



CITY OF BETHEL

FINANCE COMMITTEE

TUESDAY, NOVEMBER 19, 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
WG Anaruk (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. 11/19/2024

V. APPROVAL OF MEETING MINUTES

- A. 10/28/2024

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

- A. Declaration of Vacancy as per BMC 2.60.030 (F) (1A and B) - Alexandra Batchelor
- B. Revision to BMC 4.14.050 - Transient Lodging Delinquency Penalties

VIII. EX OFFICIO REPORT

- A. Finance Department Report and Balances
- B. City Department Reports

IX. MEMBER COMMENTS

X. ADJOURNMENT

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

Ex-Officio Staff

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

Ex-Officio Staff

City of Bethel, Alaska

Finance Committee Minutes

October 28th, 2024

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A Regular Meeting of the Finance Committee was held on October 28th, 2024 at 5:30 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, Carolann Willard and WG Anaruk.

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

Unexcused Absences: Robert Rey

Excused Absences:

III. PEOPLE TO BE HEARD:

IV. APPROVAL OF AGENDA

10/28/2024

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

V. APPROVAL OF MINUTES

09/23/2024

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

VI. NEW BUSINESS

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

WG Anaruk: No Comment.

Victoria Sosa: That all, thanks.

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 6:02 pm.

John Hamilton, Chair

ATTEST:

Alexandra Batchelor, Recorder

2.60.030 Appointment, term, vacancy, and removal of members.

A. *Applications.* Volunteers interested in filling a vacancy on a committee, commission, or ad hoc committee shall submit an application for appointment to the city clerk's office, on a form provided by the city clerk's office.

B. *Eligibility.* The city clerk's office shall screen applicants and confirm their eligibility. A member must be a resident of Bethel for six (6) months prior to appointment. The city clerk's office shall review and identify any potential conflicts of interest that may affect the appointment of the individual.

A city employee shall not be appointed as a voting member or alternate member to a committee, commission, or ad hoc committee which conducts any business that concerns or relates to the department where the employee works.

C. *Appointment.* The city council, following sponsorship by the mayor, is the appointing authority for committees, commissions, and ad hoc committee voting members, alternate members, and youth members. Members shall be appointed without discrimination based on race, national origin, color, age, religious creed, sex, political affiliation, marital status, physical disability, or other statuses protected by law. Members shall not receive compensation for their services.

D. *Official Oaths.* All applicants under this chapter shall take an oath of office within forty-five (45) days following council's appointment and prior to participating in any meeting of the appointed body. If an applicant does not take their oath of office within forty-five (45) days following appointment, the city clerk's office shall provide notice to the applicant, city council, and the relevant committee that the appointment is invalid and the vacancy stands.

E. *Term.* The term of office for positions on committees and commissions shall be three (3) years and expire on December thirty-first (31st); provided, a member whose term has expired but seeks reappointment may continue to hold office for a period not longer than thirty (30) days following term expiration. The term of an ad hoc committee shall be established in the resolution creating the committee.

If a position on a committee, commission or ad hoc committee becomes vacant before the expiration of the term, the city clerk shall review the vacancy and recommend that the council's

appointment to fill the vacancy be given a term that is staggered from the other members of the body. When a new committee or commission is created, the terms shall be staggered.

The term of the council representative is one (1) year.

The term of the youth member is one (1) year.

F. *Vacancy.* Except as otherwise provided in this chapter, council-appointed members of committees, commissions, and ad hoc committees shall serve at the pleasure of the council.

Vacancies on committees, commissions, and ad hoc committees:

1. Shall be declared by the committee, commission, or ad hoc committee when a member:
 - a. Is absent from the city for more than ninety (90) days within a calendar year without first being excused by the body;
 - b. Fails to attend three (3) regularly scheduled meetings within any calendar year without being excused by the body;
 - c. Fails to attend three (3) special meetings within any calendar year without being excused by the body;
 - d. Submits a written resignation that is accepted by the body;
 - e. Dies;
 - f. Ceases to be a resident of the city;
 - g. Is convicted of a felony or an offense involving a violation of the oath of office for the body; or
 - h. Becomes disqualified from holding the seat under other provisions of this code.
2. May be declared by the committee, commission, or ad hoc committee when a member:
 - a. Fails to attend at least sixty-five (65) percent of regular meetings held within any calendar year, whether excused or unexcused;
 - b. Fails to attend at least sixty-five (65) percent of special meetings held within any calendar year, whether excused or unexcused.

3. May be declared by the city council for any reason.
4. The member whose seat is being considered for declaration of vacancy shall be provided an opportunity to address the body or the council at the public meeting at which the vacancy is being considered.
5. Public notices of vacancies will be provided by the city clerk. [Ord. 23-18 § 2, 2023; Ord. 21-20 § 4, 2021.]

The Bethel Municipal Code is current through Ordinance 24-09, passed August 27, 2024.

Disclaimer: The city clerk's office has the official version of the Bethel Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.cityofbethel.org](http://www.cityofbethel.org)

[Hosted by General Code.](#)

Introduced by:
Date:
Public Hearing:
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #24-

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING BETHEL MUNICIPAL CODE 4.14.050, TAX RETURNS AND REMITTANCE, CLARIFYING DUE DATES FOR RETURNS AND LATE FILING FEEDELINQUENCY PENALTIES FOR OPERATORS OF TRANSIENT LODGING BUSINESSES

~~WHEREAS, the City requires tax returns to be remitted ???;~~

WHEREAS, Bethel Municipal Code (BMC) 4.14.050 currently requires transient lodging operators to submit tax returns not later than the last day of the month following the quarter a tax return is required to be remitted;

WHEREAS, those tax returns submitted after the tenth (10th) business day of the month following the calendar quarter for which the tax is due is delinquent and subject to penalty and interest;

WHEREAS, the proposed amendment clarifies when returns are due by indicating specific dates; and specifies the penalty for delinquency.

~~WHEREAS, the proposed amendment specifies the penalty of delinquent tax remittance.~~

THEREFORE BE IT ORDAINED- ENACTED by the City Council of the City of Bethel, Alaska, ~~that~~:

SECTION 1. Classification. This is a codified ordinance of general and permanent nature and shall be placed in the Bethel Municipal Code.

SECTION 2. Amendment. B——ethel Municipal Code 4.14.050, Tax returns and remittance Returns, is amended. Old language is stricken and new language is underlined.

A. **~~Not later than the last day of the month following the quarter a tax return is required to be submitted, Every~~** operator under this chapter shall deliver to the city finance department a tax return, signed by the operator(s), on a form provided by the city finance department for each registered place of business regardless of whether taxes are due for the quarter. Each operator shall remit ~~therewith~~ the entire amount of the tax due from such

Introduced by:
Date:
Public Hearing:
Action:
Vote:

operator pursuant to this chapter for the **immediately** preceding calendar quarter. Tax returns and the tax due under this chapter must be **actually** received by the department within the time required by this section. A tax or report **actually** received by the department at any time following the **tenth (10th) seventh (7th)** business day of the month following the calendar quarter for which the tax is due is delinquent and subject to penalty and interest under this chapter.

B. **Tax returns must be filed for the calendar fiscal quarters as follows: 1st first quarter: on March 31st, due before or on or before April 30th; 2nd second quarter: on June 30th, due before or on or before July 31st; 3rd September 30, due before or on or before October 31st, 31; and 4th fourth quarter: December 31st, due before or on or before on January 31st of the following year.**

Calendar Year Quarter	Quarter End Date	Return Due Date
1 st Quarter	March 31 st	April 30 th
2 nd Quarter	June 30 th	July 31 st
3 rd Quarter	September 30 th	October 31 st
4 th Quarter	December 31 st	January 31 st

Commented [LB1]: I found this super confusing. Rather than putting in the dates of the quarters, we should just say when the returns are due.

Commented [AB2R1]: The problem we have is some business owners don't know when the quarters end. Having the dates in the ordinance doesn't give them that excuse.

Does the table make it easier

C. **If the last day of the month following the end of the filing period falls on a Saturday, Sunday, or federal, state, or city holiday, the due date will be extended until the next business day immediately following. Exceptions will may be made for with proof of remittance (such as certified mail receipt, weigh bill, etc.) showing timely submittal.**

Commented [LS3]: I would take this out. I think this will make everything more complicated. People can keep track of when their things are due and if they don't they shouldn't be operating a business.

B.D. The tax return shall set forth or include:

1. The number of transient lodging rooms in each separate facility operated by the operator and the address or location of each facility;
2. The gross receipts from each facility, including all receipts that are excluded under BMC 4.14.030(A)(1), (2), (3) or (4);
3. Receipts from each facility that are exempt under BMC 4.14.030(A)(1), (2), (3) or (4);

Introduced by:
Date:
Public Hearing:
Action:
Vote:

4. A late filing fee of twenty-five dollars (\$25) per month or partial month shall be added to all late-filed sales tax reports in addition to interest and penalties.

5. Delinquent transient lodging tax bears interest at the rate of fifteen (15) percent per annum until paid.

4-6. Penalties and interest due In addition, delinquent sales tax shall be subject to an additional penalty as follows:

If Payment Made	Additional Penalty (Percentage of Tax)
<u>Within seven (7) calendar days after delinquency date</u>	<u>One (1) percent</u>
<u>More than seven (7) calendar days but less than thirty (30) calendar days after delinquency date</u>	<u>Seven (7) percent</u>
<u>Thirty (30) calendar days or more but less than sixty (60) calendar days</u>	<u>Fifteen (15) percent</u>
<u>Sixty (60) calendar days or more</u>	<u>Twenty (20) percent</u>

The penalty does not bear interest. Penalties and interest shall be assessed and collected in the same manner as the tax is assessed and collected.

7. The filing of an incomplete return, or the failure to remit all taxes, shall be treated as the filing of no return.

5 6. Such other relevant information and supporting documents as the department may require. [Ord. 01-28 § 2; Ord. 97-22 § 2.]

SECTION 2. Effective Date. This Ordinance shall become effective upon the passage by the Bethel City Council.

Commented [LS4]: Allie/Cindy, the sales tax code also has a waiver of penalty. Under 4.16.270 E. Do you want that here too? [Ch. 4.16 Sales Taxes | Bethel Municipal Code](#)

ENACTED THIS DAY OF 2024, BY A VOTE OF IN FAVOR AND OPPOSED.

Introduced by:
Date:
Public Hearing:
Action:
Vote:

=

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk



City of Bethel

Finance Department

Manager's Report for October 2024

Date: October 30, 2024

To: Lori Strickler, Acting City Manager

From: Cynthia Sharp, Deputy Finance Director

Subject: Management Report

Current Events within the Finance Department

October has been a very productive month for the Finance Department. With the addition of a couple of new team members we are now almost fully staffed. Our office hours have changed to Mon-Thurs 8:30-4:30pm.

Sales tax is working on putting the new Sales Tax Certificate ordinance in place and getting notices out to the businesses.

Accounts payable/Payroll is working hard at organizing her office, learning payroll, helping in other parts of the finance department and overall doing a great job. She will be attending training in November to learn how the online time-keeping system works.

Utility Billing is working on getting all the multi-units on the piped system set up with accounts.

The Auditors will be conducting a remote FY23 Audit the week of November 18-22nd.

General Ledger: Keeps us all in balance

Finance Committee

The Finance Committee had a quorum. Discussed Rentals

Personnel/Open positions: Finance Director

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FINANCE</u>					
100-53-6000 SALARIES	34,018.97	138,073.48	605,274.00	467,200.52	22.8
100-53-6010 OVERTIME	519.09	3,598.51	21,000.00	17,401.49	17.1
100-53-6023 LEAVE CASHOUT	.00	.00	11,846.00	11,846.00	.0
100-53-6031 PAYABLE MEDICARE FICA	517.63	2,130.34	9,081.00	6,950.66	23.5
100-53-6032 UNEMPLOYMENT	.00	356.85	5,149.00	4,792.15	6.9
100-53-6033 WORKERS' COMPENSATION	43.75	175.00	1,618.00	1,443.00	10.8
100-53-6034 PERS	7,598.38	31,167.85	137,780.00	106,612.15	22.6
100-53-6040 EMPLOYEE GROUP BENEFITS	5,573.23	25,852.34	131,196.00	105,343.66	19.7
100-53-6041 UTILITY BENEFIT	2,052.06	6,647.72	33,060.00	26,412.28	20.1
100-53-6060 TRAVEL/TRAINING	300.00	350.00	20,000.00	19,650.00	1.8
100-53-6100 SUPPLIES	838.77	3,671.57	16,000.00	12,328.43	23.0
100-53-6150 GASOLINE/DIESEL/OIL	.00	119.25	1,200.00	1,080.75	9.9
100-53-6170 TELEPHONE	.00	16.70	100.00	83.30	16.7
100-53-6171 STAFF CELLULAR PHONES	.00	298.92	1,750.00	1,451.08	17.1
100-53-6200 MINOR EQUIPMENT	568.02	1,167.81	8,000.00	6,832.19	14.6
100-53-6230 VEHICLE MAINT/REPAIR	.00	400.83	2,215.00	1,814.17	18.1
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	16,326.19	16,326.19	205,500.00	189,173.81	7.9
100-53-6331 HARDWARE/SOFTWARE SUPPORT	2,883.00	16,024.00	32,904.00	16,880.00	48.7
100-53-6335 OTHER PROFESSIONAL FEES	8,307.83	122,013.57	250,000.00	127,986.43	48.8
100-53-6400 INSURANCE	525.26	2,101.04	7,100.00	4,998.96	29.6
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	58.70	.00	(58.70)	.0
100-53-6530 FINANCE CHARGES/PENALTIES	.00	450.49	300.00	(150.49)	150.2
100-53-6531 BANK CHARGES	5,222.17	19,251.81	52,000.00	32,748.19	37.0
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	.02	2,711.38	4,000.00	1,288.62	67.8
100-53-6700 INDIRECT COST RECOVERY	.00	(152,430.65)	608,829.00	761,259.65	(25.0)
100-53-6711 ADMIN OVERHEAD-IT SVCS	.00	8,347.97	33,118.00	24,770.03	25.2
TOTAL FINANCE	85,294.37	249,220.45	2,299,020.00	2,049,799.55	10.8
TOTAL FUND EXPENDITURES	85,294.37	249,220.45	2,299,020.00	2,049,799.55	10.8
NET REVENUE OVER EXPENDITURES	(85,294.37)	(249,220.45)	(2,299,020.00)	(2,049,799.55)	(10.8)

City of Bethel, Alaska

Acting City Manager's Office

October 18, 2024 -November 6, 2024

Animal Control Center

The City team and Bethel Friends of Canines will be meeting with the lowest bidder UIC, to modify the \$2.3 Million Animal Control Center Construction design. The goal of the meeting will be to identify cost reduction without impacting operational needs.

Bethel Friends of Canines and Administration met with Rasmuson representative, Somona Norombaba, at the Animal Control Center Friday, November 1. The City applied for a Rasmuson Legacy Grant in July, with the hope to supplement the City's funding of the capital project. We are hopeful this visit was a step closer to securing partnership funding!

The administration has been reaching out to other granting agencies, and nonprofits seeking additional funding assistance for the equipment within the facility to help reduce the expense. One of those agencies is Greater Good Charities. We applied for a grant this summer with this nonprofit but didn't qualify as we were seeking construction funding. However, they did offer to review our design plans and provide recommendations. We received their recommendations this week which will be shared with the group at the design meeting.

Utility Billing

We are continuing our review of utilities but this time it is for commercial solid waste. The Utility Billing team is working with our Solid Waste team to evaluate overuse of community dumpsters by commercial users. Once commercial overuse customers have been clearly defined, we will reach out to commercial users that need to obtain their own commercial dumpster as opposed to utilizing community dumpster.

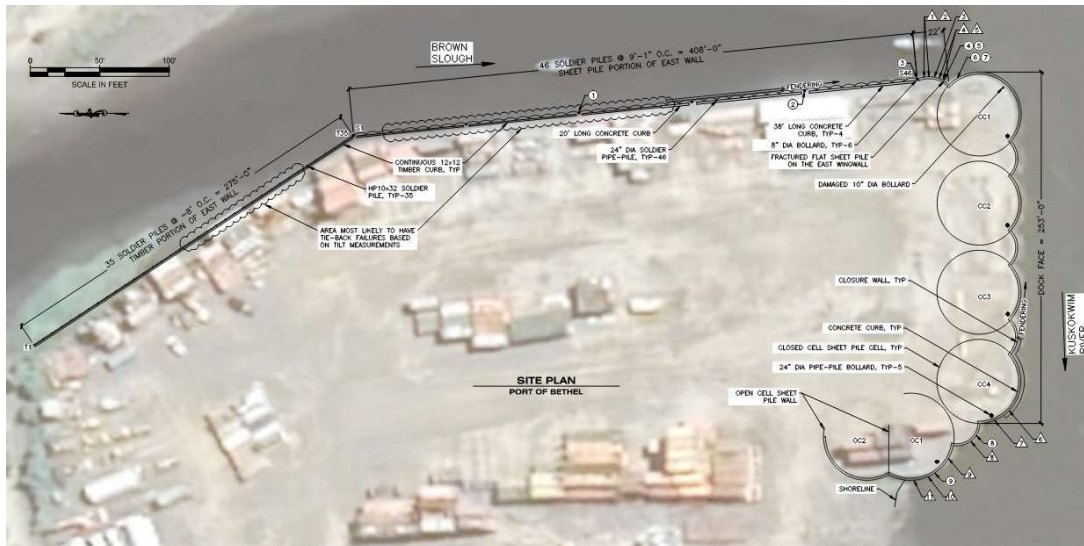
The last distribution of Utility Billing Piped Services notices resulted in 5 more accounts to be created.

Ptarmigan Street Culvert

Geotechnical work will be performed the week of November 11th around the Ptarmigan Street culvert locations. This will require traffic control and monitoring during the sitework.

Port Wall Repair

DOWL provided the City with a Port Structural Condition Assessment in July 2023. The report indicates the east wall to be in serious condition due to tailed tiebacks and a wall creep seaward due to lack of lateral restraints as the top of the wall. The east wing wall has a local failure near the dock closed cell which is allowing loss of backfill. Since of similar local failures were observed and correspond to where the wall is leaning furthest seaward. That south wall and the west wall are in fair condition, with minor damage.



East Wall



West Wall

Short Term Repairs

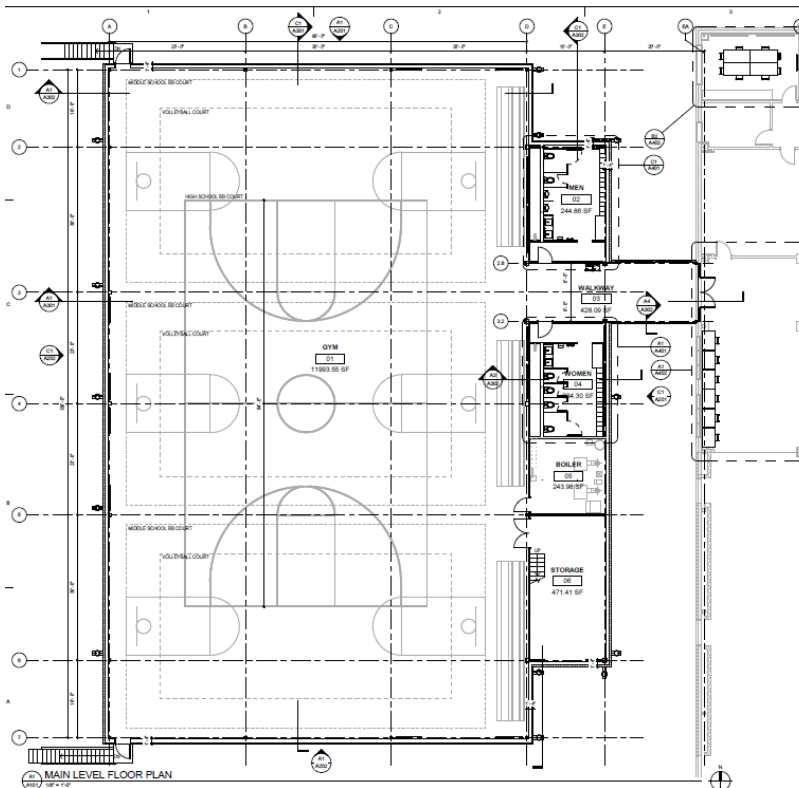
The short-term fix scheduled for the fall of 2024 and authorized for sole source procurement because of its necessity was unable to be performed because of the freezing. While not ideal, that short-term will now be performed in the spring of 2025 allowing us to solicit bids for the performance of the work. We anticipate having a request for a proposal drafted by January, following an updated design by DOWL.

Long Term Repairs

Design will be the first step in our goal of repair and replacement. The Council will consider a resolution for State Capital Legislative Request to funding the design/construction of the seawall repairs. This will be one of a few grant requests that will be prepared to support this project. If we are unsuccessful in obtaining grant funding in the next year, we will consider a general obligation bond for construction.

Community Center Expansion

Construction Manager/General Contractor Request for Qualifications Three submissions were received from qualified companies for the Request for Qualifications (RFQ). In addition to the Statements of Qualifications, the review team held meetings with the companies, then scored the total response of each. The Council is presented with an AM to authorize the negotiation and execution of a contractor which, if approved will be initiated following approval. After the contract for CM/GC is initiated, the team will get to work to progress to the next design phase. During the interviews each contractor indicated the costs for construction would be greater than the amount budgeted. Because of this, the City hopes to focus current funding on maximizing construction square footage and requesting grant funding to supplement the accessory fixtures and equipment that can be added after construction. The first of these requests is found in the Resolution for our Legislative Capital Requests.



The City also received three Statements of Qualifications from Independent Cost Estimators (ICE) which were scored and evaluated by the review team. We are still coordinating our response to the review process so are not prepared to initiate a contract with a ICE contractor at this time.

Community Parks and Recreation Director

The City has three applicant interested in the position. The review team will be holding interviews with the candidates the week of November 11th.

Ice Road Access

In response to flooding the City placed large rocks along First Road, in front of the river by the small boat harbor to help prevent further erosion of this critical roadway. When placing the rock, the City knew the placement would need to be temporary or an alternative solution identified to ensure winter access to Bethel from the ice road. In preparation for freeze-up, the City has moved the rocks to the side of the access to help ensure winter access.

Hydrographic Study

A hydrographic study was performed at the Port. We anticipate getting the report within the next few weeks. The Goal of the hydrographic survey is to identify and determine the depth of the water, the terrain of the riverbed, and any oddities that it may have. Doing this study every two years can help determine where and when dredging may be needed in the Kuskokwim. Completing these studies keeps us on track with the Bethel 2045 Comprehensive Plan. The surveys are required by the U.S. Army Corps of Engineers. This study was funded through the Municipal Dock Expenses operating budget with an estimate of \$23,928.

Finance Business License and Sales Tax

The Finance Team is preparing for the transition away from business licensing. We are also organizing our sales tax delinquency list with the intent to begin releasing delinquency information monthly starting in 2025. The last time this was done, many people on the delinquency list had no idea they were delinquent. We also plan on, in January, to begin posting the list of registered businesses on the City's website to help ensure people are doing business with tax-paying businesses.

Bethel Heights Water Shutdown

The shutdown schedule for November 6-7, was to repair a number of areas within the piped system but to also install high pressure pumps at the water treatment plant to accommodate the new Ayaprun School, and the expansion of the lines to the Martina Oscar Subdivision.

MEMORANDUM

Date: November 1, 2024

To: Lori Strickler, Acting City Manager

From: Lee Foley, Planning Director 

Subject: Planning Director's October Report

October 2024 Events

- **Property Issues/Public Nuisances:**

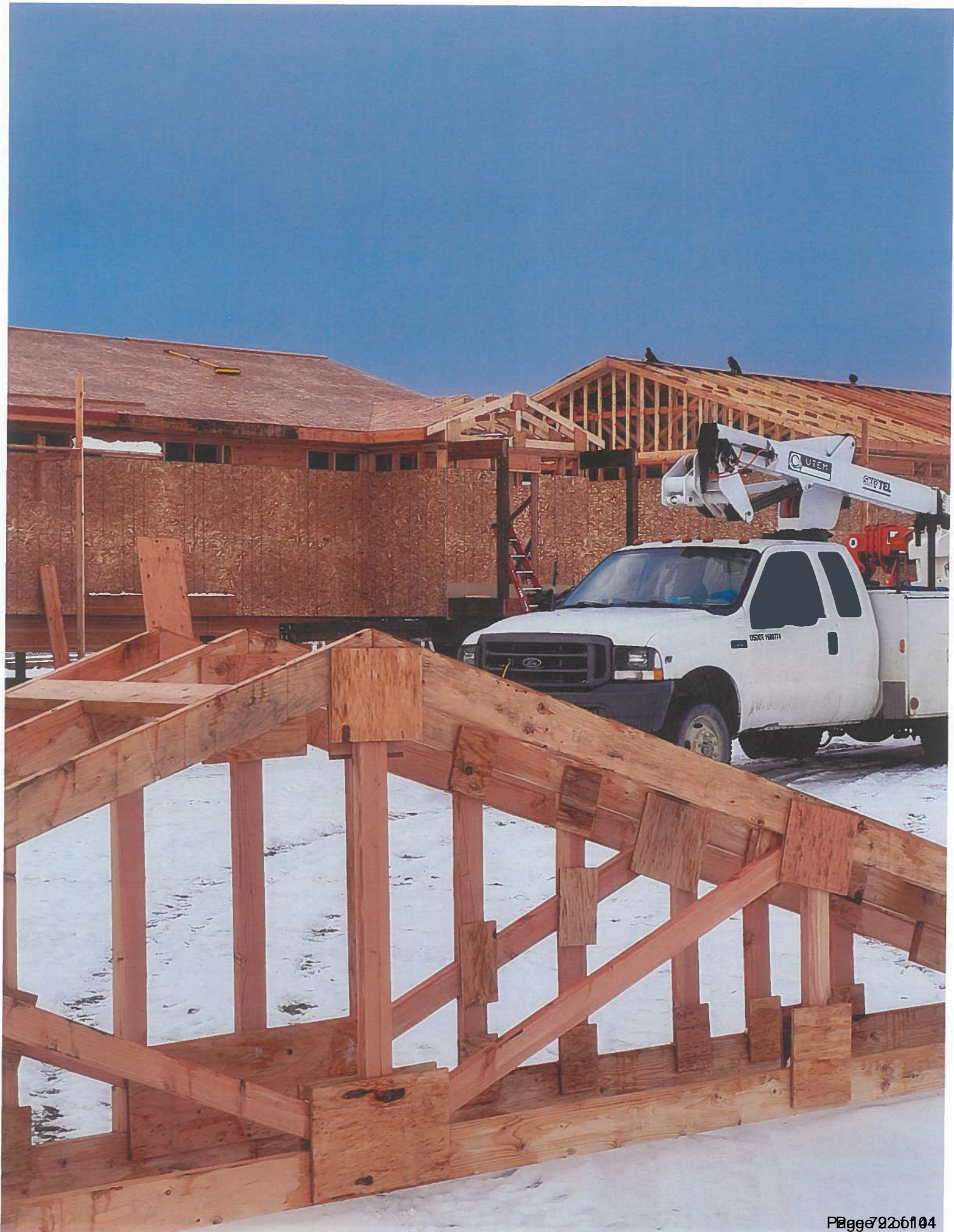
1. 244 Akiak – Being personally handled by Chief of Public Safety
2. 410 Owl Street – Sent certified letter with photos
3. 229 Akiak – Sent certified letter with photos
4. 808 Ptarmigan Road – Sent certified letter with photos
5. Tundra Road – Sent certified letter with photos
6. 236 Akiak – Sent certified letter with photos. Owner lives in Toksook Bay
7. 9330 Nengqerrarlria Drive – Sent certified letter and photos
8. 1119 Uivik – Owner lives somewhere in Nevada. 1st letter with photos sent 05/17/24 returned unopened. Has Alaska phone number but doesn't answer the phone. Left text messages but no response.
9. IPHC – Alaska, 4th & Main – City Manager in discussion with owner of property and BCS as the potential buyer of the property
10. 9316 Nengqerrarlria Drive – Abandoned property, trying to determine Ownership
11. Abandoned home on 6th Avenue – No address on property but certified letter with photos sent to owner
12. 017 A, B, & C Kwethluk – All 3 buildings are vacant. Property was site of a fire. Arson suspected; DA is investigating. No contact information for owners; property supposedly in probate
13. 150 Togerson – Sent certified letter with photos

- **Site Plan Permits:** Planning received two (2) Residential Site Plan Permit and one (1) Commercial Site Plan Permit. All have been processed.

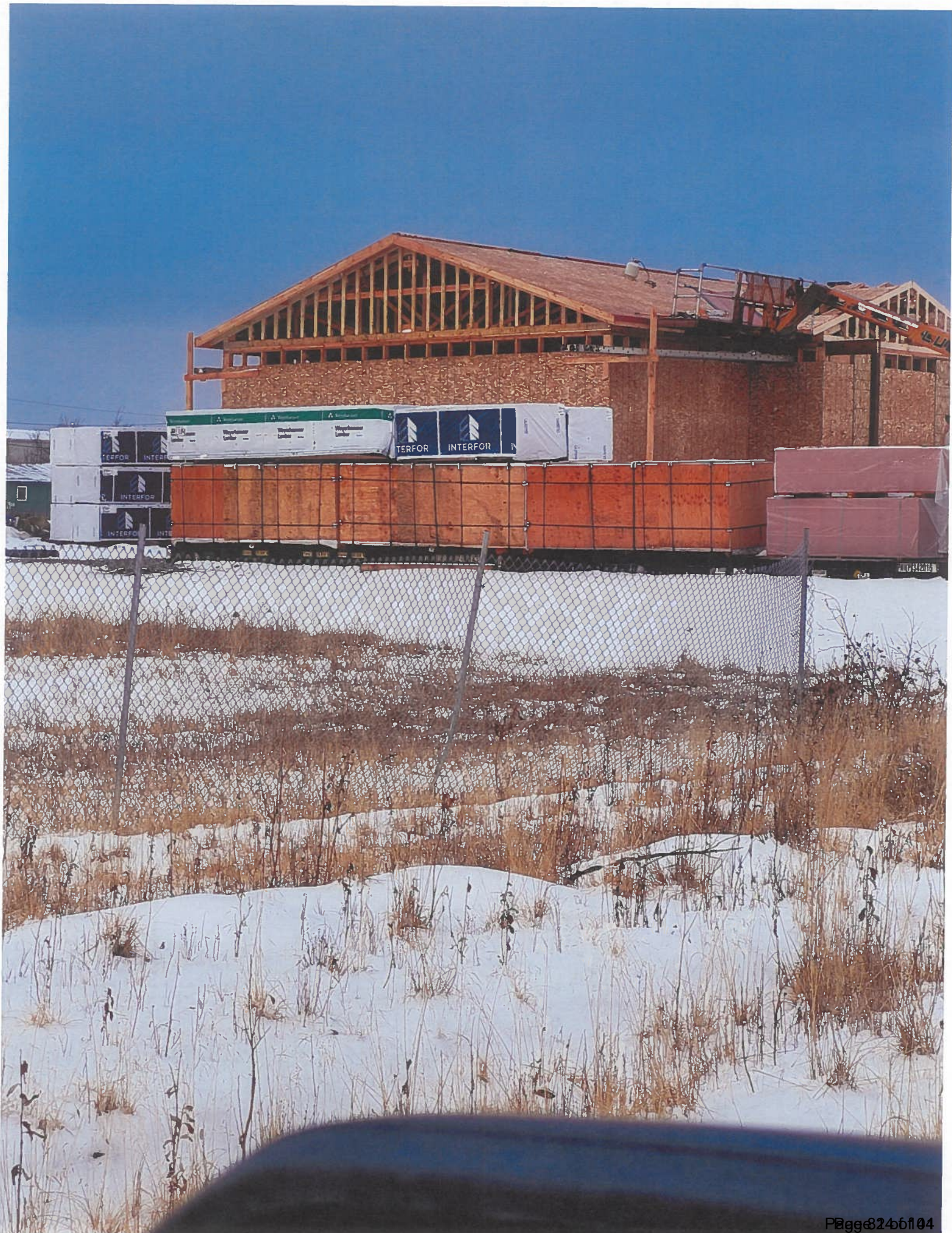
- **Planning Commission:** Agenda items included Blue Sky Subdivision Park Space; ONC Park Space; potential park space on the Kilbuck School lot; IPHC Church property at 4th & Main; Nuisance properties that Planning is involved in; & how can citizens find relief from nuisance properties in their neighborhoods.
- **Abandoned Vehicles:** Covered in nuisance letters as junk vehicles
- **Vacancies:** There are no vacant positions in the Planning Department.
- **Large Projects:**
 1. **Ptarmigan Street Encroachments** – Team meeting held electronically on 10/31/24. DOWL wants the City to create a permitting process. DOWL provided sample encroachment processes to get us started. Matt Walsh with DOT ROW will be working with us. I've requested he have boots on the ground, even if only for one day. Two (2) encroachers have corrected their issues and the City will be relocating a Bus Shelter out of the right-of-way. The remaining seven (7) are those that I want to visit personally with the DOT ROW representative.
 2. **City of Bethel Professional Housing Project** – Attached photos taken 10/31/24.
 3. **AC Store Construction** – All City issues resolved but construction has not restarted to date.













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	1
Peace Officers (one grant funded/reimbursed SRO)	20	16	4

Operations:

Operations Tempo				
	October 2024	September 2024	October 2023	2024 Total
Calls Total	1566	833	1200	17333
Reports Total	179	113	112	1300
Intoxicated Pedestrian Calls	308	129	167	1661
Driving Under Influence Calls	12	11	12	142
Domestic Violence Reports	22	16	26	275
Disturbance Calls	105	73	103	907
Subject Removal Calls	112	30	97	712
Animal Calls	29	30	35	353
Animal Bite Reports	1	1	0	9
Sexual Assault Reports	8	1	2	38
Death Investigation Reports	2	0	0	12

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



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



PERSONNEL:

Evidence custodian is working on organizing the evidence room, making great progress

We are currently working on one background investigation for potential new hire. One back ground has been completed and we are in the process of hire

Chief Harris attended the International Association of Police Conference in Boston

Officers attended the School Halloween Carnival

Officers and fire personnel participated in the annual Halloween Trunk Or Treat event

Bethel Fire Department October Report

Total Calls: 218

Fire Calls: 22

EMS Calls: 196

Most fire calls were either false alarms or vehicle/house lockouts.

Notable Fire Calls

On 10/09/2024 at 0200 Firefighters responded to a structure fire. All engines responded due to a fully involved single story structure fire. The IC asked for a loader to assisted with knocking the building down to smother the flames. The fire is considered undetermined by the investigator due to 5 past structure fires at address and that the building was demolished.

On 10/16/2024 at 13:17 Firefighters responded to BRHS for a report of a fire in the girls bathroom. FF's arrived on scene to find the fire to be extinguished by BRHS staff using extinguishers. Upon further investigation, the investigator found 3 ignitions points and determined the fire to be intentionally started. BRHS security cameras caught only one student entering and exiting the bathroom with smoke following after. After conducting and interview with the student and officer Floyd, the student admitted to starting the fire saying that she was curious.

Notable EMS Calls

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



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



On 10/30/2024 at 0058 EMS responded to a report of an intoxicated male with a head wound. EMS found signs of a sever concussion. EMS transported the pt to the hospital.

STAFFING

Career staffing 10 out of 12 positions are filled

Volunteer Staffing 26 Volunteers

Injury's: BFD has one staff member injured and will be out for 3-6 weeks

PORT OF BETHEL

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



To: Lori Strickler, Acting City Manager
From: Edward Flores, Port Director
Subject: October 2024 Managers Report

- **Small Boat Harbor**

October was the last operational month for the Small Boat Harbor, this last month we were able to start tagging vehicles about the long term parking on the south SBH. We received and put out 16 not liable for damages signs around the harbor. All of the floats were removed from the water the week of October 21st. We utilized a new method for dismantling the floats with a minimum crew on the first day, I believe it went well. But we greatly appreciated the help from the Streets and Roads crew for the rest of the task. The Port crew worked extensively clearing culverts that drain into the SBH, the culverts in the Northwest corner were blocked up fairly well. They are all flowing and will be frozen soon. All boats left in the SBH after November 1st will be pulled out of the water and stored at the harbor at the owner's expense.

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

The City Dock was very busy this last month. Being the last operating month to get boats to Bethel. All much freight that was brought in, it was mostly turned and it now out of the yard. the companies that use the dock did a good job of getting some empties out of Bethel. The City Dock is mostly empty, I believe this winter we will bring in less in storage on the City Dock then what we usually do. But I feel that we have been able to capture some of that with the added vessels that are on Beach 1. I am working with the fuel providers to clean up all the numbers so that we know a hard number of gallons that were brought into bethel this season. the same goes for the freight. All but a couple of companies are done and all packed up for the winter. November 1st we will start getting footprints on storage.

- **Port Office**

The port office is running well. We have no issues with connectivity or heat. Building Maintenance Has turned on the second boiler, so now we are running both boilers for the winter months.

- **Admin**

Our monthly storage will be prepared and will leave the Port office this first week of November. The Port Commission had its regular meeting on October 21st. Our next meeting will be at City Council Chambers on November 18, 2024, at 7 p.m.

- **Misc.**

The repairs to the face of the City Dock have been postponed until spring due to a combination of late boat movements and cold weather in Bethel earlier than anticipated. We had a number of vessels in Bethel for roughly a week, looking for a safe place to tie up due to the bad weather out in the bay. The end of October is the end of the season for the Small Boat Harbor Attendants. We finished out the season with two attendants and now we are back down to one City Dock Attendant.



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: 10.31.2024
TO: City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report – Public Works Department
Programs/Divisions

Hauled Utilities: This month services have been on schedule throughout the month. The new water truck and the three new sewer trucks have all been received and put into service. The permanent drivers have received Neo gov access. I would like to thank the other public works departments for the assistance they have given hauled utilities.

Utility Maintenance:

- 7 alarms on residential lift stations were responded to, requiring 5 repairs.
- Monthly meter readings and service connections/ shut offs were completed.
- Tundra Center lift station is still in dire need of repairs/ replacement. Currently, lift station is not functioning at full capacity/ has required creativity to modify pump to continue to operate.
- Mixing and degreasing our larger lift-stations to prevent FOG build up.
- Leveling activities on low-flow and plugged sewer lines.
- Currently have 2 vacant positions. 1 water treatment operator has been hired and will start early November. Still in need of 2 distribution/ collections operators.
- BHWTP Upgrade work is underway. Heat exchangers have been installed in place and work to tie them in is underway. First shutdown to tie in distribution/ high demand pumps in plans for early November.

Property Maintenance:

Pool Building	
	10/01/2024 Add air pressure to pressure vessel in mchanical room
	10/08/2024 Turn on heat trace
	10/22/2024 Cover vent under fitness center to restrict cold air flow
	10/23/2024 Work on mixing valves for showers

	10/24/2024 Work on mixing valves for showers and repair utility closet sink
	10/25/2024 Unclog sink upstairs bathroom
Public Works Building	
	10/20/2024 Work on boiler
	10/21/2024 Replace low water shutoff on boiler.
	10/22/2024 Close valve for water to 2" nozzle by V&E overhead door.
	10/23/2024 Clear lumber from collapsed deck in front of boiler room
	10/25/2024 Work on overhead door for Hauled Utilities
	10/25/2024 Work on clearing stoppage in sink drain line
	10/28/2024 Work on clearing stoppage in sink drain line
Recycle Building	
	10/11/2024 Replace igniter and primary control on boiler
	10/13/2024 Assist utility maint. Moving pallets of chemicals
	10/14/2024 Work on boiler adjust boiler settings
	10/21/2024 Replace fuel pump on boiler. Replace coupler on boiler.
City Hall	
	10/21/2024 Change light bulb in storage closet. Move file cabinets.
	10/24/2025 Moved file cabinets for HR
Police Department	
	10/01/2024 Work on boiler in shop replace controls
	10/01/2024 Replace photocell for outside lights
	10/02/2024 Work on boiler replace ignitor
	10/08/2024 Replace Primary control on shop boiler
	10/14/2024 Work on water pumps
	10/14/2024 Replace garage door opener motor
Bethel Heights Water Plant	
	10/19/2024 Shut off and restart boilers for contractors
Courthouse Building	
	10/01/2024 Shutdown boiler
	10/02/2024 turn on boiler adj. ventilation
	10/03/2024 particles falling in judges office
	10/09/2024 Replace ventilation filters
	10/12/2024 Replace primary control on Boiler
	10/21/2024 Call out stuck flapper on toilet womens bathroom.
Port Office Building	
	10/03/2024 low fuel alarm- called Delta Western
	10/04/2024 Turn Boilers
	10/04/2024 Adjust fuel clock on fuel tank
Highway Lift Station	
	10/04/2024 Adjust fuel clock on fuel tank

	10/21/2024 Work on relays for glycol loop pumps
	10/24/2024 Bailed water from floor drain, Turned boiler 3 on and added glycol.
Bus Barn	
	10/02/2024 work on S&R office
	10/03/2024 work on S&R office
	10/04/2024 work on S&R office
	10/07/2024 work on S&R office
	10/07/2024 work on S&R office
	10/08/2024 work on S&R office
	10/09/2024 work on S&R office
	10/15/2024 Paint inside S&R office
	10/16/2024 Paint inside S&R office
	10/22/2024 Adjust limit switches on overhead door and program remotes
	10/25/2024 Pickup new Toyostove for office
Teen Center	
	10/08/2024 Work on playground fence
	10/09/2024 Turn on loop boilers and turn on heat trace
	10/19/2024 Both fuel tanks found empty boilers are down until fuel is delivered
	10/21/2024 Prime fuel pump on day tank. Replace hot air vent fan
Dog Pound	
	10/01/2024 Assist in getting cat trapped in wall
	10/07/2024 Work on boiler
	10/14/2024 Work on boiler adjust air settings
	10/16/2024 Repair fuel leak on boiler
	10/25/2024 Work on boiler
	10/28/2024 Make 2 new keys to replce broken ones
	10/29/2025 Work on lock change lock core and make 8 new keys
LandFill	
	10/23/2024 Work on padlock for gate
	10/28/2024 Replace fill valve in toilet
Play Parks in General	
x10 Parks	10/07/2024 Clean up insulation scattered around Harbor Park
	10/17/2024 Pickup trash at city parks
Cemetery City Sub	
	10/11/2024 Replace flag
All City Buildings	10/01/2024 Building checks and rounds
	10/02/2024 Building checks and rounds
	10/03/2024 Building checks and rounds
	10/04/2024 Building checks and rounds
	10/05/2024 Building checks and rounds
	10/06/2024 Building checks and rounds

	10/07/2024 Building checks and rounds
	10/08/2024 Building checks and rounds
	10/09/2024 Building checks and rounds
	10/10/2024 Building checks and rounds
	10/11/2024 Building checks and rounds
	10/12/2024 Building checks and rounds
	10/13/2024 Building checks and rounds
	10/14/2024 Building checks and rounds
	10/15/2024 Building checks and rounds
	10/16/2024 Building checks and rounds
	10/17/2024 Building checks and rounds
	10/18/2024 Building checks and rounds
	10/19/2024 Building checks and rounds
	10/20/2024 Building checks and rounds
	10/21/2024 Building checks and rounds
	10/22/2024 Building checks and rounds
	10/23/2024 Building checks and rounds
	10/24/2024 Building checks and rounds
	10/25/2024 Building checks and rounds
	10/26/2024 Building checks and rounds
	10/27/2024 Building checks and rounds
	10/28/2024 Building checks and rounds
	10/29/2024 Building checks and rounds

Road Maintenance:

Business as usual maintaining the community's thoroughfares. Tundra Ridge road has been completed and turned over to us to maintain, 5th avenue pad for professional housing has been completed and construction has started.

Vehicles and Equipment:

As usual we been doing repairs and services on city vehicles and equipment as needed also we have the 324 excavator in here for a undercarriage replacement due to being so wore out. Still short 2 mechanics

Transit System:

Since I'll be gone for the remainder of the month for medical, submitting my report as of 24 OCT 24. Steady ridership as usual for this month. The numbers are 579 Seniors, 20 Youth, 64 Adults, 87 Disabled, and 727 Pass riders. 14 Month and 47 Day passes were purchased which the fares came to \$465.00. These numbers will of course change when I get back to do all the paperwork. The excitement was in

the air as the last barge arrived along with 2 new buses! Huge thanks to John Sargent for doing the grant paperwork to make this happen for the riders of Bethel who depend on the Transit Bus to bring them where they need to go. Bus 440 made its last round on Friday, 04 OCT 2024 and was retired afterwards. The new bus, TS 1 made its first road appearance on the 7th of October. Since the part-time driver has left Transit, we have been very busy but the good news is that I have been in contact with a new replacement driver which I'm hoping will be in training soon to get us back to full service mode. Lastly I'd like to give a huge thank you to Martin "JoeJoe" Prince who has stepped up to fill in since I have been going back and forth to Anchorage this month for medical purposes.

Landfill & Hauled Refuse:

Landfill & Hauled Refuse has been getting ready for winter. We did receive 22 new dumpsters on the last barge. I spent a week in Dillingham for Alaska Landfill Operator Training, and I thank everyone for the opportunity to attend. The trackhoe for the landfill is in the shop having the undercarriage replaced and the backup truck 704 is in the shop for repairs, and I thank Robbie and his help for the work that is being done on these two pieces of equipment. We did receive the results of the inspection done in July by Alaska Department of Environmental Conservation, and we received a score of 92.5%. The landfill inspection report is available to anyone that would like to see it and I can email it to anyone that would like to have a copy of it to read. One of the concerns that was repeatedly noted in the report was a lack of staff and the landfill is losing the last of the temporary summer help. As of October 27th, hauled refuse picked up and delivered to the landfill 72 truck loads of trash, we received 53 loads of trash from misc. city trucks, private citizen brought 329 loads of trash, we have received 2228 cubic yards of trash from commercial accounts, 20 refrigerators for freon removal, and 10 vehicles

Staffing Issues/Concerns/Training:

MEMORANDUM

DATE: November 5, 2024

TO: Lori Strickler, Acting City Manager

FROM: John Sargent, Grant Manager

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



Grant Applications Submitted

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.

Energy Efficiency and Conservation Block Grant Program

I prepared and submitted the City's application to secure \$75,220 in formula grant funding from Energy Efficiency Conservation Block Grant Program. The project calls for the purchase of 20.5 kw of solar panels attached to the south-facing roof of the fitness center. Annual electricity savings are expected to be \$4,315 at the cost of \$.26/kWh.

VSW State Revolving Loans

I completed two Questionnaires required for the City to be able to apply for a State Revolving Loan to cover costs associated with automating the City's two water treatment plants. Hopefully, the City will qualify for a forgiveness portion of a loan. The Bethel Heights WTP upgrade will cost \$1,418,000 and the City Subdivision WTP upgrade will cost \$1,369,000.

Grant Applications in Preparation

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.

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.

Community Transit Grant

The Alaska Department of Transportation and Public Facilities, Transit Division, opened the grant application period for transit operating and capital grants that begin July 1, 2025. The application deadline is December 16, 2024.

Grant Administration

Homeland Security Grant - Fencing

The City signed a contract with Alaska Fence Manufacturing and Supply aka The Fence Guy for the purchase and installation of 1,050 linear feet of fence around the perimeter of the new Streets and Roads Shop property. The company shipped fence materials to Bethel via Lynden and sent four workers to assemble the fence. They completed the fence in two weeks as planned.

Coronavirus Capital Project Fund Grant

The City signed the Coronavirus Capital Project Fund Grant that will provide \$9 million toward the design and construction of the new Bethel Community Center attached to the YK Fitness Center. With a state legislative grant for \$500,000 and a Denali Commission grant for \$500,000, the project is now \$10 million. DOWL is at the 35% design stage. The plan is to go out to bid to hire a design-build contractor that will work with DOWL on the finished product.

Current Grants

See list on following pages.

#	Grant	Amount	Expiration
1	Coronavirus Capital Project Fund	\$ 9,000,000	12/31/2026
	The City and State signed the grant agreement for this project. The City plans to use this grant for construction of the Bethel Multiuse Community Center.		
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
	The Alaska Department of Health issued a new progress report to complete for this grant. The new report asks for verification that the CSP program saves lives of those unable to care for themselves.		
4	23SHSP-GY23 – Virtual Simulator & Fencing	\$ 268,000	9/30/2025
	The security fence was installed around the City's newly outfitted Division of Streets and Roads Shop property on First Avenue on the site of the old bus barn. The new fence has an electric vehicle gate and privacy slats in the fence with barbed wire on top. 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 is approximately 35% complete with design of the new Community Center to be attached to the YK Fitness Center.		
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 and State signed grant agreement for the \$1.2 million in dust control grant funds. City will make purchases.		

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 submitted a grant report in October to request reimbursement for capital spent.			
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 purchased orange cones and barricades to keep workers and the public safe during road work.			
15	Last Frontier Housing Initiative	\$ 5,000,000	12/31/2026
Alaska Housing Finance Corporation is the grantor. City to hire contractor to construct and operate three rental units to serve low-income residents and six professional housing units. City hired Urban KNKT to construct the low-income rental units and Kuqo Construction to construct the professional housing units.			

Total \$ 35,425,605



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: November 1, 2024

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

Position Update

Department	Budgeted Positions	Applications Received	Vacancies	<u>Change Since Last Report</u>		
				Pending Offers	Hired	Separated
Administration	4	4*	1		1	
City Clerk	2		0			
Finance	9		2			
Planning	2		0			
Attorney	1		0			
Public Safety						
<i>Admin</i>	3	4*	0			
<i>Fire</i>	10	4	1		1	
<i>Police</i>	31	4	6			
Public Works						
<i>Admin</i>	2	4*	1	+1		
<i>Streets/Roads</i>	6	1	2			
<i>Prop Maintenance</i>	5	3	1	+1		
<i>Refuse/Landfill</i>	3		0			
<i>Hauled Services</i>	19	5	14	+1 temp	1	
<i>Piped Water/Plants</i>	9	2	3	+1		-1
<i>Vehicles & Equip</i>	7		3			
Transit	2.5	1	.5	+1		
Port and Harbor	3		0			
Parks and Rec	1	3	1			
Total	118.5	27	37.5	*Applications for Admin Asst.- General		

Recruitment and Hiring

A total of 27 valid applications were received by HR during October for advertised vacancies. Of these, the City received 4 applications for administrative assistant positions, which resulted in a pending hire for Public Works.

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

Hauled Services continues to use temporary employees to meet the service requirements. Efforts are ongoing to transition employees to permanent positions.

Retention

While the City's workforce is beginning to stabilize, it will be critical to employ proven retention strategies at the Department level. HR will be providing training and resources over the next few months to assist the City in retaining our employees.

Training and Conferences

Attended the 2024 Alaska State HR Conference. Program highlights included sessions on hiring veterans, conducting workplace investigations, increasing employee engagement, hiring techniques, and improving organization communications.

HR will elaborate on the specific sessions in a trip report and will be sharing tools and tips with managers and supervisors over the next few months. Many of the techniques will strengthen our employee engagement and retention, helping us learn to be more inclusive in our efforts to meet the City's mission and provide services to our community and our co-workers.

NeoGOV Transition

Many employees have received basic training on navigating NeoGov. Leave requests and Personnel Action Requests are all being completed electronically through NeoGov. HR will be adding evaluation forms to the product within the month.

HR has obtained a quote from NeoGov to add the Policy management component to the City's HR suite to help streamline policy management. NeoGov's policy solution is not yet integrated into their overall platform, and using multiple systems will make the process less efficient. HR continues to explore other options.

Online Timekeeping

HR and payroll will be training with Caselle during the month of November and setting up the system for online payroll submission.

Workplace Safety, Injuries and OSHA Notifications

There was only one reported injury during October. Forms were submitted to the claims manager electronically. The injury did not require special OSHA notification.

Ongoing and Future Projects

- 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
Finance Department
Manager's Report for October 2024

Date: October 30, 2024

To: Lori Strickler, Acting City Manager

From: Cynthia Sharp, Deputy Finance Director

Subject: Management Report

Current Events within the Finance Department

October has been a very productive month for the Finance Department. With the addition of a couple of new team members we are now almost fully staffed. Our office hours have changed to Mon-Thurs 8:30-4:30pm.

Sales tax is working on putting the new Sales Tax Certificate ordinance in place and getting notices out to the businesses.

Accounts payable/Payroll is working hard at organizing her office, learning payroll, helping in other parts of the finance department and overall doing a great job. She will be attending training in November to learn how the online time-keeping system works.

Utility Billing is working on getting all the multi-units on the piped system set up with accounts.

The Auditors will be conducting a remote FY23 Audit the week of November 18-22nd.

General Ledger: Keeps us all in balance

Finance Committee

The Finance Committee had a quorum. Discussed Rentals

Personnel/Open positions: Finance Director

City of Bethel, Alaska

City Clerk's Office

Council Meetings

November 12, 2024 Regular City Council Meeting
November 13, 2024 Special City Council Meeting
November 26, 2024 Regular City Council Meeting

City Clerk's Office

- The Clerk's Office, along with the City Manager's Office travelled from school to school with election equipment and administered the 2024 Kid's Vote Ballot. Earlier this year, there was an art contest to develop a sign for the Harbor Park. The Community Parks and Recreation Committee selected three finalists. These designs were put onto a ballot and brought to the local schools. A sample of the Ballot and the results of Kid's Vote 2024 are attached. A total of 910 ballots were cast. The design which received the most votes was submitted by Sally Peters.
- Coordinating City Council Travel for the upcoming AML Annual Conference in Anchorage.
- Attending training on the new NeoGov HR software.
- Providing logistical support to the State of Alaska for the General Election. This included coordinating/storing election material, setting up/tearing down the election location, and working at the Election as an Election Official.

Task	Period Total	Year to Date Total
Passport Appointments	1	66
Burial Permits/Reservations	3	41
Notary Services	-	27
Meeting Minutes Drafted	1	23
Resolutions Drafted	-	7
Ordinances Drafted	-	2
AM/IM Drafted	1	5

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

KIDS VOTE BALLOT 2024

INSTRUCTIONS: To vote, completely fill in the oval  next to your choice.

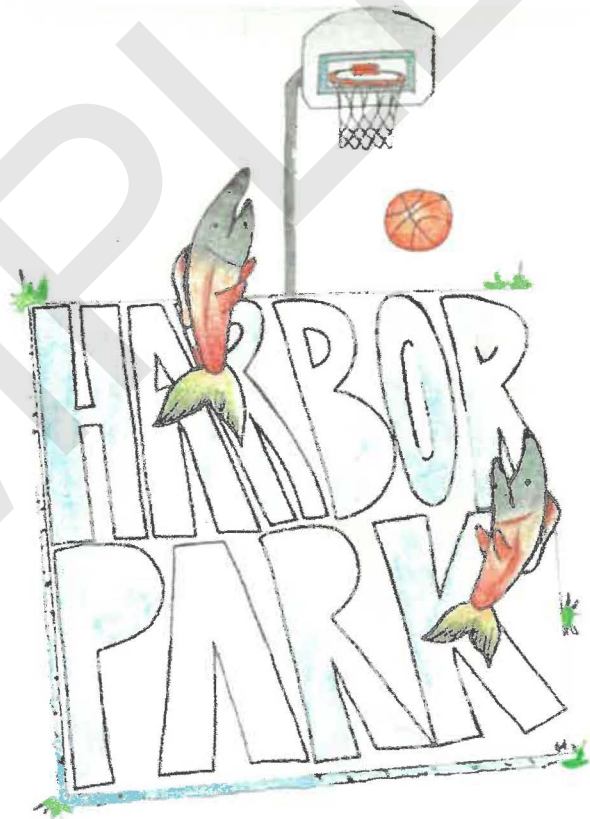
QUESTION

The Harbor Park sign should be (select one):

☐ Choice 1



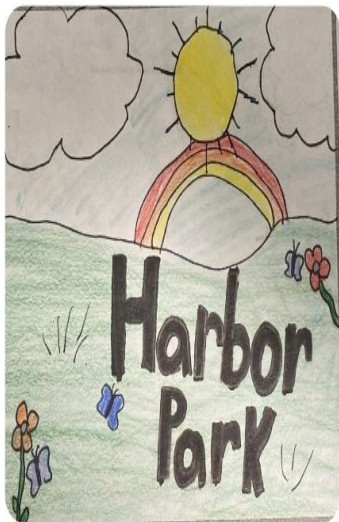
☐ Choice 3



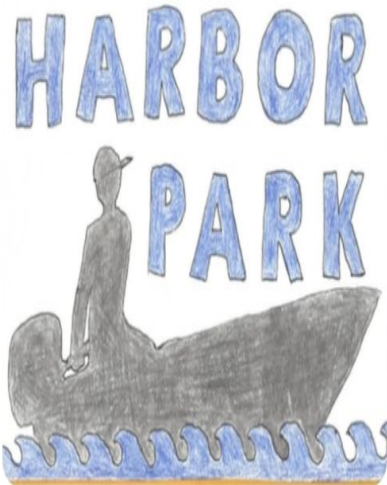
☐ Choice 2



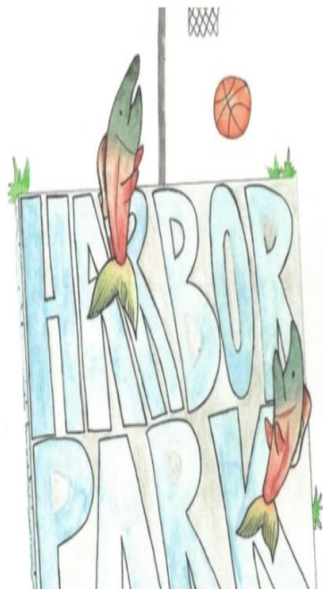
2024 Kids Vote Results



BRHS&JR	KLA/ANSEP	ME	GJE	Ayaprun	Preschools	Total
15	4	46	55	53	24	197



64	10	21	64	60	15	234
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186	33	30	151	62	17	479
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