



CITY OF BETHEL

FINANCE COMMITTEE

MONDAY, OCTOBER 28, 2024, 5:30 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

JOIN MEETING AT ZOOM.US:

[HTTPS://US06WEB.ZOOM.US/J/3350154000?PWD=HYFLQJB5BBF9IUAXHBN9SOZQAFWPLS.1&OMN=81314125060](https://us06web.zoom.us/j/3350154000?pwd=HYFLQJB5BBF9IUAXHBN9SOZQAFWPLS.1&OMN=81314125060)

MEETING ID: 335 015 4000

PASSCODE: 140569

US TOLL-FREE PHONE NUMBERS: 888 475 4499; 833 548 0276; 833 548 0282; 877 853 5257

MEMBERS

John Hamilton, Chair
John Lloyd, Vice Chair
Robert Rey
Victoria Sosa
Patrick Snow (Council Rep)
Carolann Willard
Vacancies: 3

STAFF

Ex Officio Members
Aaron Vassalotti
Cindy Sharp
Alexandra Batchelor
finance@cityofbethel.net
907-543-1381

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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

IV. APPROVAL OF AGENDA

- A. 10/28/2024

V. APPROVAL OF MEETING MINUTES

- A. 09/23/2024

VI. UNFINISHED BUSINESS

- A. Definition of a Rental (Alexandra Batchelor)

VII. NEW BUSINESS

VIII. EX OFFICIO REPORT

- A. September Report
- B. Other 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, Alaska

Finance Committee Minutes

September 23rd, 2024

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A Regular Meeting of the Finance Committee was held on September 23rd 2024, at 5:32 PM in Council Chambers at 300 Chief Eddie Hoffman Highway.

II. ROLL CALL

The following Finance Committee members were present: John Hamilton (Chair), John Lloyd, Victoria Sosa, and Patrick Snow.

Also in attendance are Alexandra Batchelor, Recorder (Ex Officio) and Cynthia Sharp (Ex Officio)

Unexcused Absences: Robert Rey and Victoria Sosa

Excused Absences:

III. PEOPLE TO BE HEARD:

IV. APPROVAL OF AGENDA

09/23/2024

MOVED BY	Carolann Willard	Motion to approve
SECOND BY	John Lloyd	
VOTE ON MOTION	All in favor	4-0

V. APPROVAL OF MINUTES

05/21/2024, 06/24/2024, 07/22/2024, and 08/26/2024

MOVED BY	John Lloyd	Motion to approve
SECOND BY	Carolann Willard	
VOTE ON MOTION	All in favor	4-0

VI. NEW BUSINESS

A. Ordinance 24-xx: Amending sections 4.16.160 part D Section 1.

MOVED BY	John Lloyd	Motion to approve
SECOND BY	Carolann Willard	
VOTE ON MOTION	All in favor	4-0

B. Ordinance 24-xx: Business License Repeal (Lori Strickler, Acting City Manager)

MOVED BY	John Lloyd	Motion to approve
SECOND BY	Carolann Willard	
VOTE ON MOTION	All in favor	4-0

VII. EX OFFICIO MEMBER REPORTS

A. Finance Report with Budget to Actuals.

B. August 2024 Manager's Reports.

VIII. COMMITTEE MEMBER COMMENTS

John Lloyd: No Comment.

John Hamilton: No Comment

Patrick Snow: No Comment.

Carolann Willard: No Comment.

IX. Adjourned

MOVED BY	Carolann Willard	Motion to approve
SECOND BY	John Lloyd	
VOTE ON MOTION	All in Favor	4-0

The chair called the meeting to an end at 6:12 pm.

John Hamilton, Chair

ATTEST:

Alexandra Batchelor, Recorder

4.55.020 Definitions.

Except where the context otherwise requires, the definitions given in this section govern the construction of this chapter:

“Collected” means the time at which the rent is earned if the operator uses the accrual basis of accounting, or the time at which the rent is received if the operator uses the cash basis of accounting. The same basis of accounting normally used for keeping the books and records shall be used for reporting and remitting the tax levied by this chapter.

“Hotel” means any structure, or any portion of any structure, which is occupied or intended or designed for occupancy by transients for dwelling, lodging or sleeping purposes and is held out as being used or available for such purpose to the public regardless of whether it is specifically referred to as a hotel and shall include a bed and breakfast or similar facility. “Hotel” does not mean any hospital, convalescent home, sanitarium or home for aged people licensed as such by the state.

“Occupancy” means the use or possession, or the right to the use or possession, of any room or rooms or portion thereof, in any hotel for dwelling, lodging or sleeping purposes.

“Operator” means the person who is proprietor of the hotel, whether in the capacity of owner, lessee, sublessee, mortgagee in possession, licensee, or any other capacity. Where the operator performs his functions through a managing agent of any type or character other than an employee, the managing agent shall also be deemed an operator for the purposes of this chapter and shall have the same duties and liabilities as his principal. Compliance with the provisions of this chapter by either the principal or the managing agent shall, however, be considered to be compliance by both.

“Person” means any individual, firm, partnership, joint venture, association, social club, fraternal organization, joint stock company, corporation, estate, trust, business trust, receiver, trustee, syndicate, or any other group or combination acting as a unit.

“Rent” means the consideration charged for the occupancy of space in a hotel as well as for such equipment as rollaway beds, cribs, television sets, etc., valued in money, whether to be received in money, credits, credit card charges, goods, labor, property and services of any kind or nature without any deduction therefrom whatsoever.

“Rent package plan” means the consideration charged for both food and rent where a single rate is made for the total of both. The amount applicable and apportioned to rent for determination of the transient occupancy tax under KGBC [4.55.030](#) shall be the same charge made for rent when not a part of a package plan.

“Transient” means any person who exercises occupancy or is entitled to occupancy by reason of concession, permit, right of access, license or other agreement for a period of not more than 30 consecutive calendar days, counting portions of days as full days; provided, however, the day a transient checks out shall not be included in determining the 30-day period if the transient is not charged rent for that day. Any person who in fact exercises occupancy or in fact is entitled to occupancy for a period of more than 30 consecutive days shall be deemed not to have been a transient from the date of commencement of such consecutive period for days of occupancy or entitlement to occupancy. [Ord. No. 729, §1, 3-19-90. Code 1974 §45.30.010.]

The Ketchikan Gateway Borough Code is current through Ordinance 2049S, passed August 19, 2024.

Disclaimer: The borough clerk’s office has the official version of the Ketchikan Gateway Borough Code. Users should contact the borough clerk’s office for ordinances passed subsequent to the ordinance cited above.

[Borough Website: www.kgbak.us](http://www.kgbak.us)

[Hosted by General Code.](#)

4.50.020 Definitions.

For the purposes of this chapter, the following words and phrases have the meanings hereinafter respectively ascribed to them:

“Buyer” or “consumer” means and includes without limitation on the generality of the terms, every individual, receiver, assignee, trustee in bankruptcy, trust, estate, firm, co-partnership, joint venture, club, company, business trust, corporation, association, society, or any group of individuals acting as a unit, whether mutual, cooperative, fraternal, nonprofit or otherwise.

“Physical presence” means a seller who establishes any one or more of the following within the borough:

- (1) Has any office, distribution or sales house, warehouse, storefront, or any other place of business within the boundaries of the local taxing jurisdiction;
- (2) Solicits business or receives orders through any employee, agent, salesman, or other representative within the boundaries of the borough or engages in activities in the borough that are significantly associated with the seller’s ability to establish or maintain a market for its products in the borough;
- (3) Provides services or holds inventory within the borough;
- (4) Rents or leases property located within the boundaries of the borough.

A seller that establishes a physical presence within the borough in any calendar year will be deemed to have a physical presence within the borough for the following calendar year.

“Remuneration for services” means and includes the gross remuneration received for furnishing labor and materials for accomplishing a specified result, including travel and adventure services, and rentals of all types, including but not limited to rentals of equipment, buildings, lands and materials. It shall not be construed to include salaries or wages received by an employee from an employer; however, it shall include all fees received for rentals and services charged under the authority of Chapter [14.40](#) of the Ketchikan Municipal Code (harbor fees) and Ketchikan Municipal Code [13.08.100](#) and [13.08.110](#) (port dockage and wharfage charges).

“Residential rental” means any rental for the exclusive purpose of a dwelling unit for a permanent domicile.

“Retail sale” or “sale at retail” means any nonexempt sale of services, rentals, or tangible personal property made to a buyer who intends to use, consume, or receive the item or services purchased for his own personal use as the ultimate consumer with no intention to sell the item again, whether to be sold in the same form as received, or in some modified condition or form or after fabrication or use with some other substance or item. Notwithstanding any other provision of this chapter, arrangements made with another person or agent, including but not limited to a travel agent, broker, or other representative, regardless of the location of the travel agent, broker or representative, by a provider of services, rentals or goods, to market such services, rentals, or goods (including travel and adventure services), to provide such services, rentals or goods to another person, or the transfer to the buyer of the right or privilege to receive such services, rentals or goods, is a taxable sale by such provider, and such provider is a seller for the purposes of this chapter. Except as provided below or in KGBC [4.50.060](#) and [4.50.230](#), a retail sale or sale at retail is subject to sales tax if the sale occurs within the borough. Without limiting the generality of the foregoing, the following more specific examples in subsections (1) through (5) of this definition are provided to clarify application of this section.

- (1) Where the physical location of the business is within the borough, the sale is subject to the borough’s sales tax. In the event that the seller has no fixed place of business but is conducting business within the borough, the tax will be based on the location where the property is being delivered or the work is being conducted.
- (2) The sale of property or services in the borough is considered subject to sales tax if the seller maintains any office, distribution or sales house within the borough.
- (3) A real estate rental is subject to sales tax.
- (4) Where a buyer receives a service within the corporate limits of the borough the sale is subject to borough sales taxes.
- (5) A person who furnishes proof, in the form required by the borough revenue collector, that he has paid a sales tax to a jurisdiction outside of the borough on the sale of services, rentals, or tangible personal property, is required to pay the borough’s sales tax only to the extent of the difference between the amount of the sales tax so paid to a jurisdiction

outside of the borough and the amount of the sales tax levied by the borough. This subsection applies to a sales tax levied in any taxing jurisdiction, whether in or outside the state of Alaska.

“Sale for resale” means the sale of tangible personal property to a buyer whose principal business is the resale of the property whether in the same or an altered form and who holds a valid resale certificate issued by the Ketchikan Gateway Borough. Sale for resale also means the provision of services to a broker whose principal business is the resale of those services to an ultimate consumer and who holds a valid resale certificate issued by the Ketchikan Gateway Borough. Resale certificates do not apply to: travel and adventure services if the sale is to a person who would be entitled to claim the exemption provided by KGBC [4.50.230\(v\)](#); or supplies purchased by travel and adventure service providers, hotels/motels, lodges, apartment/house rentals, or bed and breakfasts which are not separately charged to the consumer when resold.

“Sales price” means and includes the consideration, whether money, credit, rights, or other property expressed in terms of money paid or delivered by a buyer to a seller, all without any deduction on account of the cost of property sold, the cost of materials used, labor costs, discount, delivery costs, or any other expenses whatsoever paid or accrued, and without any deduction on account of losses.

“Sales tax” means and includes the tax herein levied on gross revenues derived from all taxable commercial retail sales, rentals and services, including sales of travel and adventure services, said revenues being computed in dollars and cents and the tax payable by the seller, the person performing the services, or the person receiving gross revenues from rentals, to the borough.

“Seller” means and includes every person making sales at retail, including travel and adventure services, to a buyer or consumer, whether as agent, broker or principal, and the term also means and includes persons performing services for remuneration as well as persons receiving gross revenues derived from rents.

“Single unit sale” means the sale of a separate, single item or service which is customarily sold, advertised, contracted for sale or sold in the normal course of business as a separate and single item or unit by a single unit of measurement (i.e., per gallon, ton, hour, day, week, month, foot, sack, yard, pound, piece, group, each, box, set, package, or other common unit of measurement). A single unit sale shall include a sale by contract, quote, bid or other lump sum amount only if the sale is based on and computed as a single bid, quote, sum, or package price

rather than as an accumulation, sum or aggregation of prices of separately identifiable or separable unit prices as defined above. For purposes of package tours, every individual in the tour will count as a single unit; provided, however, that residential and commercial rent shall be computed on a unit of one month, not based on square footage.

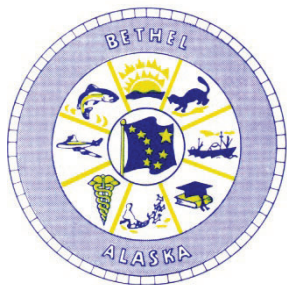
“Travel and adventure services” include, but are not limited to, tours and charters on land and water, guide services, admissions, lectures, transportation services (excluding air transportation), and the rental of lodging, aircraft, vehicles, watercraft, and equipment, including fishing, boating, camping and other tour or adventure related goods. Travel and adventure services also include sales of goods incidental or related to such services. [Ord. No. 1917S, §1, 7-20-20; Ord. No. 1894, §1, 8-19-19; Ord. No. 1425, §1, 2-5-07; Ord. No. 1287, §1, 11-3-03; Ord. No. 1268B, §2, 11-17-03; Ord. No. 1138, §1, 6-5-00; Ord. No. 1112, §1, 8-2-99; Ord. No. 933, §1, 5-16-94; Ord. No. 854, §§1, 2, 5-4-92; Ord. No. 598, §1, 3-2-87; Ord. No. 547, §§1, 2, 11-18-85; Ord. No. 423A, §1 – 3, 7-19-82; Ord. No. 297, §2, 5-1-78; Ord. No. 240A, §2, 4-4-77. Code 1974 §45.20.005.]

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[Hosted by General Code.](#)



City of Bethel

Finance Department

Manager's Report for September 2024

Date: September 1-30, 2025

To: Lori Strickler, Acting City Manager

From: Cynthia Sharp, Deputy Finance Director

Subject: Management Report, September 2024

Current Events within the Finance Department

Sales tax: is currently working on reviewing all accounts to make sure they are current on their sales tax filings. Making contact with clients to get updated information. And continues to study and learn more about the BMC-Sales Tax/business license portion.

Utility Billing: is currently in training learning how the monthly processes work, making sure the procedures are followed and on schedule.

Accounts payable/Payroll: is working on cleaning up old accounts in the system. Merging vendors, making sure there are W-9's on file for vendors, etc. The payroll portion she is in training and doing very well.

General Ledger: Keeps us all in balance

Finance Committee

Finance Committee meeting worked on business license modifications to send to Council

Personnel

Open positions: Finance Director /Front Desk

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FINANCE</u>					
100-53-6000 SALARIES	32,220.80	88,037.36	605,274.00	517,236.64	14.6
100-53-6010 OVERTIME	530.59	2,638.18	21,000.00	18,361.82	12.6
100-53-6023 LEAVE CASHOUT	.00	.00	11,846.00	11,846.00	.0
100-53-6031 PAYABLE MEDICARE FICA	494.63	1,374.78	9,081.00	7,706.22	15.1
100-53-6032 UNEMPLOYMENT	.00	356.85	5,149.00	4,792.15	6.9
100-53-6033 WORKERS' COMPENSATION	43.75	131.25	1,618.00	1,486.75	8.1
100-53-6034 PERS	7,205.31	19,948.62	137,780.00	117,831.38	14.5
100-53-6040 EMPLOYEE GROUP BENEFITS	5,544.19	20,279.11	131,196.00	110,916.89	15.5
100-53-6041 UTILITY BENEFIT	1,814.60	4,595.66	33,060.00	28,464.34	13.9
100-53-6060 TRAVEL/TRAINING	.00	50.00	20,000.00	19,950.00	.3
100-53-6100 SUPPLIES	268.15	2,391.30	16,000.00	13,608.70	15.0
100-53-6150 GASOLINE/DIESEL/OIL	.00	119.25	1,200.00	1,080.75	9.9
100-53-6170 TELEPHONE	8.35	16.70	100.00	83.30	16.7
100-53-6171 STAFF CELLULAR PHONES	99.64	298.92	1,750.00	1,451.08	17.1
100-53-6200 MINOR EQUIPMENT	.00	68.88	8,000.00	7,931.12	.9
100-53-6230 VEHICLE MAINT/REPAIR	.00	251.85	2,215.00	1,963.15	11.4
100-53-6231 VEHICLE PARTS & TOOLS	.00	19.78	.00	(19.78)	.0
100-53-6310 ADMIN-OUTSOURCED SERVICES	.00	.00	90,000.00	90,000.00	.0
100-53-6311 AUDITING EXPENSE	.00	.00	205,500.00	205,500.00	.0
100-53-6331 HARDWARE/SOFTWARE SUPPORT	.00	4,492.00	32,904.00	28,412.00	13.7
100-53-6335 OTHER PROFESSIONAL FEES	10,851.24	89,963.28	250,000.00	160,036.72	36.0
100-53-6400 INSURANCE	525.26	1,575.78	7,100.00	5,524.22	22.2
100-53-6502 ADVERTISING	.00	.00	2,500.00	2,500.00	.0
100-53-6503 DUES & SUBSCRIPTIONS	.00	319.00	5,000.00	4,681.00	6.4
100-53-6506 POSTAGE	.00	48.85	.00	(48.85)	.0
100-53-6530 FINANCE CHARGES/PENALTIES	.00	450.49	300.00	(150.49)	150.2
100-53-6531 BANK CHARGES	5,443.52	14,029.64	52,000.00	37,970.36	27.0
100-53-6532 CASH OVER/SHORT	.00	.00	500.00	500.00	.0
100-53-6533 IRS PENALTIES AND INTEREST	.00	.00	2,000.00	2,000.00	.0
100-53-6539 MISCELLANEOUS EXPENSES	.00	11.96	4,000.00	3,988.04	.3
100-53-6700 INDIRECT COST RECOVERY	.00	(95,806.27)	608,829.00	704,635.27	(15.7)
100-53-6711 ADMIN OVERHEAD-IT SVCS	.00	5,316.99	33,118.00	27,801.01	16.1
TOTAL FINANCE	65,050.03	160,980.21	2,299,020.00	2,138,039.79	7.0
TOTAL FUND EXPENDITURES	65,050.03	160,980.21	2,299,020.00	2,138,039.79	7.0
NET REVENUE OVER EXPENDITURES	(65,050.03)	(160,980.21)	(2,299,020.00)	(2,138,039.79)	(7.0)



College of Indigenous Studies
P.O. Box 368 • Bethel, Alaska 99559-0368 • (907) 543-4500 • 1-800-478-5822 • www.uaf.edu/bethel

Kuskokwim Consortium Library

April 1, 2024-June 30, 2024 Activity Report for the City of Bethel

KCL's mission is to improve the quality of life for all members of the community by meeting the cultural, recreational and informational needs of the University of Alaska's Kuskokwim Campus and the community of Bethel.

Some of our targeted outreach initiatives to improve the quality of life for all people include:

- Sponsoring the Dolly Parton Imagination Library through a partnership with Bethel Community Services Foundation.
- Literacy, research and educational outreach to organizations that serve youth/college students.
- One-on-one support with technology and forms.
- Outreach to the Bethel Housing Coalition, Bethel Winter House, and Food Bank to improve access to resources for marginalized members of the community, and sponsoring Project Homeless Connect events.

The library sponsors many programs and events throughout the year that connect the community and provide informational, recreational and educational opportunities.

Current Staff:

Theresa Quiner, Library Director
Mikayla Miller, Youth Services Librarian
Thomas Daniel, Circulation Technician
Scott Clifford, our new Jesuit Volunteer just shipped from Pennsylvania!



Bethel Friends of Canines stopped by with puppies for a stress relief break with library staff!



Program highlights:

April: We kicked off April with a Brown Bag Lunch called “**Tips and Tricks for iPhone Photography**” with community member and professional photographer Ryan Noeker.

On Saturdays we held more weekly drop in programs that included **Adult Crafting**, **Saturday Storytime**, **Chess Club**, and a **Pokemon Game Day**. We had noticed that many of the kids who use the library love Pokemon and collect the cards, but did not know how to play the game. Local community member Buddy (Alfred) Jackson shared his love of the game by teaching kids how to play. The first weekend in April we hosted a summer reading sign up event at Saturday Market in order to promote our fun reading programs over the summer. Visiting artist Jimmy Riordan joined us for a three day **zine making workshop**, and many adults and children enjoyed creating zines, which are small handcrafted small-batch publications.

In May, we kicked off with another **Summer Reading** sign up at the Southwest Alaska Art Group’s First Friday event. We enjoy bi-monthly **Toddler Times**, which is an opportunity for children to work on developing motor and social skills while parents can socialize and drink coffee. We kicked off our **Summer Reading Program** on May 17 with a teen program in collaboration with TWC’s Teens Acting Against Violence group, and hosted a teen video game night with an **Among Us** tournament. We love taking our programs outside, and hosted two **Community Birding** programs with the local birding community, and another **Finding Fiddleheads** plant walk with community member Carey Atchak.

In June we kicked off with a very fun **Kids Cooking Class**, again in collaboration with TAAV. Kids and teens learned some basic cooking skills like how to chop vegetables, boil water and more as they made spaghetti and meatballs from scratch. We partnered with the Teens Acting Against Violence Group to help organize a community **Pride celebration**, and held an ethnobotany walk showing people where and how to harvest **Wild Rhubarb**. We enjoyed leading kids in a sewing program teaching them how to do basic hand sewing. Community member Lailtrice Graham led a program called **Kitchen to Cosmetics**, and taught people how to make skin care products out of materials that people generally have on hand in their kitchens. Our Jesuit Volunteer led another **Painting program** for adults. Painting programs are always well attended popular programs.



We started off the fiscal year with the last of our summer reading programs in July and August. We had been collaborating with GBH Boston, Alaska Public Media, and tribal representatives for the past year to develop a Molly of Denali two day camp. The theme was **Molly Community Science Salmon Protector Camp**. We held the camp in July, and it was a huge success. We combined cultural and traditional knowledge with Western Science concepts, and brought in community members to lead different activities. Elder Ayaprun Jones and 4-H’s Tina Uta helped lead the camp, and activities



included learning to cut fish, learning to test the fish for age/ sex/ length using scientific tools,

learning a traditional dance about salmon, and learning about the salmon life cycle. If more funding is obtained, the camp curriculum will be developed further and made available to other organizations through PBS kids.

We also worked with Alaska Public Media to do a two day



Family Learn and Grow workshop, which taught parents how to work with their kids to develop their social/ emotional skills. We worked with the Bethel Police Department to do a Crafting with a Cop workshop which was well received by the community, and artist Jimmy Riordan came back out to lead a **week long Artapalooza**



program where kids learned a different art technique every day. We also hosted another Dutch Oven Cooking Class and learned how to amp up our camp cooking techniques.

We wrapped up the summer with our annual summer reading celebration where we give away books and raffle off the prizes from the reading raffle. Because this event aligned with the Olympics, the theme for the celebration this year was “**Silly Olympics**”, and we worked with volunteers and community organizations to lead the kids in a variety of silly competitions like “Blind Tug of War”. Even the Police and Fire departments got in on the fun, and competed against each other in the tug of war competition. We ended the raffle with a dance off for the “Silliest Olympian” trophy. Jeremiah West competed against and was victorious in beating the new Police Chief in a dance off for the “Silliest Olympian Trophy.”



In September, we brought out Cooperative Extension Agent Jasmine Shaw from the Sitka office to do **three days of CES workshops**. She provided pressure gauge testing and time for people to drop in and ask their gardening and food preservation questions. She also led a gardening 101 workshop, a canning workshop, and a workshop on fermenting and pickling. She loved working with the community here, and we plan to bring her out again this winter to lead more workshops.

We also worked with the Southwest Alaska Arts Group and KYUK to do our third annual

Tales on the Tundra storytelling event. 6 storytellers took to the stage to tell a story from their own life, and local band PNKS performed. Almost 100 people attended the show, and it reached an even larger audience when it aired on KYUK and on the library’s YouTube channel. Scan the QR code to watch the full show!



Project updates:

- The library has two outstanding grant applications out to receive funding as a subrecipient for **National Digital Equity/ Literacy grant programs**.
 - One would provide funding for two additional full time staff positions at the library to expand our hours and to expand on our digital literacy services. The



program would also provide funding for people who complete digital literacy workshops and classes to receive a laptop for home use.

- The second application is to receive funding to make the library more user friendly for people working on the public computers. It would allow us to replace some of the furniture in the library. We would replace the current computers carrels with nicer carrels which would include a family workstation like this. We would also replace the existing conference table in the Alaska room with a table that is outfitted with locking drawers that contain laptops so we can expand the number of computer terminals we have available in the library, and have a space where we could have computer workshops during normal library operating hours. We would also replace the soft seating with new seating that has laptop trays and charging stations built into each chair, which is a huge need because we don't have enough outlets in the library.
- We are continuing to work on the Rasmuson Collection Development Grant to replace a lot of the adult non-fiction collection. This is a two year project, and we may ask for an extension.
- We are hoping to seek funding to digitize the Tundra Drums newspaper in the next two years. We have been in discussion with the copyright owner about the project, and he has expressed a willingness for the project. We have drafted a legal document with UA Legal for him to sign, and are pending his signature. We will apply for a Native American Library Services Enhancement Grant this winter to fund the project.



Professional Association/ Conference attendance:

- Theresa and Mikayla were able to attend the American Library Association Annual Conference in San Diego in June for the first time, and learned a lot through the many workshops attended.
- Theresa attended and presented at the Alaska Library Association/ Pacific Northwest Library Association Conference in August. Over 50 people attended the presentation titled "Community Outreach Done Right" and she presented on the library's outreach work with the Bethel Housing and Homelessness Coalition. The discussion included tips for how other communities and libraries can use what the BHHC learned for successful coalition work to tackle community problems.

Statistics April 1, 2024--September 30, 2024

- Active library card users: 2,562
- New library card registrations since April 1: 337
- Visitors to the library:
 - April: 2821
 - May: 2093
 - June: 2208
 - July: 2057
 - August: 1891
 - September: 2005
 - Total: 13,075
- Public computer sessions:
 - April: 489
 - May: 297
 - June: 337
 - July: 291
 - August: 341
 - September: 388
 - Total: 2143
- Alaska Room reservations for meetings or student use:
 - April: 18
 - May: 5
 - June: 4



- July: 2
- August: 6
- September: 10
- Total: 45
- Reference/ research assistance requests:
 - April: 84
 - May: 128
 - June: 80
 - July: 67
 - August: 126
 - September: 136
 - Total: 621
- Family/ Community events (all ages):
 - April: 7
 - May: 4
 - June: 1
 - July: 7
 - August: 1
 - September: 1
 - Total: 21
- Adults only programs:
 - April: 1
 - May: 0
 - June: 3
 - July: 2
 - August: 1
 - September: 3
 - Total: 10
- 12-18 (teen) programs:
 - April: 0
- May: 1
- June: 5
- July: 0
- August: 0
- September: 0
- Total: 6
- 6-11 year old programs:
 - April: 2
 - May: 1
 - June: 1
 - July: 2
 - August: 0
 - September: 2
 - Total: 8
- Birth to 5 years old:
 - April: 2
 - May: 0
 - June: 2
 - July: 2
 - August: 0
 - September: 2
 - Total: 8
- Outreach (to schools, etc):
 - April: 3
 - May: 0
 - June: 0
 - July: 0
 - August: 1
 - September: 5
 - Total: 9
- **Total programs/ outreach: 62**
- **Total attendance in programs 1317**

Upcoming fall programs and events

- Indigenous Peoples' Day Community Celebration October 14, 12-8 p.m.
- Toddler Times October 21 & 28, November 11 18, and December 16 at 11 a.m.
- Rocky Horror Picture Show, October 26, 9 p.m.-midnight
- Trunk or Treat, Halloween Carnival, and Haunted House October 31, 5:30
- Project Homeless Connect November 12, 12-2 p.m.
- Winterfest Carnival December 7



MEMORANDUM

Date: September 30, 2024

To: Lori Strickler, Acting City Manager

From: Lee Foley, Planning Director

Subject: Planning Director's August Report

September 2024 Events

- **Property Issues/Public Nuisances:**

- 1. **No new issues or nuisances identified**

- **Site Plan Permits:** Planning received two (2) Residential Site Plan Permits and two (2) Commercial Site Plan Permits. All have been processed.
- **Planning Commission:** During the regularly scheduled meeting on Thursday, September 12, 2024. Commission members reviewed and approved Bethel Comprehensive Plan 2045. The members also considered the City's application to rezone Lots 4, 5, & 6, Block 7, USS 3230 AB from Public Lands & Institution (PLI) to General Use (GU). The application was not approved due to administrative errors. Subsequently, the Commission held a Special Meeting on September 19, 2024, and approved the City's application for rezoning. Changes to the Bethel Official Land Use Map were incorporated and promulgated, reflecting the approved rezoning application. A Lot Line Adjustment to reflect one (1) lot instead of three (3) is being processed.
- **Abandoned Vehicles:** Met with the Director of Public Safety on September 10, 2024, and toured the City, identifying abandoned and/or junk vehicles, growing junk yards, areas that potentially contribute to public safety hazards, and speaking with residents and owners. Subsequently, met with the Port Director to review the plan to remove two (2) vehicles from the Dock. The Director of Public Safety, Port Director, Landfill Manager, Public Works Director, and Planning will work

collaboratively to develop a comprehensive plan for dealing with this issue.

- **Vacancies:** There are no vacant positions in the Planning Department.
- **Large Projects:**
 1. **Ptarmigan Street Encroachments** – Initial letters sent to ten (10) entities and/or individuals on June 6, 2024. whose properties encroach on the City's right-of-way A second round of letters with an Agreement Contract was developed collaboratively by Planning, the City Attorney, and the Acting City Manager and will be promulgated before the end of September.
 2. **City of Bethel Professional Housing Project** – Land levelled and filled with pile driving ongoing.
 3. **AC Store Construction** – Belated Commercial Site Plan approved with conditions, but work has not recommenced to date. The site plan fee has been remitted to the City.



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

MEMORANDUM

DATE: 09.30.2024
TO: City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report – Public Works Department
Programs/Divisions

Hauled Utilities: We have lost two employees will have three newly hired come mid- October. This month we have had two claims filed against the city. Outside of this our team has kept all scheduled and extra service caught up for the month of September 2024. I need to thank V& E and road maintenance for all the support they have given us throughout the month. Building maintenance thank you for replacing the thermostat in the hauled Utility office. I would like to thank Tom from the port for delivering water to almost every barge this season, this was a great benefit to the hauled utilities department. This month we have responded to a few lift stations with utility maintenance.

Utility Maintenance:

Property Maintenance:

Pool Building	9/26/2024 Work on boilers and boiler system controls
Public Works Building	9/3/2024 Repair Hauled Utilities overhead door. Repair Toilet Hauled Utilities.
	9/8/2024 Repair latch on door southside.
	9/11/2024 Lower all city flags to half-mast.
	9/12/2024 Renumber city fuel tanks
	9/13/2024 Renumber city fuel tanks
	9/17/2024 Repair Hauled Utilities toilet
	9/18/2024 Replace Hauled Utilities thermostat
	9/16/2024 Building crate for pole light material
	9/23/2024 Relocate pole light material to public works
	9/27/2024 Make keys for contractors coming for utility maint
City Hall	

	9/04/2024 Make Keys for DMV
	9/11/2024 Check Heat DMV office.
	9/12/2024 Make keys for DMV
	9/16/2024 Work on leak under building
	9/20/2024 Cutoff 3" pipe pushing up floor by rear door
Fire Department	
	9/11/2024 Open Valves for heat.
Police Department	
	9/02/2024 Work on overhead door. Replace ballast in light fixture.
	9/09/2024 Help move new furniture upstairs
	9/25/2024 Work on boiler in shop
	9/26/2024 Work on boiler in shop
	9/27/2024 Work on boiler in shop
Courthouse Building	
	9/10/2024 Escort Long looking at heating system for upcoming contracted work.
	9/17/2024 Repair toilet courtroom 6
	9/19/2024 Adjust boiler
	9/23/2024 Adjust boiler
Transit Bus Building	9/11/2024 Work on new compressor
Port Office Building	9/19/2024 Repair damaged circuits in warehouse
	9/23/2024 Repair damaged circuits in warehouse
Bus Barn	9/3/2024 Work on office for Streets and Roads.
	9/04/2024 Bleed fuel line for furnace.
	9/09/2024 Work on office for Streets and Roads.
	9/11/2024 Work on office for Streets and Roads.
	9/12/2024 Work on office for Streets and Roads.
	9/13/2024 Work on office for Streets and Roads.
	9/17/2024 Work on office for Streets and Roads.
	9/18/2024 Work on office for Streets and Roads.
	9/19/2024 Work on office for Streets and Roads.
	9/23/2024 Work on office for Streets and Roads.
	9/24/2024 Work on office for Streets and Roads.
	9/24/2024 Work on overhead door
	9/25/2024 Work on office for Streets and Roads.
Boardwalk	
	9/9/2024 Replace missing planks
	9/20/2024 Remove bikes from boardwalk
Dog Pound	
	9/05/2024 Repair leaking water line.
	9/23/2024 Check for leaks in kennel troughs and under building
	9/24/2024 Turn on heat pump

Play Parks in General	
x10 Parks	
	9/9/2024 Bolt trash can to rail to prevent tipping over at owl park. Pick up trash at
	Parks.
	9/17/2024 Pickup trash at all parks.
	9/23/2024 Pickup trash at all parks.
Cemetery Airport	
	9/9/2024 Replace broken rope on flagpole.
	9/17/2024 Replace rope on flag pole
	9/24/2024 Level storage building
All City Buildings	9/01/2024 Building checks and rounds
	9/02/2024 Building checks and rounds
	9/03/2024 Building checks and rounds
	9/04/2024 Building checks and rounds
	9/05/2024 Building checks and rounds
	9/06/2024 Building checks and rounds
	9/07/2024 Building checks and rounds
	9/08/2024 Building checks and rounds
	9/09/2024 Building checks and rounds
	9/10/2024 Building checks and rounds
	9/11/2024 Building checks and rounds
	9/12/2024 Building checks and rounds
	9/13/2024 Building checks and rounds
	9/14/2024 Building checks and rounds
	9/15/2024 Building checks and rounds
	9/16/2024 Building checks and rounds
	9/17/2024 Building checks and rounds
	9/18/2024 Building checks and rounds
	9/19/2024 Building checks and rounds
	9/20/2024 Building checks and rounds
	9/21/2024 Building checks and rounds
	9/22/2024 Building checks and rounds
	9/23/2024 Building checks and rounds
	9/24/2024 Building checks and rounds
	9/25/2024 Building checks and rounds
	9/26/2024 Building checks and rounds
	9/27/2024 Building checks and rounds
	9/28/2024 Building checks and rounds
	9/29/2024 Building checks and rounds
	9/30/2024 Building checks and rounds

Road Maintenance: Business as usual maintained lots of roads. Built a large pad on 5th Ave for professional housing.

Vehicles and Equipment: As usual V&E has been servicing and repairing vehicle and equipment as needed

Transit System:

September was another busy month with steady ridership. The riders consisted of 871 Seniors, 20 Youth, 103 Adults, 154 Disabled, and 1,140 Pass riders. 82 Day Passes along with 500 Day Passes were purchased by TWC and 15 Month Passes along with ONC buying 11-3 Month Passes for their clients. Bus 440 logged 2,292 miles and purchased 270.302 gallons of fuel. Total fares came to \$5,289.00.

At the middle of this month I went to a workshop in Montana which RTAP and TSI sponsored for Transit Substance Abuse Management and Program Compliance to which I received my certification. Also, this month the Transit department paid for 2 new transit buses with 5339 grant funds. The new buses will be arriving on the last barge of the season.

Landfill & Hauled Refuse: The landfill and hauled refuse had another busy month in September. The dumpster truck hauled 72 loads of trash into the landfill, other misc. city trucks hauled 32 loads into the landfill, Private citizens hauled 365 loads into the landfill, there was 3444 yards of commercial trash delivered to the landfill, we received 18 unit with freon in them to be drained and disposed of, we received 2 cars durn the month of September, and 69 load of dirt for covering the trash. I am still waiting for the final report on the inspection that was done in July. We are also receiving on the last barge 22 new dumpster. I am still looking for a permanent Landfill Tech with a CDL License.

Staffing Issues/Concerns/Training:

MEMORANDUM

DATE: September 26, 2024
TO: Lori Strickler, Acting City Manager
FROM: John Sargent, Grant Manager



SUBJECT: Grant Manager's Report for October 8, 2024 Bethel City Council Meeting

Grant Awards

The City was awarded \$75,000 from the Alaska Division of Homeland Security & Emergency Management to pay a consulting firm to develop a cybersecurity plan. The City may pursue capital funding next year for the recommended capital expenditures that appear in the plan.

Grant Applications in Preparation

Justice Assistance Grant (JAG)

Police Chief Harris chose to use the \$11,116 formula JAG grant to be part of the funds used to purchase new security cameras and door card reader program for the police station. In the grant application, I said the City would pay the remaining project amount of \$60,326.36.

Jesuit Volunteer Application

The Acting City Manager approached me with the idea of preparing a grant application to Jesuit Volunteer Corps Northwest to request a part-time Jesuit Volunteer for one year to serve as Community Parks and Recreation Coordinator. This staff position would assist the City in its effort to reestablish the Parks and Recreation Department.

VSW State Revolving Loan

I will complete the Questionnaire required for the City to be able to apply for a State Revolving Loan for the City's water treatment plant upgrades and hopefully qualify for a forgiveness portion. The project cost is \$2,787,000. I

EPA Grant for Removal of Derelict Vessels

The City must apply for a grant from the Environmental Protection Agency in order to secure the \$5.018 million appropriation from Senator Murkowski's Office.

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 Administration

Homeland Security Grant - Fencing

I prepared and issued a Request for Proposals to hire a fence company to purchase and install 1,050 feet of chain-link security fencing around the new Vehicle & Equipment Shop. Although late in the season, the City will see if it is possible for a company to install the fence in October. If not, the successful bidder will be contracted for spring barge delivery and June 2026 fence installation.

COPS Hiring Grant

I completed the Final Progress Report to close the City's COPS Hiring Grant that provided \$125,000 to cover salaries and benefits of a new police officer position over three years. The City received \$125,000. The City met its requirement to fund the position in Year 4, which ended June 30, 2024.

Current Grants

See list on following pages.

#	Grant	Amount	Expiration
1	Coronavirus Capital Project Fund	\$ 9,000,000	12/31/2026
	The State of Alaska, Dept. of Commerce, Community and Economic Development, Division of Community and Regional Affairs, is expected to produce the Grant Agreement for the City of Bethel by October 27, 2024. The City met all the NEPA and Section 106 requirements requested by the grantor.		
2	Denali Commission Grant	\$ 500,000	9/30/2026
	Grant awarded for construction of Bethel Multiuse Community Center (new gymnasium).		
3	CSP - DHSS FY 2024	\$ 323,081	6/30/2025
	A review of a Detail Ledger report on the first quarter of CSP spending shows that the City has charges for gasoline, cell phone usage, and insurance, which has not always been the case. The first quarter progress and financial reports are due October 30, 2024.		
4	23SHSP-GY23 – Virtual Simulator & Fencing	\$ 268,000	9/30/2025
	The City prepared and issued a Request for Proposals to hire a contractor to purchase and install the fencing around the City's new V&E Shop. Two addendums have been issued based on questions from prospective proposers. Hopefully, the City can get the fence installed in October 2024. The City was denied its reallocation request to purchase a keyless door entry system and building security cameras in lieu of the approved virtual shooting simulator purchase. The City will complete the Environmental, Historical and Preservation documents necessary for the simulator purchase.		
5	COPS Hiring Program - School Resource Officer (SRO)	\$ 125,000	6/30/2023
	City completed final progress report and final financial report to close the grant. City Finance Dept. collected the full \$125,000 grant amount after it completed the finance reports.		
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 must spend the remaining grant funds by December 31, 2024. The construction of the Chemical Storage Building and engineer fees are expected to consume the grant balance.		
8	Designated Legislative Grant > YK Fitness Center Gym/Track Design	\$ 500,000	6/30/2026
	DOWL, LLC estimates that it has incurred about half of the grant funds in its work designing the new Bethel Multituse Community Center (gym).		
9	Designated Legislative Grant Public Safety Communication Tower	\$ 500,000	6/30/2028
	STG, Inc. hired to purchase and install the Public Safety Communications Tower.		
10	Designated Legislative Grant > Dust Control	\$ 1,200,000	6/30/2029
	City ready to respond to State with Scope of Work, Budget, and Timeline, which are needed for the State to draw up a grant agreement.		

11	State and Local Cybersecurity Grant Program (SLCGP)	\$ 75,000	9/30/2026
The City of Bethel will hire a consultant or use DOWL, LLC to conduct a cybersecurity review of the City's IT network, equipment, software, and physical layout. The City may use recommendations in the plan as grant requests next year.			
12	Healthy & Equitable Funding	\$ 242,057	12/31/2024
The contractor installed two sets of playground equipment in June 2024. The City will seek reimbursement as soon as the last bills are paid.			
13	VSW Capital Improvement Project Grant	\$ 13,860,000	
City hired an electrical firm to complete the water treatment plant improvements. These improvements are necessary to make the plant ready to connect water pipes to the new school and the Martina Oscar Subdivision.			
14	APEI Safety Grant	\$ 5,000	9/30/2025
The City's Streets and Roads Division will purchase orange cones and barricades to keep workers and the public safe during road work.			

Total \$ 29,964,480



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: September 30, 2024

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

Recruitment and Hiring

Department	Budgeted Positions	Applications Received	Vacancies	<u>Change Since Last Report</u>		
				Pending Offers	Hired	Separated
Administration	4	9*	2			
City Clerk	2		0			
Finance	9	1	3			-1
Planning	2		0			
Attorney	1		0			
Public Safety						
<i>Admin</i>	3	9*	0		+1	
<i>Fire</i>	10	1	1		+1	
<i>Police</i>	31	7	6		+4	
Public Works						
<i>Admin</i>	2	9*	1			
<i>Streets/Roads</i>	6	1	2			
<i>Prop Maintenance</i>	5	1	1			
<i>Refuse/Landfill</i>	3		0			
<i>Hauled Services</i>	19	6	14	+1		-1
<i>Piped Water/Plants</i>	9	2	3			
<i>Vehicles & Equip</i>	7		3			-1
Transit	2.5		.5			
Port and Harbor	3		0			
Parks and Rec	1	3	1			
Total	118.5	31	37.5	*Applications for Admin Asst.- General		

The new City website seems to have expanded the City's exposure on both Indeed and Google searches, as identified by applicants noting "how they heard about the job".

A total of 31 applications were received by HR during September for advertised vacancies. Of these, the City received 9 applications for administrative assistant positions, which were reviewed for vacancies in Administration, Public Safety/Fire and Public Works.

Current vacancies at the Management Team level include City Manager, Finance Director, and the newly-posted Community Parks and Recreation Director.

While Hauled Services has 14 vacancies (one permanent hire has a pending offer for October 7th), the City has 9 temporary drivers available on staff to fulfill the community's water and sewer utility needs.

NeoGOV Transition

Offboarding is still in development, with fewer instances to test forms and checklists.

The E-forms component is complete, with the majority of September's Personnel Action Requests (PARs) completed electronically. In addition, Policy Acknowledgements have begun through the system. Because the system requires an employee to download a policy before acknowledging it, the process results in multiple copies of the policy stored in the City's network, in addition to superseded policies being retained. HR is obtaining a quote from NeoGov to add the Policy management component to the City's HR suite to help streamline policy management.

Online Timekeeping

HR continues to work with Caselle on requirements to transition to online timekeeping.

Workplace Safety, Injuries and OSHA Notifications

There were no reported workplace injuries during the month.

Ongoing and Future Projects

- Attendance at the October Alaska Society of Human Resource Management (ASHRM) annual conference.
- Updating classification and compensation data.
- Job Description review and updates.
- Presentation and acknowledgment of City Drug and Alcohol Policies.
- Updating the Employee Handbook, last adopted by City Council in 2015.



CITY OF BETHEL
OFFICE OF
JAMES C. HARRIS
CHIEF OF PUBLIC SAFETY
harrisjc@cityofbethel.net



September 2024 Monthly Report
Police Department

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Safety Patrol (three grant funded)	3	3	0
Community Service Officer	2	2	0
Evidence and Record Custodian	1	1	0
Administrative Assistant/Taxi Inspector	1	1	0
Public Safety Dispatcher (one E911 funded)	5	2	3
Public Safety Dispatch Supervisor	1	0	0
Peace Officers (one grant funded/reimbursed SRO)	20	16	4

Operations:

Operations Tempo				
	September 2024	August 2024	September 2023	2024 Total
Calls Total	833	922	1027	15510
Reports Total	113	168	92	1259
Intoxicated Pedestrian Calls	129	129	114	1323
Driving Under Influence Calls	11	9	12	126
Domestic Violence Reports	16	14	12	248
Disturbance Calls	73	61	78	795
Subject Removal Calls	30	64	66	586
Animal Calls	30	30	19	314
Animal Bite Reports	1	0	0	9
Sexual Assault Reports	1	1	1	30
Death Investigation Reports	0	2	2	10

Dispatch: (907) 543-3781 FAX: (907) 543-5086



**CITY OF BETHEL
OFFICE OF
JAMES C. HARRIS
CHIEF OF PUBLIC SAFETY
harrisjc@cityofbethel.net**



PERSONAL:

Daneila Cordoba from LAPD was hired as a police Officer start date of 09/25/2024

Adam Rivers was hired And has begun work

Sophie Poe was hired as admin assistant for police and fire

We are currently working on two background investigation for potential new hires .

Chief Harris, Officer Charles and Sgt Roberson attended a symposium for Alaska Safe Roads, Officer Charles was present an award as was Officer Parkin for their contribution to safe roads initiative. Chief Harris excepted the award for Officer Parkin due to him being on leave.

Evidence Custodian Patricia Watson Started Work .

TRAINING:

Lt. Wigner attended an Evidence training

Other:

(*) calls for service security checks removed from this number. Officers conducted 107 security checks.

Bethel Fire Department September Report

Total calls 87

Fire Calls: 13

EMS Calls: 74

Most fire calls were lockouts both car and house and false alarms made up most fire calls.

One Notable Fire Call

On 9-19-24 at 1:29 a.m. Firefighters responded to the report of something on fire in the pit. Firefighters found a vehicle on fire as well as a front-end loader equipment on fire. Firefighters extinguished both fires. The cause of the fires is under investigation.

Dispatch: (907) 543-3781 FAX: (907) 543-5086



**CITY OF BETHEL
OFFICE OF
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Notable EMS Calls

On 9-7-24 at 12:57 a.m. medics responded to the report of a person that was stabbed in the thigh. Patient was assessed and transported to the hospital. Patient medevac'd to Anchorage.

On 9-9-24 at 8:52 a.m. medics responded to the report of a person with a cut on their abdomen. Patient was assessed and transported to the hospital.

On 9-16-24 at 1:26 p.m. a medic responded with the National Guard Blackhawk for a search and rescue. Medic and Blackhawk crew located the individuals and transported them back to Bethel. They were reported to have no injuries.

Staffing

Career Staffing. 10 out of 12 positions added one firefighter trainee and one administration assistant to be shared with the police department.

Volunteering staffing. 26 volunteers

City of Bethel, Alaska

Acting City Manager's Office

September 18, 2024- October 1, 2024

Ongoing Projects

Community Center Expansion

There will be a mandatory pre bid meeting on October 18th to discuss with the potential bidders the details and scope of the project.

Animal Control Center

A meeting is being coordinated between DOWL, Architects Alaska, and Bethel Friends of Canines to determine if there are construction modifications that can be made to reduce the construction costs. We anticipate meeting the first week of October.

Boardwalk Lighting/Park Lighting

The contractor performed a drop in of the electrical line for the light posts. The contractor is awaiting additional supplies prior to scheduling the next phase of the project.

Bethel Heights/Martina Oscar Water/Sewer Project

Our water facility team members, DOWL, and two contractors met to identify an action plan for the near future shutdowns of the water distribution system to allow for the instillation of the high-power pump. This installation will need to occur before freeze-up and will help ensure the Bethel Heights Water Treatment Plant, has enough water pressure to supply Ayaprun. The City team will be coordinating with DEC for the shutdown. During these shutdowns the team plans to address a few other areas where there are major leaks.

Piped Utility Audit

The piped utility team completed an audit of piped services which is being compared the current account lists to ensure customers have accounts with the City. This cross reference will take a bit more time than expected because of unexpected staff shortages.

Professional Housing Development

The Planning Commission approved the re-zone on September 19th. Since, the contractor has completed driving the piles on the property.

Ptarmigan Encouragements DOT STIP Project

The Planning Department has sent out a second notice of municipal property encroachment, request to cure. This time the notice included an agreement for the violators to cure the encroachment by June 30, 2025. DOWL, and the State of Alaska DOT will be meeting late October to discuss the project. We should have an update in November.

Bethel Police Department Server Replacement

On September 17th Alaska Communications completed the server transfer of information. The new system is up and running.

Tundra Ridge Road State of Alaska Department of Transportation Project

The City performed a final walkthrough of the Tundra Ridge Road on October 1. Public access to the roadway is delayed one week because the signs are not yet installed.

Community Parks and Recreation Director Recruitment

The City has received three applications for the position. We will organize a hiring committee to evaluate the applicants at the end of the month.

Piped Water Audit

The piped utility team completed their walking audit of the piped services. On or shortly after October 1, we will run a report of utility account holders and compare that list with the audit list to identify who has not yet complied. Once that list is created, we will send a letter to the property owners providing notice of violation.

Request for Proposals, Bids, Qualifications

Fencing at V&E Shop Request for Proposal

The construction of a fence around the new location of the Vehicle and Equipment Shop Request for Proposal will close October 7th.

Yukon Kuskokwim Community Center Expansion Request for Qualifications

Expected to open October 7th, and Close on October 28

General

- Updating our property damage claims against the City processes.
- Updating some personnel policies to include Vehicle Use Policy and Union leave bank Use Procedures.
- Through the walkthroughs of the Tundra Ridge Road, we were able to make some connections with the State DOT. They will be working on designs for the Chief Eddie Hoffman project which we asked to be updated on regularly.
- We have engaged in a partnership with the Alaska Municipal League in their grant application to the U.S. Economic Development Administration for disaster response and mitigation training on a statewide level. Partnership coordination and resource sharing is a necessity in everyday life but becomes more impactful during a disaster.
- AML is also working on applications for the Digital Equity Coalition funding. We confirmed with AML our interest in obtaining their help in the application process to assist in funding internet and computer equipment at the Community Center.
- The City has a number of trucks and large equipment items that came in on the last barge. The Team is working to ensure the items are registered, paid for, and working.

City of Bethel, Alaska

City Clerk's Office

Council Meetings

October 8, 2024 Regular City Council Meeting
October 14 2024 Special City Council Meeting
October 22, 2024 Regular City Council Meeting

City Clerk's Office

-City Hall hosted early voting for the City's Regular Election and for the State's REAA Election. Mon-Fri. 8:30-5pm, with extended hours on the 17th and 24th until 6:00pm.

-GovHR has reopened the search process for hiring a City Manager.

- Continuing to troubleshoot wrinkles with the City's Website and Archiving Software.

- Wrapping up the City's October 1st Regular Election. The event was run successfully and professionally. I would like to thank all the election workers and chairs for helping to make the election process easy and streamlined for the voters. Also, a big thank you to Lori for walking me through the election season and being a resource to draw from to help me figure out all the processes and deadlines which had to be met.

Task	Period Total	Year to Date Total
Passport Appointments	5	57
Burial Permits/Reservations	4	34
Notary Services	2	26
Meeting Minutes Drafted	3	20
Resolutions Drafted	1	7
Ordinances Drafted	-	2
AM/IM Drafted	-	4

Committee/Commission Vacancies	Regular	Alternate
Community Parks and Recreation Committee	full	1
Planning Commission	full	2
Port Commission	1	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