



CITY OF BETHEL
FINANCE COMMITTEE
MONDAY, JANUARY 27, 2025, 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>
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	STAFF
John Hamilton, Chair John Lloyd, Vice Chair Robert Rey Victoria Sosa WG Anaruk (Council Rep) Carolann Willard Vacancies: 3	Ex Officio Members Aaron Vassalotti Cindy Sharp Alexandra Batchelor finance@cityofbethel.net 907-543-1381

- I. CALL TO ORDER**
- II. ROLL CALL**
 - A. Ex Officio Member's Attendance Log
- 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. 01/27/2025
- V. APPROVAL OF MEETING MINUTES**
 - A. 12/17/2024
- VI. SPECIAL ITEMS**
 - A. Elections of Chair and Vice Chair
- VII. UNFINISHED BUSINESS**
- VIII. NEW BUSINESS**
- IX. EX OFFICIO REPORT**
 - A. Manager's Reports January 2025
 - B. Finance Department Report and Budget to Actuals.
- X. MEMBER COMMENTS**
- XI. 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

Finance Committee 2025 Attendance

Regular Meetings

Member Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Carol Ann Willard												
John Hamilton												
John Lloyd												
Victoria Sosa												
WG Anaruk												

Special Meetings

Member Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Carol Ann Willard												
John Hamilton												
John Lloyd												
Victoria Sosa												
WG Anaruk												

Vacancy shall be declared by the body when a member:

Fails to attend 3 regular meetings without being excused by the body
 Fails to attend 3 special meetings without being excused by the body

Vacancy may be declared by the body when a member:

Fails to attend 65% of regular meetings

P=Present
E=Excused
U=Unexcused

Chair determines excused/unexcused during roll call. If a member disagrees with the the chair, a motion to overule the decision of the chair can be made.

Fails to attend 65% of special meetings.



City of Bethel, Alaska

Finance Committee Minutes

December 17th, 2024

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A Regular Meeting of the Finance Committee was held on December 17th, 2024 at 5:35 PM in Council Chambers at 300 Chief Eddie Hoffman Highway.

II. ROLL CALL

The following Finance Committee members were present: John Hamilton, John Lloyd, Victoria Sosa and WG Anaruk via Zoom

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

Unexcused Absences: Robert Rey and Carolann Willard

Excused Absences:

III. PEOPLE TO BE HEARD:

IV. APPROVAL OF AGENDA

12/17/2024

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

V. APPROVAL OF MINUTES

A. 10/28/2024

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

B. 11/19/2024

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

VI. NEW BUSINESS

A. Declaration of Vacancy

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

B. Revision of BMC 4.15.050

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

C. 2025 Calendar

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

VII. EX OFFICIO MEMBER REPORTS

- A. October – December - Finance Report with Budget to Actuals.
- B. November 2024 Manager’s Reports.

VIII. COMMITTEE MEMBER COMMENTS

John Lloyd: No Comment.

John Hamiliton: No Comment

WG Anaruk: No Comment.

Victoria Sosa: No Comment.

Carolann Willard: No Comment.

IX. Adjourned

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

The chair called the meeting to an end at 5:49 pm.

John Hamilton, Chair

ATTEST:

Alexandra Batchelor, Recorder

City of Bethel, Alaska

City Manager's Office

December 12, 2024 – January 8, 2025

Personnel

Resignations:

Caleb Sleppy, Piped Services Foreman

Allie Batchelor, Accounting Specialist II

Both employees provided significant value to our organization. We are sad to see them go but wish them the very best in their new endeavors.

Capital Project Updates

Public Safety Communications Tower

This construction project was funded primarily through a State Legislative appropriation of \$500,000 with a \$200,000 City match. This project consists of the construction of a City owned radio tower at the Police Department for first responders communications. The project is near completion. The final step is to remove the antennas located on the KYUK tower which the City is playing a lease on. This removal is planned to take place prior to January 17, 2025.

Community Center Design

A meeting was held with UIC, the construction contractors, DOWL, the City's engineering team and Architects Alaska, the design team to go over the final concepts for the design before the 65% design is due near the end of January. One item discussed was the mezzanine walking track as requested by the public, council, and committee. It was determined to design and make accommodations for a future install of a walking track on the second floor, the City should expect to pay an additional \$2 million now. The increased costs would be in response to the need for an elevator to access the walking track as well as needing to widen the area to ensure the walking track wouldn't interfere with the basketball courts. The team determined the cost was too great to consider the phased inclusion of the walking track mezzanine.

Grant Updates

Safe Streets for All

The City has been awarded \$52,800 to develop a pedestrian safety plan. There is a \$13,000 match for the City. The City will work with DOWL to create the plan through community outreach. We won't have the funds for another two months. In the meantime, I will be requesting a subcommittee consisting of one member of Planning, Public works, Public

Safety and Community Parks be created. I hope to have that approval document drafted for the January 14th meeting so that we can add the appointments to the agendas for February.

Financial Updates

As of December 31, 2024:

Total Taxes Collected were \$7,179,197 out of the budgeted \$11,669,000, this is 38.5% of expected earnings and we are 50% through the fiscal year.

Operational Updates

Finance General

- Continuation-The end of the year is busy for our sales tax team. They are working with just over twenty businesses that are delinquent in their sales tax so that they can be compliant with the code requirements for their sales tax certificate renewals.
- Continuation-We continue to work on a plan for our FY26 budget. The goal of this budget cycle will be to streamline the processes from start to finish.
- The City should expect to see the FY23 draft audit the second week of February. The contracted third party auditor will begin auditing the City's FY24 audit likely in November, and the FY25 Audit in January. This progression should get us back on a regular audit review rotation for FY26.
- We look forward to publishing the sales tax delinquency list within the first quarter of 2025.
- We will be releasing a request for proposals for business audit services in the month of January.
- We have created an online form to allow new businesses to register their business. Business registration renewals are able to use their current online account to renew, saving everyone time.
- Administration has been paying close attention to the Alaska Remote Sellers list which is managed by the Alaska Remote Sellers Sales Tax Commission. We will be providing a list of sellers to the public to help ensure those vendors operating outside of Bethel are fully registered and paying taxes.
- We are preparing public education materials for residents and business owners to help ensure those operating a business know that they are and know what to do to maintain compliance with our sales tax remittance requirements.
- The State of Alaska Public Employees Retirement System has been facing challenges accepting PERS contributions from agencies since November. In late December the City worked with the state to set up a manual entry process not yet afforded to many municipalities. While our employee contributions are now held with the State and will be for future months, many employees will still see a delay in the way those contributions are applied because there is a manual entry process required. The State is testing the new system out now and we are hopeful that the situation improves soon.

Finance Utility Billing/Utilities

- Utility Billing and their coordination with hauled utilities will be changing a bit to help support the operations when staff is out of the office. Additional admin support will be trained to help cover offices to ensure uninterrupted communication with our customers.
- The hauled utility department will begin calling residents if a property isn't accessible for the hauled service. This will be in conjunction with the familiar blue tag but will provide more immediate notice to the customer which may allow them to correct the impacts of the delivery prior to the end of the route allowing for a later delivery.

Human Resources

- We are reviewing our travel and training policy and have updated the employee travel and training form. We hope to release the new policy and form by the end of January.

Port

- There are two Request for Proposals/Bids nearly ready for release to contractors. The first is for the smaller port wall repairs, the east wing wall, and the impact location.



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



November 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	5	0
Public Safety Dispatch Supervisor	1	1	1
Peace Officers (one grant funded/reimbursed SRO)	20	15	5

Operations:

Operations Tempo				
	December 2024	November 2024	December 2023	2024 Total
Calls Total	1311	958	1029	19541
Reports Total	95	91	82	1478
Intoxicated Pedestrian Calls	170	150	180	1986
Driving Under Influence Calls	21	13	5	176
Domestic Violence Reports	17	9	18	302
Disturbance Calls	85	73	71	1066
Subject Removal Calls	113	85	109	910
Animal Calls	35	40	17	428
Animal Bite Reports	2	2	0	12
Sexual Assault Reports	5	4	6	42
Death Investigation Reports	1	0	2	13

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



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PERSONNEL:

Background has been completed on Mr. James Harrington, Certified officer from Indiana, request to hire has been submitted. Mr. Harrington is going to move to bethel to live full time.

Background has been completed on Ceaira Preuett, certified officer out of Fairbanks and Michelle Griesheimer From Washington, Both will begin work on January 27,2025

Background has been completed on Jamarsa Hill from Luisiana. Will begin work on

Karen Pitts has been hired as dispatch supervisor, will start work 01/06/2025.

Bethel Police Department and Fire Department teamed up to conduct a cops with kids event during the Christmas Holiday. With the assistance of AC toys were provided to children in need.

Bethel Fire Department December Report

Total Calls: 137

Fire Calls: 17

EMS Calls: 120

Most fire calls were either false alarms, odor/smoke removal or vehicle/house lockouts.

Notable Fire Calls

On 12/11/2024 Firefighters responded to the area of 2nd ave for a powerline on fire, Upon arrival crews witnessed an arcing wire that had disconnected and was shorted to another wire. AVEC was notified crews shut down the road while AVEC secured the power. There were no injuries reported.

On 12/14/2024 Firefighters responded to the area of Larson for a steamhouse that was on fire. Crews were able to extinguish the fire before it could reach any nearby buildings. The fire was extinguished and there were no injuries reported.

Notable EMS Calls

On 12/6/2024 EMS responded to the area of tundra ridge for a report of a Pt bleeding from the head. Bleeding was controlled and pt was seen for further care.

STAFFING

Career staffing: 9 out of 12 positions are filled

Volunteer Staffing: 26 Volunteers

Injury's: Currently there are no injuries to be reported



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





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: 12.31.2024

TO: City Manager

FROM: Bill Arnold, Public Works Director

SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Chemical Storage Building is about 90% complete, Work at the Bethel Heights Water Treatment Plant is about 95% complete.

Hauled Utilities: I would like to thank the V&E department for the time and efforts they have put into the water and sewer trucks to keep them on the road. I need to acknowledge the help we have routinely received from road maintenance. Thank you building maintenance for keeping Tamara warm and for the other repairs you have done on the hauled services end of the building. Hauled water and sewer have had a successful month. We have kept all service routes on schedule with help from Jim Boan, Randy Turner and Buzz Chaney.

- **Utility Maintenance: 5 alarms on residential lift stations were responded to, requiring 4 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.

Property Maintenance:

Pool Building	
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	12/03 Go over water heating system with Long technician
	12/06 Look at broken lock assembly on storage room door.
	12/09 Work on broken lock assembly and order new one
	12/18 Check computer for windmill controls
	12/19 Work on handles in women's showers
	12/19 Repair late in women's locker room
	12/28 Work on glycol pumps upstairs for heating system
	12/30 Work on Pumps 13 and 14 at Pool
Public Works Building	
	12/03 Thaw floor drain southside
	12/03 Adjust thermostats in building
	12/04 Work on exhaust duct for waste oil burner
	12/05 Replace coil in steamer 1
	12/06 Replace coil in steamer 2
	12/07 Lower all flags half-mast for Pearl Harbor Day observance
	12/12 Made Court House key for Midnight Sun Cleaners
	12/12 Replace fuel pump on steamer
	12/16 Clear clog in upstairs toilet
	12/16 Worked on HPL
	12/17 Worked spray nozzle for pressure washer wand
	12/18 Order cores and keys for new chemical storage building
	12/18 Work on exhaust duct for waste oil burner
	12/23 Stamped 30 new keys CS1 for new chemical storage building
City Hall	12/04 Salt side entrance
	12/04 Pickup trash front entrance
	12/05 Check zone valve in city manager's office
	12/17 Attend Parks and Rec meeting
	12/26 Unlock IT office door so Finance could get a printer ribbon
Fire Department	12/04 Check holding tank pump for reported noise
	12/11 Relace air intake control on boiler
	12/16 Clear clog in toilet
Police Department	12/02 Turn downstairs temp up
	12/04 Unstop toilet

	12/10 Boiler in shop hard lockout. Cleaned Eye
	12/11 Replace photocell for outside lighting
	12/20 Replace glycol pump
	12/27 Work on wind block for shop boiler air intake
	12/30 Work on lift station
Bethel Heights Water Plant	12/2 Replace fuel gauge on boiler
	12/12 Replace pressure relief valve boiler 1
	12/12 Added glycol to boiler system
Courthouse Building	12/03 Replace fuel pump on boiler
	12/04 Clean pee trap
	12/05 Replace fill valve on toilet
	12/06 Check for cause of reported burning smell planning department
	12/23 Boiler in lockout. Reset
	12/27 Escort elevator inspector
Transit Bus Building	12/03 Cut trees behind building
	12/04 Build cover for rear entrance to hook up HPL
	12/06 Move hook up and turn on HPL
	12/08 Refuel HPL
	12/10 Refuel HPL
	12/11 Start HPL adjust unit temp for outside temp
	12/16 Drop off fuel for boilers
	12/16 Fill fuel HPL
	12/17 Move HPL to recycle building
	12/24 Move old glycol pumps to Facility Maintenance office
Port Office Building	12/23 Replace fire stop on boiler 1
Streets and Roads Building	12/16 Bleed fuel for unit heater
Teen Center	12/11 Replaced photocell for outside lighting
	12/17 Move HPL to recycle building for frozen lift station

	12/18 HPL not starting move to public works building for repairs
	12/18 Place HPL back to continue thawing lift station
	12/18 Add fuel to HPL
	12/19 Remove HPL and bring to public works for service
City Center Generator Building	12/26 Replaced fan motor and fan on heater
Dog Pound	12/27 Work on fresh water holding tank.
Play Parks in General x10 Parks	
	12/16 Check all city parks for trash
	12/01/2024 Building checks and rounds
All City Buildings	12/02/2024 Building checks and rounds
	12/03/2024 Building checks and rounds
	12/04/2024 Building checks and rounds
	12/05/2024 Building checks and rounds
	12/06/2024 Building checks and rounds
	12/06/2024 Building checks and rounds
	12/07/2024 Building checks and rounds Lower and raise flags for Pearl Harbor Day
	Refuel HPL
	12/08/2024 Building checks and rounds Refuel HPL
	12/09/2024 Building checks and rounds
	12/10/2024 Building checks and rounds
	12/11/2024 Building checks and rounds
	12/12/2024 Building checks and rounds
	12/13/2024 Building checks and rounds
	12/14/2024 Building checks and rounds
	12/15/2024 Building checks and rounds
	12/16/2024 Building checks and rounds
	12/17/2024 Building checks and rounds
	12/18/2024 Building checks and rounds
	12/19/2024 Building checks and rounds
	12/20/2024 Building checks and rounds
	12/21/2024 Building checks and rounds
	12/22/2024 Building checks and rounds
	12/23/2024 Building checks and rounds
	12/24/2024 Building checks and rounds
	12/25/2024 Building checks and rounds
	12/26/2024 Building checks and rounds
	12/27/2024 Building checks and rounds

	12/28/2024 Building checks and rounds
	12/29/2024 Building checks and rounds
	12/30/2024 Building checks and rounds
	12/31/2024 Building checks and rounds

Road Maintenance: Business as usual. Clear and cold.

Vehicles and Equipment: Servicing and repairing all city vehicles and equipment as needed

Transit System: First of all, I would like to thank my Transit Drivers for an awesome year that they provided for the riders of City of Bethel. Huge thanks also to the Maintenance crew for keeping the Transit buses on the road along with the Streets and Roads crew for always keeping the roads and driveways of the Transit Barn clear of snow and the Water and Sewer crew for always providing water and keeping the sewer tank empty.

December's riders consisted of 2,695 Seniors, 21 Youth, 106 Adults, 82 Disabled, and 1,058 Pass riders. TS 1 logged 1,591 miles and used 181.251 gallons of fuel and TS 2 logged 938 miles and 86.753 gallons.

86 Day and 13 Month passes were purchased making the total fares of \$2,935.00.

ONC purchased for their clients JAN-MAR month passes.

Looking forward to 2025 new year!

Landfill & Hauled Refuse: First of all, I would like to thank the crew that I have working for me. December the Dumpster trash truck brought 82 loads of trash to the landfill, Misc. city trucks brought 5 loads to the landfill, there was 918 cubic yards of trash brought in by Commercial customers, we received 4 refrigerators to remove the freon from before we dispose of them, and 1 auto.

Staffing Issues/Concerns/Training:



City of Bethel

Finance Department

Manager's Report for December 2024

Date: January 6, 2025

To: Lori Strickler, City Manager

From: Cynthia Sharp, Deputy Finance Director

Subject: Management Report

Current Events within the Finance Department

December has been a busy and productive month for the Finance Department.

Front Desk stays busy answering phone calls, processing payments, taking care of walk in customers

Sales Tax has been busy getting the Sales Tax Certificate renewals processed and sent out.

Utility Billing is now sending all Commercial Account bills VIA email.

AP/Payroll: Is getting ready to launch the new online timecard

General Ledger: Keeps us all in balance-Sam is busy as always

We are still working on the FY23 Audit as well as the FY26 Budget

Finance Committee

The Finance Committee had a quorum and was able to meet. Discussed revision of BMC 4.14.050-Transient Lodging Delinquency Penalties Proposal, Approval of 2025 Meeting calendar and declared a vacancy for the Finance Committee.

Personnel/Open positions: Finance Director

Accounting Specialist I

MEMORANDUM

DATE: January 6, 2025
TO: Lori Strickler, Acting City Manager
FROM: John Sargent, Grant Manager



SUBJECT: Grant Manager's Report for January 14, 2025 Bethel City Council Meeting

Grant Award

Energy Efficiency and Conservation Block Grant

The City of Bethel was awarded \$75,220 from the U.S. Department of Energy to purchase and install solar panels on the rooftop of the YK Fitness Center. Upon installation of the 20.50 kW system, the City is expected to save \$4,642/yr. in electricity cost.

Grant Applications in Preparation

State Capital Requests

I am preparing three State Capital Requests for funds based on the three capital priorities established by Bethel City Council: 1) Expansion of Bethel Community Center; 2) Planning, Permitting, and Design of Port of Bethel East Wall; and 3) Planning, Permitting, and Design of New Public Works Building.

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.

State Homeland Security Program Grant

I will prepare and submit three equipment requests for the City's State Homeland Security Program Grant application: 1) Port of Bethel cameras, 2) security cameras for Police Station, and 3) card reader system for Police Station doors.

State Revolving Loan Fund

I am preparing three Questionnaires for three projects: 1) Sewer Haul Truck, 2) Water Haul Truck, and 3) Q2 Lift Station Rehabilitation. The City is hopeful that the loan requests result in an allocation of forgiveness money for one or more projects.

Grant Administration

Health & Equitable Communities Grant

As the City's Healthy & Equitable Communities grant drew to a close on December, 31, 2024, the City obtained permission to spend the balance of \$959.16 on floating dumbbell weights and floating punching bags for the pool. Stacey Reardon made the purchase before the deadline. The City used this grant to purchase and install two playgrounds in Bethel, purchase a volleyball net, and exercise equipment for the fitness center. The City also contributed \$13,500 in grant funds to the Winter House. This grant was a COVID-19 inspired grant that the City chose to use to support healthy outdoor and indoor recreation and fitness activity.

Current Grants

See list on following pages.

City of Bethel Current Grants

#	Grant	Amount	Expiration
1	Coronavirus Capital Project Fund	\$ 9,000,000	12/31/2026
	Design and construction of Bethel Multiuse Community Center (gym, computer facilities). This fund has yet to be tapped for design/construction costs.		
2	Denali Commission Grant	\$ 500,000	9/30/2026
	Design and construction of Bethel Multiuse Community Center (gym, computer facilities). This fund has yet to be tapped for design/construction costs.		
3	CSP - DHSS FY 2025	\$ 323,081	6/30/2025
	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 City must complete the Environmental, Historical and Preservation documents necessary for		
5	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.		
6	Designated Legislative Grant > YK Fitness Center Gym/Track Design	\$ 500,000	6/30/2026
	DOWL, LLC and Architects Alaska are working on the 65% design of the new Community Center to be attached to the YK Fitness Center. The City needs about \$3.5 million in additional funds to cover the construction cost revealed at the 35% Design stage. A cost estimating firm was hired to complete an independent cost estimate at the 95% Design stage.		
7	Designated Legislative Grant > Public Safety Communication Tower	\$ 500,000	6/30/2028
	STG, Inc. is nearly complete with the installation of the Public Safety Communications Tower.		
8	Designated Legislative Grant > Dust Control	\$ 1,200,000	6/30/2029
	City will make purchases that include hydroseeder equipment, calcium chloride, and gravel.		
9	State and Local Cybersecurity Grant Program (SLCGP)	\$ 75,000	9/30/2026
	The City of Bethel plans to hire a consultant to conduct a cybersecurity review of the City's IT network, equipment, software, and physical layout. The City plans to use recommendations in the plan as grant requests next year.		
10	Healthy & Equitable Communities Funding	\$ 242,057	12/31/2024
	I will prepare and submit the final progress report and final financial report in January 2025. The City is preparing to close this grant by December 31, 2024.		
11	VSW Capital Improvement Project Grant	\$ 13,860,000	
	City hired Sturgeon Electric 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.		

12	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.			
13	Last Frontier Housing Initiative	\$ 5,000,000	12/31/2026
Alaska Housing Finance Corporation is the grantor. City hired Urban KNKT to construct and operate three rental units to serve low-income residents. The City hired Kuqo Construction to construct three professional housing two-bedroom units.			
14	State Homeland Security Program Grant - SFY 25	\$ 9,000	9/30/2026
This grant will cover the cost of paying a trainer to come to Bethel to teach ICS-300, an Incident Command System course for first responders and municipal administrators who may play a role in a major emergency situation.			
15	Safe Streets 4 All Grant	\$ 52,800	TBD
The City was awarded a grant to pay DOWL to develop a Safety Action Plan for the community of Bethel. Infrastructure, equipment, road signs, and other hardware recommended in the safety plan become eligible for funding in the next Safe Streets 4 All grant opportunity.			
16	Justice Assistance Grant (JAG)	\$ 11,116	9/30/2025
Security cameras and access control system installation at Police Station. The City is applying for Homeland Security grant funds to match this grant for the full purchase of cameras and card reader equipment.			
17	Energy Efficiency and Conservation Block Grant (EEBG)	\$ 75,220	9/30/2026
Solar panel installation on YK Fitness Center.			
18	Rasmuson Foundation Grant	\$ 250,000	TBD
This grant will cover part of the cost of constructing a new animal shelter in Bethel.			

Total \$ 35,787,416

MEMORANDUM

Date: January 2, 2025

To: Lori Strickler, City Manager

From: Lee Foley, Planning Director

Subject: Planning Director's December 2024 Report

December 2024 Events

- Property Issues/Public Nuisance Updates
 1. 244 Akiak – Owner in non-compliance
 2. 410 Owl Street – Landlord lives in Billings, Montana. Certified letter received but no response to date
 3. 229 Akiak – Owner in non-compliance
 4. 808 Ptarmigan Road – Owner in non-compliance
 5. 800 & 800A Tundra Road – Owner in non-compliance
 6. 236 Akiak – Nuisance issues being corrected
 7. 9330 Nengqerraria – Owner in non-compliance
 8. 1111 Uivik – Certified letter received but no response
 9. IPHC – Alaska 4th & Main – No updates
 10. 9316 Nengqerraria Drive – Still trying to determine ownership
 11. Abandoned Home on 6th Avenue with no address: Nuisance issues Corrected. Case closed
 12. 017 A, B, & C Kwethluk – Sent certified letter to possible owner in Las Vegas, Nevada, but the letter came back undelivered.
 13. 140 Togerson – Owner in non-compliance
 14. 621 Setter – Owner in non-compliance

Planning will work with the City Attorney and City Manager to bring the cases of non-compliant owners before the City Council for initial resolution.

- Site Plan Permits – No Site Plan Permit Applications for December 2024

- Planning Commission – Provided updates on property issues/public nuisances, Blue Sky Subdivision open space/park use, and proposed creation of new City Park on Fifth Avenue
- Abandoned Vehicles – Addressed in nuisance letters
- Vacancies – Fully staffed
- Large Projects:
 1. Ptarmigan Street Encroachments – No updates
 2. City of Bethel Professional Housing Project – Checked site 01/02/25. The external appearance of buildings has not changed. All possible entrances are boarded up and no one was on the site so I could not view the internal spaces.
 3. AC Store Construction – No updates

PORT OF BETHEL

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



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

- **Small Boat Harbor**

December was a quite month for the Small Boat Harbor. Vehicles in the harbor is at zero to one at anytime. We have worked for the past few winters to clear out all the vehicles during the off season. hopefully the weather has been cold enough to make sufficient ice in the harbor, next week we are planning on checking the ice to see if we can start work on the approaches. We will start with the northwesternmost approach the week of the 7th of January.

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

The City Dock and Beach 1 are at their slowest points of the year. I believe we had maybe three companies access the dock and beach 1 this last month. Bowhead Transport's footprint on the dock is spread out more than what they would like but this is due to lack of stackable equipment on their part. I have talked with the company and they are trying to get a representative out here to try and lessen their footprint, for the Port it is a non issue we can work around their stuff without a problem.

- **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. We did have an incident where one of the boilers went down near the end of last year, but building Maintenance took care of the problem and it is resolved now. we will be spreading ice melt as needed for foot traffic around the office.

- **Admin**

Our monthly storage is prepared and will leave the Port office this first week of January.. The Port Commission did not meet in December, Our next scheduled meeting will be at 7 p.m. on January 20th, 2024. At City Council Chambers.

- **Misc.**

We do have a couple of ramps for the small boat harbor that need to be worked on, we have identified ones that need the most work and have taken the first one to the sand shed to be assessed and fixed. And when that one is done we will bring the next one down.

The Port has been helping out with the mail since the last half of November and will continue to do so for the rest of the month of January. We will be working on an RFP for the floats in the Harbor.



03 JAN 2025

Happy New Year!

Bethel Transit System has been a busy year. Both buses (439 & 440) were getting to be on their last legs. After a site visit from both state and federal representatives, I was told that the primary bus 440 which was in operation had to have a backup. The Maintenance crew did an awesome job making 439 operable. Both buses had many Bethel miles on them, which made them rattle a lot mainly from the chairlifts.

Huge thanks go to John Sargent, who made it all possible with FTA grant funds for the City to purchase 2 new buses which Transit desperately needed. Both buses arrived at the last barge in September 2024. After the maintenance inspection, TS 1 made its first debut on 04 OCT 2024. TS 2 will be a back up. I have received a lot of good comments from the riders regarding the new buses.

Here are the following numbers for the year 2024. 7,352 Elders, 186 Youth, 1,124 Adults, 1,196 Disabled, and 14,255 Pass riders. Total for all riders is 24,113.

1,211 Day and 189 Month passes were purchased and Transit profited \$25,433.00.

The annual road miles were 23,592 and fuel purchased was 3,193.736 gallons

Looking for to 2025. Thank you.

Regards,

Evon A. Fox, Jr.

Transit Manager

City of Bethel, Alaska

City Clerk's Office

Council Meetings this month

- January 6, 2025 Special City Council Meeting
- January 14, 2025 Regular City council Meeting
- January 28, 2025 Regular City Council Meeting
- Possible Joint meeting with ONC (TBA)

City Clerk's Office

- The Clerk's Office received a renewal of license notice from the Alcohol Marijuana Control Board for Essenkay LLC, doing business as Kusko Kush. The Administrative Review is scheduled for the January 14, 2025 meeting. The deadline for the Council to protest the renewal is February 3, 2025.
- The Clerk's Office received a renewal of license notice from the Alcohol Marijuana Control Board for Good Vibes LLC, doing business as Good Vibes Bethel. The Administrative Review is scheduled for the February 11, 2025 meeting. The deadline for the Council to protest the renewal is March 6, 2025.
- Coordinating travel for Council Members to attend the Alaska Municipal League Winter Conference in Juneau.
- Reviewing the committee/commission memberships and notifying those whose terms are expiring. Members who wish to remain on their committee/commissions have until January 30, 2025 to reapply.
- Earned a Certified Municipal Clerk Certificate from the International Institute of Municipal Clerks.
- The Clerk's Office was closed December 24-27th, and December 31-January 3rd; personal leave.

Task	Period Total	Year to Date Total (ending Jan. 7 th , 2025
Passport Appointments	4	78
Burial Permits/Reservations	2	47
Notary Services	1	32
Meeting Minutes Drafted	1	27
Resolutions Drafted	-	8
Ordinances Drafted	-	2
AM/IM Drafted	2	10

Committee/Commission Vacancies	Regular	Alternate
Community Parks and Recreation Committee	1	2
Planning Commission	full	2
Port Commission	1	2
Public Safety and Transportation Commission	2	2
Community Action Grant Technical Review Board	3	2
Public Works Committee	4	2
Finance Committee	5	2
Ethics Board	3	1



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
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FINANCE</u>					
100-53-6000 SALARIES	53,054.77	157,109.28	605,274.00	448,164.72	26.0
100-53-6010 OVERTIME	983.90	4,063.32	21,000.00	16,936.68	19.4
100-53-6023 LEAVE CASHOUT	.00	.00	11,846.00	11,846.00	.0
100-53-6031 PAYABLE MEDICARE FICA	817.94	2,430.65	9,081.00	6,650.35	26.8
100-53-6032 UNEMPLOYMENT	(5,418.83)	562.99	5,149.00	4,586.01	10.9
100-53-6033 WORKERS' COMPENSATION	87.50	218.75	1,618.00	1,399.25	13.5
100-53-6034 PERS	11,888.52	35,457.99	137,780.00	102,322.01	25.7
100-53-6040 EMPLOYEE GROUP BENEFITS	11,941.10	32,220.21	131,196.00	98,975.79	24.6
100-53-6041 UTILITY BENEFIT	4,891.45	9,487.11	33,060.00	23,572.89	28.7
100-53-6060 TRAVEL/TRAINING	2,561.35	2,611.35	20,000.00	17,388.65	13.1
100-53-6100 SUPPLIES	1,007.76	3,840.56	16,000.00	12,159.44	24.0
100-53-6150 GASOLINE/DIESEL/OIL	91.77	211.02	1,200.00	988.98	17.6
100-53-6170 TELEPHONE	8.35	25.05	100.00	74.95	25.1
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	210.94	611.77	2,215.00	1,603.23	27.6
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	5,595.00	18,736.00	32,904.00	14,168.00	56.9
100-53-6335 OTHER PROFESSIONAL FEES	8,313.78	122,019.52	250,000.00	127,980.48	48.8
100-53-6400 INSURANCE	1,050.52	2,626.30	7,100.00	4,473.70	37.0
100-53-6502 ADVERTISING	.00	.00	2,500.00	2,500.00	.0
100-53-6503 DUES & SUBSCRIPTIONS	95.00	414.00	5,000.00	4,586.00	8.3
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	10,144.67	24,174.31	52,000.00	27,825.69	46.5
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	116.85	2,828.21	4,000.00	1,171.79	70.7
100-53-6700 INDIRECT COST RECOVERY	(49,509.12)	(201,939.77)	608,829.00	810,768.77	(33.2)
100-53-6711 ADMIN OVERHEAD-IT SVCS	2,528.44	10,876.41	33,118.00	22,241.59	32.8
TOTAL FINANCE	77,355.87	246,906.92	2,299,020.00	2,052,113.08	10.7
TOTAL FUND EXPENDITURES	77,355.87	246,906.92	2,299,020.00	2,052,113.08	10.7
NET REVENUE OVER EXPENDITURES	(77,355.87)	(246,906.92)	(2,299,020.00)	(2,052,113.08)	(10.7)