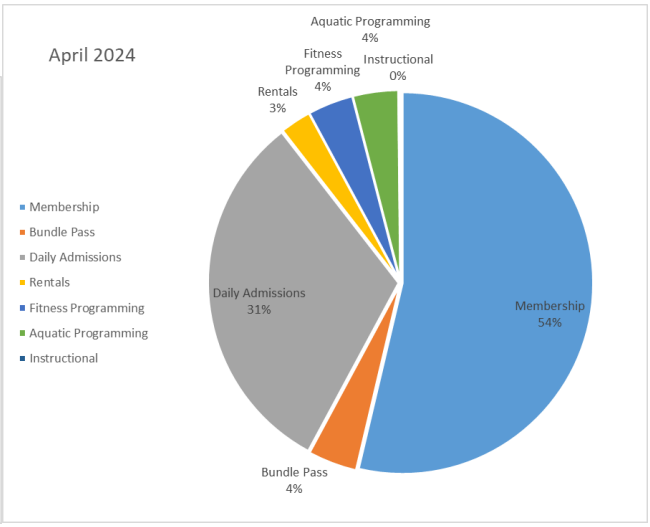
The Below Facility utilization numbers represent the total number of patrons who visited the facility over the course of the month based on the number of check -ins by members and bundle pass holders, the number of daily passes sold, and the number of participants who checked in for programs, activities,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





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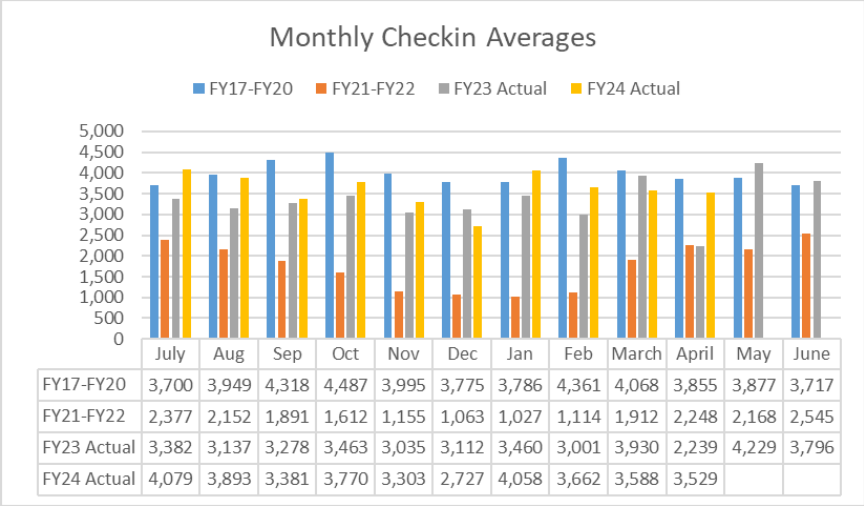
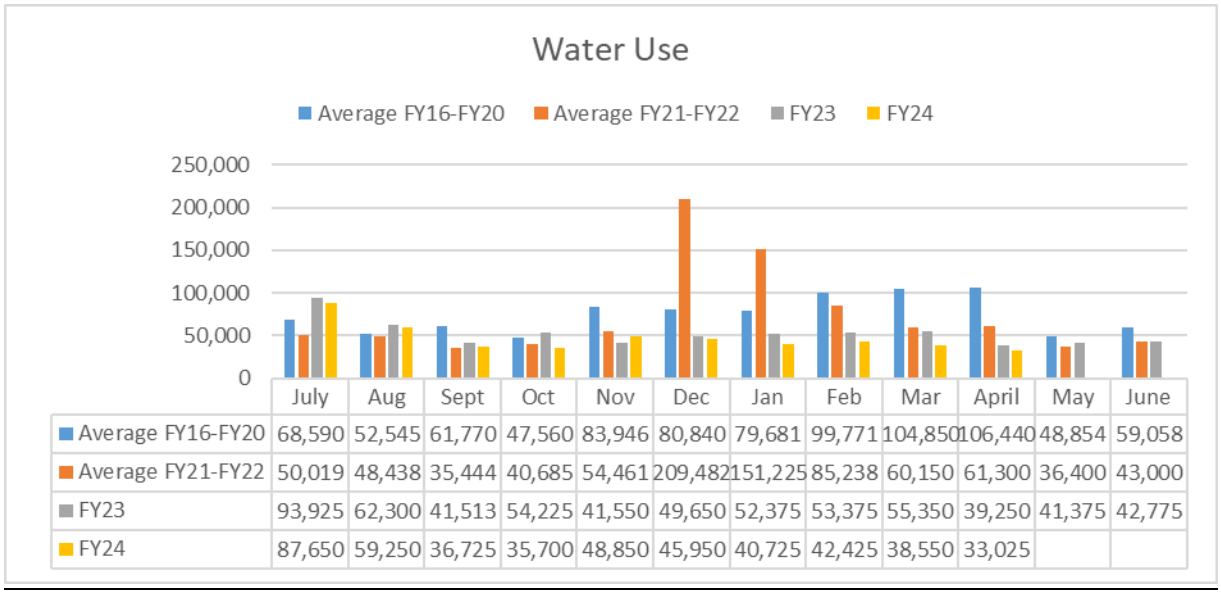


	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY17-FY20	3,700	3,949	4,318	4,487	3,995	3,775	3,786	4,361	4,068	3,855	3,877	3,717
FY21-FY22	2,377	2,152	1,891	1,612	1,155	1,063	1,027	1,114	1,912	2,248	2,168	2,545
FY23 Actual	3,382	3,137	3,278	3,463	3,035	3,112	3,460	3,001	3,930	2,239	4,229	3,796
FY24 Actual	4,079	3,893	3,381	3,770	3,303	2,727	4,058	3,662	3,588	3,529		

Water Use



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Average FY16-FY20	68,590	52,545	61,770	47,560	83,946	80,840	79,681	99,771	104,850	106,440	48,854	59,058
Average FY21-FY22	50,019	48,438	35,444	40,685	54,461	209,482	151,225	85,238	60,150	61,300	36,400	43,000
FY23	93,925	62,300	41,513	54,225	41,550	49,650	52,375	53,375	55,350	39,250	41,375	42,775
FY24	87,650	59,250	36,725	35,700	48,850	45,950	40,725	42,425	38,550	33,025		

*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.

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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

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