



CITY OF BETHEL
FINANCE COMMITTEE
MONDAY, FEBRUARY 24, 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](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, Council Rep
Victoria Sosa
Carolann Willard
Vacancies: 3
Alternate: 2

STAFF

Ex Officio Members
Cindy Sharp
Kayla Saddler
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. 2/24/2025

V. APPROVAL OF MEETING MINUTES

- A. 12/17/2024 Meeting Minutes
B. 1-27-2025 Meeting Minutes

VI. SPECIAL ITEMS

- A. Elections of Chair and Vice Chair

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

- A. Ordinance Senior Citizen Exemption Card
B. Determination of quorum for the March 24 Meeting

IX. EX OFFICIO REPORT

- A. Manager's Reports February 2025

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

Ex-Officio Staff

B. Finance Department Report and Budget to Actuals

X. MEMBER COMMENTS

XI. ADJOURNMENT

Posted <> 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	X											
John Lloyd	X											
Victoria Sosa	X											
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

Motion to Declare Robert Rey's seat vacant.

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 Hamilton: 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

Finance Committee Minutes

January 27, 2025

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A Regular Meeting of the Finance Committee was held on January 27, 2025 at 5:38 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

Also in attendance are Kayla Saddler, Recorder (Ex Officio) and Cynthia Sharp (Ex Officio)

Unexcused Absences: WG Anaruk Carolann Willard

Excused Absences:

No meeting was held due to lack of quorum.

John Hamilton, Chair

ATTEST:

Kayla Saddler, Recorder

Introduced by:
Introduction Date:
Public Hearing Date:
Action:

CITY OF BETHEL, ALASKA

ORDINANCE #25-XX

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING BETHEL MUNICIPAL CODE 4.16.160-170, EXEMPTIONS AND LIMITATIONS ON EXEMPTIONS, AND EXEMPTION CARDS, TO REMOVE THE SENIOR CITIZEN EXEMPTION CARD AND ALLOW ALTERNATIVE PROOF OF SENIOR CITIZENSHIP

WHEREAS, Bethel Municipal Code 4.04.170 currently requires that senior citizens who wish to benefit from sales tax exemptions apply to the City Finance Department for a senior citizen exemption card;

WHEREAS, currently, the senior citizen exemption cards are difficult for the City to track, cumbersome for seniors to continuously renew, and time consuming for local businesses; and

WHEREAS, the same purpose and policy would be served by having the senior citizen produce a valid form of identification proving that they are 65 years of age or older, while reducing the administrative burden to both the City, the public and our local businesses;

NOW THEREFORE BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA,

Section 1. Classification. This ordinance is permanent in nature and shall be placed in the Bethel Municipal Code.

Section 2. Amendment. Bethel Municipal Code 4.16.160-170- is amended; old language is stricken, and new language is underlined.

4.16.160. Exemptions and limitations on exemptions.

W. Senior Citizen Exemptions. The following are exempt only if the buyer, or their designee, presents valid picture identification such as current State Identification, current State Driver's License, or Tribal Identification Card, showing proof of age at 65

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Introduction Date:
Public Hearing Date:
Action:

years or older, a valid senior citizen exemption certificate and the product or service being purchased is intended primarily for the senior citizen, and the payment method if by credit card or check, matches the identification of the senior requesting the exemption holding the exemption card:

1. Food intended for consumption by the senior citizen, their spouse, or same-sex partner living in the same household, or the unemancipated minor children of either the senior citizen or their spouse or same-sex partner, who live in the same household. For purposes of this subsection, "food" is defined in accordance with 7 USC Section 2012(g) (definition of "food" for purposes of the Food Stamp Act).
2. The payment of rent by a senior citizen on a single dwelling occupied as the senior citizen's primary residence and permanent place of abode.
3. Payment for telephone, electric, and heating fuel by a senior citizen on a single dwelling occupied as the senior citizen's primary residence and permanent place of abode.

4.16.170. Exemption cards.

A. Sales to retailers and wholesalers, and senior citizens shall be exempted from sales tax only if the person requesting the exemption has obtained and produces a valid exemption authorization card.

B. Sales to senior citizens shall be exempt from sales tax only if the person requesting the exemption produces a valid form of picture identification proving that they are 65 years of age or older, or, in the case of a proxy purchaser for the senior citizen, a valid senior citizen exemption proxy card.

B. C. Federal, state, and tribal entities are not required to produce exemption cards. Sales to these entities are only exempt when the method of payment is made directly by the federal, state or tribal entity. Payments made by cash, personal check or personal credit card, even if on behalf of a federal, state or tribal entity, are never exempt.

C. D. *Cost.* The charges for an exemption card are as follows:

1. *Retailer/Wholesaler.* One hundred dollars (\$100) per calendar year (maximum two (2) cards).
2. ~~*Senior Citizen – Initial Card.* Free (maximum one (1) card).~~

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3 2. *Senior Proxy Card*. Initial proxies: free; replacement/substitute proxies (fifteen dollars (\$15) each).

4. 3. *Replacement Card*. Thirty dollars (\$30) each (first card); forty-five dollars (\$45) (all subsequent replacement cards).

D. With the exception of nonprofit organizations which are covered in BMC 4.16.190, any person, corporation or other organization claiming an exemption under BMC 4.16.160 shall apply to the city for an exemption authorization card within one (1) month of operating or conducting business or sales or performing services within the city in the first year in which sales are made, and, except for senior citizens, thereafter shall apply by November fifteenth (15th) of each year for the following calendar year. Numbered exemption authorization cards will be issued by the city. The exemption authorization card must be shown to all sellers and must be recorded at the time of sale by the seller. The exemption is valid only for those items that are purchased for resale as described under BMC 4.16.160 or are purchased by persons, agencies and organizations that are exempted by city, state or federal law. Any person that believes an attempt to purchase unauthorized items as tax exempt is being made at their place of business may refuse to accept the exemption card.

E. The following require an exemption card in order to qualify for the exemption:

1. Exemptions for sales for resale (sales to retailers); and
2. Exemptions for sales to wholesalers. ~~;~~ and
3. ~~Exemptions for senior citizens.~~

F. Persons requesting an exemption card shall apply at the finance department on a form approved by the finance director. The application shall be accompanied by any applicable fee that is required under this section. The finance director may require additional information of the applicant as necessary to determine whether the application should be granted.

G. The exemption card will include, at a minimum:

1. For resale or wholesale:
 - a. General character of property or service sold by the purchaser in the regular course of business intended for resale;
 - b. Name and address of the purchaser;

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Action:

- c. Signature of the purchaser;
- d. Expiration date; and
- e. City of Bethel authorization exemption number.

2. For senior citizen proxy:

- a. Name and address of the qualified senior citizen ~~senior citizen or proxy;~~
- b. Name and sSignature of the qualified ~~senior citizen or~~ proxy;
- c. Expiration date of the proxy;
- d. City of Bethel authorization exemption number.

Commented [KM1]: These are my suggestions but Cindy should take a look at this part as she is familiar with what the card actually looks like, but to me, it seems that the card should have the name of the senior and their address (incase of fuel purchases,etc.) and the name of the proxy who is authorized to buy on their behalf.

3. For all others:

- a. Name and address of the exempt entity;
- b. Name and address of the qualified purchaser(s);
- c. Expiration date; and
- d. City of Bethel authorized exemption number.

H. *Time Frame.*

- 1. For resale or wholesale: An exemption card is issued for two (2) years and expires on December thirty-first (31st).
- 2. For senior proxies: An exemption card expires two (2) years from the date of issuance.

I. *Proof.* The finance director may require, at a minimum, the following proof before issuance of an exemption card:

- 1. *Retailer Exemption Cards.*
 - a. City of Bethel business license;

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b. State of Alaska business license;

c. If tobacco is to be purchased, must also present proof of state and city tobacco licenses.

~~2. Senior Citizen Exemption Cards. Proof of meeting the age requirement (must be at least sixty-five (65) years of age on January first (1st) of the year for which the exemption card is applied for).~~

~~J. Repealed by Ord. 21-28.~~

~~K. Proxy for Senior Citizen Exemption Proxy Cards. If a person who is authorized to receive a senior citizen exemption authorization card is physically or mentally disabled so that the applicant is physically unable to use the exemption card, the applicant may designate up to two (2) proxies on their exemption proxy application. Proxy cards are nontransferable. Only those purchases on behalf of the senior citizen are exempted from the sales tax. Before a proxy card can be issued, the finance director shall require:~~

- ~~1. The names, addresses and legal identifications of the proxy shoppers;~~
- ~~2. Proof that the senior citizen is unable to personally use the card exemption and requires a proxy;~~
- ~~3. Legal proof that the proxy has the authority to represent the senior citizen (for example, a court order appointing the proxy as guardian or a valid power of attorney).~~

~~L. Nontransferable. An A exemption authorization senior citizen exemption proxy card is nontransferable and must be surrendered to the city finance office upon disqualification for use for any reason.~~

~~M. An A exemption authorization senior citizen exemption proxy card executed by the purchaser must be in the possession of the purchaser at the time that an exempt transaction occurs.~~

~~N. The finance director may revoke an a exemption authorization senior citizen exemption proxy card after notice to the holder of the certificate and hearing, if the director finds that the holder:~~

- ~~1. Gave materially false information when applying for the exemption authorization senior citizen exemption proxy card;~~

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Introduction Date:
Public Hearing Date:
Action:

2. Used the ~~exemption authorization~~ senior citizen exemption proxy card in a transaction that was not exempt from sales;

3. Permitted the use of the ~~exemption authorization~~ senior citizen exemption proxy card by a person other than an authorized agent or employee of the holder of the exemption; or

4. Ceased to be entitled to exemption from sales tax.

O. If the finance director revokes a person's ~~exemption authorization~~ senior citizen exemption proxy card, that person is no longer exempt from paying sales tax under this chapter until the person obtains a new ~~exemption authorization~~ senior citizen exemption proxy card which may not occur sooner than one (1) year after the revocation.

P. If the finance director revokes a person's ~~authorization~~ senior citizen exemption proxy card, that person must pay sales tax, interest, penalties, etc., on all sales made to or by the person which were not duly exempt.

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

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

ATTEST:

Rose Henderson, Mayor

Lori Strickler, City Clerk

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

January 2025 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	0	1
Public Safety Dispatcher (one E911 funded)	5	5	0
Public Safety Dispatch Supervisor	1	1	0
Peace Officers (one grant funded/reimbursed SRO)	20	16	4

Operations:

Operations Tempo				
	January 2025	December 2024	January 2024	2025 Total
Calls Total	1185	1311	1177	1185
Reports Total	125	95	86	125
Intoxicated Pedestrian Calls	203	170	131	203
Driving Under Influence Calls	12	21	7	12
Domestic Violence Reports	18	17	37	18
Disturbance Calls	84	85	59	84
Subject Removal Calls	94	113	67	94
Animal Calls	33	35	28	33
Animal Bite Reports	2	2	1	2
Sexual Assault Reports	4	5	6	4
Death Investigation Reports	0	1	0	0

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

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

PERSONNEL:

Lt Poole and attended Tactical Combat Casualty Care instructor class, will begin conducting in house training for officers

Officer James Harrington, Certified officer from Indiana, began work, Officer Ceaira Pruett from Fairbanks began work, Officer Michelle Griesheimer from Washington State, began work, Officer Jamasa Hill has excepted employment and will begin work on 02/10/2025

Background on Patrick Wilkinson and Steven Aycock, in final stages and should be turned in to me by 02/05/2025

Officer Daniela Cordoba will be recognized for the lifesaving of an 11 month child

Bethel Fire Department January Report

Total Calls for 2024: 2005

Fire Calls: 219

EMS Calls:1,786

January Calls

Total calls: 151

Fire Calls: 16

EMS Calls: 135

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

One Notable Fire Call

On 1-30-25 at 5:34 p.m. Firefighters responded to the area of Blueberry Subdivision for a house that was on fire but is out. Crews observed the heat or smoke but there were signs of a fire that had happened. Home said when he came home from work, he noticed the there had been a fire in the kitchen area. Crew investigated and came up with a cause. The cause was that there was a box on the stove and the dog in the house tried to get the contents of the box and accidentally turned on the stove.

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

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

Notable EMS Calls

On 1-11-2025 at 12:54 AM M6 responded to a report of a snowmachine accident, The patient was treated and transported to the hospital.

Most other calls were alcohol related.

Staffing

Career Staffing. 10 out of 12 positions firefighter with applicants to be interviews shortly. The captain transitioned to days. All other staff are on the Kelly Shift.

Volunteering staffing. 26 volunteers

2025 Fire Department Registration complete

2025 Ambulance Registration Complete

All Fire And EMS reports reviewed and sent to the state as required.

MEMORANDUM

DATE: January 31, 2025
TO: Lori Strickler, Acting City Manager
FROM: John Sargent, Grant Manager



SUBJECT: Grant Manager's Report for February 11, 2025 Bethel City Council Meeting

Grant Applications Submitted

State Homeland Security Program

I prepared and submitted the FY 25 State Homeland Security Program grant application. The city requested funding to purchase the following equipment:

- Security Cameras for Police Station \$32,000
- Access Control System (Card Readers) for Police Station \$42,000
- Security Cameras for Port of Bethel \$300,000

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 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

Grant Reports

I completed 17 progress and financial grant reports in January to request \$828,757 in reimbursements, not counting the City's Alaska Housing Finance Corporation grant. Both contractors are making steady progress on the low-income housing project in Blue Sky Subdivision and the professional housing project in the Avenues area.

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
	Grant spending is on track with 43% of the budget expended by mid-year. In October, the CSPs picked up 155 individuals. In November, they picked up 72 individuals, and in December, the picked up 35 individuals. Non-residents outnumbered residents 152 to 110 over the quarter.		
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 performance period closed December 31, 2024. The City expects to claim the remaining balance of \$1,242,895 on the Final Report, which is due in April 2025.		
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 is hopeful it will be awarded \$3,000,000 in State Capital funds for this project in spring 2025.		
7	Designated Legislative Grant > Public Safety Communication Tower	\$ 500,000	6/30/2028
	STG, Inc. complete 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
	Final progress report and final financial report submitted in January 2025 for December 31, 2024 closing date. The City spent 100% of grant funds.		
11	VSW Capital Improvement Project Grant	\$ 13,860,000	
	Sturgeon Electric nearly completed the water treatment plant improvements. DOWL is now working on Martina Oscar Subdivision water pipe connection design.		

12	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.			
13	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.			
14	Safe Streets 4 All Grant	\$ 52,800	TBD
The City is waiting on grantor to obtain federal agency approval and then produce a grant agreement. 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.			
15	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.			
16	Energy Efficiency and Conservation Block Grant (EEBG)	\$ 75,220	9/30/2026
Solar panel installation on YK Fitness Center.			
17	Rasmuson Foundation Grant	\$ 250,000	1/31/2026
This grant will cover part of the cost of constructing a new animal shelter in Bethel.			

Total \$ 35,782,539



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: February 1, 2025

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 FY25	Apps Received Jan 25	Vacancies As of 1/31/25	<u>Change Since Last Report</u>		
				Pending	Hired	Separated
Administration	4		0			
City Clerk	2		1			
Finance	9	10	3			1
Planning	2		0			
Attorney	1		0			
Public Safety						
<i>Admin</i>	4	5	1			
<i>Fire</i>	10	5	1			
<i>Police Officers</i>	18	7	3	+1	3	
<i>Non-Sworn Patrol</i>	5		0			
<i>Dispatch</i>	6		0		1	
Public Works						
<i>Admin</i>	2		0			
<i>Streets/Roads</i>	6	1	1			
<i>Prop Maintenance</i>	5		0			
<i>Refuse/Landfill</i>	3		0			
<i>Hauled Services</i>	19	1	14*			
<i>Util Maint/Water</i>	9		2		1	1
<i>Vehicles & Equip</i>	7		3			
Transit	2.5		0			
Port and Harbor	3		1			
Parks and Rec	1		0	+1		
Total	118.5	30	37.5	* Supported with 7 temps		

Recruitment and Hiring

Hauled Services continues to use temporary employees to meet the service requirements.

Applications have been steady, although many applicants do not meet the qualifications for the positions to which they apply.

Critical needs include Hauled Services, Finance Director and Utility Maintenance. These vacancies are placing considerable pressure on the employees the City does have, requiring schedule changes, increased OT and on-call response, and impacting quality of life.

NeoGOV Transition

Hourly employee evaluations and written discipline documentation can now be completed on NeoGov. Overall feedback has been positive. HR continues to refine the program and add new processes as needed.

Online Timekeeping

The City will be delaying online timekeeping while payroll addresses some processing and setup issues. HR will be looking into potentially transitioning the PTO request process from NeoGov to the timekeeping module, if it will make the process even more efficient.

Workplace Safety, Injuries and OSHA Notifications

No injuries were reported during the month of January. HR will be completing the annual OSHA required reporting and provide notices to all Departments for posting.

Ongoing and Future Projects

- Updating classification and compensation data.
- Job Description review and updates.
- Presentation and acknowledgment of City Drug and Alcohol Policies.
- Annual vehicle policy acknowledgment and drivers' license checks.
- Updating the Employee Handbook, last adopted by City Council in 2015.

MEMORANDUM

Date: February 3, 2025

To: Lori Strickler, City Manager

From: Lee Foley, Planning Director

Subject: Planning Director's January 2025 Report

January 2025 Events

A matrix of public nuisance properties including junk vehicles was created and sent out for review to the City Manager and City Attorney. A condensed version will be on the Planning Commission's agenda for the February 13, 2025, meeting.

- Planning Commission:
 1. Provided updates on property issues/public nuisances, Blue Sky Subdivision open space/park use, and proposed creation of new City Park on Fifth Avenue
 2. Newspaper & Public Hearing notifications for the City's CUP application to designate City-owned Lots 2 & 3 as a prospective park were posted on January 31, 2025. The Public Hearing will be held by the Planning Commission on February 13, 2025.
- Team Meetings:
 1. Participated in a Team Meeting with DOWL representatives to discuss proposed parking for the new gym on January 16, 2025. Subsequently, on January 28, 2025, a second Team Meeting was held with City and DOWL representatives to further discuss proposed parking.
- Site Plan Permits: One (1) Residential Site Plan Permit Application was received, reviewed, and approved
- Abandoned Vehicles: No new additions added to list
- Vacancies – Fully staffed
- Large Projects:
 1. Ptarmigan Street Encroachments – No updates
 2. City of Bethel Professional Housing Project – Checked site on January 30, 2025. No exterior changes
 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: January 2025 Managers Report

- **Small Boat Harbor**

January was a slow and warm month for the Small Boat Harbor. As previously stated, we have the holes dug out to work on the approaches in the Harbor. All that we are waiting on is the temperatures to drop to a reasonable level to ensure that we can crawl some heavy equipment on the ice to facilitate the repair. We will be utilizing the help from the streets and roads crew to make these repairs. The last time I talked with the foreman, the plan is to affix a steel shelf for the pilings to sit on in the front when they are cut. And the holes in the back are for flex of the pipes when cut. Then the plan is to find the offset and correct from there and reattached.

- **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. although we have one company that has been steady working on their vessel all winter season. we are maintaining access for them via snow removal.

- **Port Office**

The post office is running well. We have no issues with connectivity or heat. Building Maintenance continues to do their morning checks on the building with no problems. We are still spreading ice melt around the front entrance of the office.

- **Admin**

Our monthly storage is prepared and will leave the Port office this first week of February. The Port Commission did meet in January, Our next scheduled meeting will be at 7 p.m. on March 17th, 2024. At City Council Chambers.

- **Misc.**

We were able to fix the ramps that go from the approaches to the floats. We were not able to do it in the sandshed as we had planned. The ramps needed to be warm to be worked on. So they were put into the city shop to warm up and with the help of the streets and roads foreman, all the ramps that needed to be welded got done.

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 February. We are working on an RFP for the floats in the Harbor. And the repair on the City Dock.



City of Bethel

Finance Department

Manager's Report for January 2025

Date: February 4, 2025

To: Lori Strickler, City Manager

From: Cynthia Sharp, Deputy Finance Director

Subject: Management Report

Current Events within the Finance Department

January

Front Desk stays busy answering phone calls, processing payments, issuing senior cards, emailing customers, handles all the walk-in customers. This position is very busy

Sales Tax has been busy getting the Sales Tax Certificate renewals processed and sent out, contacting customers who are still active in our system but have not renewed.

Utility Billing is busy processing applications for service, answering questions for customers, resolving problems.

AP/Payroll: Reviewing all data to ensure it is properly entered into the system, in preparation for the new online timekeeping for processing payroll. Prepared and sent out employee's W-2.

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

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

Finance Committee

The Finance Committee did not have a quorum.

Personnel/Open positions: Finance Director

Front Desk Position

City of Bethel, Alaska

City Clerk's Office

Council Meetings

February 11, 2025 Regular City Council Meeting
February 25, 2025 Regular City Council Meeting

City Clerk's Office

- 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.
- The City Council hosted a Joint meeting with OTNC on January 30, 2025
- The Clerk's Office posted a Notice of Council Vacancy and received two qualified candidates interested in filling the seat.
- Coordinating with Representative Jimmie to give the City Council a legislative update in March.
- Assisted Chief Harris with swearing in Police Officers.

Task	Period Total	Year to Date Total
Passport Appointments	10	14
Burial Permits/Reservations	2	2
Notary Services	7	9
Meeting Minutes Drafted	2	5
Resolutions Drafted	-	-
Ordinances Drafted	1	1
AM/IM Drafted	2	4

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