



**CITY OF BETHEL
COMMUNITY ACTION GRANT COMMITTEE
THURSDAY, SEPTEMBER 25, 2025, 6:30 PM**

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

JOIN MEETING AT ZOOM.US:

HTTPS://US06WEB.ZOOM.US/J/86726846636?PWD=FU94O5EBVHRXRQOI4TOUS0TT

MEETING ID: 867 2684 6636

PASSCODE: 063413

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

MEMBERS

Louse Russell, Chair 2 Regular Vacancies
Lucinda Alexie 2 Alternate Vacancies
 Jody Brand
Pamela Conrad, Council Rep.

STAFF

Ex Officio Member
CAG@cityofbethel.net
907-543-1386

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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

IV. APPROVAL OF AGENDA

V. UNFINISHED BUSINESS

- A. Review Amount of Community Action Grant Funding Available for the Fiscal Year July 1, 2025- June 30, 2026
- B. Review, Discuss, and Score Applications and Responses Received (may include questions from applicants in attendance).

VI. NEW BUSINESS

- A. Declaration of Vacancy

VII. EX OFFICIO REPORT

VIII. MEMBER COMMENTS

IX. ADJOURNMENT

Posted 09-19-2025 at City Hall, AC Co., Swanson's, and the Post Office.

Ex-Officio Staff

Introduced by: City Manager Strickler
Introduction Date: August 12, 2025
Public Hearing: August 26, 2025
Action:
Vote:

CITY OF BETHEL, ALASKA

ORDINANCE 25-08 (a)

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING THE ADOPTED ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2026, JULY 1, 2025-JUNE 30, 2026

BE IT ORDAINED by the City Council of Bethel, Alaska, as follows:

SECTION 1. Classification. This is a noncodified ordinance amending the City of Bethel Annual Operating Budget for Fiscal Year 2026 (FY26).

SECTION 2. Amendment. The adopted FY26 Annual Operating Budget is amended as follows:

POLICE DEPARTMENT AMENDMENT (A-1)

Whereas, after the final FY26 Budget approval, the City entered into a new janitorial contract;

Whereas, janitorial services were requested by the Police Department and were negotiated to be included in the new contract;

Whereas, the annual amount of the janitorial service for the Police Department of \$31,500 has been negotiated and added to the overall janitorial contract;

Whereas, the \$31,500 will be an account modification, reducing the budgeted \$80,000 in Other Purchased Services to \$48,500 and establishing the Janitorial account;

Whereas, part of the Police Department restructuring includes removing the lieutenant positions, and transiting them to sergeant positions;

Whereas, the department originally had two lieutenant positions, one was modified from lieutenant to the deputy director position, the other, requesting through this budget modification, would change the lieutenant position to a sergeant position;

Whereas, the intent is to have a supervisor, the sergeant, during each shift;

Whereas, the sergeant position is a lower classification than the lieutenant position;

A-1a Police Department				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-61-6335	Other Purchased Services	\$80,000	(\$31,500)	\$48,500
100-61-6333	Janitorial Services	\$0	\$31,500	\$31,500

A-1b Police Department				
Personnel	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
PS 6 17101	Police Lieutenant	\$127,251	(\$127,251)	0
PS 5 17101	Police Officer IV Sgt	0	\$79,726	\$79,726
FY26 General Fund Operating	Revenues over Expenditures	\$1,560,141	\$47,525	\$1,607,666

FINANCE DEPARTMENT POSITION RECLASSIFICATION (A-2)

Whereas, the General Ledger Accountant position is an hourly position classified as Range 6 on the negotiated scale;

Whereas, this is the most skilled hourly position in the department;

Whereas, the City been unable to attract qualified applicants to the current position;

Whereas, the City has found the essential job duties of the General Ledger Accountant to be insufficient to meet the City’s accounting needs;

Whereas, the replacement of the hourly classification with a salaried Accountant at Range 1 on the Management scale allows the City more flexibility in finding and securing the skilled talent required for the Department’s financial activities and reporting;

Whereas, As a courtesy, the City Manager and HR have informed the union of this proposed change;

A-2 Finance Department

Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
R6 13101	General Ledger Accountant	\$85,544	(\$85,544)	\$0.00
M1 13101	Accountant	\$0	\$85,544	\$85,544

COMMUNITY ACTION GRANT DEDICATION (A-3)

Whereas, the City of Bethel has established a Community Action Grant (CAG) Program to allow community organizations and individuals to request financial support from the City for civic programs or events that contribute to the health, welfare and overall lives of the residents of Bethel, especially its most vulnerable populations;

Whereas, the Council has committed to budget an amount equal to 20% of the revenue generated from the alcohol tax to health, public safety, and social services that offset the effects of alcohol in the community;

Whereas, the Council 24-07:

- Confirm future appropriations for the fiscal year operating budget will include prior year revenue designated for the Community Action Grant Program (2025 revenue will be presented in the 2026 budget, and so on);

Whereas, at the end of FY25 the revenue from the alcohol tax that is to be allocated to the Community Action Grant program totaled \$76,091;

Community Services (A-3)				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-72-6430	Community Action Grant	\$78,953	(\$2,862)	\$76,091
FY26 General Fund Operating	Revenues over Expenditures	\$1,607,666	\$2,862	\$1,610,528

TRANSFER TO FIRE DEPARTMENT FLEET REPLACEMENT FUND A-4

Whereas, the [Bethel Municipal Code 4.04.075](#) requires the City to transfer an amount equal to 50 percent of the prior year ambulance fees collected to the fire department fleet replacement fund;

Whereas, the \$80,000 allocation for the fleet replacement fund was budgeted twice, first, in the departmental operating budget, and again in the in kinds and transfer detail, the budget amendment corrects this duplicative expense;

Whereas, the Fiscal Year 2025 ambulance fees collected totaled \$96,295 fifty percent of which (\$48,148) shall be allocated to the Fire Department's fleet replacement fund as presented;

A-4 Fire Department				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-73-6647	Transfers In to Fleet Replacement Fund	\$80,000	(\$31,852)	\$48,148
100-60-6660	Transfer Out to Fleet Replacement	\$80,000	(\$80,000)	0
FY26 General Fund Operating	Revenues over Expenditures	\$1,610,528	\$111,852	\$1,722,380

Building Leveling – City Hall & Courthouse A-5

Whereas, over many years the unstable ground beneath City Hall and Courthouse has caused the wood pilings to raise and lower unevenly;

Whereas, leveling the buildings has not been accomplished in many years;

Whereas, both buildings are significantly out of level, causing cracked walls, stuck windows, uneven floors, etc;

Whereas, the City has issued an RFP for leveling and has received 6 bids that are in the process of being reviewed by committee;

Whereas, at this time the City estimates the final negotiated contract for leveling is estimated to be \$300,000

A-5 Property Maintenance Department				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-70-6335	Other Purchased Services	\$56,000	\$300,000	\$356,000
FY26 General Fund Operating	Revenues over Expenditures	\$1,722,380	(\$100,000)	\$1,622,380
Leased Properties	Revenues over Expenditures	\$215,929	(\$200,000)	\$15,929

Whereas, in May the City and our IT contractor began observing issues and service interruptions with the City's Satellite service through OneWeb, a satellite based internet provider;

Whereas, after a number of failed attempts to replace parts of the satellite units over the course of a few weeks, it was determined, a complete replacement of the satellite would be the best solution to restore the necessary internet service for the municipal buildings;

Whereas, an emergency procurement was initiated, and reported to city council on July 3, 2025, the cost of the replacement of the satellite and the dispatching of the technician for installation was \$25,643.44;

Whereas, we had hoped to transition to fiber for the municipality, but we have seven months remaining on our OneWeb satellite contract;

A-6 IT				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-55-6200	Minor Equipment	\$0	\$25,643	\$25,643
FY26 General Fund Operating	Revenues over Expenditures	\$1,622,380	(\$25,643)	\$1,596,737

LANDFILL CLOSURE STUDY UPDATE A-7

Whereas, in July, Department of Environmental Conservation (DEC) performed a landfill inspection at the City Landfill;

Whereas, it was brought to the City’s attention during the inspection, the City should have updated the landfill closure study in 2024, as they are to be updated every five years and the last one was performed in 2019;

Whereas, it is standard for licensed engineering company to provide these updates to ensure consistency with DEC requirements;

Whereas, the FY26 Solid Waste Enterprise Fund has a positive operating budget that totals \$206,781;

A-7 Solid Waste Enterprise Fund				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
500-71-6335	Other Purchased Services	\$4,000	\$50,000	\$54,000
FY26 Solid Waste Fund Operating	Revenues over Expenditures	\$206,781	(\$50,000)	\$156,781

Community Service Patrol Department Grant Funding Reduction A-8

Whereas, the FY26 budget as approved included three (3) CSP positions;

Whereas, at the time of budget approval the final grant funding amount was not yet determined by the state;

Whereas, the funding reduction caused a loss of one (1) position, reducing the CSP personnel to two (2) full time employees;

Whereas, the result is a reduction in salaries and benefits of \$102,524;

A-8 CSP Department				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
Salaries & Benefits	Other Purchased Services	\$321,833	(\$102,524)	\$219,309
FY26 Operating Grant	Revenues over Expenditures	\$1,326,707	\$102,524	\$1,429,231

SECTION 4. Effective Date. This ordinance shall become effective upon passage by the Bethel City Council.

NOW THEREFORE BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA, that the Fiscal Year 2026 operating budget modifications are adopted for a period of one year, from July 1, 2025, through June 30, 2026.

ENACTED THIS 26th DAY OF AUGUST 2025, BY A VOTE OF X IN FAVOR AND X OPPOSED.

Rose Henderson, Mayor

ATTEST:

Kevin Morgan, City Clerk

COVER PAGE

Applicant Information

Applicant Name: Ina Pavila

Applicant Address: Po box 1264

Contact Person: Ina Jenkins-Pavila

Email Address: inampavila@gmail.com

Daytime Phone: 9075457605

Cell Phone: 9075457605

Grant Request Information

Grant Amount Requested: 5,000

Will you accept less funding than the amount you requested? If so, tell us what a reduction would Yes

Will you accept less funding than the amount requested? If so explain what a reduction would look like for your planned program. • Yes

Explanation of planned program reductions if funding level is reduced. My husband and I have been doing community gatherings since January. We want to continue doing them at the ONC multipurpose building, but the cost to rent the place for two days sums up to 600 dollars. That is quite a lot of money to pay up front. They like for the payments to be up front. We would like to schedule a gathering each month for however many months it takes. My husband and I are on a mission, called Mercy Life missions, to help young people to get off the streets and getting out of the path of drinking and doing drugs. Each month we try and invite a charismatic speaker that we are led to invite. We will take how ever much you can support us in our vision. My husband and I also will be going in July to North Carolina to receive a presidential award for volunteering. The meetings and also our traveling to various places have been the milestone to the award that we are receiving.

Program/Project Title and Summary: Mercy Life Missions Gatherings

Date When Funds Are Needed: 03/14/2025

Project Beginning Date: 01/03/2025

Estimated Project Completion Date: 12/31/2025

Grant funding request for which funding period. Funds issued around the end of quarter date.

Quarter 1 Ending March 31

I affirm that if my organization, group, or self is granted funding, I (we) will be required to adhere to City guidelines related to the use of those funds, and will be required to provide timely reporting on the use of the granted funds. I affirm that grant funds will be used for the intended purposes outlined for this program.

Signature of Authorized Officer/Applicant:



Date: 03/04/2025

PROJECT SUMMARY

Please provide a comprehensive, clear and concise response to each of the questions below. If a question does not apply to your application, indicate by responding "Not Applicable."

SUBSTANTIATING COMMUNITY NEED 1. Describe the overall goals, objectives, and activities to be accomplished by the proposed project. 2. Provide measurable outcomes for your project and how those outcomes will be measured.

We have a vision. We want our families to be healthy. What has worked for us is our faith in God first of all. We are wanting to pursue getting our CDC1 training here in the near future to be able to council. CDC stands for Chemical Dependency Counseling. With this training and our background in going to bible college, in which we hope to graduate with a bachelor's degree in December, want to continue having faith based gatherings for our community. Our measure is one family at a time, one couple at a time. So far we have been working with several families since we started, providing transportation to these faith based gatherings.

PROJECT GOALS AND OUTCOMES 1. Describe current efforts to collaborate and coordinate services with other community organizations regarding the proposed project. 2. Explain how you will develop any needed collaborative relationships that are not already in place.

We would like to work with ONC, but the only time they gave us a discount was once. They like our payments to be up front of \$600 for two days of gathering. We get coffee and cookies or snacks out of our own pocket as well.

COORDINATION AND COLLABERATATION 1. Describe current efforts to collaborate and coordinate services with other community organizations regarding the proposed project. 2. Explain how you will develop any needed collaborative relationships that are not already in place. 3. Does any community organization, other than your own, offer the type of services proposed under this program design? If so, describe how your program will enhance these efforts.

We would like to coordinate with the city of Bethel. My husband has been working in public works for about over 6 years now. We also are getting a notable presidential award signed by the president. This would bring a positive view for the city of Bethel to not only support it's own worker. We can also publicize it on the news, even as far as the Anchorage Daily News to show what the city of Bethel is doing and supporting to promote healthy families.

IMPLEMENTATION PLAN 1. If this is a new project/activity, describe specific steps to be taken to implement the activity. Identify target dates for each phase of implementation. 2. If this is an existing project/activity, describe how this funding will be used to expand the scope of the existing activity. Identify target dates for each phase of implementation.

We started in January and we would like to have our next meeting March 14-15 and also April during easter. We would like to have another meeting in May. We might take a break in June and July for subsistence and resume after school resumes in August till December.

Budget Breakdown Attachment if Applicable



Budget Forecast Mercy Life Mission.docx

Have you received funding from Community Action Grants before?

- Yes

Provide Dates, Amounts, Project Description, and Exit Report Status of prior grant.

2016 when I worked for ONC--suicide prevention, we had a wellness gathering at the Cultural Center for the whole region, which was a total success and is still being talked about even today by organizations. We received 5000.00.

Awardees will be required to present a written Exit Report to the Community Action Grant Board within 30 days of completion of the project/program. 1. Identify the timeframe in which you anticipate providing an Exit Report 2. If applicant has a current Community Action Grant in progress, provide a spending plan that clearly shows how the remaining funds will be spent to complete the project/program.

I hope to receive monthly assistance, the final report would be done January 2026.

Budget Forecast Mercy Life Mission March 3, 2025

March, 2025	600
April, 2025	600
May, 2025	600
August, 2025	600
September, 2025	600
October, 2025	600
November, 2025	700
December, 2025	700

5,000

600 dollars to rent the place for two days in the months specified

700 dollars for November and December to provide food, thinking of Thanksgiving and Christmas—little gifts for children.

CITY OF BETHEL

COMMUNITY ACTION GRANT

Review Process

The Community Action Grant Technical Review Board's role is critical to ensuring the selection of strong grant proposals. Their primary responsibility is to read grant applications, review them for scope, and determine how best to allocate the limited resources available to those programs or projects that must serve the goals and needs of the Bethel Community and its most vulnerable citizens.

General Process

Applications will be submitted to the City, per the Application Instructions. Following the submission deadline, the Ex Officio will email the complete application submissions, the individual score sheets, and the requirements of the application to each Board member.

The Board members are strongly encouraged to review the application packets, identify any questions to ask the applicants and provide individual scores for each application submitted prior to the quarterly initial review meeting.

During the quarterly initial review meeting, the applicants will be invited to attend and provide information to the Board to assist the Board in finalizing the scores. This will be an opportunity for the Board to ask for any clarifying information and to request any supplemental information that may support an application.

The Board will hold at least one additional public meeting to consider any supplemental information and finalize their individual scores. At this meeting, the members will discuss and deliberate individual scores in order to make a final recommendation to the City Council for funding. In the event a consensus is not met between the Board members, an average of the scores may be applied as the consensus score.

Guidelines for Reviewers

Scores must be assigned based on criteria provided in the application directions. The scores should reflect the Board member's opinion on the applicant's ability to meet each criterion provided on the Grant Review Score Sheet. The reviewer cannot make assumptions about missing background or project information, only what was provided can be evaluated. Additionally, it is important that the scores be based on substance. A high-quality application is not always going to be grammatically perfect. A reviewer should judge the substance of an idea, rather than the manner in which it is presented.

When individually reviewing the application submissions, reviewers should make thoughtful comments to justify their individual score, commenting on both strengths and weaknesses.

Steps for the Board in Reviewing and Rating the Applications

1. Read the application guidelines and instructions.
 - It may be difficult to fairly evaluate a proposal unless you have an understanding of what has been asked.

2. Review the Grant Review Score Sheet.
3. Skim all of the applications before you begin scoring.
 - Understand how the applications relate to one another in terms of general strengths and weaknesses.
4. You will rate the applications on a numerical scale.
 - Assign a score for each question on the score sheets.
 - Provide specific comments about strengths and weaknesses on the score sheet that justify your score and identify any issues that may need to be clarified.
 - Bring the completed score sheets to the initial review meeting where representatives of the applicants will be available to provide clarification on any questions or concerns.
5. Consensus Scoring and Recommendation to Council.
 - Consensus scores and final recommendations will be determined at the second meeting.
 - If the Board cannot come to a consensus, then scoring will be based on averages of score totals.
 - The Recommendation to Council shall include the suggested funding amount as well as the project summary and scores.

Review Criteria

Description of Criteria	Score
Request Summary & Project Details	Total 80
Project is clearly described	10
Application includes a statement of need	10
Estimated number of people this project will impact	10
Documented community support for the project	10
Explanation on how the impacts of the project will be measured	10
Goals are clear and objectives measurable	10
Matching dollars/in-kind services/donated labor/ etc.	10
Identify individuals involved with the project with their roles and relevant experiences.	10

Budget For Project	Total 30
Is budget complete, clear and detailed	10
Proposed expenses are reasonable	10
Income and expenses balance on project budget including matching funds if applicable	10
Subjective Criteria	Total 60
Meets community needs	10
Strength of the plan and idea	10
Applicant appears capable	10
Project meets funding priorities	30

CITY OF BETHEL COMMUNITY ACTION GRANT Score Sheet

Applicant Information

Applicant Name: _____

Contact Person: _____

Submission for: Quarter 1 Quarter 2 Quarter 3 Quarter 4

Grant Request Information

Grant Amount Requested:	\$	
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Program/Project Title and Summary:

Criteria	Points Possible	Score
Request Summary & Project Details	80	
Project is clearly described	10	
Application includes a statement of need	10	
Estimated number of people this project will impact	10	
Documented community support for the project	10	
Explanation on how the impacts of the project will be measured	10	
Goals are clear and objectives measurable	10	
Matching dollars/in-kind services/donated labor	10	
Identify individuals involved with the project with their roles and relevant experiences.	10	
NOTES		

Criteria	Points Possible	Score
Budget For Project	30	
Is budget complete, clear and detailed	10	
Proposed expenses are reasonable	10	
Income and expenses balance on project budget, including matching funds, if applicable	10	

NOTES

Criteria	Points Possible	Score
Subjective Criteria	60	
Meets community needs	10	
Strength of the plan and idea	10	
Applicant appears capable	10	
Project meets funding priorities	30	

NOTES

Total Points	170	
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Reviewer Name: _____ Date: _____