

CITY OF BETHEL

City Council Meeting Agenda, January 13, 2026 – 6:30 PM

Website: <https://www.cityofbethel.org/council>

Location: Council Chambers, City Hall, 300 Chief Eddie Hoffman Highway, Bethel

Council Members: Mayor Rose Henderson, Vice-Mayor Teresa Keller, Mark Springer, Alicia Miner, Pamela Conrad, Kelsi Kime, Greg Schiedler

Zoom Meeting Link: <https://us06web.zoom.us/j/4888456188?pwd=bkN1dGI4MHpGZ1kwOUVYWU5kd0xhZz09>

Zoom Meeting ID: 488 845 6188

Zoom Meeting Passcode: 13871

Zoom Meeting Conference Line Numbers: 833 548 0276 US Toll-free

833 548 0282 US Toll-free

877 853 5257 US Toll-free

888 475 4499 US Toll-free



1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

- 4.1. *Written Public Comments can be submitted by opening your phone camera and hovering over this URL code. The link to the submission form will appear. You may also go to www.cityofbethel.org. Written public comment must be submitted 24 hours before the meeting.*



5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

6. APPROVAL OF MEETING MINUTES

- 6.1. *12-16-2025 Regular City Council Meeting Minutes

7. REPORTS OF STANDING COMMITTEES

- 7.1. Committee/Commission Agendas And Draft Meeting Minutes

8. SPECIAL ORDER OF BUSINESS

9. UNFINISHED BUSINESS

- 9.1. Public Hearing Of Ordinance 25-20: Amending Non-Codified Fees And Charges For The City Of Bethel (City Manager Strickler)
- 9.2. Public Hearing Of Ordinance 25-08(e): Amending The Annual FY25 Operating Budget Ice Road Support (Mayor Henderson)

10. NEW BUSINESS

- 10.1. *Introduction Of Ordinance 26-01: Amending BMC 10.03.040 Governing The Operation Of All Terrain Vehicles (ATVs) On Public Roadways Within The City Of Bethel (Mayor Henderson)
- 10.2. *Introduction Of Ordinance 25-08(f): Amending The Annual FY25 Operating Budget (Mayor Henderson)

Posted January 7, 2026 at AC Co., Swanson's, City Hall, and the Post Office.

Julie Olick, Admin Assist. City Clerk's Office

City Clerk's Office Contact Information: Email cityclerk@cityofbethel.net Phone 907-543-1384

Items noted with an asterisk (*) are consent agenda items, unless removed from the consent agenda they are approved upon the approval of the agenda. Ordinances introduced at this meeting may be set for public hearing at the next regular meeting.

The Council may by unanimous consent, after 12:00 AM Fix the Time to Which To Adjourn until the following day at 6:30 PM

- 10.3. *Resolution 26-01: To Adopt The City Of Bethel Travel And Training Policy For City Council Member Travel (Mayor Henderson)
- 10.4. *AM 26-01: Authorize The City Manager To Negotiate And Execute A Contract For Classification And Compensation Study Services (City Manager Strickler)
- 10.5. City Administrative Review Of Alaskabuds, LLC Retail Marijuana Store License Renewal #18735 ,Located At 660 Third Ave, Suite B Bethel Alaska 99559 (City Manager Strickler)

11. REPORTS

- 11.1. Mayor's Report
- 11.2. City Manager's Report
- 11.3. Clerk's Report

12. COUNCIL MEMBER COMMENTS

13. EXECUTIVE SESSION

14. ADJOURNMENT

Posted January 7, 2026 at AC Co., Swanson's, City Hall, and the Post Office.

Julie Olick, Admin Assist. City Clerk's Office

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The Council may by unanimous consent, after 12:00 AM Fix the Time to Which To Adjourn until the following day at 6:30 PM

1. CALL TO ORDER

A Regular Meeting of the Bethel City Council was held on December 16, 2025 at 6:30 p.m., in the Council Chambers, Bethel, Alaska.

Mayor Henderson called the meeting to order at 6:31 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Comprising a quorum of the Council, the following members were present:
City Council Member Mark Springer City Council Member Kelsi Kime City Council Member Greg Schiedler Mayor Rose Henderson City Council Member Pamela Conrad City Council Member Alicia Miner Vice-Mayor Teresa Keller
Members Absent:
Also in attendance were the following:
City Manager Lori Strickler, City Clerk Kevin Morgan, City Attorney Libby Bakalar (telephonically)

4. PEOPLE TO BE HEARD – Five minutes per person

Theresa Quiner- Library Director- Discussed the Library Activity Report and the effects of the unhoused population using the Library and Cultural Center as a day shelter. Recommends that the City fund the Winter House to be open during the day.

Marybeth Whalen- Bethel- Spoke about the community's need for a day shelter. Asked the council to consider supporting a day shelter.

Item 4.1. - Written Public Comments

No Written Comments were submitted.

5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

Main Motion: Approve the Consent and Regular Agenda.

Moved by: | Mark Springer
Seconded by: | Greg Schiedler

In favor:	Mark Springer, Kelsi Kime, Greg Schiedler, Rose Henderson, Pamela Conrad, Alicia Miner, Teresa Keller
Opposed:	None
Results:	Motion Carries

Amend the Agenda to place Item 8.1, Donlin Gold Project Update, after the Approval of the Consent and Regular Agenda.

Moved by:	Mark Springer
Seconded by:	Alicia Miner
In favor:	Mark Springer, Kelsi Kime, Greg Schiedler, Rose Henderson, Pamela Conrad, Alicia Miner, Teresa Keller
Opposed:	None
Results:	Motion Carries

6. APPROVAL OF MEETING MINUTES

Item 6.1. - *11-12-2025 Regular City Council Meeting Minutes
Passed on the consent agenda.

7. REPORTS OF STANDING COMMITTEES

Item 7.1. - Committee/Commission Agendas And Draft Meeting Minutes
 Port Commission, Council Member Conrad- No meeting due to lack of quorum. The EPA grant to clean up steamboat slough is still in place.

Planning Commission, Mayor Henderson- Did not attend the last meeting due to the Alaska Municipal League (AML) Conference. Nothing to report.

Community Action Grant Committee, Council Member Miner- The committee met and is presenting the recommendations for funding on this agenda.

Community Parks and Recreation Committee, Vice- Mayor Keller- No meeting since the last meeting.

Finance Committee, Council Member Schiedler- No quorum at the last meeting. In need of two members.

Public Works Committee, Council Member Kime- Meeting tomorrow.

Public Safety and Transportation Commission, Council Member Springer- Discussed junk car removal. Mentioned witnessing an ice rescue; wanted to recognize the Police and Fire Department for their work.

8. SPECIAL ORDER OF BUSINESS

Item 8.1. - Donlin Gold Project Presentation (City Manager Strickler)

This Item took place after the Approval of the Consent and Regular Agenda.

Donlin Gold General Manager Todd Dahlman presented an update on the Dolin Gold Project.

9. UNFINISHED BUSINESS

Item 9.1. - Public Hearing Of Ordinance 25-19: Amending Bethel Municipal Code Chapter 4.16, Sales Taxes, To Define Bundled Transactions And Provide For The Remittance And Collection Of Sales Tax On Bundled Transactions (City Manager Strickler)

Mayor Henderson opened the Public Hearing.

No one present to be heard.

Mayor Henderson closed the Public Hearing.

Main Motion: Adopt Ordinance 25-19.

Moved by:	Kelsi Kime
Seconded by:	Alicia Miner
In favor:	Mark Springer, Kelsi Kime, Greg Schiedler, Rose Henderson, Pamela Conrad, Alicia Miner, Teresa Keller
Opposed:	None
Results:	Motion Carries

10. NEW BUSINESS

Item 10.1. - *Introduction Of Ordinance 25-20: Amending Non-Codified Fees And Charges For The City Of Bethel (City Manager Strickler)

Passed on the consent agenda.

Item 10.2. - *Introduction Of Ordinance 25-08(e): Amending The Annual FY25 Operating Budget Ice Road Support (Mayor Henderson)

Passed on the consent agenda.

Item 10.3. - *Resolution 25-14: Updating Loan and Forgiveness Amount For The QFC #2 Lift Station Project (City Manager Strickler)

Passed on the consent agenda.

Item 10.4. - *Resolution 25-15: City Of Bethel Priorities For The SFY 2027 State Of Alaska Capital Budget (City Manager Strickler)

Passed on the consent agenda.

Item 10.5. - AM 25-38: Authorize And Direct City Administration To Issue A Checks Totaling \$45,300 To The Year 2025, Quarter 4 Community Action Grant (CAG) Awardees Based On The Recommendation Of The Community Action Grant Committee (Community Action Grant)

Main Motion: Approve AM 25-38.

Moved by:	Greg Schiedler
Seconded by:	Mark Springer
In favor:	Mark Springer, Kelsi Kime, Greg Schiedler, Rose Henderson, Pamela Conrad , Alicia Miner, Teresa Keller
Opposed:	None
Results:	Motion Carries

Item 10.6. - *AM 25-39: Authorize The Acting City Manager To Negotiate And Execute A Contract For QFC #2 Lift Station Improvements (City Manager Strickler)

Passed on the consent agenda.

Item 10.7. - *AM 25-40: Appointment and Re-appointment Of Committee And Commission Members For A Term Of Three Years (Mayor Henderson)

Passed on the consent agenda.

Item 10.8. - AM 25-41: Approving The Regular City Council Meeting Dates For 2026 (Mayor Henderson)

Main Motion: Approve AM 25-41.

Moved by:	Teresa Keller
Seconded by:	Kelsi Kime
In favor:	Mark Springer, Kelsi Kime, Greg Schiedler, Rose Henderson, Pamela Conrad , Alicia Miner, Teresa Keller
Opposed:	None
Results:	Motion Carries

Item 10.9. - *IM 25-11: Documentation that the Bethel City Council Received and Reviewed the Full Financial Budget Report and Water & Wastewater Activity Report for the Month of October and November 2025. (City Manager Strickler)

Passed on the consent agenda.

Item 10.10. - City Administrative Review Of Good Vibes LLC, Doing Business As Good Vibes Bethel, Retail Marijuana Store License Renewal #30563, Located At 323 Chief Eddie Hoffman Hwy Bethel, AK 99559 (City Manager Strickler)

City Council reviewed this item.

11. REPORTS

Item 11.1. - Mayor's Report

Item 11.2. - City Manager's Report

Item 11.3. - Clerk's Report

12. COUNCIL MEMBER COMMENTS

Mayor Henderson- Would like to thank: Shadi Rabi, Louise Russell, Joy Anderson, Sean Glasheen, Carol Ann Willard, and Michael Meeks for re-applying to serve on a committee/commission. Please apply if you are interested in serving on a committee/commission. Excited to hear that we gaining sunlight. Thanked the City for the opportunity to attend AML.

Vice-Mayor Keller- No comments.

Council Member Miner left the meeting at 7:55 pm

Council Member Conrad- Thanked the city for allowing her to attend AML. Discussed how AML is addressing federal cuts. Commended the water and sewer drivers for doing a good job in the difficult weather. Merry Christmas!

Council Member Springer- Discussed the importance of AML and described the work that they do. We are back to Bethel winters; watch out for freezes with the changing weather.

Council Member Kime- Thanked the City for the chance to attend AML. Happy Holidays!

Council Member Schiedler- Thanked the city for the opportunity to attend AML. Learned about the different aspects of local government, Merry Christmas to all and be safe!

13. EXECUTIVE SESSION

14. ADJOURNMENT

Main Motion: Adjournment.

Moved by:	Mark Springer
Seconded by:	Teresa Keller
In favor:	Mark Springer, Kelsi Kime, Greg Schiedler, Rose Henderson, Pamela Conrad, Alicia Miner, Teresa Keller
Opposed:	None
Results:	Motion Carries

Meeting ended at 8:06 p.m.

Rose Henderson, Mayor

ATTEST:

Kevin Morgan,
City Clerk

City of Bethel, Alaska

Planning Commission

December 11, 2025

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular meeting of the Planning Commission was held virtually via Zoom and in person at the City Hall Council Chambers in Bethel, Alaska on December 11, 2025. The Chair of the Commission, Kathy Hanson called the meeting to order at 6:00 PM.

II. ROLL CALL:

Compromising a quorum of the Commission, the following members were present for roll call Kathy Hanson, Lorin Bradbury, Alex Wasierski, Shadi Rabi, Haley Hanson, Sundi Scott, and Jodi Brand

Excused absence: Council Rep. Rose Henderson

Also Present: Nathaniel Ayuluk, Sub- Recorder

III. PEOPLE TO BE HEARD: no one wished to be heard

IV. APPROVAL OF THE AGENDA:

MOVED:	Haley Hanson	Motion to approve the agenda.
SECONDED:	Shadi Rabi	
VOTE ON MOTION	Unanimous	

V. APPROVAL OF THE MINUTES: November 2025 meeting minutes were not published in the December meeting packet and will be approved next meeting due to administrative error.

VI. UNFINISHED BUSINESS:

- A. Update discussion on nuisance properties: Planning staff updated commissioners on nuisance properties.

MOVED:	Lorin Bradbury	Motion to recommend 1119 Naunraq, 455 Ridgecrest, and 410 Owl Street to council for further action.
SECONDED:	Haley Hanson	
VOTE ON MOTION	Unanimous	

VII. NEW BUSINESS:

- A. Review of the Planning Commission Duties BMC 2.60 and goals for 2026.- Commissioners reviewed duties and goals for 2026
- B. Review and Approve Meeting Calander for 2026- Commissioner reviewed the 2026 Calander
- C. Martina Oscar Subdivision- Water and Sewer Line Extension Project Update: City Planner introduced the Water and Sewer Line Extension Project.

VIII. EX OFFICIO REPORT:

- A. Management Team Report: Lee gave his report

IX. COMMISSIONER'S COMMENTS:

- A. Wasierski- no comment
- J. Brand- I'm really glad to hear the vehicles are moving.
- L. Bradbury- Im glad to see there is progress in the cleanup
- S. Rabi- No comment
- K Hanson-no comment
- H. Hanson- no comment

X. ADJOURNMENT:

MOVED:	Haley Hanson	Motion to adjourn the meeting.
SECONDED:	Shadi Rabi	
VOTE ON MOTION	Unanimous	

With no further business the meeting adjourned at 7:04 pm

APPROVED THIS ____ DAY OF _____, 2025

Kathy Hanson, Chair

ATTEST: Nathaniel Ayuluk, Recorder



CITY OF BETHEL
FINANCE COMMITTEE
TUESDAY, DECEMBER 16, 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

[IGNORE INDENT]

MEMBERS	STAFF
John Hamilton, Chair	Ex Officio Members
Greg Schiedler, Council Rep.	Cindy Sharp
Victoria Sosa, Vice-chair	Nathaniel Ayuluk
Carolann Willard	finance@cityofbethel.net
Grace Hass	907-543-1381
Richard Curtis-Smith	
Vacancies: 1 Alt:2	

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON
 - A. Please submit written public comments to finance@cityofbethel.net by 4:00 p.m. the day of the meeting.
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MEETING MINUTES
 - A. 11/19/2025 Finance Committee Meeting Minutes
- VI. UNFINISHED BUSINESS
- VII. NEW BUSINESS
- VIII. EX OFFICIO REPORT
 - A. 10.2025 - RUBA Report
 - B. 11.2025 - RUBA Report
 - C. December Manager Reports 2025
- IX. MEMBER COMMENTS
- X. ADJOURNMENT

Posted 12/10/2025 at City Hall, AC Co., Swanson’s, and the Post Office.

Ex-Officio Staff

City of Bethel, Alaska

Community Action Grant Committee Minutes

December 2, 2025

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A Regular Meeting of the Community Action Grant Committee was held on December 2nd 2025 at 6:22 PM in Council Chambers at 300 Chief Eddie Hoffman Highway.

II. ROLL CALL

The following Community Action Grant Committee members were present: Louise Russel, Alicia Minor, Lucinda Alexie, Julie McWilliams

Also in attendance are Kayla Saddler, Pauline Boratko Recorders (Ex Officio).

Excused Absences: Jody Brand

III. PEOPLE TO BE HEARD: FIVE MINUTES PER PERSON

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

IV. APPROVAL OF AGENDA

MOVED BY	Julie	Motion to approve
SECOND BY	Lucinda	
VOTE ON MOTION	All in favor	4-0

V. APPROVAL OF MEETING MINUTES

A. 11-18-2025 Meeting Minutes

VI. UNFINISHED BUSINESS

A. Review Amount of Community Action Grant Funding Available for the Fiscal Year July 1, 2025 – June 30, 2025

B. Review, Discuss, and Score Applications and Responses Received (may include questions from applications in attendance)

VII. NEW BUSINES

VIII. EX OFFICIO REPORT

A. Manager's Reports November 2025

IX. MEMBER COMMENTS

Alicia Miner: No Comments

Lucinda Alexie: We did it!

Julie McWilliams: I'm excited for all of the applicants and see what they do with their grants

Louise Russell: Thank you for coming and for being here

X. ADJORNMENT

MOVED BY	Lucinda	Motion to approve
SECOND BY	Julie	
VOTE ON MOTION	All in Favor	4-0

The chair called the meeting to an end at 8:03 pm.

Louise Russel, Chair

ATTEST:

Kayla Saddler, Recorder



CITY OF BETHEL

COMMUNITY PARKS AND RECREATION COMMITTEE

MONDAY, JANUARY 12, 2026, 6:00 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

[IGNORE INDENT]

MEMBERS

Brian Lefferts, Chair	Beverly Hoffman, Vice-Chair
Teresa Keller Council Rep.	Jessica Pew
Sean Glasheen	Zeff Prina
Jody Brand	Alternate 1-
Alternate 2-	

STAFF

Ex-Officio: Shane Iverson, Kayla Saddler
Email: ksaddler@cityofbethel.net Phone: 907-543-1386

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 pwadmin@cityofbethel.net by 4:00 p.m. the day of the meeting.

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

- A. November 10, 2025 Meeting Minutes

VI. SPECIAL ORDERS OF BUSINESS

- A. Annual Election of Chair and Vice-Chair (BMC 2.60.040 D)

VII. UNFINISHED BUSINESS

- A. Community Center Construction Project *Updates* (Lefferts)
- B. Update on Larson Sub Park Progress (Pew)
- C. Dog Park (Pew)
- D. Fitness Center Updates (Iverson)
- E. Discussion of Fitness Center Energy Audit (Glasheen)

VIII. NEW BUSINESS

- A. Management Plan Outline
- B. Group Fitness Survey (Iverson)
- C. Determination of Quorum for the March 9th Meeting

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

Ex-Officio Staff

IX. EX OFFICIO REPORT

A. Manager's Reports December 2025

X. MEMBER COMMENTS

XI. ADJOURNMENT

XII. APPROVAL OF MEETING MINUTES

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

Ex-Officio Staff

Introduced by: City Manager Strickler
Introduction Date: December 16, 2025
Public Hearing: January 13, 2025
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #25-20

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING NON-CODIFIED FEES AND CHARGES FOR THE CITY OF BETHEL

WHEREAS, the Administration is presenting amendments to the City's Fee and Rate Schedule in response to the community's proactive vehicle clean-up efforts, including the identification and management of abandoned vehicles and the increased need for junk vehicle disposal services;

WHEREAS, the management of abandoned vehicles requires significant administrative effort, including issuing notices, maintaining required records, and tracking compliance throughout the impound process; and

WHEREAS, increasing the per-day impound fee for abandoned vehicles from \$20 to \$50 after the first day is necessary to offset the administrative overhead associated with noticing and tracking these vehicles; and

WHEREAS, the City of Bethel currently provides free disposal of junk vehicles for non-commercial users;

WHEREAS, the City is experiencing an increase in junk vehicle accumulation as a result of nuisance abatement and property compliance efforts, revealing that some non-commercial properties store or accumulate multiple junk vehicles, often for parts, in a manner that creates substantial public health, safety, and aesthetic concerns;

WHEREAS, large-scale junk vehicle landfill intake requires significant City labor, equipment time, and administrative oversight, creating increased operational costs that cannot be absorbed by the landfill enterprise fund without negatively affecting its financial stability;

WHEREAS, it is the City's responsibility to balance public access with financial responsibilities, ensuring residents can reasonably and affordably dispose of junk vehicles while also ensuring that high-volume disposals do not create unsustainable costs for the City;

Introduced by: City Manager Strickler
Introduction Date: December 16, 2025
Public Hearing: January 13, 2025
Action:
Vote:

WHEREAS, providing up to three (3) free junk vehicle disposals per residential property per calendar year, regardless of whether fluids or batteries have been removed, provides reasonable access to the landfill for typical household needs; and

WHEREAS, establishing a fee of \$200 per vehicle for commercial disposals and for the fourth and subsequent vehicles per year from residential properties, when fluids and batteries are removed, ensures that higher-volume disposals contribute to the cost of processing these vehicles;

WHEREAS, a fee of \$300 per vehicle when fluids and batteries have not been removed reflects the additional hazards, regulatory requirements, and personnel time necessary to handle and process such vehicles safely and in compliance with environmental standards;

WHEREAS, implementing these limitations and fees promotes protect the landfill enterprise fund and ensures the City can continue offering low-cost disposal options for residents while managing the strain created by nuisance property cleanups and high-volume vehicle accumulation.

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

Section 1. Classification. This ordinance is not permanent in nature and shall not be placed in the Bethel Municipal Code.

Section2 Amendments. The City of Bethel Fees and Charges is amended, new language is underlined and old language is stricken.

Code Enforcement	
Vehicle Removal (includes four-wheeler/ATV/snowmachine)	\$200
Impound Fee	\$25 (first day) \$20 \$50 (each additional day)

Public Works	
Utility Permit Application Fee Annual Permit	\$130
Utility Permit Application Fee Temporary or Emergency use	\$50
Non-Commercial Vehicle Disposal <u>up to three per Calendar Year</u>	Free
Commercial vehicle <u>Vehicle</u> disposal, per vehicle if battery and liquid are removed.	\$200

Introduced by: City Manager Strickler
Introduction Date: December 16, 2025
Public Hearing: January 13, 2025
Action:
Vote:

Commercial Vehicle disposal, per vehicle without fluids/and or battery removed	\$300
Refrigerators and Freezer	\$40

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

ENACTED THIS 13th DAY OF JANUARY 2026, BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

ATTEST:

Rose Henderson, Mayor

Kevin Morgan, City Clerk

Introduced by: Mayor Henderson
Introduction Date: December 16, 2025
Public Hearing: January 13, 2026
Action:
Vote:

CITY OF BETHEL, ALASKA

ORDINANCE #25-08 (e)

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING THE ADOPTION 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.

SECTION 2. Amendment. The adopted Fiscal Year 2026 Annual Operating Budget is amended as follows:

ICE ROAD CONTRIBUTION TO NATIVE VILLAGE OF NAPAIMUTE

Whereas, Native Village of Napaimute Tribal Transportation Program (NVN TTP), and Napaimute Enterprises, L.L.C. is requesting financial support for the 2026 Kuskokwim Ice Road season;

Whereas, the funding will be used to support construction and maintenance of the ice road and will help ensure our community residents and visitors have safe access to and from the surrounding communities;

Whereas, NVN TTP was able to maintain 355 miles of ice road connecting 21 community;

E-1 ICE ROAD CONTRIBUTION TO NATIVE VILLAGE OF NAPAIMUTE				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-72-6516 Community Services	Donation Ice Road Maintenance	\$0	\$10,000	\$10,000
FY Operating	FY25 Revenue Over Expenditures	\$1,387,197	(\$10,000)	\$1,377,197

SECTION 4. Effective Date. This ordinance shall become effective upon the 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 is adopted for a period of one year, from July 1, 2025, through June 30, 2026.

ENACTED THIS 13th DAY OF JANUARY 2026, BY A VOTE OF _ IN FAVOR AND 0 OPPOSED.

Rose Henderson, Mayor

ATTEST:

Kevin Morgan, City Clerk

CITY OF BETHEL, ALASKA

Ordinance 26-01

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING BMC 10.03.040 GOVERNING THE OPERATION OF ALL TERRAIN VEHICLES (ATVs) ON PUBLIC ROADWAYS WITHIN THE CITY OF BETHEL

WHEREAS, pursuant to AS 28.01.010(a), the Alaska Uniform Traffic Laws Act and any regulations adopted under Title 28 apply within all municipalities of the state, and a municipality may not enact an ordinance that is inconsistent with the provisions of Title 28 or the regulations adopted under it;

WHEREAS, AS 28.01.010(b) provides that, "notwithstanding" AS 28.01.010(a), "a municipality may enact necessary ordinances to meet specific local requirements.";

WHEREAS, in 2013, under BMC 10.01.010, the City adopted "all statutes and regulations of the state of Alaska, as they presently exist and as they may be revised in the future, relating to motor vehicles offenses, as the traffic code for the city."

WHEREAS, on October 14, 2021, the State of Alaska, Department of Public Safety adopted new regulations, effective January 1, 2022, governing the use of ATVs and snowmachines on "public roadways";

WHEREAS, the state regulations at 13 AAC 02.482(c) provide that "[n]o driver of an all-purpose vehicle may travel on a public roadway where that travel is prohibited by a local law or ordinance enacted in accordance with AS 28.01.010";

WHEREAS, since All Terrain Vehicles (ATV's) have been allowed to use Chief Eddie Hoffman Highway, many have been operating in a manner that may be considered careless, reckless, negligent and against code such as: not staying on the correct side of the lane of traffic except when crossing the road; passing other moving vehicles; weaving in and out of traffic; operators not wearing a helmet; exceeding passenger limits on an ATV was that was designed by the manufacturer to carry a certain number of passengers; disobeying speed limits; and operating an ATV while underage and/or without a license.

Speeding on the highway

City of Bethel, Alaska

Ordinance 26-01
Page 1 of 3

WHEREAS, Local Law Enforcement and State law enforcement are not regularly enforcing the City Code regarding ATV use on the Highway, and may not have the resources to address the Code violations on the Highway;

NOW, BE IT ORDAINED, the City Council amends the Bethel Municipal Code 10.03.040 by amending the language regarding operation of ATVs. New language is underlined and old language is stricken.

SECTION 1. Classification. This is a Codified Ordinance and shall become part of the Bethel Municipal Code.

SECTION 2. Amendments. Bethel Municipal Code 10.03.040 is amended as follows: (new language is underlined and old language is stricken):

10.03.040 Operation of all-terrain vehicles (ATVs).

A. ATVs are permitted to operate on a public roadway within city limits except on Chief Eddie Hoffman Highway under the following conditions:

1. Except as otherwise provided in this section, ATVs must comply with all city of Bethel and state of Alaska traffic laws and ordinances.
2. ATVs must be registered through the Division of Motor Vehicles and proof of registration must be displayed in the designated location on the vehicle.
3. Vehicles must have liability insurance, and proof of insurance must be presented upon demand.
4. While driving on a public roadway within city limits, ATVs:
 - a. Must stay on the correct side of the lane of traffic except when crossing the road;
 - b. May not pass other moving vehicles;
 - c. May not weave in and out of traffic;
 - d. May not operate in any other manner that may be considered careless, reckless, or negligent;
 - e. Must be under one thousand five hundred (1,500) pounds (including cargo);
 - f. Must wear a helmet when operating an ATV;

Introduced by: Mayor Henderson
Introduction Date: January 13, 2026
Public Hearing: January 27, 2026
Action:
Vote:

g. Must not carry passengers unless the ATV was designed by the manufacturer to carry passengers.

5. The speed limit in a parking lot or an area congested with pedestrians is five (5) miles per hour.

6. The operator must have a valid driver's license.

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

ENACTED THIS 27th DAY OF JANUARY 2026, BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED.

Rose Henderson, Mayor

ATTEST:

Kevin Morgan, City Clerk

Introduced by: Mayor Henderson
Introduction Date: January 13, 2026
Public Hearing: January 27, 2026
Action:
Vote:

CITY OF BETHEL, ALASKA

ORDINANCE #25-08 (f)

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING THE ADOPTION 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.

SECTION 2. Amendment. The adopted Fiscal Year 2026 Annual Operating Budget is amended as follows:

WHEREAS, Ordinance No. 17-36 placed before the voters the question of increasing the alcohol tax and specified that twenty percent (20%) of the total alcohol tax revenue would be dedicated to public safety and social service uses related to alcoholic beverages;

WHEREAS, in support of this dedication, the City of Bethel established the Community Action Grant (CAG) Program to allow organizations and individuals to request financial assistance for programs or events that contribute to the health, welfare, and overall quality of life of Bethel residents, with particular consideration for vulnerable populations;

WHEREAS, while the Community Action Grant Committee provides funding recommendations to the City Council based on submitted applications, the City Council retains the authority to identify and prioritize funding needs outside of the grant application process and to approve funding independent of the CAG Program when circumstances warrant;

WHEREAS, many community facilities and businesses have experienced operational impacts resulting from individuals who are unhoused frequenting or remaining within public spaces, particularly as winter temperatures have dropped and limited alternative indoor warming locations are available;

WHEREAS, in response to these conditions, the Bethel Winter House extended its operating hours from 8:00 p.m. to 7:00 a.m. to twenty-four (24) hours per day during this period of extreme cold, despite operating within an already

limited budget, resulting in increased costs for supplies, meals, utilities, and staffing;

WHEREAS, the City of Bethel recognizes and appreciates the Bethel Winter House for its willingness to extend operations, utilize limited financial reserves, and commit staff resources to support a vulnerable population during a critical time;

WHEREAS, the funding proposed for this purpose is derived from revenues already set aside through the voter-approved alcohol tax dedication specifically intended to address public safety and social service impacts related to alcohol, and while it would be difficult for the City to provide comparable financial support through general sales tax revenues or the City's operating budget, the use of these dedicated funds results in no additional operational impacts or service reductions to the municipality;

WHEREAS, if approved, this budget modification would draw the remaining amount of the Community Action Grant budget item to 0 closing the grant process for applicants through June 30 ,2026.

F-1 Community Services				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-72-6155 Community Services	Bethel Winter House	\$118,300	\$27,291	\$145,591
100-72-6430	Community Action Grant	\$76,091*	(\$27,291)	\$48,800

SECTION 4. Effective Date. This ordinance shall become effective upon the 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 is adopted, as amended for a period of one year, from July 1, 2025, through June 30, 2026.

ENACTED THIS 27th DAY OF JANUARY 2026, BY A VOTE OF _ IN FAVOR AND 0 OPPOSED.

Rose Henderson, Mayor

ATTEST:

Kevin Morgan, City Clerk

CITY OF BETHEL, ALASKA

Resolution #26-01

A RESOLUTION BY THE BETHEL CITY COUNCIL TO ADOPT THE CITY OF BETHEL TRAVEL AND TRAINING POLICY FOR CITY COUNCIL MEMBER TRAVEL

WHEREAS, the Bethel City Council establishes an annual budget to account for many of the known travel and training opportunities provided to the members;

WHEREAS, a City Council Member Travel Policy will provide the public officials a regulation and standard on what is and is not considered reimbursable travel, meal, and lodging expenses;

WHEREAS, the Bethel City Council established a previous Travel and Training Policy under Resolution 20-03 would require that any modification to the Policy be provided through resolution;

WHEREAS, the City Council wishes to administer public resources and to expend them only when there will be a substantial benefit to the City and its residents. Accordingly, it is the intent of this policy to establish the rules and guidelines governing coverage of city council members travel costs for actual and necessary expenses incurred in the performance of official duties;

WHEREAS, the City Council volunteer their time to serve the City of Bethel and are not City of Bethel Employees;

WHEREAS, City of Bethel Travel and Training Policy has the most current practices and travel procedures, and was created for actual and necessary expenses incurred for City business, and was written to uphold high ethical standards for city employees and city officials;

WHEREAS, the Alaska Conference of Mayor's and Alaska Municipal League (AML) Board meetings often occur at the same time as AML Legislative and Annual Conferences;

WHEREAS, the previous travel policy did not clearly authorize the City Council members who are elected Mayor and who are serving as AML Board members to attend the legislative conferences which are part of those meetings;

WHEREAS, the City Administration is employed by the City Council, it would be appropriate for the City Council to determine if travel costs are to be reimbursed from cancellation;

NOW, THEREFORE, BE IT RESOLVED,

That the Bethel City Council adopts the current City of Bethel Travel and Training Policy POL-51 and future updates to the City's Travel and Training Policy.

If any part of this policy becomes in conflict or inconsistent with Municipal, State or Federal laws, the provisions of law shall control.

Should any of the clauses, sentences, paragraphs, section or parts of this Policy be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this policy.

This policy shall be effective immediately upon passage of this resolution and shall supersede Resolution 20-03. In addition to the policy:

I. Authorized Travel

Expenses incurred by city council members participating in the following activities and/or events constitute authorization if funds are available in the city council travel budget and if the other requirements of this policy are also met:

- A. Alaska Municipal League (AML) Newly Elected Official's Training and the Alaska Municipal Annual Conference held annually- applies to council members.
- B. Alaska Conference of Mayor's Conference and AML Legislative Conferences held in February, August and December- applies to mayor.
- C. Alaska Municipal League Board Meetings and AML Legislative Conferences held in February, August and December -applies to any council member who is also a board member.
- D. Alaska Municipal League Board Meetings which are not part of an AML Annual or Legislative Conference under section D., if travel costs are reimbursed by AML - applies to any council member who is a board member.
- E. All other travel must be approved in advance by the Council in an open city council meeting, and must include an estimate of the cost of the travel.

II. Rental Car and Parking for the AML Annual Conference

The use of a rental car and parking fees are authorized for the AML Annual Conference and Newly Elected Official Training by City Council Members if funds are available in the city council travel budget and will follow the rental car procedures in the City of Bethel Travel Policy.

Introduced by: Mayor Henderson
Date: January 13, 2026
Action:
Vote:

II. Trip Cancellations

In the event a council member cancels a trip for which the City has already incurred costs, the member is responsible for any charges associated with the cancelation unless the City Council approves otherwise.

ENACTED THIS ____ DAY OF ____ 2026 BY A VOTE OF ____ IN FAVOR AND ____ OPPOSED.

ATTEST:

Rose Henderson, Mayor

Kevin Morgan City Clerk

CITY OF BETHEL, ALASKA

Resolution #20-03

A RESOLUTION BY THE BETHEL CITY COUNCIL ESTABLISHING A CITY COUNCIL MEMBER TRAVEL POLICY

WHEREAS, the Bethel City Council establishes a budget annual to account for many of the known travel and training opportunities provided to the members;

WHEREAS, the establishment of a City Council Member Travel Policy will provide the public officials a regulation and standard on what is and is not considered reimbursable travel, meal, and lodging expenses;

NOW, THEREFORE, BE IT RESOLVED that the Bethel City Council establishes the following Travel and Training Policy and require any modification to the Policy be provided through resolution.

If any part of this policy becomes in conflict or inconsistent with Municipal, State or Federal laws, the provisions of law shall control.

Should any of the clauses, sentences, paragraphs, section or parts of this Policy be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this policy.

This policy shall be effective immediately upon passage of this resolution.

I Policy Statement

The City hereby expressly acknowledges its responsibility to wisely administer limited public resources and to expend them only when there will be a substantial benefit to the City and its residents. Accordingly, it is the intent of this policy to establish rules and guidelines governing coverage of city council members travel costs for actual and necessary expenses incurred in the performance of official duties.

This policy shall be formally adopted by the City Council and any changes thereto shall also be adopted by City Council.

II Definitions

For purposes of this policy, the following definitions shall apply:

- A. Event means conference, seminar, meeting and other official City of Bethel functions.
- B. Per Diem means an allowance paid to council members for meal expenses incurred

when traveling on City business. This allowance is in lieu of reimbursement of actual expenses.

- C. Reasonable hours of travel means travel by council members between 7 a.m. and 11 p.m.

III Authorized Travel

The City may make payments for airfare, lodging, registration, per diem and incidentals if approved by the Council.

Expenses incurred by city council members participating in the following activities and/or events constitute authorization if funds are available in the city council travel budget and as long as the other requirements of this policy are also met:

- A. Alaska Municipal League Newly Elected Official's Training and the Alaska Municipal Conference held annually in November- applies to council members.
- B. Alaska Conference of Mayor's Conference held in February, August and November- applies to mayor.
- C. Alaska Municipal League Board Meetings-applies to board member. Most travel costs are reimbursed by Alaska Municipal League.
- D. All other travel must be approved in advance by the Council in an open city council meeting, and must include an estimate of the cost of the travel.

IV Unauthorized Expenses

The following expenditures incurred by city council members in the course and scope of their official duties shall not be reimbursed:

- A. The personal portion of any trip.
- B. Political contributions or events sponsored by or affiliated with political parties.
- C. Family or friend expenses, including those of a partner when accompanying Council member on official business, child or pet care.
- D. Entertainment expenses, including theatre, shows, movies, sporting events, golf, spa treatments, etc.
- E. Non-mileage personal automobile expenses including repairs, insurance, gasoline, traffic citations.
- F. Personal losses incurred while on City business.
- G. Reimbursement request in excess of \$20 without a receipt with sufficient information on its face to indicate the nature and date of the charge. All reimbursement receipts must be submitted within sixty days from the date of return.

V Authorized Expenses

All travel on city business shall be planned to provide for the most economical mode of transportation reasonably available. Transportation costs are provided at the most

Introduced by: Council Member Leary
Date: February 25, 2020
Action: Passed
Vote: 6-0

reasonable means of transport. As an example if a council member chooses to fly first class the City will reimburse the coach rate and the council member will be responsible for the difference.

Travel expenses shall be authorized for days actually spent on city business and travel to and from the event. Travel days may not exceed one day before and/or after the event. Travel days before and after the event are only authorized if the travel schedule prohibits travel at reasonable hours on the beginning and ending days of the event. Travel expenses for more than one day of travel to and from an event must be approved in advance by the City Council. Council members do not need council authorization to add personal travel days on to business travel as long as there are no reimbursable expenses requested during the personal travel.

A. Air Transportation

Allowable costs for air travel shall be calculated by using the coach airfare on the lowest available airfare for a regularly scheduled flight which reasonably accommodates the time of travel requested.

Council members who purchase their own airfare are entitled to reimbursement in the amount equal to the standard established above.

If personal travel is combined with business related travel, the council member shall be responsible for paying the increase in airfare necessary to accommodate the personal part of the flight.

If changes in travel plans occur that are the result of city business requirements, any associated costs shall be paid by the City. However, any increases in the costs of travel due to changes for personal convenience will be borne by the council member.

B. Vehicular Transportation

1. Use of personal vehicle shall be authorized at a rate of .54 per mile. The City's insurance does not cover the use of personal vehicles.
2. Traveler's shall evaluate transportation options such as rental car, taxi, ride-sharing or otherwise, and shall use discretion in selecting the most economically reasonable option to meet the business needs of the traveler. Rental car options such as car insurance, GPS or pre-paid gas are not eligible for reimbursement. The companion's use of the rental car or personal use by a council member is not subject to the City's coverage.
3. Use of taxi and public transportation are authorized to and from the event.

VI Lodging

Introduced by: Council Member Leary
Date: February 25, 2020
Action: Passed
Vote: 6-0

Authorized expenses for lodging is for a single room rate and should correspond to the defined reasonable hours of travel. If the conference or meeting concludes later than two hours before a flight within the reasonable hours of travel, the council member shall be entitled to an additional night of lodging.

Lodging shall be arranged at the location of the event. If lodging is not available at the event site, an attempt should be made to arrange lodging within walking distance of the event if a reasonable rate is available.

VII Meals

Council members shall be entitled to payment of advanced meal per diem allowance. The City Clerk's Office will if possible provide council members with meal per diem allowance at the rate provided below in advance of their travel. The amount of per diem advance may not exceed the associated meal per diem allowance. Per Diem allowance rates include gratuity.

1. Breakfast: Per Diem allowance is approved if the council member's travel begins before 10:00a. The per diem allowance for breakfast shall be at a rate of \$12.
2. Lunch: Per Diem allowance is approved if the council member's travel begins after 11:00a and before 2:00p. The per diem allowance for Lunch shall be at a rate of \$16.
3. Dinner: Per Diem allowance is approved if the council member's travel begins after 5:00p and before 9:00p. The per diem allowance for dinner shall be at a rate of \$32.

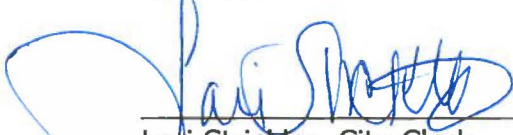
If meals are available at no cost to the traveler (other than airline meals and snacks), such as meals provided at conferences or by others at meetings, or if meal costs are reimbursed from other sources or reimbursed as representational expenses, the per diem allowance shall be adjusted by reducing the daily per diem associated with each meal provided or reimbursed by other means.

VIII Trip Cancellations

In the event a council member cancels a trip for which the City has already incurred costs, the member is responsible for any charges associated with the cancelation unless the City Council approves otherwise.

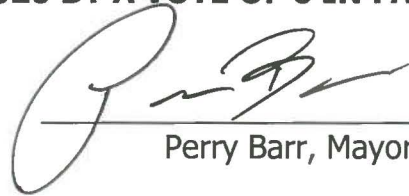
ENACTED THIS 25TH DAY OF FEBRUARY 2020 BY A VOTE OF 6 IN FAVOR AND 0 OPPOSED.

ATTEST:



Lori Strickler, City Clerk

City of Bethel, Alaska



Perry Barr, Mayor

Resolution #20-03
4 of 4

TRAVEL AND TRAINING POLICY

Approved by: City Manager

1. Purpose

A. This Policy is to ensure City team members adhere to procedures when traveling for City of Bethel business. The Policy ensures payments made by the City are for actual and necessary expenses incurred for City business, and that employees and officials receive advances and/or reimbursements in a timely manner.

B. As representatives of the City, employees and officials are expected to uphold the highest ethical standards while traveling, recognizing that public funds are being used. Employees are expected to use good judgment in the expenditure of public funds with which they have been entrusted.

C. When travel is approved and funded by the City, the employee or official is expected to fully attend and participate in the approved training, conference, or meeting. Failure to do so without a legitimate, documented reason may result in the employee or official being held responsible for associated costs and/or subject to disciplinary action.

D. These guidelines are not intended to address every issue, exception, or contingency that may arise in the course of City travel. Accordingly, the basic prevailing standard is the exercise of good judgment in the use and stewardship of City resources.

2. Scope

This policy applies to all individuals, including elected and appointed officials, and volunteers receiving funding for travel and training for official city business. Failure to adhere to this policy may result in denial of reimbursement; required repayment of disallowed costs; or disciplinary action under City personnel policies.

3. Travel and Training Authorizations and Reports

A. Approval Required Prior to Travel

1. The individual must complete and submit a Travel and Training Request (TA Request) at least 30 days before the requested travel and include all the required documentation necessary for the reviewers to understand the purpose of the travel and its anticipated expenses. The following are examples of required documentation, if applicable.
 - Conference/meeting registration agenda
 - Airline reservation requested itinerary, including the date and locations of travel
 - Hotel accommodation reservations

TRAVEL AND TRAINING POLICY

Approved by: City Manager

- Ground transportation reservations
- 2. All non-refundable travel must be approved on the **TA Request** prior to booking.
- 3. Whenever possible, expenses should be paid using a City purchasing card (P-Card) rather than personal funds.
- 4. For travel or training where the total cost is expected to exceed \$5,000 a separate City of Bethel Employee Training and Travel Agreement shall be completed and approved in advance of travel, where applicable.

B. Expense Report Required after travel.

1. The individual is required to submit a complete expense report within five (5) business days of concluding any City-authorized travel. Each submission must include all itemized receipts, supporting documentation, and when applicable, repayment of any excess travel advances or reimbursements. Failure to meet this deadline may result in delayed reimbursement and could require additional verification or corrective action.

C. Airfare Booking Standards

1. General Airfare Requirements:
 - A. When multiple flights meet the required arrival time, employees must select the lowest logical flight and seat fare, considering safety, weather conditions, layover risks, and rural travel constraints common in remote Alaska.
 - B. The City acknowledges that, due to Bethel's remote location and limited flight schedules, travel to trainings, conferences, and meetings will frequently require air service and may include:
 - Higher baseline airfare costs
 - Limited carrier options
 - Additional overnights in hub cities (e.g., Anchorage, Fairbanks), and
 - Unpredictable delays caused by weather or aircraft availability.
2. Booking Procedures
 - A. All airline reservations must be made through the City's ATMOS travel account, ideally at least 14–21 days prior to travel, unless the travel is urgent or unplanned.
 - B. The use of personal credit cards for airfare purchases is prohibited, except when:
 - The City's ATMOS account is temporarily unavailable;
 - A fare must be secured immediately to avoid a significant cost increase, and City staff cannot complete the purchase in time.
 - The department head or finance director grants authorization in writing.

TRAVEL AND TRAINING POLICY

Approved by: City Manager

- C. When airfare is purchased on a personal card under an approved exception, the traveler must submit documentation for reimbursement within the standard reimbursement timelines.
 - D. Travelers should book economy or standard main cabin airfare unless:
 - They are rewards members and upgraded at no additional cost;
 - No economy-class seats are available;
 - The city manager or designee approves an upgrade for operational or medical reasons.
 - E. Travelers are expected to schedule travel responsibly, departing at reasonable times and arriving at their destination in a manner that supports timely participation in official business. Airline tickets should be booked to depart as close to the start of the meeting or conference and return as soon after its conclusion as reasonably possible, in order to minimize hotel and ground transportation costs. Upon completion of official business, employees should return promptly to reduce time away from work and ensure full reimbursement for eligible travel-related expenses.
3. Use of Credits, Discounts, and City Accounts
- Any airline credits, vouchers, or unused tickets purchased by the City must be used for future City travel. Employees may not personally retain any credit or voucher resulting from City-paid airfare.
4. Travel Changes, Cancellations, and No-Shows
- A. Travelers must notify their supervisor as soon as they become aware of a needed schedule change.
 - B. Unnecessary change fees, no-show fees, or avoidable fare increases may be deemed non-reimbursable if due to employee negligence.
5. Airfare Expense Report Documentation
- A. The expense report shall include the following documentation to account for the travel:
 - Receipt showing fare paid
 - Itinerary and
 - Documentation of exceptions if applicable

D. Hotel Accommodations

- 1. General Hotel Requirements
 - A. Travelers must select reasonably priced, safe, and reputable hotels or overnight accommodation near the meeting, training, or event site.

TRAVEL AND TRAINING POLICY

Approved by: City Manager

- B. When offered, conference-rate hotels or government-rate lodging should be used as the primary option. If the conference-rate hotel is full, travelers shall book accommodations within walking distance of the conference or meeting location
- C. whenever possible and financially reasonable so as to avoid the need for a rental car or other transportation expenses. Exemptions to this standard are acceptable when:
 - No other reasonable options are available;
 - Safety concerns justify the selection;
 - The director authorizes an exception in advance, or
 - or emergency justifies the exemption . ,cancellation issues ,Weather ○
- D. Travelers are responsible for canceling reservations within the hotel's allowable cancelation window if the travel was cancelled due to a documented emergency or the travel is no longer necessary.

2. Booking Procedures

- A. Reservations should be made as early as possible to secure the lowest available rate. When possible, officials should request
 - Government rate;
 - Conference group rate; or
 - Municipal tax-exempt status.
- B. Hotel accommodations shall be paid using:
 - City credit card;
 - Direct Billing arrangement like a third-party authorization; or
 - Personal payment with reimbursement (only if approved in advance)
- C. Non-Reimbursable Lodging expenses:
 - Room upgrades, premium rooms, or suites.
 - In-room entertainment (movies, games).
 - Alcoholic beverages charged to the hotel.
 - Mini-bar purchases.
 - Personal services (spa, laundry, gym classes).
 - Early check-in or late check-out fees unless required for official business.

3. Hotel Expense Report Documentation

- A. The expense report shall include receipts showing nightly rates, taxes, fees, and payment method.

E. Ground Transportation

1. General Ground Transportation Requirements

Officials are expected to select ground transportation options that are cost-effective,

TRAVEL AND TRAINING POLICY

Approved by: City Manager

reasonably necessary for official business, safe and reliable for travel, and appropriate for the purpose and itinerary of the trip. Any expense not directly related to the business travel will not be eligible for reimbursed.

2. Ground Transportation Options

A. Ride Share Services (e.g., Uber, Lyft)

May be used when:

- Travel involves short, local trips (e.g., airport to hotel, hotel to conference center);
- A rental car would be more expensive or unnecessary for the duration of the trip;
- Parking is limited or costly at the destination; or
- Travel occurs in high-traffic or urban areas where driving is impractical.

Should not be used for:

- Long-distance travel between cities; or
- Repeated daily travel where a rental car would be more economical.

B. Rental Cars may be used when:

- The traveler needs to make multiple city business-related stops throughout the trip;
- Travel involves non-urban areas where ride share services are limited;
- The event location is a significant distance from the airport or hotel;
- The official must transport equipment, documents, or multiple staff members; or
- A rental is less costly than multiple ride-share or taxi trips.

C. Taxis may be used when:

- Ride share is unavailable in the area;
- It is the quickest available option; or
- Safety concerns justify traditional taxi transportation.

D. Public transit is encouraged when:

- It is convenient, safe, and reliable;
- It provides a direct route to the event or lodging; and
- The traveler is familiar with the area and comfortable with the mode of transit.

E. Use of personal vehicles should be limited to:

- Travel to and from the airport;
- Instances where mileage reimbursement is more cost-effective than rental or ride share; and
- Situations where no other reasonable transportation options exist.

TRAVEL AND TRAINING POLICY

Approved by: City Manager

- Mileage will be reimbursed at the rate set by IRS standards.

3. Booking Procedures and expense Report Documentation

A. Rental Cars

- Must be reserved through the City's approved travel system or vendor, if applicable.
- Officials should request municipal/government rates when available.
- Compact or mid-size cars should be rented whenever available. Upgrades or specialty vehicles require pre-approval unless justified by equipment or safety needs. The City will not reimburse the cost difference between midsize and the upgrade. The City will not reimburse the cost of add-ons such as GPS, satellite radio, or insurance coverage already provided under the City's policy.
- The City will not reimburse the cost of valet parking unless pre-approved and required for safety or accessibility.
- The City will not reimburse the cost of traffic or parking fines.
- The City will not reimburse the cost of additional rental car insurance when covered by the City. The City's insurance information is available in finance.
- The City will reimburse for parking fees associated with official business
- Gas tank shall be filled prior to rental car return.
- A team member may rent a car for personal convenience even when the less expensive alternative is rideshare, taxi or other and shall cover the cost difference between the approved lowest-cost alternative transportation (e.g., rideshare or taxi) and the total cost of the car rental. Any personal use of a rental car must not interfere with City business and shall not result in additional costs to the City, including gas and parking associated with the personal use.
- Expense report must include itemized rental detail rental and fuel receipt for full reimbursement if seeking fuel reimbursement.

B. Rideshare & Taxis

- The City will reimburse the ride share and taxi expenses directly related to business travel.
- The City will not reimburse upgrades (e.g., luxury vehicles, premium ride-share options)
- Receipts must include date, time, destination, and fare.
- Screenshots or app receipts are acceptable.

C. Personal Vehicles

- Mileage claims must include origin, destination, total miles, and purpose. Photos of mileage dash are acceptable.

TRAVEL AND TRAINING POLICY

Approved by: City Manager

F. Per Diem

1. Per diem rates are intended to cover meals and incidental expenses when not provided as part of a conference or meeting registration. When meals are not covered, the following flat-rate amounts are authorized:
 - Breakfast (Midnight to 10:00 AM) \$29.00 AK /\$18.00 CONUS
 - Lunch (10:00 AM to 3:00 PM) \$36.00 AK /\$20.00 CONUS
 - Dinner (3:01 PM to Midnight) \$51.00 AK /\$36.00 CONUS
2. Authorization and Payment
 - Per diem will be paid in advance of travel, in the form of direct deposit unless requested otherwise made payable to the traveler.
 - Travelers are not required to submit receipts for meals covered by per diem.
 - Per diem will not be authorized for meals included in the conference or meeting registration.

G. Wages While Traveling

The federal Fair Labor Standards Act (FLSA) determines what activities count as work time, for which employees must be paid.

1. Hourly employees are paid their base wage for the hours that they are performing work, which includes attending a session, participating in a meeting, etc. This may be fewer hours than the employee's regular schedule and may result in reduced pay.
2. Hourly employees are not paid for travel time unless the travel is during their normal work rotation and schedule.
3. Hourly employees are also subject to the CBA, and when participating in training, and do not receive holiday or overtime pay, regardless of the training schedule.

4. Compliance and Accountability

This policy is designed to ensure responsible use of public funds while supporting employee and municipal official development and city operations. The City of Bethel reserves the right to amend this policy as needed to align with budget constraints and best practices.

1. In addition to the items listed above, the following expenses are **not reimbursable** by the City:
 - Personal portions of any trip unrelated to City business;
 - Political or charitable contributions or events;
 - Family-related expenses, including costs for a spouse, partner, children, or pets accompanying the traveler;

TRAVEL AND TRAINING POLICY

Approved by: City Manager

- Entertainment expenses, including theater, movies (in-room or at a theater), sporting events, gym or massage services, golf, tours, personal amusements, cultural events, or alcoholic beverages;
 - Personal automobile expenses not related to business mileage, including repairs, traffic citations, insurance, or fuel; and
 - Personal losses incurred while on City business.
2. All reimbursements must be approved by the employee's Department Head or the City Manager, as appropriate, and the Finance Department. Reimbursements are subject to availability of funds.
 3. Each Department Head is responsible for administering this policy within their department, ensuring compliance with the adopted budget, and following departmental guidelines.
 4. Employees who fail to submit required documentation may be required to reimburse the City for the actual or estimated cost of the incurred expense.
 5. Fraudulent or excessive claims may result in disciplinary action.

5. Final Provisions

In the event of any conflict between the provisions of this Travel and Training Policy and either a Collective Bargaining Agreement or the City of Bethel Municipal Code, the terms of the Collective Bargaining Agreement or the Municipal Code shall prevail.

City of Bethel Action Memorandum

Action memorandum No.	26-01		
Date action introduced:	January 13, 2026	Introduced by:	City Manager Strickler
Date action taken:		Approved	Denied
Confirmed by:			

Action Title: Authorize the City Manager to negotiate and execute a contract for Classification and Compensation Study Services.

Attachment(s) Request for Proposal and Addendums

Account information:		Amount of fiscal impact:
\$50,000	Budgeted	100-51-6335

Summary Statement

The City issued the Request for Proposal for Classification and Compensation Study Services on November 7, 2025. The deadline for submissions was on December 11th. Twelve proposals were received and scored. One proposal was submitted without a price and determined to be non-responsive.

The proposals were submitted similarly to a bid submission where the price was held confidentially until all of the proposals were scored and the average score determined by the review team. The review team's average score was divided by the cost of the proposal to determine the cost per point of the average score. The lowest cost per point for the base score was then ranked as follows:

Company	Total Score
1	272.09
2	293.75
3	374.64
4	407.62
5	477.81
6	527.29
7	598.36
8	644.53
9	723.75
10	819.55
11	891.45
12	1163.04
13	Non Responsive

Notice of Intent to award was issued to all parties on January 5, 2026. The appeal period closed on January 10, 2026. The City is seeking permission to negotiate and execute a contract with Company 1, following the closing of the appeal period in accordance with Bethel Municipal Code 4.20.280(B). The terms of the contract for services are outlined in the City's Request for Proposals.

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE CITY OF BETHEL, ALASKA
AND

FOR
CLASSIFICATION & COMPENSATION STUDY**

THIS **AGREEMENT** is made and entered into this _____ day of _____ 2026, by and between the **CITY OF BETHEL**, a municipal corporation, ("City") and _____ (hereafter "Consultant").

Section 01. Definitions

In this Agreement:

- A. The term "City" means the City of Bethel.
- B. The term "Consultant" means _____
- C. The term "ADA" means the federal Americans with Disabilities Act, as amended.
- D. The term "FLSA" means the federal Fair Labor Standards Act, as amended.

Section 02. Engagement of Consulting Services

The City hereby agrees to engage the Consultant and the Consultant hereby agrees to perform the services hereafter set forth.

Section 03. Scope of Services

The Consultant hereby agrees to provide the following services to the City, consistent with its responsive proposal to the City's request for bids under this Agreement, the contents of which proposal are herein incorporated by reference.

1. Discovery and Planning

- a. Review the current classification and compensation system for non-represented City employees.
- b. Review existing job descriptions (approximately 65).
- c. Communicate with employees, as required, to obtain feedback on the current plan.

2. Job Documentation

- a. Analyze job descriptions through review of knowledge, skills, essential functions, education and experience relevance and hierarchical consistency.
- b. Identify distinguishing characteristics, supervision received and exercised, and

specific requirements including licensing and certification requirements for job descriptions to develop appropriate classification groups.

- c. Document and validate job descriptions for FLSA and ADA-appropriate language.
- d. Review and assess current positions description format and provide recommendations on updating template.
- e. Develop uniform language to be used as a base template for all descriptions.

3. *Market Benchmarking*

- a. Identify appropriate market comparisons (geographical, public/private/nonprofit, service alignment).
- b. Evaluate the City's present salary and benefit structure as compared to identified comparison group(s).

4. *Structure Design and Internal Equity*

- a. Provide recommendations to adjust job classifications and wage scales based on market research while maintaining internal equity across positions.
- b. Recommend Fair Labor Standards Act (FLSA) exempt/non-exempt status changes, if needed.
- c. Recommend changes and/or create updated position descriptions.
- d. Assist the City in implementing a transparent wage structure that recognizes employee certifications, licenses and training in order to move from a standard annual increase to a merit-based increase with COLA.
- e. Evaluate the City's current performance evaluation processes and make recommendations to ensure the process aligns appropriately with the compensation plan and it is easy for employees and supervisors/department heads to administrate. The tool should also emphasize creating a meaningful process for evaluation that allows for consistency, awards exemplary performance or other significant employee contribution and trust organization wide.

5. *Pay Equity and Compliance*

- a. Review employee assigned classifications and current compensation.
- b. Identify inequities and recommend solutions.
- c. Evaluate and identify potential pay compression issues and provide alternative solutions.
- d. Ensure plan minimizes any financial impact on the City's PERS participation.

6. *Knowledge Transfer & Training:*

- a. Deliver a comprehensive final report that includes findings, recommendations, and an implementation plan for proposed changes.
- b. Provide staff training for ongoing administration of the compensation system.
- c. Ensure City staff have the ability to maintain the integrity of the classification

system in future years.

3.01 Copyright and Trademark Licenses

Prior to the final payment for services rendered, the Consultant shall provide to the City written, perpetual, royalty-free copyright and trademark licenses to use any and all of the ideas and concepts provided to the City by the Consultant. The City may use ideas and concepts for its own internal purposes, or for purposes of complying with public records access laws.

3.02 Deliverables

All written deliverables shall be formatted and delivered in an electronic format to the Human Resources Manager by email. Send documents to: HumanResources@cityofbethel.net.

- Classification specifications (job descriptions) recommendations for all positions.
- Updated classification matrices (salary structures).
- Market benchmarking exhibits.
- Pay-equity analysis memo.
- Implementation plan.
- Final report, including a compilation of necessary documents and other resources written in easy-to-understand language, such that an individual with no human resources experience can reference this resource to maintain, enhance, and use the classification system to identify and consistently apply the system to modify any existing position or classification, or create a new position or classification scheme.
- HR training session.

Section 04. Term

This Agreement shall be deemed in force as of the last date signed by the parties below, and shall remain in effect until performance is complete, which is anticipated and estimated to be approximately February 28, 2026, unless terminated as hereinafter provided, and subject to funds properly appropriated or decreased by the Bethel City Council during its annual City budgeting process. Consultant shall answer questions and provide implementation assistance for a minimum of twelve (12) months following the date of completion of performance under this Agreement, in order to ensure that the deliverables are administered properly.

Section 05. Compensation

A. Subject to the provisions of this Agreement, the City shall pay the Consultant the Price Proposal quoted in the Response to the Request for Proposal dated December 11, 2025, incorporated by reference in full and quoted below, upon provision of deliverables and completion of performance by Consultant:

Description	Hours	Price
		Not to Exceed

Development of
Comprehensive job
classification system

Deliverables

Knowledge Transfer and
Training

Total Project Price

B. Except as otherwise provided in this Agreement, the City shall not provide any additional compensation, payment, service, or other thing of value to the Consultant in connection with performance under this Agreement. The parties understand and agree that, except as otherwise provided in this section, administrative overhead and other indirect or direct costs the Consultant may incur in the performance of its obligations under this Agreement have already been included in computation of the Consultant's fee and will not be charged to the City.

Section 06. Method and Time of Payment

A. Consultant shall invoice the City within thirty (30) days of provision of deliverables and performance under this Agreement. Such payment shall constitute the full and complete compensation for the Consultants' professional services.

B. All invoices must be submitted in duplicate and addressed as follows:
City of Bethel
Attn: Accounts Payable
PO Box 1388
Bethel AK 99559-1388
accountspayable@cityofbethel.net

Section 07. Termination of Agreement

7.01 For Cause. If, through any cause, the Consultant shall fail to fulfill in a timely and proper manner the obligations under this Agreement, or if the Consultant shall violate any of the covenants, agreements, or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least thirty (30) days before the

effective date of such termination. All finished or unfinished documents, reports, or other material prepared by the Consultant under this Agreement are the property of the City and shall be delivered to the City by or upon the effective date of termination. The Consultant shall be entitled to receive prorated compensation in accordance with the payment provisions of this Agreement only for work completed to the City's satisfaction in accordance with Section 3 of this Agreement and the other terms of this Agreement.

7.02 For Convenience. The City may unilaterally terminate this Agreement at any time without cause by providing thirty (30) calendar days' written notice from City to the Consultant. If the Agreement is terminated by the City for convenience, Contractor shall be paid for services satisfactorily completed, less payment or compensation previously made. Termination of this Agreement, either with or without cause, shall not form the basis for loss of anticipated profits by either party.

7.03 For Non-Availability of Government Funds. If the City Council fails to appropriate sufficient funds or to authorize the expenditure of sufficient funds to continue service under this Agreement, City may submit a written notice to Consultant terminating this Agreement. Such notice shall be in writing and shall be not less than thirty (30) days prior to the date of termination. The notice shall include a written statement documenting the reason for termination and an official document certifying the non-availability of funds (e.g., Bethel City Council action; official budget or other official government document). City shall be liable to Consultant for all charges and costs for products and/or services incurred up to the effective date of the termination.

Section 08. Modifications

The parties may mutually agree to modify the terms of the Agreement. Modifications to the Agreement shall be incorporated into the Agreement by written amendments.

Section 09. Equal Employment Opportunity

The Consultant and its subcontractors will not discriminate against any employee on the basis of race, national origin, color, age, creed, religion, sex, sexual orientation, gender identity, political affiliation, marital status, ancestry, disability, status as a disabled veteran, or any other protected reason.

Section 10. Assignability

A. The Consultant shall not assign any interest in this Agreement and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the City, thereto; provided, however, that claims for money due or to become due to the Consultant from the City under this Agreement may be assigned by court order or to a bank, trust company, or other financial institution without such approval. Notice of any such

assignment or transfer shall be furnished promptly to the City, or the Consultant shall be responsible to the City for any monies due the assignee of this Agreement which are paid directly to the Consultant.

B. The Consultant shall not delegate duties or otherwise subcontract work or services under this Agreement without the prior written approval of the City.

Section 11. Permits, Licenses, and Taxes

The Consultant shall acquire and maintain in good standing all permits, licenses, and other entitlements necessary to the performance under this Agreement. All actions taken by the Consultant under this Agreement shall comply with all applicable statutes, ordinances, rules and regulations. The Consultant shall pay all taxes pertaining to its performance under this Agreement. Consultant's failure to comply with the City of Bethel sales tax code is a breach of this Agreement.

Section 12. Relationship of the Parties

In the performance of services under this Agreement, the Consultant shall be, and acknowledges that Consultant is, in fact and law, an independent contractor and not an agent or employee of the City. Consultant has and retains the right to exercise full supervision and control of the manner and methods of providing services to City under this Agreement. The City may administer this Agreement and monitor the Consultant's compliance with this Agreement, but shall not supervise or otherwise direct the Consultant.

Section 13. Defense and Indemnification

Except for the sole negligence of the City, and to the fullest extent permitted by law, the Consultant shall defend, indemnify, and hold harmless the City and any of the City's applicable subsidiaries, from any and all claims demands, losses, and liabilities to or by any third party, including, but not limited to costs, attorney's fees, expenses and claims for any damages, contributions, or indemnification arising from, resulting from, or connected with services or supplies provided by, or performed under this agreement by the lessee, its agents, sub-lessees, suppliers, and employees, even though such claims may prove to be false, groundless, or fraudulent. The indemnification obligation under this agreement shall not be limited in any way by any restriction on the amount or type of damages, compensation, or benefits payable to or for any third party, or any employee under any workers' compensation act, disability benefit act, or other employee benefit act. Entitlement to recovery of costs, attorney fees, and expenses under the indemnification obligation shall include all fees, costs, and expenses incurred in good faith by the City.

Section 14. Interpretation and Enforcement

This Agreement is being executed by the parties following negotiations between them. It shall be construed according to the fair intent of the language as a whole, not for or against any party. The titles of sections in this Agreement are not to be construed as limitations or definitions, but are for identification purposes only.

Section 15. Jurisdiction and Choice of Law

The law of the State of Alaska shall govern the rights and obligations of the parties. Any civil action arising from this Agreement shall be brought in the superior court for the State of Alaska, Fourth Judicial District at Bethel.

Section 16. Time Bar to Legal Action

All legal actions by either party against the other arising out of or in any way connected with the services to be performed hereunder shall be barred and under no circumstances shall any such claim be initiated by either party after three (3) years have passed from the earlier of the date of substantial completion of services or the date of termination of the Agreement.

Section 17. Severability

If any section or clause of this Agreement is held invalid by a court of competent jurisdiction, or is otherwise invalid under the law, the remainder of this Agreement shall remain in full force and effect.

Section 18. Confidentiality, Maintenance, and Destruction of City Records and Information

Consultant must complete the following tasks upon Agreement termination:

- Destroy all documented City confidential and proprietary information (including network credentials and software) that reside with the Consultant (either digital or physical) within 30 days of Agreement termination.
- Adhere to any nondisclosure agreements that were agreed upon at the beginning of the contract. City confidential and proprietary information will never be shared with any other entity before, during, and after Agreement termination.

Section 19. Understanding

The Consultant acknowledges that it has read and understands the terms of this Agreement, has had the opportunity to review the same with counsel of their choice, and is executing this Agreement of its own free will.

Section 20. Notices

Except as otherwise provided in this Agreement, notice required pertaining to the subject matter of this Agreement shall be personally delivered or mailed by prepaid first-class, registered or certified mail to the following address, with a copy by email:

City of Bethel
Attn: Human Resources Director
PO Box 1388
Bethel AK 99559
humanresources@cityofbethel.net

Section 21. Insurance

The Consultant shall purchase from and maintain in a company or companies lawfully authorized to do business in the State of Alaska as admitted insurers or surplus lines insurers approved by the City. Such insurance will protect the Consultant from claims set forth below and others which may arise out of or as a result from the Consultant's operations under this Agreement, whether such operations are by the Consultant or by a sub- Consultant or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Restrictions, conditions or exclusions contained in the insurance policies shall not reduce the obligations of the Consultant under this Agreement.

- (a) Claims under worker's compensation, employer's liability, disability benefits, and other similar employee benefit acts, which are applicable to the work to be performed under this Agreement.

Claims for damages because of bodily injury, mental anguish, sickness, disease or death of any person other than the Consultant employees.

Claims for damages insured by usual personal injury liability insurance coverage which are sustained (1) by a person as a result of an offense directly or indirectly related to the employment of such person by the Consultant, or (2) by any other person or entity.

Claims for damages, other than to the product supplied, or to the services performed, itself because of damage to or destruction of tangible property, including loss of use resulting therefrom.

Claims for damages because of bodily injury, including death of a person, or damage to property arising out of the ownership, maintenance or use of any motor vehicle.

Claims involving the Consultant contractual obligations and assumption of liability under this Agreement.

Liability insurance shall include at a minimum, all major divisions of coverage and be on a commercial general liability form including:

- Premises/Operations Liability
- Products/Completed Operations Liability
- Personal/Advertising Injury Liability
- Fire Damage Liability
- Medical Payments
- Professional (Errors & Omissions) Liability (this may be a separate policy)

(b) The insurance required in II including subsection (a), shall be written for not less than the limits listed in (c) below or those limits required by law, whichever limit is higher. Insurance, whether written on an occurrence, or a claims-made basis, shall be maintained without interruption from the date of commencement of the work to the date of final payment, or termination of any insurance required to be maintained after final payment.

(c) The insurance required in II including subsection (a) shall be written for not less than the following limits:

1. Worker's Compensation Insurance:
Statutory Requirements of the State of Alaska, and/or in compliance with laws of all applicable states as necessary, and
Employer Liability Insurance limits of:
\$500,000.00 each accident.
\$500,000.00 disease each employee.
\$500,000.00 disease policy limit.
2. Commercial General Liability Insurance: Form CG0001 04/13 or equivalent.
\$2,000,000.00 Combined Single Limit of Liability per Occurrence
\$1,000,000.00 Personal/Advertising Injury Limit of Liability per Occurrence
\$2,000,000.00 Annual General Aggregate Limit of Liability
\$2,000,000.00 Annual Products/Completed Operations Aggregate Limit of Liability
\$100,000.00 Fire Damage Limit of Liability Any One Fire
\$5,000.00 Medical Payment Limit Any One Person
3. Commercial Automobile Liability Insurance: Form CA0001 03/10 or equivalent.
\$1,000,000.00 Combined Single Limit of Liability per Accident
For all Owned, Hired, and Non-Owned Vehicles.
4. Professional (Errors & Omissions) Liability Insurance:
\$1,000,000.00 Limit of Liability per Claim.

\$2,000,000.00 Limit of Liability Annual Aggregate for all Claims.
Retroactive date: Prior to effective date of Agreement.
Effective date: Prior to effective date of Agreement, and for at least 24 months after completion of Agreement.

- (d) The worker's compensation insurance and employers liability insurance shall be in compliance with the statutory requirements of the State of Alaska, and any other statutory obligation, whether federal or state pertaining to compensation of injured employees. The worker's compensation insurance and employer's liability insurance shall contain a waiver of subrogation provision in favor of the City.
- (e) The commercial general liability insurance shall name the City of Bethel as an additional insured as respects this Agreement.
- (f) Consultant's required insurance is subject to review and adjustment by the City, which may require reasonable changes in the amounts and types of insurance based upon changes of risk. Consultant shall be provided a written explanation for any such changes.
- (g) Certificates of insurance acceptable to the City shall be filed with the City prior to the commencement of the beginning of any services by the Consultant. These certificates and the insurance policies shall contain a provision that the policy shall not be canceled until prior written notice has been sent to the insured (Consultant).

If any of the insurance policies required above are canceled for any reason, the Consultant shall provide immediate notice to the City of the cancellation and either provide: evidence of replacement or notice of reinstatement. Immediately in this section means within five (5) business days of receipt of cancellation by the Consultant.

Failure to maintain these insurance provisions required of the Consultant or failure to immediately notify the City of cancellation shall be considered a material breach of this Agreement by the Consultant, subject to termination under the provisions of this Agreement.

Notice described above shall be by confirmed delivered to the following location:

City of Bethel
Attention: Contracting
PO Box 1388
300 State Highway
Bethel, AK 99559
(907) 545-4847

It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of the Agreement to create in the public or any member thereof a third party benefit hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement.

It is highly recommended that Consultant confer with its insurance companies or brokers to determine if their insurance program complies with the City's Insurance requirements.

Section 22. Understanding

Consultant acknowledges that the Consultant has read and understands the terms of this Agreement, has had the opportunity to review it with counsel of their choice, and is entering into this Agreement of their own free will.

Section 23. Non-Waiver

The failure of the City at any time to enforce a provision of this Agreement shall in no way constitute the waiver of the provisions, or in any way affect the validity of this Agreement or any part thereof, or the right of the City thereafter to enforce each and every protection thereof.

Section 24. Non-Exclusive Agreement

Consultant acknowledges that the City may enter into agreements with other contractors for services similar to the services that are subject to this Agreement, or may have its own employees perform services similar to those services contemplated by this Agreement.

Section 25. Integration

This Agreement and all appendices and amendments hereto embody the entire agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either oral or written, between the parties. To the extent they are not inconsistent with the terms of this Agreement; the following documents are incorporated by reference into this Agreement as if fully set forth herein.

Section 26. Titles, Headings, and Subheadings

The titles, headings, and subheadings in this Agreement are not to be construed as limitations, definitions, or obligations and are to be used for identification purposes only.

Section 27. Counterparts

This Agreement may be executed in any number of separate counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Section 28. Authorized Signatories

The signatories to this Agreement represent that they are fully authorized to enter into this Agreement on behalf of the respective parties.

CITY OF BETHEL

By: Lori Strickler

By:

Title: City Manager

Title:

Dated: _____

Dated: _____

CITY OF BETHEL
BETHEL, ALASKA



REQUEST FOR PROPOSAL
CLASSIFICATION AND COMPENSATION STUDY

RFP Issued:	November 7, 2025
Deadline for Questions/Protests:	December 5, 2025
Proposal Due Date and Time:	December 11, 2025 4:00p

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SECTION 1 - INTRODUCTION AND BACKGROUND

Invitation to Bid

The City of Bethel seeks proposals from qualified consultants for a comprehensive classification and compensation study for approximately 123 represented (union) and non-represented employees. The last similar study was completed in 2020. The goal of this study is to ensure that the city remains competitive in attracting and retaining qualified individuals while maintaining fiscal responsibility and internal equity across positions. Project results will be used to support union negotiations, set to begin in the first quarter of 2026, for a three-year contract to begin effective July 1, 2026.

Project Objectives

The City's purpose in pursuing this study are to achieve the following:

- *Job Descriptions*: Ensure ADA-compliance, focus essential functions, and identify appropriate qualification statements.
- *Position Classifications*: Ensure positions performing similar work with essentially the same level of complexity, responsibility, knowledge, skills and abilities are classified together regardless of department or job title.
- *Organizational Position Structure*: Encourage career advancement and prevent salary compression.
- *Compensation Equity (External)*: Attract and retain qualified employees by benchmarking jobs against appropriate labor markets.
- *Internal Compensation Equity*: Reward employees in a fair and consistent manner.
- *Performance-based compensation*: Create a structure that encourages high performance and employee development by recognizing certification and credentials specific to their role that can form the basic for merit-based wage increases.
- *Trained staff*: Implement and maintain system for the near future. Enter union negotiations with verifiable compensation data.

About the City of Bethel

A second-class City of just under 6,500 people, Bethel has a strong city manager form of government. Seven (7) council members are elected to serve two-year terms. The Mayor and Vice-Mayor are elected by the Council from among its membership. Members of council are not compensated for their time. City services include public safety (fire and police), utilities (hailed and piped water/sewer, solid waste), community planning, business licensing and sales tax, public property and streets maintenance, community recreation aquatic/exercise facility operation and other general government operations and support services.

The Bethel Census Area encompasses over 40,000 square miles in western Alaska and the City of Bethel serves as a regional hub for 52 surrounding villages. Approximately 400 miles from the nearest major population center (Anchorage), the City is not accessible by road. Bethel provides air connections from a State-managed airport able to accommodate Boeing 737s and a significant number of 4-6 seat regional commuter airplanes. The Kuskokwim River supports seasonal boat and snow- machine travel in the region and for several months a year, is used by ocean-going barges

from Seattle and Anchorage destined for Bethel's Port. During the winter, the river serves as an "ice road" connection between Bethel and area populations. Bethel is home to a regional hospital, correctional center, the Lower Kuskokwim School District office, and several regional tribal organizations.

The City's FY 2026 Budget reflects funding for 115 full-time (FT) employees, eight part-time (PT), and a variety of less-than-15-hour (casual), temporary (limited to six months at a time) and seasonal employees that aren't specifically identified as a budget line item. Three salaried employees work remotely; two of these reside and work outside of Alaska. Permanent FT and PT hourly employees are represented by one bargaining unit, the Alaska Public Employees Association/American Federation of Teachers (APEA/AFT). The City's current compensation plan includes three separate pay scales. Eighty-one positions are classified on the APEA/AFT "civilian" scale into four ranges. Twenty-seven are classified into six ranges on the APEA/AFT "public safety" scale. Twelve overtime-exempt positions are classified on the management scale within three ranges in accordance with Bethel Municipal Code. Three additional positions are defined in Bethel Municipal Code as "Contract" positions and those, while referenced on the management scale, are compensated based on individually negotiated terms with the City Council.

All FT employees currently receive the same health, life, long-term disability and short-term disability benefits offerings, regardless of classification. Part-time employees receive prorated benefits. Full time and PT employees earn personal time off, which also satisfies Alaska's new Sick Leave requirement. Employees working fifteen (15) hours or more per week are enrolled in the State of Alaska's Public Employees Retirement System (PERS). Of important note to this study, the City's participation in PERS is based on those position classifications that currently exist or that were historically funded. Changes to any position classifications (formal title, informal title, budget line reference or job function) can have significant financial impacts for the City due to ongoing requirements to fund the retirement liability for any classification recognized by PERS, even if the City eliminates or alters the classification.

SECTION 2 – SCOPE OF WORK

Contractor Responsibilities

The selected contractor will be responsible for the following tasks

1. Discovery and Planning
 - a. Review the current classification and compensation system for non-represented City employees.
 - b. Review existing job descriptions (approximately 65).
 - c. Communicate with employees, as required, to obtain feedback on the current plan.
2. Job Documentation
 - a. Analyze job descriptions through review of knowledge, skills, essential functions, education and experience relevance and hierarchical consistency.
 - b. Identify distinguishing characteristics, supervision received and exercised, and specific requirements including licensing and certification requirements for job descriptions to develop appropriate classification groups.
 - c. Document and validate job descriptions for FLSA and ADA-appropriate language.
 - d. Review and assess current positions description format and provide recommendations on updating template.
 - e. Develop uniform language to be used as a base template for all descriptions.

3. Market Benchmarking
 - a. Identify appropriate market comparisons (geographical, public/private/nonprofit, service alignment).
 - b. Evaluate the City's present salary and benefit structure as compared to identified comparison group(s).
4. Structure Design and Internal Equity
 - a. Provide recommendations to adjust job classifications and wage scales based on market research while maintaining internal equity across positions.
 - b. Recommend Fair Labor Standards Act (FLSA) exempt/non-exempt status changes, if needed.
 - c. Recommend changes and/or create updated position descriptions.
 - d. Assist the City in implementing a transparent wage structure that recognizes employee certifications, licenses and training in order to move from a standard annual increase to a merit-based increase with COLA.
 - e. Evaluate the City's current performance evaluation processes and make recommendations to ensure the process aligns appropriately with the compensation plan and it is easy for employees and supervisors/department heads to administer. The tool should also emphasize creating a meaningful process for evaluation that allows for consistency, awards exemplary performance or other significant employee contribution and trust organization wide.
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 - a. Review employee assigned classifications and current compensation.
 - b. Identify inequities and recommend solutions.
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 - d. Ensure plan minimizes any financial impact on the City's PERS participation.
6. Knowledge Transfer & Training:
 - a. Deliver a comprehensive final report that includes findings, recommendations, and an implementation plan for proposed changes.
 - b. Provide staff training for ongoing administration of the compensation system.
 - c. Ensure City staff have the ability to maintain the integrity of the classification system in future years.

Deliverables

All written deliverables shall be formatted and delivered in an electronic format to the Human Resources Manager by email. Send documents to: HumanResources@cityofbethel.net.

- Classification specifications (job descriptions) recommendations for all positions.
- Updated classification matrices (salary structures).
- Market benchmarking exhibits.
- Pay-equity analysis memo.
- Implementation plan.
- Final report, including a compilation of necessary documents and other resources written in easy-to-understand language, such that an individual with no human resources experience can reference this resource to maintain, enhance, and use the classification system to identify and consistently apply the system to modify any existing position or classification, or create a new position or classification scheme.
- HR Training session.

Timeline

Preferred completion date for the project is February 28, 2026.

City Contact

The City's Human Resource Director will serve as the Consultant's point of contact for the duration of the contracted work. The City will provide the Consultant with requested current documents used in the City's current classification and compensation systems.

SECTION 3 – CONTRACTOR REQUIREMENTS

Minimum Qualifications

Proposers should have:

- Minimum of three (3) public sector studies completed in the last 2 years
- Expertise with multi-source market data
- Experience providing compensation training to staff at all levels of competency
- Experience in the interpretation of federal and state laws as they relate to public sector pay practices, compensation and non-exempt/exempt designation within a state that has not passed right-to-work legislation.
- Valid licenses and authority to perform work in the State of Alaska and City of Bethel, or the capability to obtain necessary licenses prior to contract execution.
- Ability to provide minimum of three (3) professional references from the public sector.

Copyright and Trademark Licenses

Prior to the final payment for services rendered, the Consultant shall provide to the City of Bethel written authorization to use any and all of the ideas and concepts provided by the Consultant to the City. The City of Bethel may use ideas and concepts for its own internal purposes or to be in compliance with public records availability laws.

SECTION 4 – INSTRUCTIONS TO RESPONDENT

Proposal Contents

Proposer should organize the proposal into the major sections listed below, which form the basis for the Criteria for Evaluation.

- Cover Letter
Introduce your firm/organization and summarize key elements of the proposal to express your understanding of the proposal. The letter must stipulate that the proposal price will be valid for a period of at least one hundred eighty (180) days after the close of this RFP. An individual authorized to bind the Proposer must sign the letter.
- Tab 1 – Firm Profile and Team
 - A. Proposer Profile and History. Provide a brief background of the firm/organization. Describe the firm/organization's mission and basic philosophies as they relate to the services under consideration. Provide the names, titles and areas of responsibilities of the owners/partners. Describe the types of projects that the firm/organization typically performs.
 - B. Project Team.

- a. Identify the person to serve as your project manager and list the full names and functional titles of all key personnel that will be part of the project.
 - b. Provide brief biographical information that identifies the project manager's and all key personnel's educational background, work history, and past responsibilities serving in similar financial advisory or human resource roles.
 - c. Describe the type of work each is expected to perform and their specific experience in the specialized areas of classification systems (to include represented, FLSA exempt/nonexempt, PERS).
- C. Subcontractors. Provide a list of any proposed sub-contractors that the proposing firm/organization may use on a project. Provide the same information required in sections C and D above for each subcontractor.
- D. City Responsibilities. Describe the duties the Proposer expects to be performed by City staff.
- Tab 2 – Relevant Experience
 - A. Describe the experience of your firm/organization in developing classification plans. Document at least five years' experience by the Proposer with projects similar in nature.
 - B. Provide specific examples of how your firm/organization's expertise and recommendations have benefited a municipality or similar organization.
- Tab 3 – Approach and Project Management
 - A. Provide a detailed breakdown and description of the specific steps, services, methods and references that will be employed to gather the data, analyze the findings and develop recommendations.
 - B. Describe the deliverables.
 - C. Include a proposed timeline for the project.
- Tab 4 – Knowledge Transfer Plan
 - A. Identify the method and tools to explain project results to City administration, elected officials, HR staff and Employees.
 - B. Describe specific concepts and understanding to support bargaining union contract negotiations.
- Tab 5 – Implementation and Change Management
 - A. Describe the expected implementation plan.
 - B. Describe tools and expectations related to on-going maintenance of the project result.
- Tab 6 – References

Provide at least three (3) references for whom your firm/organization has provided classification plan services within the past five years. The City reserves the right to contact any organization(s) or individual(s) listed as well as those not listed but discoverable through a search of publicly-available information on your firm/organization.

Include the following minimum information for each reference:

- A. Community Name (City), State
- B. Community Contact Person's name, phone number, email
- C. Project Description

- D. Project Start Date and Close-out Date
- E. Description of Work Performed
- Tab 7 – Other Information

Provide any information that will offer insight to the City about your qualifications, capabilities and resources not otherwise provided in one of the other tabs. This information should be pertinent and succinct. In addition to information you choose to provide, please also include in this section as appropriate:

 - A. Disclosure Statement: Please disclose any and all past or current business and personal relationships with any current City of Bethel elected official, appointed official, or City employee.
 - B. A copy of any standard form contract that you have used previously for projects of similar scope and duration (optional).
- Separate Sealed Envelope with Pricing Details/Total Cost (Attachment B – Price Proposal Form). This information is not to be referenced nor disclosed in the tabular content of the proposal.

Proposal Evaluation Criteria

Initial Proposal Review

Each team member will evaluate and score each proposal in accordance with the Evaluation Criteria. The Evaluation Team will meet and use personal notes and individual score sheets to come up with a combined score. This score will be the only information used by the Purchasing Agent during the Price Proposal Evaluation.

This initial proposal review will be completely independent of the price proposal evaluation and members of the Evaluation Team will have no knowledge of any price proposals. Price proposals will remain sealed until after the initial proposal review, optional interview, and reference evaluations are complete, at which time only the Purchasing Agent will open the sealed price proposals and select one firm to award the contract.

Price Proposal Evaluation

The Purchasing Agent will apply the scoring formula listed in the Evaluation Criteria to determine the price per point for each proposal, the ranking, and corresponding score as indicated in the Evaluation Criteria list. The Purchasing Agent will not share the specific prices or the price per point values for any proposal during the Selection Process.

Negotiations

The City shall initiate contract negotiations with the selected Proposer. The City anticipates negotiating, at minimum, the following elements:

- Prices
- Schedules
- Deliverables and
- Additional services that may be requested.

Specific Evaluation Criteria

Understanding: Max 25 pts.

The Proposer's understanding of the City's needs; the apparent quality, thoroughness, cohesiveness and

applicability of the proposed work plans to meet the City's objectives.

Personnel Qualifications: Max 15 pts.

The competence of the proposed team members based on qualifications and documented experience with similar projects. Particular emphasis is placed on the qualifications of the Project Manager as well as team members' apparent ability to communicate classification and compensation principles to non-human resources professionals.

Proposer Experience: Max 10 pts.

The Proposer's qualifications and documented, relevant experience as a human resources consulting firm/organization to perform the required services. Past performance as described by direct and indirect references (as well as any performance history with the City) in providing similar services. Client satisfaction and similarity between references and this project will be considered.

Approach: Max 40 pts.

The techniques for collecting and analyzing data, sequence and relationships of steps, and methods for managing the sub-parts and overall project. Of equal importance is whether the approach is completely responsive to the City's objectives and all outcomes contained in the RFP.

Knowledge Transfer and Implementation: Max 10 pts.

The process of sharing project results and establishing a mechanism for the City to continue to build on the results for the foreseeable future.

Price Per Point Evaluation

The sum of the points awarded by the Evaluation Team for each criterion yield the total points for that proposal. Rank is ordered by lowest price per point to highest.

For example:

	Proposal 1	Proposal 2
Total consensus evaluation points - average	70	92
Total project cost	\$50,000	\$65,000
Price per point	$50,000/70 = \$714.29$	$65,000/92 = \$706.50$
Overall Rank	2	1

Proposal Submission

All Proposals are due and must be received by the City on or before the due date and time shown on the front cover of this RFP. Each respondent must submit one (1) proposal by email or in hard copy form. Proposals submitted late or via oral, telephonic or telegraphic means **will not** be considered or accepted.

- **Electronic Submissions**

Proposals may be submitted by email. Proposals submitted by email must be in either MS Word format or Adobe PDF format and sent by email to Purchasing Agent at purchasingagent@cityofbethel.net. The subject line of the email must read: "Proposal for Classification and Compensation Study". The City is not responsible for incomplete transmissions or unsuccessful delivery by electronic means. The City will send an email acknowledging receipt of the Proposal.

- **Hard Copy Submissions**

Proposals submitted in hard copy form must be in a sealed envelope marked: "Proposal for Classification and Compensation Study" and then list Respondent's name, address and phone number.

Mail* completed Proposal packages to:

Purchasing Agent
City of Bethel
PO Box 1388
Bethel, AK 99559-1388

Deliver* to:

Purchasing Agent
City of Bethel
City Hall / 300 State Highway
Bethel, AK 99559-1388

* **NOTE:** This is rural Alaska. U.S. mail and private carrier delivery is unpredictable and weather-dependent. Plan to submit the documents a few days early to ensure on time arrival. Even if mailed on time, there is no guarantee your proposal will be received and in the City's possession by the deadline if sent too close to the deadline. The local post office box is checked daily at 4:30 pm. Note that the due date/time is 4 pm, one half hour before the mail is checked that day. Respondents should plan accordingly as late submissions will NOT be received – NO 6 EXCEPTION. A submission is considered received when it has arrived at the City of Bethel Administration Department, not when it reaches the Post Office box.

SECTION 5 - PROPOSAL TERMS

A. Questions or Clarifications

All questions regarding this RFP shall be submitted via email. Emailed questions and inquiries will be accepted from prospective Respondents in accordance with the terms and conditions of this RFP.

All questions shall be submitted by email to the purchasing agent at purchasingagent@cityofbethel.net on or before the date and time deadline shown on the cover sheet of this RFP. In the Subject line, please put "Classification and Compensation Study RFP Questions".

B. Protests

Protests regarding any alleged improprieties or ambiguities in this request for proposal document must be filed with the purchasing agent no later than the date and time shown on cover page of this RFP. Information on how to file a protest can be found in section 4.20.270 of the Bethel Municipal Code. The Code may be found on the City's website: www.cityofbethel.org.

C. Addenda

All interpretations or corrections, as well as any additional RFP provisions that the City may decide to include, will be made into an official addendum and posted on the City's website: www.cityofbethel.org for all parties to download.

It shall be the Respondent's responsibility to ensure that they have received all addenda before submitting a Proposal. Any addendum issued by the City shall become part of the RFP.

Each Respondent must, in its Proposal, acknowledge receipt of all City addenda published, but the failure of a Respondent to receive, or acknowledge receipt of any addenda shall not relieve a Respondent of the responsibility for complying with the terms thereof.

The City will be bound by written addenda, not by oral responses to inquiries.

D. Conflict of Interest

All City of Bethel employees and Bethel City Council members adhere to and follow a Conflict of Interest Policy prohibiting them from directly or indirectly participating in procurement of a contract, if the city employee or council member knows, or should reasonably know that:

- a. The city employee or council member or any member of the city employee's family has a financial interest pertaining to the anticipated contract.
- b. Any other person, business, or organization with whom the city employee or council member or any member of their immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

Violation of this policy by any Respondent is automatic grounds for disqualification of a Proposal and/or a breach of contract.

E. Inducement

All City of Bethel employees and Council Members adhere to and follow the Conflict of Inducements Policy that prohibits gratuities or offers of employment in connection with a decision, approval, disapproval, or recommendation regarding any matter which affects the City or which the City is negotiating. Any attempt by a Respondent to violate this policy is automatic grounds for disqualification of a Proposal.

F. Non-Collusion

Evidence of collusion or other anticompetitive practices among Respondents shall be grounds for disqualification.

G. Debarment

Submission of a Proposal in response to this RFP is certification that the Respondent is not currently debarred, suspended, proposed for debarment, and/or declared ineligible or voluntarily excluded from participation in any transaction by any State or Federal departments or agency. Submission is also an agreement that proposer will notify the City if there are any changes in company debarment status.

H. Good Standing

According to the Bethel Municipal Code 4.20.070: "No procurement contract may be awarded to a person, group, organization, or other entity that is delinquent in the payment or collection of sales taxes, fees, charges, penalties, interest or other amounts that are due and owing, or otherwise obligated to the City, which is not remedied within ten (10) business days of notice to the contractor." See Bethel Municipal Code on City website (www.cityofbethel.org).

I. Non-Discrimination

The City will not contract with any persons or entities that discriminate against employees or applicants for any reason other than those related to job performance. All prospective Respondents will comply with all Federal, State, and local laws and policies that prohibit discrimination in the workplace. The City will not discriminate because of race, creed, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, age, marital status, change in marital status, pregnancy, parenthood, disability status, genetic information, political affiliation or status as a disabled veteran.

J. Withdrawal or Correction of Proposals

Proposals may be withdrawn by written notice prior to the submittal deadline. Corrections may be made to Proposals submitted if prior to the submittal deadline.

K. One Proposal Accepted

The City will only accept one (1) Proposal per Respondent, including its subsidiaries, affiliated companies, organizations, or franchises.

L. Submission Authority

Proposals must be submitted by an official authorized to bind the Respondent.

M. Contract

Respondents selected to do business with the City of Bethel may be required to execute the City's standard Professional Services Agreement with the City (a sample agreement is included with this RFP as Attachment C). Those who wish to submit a proposal to the City are required to carefully review the Professional Services Agreement. Respondents should specifically note that the insurance requirements under a City contract are listed in the sample contract. Any requests to revise, amend, or change the language of either the Professional Services Agreement or the insurance requirements must be stated in writing in the proposal.

N. Contract Commencement

Commencement of a contract shall not begin until all necessary documents are received and reviewed; and all City approvals have been completed, including City Council approval. Commencement of activities without these requirements will be at the Respondent's sole risk and not compensated by the City.

SECTION 6 – RESERVATION OF RIGHTS

The City reserves the right to reject any Proposal, to waive or not waive informalities or irregularities in the response procedures, and to accept or further negotiate cost, terms, or conditions of any Proposal determined by the City to be in the best interest of the City. All agreements resulting from negotiations that differ from what is represented within the RFP or in the Respondent's response, shall be documented and included as part of the final contract.

The City reserves the right to accept any Proposal and to reject all Proposals in whole or in part and to waive any irregularity and/or informalities in any Proposal and to make the award in any manner deemed in the best interest of the City.

The City reserves the right not to consider any Proposal, which it determines to be unresponsive and/or deficient in any of the information requested within the RFP.

The City reserves the right to determine that a revised scope be implemented.

All Proposals become the property of the City of Bethel, whether awarded or rejected.

The accepting and opening of a Proposal document does not constitute the City's acceptance of the Respondent as a responsive and responsible Offeror. By accepting and opening of a Proposal, the City presumes the Respondents are familiar with the procurement documents and Chapter 4.20 Purchasing in the Bethel Municipal Code.

The selected Respondent will be required to provide the City an IRS form W-9 after award.

The City is tax exempt from all taxes. The Respondent, if awarded a contract for this work, shall be responsible for all taxes that may be applicable to this work.

ATTACHMENT A – SIGNATURE AND VERIFICATION

By signing this attachment, I hereby acknowledge the following:

1. Proposer, nor any of their representatives or third party mandated by Proposer, has attempted to contact City representatives or members of the selection committee for the purpose of influencing their choice, judgment or recommendation relating to the contract, or with members of the City Council to influence their decision;
2. Proposer has produced the Proposal without collusion, communication, agreement or arrangement with a competitor with regards to price, methods, factors or formulas for setting prices, to the decision to submit a Proposal or to present a Proposal that does not comply, directly or indirectly, with specifications contained in the request for Proposals;
3. Neither the proposer nor any of its representatives engaged in discrimination, intimidating measures, influence peddling, corruption or entered any form of collusion, communication, agreement or arrangement with other suppliers or third parties relating to a contract with the City of Bethel.
4. If selected, proposer agrees that neither it nor any of its representatives will engage in discriminating against any person because of race, national origin, color, age, creed, religion, sex, sexual orientation, gender identity, political affiliation, marital status, ancestry, disability, or status as a disabled veteran.
5. Proposer has appropriately identified proprietary information. Proposer agrees, should the City comply with the Proposer's request for non-disclosure, Proposer shall assume all responsibility for any challenges resulting from the non- disclosure, indemnify and hold harmless the City from and against all damages (including but not limited to attorney's fees that may be awarded to the party requesting the Proposer information), and pay any and all costs and expenses related to the withholding of Proposer information. Proposer shall not make a claim, sue, or maintain any legal action against the City or its directors, officers, employees, or agents concerning the disclosure, or withholding from disclosure, of any Proposer information. The City shall have no obligation to withhold non-classified information from disclosure and may release the information sought without any liability to the City.
6. I have read and understand the requirements of this Request for Proposals and, that I, as the Proposer, will comply with all requirements and that I am duly authorized to execute this Proposal/offer document and any contract(s) and/or other transactions required by award of this RFP.
7. Proposer's failure to certify to the statements in this attachment shall result in automatic rejection of the proposal.
8. If Proposer is found to have been in violation of any of the statements in this Attachment, the City shall automatically reject the proposal.
9. The City may cancel a contract if, during the course of the contract, the City finds Proposer to be in violation of any of the sworn statements required by this Attachment.

Acknowledgement of Receipt of Addenda

I hereby acknowledge receipt of all addenda issued and associated with the Request for Proposal for Compensation and Classification Study.

Signature _____ Date _____

Printed Name _____

ATTACHMENT B – PRICE PROPOSAL FORM

This form must be completed and placed into a separate, sealed envelope marked “Classification and Compensation Study – To Be Opened by Purchasing Agent Only” and included with the contents of the full proposal.

The undersigned, on behalf of _____ [Proposer name] submits for consideration the following Price Proposal for Classification and Compensation Study services:

Description	Hours	Price Not to Exceed
Development of a comprehensive job classification system		
Deliverables		
Knowledge Transfer and Training		
Total Project Price		

Further, I hereby declare that I have carefully examined the requirements to furnish Classification and Compensation Study services for which proposals were advertised and further declare to make this binding offer to furnish all resources necessary and provide said services.

Signature _____ Date _____

Printed Name _____

ATTACHMENT C DRAFT CONTRACT

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE CITY OF BETHEL, ALASKA
AND
[REDACTED]
FOR
CLASSIFICATION & COMPENSATION STUDY**

THIS **AGREEMENT** is made and entered into this [REDACTED] day of [REDACTED] 2025, by and between the **CITY OF BETHEL**, a municipal corporation, ("City") and [REDACTED] hereafter "Consultant").

Section 01. Definitions

In this Agreement:

- A. The term "City" means the City of Bethel.
- B. The term "Consultant" means [REDACTED]
- C. The term "ADA" means the federal Americans with Disabilities Act, as amended.
- D. The term "FLSA" means the federal Fair Labor Standards Act, as amended.

Section 02. Engagement of Consulting Services

The City hereby agrees to engage the Consultant and the Consultant hereby agrees to perform the services hereafter set forth.

Section 03. Scope of Services

The Consultant hereby agrees to provide the following services to the City, consistent with its responsive proposal to the City's request for bids under this Agreement, the contents of which proposal are herein incorporated by reference.

7. Discovery and Planning

- a. Review the current classification and compensation system for non-represented City employees.
- b. Review existing job descriptions (approximately 65).
- c. Communicate with employees, as required, to obtain feedback on the current plan.

8. Job Documentation

- a. Analyze job descriptions through review of knowledge, skills, essential functions, education and experience relevance and hierarchical consistency.
- b. Identify distinguishing characteristics, supervision received and exercised, and specific requirements including licensing and certification requirements for job descriptions to develop appropriate classification groups.
- c. Document and validate job descriptions for FLSA and ADA-appropriate language.
- d. Review and assess current positions description format and provide recommendations on updating template.
- e. Develop uniform language to be used as a base template for all descriptions.

9. Market Benchmarking

- a. Identify appropriate market comparisons (geographical, public/private/nonprofit, service alignment).
- b. Evaluate the City's present salary and benefit structure as compared to identified comparison group(s).

10. Structure Design and Internal Equity

- a. Provide recommendations to adjust job classifications and wage scales based on market research while maintaining internal equity across positions.
- b. Recommend Fair Labor Standards Act (FLSA) exempt/non-exempt status changes, if needed.
- c. Recommend changes and/or create updated position descriptions.
- d. Assist the City in implementing a transparent wage structure that recognizes employee certifications, licenses and training in order to move from a standard annual increase to a merit-based increase with COLA.
- e. Evaluate the City's current performance evaluation processes and make recommendations to ensure the process aligns appropriately with the compensation plan and it is easy for employees and supervisors/department heads to administrate. The tool should also emphasize creating a meaningful process for evaluation that

allows for consistency, awards exemplary performance or other significant employee contribution and trust organization wide.

11. Pay Equity and Compliance

- a. Review employee assigned classifications and current compensation.
- b. Identify inequities and recommend solutions.
- c. Evaluate and identify potential pay compression issues and provide alternative solutions.
- d. Ensure plan minimizes any financial impact on the City's PERS participation.

12. Knowledge Transfer & Training:

- a. Deliver a comprehensive final report that includes findings, recommendations, and an implementation plan for proposed changes.
- b. Provide staff training for ongoing administration of the compensation system.
- c. Ensure City staff have the ability to maintain the integrity of the classification system in future years.

3.01 Copyright and Trademark Licenses

Prior to the final payment for services rendered, the Consultant shall provide to the City written, perpetual, royalty-free copyright and trademark licenses to use any and all of the ideas and concepts provided to the City by the Consultant. The City may use ideas and concepts for its own internal purposes, or for purposes of complying with public records access laws.

3.02 Deliverables

All written deliverables shall be formatted and delivered in an electronic format to the Human Resources Manager by email. Send documents to: HumanResources@cityofbethel.net.

- Classification specifications (job descriptions) recommendations for all positions.
- Updated classification matrices (salary structures).
- Market benchmarking exhibits.
- Pay-equity analysis memo.

- Implementation plan.
- Final report, including a compilation of necessary documents and other resources written in easy-to-understand language, such that an individual with no human resources experience can reference this resource to maintain, enhance, and use the classification system to identify and consistently apply the system to modify any existing position or classification, or create a new position or classification scheme.
- HR training session.

Section 04. Term

This Agreement shall be deemed in force as of the last date signed by the parties below, and shall remain in effect until performance is complete, which is anticipated and estimated to be approximately February 28, 2026, unless terminated as hereinafter provided, and subject to funds properly appropriated or decreased by the Bethel City Council during its annual City budgeting process. Consultant shall answer questions and provide implementation assistance for a minimum of twelve (12) months following the date of completion of performance under this Agreement, in order to ensure that the deliverables are administered properly.

Section 05. Compensation

- A. Subject to the provisions of this Agreement, the City shall pay the Consultant a fixed fee of upon provision of deliverables and completion of performance by Consultant.
- B. Except as otherwise provided in this Agreement, the City shall not provide any additional compensation, payment, service, or other thing of value to the Consultant in connection with performance under this Agreement. The parties understand and agree that, except as otherwise provided in this section, administrative overhead and other indirect or direct costs the Consultant may incur in the performance of its obligations under this Agreement have already been included in computation of the Consultant's fee and will not be charged to the City.

Section 06. Method and Time of Payment

- A. Consultant shall invoice the City within thirty (30) days of provision of deliverables and performance under this Agreement. Such payment shall constitute the full and complete compensation for the Consultants' professional services.
- B. All invoices must be submitted in duplicate and addressed as follows:
City of Bethel
Attn: Accounts Payable
PO Box 1388
Bethel AK 99559-1388
accountspayable@cityofbethel.net

Section 07. Termination of Agreement

7.01 For Cause. If, through any cause, the Consultant shall fail to fulfill in a timely and proper manner the obligations under this Agreement, or if the Consultant shall violate any of the covenants, agreements, or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. All finished or unfinished documents, reports, or other material prepared by the Consultant under this Agreement are the property of the City and shall be delivered to the City by or upon the effective date of termination. The Consultant shall be entitled to receive prorated compensation in accordance with the payment provisions of this Agreement only for work completed to the City's satisfaction in accordance with Section 3 of this Agreement and the other terms of this Agreement.

7.02 For Convenience. The City may unilaterally terminate this Agreement at any time without cause by providing thirty (30) calendar days' written notice from City to the Consultant. If the Agreement is terminated by the City for convenience, Contractor shall be paid for services satisfactorily completed, less payment or compensation previously made. Termination of this Agreement, either with or without cause, shall not form the basis for loss of anticipated profits by either party.

7.03 For Non-Availability of Government Funds. If the City Council fails to appropriate sufficient funds or to authorize the expenditure of sufficient funds to continue service under this Agreement, City may submit a written notice to Consultant terminating this Agreement. Such notice shall be in writing and shall be not less than thirty (30) days prior to the date of termination. The notice shall include a written statement documenting the reason for termination and an official document certifying the non-availability of funds (e.g., Bethel City Council action; official budget or other official government document). City shall be liable to Consultant for all charges and costs for products and/or services incurred up to the effective date of the termination.

Section 08. Modifications

The parties may mutually agree to modify the terms of the Agreement. Modifications to the Agreement shall be incorporated into the Agreement by written amendments.

Section 09. Equal Employment Opportunity

The Consultant and its subcontractors will not discriminate against any employee on the basis of race, national origin, color, age, creed, religion, sex, sexual orientation, gender identity, political affiliation, marital status, ancestry, disability, status as a disabled veteran, or any other protected reason.

Section 10. Assignability

A. The Consultant shall not assign any interest in this Agreement and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the City, thereto; provided, however, that claims for money due or to become due to the Consultant from the City under this Agreement may be assigned by court order or to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City, or the Consultant shall be responsible to the City for any monies due the assignee of this Agreement which are paid directly to the Consultant.

B. The Consultant shall not delegate duties or otherwise subcontract work or services under this Agreement without the prior written approval of the City.

Section 11. Permits, Licenses, and Taxes

The Consultant shall acquire and maintain in good standing all permits, licenses, and other entitlements necessary to the performance under this Agreement. All actions taken by the Consultant under this Agreement shall comply with all applicable statutes, ordinances, rules and regulations. The Consultant shall pay all taxes pertaining to its performance under this Agreement. Consultant's failure to comply with the City of Bethel sales tax code is a breach of this Agreement.

Section 12. Relationship of the Parties

In the performance of services under this Agreement, the Consultant shall be, and acknowledges that Consultant is, in fact and law, an independent contractor and not an agent or employee of the City. Consultant has and retains the right to exercise full supervision and control of the manner and methods of providing services to City under this Agreement. The City may administer this Agreement and monitor the Consultant's compliance with this Agreement, but shall not supervise or otherwise direct the Consultant.

Section 13. Defense and Indemnification

Except for the sole negligence of the City, and to the fullest extent permitted by law, the Consultant shall defend, indemnify, and hold harmless the City and any of the City's applicable subsidiaries, from any and all claims demands, losses, and liabilities to or by any third party, including, but not limited to costs, attorney's fees, expenses and claims for any damages, contributions, or indemnification arising from, resulting from, or connected with services or supplies provided by, or performed under this agreement by the lessee, its agents, sub-lessees, suppliers, and employees, even though such claims may prove to be false, groundless, or fraudulent. The indemnification obligation under this agreement shall not be limited in any way by any restriction on the amount or type of damages, compensation, or benefits payable to or for any third party, or any employee under any workers' compensation act, disability benefit act, or other employee benefit act. Entitlement to recovery of costs, attorney fees, and expenses under the indemnification obligation shall include all fees, costs, and expenses incurred in good faith by the City.

Section 14. Interpretation and Enforcement

This Agreement is being executed by the parties following negotiations between them. It shall be construed according to the fair intent of the language as a whole, not for or against any party. The titles of sections in this Agreement are not to be construed as limitations or definitions, but are for identification purposes only.

Section 15. Jurisdiction and Choice of Law

The law of the State of Alaska shall govern the rights and obligations of the parties. Any civil action arising from this Agreement shall be brought in the superior court for the State of Alaska, Fourth Judicial District at Bethel.

Section 16. Time Bar to Legal Action

All legal actions by either party against the other arising out of or in any way connected with the services to be performed hereunder shall be barred and under no circumstances shall any such claim be initiated by either party after three (3) years have passed from the earlier of the date of substantial completion of services or the date of termination of the Agreement.

Section 17. Severability

If any section or clause of this Agreement is held invalid by a court of competent jurisdiction, or is otherwise invalid under the law, the remainder of this Agreement shall remain in full force and effect.

Section 18. Confidentiality, Maintenance, and Destruction of City Records and Information

Consultant must complete the following tasks upon Agreement termination:

- Destroy all documented City confidential and proprietary information (including network credentials and software) that reside with the Consultant (either digital or physical) within 30 days of Agreement termination.
- Adhere to any nondisclosure agreements that were agreed upon at the beginning of the contract. City confidential and proprietary information will never be shared with any other entity before, during, and after Agreement termination.

Section 19. Understanding

The Consultant acknowledges that it has read and understands the terms of this Agreement, has had the opportunity to review the same with counsel of their choice, and is executing this Agreement of its own free will.

Section 20. Notices

Except as otherwise provided in this Agreement, notice required pertaining to the subject matter of this Agreement shall be personally delivered or mailed by prepaid first-class, registered or certified mail to the following address, with a copy by email:

City of Bethel
Attn: Human Resources Director
PO Box 1388
Bethel AK 99559
humanresources@cityofbethel.net

Section 21. Insurance

The Consultant shall purchase from and maintain in a company or companies lawfully authorized to do business in the State of Alaska as admitted insurers or surplus lines insurers approved by the City. Such insurance will protect the Consultant from claims set forth below and others which may arise out of or as a result from the Consultant's operations under this Agreement, whether such operations are by the Consultant or by a sub- Consultant or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Restrictions, conditions or exclusions contained in the insurance policies shall not reduce the obligations of the Consultant under this Agreement.

- (a) Claims under worker's compensation, employer's liability, disability benefits, and other similar employee benefit acts, which are applicable to the work to be performed under this Agreement.

Claims for damages because of bodily injury, mental anguish, sickness, disease or death of any person other than the Consultant employees.

Claims for damages insured by usual personal injury liability insurance coverage which are sustained (1) by a person as a result of an offense directly or indirectly related to the employment of such person by the Consultant, or (2) by any other person or entity.

Claims for damages, other than to the product supplied, or to the services performed, itself because of damage to or destruction of tangible property, including loss of use resulting therefrom.

Claims for damages because of bodily injury, including death of a person, or damage to property arising out of the ownership, maintenance or use of any motor vehicle.

Claims involving the Consultant contractual obligations and assumption of liability under this Agreement.

Liability insurance shall include at a minimum, all major divisions of coverage and be on a commercial general liability form including:

- Premises/Operations Liability
- Products/Completed Operations Liability
- Personal/Advertising Injury Liability
- Fire Damage Liability
- Medical Payments
- Professional (Errors & Omissions) Liability (this may be a separate policy)

(b) The insurance required in II including subsection (a), shall be written for not less than the limits listed in (c) below or those limits required by law, whichever limit is higher. Insurance, whether written on an occurrence, or a claims-made basis, shall be maintained without interruption from the date of commencement of the work to the date of final payment, or termination of any insurance required to be maintained after final payment.

(c) The insurance required in II including subsection (a) shall be written for not less than the following limits:

1. Worker's Compensation Insurance:
 - Statutory Requirements of the State of Alaska, and
 - Employer Liability Insurance limits of:
 - \$500,000.00 each accident.
 - \$500,000.00 disease each employee.
 - \$500,000.00 disease policy limit.
2. Commercial General Liability Insurance: Form CG0001 04/13 or equivalent.
 - \$2,000,000.00 Combined Single Limit of Liability per Occurrence
 - \$1,000,000.00 Personal/Advertising Injury Limit of Liability per Occurrence
 - \$2,000,000.00 Annual General Aggregate Limit of Liability
 - \$2,000,000.00 Annual Products/Completed Operations Aggregate Limit of Liability
 - \$100,000.00 Fire Damage Limit of Liability Any One Fire
 - \$5,000.00 Medical Payment Limit Any One Person
3. Commercial Automobile Liability Insurance: Form CA0001 03/10 or equivalent.

\$1,000,000.00 Combined Single Limit of Liability per Accident
For all Owned, Hired, and Non-Owned Vehicles.

4. Professional (Errors & Omissions) Liability Insurance:

\$1,000,000.00 Limit of Liability per Claim.

\$2,000,000.00 Limit of Liability Annual Aggregate for all Claims.

Retroactive date: Prior to effective date of Agreement.

Effective date: Prior to effective date of Agreement, and for at least 24 months after completion of Agreement.

- (d) Worker's compensation insurance and employers liability insurance shall be in compliance with the statutory requirements of the State of Alaska, and any other statutory obligation, whether federal or state pertaining to compensation of injured employees. The worker's compensation insurance and employer's liability insurance shall contain a waiver of subrogation provision in favor of the City.
- (e) The commercial general liability insurance shall name the City of Bethel as an additional insured as respects this Agreement.
- (f) Consultant's required insurance is subject to review and adjustment by the City, which may require reasonable changes in the amounts and types of insurance based upon changes of risk. Consultant shall be provided a written explanation for any such changes.
- (g) Certificates of insurance acceptable to the City shall be filed with the City prior to the commencement of the beginning of any services by the Consultant. These certificates and the insurance policies shall contain a provision that the policy shall not be canceled until prior written notice has been sent to the insured (Consultant).

If any of the insurance policies required above are canceled for any reason, the Consultant shall provide immediate notice to the City of the cancellation and either provide: evidence of replacement or notice of reinstatement. Immediately in this section means within five (5) business days of receipt of cancellation by the Consultant.

Failure to maintain these insurance provisions required of the Consultant or failure to immediately notify the City of cancellation shall be considered a material breach of this Agreement by the Consultant, subject to termination under the provisions of this Agreement.

Notice described above shall be by confirmed delivered to the following location:

City of Bethel
Attention: Contracting

PO Box 1388
300 State Highway
Bethel, AK 99559
(907) 545-4847

It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of the Agreement to create in the public or any member thereof a third party benefit hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement.

It is highly recommended that Consultant confer with its insurance companies or brokers to determine if their insurance program complies with the City's Insurance requirements.

Section 22. Understanding

Consultant acknowledges that the Consultant has read and understands the terms of this Agreement, has had the opportunity to review it with counsel of their choice, and is entering into this Agreement of their own free will.

Section 23. Non-Waiver

The failure of the City at any time to enforce a provision of this Agreement shall in no way constitute the waiver of the provisions, or in any way affect the validity of this Agreement or any part thereof, or the right of the City thereafter to enforce each and every protection thereof.

Section 24. Non-Exclusive Agreement

Consultant acknowledges that the City may enter into agreements with other contractors for services similar to the services that are subject to this Agreement, or may have its own employees perform services similar to those services contemplated by this Agreement.

Section 25. Integration

This Agreement and all appendices and amendments hereto embody the entire agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either oral or written, between the parties. To the extent they are not inconsistent with the terms of this Agreement; the following documents are incorporated by reference into this Agreement as if fully set forth herein.

Section 26. Titles, Headings, and Subheadings

The titles, headings, and subheadings in this Agreement are not to be construed as limitations, definitions, or obligations and are to be used for identification purposes only.

Section 27. Counterparts

This Agreement may be executed in any number of separate counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Section 28. Authorized Signatories

The signatories to this Agreement represent that they are fully authorized to enter into this Agreement on behalf of the respective parties.

CITY OF BETHEL

CONSULTING SERVICES PROVIDER

By: Lori Strickler

By: _____

Title: City Manager

Title: _____

Dated: _____

Dated: _____

CITY OF BETHEL

Classification and Compensation Study

Addendum No. 1

November 18, 2025

3 Pages

The information in this Addendum modifies and changes the original Bid Documents. In case of conflicts between this Addendum and previously issued documents, this Addendum shall take precedence.

This Addendum adds the position titles to the original Bid Documents.

ADMINISTRATIVE ASSISTANT
CITY MANAGER
HUMAN RESOURCES DIRECTOR
GRANTS MANAGER
OUTREACH AND COMMUNICATIONS SPECIALIST
CITY ATTORNEY
CITY CLERK
DEPUTY CITY CLERK
FINANCE DIRECTOR
DEPUTY FINANCE DIRECTOR
ACCOUNTANT (GENERAL LEDGER)
ACCOUNTING SPECIALIST II
ACCOUNTING SPECIALIST I
ACCOUNTING CLERK
PARKS & RECREATION DIRECTOR
PROGRAM SPECIALIST
LIFEGUARD
CITY PLANNER
PLANNING CLERK
CITY DOCK OPERATOR
PORT DIRECTOR
DEPUTY DIRECTOR - POLICE
DEPUTY DIRECTOR - FIRE
DIRECTOR OF PUBLIC SAFETY
SUPPORT SERVICES MANAGER
PUBLIC SAFETY DISPATCHER
FIRE LIEUTENANT
FIREFIGHTER/EMT
COMMUNITY SERVICE OFFICER
COMMUNITY SERVICE PATROL
POLICE OFFICER IV (<i>SGT</i>)
POLICE OFFICER III (<i>CORPORAL</i>)
POLICE OFFICER II (<i>INVESTIGATOR</i>)
POLICE OFFICER II
SCHOOL RESOURCE OFFICER
PUBLIC WORKS DIRECTOR
HAULED SERVICES FOREMAN
HAULED SERVICES DRIVER
LANDFILL MANAGER
LANDFILL OPERATOR

UTILITY MAINTENANCE FOREMAN
UTILITY MAINTENANCE TECHNICIAN
BUILDING MAINTENANCE FOREMAN
MAINTENANCE WORKER
STREETS AND ROADS FOREMAN
HEAVY EQUIPMENT OPERATOR/DRIVER
TRANSIT MANAGER
TRANSIT DRIVER
VEHICLES & EQUIPMENT FOREMAN
HEAVY EQUIPMENT MECHANIC
MECHANIC II/OILER
MECHANIC I
PARTS INVENTORY CLERK
WATER TREATMENT OPERATOR
WATER TREATMENT FACILITIES MANAGER

End of Addendum

CITY OF BETHEL

City Manager's Office



DATE ISSUED: December 29, 2025

ATTENTION: City of Bethel Governing Body

SUBJECT: Marijuana License Retail Store #18735 Alaskabuds, LLC

On December 18, 2025 the Alcohol and Marijuana Control Office provided notice of a marijuana license retail store license renewal for Store #18735 Alaskabuds, LLC, owned by, owned by Nick and Tammy Miller, located at 660 Third Ave, Suite B, Bethel. The City has until February 14, 2026 to protest the renewal.

In accordance with Bethel Municipal Code 5.10.020, the application was submitted for review as follows:

1. To the planning director or their designee is to determine if the applicant has complied with the conditional use provisions of the Bethel Municipal Code;
2. To the finance director or their designee is to determine whether the licensee or license transferee is delinquent in paying to the city any tax, assessment, business license fee, or fee or charge for utility service for the business and/or affiliate (as defined in 3 AAC 304.990) that operates or will operate under the liquor license;
3. Public Safety is to determine whether, in their opinion, there have been excessive calls for service, excessive numbers of convictions or arrests for unlawful activity at the license location, police or ambulance reports, reports of unlawful activity at the license location, or police, fire or ambulance dispatches to the license location.

After a review of the required items, Administration does not find the business to be out of compliance with planning requirements, business licensing, sales tax, or other fees or charges, and has not an excessive number of police for fire related calls to the location. The Administration has not found cause to protest the issuance of the renewal under BMC 5.10.020.

Sincerely,

Lori Strickler
City Manager

CC:

Kusko Kush via email: kuskokush@gmail.com

License Number: 18735

License Status: Active-Operating

License Type: Retail Marijuana Store

Doing Business As: ALASKABUDS, LLC

Business License Number: 1032729

Designated Licensee: Nick Miller

Email Address: alaskabuds@gmail.com

Local Government: Bethel

Local Government 2:

Community Council:

Latitude, Longitude: 60.795332, -161.759882

Physical Address: 660 Third Ave, Suite B
Bethel, AK 99559
UNITED STATES

Licensee #1	Entity Official #1
Type: Entity	Type: Individual
Alaska Entity Number: 10036047	Name: Tammy Miller
Alaska Entity Name: Alaskabuds, LLC	
Phone Number: 907-244-2125	
Email Address: alaskabuds@gmail.com	
Mailing Address: PO Box 241521 Anchorage, AK 99524 UNITED STATES	Phone Number: 907-244-2995
	Email Address: tmiller041@gmail.com
	Mailing Address: PO Box 241521 Anchorage, AK 99524 UNITED STATES

Note: No affiliates entered for this license.

Entity Official #2
Type: Individual
Name: Nick Miller
Phone Number: 907-244-2125
Email Address: alaskabuds@gmail.com
Mailing Address: PO Box 241521 Anchorage, AK 99524 UNITED STATES



Alaska Marijuana Control Board

Form MJ-20: 2025-2026 Renewal Application Certifications



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Alaskabuds, LLC	License Number:	18735		
License Type:	Retail Marijuana Store				
Doing Business As:	Alaskabuds, LLC				
Premises Address:	660 3rd Ave, Suite B				
City:	Bethel	State:	Ak	ZIP:	99559

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Nick Miller
Title:	Owner

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

I certify that a notice of violation has **not** been issued for this license between July 1, 2024, and June 30, 2025.

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).



Form MJ-20: 2025-2026 Renewal Application Certifications

Section 5 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

gm

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

gm

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

gm

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

gm

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

gm

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

gm

Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.

gm

If multiple licenses are held, list all license numbers below:

10799, 13102, 10094

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

gm

Nick Miller

Printed name of licensee

Signature of licensee





Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-20: 2025-2026 Renewal Application Certifications

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Alaskabuds, LLC	License Number:	18735		
License Type:	Retail Marijuana Store				
Doing Business As:	Alaskabuds, LLC				
Premises Address:	660 3rd Ave, Suite B				
City:	Bethel	State:	Ak	ZIP:	99559

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Tammy Miller
Title:	Owner

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

I certify that a notice of violation has **not** been issued for this license between July 1, 2024, and June 30, 2025.

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).



Form MJ-20: 2025-2026 Renewal Application Certifications

Section 5 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

Twm

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

Twm

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

Twm

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

Twm

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

Twm

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

Twm

Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.

Twm

If multiple licenses are held, list all license numbers below:

10799, 13102, 10094

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Twm

Tammy Miller

Printed name of licensee

Tammy
Signature of licensee





THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

December 17, 2025

Licensee: Alaskabuds, LLC
DBA: Alaskabuds, LLC
VIA email: alaskabuds@gmail.com
Local Government: Bethel
Via Email: lstrickler@cityofbethel.net, cityclerk@cityofbethel.net
Community Council:
Via Email:

BCC: amco.admin@alaska.gov

Re: Retail Marijuana Store License Combined Renewal Notice

License Number:	#18735
License Type:	Retail Marijuana Store
Licensee:	Alaskabuds, LLC
Doing Business As:	Alaskabuds, LLC
Physical Address:	660 Third Ave, Suite B Bethel, AK 99559 UNITED STATES
Designated Licensee:	Nick Miller
Phone Number:	907-244-2125
Email Address:	alaskabuds@gmail.com

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2025/2026 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the marijuana.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a “conditional protest” as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board’s satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,



Kevin Richard, Director
907-269-0350

FREE LEGAL HELP

Monday, Jan. 19, 2026 MLK Day



BETHEL

Evangelical
Covenant Church

2-5 pm

GET FREE ADVICE FROM A LAWYER ABOUT:

DISASTER: FEMA/State Applications & Appeals

FAMILY: Child Support, Custody, Divorce, Guardianship

HOUSING: Eviction, Foreclosure

& MORE: Employment, Probate, Personal Injury, CINA

Visit alaskabar.org/MLK for clinics in other cities.



William Arnold, Public Works

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

MEMORANDUM

DATE: 12.30.2025
TO: City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Hauled Utilities: Been a challenging month. The cold weather and icy conditions have added to our man hours. Trucks have been breaking down. Janice and Ira have been working to keep them on the road. Jake's crew has help us out, they have been doing routes and pulling us out when we get stuck. We ended the month on schedule.

Utilities Maintenance:

- Conduct meter reading and submit
- Replaced 3 Grinder Pumps in lift stations
- Install new pump in Highway lift station
- Pulled Pump and cleaned impeller at Highway Lift Station evacuation and shoveled sludge
- Repair return water pipe to swimming pool
- Interviewed and filled position at Heights Water Treatment Plant
- Interviewed and filled position at Utilities Maintenance
- Filled one Seasonal Position on Team
- Flushed 5 Lines in ASHA Subdivision
- Replaced 2 Float Assemblies
- Assisted City Sub Water Plant Operations

- **Patrolled Citysub & AVCP for Red Lights & checked for leaks**
- **Made repairs to Septic Tank in Kasayulie after Evac Truck damage**
- **Made repairs to Heights Water Plant Public Fill**
- **Removed ice from Water pipes and Fire Hydrants**
- **Cleaned and serviced ASHA pumps in Lift Station**
- **Assembled and built storage racks in Old Shop**
- **Clean up in old shop**
- **178 3rd Road pipe leveling**
- **Walked lines for leaks**
- **Repairs at lift station 250 Akiak**
- **Conducted water shut offs and turn ons**

Property Maintenance:

Pool	
1-Dec	Work on Boiler 1. Replace fuse
1-Dec	Salt and break up ice on entry way
2-Dec	Work on Techmar for boilers
3-Dec	Chip ice at entrance a spread salt
8-Dec	Meeting with Long to go over building controls
12-Dec	Clean eye boiler boiler 2
18-Dec	Clean gun on boiler 2
18-Dec	Replace air filters and and install new actuators on ventilation in pump room
22-Dec	Work on heat to sauna
23-Dec	Change out sauna return pump
23-Dec	Repair leak on 4" water line to sauna
24-Dec	Turn on heat trace for water sewer
26-Dec	Replace photo eye boiler 2
30-Dec	Replace coin vent entryway
30-Dec	Replace actuator sauna
Public Works Building	
11-Dec	Load up truck for Alaska #1 door
12-Dec	Supervise Alaska door
15-Dec	Replace motor on Northside door
19-Dec	Work on northside overhead door
22-Dec	Work on northside overhead door

26-Dec	Catalog new lock cores
City Hall	
1-Dec	Spread salt and break up ice
3-Dec	Chip ice spread salt
11-Dec	Repair door clerks office
15-Dec	Repair various doors
Fire Department	
9-Dec	Turn boiler temps up
16-Dec	Replace aqua stat boilers
Police Department	
1-Dec	Work on shop boiler.
2-Dec	Finish repairs on shop boiler
2-Dec	Place wind barrier for shop exhaust
9-Dec	Work on shop boiler.
16-Dec	Work on shop boiler.
26-Dec	Reset shop boiler add more wind blockage
Bethel Heights Water Plant	
8-Dec	Thaw out water to toilet
12-Dec	Replace pressure gauge
15-Dec	Replace pressure gauge
18-Dec	Replace pressure gauge
Courthouse Building	
1-Dec	Spread salt and break up ice
3-Dec	Work on door to clerks office
3-Dec	Chip ice and spread salt
4-Dec	Place sealant on Judge Montgomery's window
8-Dec	Check heating system with Long
15-Dec	Plum various doors throughout building
19-Dec	Repair flag
24-Dec	Replace filters and belts
26-Dec	Turn on trooper outlets
Transit Bus Building	
19-Dec	Replace thermostat garage

Highway Lift Station	
4-Dec	Add glycol to system
19-Dec	Turn on boiler 1
19-Dec	Replace low water cutoff and aquas tat boiler 1
Dog Pound	
2-Dec	Clear crap out of trough and advise Jessilynn that is their responsibility
9-Dec	Fix waste line
23-Dec	Work on boiler
Landfill	
11-Dec	Work on lock to office
15-Dec	Work on on frozen sewer line
26-Dec	Replace hot water heater
All City Buildings	
1-Dec	Building checks
2-Dec	Building checks
3-Dec	Building checks
4-Dec	Building checks
5-Dec	Building checks
6-Dec	Building checks
7-Dec	Building checks
8-Dec	Building checks
9-Dec	Building checks
10-Dec	Building checks
11-Dec	Building checks
12-Dec	Building checks
13-Dec	Building checks
14-Dec	Building checks
15-Dec	Building checks
16-Dec	Building checks
17-Dec	Building checks
18-Dec	Building checks
19-Dec	Building checks
20-Dec	Building checks
21-Dec	Building checks
22-Dec	Building checks
23-Dec	Building checks
24-Dec	Building checks
25-Dec	Building checks

26-Dec	Building checks
27-Dec	Building checks
28-Dec	Building checks
29-Dec	Building checks
30-Dec	Building checks

Road Maintenance:

Installed 45 HELICOIL's for the sewer line at the two new triplex, helped the port with the new floats welded anchor on them so they could connect them together, Helped in hauled services when needed, Graded and sanded roads as needed.

Vehicles and Equipment:

Fixing and repairing vehicles and equipment as needed

Transit System:

December was somewhat slow for Transit which was due to some extreme cold temperatures and high winds as the month progressed. TS 1 got hit due to the icy road conditions. Luckily no one was hurt when the incident happened. TS 2 has been on the road as maintenance is waiting for help from Anchorage shop to send their crew to work on repairing the damages caused by the incident.

Ridership consisted of 657 Elders, 8 Youth, 90 Adults, 48 Disabled, and 822 Pass riders. Fares totaled \$699.00. 57 Day and 15 Month passes were purchased.

TS 1 logged 512 miles before being down for maintenance while TS 2 logged 1,851 miles and 287.203 gallons of fuel was used.

Thank you and have a Happy New Year!

Landfill & Hauled Refuse:

Hauled Refuse brought 85 loads of trash to Landfill in December.

Miscellaneous other City trucks brought 15 loads of trash to the landfill, private citizens brought 120 loads of trash to the landfill, and the landfill received 650 cubic yards of trash from Commercial accounts. The landfill received 10 units with freon in them to be removed before they are disposed of and 2 vehicles to drain oils from and dispose of them.

The landfill is getting ready to be able to weld replacement bottoms in dumpsters this winter.

Staffing Issues/Concerns/Training:

Community Parks & Recreation Report – December 2025

By: Department Director, Shane Iverson

YKFC Transition

- Training Advancement: We trained 3/6 front desk staff on CRPO (CPR for professionals) to enhance safety for our patrons.
- Continuing to catch up on finances, including expense reporting and corporate billing.

Programming & Services

- Continued shower and rec assistance for typhoon evacuees, in partnership with YK Lifesavers.
- Completed our first Red Cross swimming lessons. Started second round on December 23rd.
- Group Fitness additions using “Group Fitness Survey”: Pilates, Morning Muscle Morning and Saturday Cardio sessions.
- Annual facility attendance report attached. We are ready to provide other reports as requested.

Dog Park

- Working on proposed ordinance with administration.

Facilities

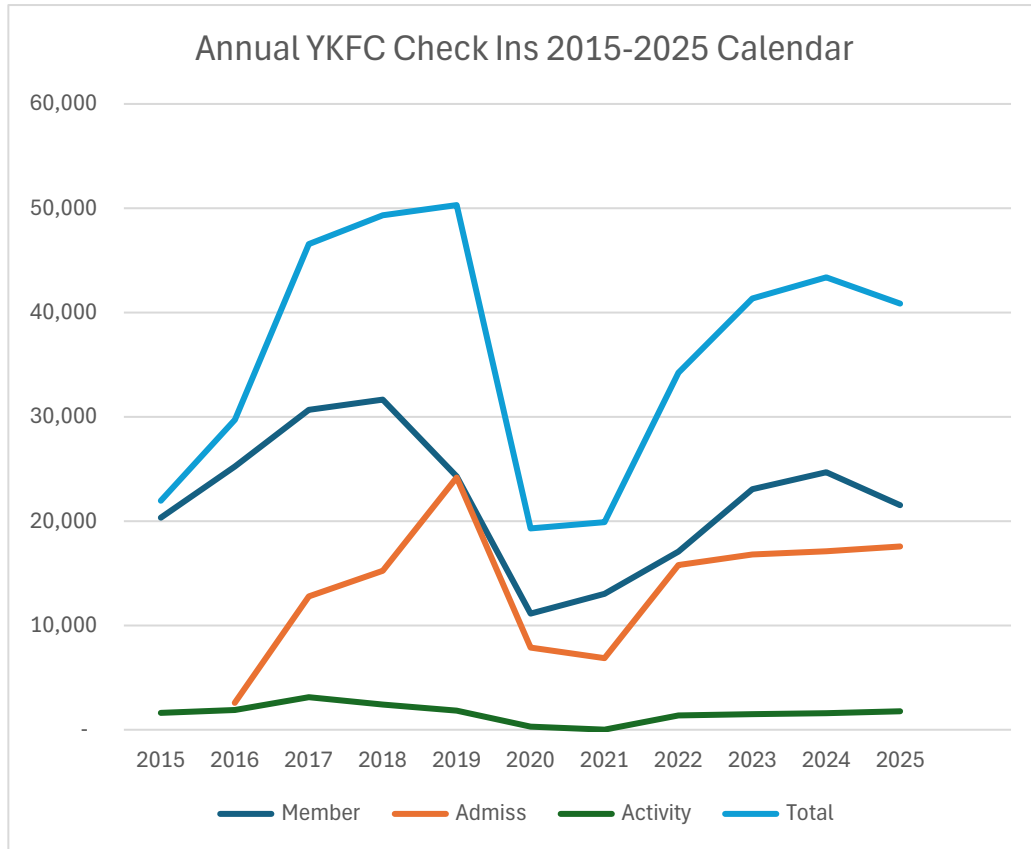
- Reduced pool calcium levels in pool from 1100ppm in September to 450ppm late November. *(Ideal level 200-400ppm)*
- Maintained consistent Rec Swim hours all 6 days per week.
- Spa UV light is not functioning. We have ordered parts and are in discussions with professional contractors to remedy.
- Spa temps have been varying greatly. Separate issues including boiler problems, water leak. Those were fixed. We are currently focused on potential heat pump issues.
- Boilers have difficulty keeping pool temp up to 84F during cold. Usually about 81F when below zero outside. We are experimenting with settings.

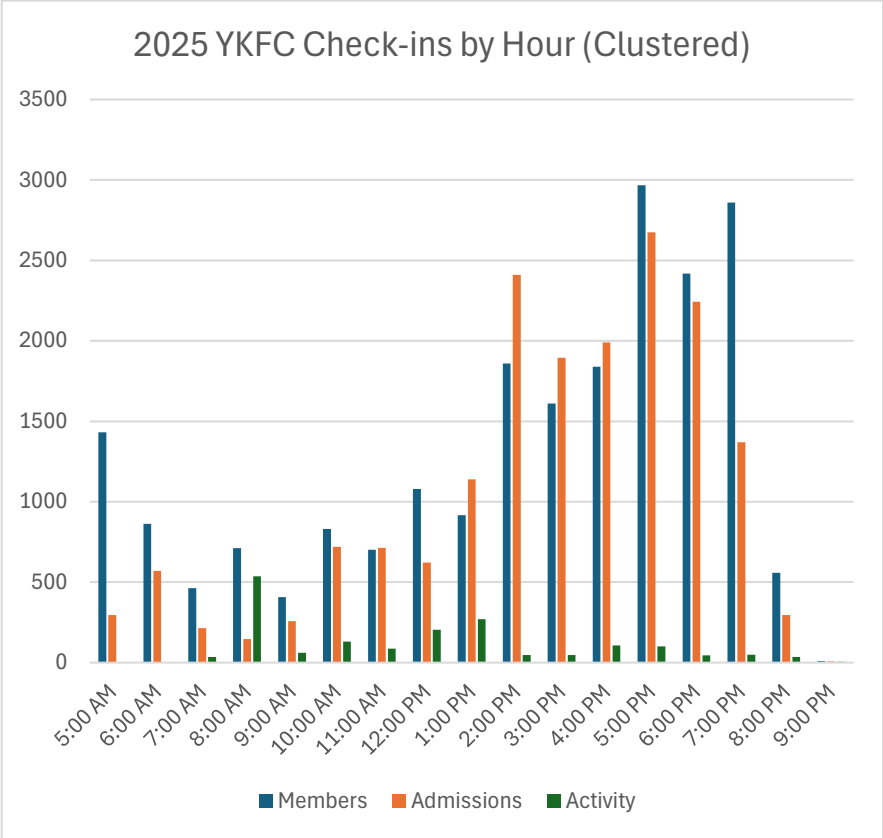
December Specials

- Tree Lighting Celebration Dec. 9
- Cookie Extravaganza (assisted YK Delta Lifesavers) Dec. 14
- Extended Rec Swim Hours during Winter break weekdays

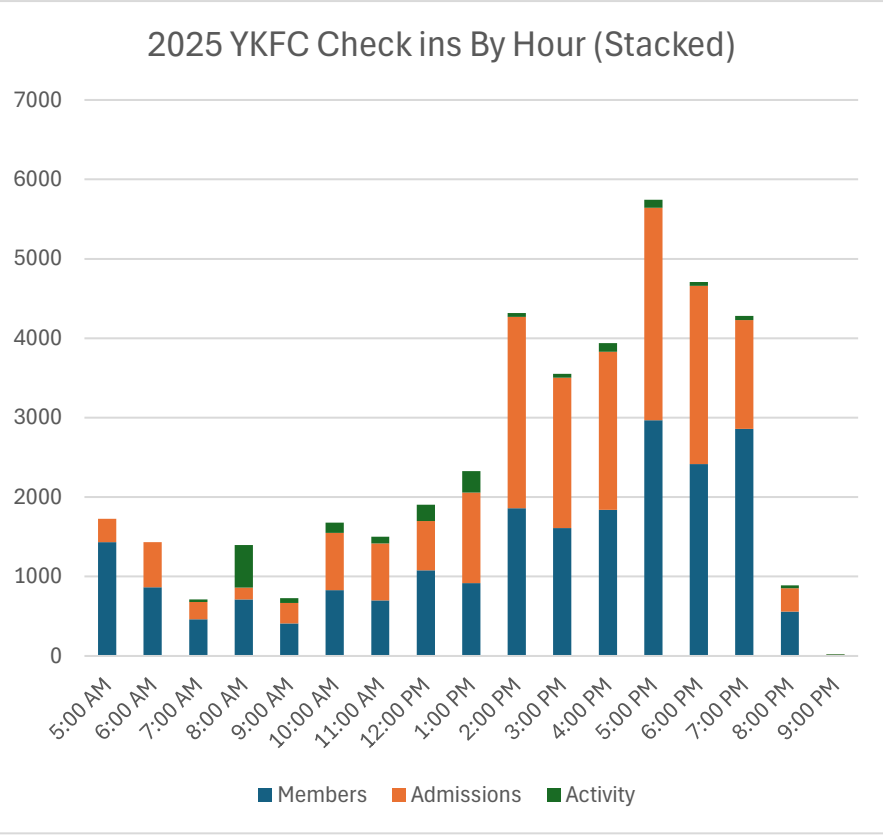
Upcoming

- Lifeguard Training scheduled for Jan. 9-11.
- Major maintenance needs list and quotes for budget modifications





Total Check-ins		
5:00 AM	1728	4.23%
6:00 AM	1433	3.51%
7:00 AM	713	1.75%
8:00 AM	1396	3.42%
9:00 AM	728	1.78%
10:00 AM	1680	4.11%
11:00 AM	1501	3.67%
12:00 PM	1905	4.66%
1:00 PM	2327	5.70%
2:00 PM	4317	10.57%
3:00 PM	3552	8.69%
4:00 PM	3938	9.64%
5:00 PM	5743	14.06%
6:00 PM	4708	11.52%
7:00 PM	4280	10.48%
8:00 PM	888	2.17%
9:00 PM	22	0.05%
TOTAL	40,859	



*Date Range Jan 1-Dec 29 2025

2025 YKFC Check-ins by Hour

	Members	Admissions	Activity	Total Check-ins
5:00 AM	1432	296		1728
6:00 AM	863	570		1433
7:00 AM	463	215	35	713
8:00 AM	712	147	537	1396
9:00 AM	408	258	62	728
10:00 AM	830	719	131	1680
11:00 AM	701	714	86	1501
12:00 PM	1079	621	205	1905
1:00 PM	917	1140	270	2327
2:00 PM	1860	2410	47	4317
3:00 PM	1610	1895	47	3552
4:00 PM	1840	1991	107	3938
5:00 PM	2967	2675	101	5743
6:00 PM	2418	2244	46	4708
7:00 PM	2860	1370	50	4280
8:00 PM	558	295	35	888
9:00 PM	9	7	6	22
				40859

*Date Range Jan 1-Dec 29 2025

MEMORANDUM

DATE: January 5, 2026
TO: Lori Strickler, Acting City Manager
FROM: John Sargent, Grant Manager



SUBJECT: Grant Manager's Report for January 13, 2026 Bethel City Council Meeting

Grant Awards

State Revolving Fund Loans

The City of Bethel submitted questionnaires to the State Revolving Fund Loan program by October 31, 2025. The City was awarded the following forgiveness amounts:

Project	Loan Request	Amount to be forgiven
Bethel Heights Water Treatment Plant Preliminary Engineering Report	\$100,000	\$75,000
Hauled Utilities Operation Center Building	\$30,096,000	\$612,491

Sewer Haul Truck

The City of Bethel and State of Alaska signed the State Revolving Fund Loan agreement for the City to borrow \$315,009 to cover the cost of purchasing one sewer haul truck. The loan is 100% forgivable. The city ordered the truck from a Sourcewell contract. The purchase price and shipping is expected to be less than the loan amount.

Grant Applications Submitted

Alaska Community Transit Operations Grant FY 2027

The Alaska Community Transit Operations Grant for FY 2027 was prepared and submitted. The City requested \$284,109 in grant funds and pledged a match of \$98,527. The City requested funding for a snowblower so the transit manager can keep snow free of the garage doors and driveway.

Grant Applications in Preparation

Public Assistance

I have weekly meetings with FEMA employees to discuss funding requests by the city related to the Typhoon Halong disaster. I am working with all department heads to see the nature and amounts of expenditures that city incurred to help evacuees and recover intracity costs.

EPA Grant for Removal of Derelict Vessels

The City is working on a Memorandum of Understanding with Joe Dale for the use of his property on the Kuskokwim River that would be conducive to cutting up one or more of the barges removed from Steamboat Slough and shipping the pieces downriver by barge. The City is close to being approved by EPA to start spending some of the funding prior to full approval once EPA approves the City's environmental review.

Transportation Alternatives Program

This grant is now open year-round for submissions. I will prepare an application for the trail project selected by the City Manager.

State of Alaska Capital Requests

Per the Bethel City Council Resolution Requesting Capital Grant Allocations from the State of Alaska, I am completing the following requests in the State CAPSIS database:

1. Expansion of Bethel Community Center > \$3,000,000
2. Construction of Animal Control Center > \$300,000
3. Design of Water Distribution Center > \$1,191,574
4. Planning, Permitting, Design of Cargo Port East Wall > \$3,000,000
5. Port of Bethel Security Cameras and Lighting > \$360,000

Grant Administration

Safety Action Plan

DOWL drafted a Task Order describing the scope of work necessary to produce a safety action plan. The city is discussing the scope of work and expects to sign the task order soon. The completed safety plan will allow the City to use the plan as a basis for requesting additional capital grant funds. Examples of likely recommendations are brighter streetlights, additional streetlights, and improved pedestrian pathways.

Current Grants

See list on following pages.

City of Bethel Current Grants - January 2026

#	Grant	Amount	Expiration
1	Coronavirus Capital Project (CCP) Fund	\$ 9,000,000	12/31/2026
	City of Bethel spent \$3,855,860 of the grant funds thus far and has a balance of \$5,144,140 left to spend.		
2	Denali Commission Grant	\$ 500,000	9/30/2026
	Design and construction of Bethel Multiuse Community Center (gym, computer facilities).		
3	CSP - DHSS FY 2025	\$ 242,311	6/30/2026
	City submitted a new grant budget to accommodate for the State's one-time grant reduction from \$323,081 to \$242,311 for FY 2026. The State also increased the City's match requirement, but the in-kind expenditures used to operate the Dispatch Center are more than enough to cover the new match amount required.		
4	Designated Legislative Grant > Dust Control	\$ 1,200,000	6/30/2029
	City of Bethel purchased one hydroseeder and hydroseed supplies. They were delivered.		
5	State and Local Cybersecurity Grant Program (SLCGP)	\$ 75,000	12/31/2025
	City Administration did not think this grant was a priority and the grant agreement expired.		
6	VSW Capital Improvement Project Grant	\$ 13,860,000	
	DOWL completed the Design Analysis Report, the document done prior to the 35% design. The City was awarded \$10,000,000 in additional funds to cover upcoming expenses.		
7	Last Frontier Housing Initiative	\$ 5,000,000	12/31/2026
	Ted Stinson with UrbanKNKT, LLC completed the low-income housing project. Kuqo Construction is finishing up sthe professional housing units they are constructing in City Center.		
8	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.		
9	Safe Streets 4 All Grant	\$ 52,800	11/8/2026
	The City of Bethel reviewed the Task Order submitted by DOWL and provided feedback to DOWL. The City expects DOWL to revise the Task Order before the City will sign it.		
10	Justice Assistance Grant (JAG)	\$ 11,116	3/31/2026
	The City asked for an extension on this grant in order to complete the project with funds from a federal earmark for the same purpose. Senator Murkowski's office announced that the City's request for \$70,000 was approved for this camera/card reader purchase. No JAG funds have been spent to date.		

11	Energy Efficiency and Conservation Block Grant (EEBG)	\$ 75,220	9/30/2026
Solar panel installation on YK Fitness Center. Project likely to begin once UIC begins construction of Bethel Community Center (gymnasium). Parks and Rec. Director assumed role of Project Manager for this grant.			
12	Rasmuson Foundation Grant	\$ 250,000	1/31/2026
This grant will cover part of the cost of constructing a new animal shelter in Bethel, once construction initiated.			
13	Community Transit Operating Grant	\$ 184,131	6/30/2025
Transit Manager Evon Fox manages the daily operation of the transit system, handles all purchases, and completes monthly billing summaries and quarterly reports. FY 26 grant began July 1, 2025 and will run until June 30, 2026.			
14	QFC#2 Lift Station Improvements - SRF Loan /100% forgiven	\$ 975,000	TBD
City submitted all documents requested by SRF office. Loan agreement being generated by State.			
15	Bethel Heights Water Treatment Plant Automation - SRF Loan	\$ 1,418,000	TBD
100% forgiven. City waiting for SRF office to issue grant agreement.			
16	City Subdivision Water Treatment Plant Automation - SRF Loan	\$ 1,369,000	TBD
100% forgiven. City waiting for SRF office to issue grant agreement.			
17	Purchase of One Sewer Haul Truck - SRF loan /100% forgiven	\$ 315,009	TBD
Truck ordered from Sourcwell contract for less money than loan amount.			
18	Storm Disaster Relief - Alaska Community Foundation	\$ 200,000	NA
The foundation gave the City a check for \$200,000 to be used for general response and recovery from storm, including the lost revenue from allowing households with evacuees to not pay for water and sewer services.			

Total \$ 34,736,587



CITY OF BETHEL

Post Office Box 1388

Bethel, Alaska 99559

Phone: 907- 543- 2047

DATE: December 31, 2025

TO: City Manager

FROM: Human Resources

SUBJECT: Monthly Manager Report

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

Recruitment and Hiring

The City has filled the new Support Services Manager position (internal hire) and the Outreach and Communications Specialist position (external hire). Interviews will be taking place in early January for the two public safety deputy positions.

Twenty-nine applications for employment were received during the month of December. Six new hires were onboarded during the month and four employees were offboarded.

The process for temporary hauled utility drivers appears successful and HR is looking at ways to streamline the rehire process going forward.

Policy Review and Annual Training

Annual training was scheduled to be completed by the end of December. Roll-out was a challenge with the holiday schedule and internet connection issues. HR will be working with Department Heads to establish a better way of completing annual training and policy acknowledgements for 2026.

Workplace Safety, Injuries and OSHA Notifications

Three workplace injuries were reported during the month. None required immediate OSHA notification.

Ongoing and Future Projects

- Classification and Compensation project
- Review of current CBA and preparation for 2026 negotiations

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 2025 Managers Report

- **Small Boat Harbor**

With the Small Boat Harbor being closed. There has been little to no activity in the harbor, with the exception of our steel floats being moved in and out for fabrication so that they can accommodate the new floats. We worked with the streets & roads department for this task, without their help this would not have been possible in the timeline it was completed. Napaimute enterprises will be using part of the south parking lot to better services the ice road.

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

City Dock and Beach 1 have been quiet as of late. We have one full-time crew on the dock performing repairs on their boat. We keep the dock clear of snow, usually usually 2-3 times weekly, or more frequently as needed due to weather. Driving paths are maintained between the boats. We do have a bit of freight that we believe will be leaving the City Dock sometime this month, if not February.

- **Port Office**

The port office is running well. We have no issues with building. Building Maintenance continues to do morning checks on the building, with no problems. The Port Commission did not meet last month due to a lack of a quorum. Our next meeting is scheduled for December 15, 2025, at 7 p.m. This month we will be discussing charge rates for the Port, as well as going over our calendar for the 2026 year. We encourage the public to attend if they would like to know more about the Port.

- **Admin / misc.**

Storage should be completed by the second week of the month, and billed after all calculations are complete. This last month our electrical mast on the warehouse pulled away from the building and snapped in half, this happened over the weekend. AVEC was notified, they came and cut the power to the warehouse until the mast was fixed. Premier Electric was called and during their last visit, they were able to replace part of the mast and reconnect it to the warehouse. AVEC was informed and we are currently waiting on the warehouse to be reconnected to power. We also have been working on putting the white conex on its own power. It is currently waiting for AVEC as well.

USACE has reached out to me about the letter we sent, We had a meeting before the end of December where I laid out our problem to them, and we looked it over on satellite images so that they get a better picture of what we are discussing. They expressed that this project looks to be a good project at the moment. The next step is to start a study to see what the possible extent of the project could look like. This was the first interaction for this project. We are expecting it to be lengthy.

Description	2023	2024	2025
Number of Small Boat Harbor Permits Issued	274	288	297
Number of vehicle long-term parking permits issued.	0	0	8
Number of mainline vessels arriving/departing	42	43	42
Number of river vessels arriving/departing	185	194	151
Total cargo tonnage received	26,579.98 T	20,630.73 T	12,980.76 T
Total Fuel Thru-Put gallons	12,525,177	17,743.937	16,370,673



CITY OF BETHEL POLICE/FIRE DEPARTMENT OF PUBLIC SAFETY

MONTHLY REPORT December 2025

POLICE

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Community Safety Patrol	2	2	0
Community Service Officer	2	1	1
Administrative Assistant/Taxi Inspector	1	1	0
Dispatcher	6	6	0
Command Personnel	2	1	1
School Resource Officer	1	0	1
Peace Officers	17	15	2
Support Services Manager	1	0	0

Police Officer vacant positions are the school resource officer, and 2 officers are in the background process for hiring.

2 personnel are attending the Police Academy in Fairbanks with graduation on January 29, 2026.

4 personnel graduated and completed the reciprocal academy in Sitka on December 13th.



Bethel Police Department | P.O. Box 809 | 157 Salmonberry Rd. | Bethel, Alaska 99559
Telephone 907-543-3781 | Fax 907-543-5086 | www.cityofbethel.org

Hired 1 CSO's and they are being trained. A second interview is scheduled for January to fill the open vacancy.

Operations:

	November 2025	December 2025	Difference	Year to Date
Calls	884	926	+42	12155
Assault	29	36	+7	569
Intoxicated Pedestrian Calls	165	125	-40	2047
Driving Under Influence Calls	5	5	0	151
Domestic Violence Calls	12	13	+1	142
Animal Calls	15	18	+3	270
Animal Bite Reports	0	1	+1	12
Sexual Crime Reports	2	2	-3	65
Death Investigation Reports	0	0	0	6
Traffic Accidents	24	10	-14	110

Assignments:

Jonathan Smith was appointed as the Support Services Manager.

Officer Dylan Floyd-Bates on FMLA

Community Outreach:

Police, Fire and AST representatives along with Chief Kirkham participated in Coffee with a cop and Shop with a Cop at AC Market on December 20th. The event was a big success with over 40 families attending the Shopping event bringing toys to children in the community.



Police also visited YKHC on December 23, 24 and 25th bringing gifts to children that had to stay in the hospital.



Toys were brought to TWC for the children that were staying in the facility over Christmas.



Chief Kirkham made announcement of special events with KYUK radio to remind residents of the Christmas projects the department was hosting.

Alaska Police Standards Council established 5 regional training centers for law enforcement. Chief Kirkham worked to secure Bethel as region 5 training center for Rural Communities of Western Alaska. A 4-day conference is planned for early June and will include 2 days of local cultural training.

Regional Training Hubs

The Alaska Police Standards Council has been working diligently to establish regional training hubs that increase access to quality training across the state. Six departments have stepped forward to support this initiative, helping ensure that officers in their surrounding areas can obtain training without the significant burden of long-distance travel. The long-term goal for each region is to develop at least one Methods of Instruction (MOI) instructor and one Field Training Officer (FTO) instructor, creating a sustainable foundation for ongoing professional development. These hubs will also provide a platform for any additional trainings that become available, expanding opportunities statewide. Each of the following departments has committed to hosting and facilitating training for both their agency and the agencies within their region:

Region 1 – Central

Wasilla Police Department – Chief Bill Rapson
in partnership with the Department of Corrections

Region 2 – Southeast

Juneau Police Department – Chief Derek Bos

Region 3 – North

Fairbanks Police Department – Chief Ron Dupee

Region 4 – South

Soldotna Police Department – Chief Stace Escott

Region 5 – Rural Communities

Bethel Police Department – Chief Jeffrey Kirkham

A sincere thank you to these departments and their leadership. Their willingness to support statewide training efforts is helping build a strong foundation for more accessible, consistent, and high-quality training for Alaska's law enforcement professionals.

FIRE

DECEMBER 2025 CALLS

Bethel Fire Department December 2025 Report

Total Calls 168

Fire Calls: 30

EMS Calls: 138

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

One Notable Fire Call

On 12-18-2025 at 11:52 a.m. firefighters responded to 6th avenue for a house fire. On arrival crews faced smoke and flames coming from the house. Crews extinguished the fire.

Notable EMS Calls

On 12-18-2025 at 01:01 AM, Medics responded to the report of Cardiac Arrest. The patient was assessed and transported to the hospital.

On 12-23-2025 at 8:27 PM, Medics responded to the report of a person overdosing. The patient was assessed, treated and transported to the hospital.

Sobering Center calls: 2

Winter House calls: 8

Staffing

Career Staffing. 10 out of 10 positions

Volunteering staffing. 35 volunteers

Training: Every Tuesday the department has training at 6 p.m. Additional training. EMT 2 class wrapped up giving the department more EMT 2 level staff.



City of Bethel

December 31, 2025

FROM: Planning Director

TO: Lori Strickler, City Manager

SUBJ: Planning Director's December 2025 Report

December 2025 Events

- **Planning Commission:** Members reviewed their duties under BMC 2.60 and discussed their goals for 2026. They also approved the Meeting Calendar for 2026. Nuisance properties were discussed and I provided an update on junk and abandoned vehicles. I introduced the members to the Martina Oscar Subdivision Water and Sewer Line Extension project and provided an update.
- **YK Fitness Center Gym Expansion:** The project is on hold until December 2025 or January 2026 when pole drilling will commence.
- **Database Tracking Table:**

Residential Site Plan Permits	Received this Month 1	Total Received for Year 41	Total Approved for Year 41
Commercial Site Plan Permits	1	12	12
Conditional Use Permits	0	3	2 1 Withdrawn
Variances	0	0	0
Zoning Amendments	0	1	1
Plats	0	4	4

Summary Statement: An easement meeting was held on December 16, 2025, with DOWL to discuss what is required to move forward with the Martina Oscar Subdivision Water and Sewer Line Extension project.

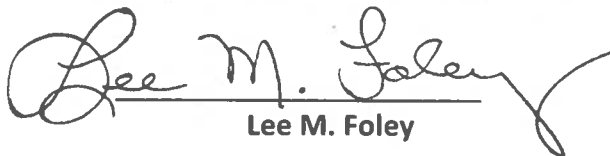
- **Abandoned and/or Junk Vehicles:** A certified letter was sent to the owner of the 410 Owl Street property who lives in Billings, Montana. Enclosed with the letter were current photos and a Release Form. The letter was receipted for, but no response has been received to date. No new tagging of abandoned and/or junk vehicles was carried out by Planning Department personnel in December.
- **Vacancies:** Fully staffed.

Other Events:

1. **AC Store:** Illegal parking and a blocked entrance continue to present safety and fire concerns. A meeting with the store's new manager will be arranged for January 2026.
2. **BNC:** Nothing further has been heard with respect to the proposed condominium project.

Large Projects:

1. **Ptarmigan Street Encroachments:** No updates.
2. **Ptarmigan Street Culvert Replacement:** Project slated for completion in 2026.
3. **City of Bethel Professional Housing Project:** No recent photos.
4. **Hazard Mitigation Plan:** Prior to the City's internal review, I'll finalize our input for the draft.
5. **Map Highlighting All City-Owned Properties:** This Planning project is in progress
6. **Nuisance Abatement:** Based on the Planning Commission's recommendation, the properties at 1119 Naun Raq, 455 Ridgecrest Drive, and 410 Owl Street will be submitted to the City Manager for consideration as properties for a future Abatement Hearing. A Public Notice was posted in the Delta Discovery that requests owner information and stating that nuisance abatement is required. Notices were also posted on the fourteen (14) properties identified in the Public Notice.
7. **Blue Sky Replat:** I do not know if Senator Hoffman, or his representative, have paid the \$200.00 replat fee to the Finance Department. The replat is ready for submission to be recorded.


Lee M. Foley

City of Bethel, Alaska

City Clerk's Office

Upcoming Meetings

January 13, 2026 Regular City Council Meeting 6:30 pm

January 27, 2026 Regular City Council Meeting 6:30 pm

City Clerk's Office

- City Clerk was on PTO December 24-26, and December 31-January 2nd.
- On December 17, 2025, the Clerk's Office received notice of a retail marijuana store license renewal application for Alaskabuds, LLC, located at 660 Third Ave, Suite B, Bethel, AK 99559. In accordance with BMC 5.10, the application documents along with the City Manager's review statement will be provided to the City Council at the January 13, 2025 Regular City Council Meeting. If a council member wishes to protest the renewal, my office must provide the applicant with notice of opportunity to defend, at least seven days before the council's consideration of the protest. The City Council will have until February 14, 2026, to submit a protest of the license.
- On January 1, 2026 the Clerk's Office received notice of a Restaurant or Eating Place Alcohol license renewal application for UCP49, LLC, doing business as UnCommon Pizza, located at 401 Chief Eddie Hoffman Highway, AK 99559. In accordance with BMC 5.08, the application documents along with the City Manager's review statement will be provided to the City Council at the January 27, 2025 Regular City Council Meeting. If a council member wishes to protest the renewal, my office must provide the applicant with notice of opportunity to defend, at least seven days before the council's consideration of the protest. The City Council will have until March 6, 2026, to submit a protest of the license.
- Successfully completed Office Harassment training and took State of Alaska Phishing (email Scam) training.
- In August, the City Council passed AM 25-31 authorizing the Clerk's Office to develop an agreement with KYUK to purchase Radio Programing time from January 1, to June 30, on a monthly basis not to exceed \$20,000 dependent on the Purchasing Agent's judgment. (per code 4.20.240.C) Administration asked me to provide the rate sheets from the radio stations in town that were registered to do business in the City of Bethel. KYUK had a lower rate and had a larger reach. The Purchasing agent approved the purchase and starting this month KYUK will air the regular city council meetings and send the Clerk's Office a monthly invoice.
- Processed the Expensive Reports for the council's Alaska Municipal League Travel.
- Compiled the Cities RUBA Reports for year-end Reporting for the State of Alaska.

Task	Period Total	Year to Date Total for 2025 (ending January 6, 2026)
Passport Appointments	11	130
Burial Permits/Reservations	3	48
Notary Services	-	35
Meeting Minutes Drafted	1	29
Resolutions Drafted	1	9
Ordinances Drafted	1	4
AM/IM/Proclamation Drafted	-	23

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