

CITY OF BETHEL

City Council Meeting Agenda, October 8, 2019 – 6:30 PM

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

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

Council Members: Fred Watson, Mayor; Thor Williams, Vice-Mayor; Leif Albertson;
Mitchell Forbes; Perry Barr; Carole Jung-Jordan; Fritz Charles



1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

6. APPROVAL OF MEETING MINUTES

- 6.1. *9-23-2019 Special City Council Meeting
- 6.2. *9-24-2019 Regular City Council Meeting
- 6.3. *9-30-2019 Special City Council Meeting

7. REPORTS OF STANDING COMMITTEES

- 7.1. Committee/Commission Agendas And Draft Minutes

8. SPECIAL ORDER OF BUSINESS

- 8.1. Review Canvass Board Certificate Of Election, October 1, 2019- Not Available Until After The Canvass Board October 3, 2019- (Mayor Watson)
- 8.2. Resolution 19-15: Certifying The Results Of The October 1, 2019 Regular City Election- Not Available Until After The Canvass Board October 3, 2019- (Mayor Watson)
- 8.3. Oath Administered To Newly Elected Council Members (Mayor Watson)
- 8.4. Declaring Council Member Carole Jung-Jordan's Seat Vacant Per Bethel Municipal Code 2.04.100 And Identifying A Process For Appointment To Fill The Vacant Term (Mayor Watson)

9. UNFINISHED BUSINESS

- 9.1. Public Hearing Of Budget Ordinance 19-11(e): Amending The Fiscal Year 2020 Budget To Account For Travel Expenses For Recruitment Of City Attorney And City Manager (Mayor Watson)
- 9.2. Public Hearing Of Ordinance 19-19: Amending Chapter 2.50, City Officers Generally And Repealing And Replacing 2.60, Board Of Ethics In The Bethel Municipal Code (Council Member Albertson)

10. NEW BUSINESS

Posted October 2, 2019 at City Hall, AC Co., Swanson's, and the Post Office.

Kevin Morgan, Asst. City Clerk

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

- 10.1. *Introduction Of Budget Ordinance 19-11 (f): Amending The City Of Bethel Fiscal Year 2020 Budget -Animal Control/Code Enforcement Agent (Acting City Manager Bo Foley)
- 10.2. *Introduction Of Budget Ordinance 19-11 (g): Amending The City Of Bethel Fiscal Year 2020 Budget- Dump Truck- City Shop Floor Repair (Acting City Manager Bo Foley)
- 10.3. Resolution 19-13: Conditionally Protesting The Issuance Of A Retail Marijuana License To Alaskan Grown Cannabis License No. 20440, Alaskan Grown Products, LLC Proposing To Operate At 1510 Chief Eddie Hoffman Highway, Bethel (Mayor Watson)
 - i. Opportunity for Applicant To Defend
- 10.4. Resolution 19-14: Protesting The Issuance Of A Retail Marijuana License To Kusko Kush License No. 21227, Proposing To Operate At 781 3rd Avenue, Bethel (Mayor Watson)
 - i. Opportunity For Applicant To Defend
- 10.5. AM 19-63: Reschedule The Regular City Council Meeting On November 26, 2019 To November 12, 2019 (Mayor Watson)
- 10.6. AM 19-64 Authorize City Manager To Direct The Finance Department To Issue A Special Event Certificate Exempting The Collection Of Sales Tax For The National Rifle Association Annual Fundraising Event (Acting City Manager Bo Foley)
- 10.7. AM 19-65 Direct Administration To Negotiate And Execute A Purchase Agreement With Shorty's Shop For The Purchase Of Twenty Six-Yard Capacity Steel Dumpsters (Acting City Manager Bo Foley)
- 10.8. AM 19-66: Accept And Approve The 2019 State Homeland Security Program Grant Agreement In The Amount Of \$49,141 To Cover Some Or All Of The Cost To Purchase A Thermal Imager And Fencing Around One Of The Water Treatment Plant Water Tanks (Acting City Manager Bo Foley)
- 10.9. *IM 19-11: Presentation Of The City's Water & Sewer Services Expenditures Compared To Budget From July 1, 2019 To September 30, 2019 – Utilities Maintenance – Water & Wastewater Activity Report (Acting City Manager Howell)

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 October 2, 2019 at City Hall, AC Co., Swanson's, and the Post Office.

Kevin Morgan, Asst. City Clerk

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

1. CALL TO ORDER

A Special Meeting of the Bethel City Council was held on September 23, 2019 at 6:00 p.m., in the Council chambers, Bethel, Alaska.

Mayor Watson called the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Comprising a quorum of the Council, the following members were present:
Council Member Leif Albertson (telephonically) Council Member Fritz Charles Council Member Mitchell Forbes Mayor Fred Watson Vice-Mayor Thor Williams
Members Absent:
Council Member Carole Jung-Jordan Council Member Perry Barr
Also in attendance were the following:
City Clerk Lori Strickler

4. PEOPLE TO BE HEARD – Five minutes per person

5. APPROVAL OF AGENDA

Approve the Agenda.

Moved by:	Thor Williams
Seconded by:	Fritz Charles
In favor:	Leif Albertson, Fritz Charles, Mitchell Forbes, Fred Watson, Thor Williams
Opposed:	None
Results:	Motion Carries

6. NEW BUSINESS

Item 6.1. - Presentation of Recommended Candidates to City Council from Gov HR and Determination of Candidate Interview Schedule (Mayor Watson)

7. ADJOURNMENT

Main Motion: Adjournment.

Moved by:	Mitchell Forbes
Seconded by:	Thor Williams
In favor:	Leif Albertson, Fritz Charles, Mitchell Forbes, Fred Watson, Thor Williams
Opposed:	None
Results:	Motion Carries

Meeting ended at 6:57 p.m.

Fred Watson, Mayor

ATTEST:

Lori Strickler, City Clerk

1. CALL TO ORDER

A Regular Meeting of the Bethel City Council was held on September 24, 2019 at 6:30 p.m., in the Council chambers, Bethel, Alaska.

Mayor Watson called the meeting to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Comprising a quorum of the Council, the following members were present:
Council Member Leif Albertson (telephonically) Council Member Perry Barr Council Member Fritz Charles Council Member Mitchell Forbes Mayor Fred Watson Vice-Mayor Thor Williams
Members Absent:
Council Member Carole Jung-Jordan
Also in attendance were the following:
Acting City Manager Bo Foley, City Clerk Lori Strickler

4. PEOPLE TO BE HEARD – Five minutes per person

Marybeth Whalen- Spoke in favor of Ordinance 19-20.

5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

Main Motion: Approve the Consent and Regular Agenda.

Moved by:	Thor Williams
Seconded by:	Mitchell Forbes
In favor:	Leif Albertson, Perry Barr, Fritz Charles, Mitchell Forbes, Fred Watson, Thor Williams
Opposed:	None

Results: | Motion Carries

Remove 10.8 from Consent Agenda, Vice-Mayor Williams
Remove 10.1 from the Consent Agenda, Council Member Albertson.

6. APPROVAL OF MEETING MINUTES

Item 6.1. - *9-10-2019 Regular City Council Meeting

Passed on the consent agenda.

7. REPORTS OF STANDING COMMITTEES

Item 7.1. - Committee/Commission Agendas and Draft Meeting Minutes

Port Commission, Mayor Watson-

A meeting was not held due to a lack of a quorum.

Planning Commission, Vice-Mayor Williams-

A meeting was held, action was not taken.

Community Action Grant Technical Review Board, Council Member Albertson-

The Committee presented the Council with a Recommendation for budget approval on the Community Action Grant.

Parks, Recreation, Aquatic Health and Safety Center Committee, Council Member Forbes-

Next meeting will be held October 14th.

Finance Committee Chair Cece Franko-

Provided a statement explaining the reasons the Committee presented the Council with amendments to the Bethel Municipal Code to change the timeline for audit reports.

Public Safety and Transportation Commission, Council Member Charles-

A quorum of the body was not established.

8. SPECIAL ORDER OF BUSINESS

9. UNFINISHED BUSINESS

Item 9.1. - Public Hearing Of Ordinance 19-18: Amending Chapter 2.04 To Add A New Subsection Titled Elected Official Training, To The Bethel Municipal Code (Vice-Mayor Williams)

Main Motion: Adopt Ordinance 19-18.

Mayor Watson opened the Public Hearing.

No one present to be heard.

Mayor Watson closed the Public Hearing.

Moved by:	Thor Williams
Seconded by:	Fritz Charles
In favor:	Perry Barr, Fritz Charles, Mitchell Forbes, Fred Watson, Thor Williams
Opposed:	Leif Albertson
Results:	Motion Carries

Item 9.2. - Public Hearing Of Ordinance 19-19: Amending Chapter 2.50, City Officers Generally And Repealing And Replacing 2.60, Board Of Ethics In The Bethel Municipal Code (Council Member Albertson)

Main Motion: Adopt Ordinance 19-19.

Moved by:	Leif Albertson
Seconded by:	Mitchell Forbes

Primary Amendment Section 2.05.210(a) to strike "written."

Moved by:	Leif Albertson
Seconded by:	Mitchell Forbes
In favor:	Leif Albertson, Perry Barr, Fritz Charles, Mitchell Forbes, Fred Watson, Thor Williams
Opposed:	None
Results:	Motion Carries

Primary Amendment to provide all 14 amendments as presented by the City Clerk's Office.

Moved by:	Mitchell Forbes
-----------	-----------------

Seconded by: | Leif Albertson

Postpone Ordinance 19-19.

Moved by:	Thor Williams
Seconded by:	Fritz Charles
In favor:	Fritz Charles, Fred Watson, Thor Williams
Opposed:	Leif Albertson, Perry Barr, Mitchell Forbes
Results:	Motion Fails

Secondary Amendment: On Amendment Number 9, to strike all of 2.06.070 and insert new section 2.06.140.

Moved by:	Thor Williams
Seconded by:	Fritz Charles
In favor:	Leif Albertson, Perry Barr, Fritz Charles, Mitchell Forbes, Fred Watson, Thor Williams
Opposed:	None
Results:	Motion Carries

Postpone Ordinance 19-19.

Moved by:	Leif Albertson
Seconded by:	Perry Barr
In favor:	Leif Albertson, Perry Barr, Fritz Charles, Mitchell Forbes, Fred Watson, Thor Williams
Opposed:	None
Results:	Motion Carries

Item 9.3. - Public Hearing Of Ordinance 19-20: Amending Chapter 4.04.090 Of The Bethel Municipal Code, Audit (Finance Committee)

Mayor Watson opened the Public Hearing.

Cece Franko, provided support to Ordinance 19-20.

Mayor Watson closed the Public Hearing.

Main Motion: Adopt Ordinance 19-20.

Moved by:	Perry Barr
Seconded by:	Mitchell Forbes

In favor:	Leif Albertson, Perry Barr, Fritz Charles, Mitchell Forbes, Fred Watson
Opposed:	Thor Williams
Results:	Motion Carries

Suspend the rules to hear from the Finance Director.

Moved by:	Perry Barr
Seconded by:	Mitchell Forbes
In favor:	Leif Albertson, Perry Barr, Fritz Charles, Mitchell Forbes, Fred Watson, Thor Williams
Opposed:	None
Results:	Motion Carries

Suspend the rules to hear from Cece Franko, Chair of the Finance Committee.

Moved by:	Perry Barr
Seconded by:	Mitchell Forbes

In favor:	Leif Albertson, Perry Barr, Fritz Charles, Mitchell Forbes, Fred Watson, Thor Williams
Opposed:	None
Results:	Motion Carries

Mayor Watson declares a 5 minute recess.

Item 9.4. - AM 19-54: Direct Administration To Negotiate And Execute A State And Local Fair Market Value Lease Agreement And Related On-Demand Subscription Services And On-Premise Software License Services Agreements With Pitney Bowes, Inc. To Lease A Folding And Envelope Stuffing Machine (Acting City Manager Howell)
Main Motion: Approve AM 19-54 (motion was made on the August 27, 2019 Regular City Council Meeting.)

Moved by:	Perry Barr
Seconded by:	Mitchell Forbes

In favor:	Leif Albertson, Perry Barr, Fritz Charles, Mitchell Forbes, Fred Watson
Opposed:	Thor Williams
Results:	Motion Carries

10. NEW BUSINESS

Item 10.1. - *Resolution 19-12: Authorizing The Administration To Amend The City Of Bethel Public Employees Retirement System (PERS) Participation Agreement To Include The Position Of The Police Chief (Mayor Watson)

Main Motion: Adopt Resolution 19-12.

Moved by:	Perry Barr
Seconded by:	Thor Williams
In favor:	Leif Albertson, Perry Barr, Fritz Charles, Mitchell Forbes, Fred Watson, Thor Williams
Opposed:	None
Results:	Motion Carries

Item 10.2. - *AM 19-59: Appointment Of Committee/Commission Member. Leif Albertson- Community Action Grant Technical Review Board (Mayor Watson)
Passed on the consent agenda.

Item 10.3. - AM 19-60 Direct Administration To Negotiate And Execute The Purchase Of Ambulance Remount Services For "Medic 5" At A Cost Of Approximately \$167,495 With Braun Northwest, Inc., Through The Joint Purchase Contract That Braun Has With Houston-Galveston Area Council (Acting City Manager Bo Foley)

Main Motion: Approve AM 19-60.

Moved by:	Mitchell Forbes
Seconded by:	Fritz Charles
In favor:	Leif Albertson, Perry Barr, Fritz Charles, Mitchell Forbes, Fred Watson, Thor Williams
Opposed:	None
Results:	Motion Carries

Item 10.4. - AM 19-61 Authorize And Approve City Administration To Issue Checks Totaling \$30,831.07 To Year 2, Quarter 3 Community Action Grant Awardees Based On The Community Action Grant Technical Review Board's (CAGTRB) Work On Scoring Applications And Deciding How Much To Award Each Applicant (Acting City Manager Bo Foley)

Main Motion: Approve AM 19-61.

Moved by:	Leif Albertson
-----------	----------------

Seconded by:	Mitchell Forbes
In favor:	Leif Albertson, Perry Barr, Fritz Charles, Mitchell Forbes, Fred Watson, Thor Williams
Opposed:	None
Results:	Motion Carries

Suspend the rules to hear from Community Action Grant Technical Review Board Member, Sean Grady Deaton.

Moved by:	Mitchell Forbes
Seconded by:	Leif Albertson
In favor:	Leif Albertson, Perry Barr, Fritz Charles, Mitchell Forbes, Fred Watson, Thor Williams
Opposed:	None
Results:	Motion Carries

Item 10.5. - AM 19-62 Approve The Sole Source Purchase Of Stretchers, Stretcher Load Equipment, And Related Parts And Equipment From Stryker Corporation (Acting City Manager Bo Foley)

Main Motion: Approve 19-62.

Moved by:	Mitchell Forbes
Seconded by:	Perry Barr

In favor:	Leif Albertson, Perry Barr, Fritz Charles, Mitchell Forbes, Fred Watson, Thor Williams
Opposed:	None
Results:	Motion Carries

Item 10.6. - Review Administrative Report And Marijuana Retail Store Application For Alaskan Grown Products LLC. License Number 20440. Doing Business As Alaskan Grown Cannabis. Operation Location- 1510 Chief Eddie Hoffman Hwy, Connex, Bethel, AK 99559 (Mayor Watson)

Item 10.7. - Review Administrative Report And Marijuana Retail Store Application For Essenkay, LLC. License Number 21227. Doing Business As Kusko Kush. Operation Location- 781 3rd Avenue, Bethel, AK 99559 (Mayor Watson)

Suspend the rules to hear from the owners of Essenkay.

Moved by: | Perry Barr
Seconded by: | Fritz Charles

In favor: | Leif Albertson, Perry Barr, Fritz Charles, Mitchell Forbes, Fred Watson, Thor Williams
Opposed: | None
Results: | Motion Carries

Item 10.8. - *IM 19-10: Condition Update Of Public Works Building Floor And Foundation (Acting City Manager Bo Foley)

Suspend the rules to hear from the Public Works Director.

Moved by: | Perry Barr
Seconded by: | Thor Williams
In favor: | Leif Albertson, Perry Barr, Fritz Charles, Mitchell Forbes, Fred Watson, Thor Williams
Opposed: | None
Results: | Motion Carries

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 Watson-
No comment.

Vice-Mayor Williams-
Thanked the Council Members, Acting City Manager Foley and the public. Commended Gov HR for their work on the City Manager candidates. The preliminary interviews will be in October.
Be sure to wear your PFD and don't drink and boat.

Encouraged the public to vote.

Council Member Albertson-
No comment.

Council Member Forbes-
Thanked the City of Bethel for keeping the City Council on their toes. Thanked the City Council members and wanted to put a call to council members to consider the comments said during the candidate forums.

Council Member Barr-
Thanked the exiting council members, Forbes and Albertson, for their service to the public. Bethel Search and Rescue will be doing a drive on Friday for reflective stickers on their clothing.
Happy Birthday to the US Marshals Service.

Council Member Charles-
Get out and vote. Wear you PFD.

13. EXECUTIVE SESSION

14. ADJOURNMENT

Main Motion: Adjournment.

Moved by:	Fritz Charles
Seconded by:	Mitchell Forbes
In favor:	Leif Albertson, Perry Barr, Fritz Charles, Mitchell Forbes, Fred Watson, Thor Williams
Opposed:	None
Results:	Motion Carries

Meeting ended at 9.45 p.m.

Fred Watson, Mayor

ATTEST:

Lori Strickler, City Clerk

1. CALL TO ORDER

A Special Meeting of the Bethel City Council was held on September 30, 2019 at 12:00 p.m., in the Council chambers, Bethel, Alaska.

Mayor Watson called the meeting to order at 12:04 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Comprising a quorum of the Council, the following members were present:
Council Member Leif Albertson Council Member Perry Barr Council Member Mitchell Forbes Mayor Fred Watson Vice-Mayor Thor Williams (arrived after roll call, 12:07 p.m.)
Members Absent:
Council Member Carole Jung-Jordan Council Member Fritz Charles
Also in attendance were the following:
Acting City Manager Bo Foley, City Clerk Lori Strickler

4. PEOPLE TO BE HEARD – Five minutes per person

5. APPROVAL OF AGENDA

Main Motion: Approve the Agenda.

Moved by:	Mitchell Forbes
Seconded by:	Perry Barr
In favor:	Leif Albertson, Perry Barr, Mitchell Forbes, Fred Watson
Opposed:	None
Results:	Motion Carries

Vice-Mayor Williams arrived at 12:07 p.m.

6. UNFINISHED BUSINESS

7. NEW BUSINESS

Item 7.1. - Introduction of Budget Ordinance 19-11 (e) Amending the Fiscal Year 2020 Budget to Account for Travel Expenses for Recruitment of City Attorney and City Manager (Mayor Watson)

Main Motion: Introduce Budget Ordinance 19-11(e).

Moved by:	Mitchell Forbes
Seconded by:	Perry Barr
In favor:	Leif Albertson, Perry Barr, Mitchell Forbes, Fred Watson, Thor Williams
Opposed:	None
Results:	Motion Carries

Primary Amendment: To Strike in 3rd Whereas statement reference to spouse travel.

Moved by:	Mitchell Forbes
Seconded by:	Leif Albertson
In favor:	Leif Albertson, Perry Barr, Mitchell Forbes, Fred Watson, Thor Williams
Opposed:	None
Results:	Motion Carries

Primary Amendment: To Strike 23,800 and insert 11,900.

Moved by:	Mitchell Forbes
Seconded by:	Leif Albertson
In favor:	Leif Albertson, Perry Barr, Mitchell Forbes, Fred Watson, Thor Williams
Opposed:	None
Results:	Motion Carries

Secondary Amendment: Change 11,900 to 13,800.

Moved by:	Mitchell Forbes
Seconded by:	Albertson
In favor:	Leif Albertson, Perry Barr, Mitchell Forbes, Fred Watson, Thor Williams
Opposed:	None
Results:	Motion Carries

8. ADJOURNMENT

Main Motion: Adjournment.

Moved by:	Perry Barr
Seconded by:	Mitchell Forbes
In favor:	Leif Albertson, Perry Barr, Mitchell Forbes, Fred Watson, Thor Williams
Opposed:	None
Results:	Motion Carries

Meeting ended at 12:15 p.m.

Fred Watson, Mayor

ATTEST:

Lori Strickler, City Clerk



City of Bethel Police Dept.

PO Box 809
Bethel, AK 99559
Office| 543-3781 Fax| 543-5086

PUBLIC NOTICE
REGULAR MEETING OF THE
PUBLIC SAFETY & TRANSPORTATION COMMISSION
Wednesday, October 2nd, 2019 –6:30 p.m.
300 STATE HIGHWAY – CITY COUNCIL CHAMBERS
AGENDA

Members

Richard Garcia
Chair

Fritz Charles
Council Representative

Azara Mohammadi

Madelene Reichard

Ex-Officio Members

Amy Davis
Acting Police Chief

Daron Solesbee
Acting Fire Chief

Jesslyn McGowan
Recorder

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES FROM THE REGULAR MEETING OF
July 03, August 07 & September 04 2019
- VI. UNFINISHED BUSINESS
 - A. Update on Transportation Planning (*City Manager*)
 - B. Update on Tracking Cellphone calls to 911 (*LT. Davis*)
- VII. CHIEFS' COMMENTS
 - Fire Chief
 - Chief of Police
- VIII. TRANSPORTATION INSPECTOR'S REPORT
- IX. COUNCIL REPRESENTATIVE'S COMMENTS
- X. COMMISSION MEMBER'S COMMENTS
- XI. ADJOURNMENT

Jesslyn McGowan

Jesslyn McGowan, Recorder

POSTED on September 25, 2019

POST OFFICE, AC QUICKSTOP, CORINA'S CASE LOT, CITY HALL, & POLICE DEPT.

Next Public Safety and Transportation Commission Meeting will be **November 6th, 2019**

City of Bethel Canvass Board Certificate of Election

October 1, 2019 Precincts: 38-806, 38-808, 38-810

City Council Candidates:	Canvass Board Count*	+	Election Day Count	=	Total Votes
Franko, Cece	136	+	587	=	723
Charles, Firtz T.	59	+	433	=	492
Hanson, Haley	153	+	801	=	954
Springer, Mark	127	+	661	=	788
Gustafson-Leary, Alyssa	148	+	764	=	912
Williams R. Thor	67	+	535	=	602

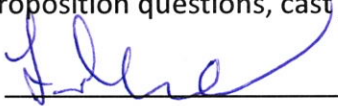
Proposition No. 1:	Canvass Board Count*	+	Election Day Count	=	Total Votes
Yes	147	+	710	=	857
No	86	+	431	=	517

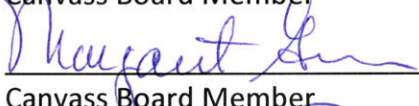
Proposition No. 2:	Canvass Board Count*	+	Election Day Count	=	Total Votes
Yes	96	+	514	=	610
No	130	+	611	=	741

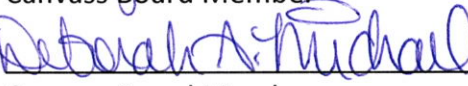
Proposition No. 3:	Canvass Board Count*	+	Election Day Count	=	Total Votes
Yes	98	+	541	=	639
No	131	+	598	=	729

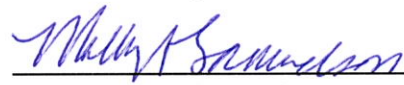
*Absentee By-Mail, Personal Rep, Early Voting and Questioned Ballots of all precincts.

WE, the Canvass Board of the City of Bethel, meeting this 3rd day of October 2019 jointly certify that the information listed herein is a true and accurate statement of votes for Bethel City Council Members and Proposition questions, cast in the Regular City Election of October 1, 2019.


Canvass Board Member


Canvass Board Member

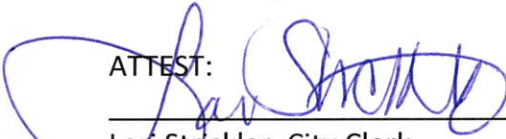

Canvass Board Member


Canvass Board Member


Canvass Board Member

Canvass Board Member

ATTEST:


Lori Strickler, City Clerk

CITY OF BETHEL, ALASKA

RESOLUTION #19-15

A RESOLUTION CERTIFYING THE RESULTS OF THE OCTOBER 1, 2019 REGULAR CITY ELECTION

WHEREAS, the Canvass Board of the City of Bethel met on October 3, 2019, and tallied the votes of Questioned, Special Needs, and Absentee ballots. The Canvass Board results were added to the Accuvote results of regular ballots cast by voters on election night in the two precincts;

WHEREAS, the results of the Canvass Board of the City of Bethel are as follows:

Ballot Issues - City Council Members					
Council Candidates	Precinct 38-808	Precinct 38-810	Total Poll Vote	Total Combined Absentee, Questioned and Special Needs	Total Votes Property Cast
Franko, Cece	258	329	587	136	723
Charles, Fritz T.	232	201	433	59	492
Hanson, Haley	383	418	801	153	954
Springer, Mark	320	341	661	127	788
Gustafson-Leary, Alyssa	361	403	764	148	912
Williams, R. Thor	284	251	535	67	602

Ballot Issues - Proposition #1					
Shall the City of Bethel adopt local option (4.11.491 (a) (2) (A)), to prohibit the sale of alcoholic beverages except through a restaurant or eating place license?	Precinct 38-808	Precinct 38-810	Total Poll Vote	Total Combined Absentee, Questioned and Special Needs	Total Votes Properly Cast
	YES	YES	YES	YES	YES
	328	382	710	147	857
	NO	NO	NO	NO	NO
	208	223	431	86	517

Ballot Issues - Proposition #2

If local option (4.11.491 (a) (2) (A)) is adopted, shall the City of Bethel opt to not apply a class C felony to violations of Alaska Statutes 04.16.051, Furnishing or Delivery of Alcoholic Beverages to Persons Under the Age of 21 (AS 04.11.491(g)(3))?	Precinct 38-808	Precinct 38-810	Total Poll Vote	Total Combined Absentee, Questioned and Special Needs	Total Votes Properly Cast
	YES	YES	YES	YES	YES
	251	263	514	96	610
	NO	NO	NO	NO	NO
	281	330	611	130	741

Ballot Issues - Proposition #3

Shall the City of Bethel adopt a local option to prohibit the sale or importation for sale of marijuana and any marijuana product and to prohibit the operation of any marijuana establishment, which includes the following license or endorsement types: a) A retail marijuana store (both with and without an onsite consumption endorsement); b) A marijuana cultivation facility; c) A marijuana manufacturing facility; d) A marijuana testing facility.	Precinct 38-808	Precinct 38-810	Total Poll Vote	Total Combined Absentee, Questioned and Special Needs	Total Votes Properly Cast
	YES	YES	YES	YES	YES
	254	287	541	98	639
	NO	NO	NO	NO	NO
	281	317	598	131	729

Number of City of Bethel Registered Voters

Precinct 38-808, LKSD District Office	2,121
Precinct 38-810, Cultural Center	1,980
Total Number of Registered Voters	4,101
Total Number of Ballots Properly Cast	1,425
Percent of Voter Turn Out	33.67%

WHEREAS, there are four 2-year term seats up for election;

WHEREAS, there were three proposition questions presented to the voters.

NOW, THEREFORE, BE IT RESOLVED, by the Bethel City Council, that the October 1, 2019, Regular Election was held valid to the best of our knowledge; and

BE IT FURTHER RESOLVED, that the results are certified as follows:

Election of City Council Members:

1. Cece Frako was elected to a two-year term ending October 2021.
2. Haley Hanson was elected to a two-year term ending October 2021.
3. Mark Springer was elected to a two-year term ending October 2021.
4. Alyssa Gustafson-Leary was elected to a two-year term ending October 2021.

Proposition 1

Proposition 1 passed by a majority of qualified voters voting on the question at the October 1, 2019 Election.

Proposition 2

Proposition 2 did not pass by a majority of qualified voters voting on the question at the October 1, 2019 Election.

Proposition 3

Proposition 2 did not pass by a majority of qualified voters voting on the question at the October 1, 2019 Election.

ENACTED THIS 8TH DAY OF OCTOBER 2019, BY _ IN FAVOR AND _ OPPOSED.

ATTEST:

Fred Watson, Mayor

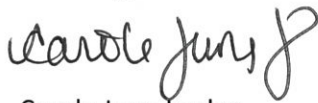
Lori Strickler, City Clerk

Monday, September 23, 2019

To: Lori Strickler, City Clerk

This letter serves as my official resignation from Bethel City Council, effective immediately. After a lot of thought I have decided that I need to focus my attention and time more on my family, kids, and work. I want to thank you for the opportunity to have served Bethel this last year.

Sincerely,

A handwritten signature in cursive script that reads "Carole Jung Jordan". The signature is written in dark ink and is positioned above the printed name.

Carole Jung Jordan

2.04.100 Council vacancies.

A. The city council shall declare a council seat vacant when the person elected:

1. Fails to qualify or take office within thirty (30) days after election or appointment;
2. Is physically absent from the city for ninety (90) consecutive days unless excused by the council;
3. Resigns and the resignation is accepted;
4. Is physically or mentally unable to perform the duties of office as determined by a two-thirds (2/3) vote of the council;
5. Is convicted of a felony or of an offense involving a violation of the oath of office;
6. Is convicted of a felony or misdemeanor described in AS [15.56](#) and two-thirds (2/3) of the members of the council concur in expelling the person elected;
7. Is convicted of a violation of AS [15.13](#);
8. No longer physically resides in the city and the council by a two-thirds (2/3) vote declares the seat vacant; this subsection does not apply to a member of the council who forfeits office under AS [29.20.140\(a\)](#); or
9. Misses three (3) regular meetings in a calendar year and is not excused.

B. If a vacancy occurs on the city council, the remaining members shall, within thirty (30) days of the vacancy, and subject to AS [29.20.180](#), appoint a qualified Bethel voter to fill the vacancy in accordance with the procedures established in BMC [2.04.105](#). The person appointed to fill the vacancy shall serve until the next regular election and until a successor is elected and has qualified for the vacated council seat. The elected successor shall serve the remainder of the term of the vacated council seat. [Ord. 02-08 § 4; Ord. 97-29 § 2.]

2.04.105 Procedures for filling council vacancies.

A. The council shall meet in a regular or special meeting to appoint a qualified person to fill a vacancy. The council may request that persons interested in filling the vacant seat write a letter of interest to be submitted to the city clerk by the specified deadline in the public notice of a council vacancy. The person submitting a letter of interest to fill a vacant council seat may attach any relevant information such as a resume to his or her letter of interest. The council shall nominate a qualified person to fill the vacant seat. If there is not a person qualified out of those persons who submitted a letter of interest to fill the vacant council seat, the council may nominate a qualified person who has not applied for the vacant council seat. Nominations for the vacant seat shall be made by a motion approved by the council. Once all nominations are made, councilmembers shall cast

votes simultaneously by written ballot for persons nominated. All of the ballots will be collected by the city clerk who shall thereafter publicly announce the vote of each councilmember. The person who receives a majority of the votes shall fill the vacant seat.

B. If none of the persons nominated receives a majority of votes in the first (1st) round of balloting, the procedure provided for in subsection [A](#) of this section shall be repeated no more than twice. If none of the persons nominated receives a majority of votes in the third (3rd) round of balloting, the vacancy shall be filled by a drawing of straws by the two (2) nominees who received the highest and second (2nd) highest number of votes. The nominee who draws the longest straw shall fill the vacant council seat. The mayor may designate a person to draw straws for any absent candidate.

C. If it is not possible to determine the nominees with the two (2) highest vote counts because of a tie in votes between the nominees who have the second (2nd) highest number of votes in the third (3rd) round of balloting, the seat shall be filled by a drawing of straws conducted in accordance with subsection [B](#) of this section by the person who received the highest number of votes and the persons who tied for second (2nd) place. If there is a tie vote between the nominees who have the highest number of votes in the third (3rd) round of balloting, the seat shall be filled by a drawing of straws by these nominees conducted in accordance with subsection [B](#) of this section.

D. The mayor shall publicly announce which person drew the longest straw and that person shall fill the vacant council seat. [Ord. 02-08 § 5.]

The Bethel Municipal Code is current through Ordinance 19-16, passed August 13, 2019.

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

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

[Code Publishing Company](#)

Introduced by: Mayor Watson
Introduction Date: September 30, 2019
Public Hearing Date: October 8, 2019
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance 19-11 (e)

AN ORDINANCE AMENDING THE CITY OF BETHEL FISCAL YEAR 2020 BUDGET

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

SECTION 1. Classification. This is a non-codified Ordinance and shall not become part of the Bethel Municipal Code.

SECTION 2. Fiscal Year Budget Amendments. The following estimated revenues and expenditures are hereby appropriated for the corporate purposes and objects of the City of Bethel for Fiscal Year 2020.

WHEREAS, the City's Recruitment Firm has identified two applicants for City Manager and potentially three applicants for City Attorney;

WHEREAS, the Council will hold onsite interviews with each candidate in October;

WHEREAS, the City will be responsible for flight and accommodations for the applicants ~~and is interested in providing reasonable flight and accommodations for the spouse of each applicant;~~

A-1				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
10-51-522	Administration- Recruitment Costs	0	23,800 13,800	23,800 13,800
	Fund Balance		(23,800) (13,800)	

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

ENACTED THIS 8TH DAY OF OCTOBER 2019 BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

Fred Watson, Mayor

ATTEST:

Lori Strickler, City Clerk

City of Bethel, Alaska

Ordinance 19-11 (e)
1 of 1

CITY OF BETHEL

City Clerk's Office



Submitted by the City Clerk's Office

Estimated Cost for Recruitment Travel

The proposed Budget Ordinance presents the highest scenario possible with 10 people traveling and needing 2 nights of accommodations and three days of per diem. The estimates are based off the following amounts.

Per Person

Airline Tickets:	\$2,000
Meals:	\$60 (per day)
Lodging:	\$200 (per night)

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #19-19

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING CHAPTER 2.50, CITY OFFICERS GENERALLY AND REPEALING AND REPLACING 2.60, BOARD OF ETHICS IN THE BETHEL MUNICIPAL CODE

WHEREAS, the Bethel City Council, acting as the Board of Ethics finds the provisions of chapter 2.06 to be confusing and difficult to process;

WHEREAS, it is in the best interest of the community members and our public officials to have clear and concise code provisions to help ensure fair processing and evaluation of ethical complaints;

WHEREAS, the council further finds the submission of a complaint to an attorney acting as a hearing officer as opposed to a lay board, more ;

THEREFORE BE IT ORDAINED by the City Council of Bethel, Alaska, that the Bethel Municipal Code shall be amended and revised as follows:

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

SECTION 2. Amendment The Bethel Municipal Code Section 2.05, is amended as follows (new language is underlined and ~~old language is stricken out~~).

Chapter 2.05

CITY OFFICERS GENERALLY

Sections:

- 2.05.010 Definitions.
- 2.05.020 Oath.
- 2.05.030 Resignation.
- 2.05.040 Conflicts of interest and code of ethics – Generally.
- 2.05.050 Improper influence in grants, contracts, or leases.
- 2.05.060 Representative of the city of Bethel.
- 2.05.070 Outside employment restricted.

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

- 2.05.080 Report of financial and business interests.
- 2.05.090 Contents of statement.
- 2.05.100 Modified requirements for professionals.
- 2.05.110 Administration and inspection.
- 2.05.120 Records, public information.
- 2.05.130 Refusal or failure to disclose.
- 2.05.140 Application of state statutes.
- 2.05.150 Conflict of interest – Elected city officials.
- 2.05.160 Conflict of interest – Municipal employee.
- 2.05.170 Procedure for declaring potential conflicts of interest – City manager.
- 2.05.180 Conflict with collective bargaining agreement.
- 2.05.190 Employment prohibited.
- 2.05.200 Political activity.
- 2.05.210 Procedures for violation reporting.
- 2.05.220 Conformity to law.

2.05.010 Definitions.

As used in this chapter, the following definitions shall apply:

A. "Appointed body" means any municipal commission, board, or committee created by ordinance or resolution with members of the public appointed subject to the confirmation by the city council.

B. "Appointed official" means a board or commission member appointed by the mayor subject to confirmation by the city council.

C. "City official" means a person who holds elective office under the ordinances of the city, or who is a member of a board or commission whose appointment is subject to confirmation by the city council.

D. "Elected official" means a person holding an elective office subject to municipal elections under this code.

E. "Financial interest" includes the receipt of a pecuniary benefit or the expectation of a pecuniary benefit.

1. A financial interest of a person includes a financial interest of any member of the person's household.
2. A person has a financial interest in an organization if the person:
 - a. Has an ownership interest in the organization; or
 - b. Is a director, officer or employee of the organization.

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

3. Whether a financial interest is substantial is determined on a case-by-case basis.

F. "Hired consultant and contractors" means a person or organization hired by the city as an independent contractor and not as an employee.

G. "Immediate family member" means:

1. The spouse of the person;
2. Another person cohabiting with the person in a conjugal relationship that is not a legal marriage;
3. A child, including a stepchild and an adoptive child, of the person;
4. A parent, sibling, grandparent, aunt or uncle of the person; and
5. A parent or sibling of the person's spouse.

H. "Municipal employee" means any person employed by the city, whether full time or part time, temporary or permanent, but excluding elected officials and appointed officials.

I. "Municipal officer" includes the city manager, city attorney and city clerk.

J. "Source of income" means an employer or other person or entity paying compensation, dividends, or interest, directly or indirectly, for services, products, or investments. If the income being reported is derived from employment by a sole proprietorship, partnership, or corporation in which the reporting person, the spouse or children, or a combination of them holds a controlling interest, that proprietorship, partnership, or corporation may be designated as the source of income without specifying clients or customers if the business is one that is normally conducted on a cash basis and typically does not keep records of individual customers. In all other cases, the clients or customers of the proprietorship, partnership, or corporation shall be listed as sources of income of the person whose income is being reported, whose spouse, children, or a combination of them holds a controlling interest.

2.05.020 Oath.

All municipal officers and city officials shall, before entering upon the duties of their office, individually take an oath, in writing, to honestly, faithfully, and impartially perform and discharge the duties of his or her office and trust. This oath shall be filed in their personnel file.

2.05.0XX Prohibited conduct.

A. Municipal employees and city officials may not discriminate, harass, bully or engage in abusive conduct or retaliate against another individual while in their official capacity.

City of Bethel, Alaska

Ordinance #19-19

3 of 30

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

B. A council member shall not make false statements on which the council, city staff or other agencies rely to establish policy or make important decisions. A council member violates this rule if he/she knows it is untrue, or if the person has knowledge that would lead a reasonable person of ordinary prudence to conclude that the statement is untrue.

C. A council member shall not divulge confidential information until or unless:

1. The council itself has made the information public; or
2. The reason for the confidentiality has passed.

2.05.030 Resignation.

Resignations of municipal officers and city officials shall be made in writing and filed with the clerk. The clerk shall immediately notify the mayor or manager and city council. Municipal employees shall follow the resignation procedures in the city's personnel policies.

2.05.040 Conflicts of interest and code of ethics – Generally.

A. A person subject to the requirements of this chapter may not:

1. Use their official position or office for the primary purpose of obtaining personal financial gain or financial gain for an immediate family member or business with which the person is associated or in which the person owns stock. This provision does not apply to financial gain from salary under the terms of employment.
2. No city official shall use the implied authority of office or position for the purposes of unduly influencing the decision of others, or promoting a personal interest within the community. City officials will refrain from using their title except when duly representing the city in an authorized capacity. Unless duly appointed by the council to represent the interest of the full council, councilmembers shall refrain from implying their representation of the whole by the use of their title.
3. Solicit or receive money for advice or assistance given in the course of the officer's or employee's employment or relating to that employment.
4. Represent a client before the city council for a fee, except employee members of the unions pursuant to labor agreements.
5. Solicit or accept a gift if it can be reasonably inferred that the gift is intended to influence the elected official's independence of judgment in the exercise of official duties.

- a. An item is a "gift" under this subsection if it is:

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

- i. Money, an item of value, service, loan, travel or hospitality accommodation, entertainment, or employment; and
 - ii. Provided to an elected official, or to another person or entity designated by the elected official, for less than full value.
- b. Unless rebutted by other factors, food or beverage for immediate consumption is presumed not to be given under circumstances in which it could be reasonably inferred that they are intended to influence the elected official's independence of judgment in the exercise of official duties.
- c. The following unsolicited gifts are allowed; provided, that if disclosure is required, the gift disclosure form is timely filed with the municipal clerk within thirty (30) days of the receipt of the gift:
- i. Payment for a business meal offered as a courtesy in the context of municipal duties; provided, that such meals shall not be accepted on a basis so frequent from any one (1) source or a combination of sources as to raise an appearance of the use of the person's public position for private gain. No disclosure is required.
 - ii. A discount or price available to public sector officials generally, or to a large business category of public officials to which the elected officials belong. No disclosure is required.
 - iii. A monetary gift or award presented in recognition of meritorious, civic, or voluntary service, so long as presented by a recognized civic or nonprofit charitable organization presenting such a gift or award as part of an established tradition, and not given as financial inducement for official action. An elected official shall disclose a recognition gift or award in excess of one hundred fifty dollars (\$150).
 - iv. A perishable gift for immediate consumption or display, from member(s) of the public expressing general gratitude or holiday cheer. No disclosure is required.
 - v. In-state travel and hospitality discounts or accommodations offered or provided to an elected official shall be applied to any municipal expense for the travel. No disclosure is required. Out of state gifts of travel and hospitality related to providing or obtaining information primarily of matters related to the duties of the elected official are allowed. Gifts in this category in excess of two hundred fifty dollars (\$250) shall be disclosed to the council prior to acceptance.

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

d. Gifts that are not connected with the recipient's status as an elected official are outside the scope of this chapter and no disclosure is required.

6. No city official may vote on any question in which the member has a direct or indirect substantial financial interest. Direct or indirect financial interest shall be disclosed to the presiding officer prior to the discussion on the question, for a ruling on a request from the member with the financial interest to be excused from discussion vote. The decision of the presiding officer on a request by a member of the governing body or an appointed body to be excused from a vote may be overridden by the majority vote of the body. If there are not at least four (4) members in attendance who are qualified to vote, the matter shall be tabled until the next regular or special meeting at which four (4) members qualified to vote on the matter are in attendance.

7. No city official, municipal officer, appointed official or municipal employee shall participate in any official action in which he or she has a substantial financial interest. Prohibited participation includes voting as a member of the city council, taking part in debate, soliciting the vote of a member of the city council, or encouraging any municipal official or officer to act in a certain way.

8. No city official, municipal officer or municipal employee may disclose information he or she knows to be confidential concerning employees of the city, city property, city government, or other city affairs, including but not limited to confidential information disclosed during an executive session, unless authorized or required by law to do so.

B. Nothing in this section is intended to limit the scope of additional restrictions, prohibitions and disclosure requirements applicable to municipal employees, appointees and elected officials under this chapter.

2.05.050 Improper influence in grants, contracts, or leases.

A. A municipal officer or municipal employee, or immediate family member, may not attempt to acquire, receive, apply for, be a party to, or have a substantial personal or substantial financial interest in a city grant, contract, or lease if the municipal officer or public employee may take or withhold official action that affects the award, execution, or administration of the city grant, contract, or lease.

B. The prohibition in subsection A of this section does not apply to a city grant, contract, or lease competitively solicited unless the employee:

1. Is employed by the department or division awarding the grant, contract, or lease, or is employed by the department or division for which the grant, contract, or lease is let;

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

2. Takes official action with respect to the award, execution, or administration of the grant, contract, or lease.

C. A municipal employee shall report in writing to his/her supervisor any personal or financial interest held by the employee, or an immediate family member, in a city grant, contract, or lease that is awarded, executed, or administered by the department or division served by the employee.

D. The city council may provide a waiver from this section as provided in BMC 4.20.240.

2.05.060 Representative of the city of Bethel.

City officials, municipal officers, and municipal employees of the city of Bethel shall support the direction of the city council when representing the city of Bethel or acting on behalf of the city. All such individuals shall clearly make known any personal communication or action which contradicts city council direction as representing their own personal views and/or ideas.

2.05.070 Outside employment restricted.

Municipal employees shall not engage in any employment or self-employment which is incompatible with or in conflict with his/her public employment. A public employee who wishes to engage in other employment or self-employment shall request prior approval from the city manager. If the manager determines that the employment is not incompatible and is not in conflict with the proper discharge of official duties, the manager may give written approval. Any change in an employee's approved outside service or employment activities must be reported to the city manager. If the employee is the city manager, city attorney, or city clerk, the employee shall request approval from the city council, which will have the responsibility for determining compatibility, and, upon a determination that the services or employment are not incompatible or in conflict with official duties, may approve the services or employment in writing.

2.05.080 Report of financial and business interests.

A. A candidate for elective municipal office shall file a statement under oath with the city clerk, at the time of filing a nominating petition and declaration of candidacy, specifying the candidate's business interests and income sources, and shall file a similar statement of income sources and business interests with the city clerk not later than April fifteenth (15th) of each year that they hold office.

B. The city manager and any appointed councilmember and planning commissioner shall file a statement under oath with the city clerk, within thirty (30) days after appointment to office, specifying sources of business interests and income.

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

2.05.090 Contents of statement.

A. The statement filed by the city manager, elected official, planning commissioner or candidate under this chapter shall be an accurate representation of the financial affairs of the business interests and sources of income for the officer or the officer's immediate family, to the extent those sources of income or business interests are ascertainable by the officer or candidate.

B. The statement filed shall include the following information relating to the filer's immediate family living in the household excluding filer's dependent children:

1. The source of all income of five thousand dollars (\$5,000) during the preceding calendar year, including taxable capital gains, except that a source of income that is a gift must be included if the value of the gift exceeds two hundred fifty dollars (\$250);
2. The name and address of each business entity owned or in which an interest was held during the preceding calendar year, including a statement of the nature of the interest owned or held, except that an interest held in a retirement account or an interest of less than five thousand dollars (\$5,000) in the stock of a publicly traded corporation need not be included;
3. The name and address of each business in which the filer is an officer, director, manager, or employee during the preceding calendar year;
4. The identity and nature of each interest in real property located within the city limits, including an option to buy, owned at any time during the preceding calendar year;
5. A list of all contracts, bids, or offers to contract with the city during the preceding year, including those made through a proprietorship, partnership, or corporation in which the filer or an immediate family member, or a combination of them, holds a controlling interest.

2.05.100 Modified requirements for professionals.

Notwithstanding other provisions of this chapter, medical and psychiatric doctors, attorneys, psychologists or other professionals are not required to disclose as sources of income the names of individual patients or clients who receive professional services normally considered to be confidential. This exemption shall not apply to the identity of any corporation or other business entity having a contract with the professional producing income of five thousand dollars (\$5,000) or more for services to its members or a defined group, nor to the identity of clients receiving services that do not fall within the candidate's or official's field of professional expertise.

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

2.05.110 Administration and inspection.

The city clerk shall administer the provisions of this chapter. The clerk shall prepare and keep available for distribution standardized forms on which the reports required by this chapter shall be filed. The city clerk may make such alterations to the forms as may be necessary.

2.05.120 Records, public information.

All statements required to be filed by this chapter are public records.

2.05.130 Refusal or failure to disclose.

A. If a candidate fails or refuses to file the statement required by this chapter, his or her filing shall be refused or, if previously accepted, shall be returned and his or her name shall be withheld or removed from the filing records of candidates.

B. A person who refuses or knowingly fails to make a required disclosure of information as provided in this chapter or who files a statement containing false or misleading information knowing it to be false or misleading shall be guilty of a violation and upon conviction is punishable by a fine as provided for violations in Chapter 1.08 BMC and may be removed from the office in which they are seated.

2.05.140 Application of state statutes.

A. Nothing in this chapter is intended to curtail, modify, or otherwise circumvent the application of the Alaska Statutes to any conduct involving bribery or other offenses against public administration.

B. All municipal officers as defined by AS 39.50 are exempt from the provisions of AS 39.50 relating to conflicts of interest or financial disclosures.

2.05.150 Conflict of interest – Elected city officials.

A. Except as provided herein a city official may not participate in any official action in which the official or a member of the official's immediate family has a substantial financial interest. For purposes of this section participation shall not include discussing the matter with city officials or addressing the city council as a private citizen, but shall include voting and participating in the debate as a councilmember.

B. A city official shall disclose any substantial financial interest in any matter before the body, prior to debating or voting upon the matter. Any official of the body may raise a question concerning another member's financial interests, in which case the member in question shall disclose relevant facts concerning the official's financial interests in the subject of the action.

C. Whether the direct or indirect financial interest is substantial shall be determined by the presiding officer on a case-by-case basis, with evaluation of these factors:

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

1. Whether the financial interest is a substantial part of the consideration;
2. Whether the financial interest directly and substantially varies with the outcome of the official action;
3. Whether the financial interest is immediate and known or conjectural and dependent on the factors beyond the official action;
4. Whether the financial or private interest is monetarily significant;
5. Other factors deemed appropriate by the presiding officer under the specifics of the disclosure and the nature of the action taken before the council body, or commission.

D. After a city official has made known any substantial financial interest in any question to be voted upon by the body:

1. The officer shall ask to be excused from the debate and vote on the matter;
2. The presiding officer shall rule on the request;
3. The decision of the presiding officer shall be final unless overridden by a majority vote of the body.

E. In the event that the official with a substantial financial interest is the presiding officer, the request shall be ruled upon by a vote of the body. An official may not participate in the matter if the presiding officer or a majority vote of the body determines the financial interest is substantial. Neither the city official making the request nor any other city official, who has disclosed a similar or related interest in the same matter, may rule on any member's request to be excused from voting on the matter or vote on the question of overriding such a ruling.

2.05.160 Conflict of interest – Municipal employee.

A municipal employee shall not participate in an official action in which the employee or a member of the employee's immediate family has a substantial financial or private interest. A municipal employee shall disclose, in written narrative form, to their supervisor the employee's financial or private interest in official action and the financial or private interest of any member of the employee's immediate family as defined in BMC 2.05.010(E), if the employee's duties could influence the official action.

A. Whether the municipal employee is prohibited from participation in official action due to substantial financial or private interest shall be determined by the city manager with evaluation of these factors:

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

1. Whether the financial or private interest held by the employee or a family member is a substantial part of the official action under consideration;
2. Whether the financial or private interest varies directly and substantially with the outcome of the official action;
3. Whether the financial or private interest is monetarily significant;
4. Whether the public disclosure requirements applicable to municipal employees under this chapter have been fully met;
5. Whether public disclosure of the municipal employee's financial or private interest and management of the potential for conflict of interest are sufficient to maintain the integrity of the decision making process.

B. The determination of the city manager shall be filed with the municipal clerk as a public record.

C. A complaint to the city manager or mayor for conflict of interest based on substantial financial or private interest in official action by a municipal employee shall be filed as a notice of potential violation under BMC 2.05.210.

2.05.170 Procedure for declaring potential conflicts of interest – City manager.

The city manager who has or may have a substantial financial interest in an official action shall disclose the facts concerning the manager's financial interests to the city council prior to taking any official action. If the city council determines the manager has a substantial financial interest in the action, the city council shall excuse the manager and assign another city employee to the matter.

2.05.180 Conflict with collective bargaining agreement.

In the event any section or provision in this chapter conflicts with an applicable collective bargaining agreement for a public employee, the collective bargaining agreement shall control with respect to that employee.

2.05.190 Employment prohibited.

No member of the council may be employed by the city in any capacity within a twelve- (12-) month period immediately following the term of that individual unless the member is employed as a hired consultant or contractor and a waiver has been provided by the city council as described in BMC 4.20.240.

2.05.200 Political activity.

The following limitations shall apply to political activity:

A. Departments, boards, and commissions of municipal government shall not:

City of Bethel, Alaska

Ordinance #19-19
11 of 30

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

1. Expend municipal funds for the support, opposition or endorsement of candidates for any elected government office.
2. Expend municipal funds for paid advertisement which advocates or promotes a particular position, or solicits members of the public to advocate or promote a particular position, on legislation or other action pending before the council.
3. Permit an administrative division of municipal government to endorse or oppose candidates for elected federal, state, municipal or other local office even if such endorsement does not include expenditure of funds. This prohibition applies to municipal employees while on duty and to the use of municipal property or facilities in a manner not made available to members of the public.
4. Authorize that money held by the municipality be used to influence the outcome of an election, except as permitted by state law under AS 15.13.145.
5. Actively campaign or prepare, publish, broadcast, or distribute by any means material of a partisan nature on any ballot measure, including referendums, initiatives, bond issues or other special elections.

B. Subject to restrictions in AS 15.13.145 on the use and expenditure of municipal funds to influence the outcome of a ballot proposition or question, the city manager may designate in advance, in writing, one (1) or more executive employees to appear before the council, appointed public bodies of the municipality, community councils, civic organizations, and media representatives in support of or in opposition to any ballot measure coming before the voters in a municipal election. The designated executive employees shall be selected from among the employees with principal responsibility for carrying out policies and programs relevant to the ballot measure.

C. The limitation against dissemination of partisan materials on bond measures does not apply to municipal employees asked to assist an elected official in the preparation of ballot measures or to respond to inquiries from an elected official concerning any ballot measure.

D. A municipal employee shall not serve as a member of the Bethel city council or in elective office of the state, federal, or another local government. A municipal employee who is elected to one (1) of these offices shall resign immediately from municipal employment.

E. For purposes of this section, public safety volunteers, hired consultants or contractors are not considered municipal employees (BMC 3.64.060).

2.05.210 Advisory opinions

A. Upon the written request of an elected official or municipal officer, the city attorney shall issue an advisory opinion interpreting this chapter. The requester shall supply any additional information requested by the city attorney in order to issue the opinion.

B. The city attorney may offer oral advice if delay would cause substantial inconvenience or detriment to the requester. Within two (2) working days after providing the oral advice, the city attorney shall provide a brief written statement summarizing its contents.

C. The city attorney may reconsider, revoke, or modify an advisory opinion at any time.

D. A request for advice made under subsection (a) of this section is confidential to the extent permitted by law unless the subject of the opinion waives confidentiality and authorizes in writing the release of the request or the full text of the advisory opinion.

E. The city attorney shall make the advisory opinion issued under this section available for public inspection with sufficient deletions to prevent disclosure of the persons whose identities are confidential under subsection (d) of this section.

2.05.220 Immunity.

A city official or municipal officer is not liable under this chapter for an action carried out in accordance with the advice of the city attorney issued under 2.05.xxx, Advisory opinion if the official or officer fully disclosed all relevant facts reasonably necessary to the issuance of the advice.

2.05.210 Procedures for violation reporting.

~~A. Any person who believes that violation of any portion of this chapter has occurred may file a written complaint of potential violation with the city clerk's office.~~

~~B. All written complaints of potential violation submitted under this chapter shall be signed by the person submitting the complaint. A written complaint of potential violation shall state the address and telephone number of the person filing the complaint, identify the respondent, and affirm to the best of the person's knowledge and belief the facts alleged in the complaint of potential violation signed by the person are true. The person filing the complaint of potential violation shall identify the section of this chapter the person believes was violated, state why the person signing the~~

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

~~complaint of potential violation believes the facts alleged constitute a violation of that section and identify any documentary or testimonial evidence the person filing the complaint believes is in support of the notification of potential violation.~~

2.05.220 230 Conformity to law.

If any section or provision of this chapter is held to be contrary to law by a court of competent jurisdiction or by action of the Alaska State Legislature, that section or provision shall be deemed invalid. All other sections and provisions of this chapter shall continue in full force and effect.

SECTION 3. Repeal and Replacement. Bethel Municipal Code Section 2.06, repealed and replaced as follows old language is stricken out.

~~Chapter 2.06~~

~~BOARD OF ETHICS~~

Sections:

- ~~2.06.010 Board of ethics established—General provisions.~~
- ~~2.06.020 Function and authority.~~
- ~~2.06.030 Confidentiality—Initial review.~~
- ~~2.06.040 Disclosure of complaint of potential violation prohibited.~~
- ~~2.06.050 Conduct of investigation and standard of proof.~~
- ~~2.06.060 Deliberations of the board.~~
- ~~2.06.070 Board member disclosures.~~
- ~~2.06.080 Duty of cooperation.~~
- ~~2.06.090 Decisions on the record.~~
- ~~2.06.100 Timely completion.~~
- ~~2.06.110 Sanctions, civil penalties and remedies.~~
- ~~2.06.120 Record of proceedings and public record.~~
- ~~2.06.130 Settlement of complaints.~~

~~2.06.010 Board of ethics established—General provisions.~~

~~A. There is hereby established a board of ethics.~~

~~B. The board shall be comprised of all members of the city council. The mayor, or the vice mayor in the mayor's absence, will serve as presiding officer of the board. In the absence of both, the members of the board shall elect a presiding officer from among its members.~~

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

~~C. The city attorney or other legal counsel for the board may assist the board at every stage of the proceedings, but shall have no vote.~~

~~D. A quorum of the board shall be a majority of all members who are not excused for cause, such as being the complainant, the respondent, a witness, having a conflict of interest, or other for cause recusal. However, in no event may a quorum be less than three (3).~~

~~E. Decisions of the board shall be adopted by a majority of the members who are qualified to act on the matter, where a quorum is present.~~

~~F. Unless the board delegates such authority to another member or decides that no one shall have such authority, the presiding officer shall have authority to make procedural decisions between board meetings on behalf of the board. Examples of matters that may be decided by such delegate include scheduling hearings and other matters, establishing pre-hearing requirements and filing deadlines for motions, exhibits, witness lists, hearing briefs, and deciding other procedural matters.~~

~~G. The presiding officer shall vote on every question, unless required to abstain for cause, and shall not have power to veto any action of the board. [Ord. 13-04 § 2.]~~

~~2.06.020 Function and authority.~~

~~The board of ethics has authority to perform the following functions:~~

~~A. Investigate reported violations of Chapter 2.05-BMC.~~

~~B. Hear and decide written complaints of violations of Chapter 2.05-BMC.~~

~~C. Hear and decide on requests for exceptions as specified in Chapter 2.05-BMC.~~

~~D. Make findings and recommendations concerning sanctions, civil penalties and remedies for violations as provided in this code.~~

~~E. Adopt recommended policies and procedures governing the board's conduct of business.~~

~~F. Upon application of the complainant, respondent, or at the board's discretion, compel, by subpoena, the appearance and sworn testimony at a specified time and place of a person the board reasonably believes may be able to provide information relating to a matter under investigation by the board or the production of documents, records or other items the board reasonably believes may relate to the matter under consideration.~~

~~G. Administer oaths and receive testimony from witnesses appearing before the board.~~

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

~~H. Request city agencies to cooperate with the board in the exercise of the board's jurisdiction.~~

~~I. Request the advising attorney to seek assistance of the district or superior court to enforce the board's subpoena.~~

~~J. Conduct investigative hearings in executive session, pursuant to notifications alleging violations of matters within the authority of the board.~~

~~2.06.030—Confidentiality—Initial review.~~

~~A. Each written complaint of a violation of Chapter 2.05 BMC received by the city manager or mayor shall be submitted to the clerk's office and be assigned an identification number, which shall be used in lieu of names when referring to the complaint to maintain confidentiality. The city manager, city attorney, city clerk and the board shall keep all written complaints of potential violation confidential during investigation and the board's deliberative process. Complaints of potential violation may be disclosed only to the staff members of the city clerk's office providing administrative support to the board, members of the board, and legal counsel. Upon receipt of a notification of potential violation, the board shall, at its next scheduled meeting or earlier, as determined by the board chair, review the complaint of potential violation in executive session and determine if further action on the notification of potential violation is warranted.~~

~~B. If the board determines the facts alleged in the notification of potential violation, even if proven, do not constitute a violation, or that the board lacks jurisdiction to address the complaint of potential violation, the board shall return the complaint of potential violation to the complaining party or it may recommend to the person filing the complaint that it be amended and refiled. Notifications of potential violation returned without further action shall remain confidential.~~

~~C. If the board determines the allegation in a complaint of potential violation, if proven, may constitute a violation of a matter within the board's jurisdiction, the board shall:~~

~~1. Request and receive assistance from legal counsel to assist the board in all further deliberative processes, investigations and reports;~~

~~2. Give the respondent a copy of the complaint of potential violation, along with a copy of the outline of the board's process under this chapter, including notice that the respondent may choose to hold the proceeding in public and may be represented by legal counsel of respondent's choosing and at respondent's own expense; and~~

~~3. Notify both the person submitting the complaint of potential violation and respondent of the date(s) on which each may be requested to meet with the board;~~

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

~~present documentary or testimonial evidence, and assist the board in resolving the potential violation.~~

~~2.06.040—Disclosure of complaint of potential violation prohibited.~~

~~A complaint of potential violation of Chapter 2.05 BMC is confidential until the board completes a written report for distribution as a public record.~~

~~A. No person, including the complainant, shall knowingly disclose to another person, or otherwise make public in violation of this chapter, the contents of a complaint of potential violation filed with the board, unless:~~

~~1. The respondent elects to proceed in public; or~~

~~2. The written report of the board is electronically published by the city clerk.~~

~~B. Breach of confidentiality required by any provision of this chapter is a violation of this chapter subject to punishment.~~

~~C. Any person involved with a complaint of potential violation, including the filer of the complaint, shall keep the matter confidential. The confidentiality extends from the filing of the complaint and shall continue until the matter is concluded and made public. Maintaining confidentiality is essential to allowing for a neutral investigation into the matter. If the board finds that any person has violated the confidentiality of a complaint of potential violation, the board shall refer the matter for investigation. If a person is found to have breached confidentiality, they shall be subject to sanctions of three hundred dollars (\$300) for a first (1st) offense, five hundred dollars (\$500) for a second (2nd) offense and one thousand dollars (\$1,000) for each subsequent offense.~~

~~D. Public disclosure resulting from corrective action under this chapter is not a violation of this section. [Ord. 13-04 § 2.]~~

~~2.06.050 Conduct of investigation and standard of proof.~~

~~The board's investigation shall be conducted in executive session, unless the respondent requests it be held in a public session. The respondent and the person who filed the complaint, and their counsel, if any, may be present in executive session while the investigation is being conducted.~~

~~A. The respondent and the person who filed the complaint of potential violation may identify other individuals and documents that each would like the board to interview and review.~~

~~B. If an individual with information bearing on the complaint of potential violation is unwilling to come forward with information, the respondent and the person who filed~~

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

~~the complaint of potential violation may each request the board to subpoena the person and any documentary evidence.~~

~~C. Persons appearing before the board may be represented by counsel or other person serving in a representative capacity.~~

~~D. The board may question the respondent, the person who filed the complaint of potential violation, and other persons appearing before the board.~~

~~E. The board may solicit questions and testimony from the person filing the complaint of potential violation, the respondent and other persons appearing for the purpose of providing information to the board. The board may solicit questions from counsel present to represent persons appearing before the board, but all questions during the board's investigation shall be posed through and by a member of the board. Consistent with due process, the board may limit or prohibit questions suggested to the board by or on behalf of persons appearing before the board.~~

~~F. The standard of proof to be applied by the board in determining a violation under Chapter 2.05 BMC is proof by a preponderance of the evidence.~~

~~G. Technical rules of evidence do not apply, but the findings of the board shall be based upon substantial evidence, which means reliable and relevant information presented to the board.~~

~~H. The board's findings shall be binding.~~

~~I. When the board's investigation is conducted in executive session, the public shall be excluded and the session shall be electronically recorded. The recording shall be available for access as a public record after publication by the city clerk of the proposed resolution and settlement under BMC 2.06.110. [Ord. 13-04 § 2.]~~

~~2.06.060—Deliberations of the board.~~

~~A. Deliberations of the board shall be conducted in executive session.~~

~~B. The deliberations of the board shall not be recorded.~~

~~C. The respondent, the person filing the complaint, and their counsel shall be excluded from the deliberations. The board's legal counsel may attend the deliberations.~~

~~D. The board shall reconvene in open session when deliberations are complete. [Ord. 13-04 § 2.]~~

~~2.06.070 Board member disclosures.~~

~~When an investigation is convened in executive session to determine whether the respondent has violated Chapter 2.05 BMC, the board members will be requested to~~

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

~~disclose any conflict of interest, ex parte communications, or other facts that may affect their qualification to hear the matter. After such a disclosure, the other members of the board shall determine whether a member shall be excused for cause. [Ord. 13-04 § 2.]~~

~~2.06.080 — Duty of cooperation.~~

~~A city official or the city manager subject to a complaint of a violation shall work cooperatively with the city clerk to establish a hearing date and shall appear at the place and time set for the hearing, regardless of the respondent's intentions concerning defense or exercise of other rights. Failure to appear, except when failure results from a serious condition or event that prevented the respondent's appearance, is a breach of respondent's duties under this chapter and in itself may result in a summary finding of violation by the board and imposition of remedies, penalties and disciplinary action under BMC 2.06.110. Nothing in this section shall prevent the rescheduling of a hearing for cause upon written request of the respondent or the complainant. [Ord. 13-04 § 2.]~~

~~2.06.090 Decisions on the record.~~

~~Using the identification number of the complaint of potential violation, the board shall vote in open session on these questions:~~

~~A. Whether the board finds by a preponderance of the evidence one (1) or more violations within the jurisdiction of the board; and~~

~~B. Whether the board recommends further administrative or remedial actions; and~~

~~C. What specific sanctions, corrective actions or referrals, if any, the board recommends.~~

~~D. If the board does not find a violation under Chapter 2.05 BMC, the board shall prepare a confidential statement of closure listing the complainant and respondent, the assigned identification number, the allegations, the hearing date, and the finding that no allegation was substantiated by the board in whole or in part, and the date of board closure. At the sole discretion of the respondent, the board may release the statement of closure as a public document. [Ord. 13-04 § 2.]~~

~~2.06.100 — Timely completion.~~

~~The board shall complete action on a complaint of potential violation and investigations within ninety (90) days of the filing of the complaint of potential violation. By a majority vote, the board may extend the completion date for up to an additional ninety (90) days, or longer for good cause shown. [Ord. 13-04 § 2.]~~

~~2.06.110 Sanctions, civil penalties and remedies.~~

~~Upon conviction for any violation of Chapter 2.05 BMC or after an investigation conducted by the board under this chapter, the board may impose (or recommend in~~

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

~~the case of subsection A of this section) as a sanction, penalty, or remedy any or all of the following, as appropriate to the seriousness of the violation:~~

~~A. A recommendation to the city council that the office of a city councilmember or the position of city manager be declared vacant for a serious violation that is (1) flagrant or (2) willful and knowing.~~

~~B. A member of a board or commission may be removed from the board or commission.~~

~~C. A public or private reprimand may be given to the official.~~

~~D. The official may be ordered to refrain from voting, deliberating, or participating in any matter in violation of Chapter 2.05 BMC.~~

~~E. The committee assignments of an official may be revoked.~~

~~F. An official's privilege to travel at city expense on city business may be revoked or restricted.~~

~~G. A contract, or transaction or appointment, which was the subject of an official act or action of the city that involved the violation of a provision of Chapter 2.05 BMC, may be voided or terminated.~~

~~H. The official must forfeit or make restitution of any financial benefit received as a consequence of a violation of Chapter 2.05 BMC.~~

~~I. A civil fine of not more than one thousand dollars (\$1,000) per violation may be imposed. [Ord. 13-04 § 2.]~~

~~2.06.120 Record of proceedings and public record.~~

~~Permanent records and minutes shall be kept of board's proceedings. Such minutes shall record the vote of each member upon every question. Every decision or finding shall immediately be filed in the office of the city clerk, and shall be a public record open to inspection by any person. Every finding and recommendation shall be directed to the city council at the earliest possible date. [Ord. 13-04 § 2.]~~

~~2.06.130 Settlement of complaints.~~

~~A. The respondent in any case accepted for investigation may propose a resolution and settlement of the complaint. A proposed resolution and settlement will include the admitted violation of Chapter 2.05 BMC; the remedial actions agreed to by the respondent subject to the city council's concurrence; any proposed preventive actions to be undertaken to avoid similar violation by respondent or others in the future; and other matters required by the board.~~

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

~~B. A proposed resolution and settlement is subject to approval by the board and has no effect unless approved by the board. The board will give the complaining person the opportunity to review and comment on the proposed resolution and settlement prior to approving it. Until approved by the board, a proposed resolution and settlement must be kept confidential.~~

~~C. The proposed resolution and settlement becomes public record upon final approval by the board. [Ord. 13-04 § 2.]~~

Chapter 2.06

BOARD OF ETHICS

2.06.010 Filing of the complaint, content and limitation of action.

A. Any person or entity, may file a complaint of unethical conduct of a city official, or municipal employee to the Board of Ethics by delivering to the City Clerk's Office a complaint alleging facts which, if true, would constitute a violation of Bethel Municipal Code 2.05.

B. A complaint shall:

1. Identify the section of the code of ethics alleged to have been violated and substantiate the complaint by providing a written explanation of the reason for believing that a violation has occurred with any documentary and testimonial evidence supporting the allegation.
2. Be signed and affirmed by the complainant.
3. Be filed within one year of the alleged violation.

C. Procedures.

1. When the complaint is filed in the City Clerk's Office, the city clerk shall;
 - a. date, number and log the confidential complaint.
 - b. send a copy of the complaint and attached document to the respondent with notice of the confidentiality requirements.

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

2. The city clerk shall contact a hearing officer for appointment to screen the complaint. The hearing officer may request through the city clerk, public background material associated with the complaint.

3. The city clerk shall prepare and maintain a confidential file available only to the hearing officer and the respondent, which contains a copy of the complaint and associated documentation used by the hearing officer in their screening.

2.06.020 Settlement of complaint.

A. A resolution and settlement of any complaint may be presented at any time prior to the decision of the board and upon agreement of the parties and approval of the board.

B. A proposed resolution and settlement shall include remedial actions agreed to by the respondent; and any proposed preventative actions to be undertaken to avoid similar violation by respondent or others in the future.

C. A proposed resolution and settlement is has no effect unless approved by the board. The board will give the complaining person the opportunity to review and comment on the proposed resolution and settlement prior to approving it. Until approved by the board, a proposed resolution and settlement must be kept confidential.

D. The proposed resolution and settlement becomes public record upon final approval by the board.

2.06.030 Confidentiality.

A. The filing of a complaint and information gathered or obtained by the hearing officer during the screening, will take place under a confidential process. Confidentiality shall be maintained by the complainant, the respondent, the hearing officer, the board, the clerk, and all contacted municipal officials from the filing of the complaint, until such time the hearing officer has determined probable cause. If the hearing officer does not determine probable cause, the complaint shall remain confidential.

B. All third parties contacted who are not municipal officials shall be asked to maintain confidentiality.

C. All portions of board meetings held solely to make a decision are confidential and are held in closed adjudicatory session.

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

D. It is not a violation of this section for a person to contact an attorney or to participate in a criminal investigation.

E. The respondent may, in writing, wave the confidentially protection of this section as to the complaint, the response and associated documentation.

F. Prior to a determination of probable cause, if confidential provisions of this chapter are violated by anyone other than the respondent or the respondent's witness(s), the complaint shall be dismissed with prejudice.

2.06.040 Screening of the complaint.

A. The Hearing Officer shall within seven days review and screen each complaint forwarded to them to determine whether it contains allegations, which if true could constitute conduct in violation of Chapters 2.05.

B. The hearing officer shall then screen the complaint in closed adjudicatory session. The hearing officer's request for information to the city clerk and the responses shall be kept confidential between the hearing officer, the respondent and the city clerk's office.

C. After the screening, the hearing officer shall, by formal written order either accept the complaint in whole or in part or, reject the complaint in its entirety or remand the complaint to the appropriate agency. The formal order shall contain the hearing officer's findings and recommendations.

1. If the hearing officer accepts a complaint, in part or in whole, the clerk shall notify the complainant and respondent of the acceptance of the complaint.

a. The hearing officer through the city clerk's office shall request the respondent to provide full and fair disclosure of all facts and circumstances pertaining to the alleged violation(s). Misrepresentation of material facts in a response to the hearing officer from the respondent is a violation of this code. The respondent shall provide a response to the request through the city clerk's office within 10 calendar days filing period after notice of the hearing officer's acceptance of a complaint. If the 10-day filing period for response has expired, and no response has been received from the respondent, the clerk shall provide notice of lack of response to the hearing officer who shall proceed in determining probable causes.

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

b. After the 10-day filling period for the respondent has closed, the hearing officer may continue with the investigation for up to an additional 10 days or may immediately proceed to determining probable cause.

2. If the hearing officer rejects the complaint, the city clerk shall within 10 calendar days from the decision, forward the written order of the hearing officer's rejection and a copy of the complaint to the complainant and respondent. All material associated with the rejected complaint shall be held confidentially unless the respondent waives the confidentiality protection.

3. If the hearing officer find allegations of a violation of municipal, state, or federal law outside the board's authority they shall reject the complaint in whole or in part and refer the complaint to the appropriate agency. If the complaint that is rejected shall be held confidentially and the referred complaint and associated documents shall be subject to public disclosure in accordance with or imposed by other provisions of law.

D. If an individual or entity files two or more complaints rejected by a hearing officer and directed at the same individual, the hearing officer may make a recommendation to the board of ethics if in their opinion the rejected complaints are for the purpose of harassment or to otherwise cause the individual public shame or embarrassment.

2.06.050 Probable cause for hearing.

A. The hearing officer shall consider all information gathered and determine whether there is probable cause to believe that a violation within the board's jurisdiction has occurred.

B. If probable cause is not found, all parties are notified and the information gathered for the screening remains confidential unless the respondent provides a written waiver of the release of confidentiality rights.

C. If probable cause is determined by the hearing officer the city clerk shall schedule a hearing with the board within 45 days of the hearing officer's formal written order. The chair may rule on a request for continuance or extension of the hearing date without calling a board meeting as long as there has been an opportunity for the other party to respond to the request for continuance. The continuance may be granted for good cause. The chair's determination shall be in writing and shall specify the date to which the deadline has been changed or the time frame which has been extended.

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

2.06.060 Procedures for hearing notification and the hearing record.

A. The notice of hearing shall be sent out by the city clerk to the complainant, respondent and the board and shall include:

1. The Complaint;
2. Documents submitted to the hearing officer in their screening of the complaint;
3. The hearing officer's formal written order;
4. Listing of relevant Bethel Municipal Code Chapters;
5. Notice that the parties may be represented by legal counsel at their own expense;
6. Notice of the hearing material filing deadline, which shall be at least 20 days prior to the hearing date. Material filing may include written arguments and exhibits. Submissions shall become part of the record and shall be mailed or personally served to the board members and the parties within seven business days after the written arguments and exhibits are due.
 - a. Any hearing material not filed by the deadline shall not be accepted by the city clerk. Evidence may be submitted at the time of the hearing if the board chair determines that the evidence was not discovered or could not have been obtained prior to the material filing deadline, or if the evidence is relevant and it is in the interest of justice that it be considered.
7. Notice of filing deadline for witness lists which shall be at least 20 days prior to the hearing date. Within five days after receipt of witness lists and requests for subpoenas, the city clerk shall serve the parties. Upon request by a party, the chair, on the board's behalf, may issue subpoenas as follows:
 - a. the parties may summon witnesses and request the production of records, books, and papers by the issuance of subpoenas;
 - b. subpoenas shall be served as prescribed by Rule 45 of the Alaska Rules of Civil Procedure. Failure of any person to comply with a subpoena or order issued by the board is a violation of city code. Remedies, enforcement actions and penalties for such violations shall be consistent with the terms of BMC Chapter 1.08. Such remedies are not exclusive and the city may

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

pursue any and all legal and equitable remedies available under law necessary to enforce such subpoenas and orders, including application to superior court.

8. Notice of the party's ability to settle the complaint as provided under BMC 2.06.020.
9. The board shall dispose of a complaint within 90 calendar days from the hearing officer's formal written order.

2.06.070 Board of ethics established.

A. There is hereby established a board of ethics.

B. The board shall be comprised of five members and one alternate member appointed by the mayor and confirmed by the council. At a minimum, one member of the board shall be a licensed attorney. Each member appointed and confirmed must be qualified in accordance with BMC 2.52.040. The alternate member shall have all the powers and duties of a regular member only while serving as a replacement for a regular member.

C. Members of the board shall not:

1. Hold other elected office, appointed position with the city or political party office;
2. Endorse or engage in any political or campaign activity on behalf of any candidate for public office; and

D. The members of the board shall annually elect a chair from among its members. If the chair is absent or has a conflict, the members shall elect another member to sit as presiding officer of that hearing.

E. A quorum of the board shall be a majority of all members who are not excused for cause, such as being the complainant, the respondent, a witness, having a conflict of interest, or other for cause recusal. However, in no event may a quorum be less than three (3).

F. In the event a quorum cannot be met due to disqualification of members, the case documentation and information shall be considered solely by a hearing officer.

G. Decisions of the board shall be adopted by a majority of the members who are qualified to act on the matter, where a quorum is present.

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

H. Unless the board delegates such authority to another member, the presiding officer shall have authority to make procedural decisions between board meetings on behalf of the board. Examples of matters that may be decided by such delegate include scheduling hearings, establishing pre-hearing requirements and filing deadlines for exhibits, witness lists, and deciding other procedural matters.

I. The presiding officer shall vote on every question, unless required to abstain for cause, and shall not have power to veto any action of the board.

J. Meetings of the board may be called by the chair or three members.

2.06.080 Function and authority.

The board of ethics has authority to perform the following functions:

A. Prescribe and promulgate rules and regulations governing its own internal organization and procedures in a manner consistent with this code;

B. Administer oaths, hold hearings, and take testimony, issue subpoenas, and consider and accept stipulations or possible settlement agreements, recommend disciplinary action to the appropriate appointing authority, assess penalties, and make referrals;

C. Make recommendations to the city council for amendments to Chapters 2.05 and 2.06.

2.06.090 Hearing procedures.

A. The board chair shall preside over the hearing and shall make all rulings on issues of procedure, continuances, form and conduct of the hearing and admissibility of evidence. Evidence not filed by the material filing deadline should only be accepted by the chair if the evidence was not discovered or could not have been obtained prior to the material filing deadline, or if the evidence is relevant and it is in the interest of justice that it be considered.

B. The chair may limit testimony by any person to reduce cumulative or repetitive testimony. The chair may vary the hearing procedures as long as the parties are afforded a fair and reasonable opportunity to be heard.

C. Technical rules of evidence do not apply, but the board's findings shall be based upon reliable and relevant evidence. All testimony and other evidence taken at the hearing shall be recorded and retained according to applicable records retention schedules.

D. The parties may each have the opportunity to be heard, and cross-examine witness, who shall testify under oath.

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

E. The hearing shall be subject to the following order:

1. Introduction of the case by the chair;
2. Opening statement by complainant;
3. Opening statement by respondent;
4. Complainant witnesses:
 - a. Complainant questions witnesses
 - b. Respondent may cross-examine the complainant's witnesses;
 - c. Board members may ask questions of the complainant's witnesses;
5. Respondent's witnesses:
 - a. Respondent questions witnesses;
 - b. Complainant may cross-examine the respondent's witnesses;
 - c. Board members may ask questions of the complainant's witnesses;
6. Complainant's closing statement;
7. Respondent's closing statement;
8. Complainant rebuttal.
9. The board may move into a closed adjudicatory session to deliberate.
10. The board shall vote in open session on the following:
 - a. The board does or does not find by a preponderance of the evidence one or more violations within the jurisdiction of the board; and
 - b. The board does or does not provide recommendations to an appointing authority or supervisor for further administrative or remedial actions; and
 - c. What if any specific sanctions, corrective actions or referrals, the board recommends.

F. A finding of a violation of this code shall be supported by clear and convincing evidence presented at the hearing. The Board's decision shall be in writing, shall state it is a final decision, and shall state the parties have 30 days from the date of distribution to appeal to the Superior Court. The decision shall include findings of fact and

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

conclusions and shall be reasonably specific to provide a clear and precise understanding of the reason for the decision.

G. The board's decision shall be filed with the city clerk within 30 days after the completion of the hearing and served to the parties by the clerk within 10 days after the board's decision has been filed. Final administrative decisions may be appealed to the Superior Court per the Alaska Rules of Appellate Procedure, part 600.

2.06.100 Penalties and remedies.

A. The board, upon a finding of a violation of chapter 2.05, may singly or in combination:

1. Impose a civil fine of not more than \$5,000;
2. Order divestiture, establishment of a blind trust, restitution or forfeiture;
3. Order the municipal employee or city official to stop engaging in any official action related to the violation;
4. Recommend that the supervisor take disciplinary action, including dismissal. In the event the ethics board recommends disciplinary action and the appointing authority disagrees with the recommendation, the appointing authority must provide a written explanation for the appointing authority's action to the board within 14 days of the service of the board's decision.

B. If the board determines that a former municipal employee or city official has violated chapter 2.05, it shall issue a public statement of its findings, conclusions and recommendations. Additionally, it shall recommend the city seek all available recommended remedies.

C. Actions taken in violation of chapter 2.05 shall be treated as follows:

1. In addition to any other action provided by law, a city grant, contract, or lease entered into in violation of Chapter 2.05 is voidable by the city. In determining whether to void a grant, contract or lease, the interest of third parties who could be damaged may be taken into account. The City may give notice of intent to void a grant, contract or lease under this section no later than 30 days after the board's determination of a violation under this code.
2. Any city action taken in violation of Chapter 2.05 is voidable, except that the interest of third parties in the nature of the violation may be taken into account. The city may pursue any other available legal or equitable remedies.

Introduced by: Council Member Albertson
Introduction Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

D. Any municipal official that intentionally violates any provision of chapter 2.05 may be required to pay the city an additional civil penalty up to twice the amount that any person obtained as a result of the violation. This provision may be imposed in addition to any penalty imposed under subsection (A) (1) of this section.

E. A penalty imposed under this section is exclusive of and not instead of any other penalty that may be imposed according to law. To the extent that violations under this code are punishable in a criminal action, that section is in addition to the civil remedies in this code.

F. Any person that violates any provision of this code is liable in damages to the city for any losses or increased costs incurred by the city as a result of the violation.

G. A decision of the board is final. An appeal from a decision of the board may be appealed to the Superior Court per the Alaska Rules of Appellate Procedure.

2.06.110 Protection of public interest.

This code shall be liberally construed in favor of protecting the public interest in full disclosure of conflicts of interests and promoting high standards of ethical conduct for city government. However, the code shall be narrowly construed where it would limit or hinder an elected officials right and duty to vote or otherwise participate in any issue before the elected body or in performing their duties.

SECTION 4. Classification. This ordinance is of permanent nature and shall become a part of the Bethel Municipal Code.

SECTION 5. Effective Date. This Ordinance shall become effective upon the approval by the Bethel City Council.

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL ALASKA, THIS __ DAY OF SEPTEMBER 2019, BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

Fred Watson, Mayor

ATTEST:

Lori Strickler, City Clerk

CITY OF BETHEL

City Clerk's Office



Supplemental information for Ordinance 19-19

A question was raised during the introduction of Ordinance 19-19 related to the cost of the City's hiring of a hearing officer.

After some research it was found, the City enters into an agreement with the State of Alaska Office of Administrative Hearings on an individual hearing basis. We do not have a standing agreement with the State for this service.

The Office of Administrative Hearings employs staff for the sole purpose of hearing executive branch appeals as well as local governmental body appeals. They handle more than 1,500 annually.

Cost of Hearing Officer's hired through the State of Alaska's Office of Administrative Hearings. The cost associated with a hearing officer through the state is based on a Federal formula, currently billed at \$217 an hour. The Office doesn't charge for administrative staff or paralegal time.

CITY OF BETHEL

City Clerk's Office



Suggested Amendments to Ordinance 19-19 Submitted by the City Clerk's Office

Amendment Number 1.

Strike all of 2.05.0XXX Prohibited Conduct.

2.05.0XX Prohibited conduct.

A. Municipal employees and city officials may not discriminate, harass, bully or engage in abusive conduct or retaliate against another individual while in their official capacity.

B. A council member shall not make false statements on which the council, city staff or other agencies rely to establish policy or make important decisions. A council member violates this rule if he/she knows it is untrue, or if the person has knowledge that would lead a reasonable person of ordinary prudence to conclude that the statement is untrue.

C. A council member shall not divulge confidential information until or unless:

1. The council itself has made the information public; or
2. The reason for the confidentiality has passed.

Reason: It would be more appropriate to include this language in a code of conduct, not code of ethics.

Amendment Number 2.

Strike all of 2.05.030 Resignation.

2.05.030 — Resignation.

Resignations of municipal officers and city officials shall be made in writing and filed with the clerk. The clerk shall immediately notify the mayor or manager and city council. Municipal employees shall follow the resignation procedures in the city's personnel policies.

Reason: This provision should be included in chapter 2.04 and isn't associated with ethics.

Amendment Number 3.

Amend 2.05.040 Conflicts of interest and code of ethics-Generally subsection to read:

Serve as a paid consultant on a private interest or as a paid representative of any person or entity before a municipal department, utility, or elected or appointed public body of the City.

Full amendment with strikeout and underlines:

4. Represent a client before the city council for a fee, except employee members of the unions pursuant to labor agreements. Serve as a paid consultant on a private interest or as a paid representative of any person or entity before a municipal department, utility, or elected or appointed public body of the City.

Reason:

Amended for clarity. The removal of union labor agreements is an unnecessary exemption as this provision wouldn't prohibit such representation.

Amendment Number 4.

Amend 2.05.200 Political activity subsection D to insert a new sentence at the end:

"This section is not intended to modify 29.20.630 or prohibit an employee from being a member of the Lower Kuskokwim School Board or Advisory School Board."

Amendment would read: D. A municipal employee shall not serve as a member of the Bethel city council or in elective office of the state, federal, or another local government. A municipal employee who is elected to one (1) of these offices shall resign immediately from municipal employment. This section is not intended to modify 29.20.630 or prohibit a State or School District Employee from holding municipal office.

Reason: The City of Bethel does not govern the operation of the school district. It was therefore determined the participation in both does not create an incompatible office.

Additionally, AS 29.20.630 States:

Prohibited discrimination.

(a) A person may not be appointed to or removed from municipal office or in any way favored or discriminated against with respect to a municipal position or municipal employment because of the person's race, color, sex, creed, national origin or, unless otherwise contrary to law, because of the person's political opinions or affiliations.

(b) Subject to AS 14.14.140, a state employee or school district employee may not be denied the right to serve as an elected municipal official because of employment by the state or a school district. For purposes of this subsection, a school district employee is not a municipal employee.

(c) This section applies to home rule and general law municipalities.

Amendment Number 5.

Amend 2.06.010 Filing of the complaint, content and limitation of action Subsection A. to read:

A. Any person may file a complaint by delivering to the City Clerk's Office a complaint alleging a city official, or municipal employee's conduct violates Bethel Municipal Code 2.05.

Amendment would look like:

~~A. Any person or entity, may file a complaint of unethical conduct of a city official, or municipal employee to the Board of Ethics by delivering to the City Clerk's Office a complaint alleging facts which, if true, would constitute a~~ alleging a city official, or municipal employee's conduct violates ~~violation of~~ Bethel Municipal Code 2.05.

Reason: Suggested amendment simply cleans the language.

Amendment Number 6.

Amend 2.06.010 Filing of the complaint, content and limitation of action Subsection C. 2. to read:

2. The city clerk shall contact a ~~hearing officer~~ hearing examiner for appointment to screen the complaint. The hearing examiner shall have at least three years experience in administrative hearing experience. The ~~hearing officer~~ hearing examiner may request through the city clerk, public background material associated with the complaint.
3. The city clerk shall prepare and maintain a confidential file available only to the ~~hearing officer~~ hearing examiner and the respondent, which contains a copy of the complaint and associated documentation used by the hearing officer in their screening.

Reason: It was concluded the role of the hearing officer wasn't actually for hearings but to examine and determine if a hearing before the board would be appropriate. Since the term hearing examiner isn't as common as hearing officer, an additional sentence is provided to provide clarification on the qualifications of a hearing examiner.

Amendment Number 7.

Amend all of chapter 2.06 to strike hearing officer and insert hearing examiner.

Amendment Number 8.

Amend to strike subsection D under 2.06.040 Screening of the complaint.

~~D. If an individual or entity files two or more complaints rejected by a hearing officer and directed at the same individual, the hearing officer may make a recommendation to the board of ethics if in their opinion the rejected complaints are for the purpose of harassment or to otherwise cause the individual public shame or embarrassment.~~

Reason: This subsection would be difficult for the hearing examiner to determine.

Amendment Number 9.

Amend subsection B under 2.06.070 Board of ethics established to strike the sentence "At a minimum one member of the board shall be a licensed attorney."

B. The board shall be comprised of five members and one alternate member appointed by the mayor and confirmed by the council. ~~At a minimum, one member of the board shall be a licensed attorney.~~ Each member appointed and confirmed must be qualified in accordance with BMC 2.52.040. The alternate member shall have all the powers and duties of a regular member only while serving as a replacement for a regular member.

Reason: It will be difficult to obtain one licensed attorney for this volunteer position.

Amendment Number 10

Amend 2.06.070 Subsection C to strike it in its entirety.

~~C. Members of the board shall not:~~

- ~~1. Hold other elected office, appointed position with the city or political party office;~~
- ~~2. Endorse or engage in any political or campaign activity on behalf of any candidate for public office;~~

and

Reason: No legal reason to require this mandate.

Amendment Number 11.

Amend subsection 2.06.080 Function and authority to strike subsection A.

~~A. Prescribe and promulgate rules and regulations governing its own internal organization and procedures in a manner consistent with this code;~~

Reason: The Board should have the right to make recommendations as provided in subsection C. but not to create their own rules.

Amendment Number 12

Amend subsection C of 2.06.090 Hearing procedures to strike “reliable and relevant” and insert “preponderance of.”

C. Technical rules of evidence do not apply, but the board’s findings shall be based upon ~~reliable and relevant~~ **preponderance of the** evidence. All testimony and other evidence taken at the hearing shall be recorded and retained according to applicable records retention schedules.

Reason: the term preponderance is the burden of proof in civil matters.

Amendment Number 13.

Amend subsection F of 2.06.090 Hearing procedures to strike “clear and convincing” and insert “preponderance of the.”

Reason: the term preponderance is the burden of proof in civil matters.

Amendment Number 14. Keep this in!!

Strike Section 2.06.110 in it’s entirety.

2.06.110 Protection of public interest.

This code shall be liberally construed in favor of protecting the public interest in full disclosure of conflicts of interests and promoting high standards of ethical conduct for city government. However, the code shall be narrowly construed where it would limit or hinder an elected officials right and duty to vote or otherwise participate in any issue before the elected body or in performing their duties.

Introduced by: Acting City Manager Bo Foley
Introduction Date: October 8, 2019
Public Hearing Date: October 22, 2019
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance 19-11 (f)

AN ORDINANCE AMENDING THE CITY OF BETHEL FISCAL YEAR 2020 BUDGET

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

SECTION 1. Classification. This is a non-codified Ordinance and shall not become part of the Bethel Municipal Code.

SECTION 2. Fiscal Year Budget Amendments. The following estimated revenues and expenditures are hereby appropriated for the corporate purposes and objects of the City of Bethel for Fiscal Year 2020.

WHEREAS, the Bethel Police Department received 525 animal control calls for service in 2018 and typically called on one of two Community Service Officers (CSOs) to respond;

WHEREAS, one CSO estimated that he spends 25% of his work time responding to animal control calls;

WHEREAS, the position of Community Service Officer/Animal Control last appeared in the FY 2017 Budget;

WHEREAS, the Planning Director expressed a need for help completing code enforcement work, including issuing citations, dealing with abandoned vehicles, zoning conformance, and site plan permit violations;

WHEREAS, the Planning Director pledged to work closely and train anyone engaged in code enforcement;

WHEREAS, a new position of Animal Control/Code Enforcement Agent is hereby proposed to be added to the FY 2020 Budget under the Police Department Budget;

WHEREAS, the Human Resources Manager believes a fair starting wage for the position of Animal Control/Code Enforcement Agent is Range 5, Step A, which is currently \$46,184/year or \$22.20/hr.;

Introduced by: Acting City Manager Bo Foley
Introduction Date: October 8, 2019
Public Hearing Date: October 22, 2019
Action:
Vote:

F-1				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
10-61-17120	Police Department-Animal Control/Code Enforcement Agent	0	46,184	46,184
10-61-508	Leave Cashout/Payout	76,799	2,309	79,108
10-61-511	Medicare	26,547	670	27,217
10-61-512	Employee Group Health Benefit	552,073	24,108	576,181
10-61-515	Unemployment Insurance	16,264	822	17,086
10-61-516	Workers' Compensation	56,357	1,422	57,779
10-61-518	PERS	402,783	10,160	412,943
10-61-519	Utility Benefit	104,424	4,560	108,984
10-39900	Undesignated Fund Balance		(90,235)	(90,235)

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

ENACTED THIS 8TH DAY OF 2019 BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

Fred Watson, Mayor

ATTEST:

Lori Strickler, City Clerk

Introduced by: Acting City Manager Bo Foley
Introduction Date: October 8, 2019
Public Hearing Date: October 22, 2019
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance 19-11 (g)

AN ORDINANCE AMENDING THE CITY OF BETHEL FISCAL YEAR 2020 BUDGET

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

SECTION 1. Classification. This is a non-codified Ordinance and shall not become part of the Bethel Municipal Code.

SECTION 2. Fiscal Year Budget Amendments. The following estimated revenues and expenditures are hereby appropriated for the corporate purposes and objects of the City of Bethel for Fiscal Year 2020.

WHEREAS, the FY 2020 City Budget contains \$170,000 in the Landfill Operations Budget to cover the purchase of a dump truck (listed as "End Dump");

WHEREAS, Pape Kenworth Northwest was approved by Bethel City Council to serve as the sole source company for the City's purchase of heavy duty trucks;

WHEREAS, the purchase price for one Kenworth dump truck delivered to Bethel is \$176,291;

WHEREAS, the FY 2020 City Capital Budget has \$70,000 remaining as the "Belly Dump Truck" that was purchased in FY 2019 City Capital Budget;

WHEREAS, savings in the amount of \$6,291 from the purchase of the belly dump truck can be applied to the purchase of a dump truck;

F-1				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
50-71-690	Landfill Operations-End Dump	170,000	6,291	176,291
50-71-699	Landfill Operations-Belly Dump Truck	70,000	(6,291)	63,709

WHEREAS, the Public Works Shop Floor is deteriorating;

Introduced by: Acting City Manager Bo Foley
Introduction Date: October 8, 2019
Public Hearing Date: October 22, 2019
Action:
Vote:

WHEREAS, in their memorandum dated September 17, 2019, BFM Engineers recommended that heavy trucks stay off one square area of Shop Floor due to the corrosion and decay of beams and foundation pilings;

WHEREAS, BBFM Engineers also recommended that the City perform the following repairs:

- Repair metal plate topping over the wood deck to prevent water intrusion
- Repair leaky water trucks, equipment, valves, hoses, etc.
- Repair any perimeter breaks in the metal sheeting
- Reestablish the trench drain in the southern half of the building

WHEREAS, the Public Works Department does not currently have funds in the City's FY 2020 Budget to pay for these and other repairs necessary for minimum safe use of the Public Works Shop floor;

WHEREAS, funds from the Water and Sewer Enterprise Fund Balance can and should be moved to a new capital expense account to allow the completion of early repairs as a stop-gap measure;

F-2				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
10-65-699	City Shop Floor Repair	0	150,000	150,000
51-10100	Water/Sewer Enterprise-	2,798,807	(150,000)	2,648,807
	-Fund Balance			

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

ENACTED THIS 8TH DAY OF 2019 BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

Fred Watson, Mayor

ATTEST:

Lori Strickler, City Clerk

Introduced by: Mayor Watson
Date: October 8, 2019
Action:
Vote:

CITY OF BETHEL, ALASKA

Resolution #19-13

A RESOLUTION BY THE BETHEL CITY COUNCIL CONDITIONALLY PROTESTING THE ISSUANCE OF A RETAIL MARIJUANA LICENSE TO ALASKAN GROWN CANNABIS LICENSE NO. 20440, ALASKAN GROWN PRODUCTS, LLC PROPOSING TO OPERATE AT 1510 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL

WHEREAS, Alaskan Grown Products, LLC submitted an application for a Retail Marijuana Facility to the State of Alaska Alcohol Marijuana Control Office (AMCO), License #20440, notice of the application was received by the City Clerk's Office on August 26, 2019, deadline for Council's Protest on the Application is October 25, 2019;

WHEREAS, the proposed location of the retail marijuana license is a connex located at 1510 Chief Eddie Hoffman Highway;

WHEREAS, on September 10, City Administration submitted a report to the City Council;

WHEREAS, this administrative report identified that as of September 10, the applicant had not yet applied for a conditional use permit with the City's Planning Department;

WHEREAS, Bethel Municipal Code Chapter 5.10.070 requires each operator of a marijuana establishment obtain a conditional use permit;

WHEREAS, Alaskan Grown Cannabis is not in compliance with our zoning regulation;

NOW, THEREFORE, BE IT RESOLVED the Bethel City Council conditionally protests the issuance of the marijuana retail license to Alaska Grown Cannabis License No. 20440 because they are not in compliance with the City's zoning requirements.

**ENACTED THIS __ DAY OF OCTOBER 2019 BY A VOTE OF _ IN FAVOR AND _
OPPOSED.**

ATTEST:

Fred Watson, Mayor

Lori Strickler, City Clerk
City of Bethel, Alaska

Resolution #19-13
1 of 1

September 10, 2019

City of Bethel
P.O. Box 1388
Bethel, AK 99559



Mayor, Vice-Mayor, and Members of Bethel City Council:

In the matter of the Alaska Grown Cannabis Marijuana license application to operate at the following proposed location: 1510 State Hwy, Bethel AK, 99559.

Bethel Municipal Code (BMC) 5.10.020(d) requires the City Manager to provide a written report to City Council, with a copy to the applicant, listing any objections to the AMCO Board's issuance of the application.

Per BMC 5.10.020 (c): the City Planner, City Finance Director, City Fire Chief and Police Chief have forwarded written statements to the City Manager outlining their findings. The following is a summary of their statements:

- **Finance Director** – Alaska Grown Cannabis has no Bethel Business License and no utility service account.
- **Planning Director** – A Conditional Use Permit (CUP) has not been issued.
- **Police Chief** – There have been seventy six (76) calls for service as well as three (3) convictions or arrests for unlawful activities at the location.
- **Fire Chief** – The Acting Fire Chief cited a single (1) EMS call to the specific location, but up to twelve (12) EMS calls in the nearby trailer court.

City Manager Conclusion: Alaska Grown Cannabis has no City of Bethel business license and no approved Conditional Use Permit (CUP). The comments submitted by the acting Fire Chief detail a moderate amount of EMS traffic in the neighboring trailer court. The statistics submitted by the acting Police Chief disclose a high amount of service calls at the location. I cannot recommend issuance of this license at the proposed location at this time.


Bo Foley
Acting City Manager



August 26, 2019

City of Bethel

Attn: City Clerk

Via Email: lstrickler@cityofbethel.net ; cityclerk@cityofbethel.net

License Number:	20440
License Type:	Retail Marijuana Store
Licensee:	Alaskan Grown Products LLC
Doing Business As:	ALASKAN GROWN CANNABIS
Physical Address:	1510 Chief Eddie Hoffman Hwy Connex Bethel, AK 99559
Designated Licensee:	Kalla Peacock
Phone Number:	907-312-8521
Email Address:	alaskangrownproducts@gmail.com

☒ **New Application** ☐ **New Onsite Consumption Endorsement Application (Retail Only)**

AMCO has received a complete application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.025(d)(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. 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, 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.

3 AAC 306.010, 3 AAC 306.080, and 3 AAC 306.250 provide that the board will deny an application for a new license if the board finds that the license is prohibited under AS 17.38 as a result of an ordinance or election conducted under AS 17.38 and 3 AAC 306.200, or when a local government protests an application on the grounds that the proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the marijuana establishment, unless the local government has approved a variance from the local ordinance.

This application will be in front of the Marijuana Control Board at our September 11-13, 2019 meeting.

Sincerely,

Erika McConnell, Director

amco.localgovernmentonly@alaska.gov

Alcohol & Marijuana Control Office

Initiating License Application

1/11/2019 9:31:22 AM

License Number: 20440**License Status:** New**License Type:** Retail Marijuana Store**Doing Business As:** ALASKAN GROWN CANNABIS**Business License Number:** 1109613**Designated Licensee:** Kalla Peacock**Email Address:** kpeacock1@hotmail.com**Local Government:** Bethel**Community Council:****Latitude, Longitude:** 60.785089, -161.799201**Physical Address:** 1510 Chief Eddie Hoffman Hwy
Bethel, AK 99559
UNITED STATES**Licensee #1****Type:** Entity**Alaska Entity Number:** 10079221**Alaska Entity Name:** Alaskan Grown Products LLC**Phone Number:** 907-312-8521**Email Address:** kpeacock1@hotmail.com**Mailing Address:** HC89 Box 255
Willow, AK 99688
UNITED STATES**Entity Official #1****Type:** Individual**Name:** Kalla Peacock**Phone Number:** 907-312-8521**Email Address:** kpeacock1@hotmail.com**Mailing Address:** HC89 Box 255
Willow, AK 99688
UNITED STATES**Note:** No affiliates entered for this license.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review Title 17.38 of Alaska Statutes and Chapter 306 of the Alaska Administrative Code. This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (Form MJ-03, Form MJ-04, Form MJ-05, or Form MJ-06) to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Alaskan Grown Products, LLC	MJ License #:	20440		
License Type:	Retail Marijuana Store				
Doing Business As:	Alaskan Grown Cannabis				
Premises Address:	1510 Chief Eddie Hoffman Hwy				
City:	Bethel	State:	Alaska	ZIP:	99559

Mailing Address:	HC89 Box 255				
City:	Willow	State:	Alaska	ZIP:	99688

Designated Licensee:	Kalla Peacock				
Main Phone:	907-312-8521	Cell Phone:			
Email:	alaskangrownproducts@gmail.com				



Form MJ-01: Marijuana Establishment Operating Plan

Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

Alaskan Grown Cannabis will refuse entrance to any person who does not produce a form of valid photo identification showing that person is twenty-one (21) years of age or older. A valid form of identification includes: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. At no time will a person under the age of twenty-one (21) be permitted to remain on the premises. If at any time an employee suspects that a person is a minor, the employee will refuse access and have the individual escorted off the premises. A designated employee will request from all customers for government-issued, photo identification and will thoroughly examine the ID before allowing entrance into the retail store. Signage will be posted at the main entry door stating, "No one under 21 years of age allowed". The sign will be twelve (12) inches long and twelve (12) inches wide, and the letters will be one half inch in height in high contrast to the background of the sign. Alaskan Grown Cannabis will also have signage at each restricted access point that reads "Restricted Access Area" and "Visitors Must be Escorted".

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

The retail store will be equipped with 24 hour monitoring alarm system, exterior lighting, and video surveillance. To maintain the security of the facility and all marijuana products, restricted access areas of the store will be monitored and restricted at all times. Access will only be granted to employees and Kalla, with the limited exception of scheduled pre-approved visitors (not to include AMCO enforcement, law enforcement and other duly authorized agents). Each entry point to a restricted access area will have signs prominently posted stating "Restricted Access area. Visitors must be escorted". Distinct and apparent cameras will be placed throughout and around the store to discourage the public from attempting access. At least one employee will be behind the point of sale counter at all times to help deter unauthorized access. All members of the public who are allowed access to the restricted access areas of the facility must check in at the front entrance door and obtain a visitor badge, and are to be worn and clearly displayed at all times while on the premises.

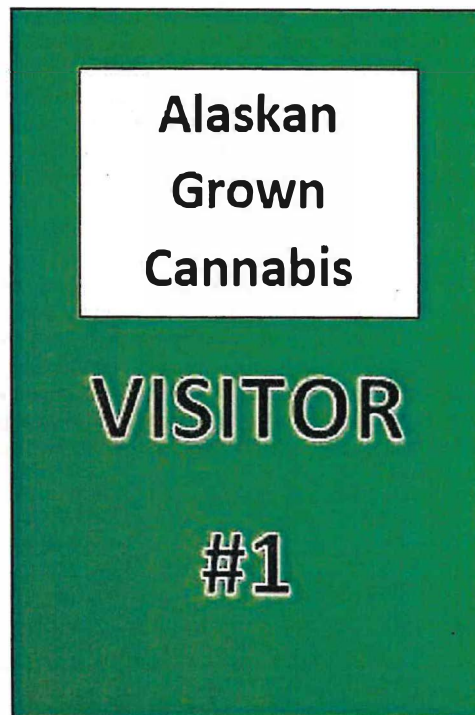
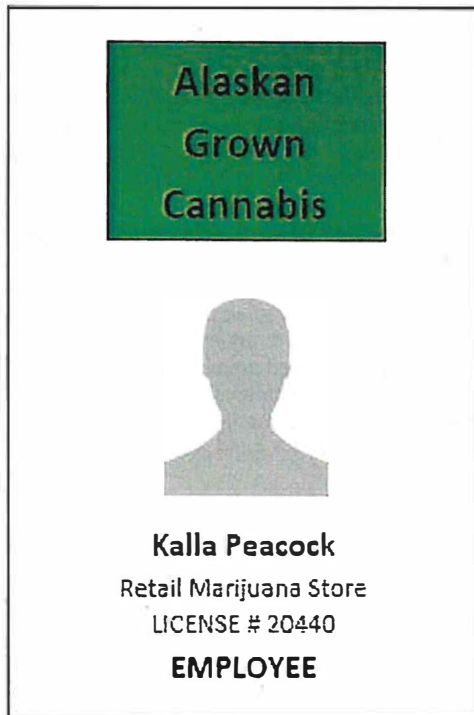
3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

In order to be escorted into restricted access areas, a visitor must be pre-scheduled by either Kalla, or a manager, with the exception of AMCO, Enforcement and duly authorized law enforcement agents. Each visitor will sign into the visitor's log indicating their name, the date, time in and out of the restricted access area, and purpose of the visit. All visitors will be required to sign in, and to provide valid, government issued, photo identification. Each visitor (with the exception of law enforcement, AMCO Enforcement or other duly authorized agents) will be issued a visitor badge and will be instructed to clearly display it on their person at all times while on the licensed premises and return the badge upon exit. At this time, the employee or Kalla will brief the visitor on the company's policy's regarding hygiene, safety, regulatory compliance and any other pertinent information the visitor should be aware of while inside the restricted access areas of the retail store. A designated employee or Kalla will escort and actively supervise the visitor(s) during the entire visit. At no time will there be more than 5 visitors per supervising employee or licensee on the premises. Once the visit has concluded, all visitors will be required to exit the premises and return their visitor badges. The visitors log will be kept and stored on-site as an official business record. The visitors will be escorted by an employee at all times while in the restricted access area. The escorting employee will record all information related to the visitor's presence, including any reportable activity or behavior during the visit. This visitor log will be made available to AMCO upon request. The records will be stored in the secured storage room. After 7 years the hard copy may be destroyed.



Form MJ-01: Marijuana Establishment Operating Plan

3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

The exterior lighting fixtures of the retail facility will be designed and installed to deter nuisance activity and enhance surveillance, while minimizing any sort of neighborhood nuisance. Additional lighting will be used to increase picture quality and brightness for security related documentation. The camera system and lighting will be constantly calibrated to maximize the quality of any recorded images, and to also discourage theft and/or trespassing. The lighting fixtures will be installed to insure there are no dark spots around the perimeter, or any of the entrances to the facility. All outdoor lighting will be weather proof and vandal proof.



Form MJ-01: Marijuana Establishment Operating Plan

3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

Alaskan Grown Cannabis will contract with a third party security company to install the alarm system, maintain the equipment, periodically test the devices and continuously monitor the facility at an off-site security monitoring center. The alarm system will be set up to monitor for intrusions with motion detectors in all areas of the building, active during closed hours, as well as a door sensor on the exterior door and glass break sensors on each exterior window. If triggered, an automatic, electronic alert will be sent to the security monitoring center as well as to Kalla's cell phone and/or the general manager. This will also trigger an audible alarm to help deter potential intruders. Live security footage will also be accessible to Kalla and/or the general manager via their cellular phones so they may keep an eye on the facility even when they are away. The alarm system will be active at all times that the store is closed. The last employee or Kalla to leave the store each night will activate the alarm system and the first employee or Kalla to arrive in the morning will deactivate the system.

In the event that the alarm system sends an electronic alert to local law enforcement to notify them of an unauthorized breach, the management team will evacuate the building (if it's safe to do and necessary) to a pre-determined safe location. A designated employee will take a head count of employees and any visitors that may have been on the premises to ensure everyone is accounted for. Management will await instruction from law enforcement and comply with all directives. Once it is safe to do so, employees will return to the facility and inspect for property damage, theft, take inventory and submit all necessary and requested documentation to law enforcement officials and to AMCO enforcement. Additionally, any event that occurs on the licensed premises that involves local law enforcement will be promptly reported to AMCO Enforcement via email. In the case of the establishments knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises; or any unauthorized access to the licensed premises, Kalla will notify AMCO and AMCO Enforcement within 24 hours.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

Alaskan Grown Cannabis will implement a security and anti-diversion plan that will encompass training, surveillance and mandated operating procedures. First, all employees will be taught about methods of diversion, and how to detect them. They will be trained in the company's standard operating procedures for handling marijuana products including the label tags placed on every package of marijuana, and how to insure they are in the database inventory. All adjustments to inventory will require a manager's code, which is recorded in a file that tell who logged on, what adjustments were made, and will also time stamp it. Beyond the electronic record keeping, Cont'd..

3.7. Describe your policies and procedures for preventing loitering:

Signage stating "No Loitering" and that the premises is under video and audio surveillance will be prominently posted around the facility. Designated Alaskan Grown Products personnel will be trained to perform routine, but unscheduled patrols of the premises to check for individuals with no official business on the property. Individuals found to be loitering on the premises will be met with a verbal request to exit the premises per the no loitering policy and if they do not comply law enforcement will be contacted for back up.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right:

Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.



Form MJ-01: Marijuana Establishment Operating Plan

Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility.



3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image.



3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application.



3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board).



3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

The retail facility premises will be protected by a surveillance recording system that will have cameras positioned to view the entire perimeter of the area of the licensed retail premises. The security cameras will be monitored 24 hours a day, 7 days a week. A variety of specialty cameras, such as infrared, motion-sensor, and night vision cameras will be used. All cameras will have full tilt/pan/zoom capabilities and will have secure data storage. The premise will have surveillance over all portions of the facility, placed strategically to record all areas of the facility inside and outside, at a variety of angles. All doors and marijuana storage areas will have video coverage to clearly identify the faces of those present. The cameras will offer high resolution and weather resistant features that ensure a clear picture with every use. With these megapixel cameras, the facility will have clear, crisp images that let Kalla see the important details needed for identification. This includes face and license plate recognition, and facial image of anyone within twenty (20) feet of all access point while still capturing a full field of view for exterior monitoring.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

All surveillance recording equipment and footage will be stored in the secured office with backups on site. The office will be accessible only by Kalla and the company's general manager, and any authorized AMCO agents or law enforcement. The office will have an advanced, reinforced security door, locked at all times. The door will be equipped with an employee key code lock and a spring-loaded hinge. Kalla and the general manager will have remote access to surveillance recordings to monitor operations virtually. The security system will be password protected to prevent any data tampering, and recorded data will be stored for a minimum of forty (40) days as an official business record. All surveillance footage will be accessible for upload to a separate hard drive in the event that it must be stored longer for criminal, civil, or administrative investigations. All recordings will be time and date stamped, and archived in a format that prevents alteration of the recorded image. Recordings and surveillance data will be available to the AMCO, AMCO Enforcement and local law enforcement upon request.



Form MJ-01: Marijuana Establishment Operating Plan

Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises:

Initials

- a. all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years (*records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises*);
- b. a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;
- c. the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;
- d. records related to advertising and marketing;
- e. a current diagram of the licensed premises, including each restricted access area;
- f. a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;
- g. all records normally retained for tax purposes;
- h. accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;
- i. transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and
- j. registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All facility records will all reside in the locked and secured storage room. Only authorized employees will be issued a key access code for access to the locked storage room, and there will be a secure database maintained with information including employee name and contact information, along with the time and date of each usage which could be matched to a surveillance tape to secure additional information.

**Form MJ-01: Marijuana Establishment Operating Plan****Section 5 – Inventory Tracking of All Marijuana and Marijuana Product**

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75:080 (Weights and Measures Act), as required by 3 AAC 306.745.

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. All licensees, and each employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment.

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

Qualified candidates will be hired on a probationary period during which time they will receive training and evaluation specific to their position. Training will include marijuana industry topics; customer care, food handling, safety precautions and procedures; legal issues; and state, local, and federal regulations. Training will take place throughout the year, as well as when topics arise that need further explanation. Kalla and/or the general manager will personally present or arrange training and education to employees. Within the probationary period, all new employees will be required to meet with the general manager to learn the company's business approach and to adopt the standard of service. Educational packets will be provided to each retail employee to be read and reviewed. The educational packets will discuss relevant cannabinoids in the marijuana plant, strain ratios, marijuana benefits and risks, and general Alaska marijuana law. Cont'd..



Form MJ-01: Marijuana Establishment Operating Plan

Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

- 7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present. ☐
- 7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded. ☐
- 7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace. ☐
- 7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d). ☐

Answer "Yes" or "No" to each of the following questions:

Yes No

- 7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram. ☒ ☐
- 7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram. ☒ ☐

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

In the event that Alaskan Grown Cannabis transports any marijuana or marijuana product from the retail store, a trip manifest will be printed from Metrc to accompany the shipment. A copy of the trip manifest will also be maintained on the licensed premises as a business record. Any marijuana or marijuana product to be transported will be placed within a sealed package or container up to 5 pounds and then into a secure storage compartment within the transport vehicle or in the bed of a truck. Any individuals involved in the transport will have a valid, marijuana handler permit and be trained to travel directly to the destination without any unnecessary stops and without opening packages of marijuana or marijuana product. Continued..



Form MJ-01: Marijuana Establishment Operating Plan

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700.

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle.

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport.

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport.

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment.

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received.

8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

9.1. Describe any signs that you intend to post on your establishment, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

Alaskan Grown Cannabis will have three signs with the business name on it visible to the general public which will not exceed 4800 square inches. The sign will be attached to the building in compliance 3 AAC 306.360(a).

K-





Form MJ-01: Marijuana Establishment Operating Plan

9.2. Describe any advertising you intend to distribute for your establishment. Include medium types and business logos (photos or drawings may be attached):

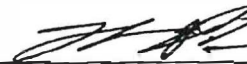
Alaskan Grown Cannabis' retail advertising and marketing is still in development; however, the company plans to utilize the following medium types when distributing advertisements:

- Newspaper ads
- radio ads
- social media to feature specific strains
- magazine ads

Advertisements will include the following logo, the retail store hours and location, company website and will include each warning statement verbatim as they are listed in the regulations.

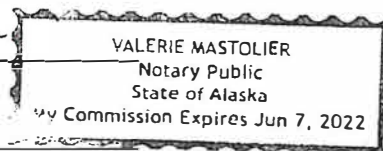


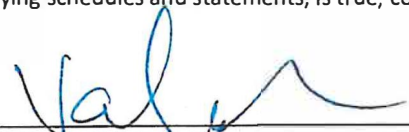
I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.


Signature of licensee

Kalla Peacock

Printed name of licensee




Notary Public in and for the State of Alaska

My commission expires: 4/7/22

Subscribed and sworn to before me this 4 day of May, 2019.



Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

3.6 Continued: visual verification will be done by managers on each shift, and all parts of the facility will be monitored by surveillance cameras. Employee's will be taught how diversion could take place including: employee theft, customer theft at the place of delivery, outside theft (robbery), or a combination of all of the above. Employees will be taught not just detection, but the appropriate responses to insure the safety of our fellow employees, customers, the public, and the facility itself.

6.4 Continued: Packets will also include safety procedures that specifically address the facility's security measures and controls for the prevention of diversion, theft, and loss of marijuana such as emergency response procedures and state and federal statutes regarding confidentiality. As proper safety and security procedures are of the utmost importance to Kalla, the most up-to-date reading materials will be available to employees at all times. Management will conduct quarterly staff meetings with the purpose of updating all employees on new state and local regulations, assuring that each employee is performing within company procedure, assessing any procedural changes that are needed, and addressing any comments or concerns from the staff. Prior to beginning work, employees will be expected to understand: (1) Alaska laws, regulations, and codes governing the marijuana industry and marijuana establishments; (2) all of the permitting requirements to act as a marijuana handler (including obtaining a Marijuana Handler Permit from AMCO Enforcement after completing a state approved course prior to commencing employment) and to work in a marijuana establishment; (3) Alaskan Grown Cannabis standards, operational protocol, and best practices with regard to retail and sale of marijuana; (4) general safety procedures and security protocol; (5) how to think defensively if threatening situations occur, and how to recognize the signs of impairment, drug abuse, and instability; (6) in-depth information about our particular strains and marijuana related products; (7) in-depth information on the requirements of each room, task, and system; (8) the general federal, state, and local employment regulations by which Alaskan Grown Cannabis is governed; and (9) retail-specific education.

8.1 Continued: Labels will be affixed to the packaging including all information originally provided by the cultivation or manufacturing facility such as; (1) testing facility and license number (2) testing date and results (3) name and license number of cultivation facility (4) name and license number of manufacturing facility if applicable (for concentrates and products) (5) harvest batch number or production lot number (6) date of packaging (7) net marijuana weight (8) expiration date if applicable.



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-02: Premises Diagram

What is this form?

A detailed diagram of the proposed licensed premises is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(8). All areas designated as the licensed premises of a single license must be contiguous.

What must be submitted with this form?

Applicants must attach multiple diagrams to this form, including (as applicable):

- **Diagram 1:**
a diagram showing only the licensed premises areas that will be ready to be operational at the time of your preliminary inspection and license issuance;
- **Diagram 2:**
if different than Diagram 1, a diagram outlining all areas for which the licensee has legal right of possession (a valid lease or deed), and clearly showing those areas' relationship to the current proposed licensed premises (*details of any planned expansion areas do not need to be included; a complete copy of Form MJ-14: Licensed Premises Diagram Change must be submitted and approved before any planned expansion area may be added to the licensed premises*);
- **Diagram 3:**
a site plan or as-built of the entire lot, showing all structures on the property and clearly indicating which area(s) will be part of the licensed premises;
- **Diagram 4:**
an aerial photo of the entire lot and surrounding lots, showing a view of the entire property and surrounding properties, and clearly indicating which area(s) will be part of the licensed premises (*this can be obtained from sources like Google Earth*); and
- **Diagram 5:**
a diagram of the entire building in which the licensed premises is located, clearly distinguishing the licensed premises from unlicensed areas and/or premises of other licenses within the building. If your proposed licensed premises is located within a building or building complex that contains multiple business and/or tenants, please provide the addresses and/or suite numbers of the other businesses and/or tenants (*a separate diagram is not required for an establishment that is designating the entire building as a single licensed premises*).

This form, and all necessary diagrams that meet the requirements on Page 2 of this form, must be completed and submitted to AMCO's main office before any new or transfer license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Alaskan Grown Products, LLC	MJ License #:	20440		
License Type:	Retail Marijuana Facility				
Doing Business As:	Alaskan Grown Cannabis				
Premises Address:	1510 Chief Eddie Hoffman Hwy				
City:	Bethel	State:	Alaska	ZIP:	99559



Form MJ-02: Premises Diagram

Section 2 – Required Information

For your security, do not include locations of security cameras, motion detectors, panic buttons, and other security devices.

The following details must be included in all diagrams:

- ☐ License number and DBA
- ☐ Legend or key
- ☐ Color coding
- ☐ Dimensions
- ☐ Labels
- ☐ True north arrow

The following additional details must be included in Diagram 1:

- ☐ Surveillance room
- ☐ Restricted access areas
- ☐ Storage areas
- ☐ Entrances, exits, and windows
- ☐ Walls, partitions, and counters
- ☐ Any other areas that must be labeled for specific license types

The following additional details must be included in Diagram 2:

- ☐ Areas of ingress and egress
- ☐ Entrances and exits
- ☐ Walls and partitions

The following additional details must be included in Diagrams 3 and 4:

- ☐ Areas of ingress and egress
- ☐ Cross streets and points of reference

The following additional details must be included in Diagram 5:

- ☐ Areas of ingress and egress
- ☐ Entrances and exits
- ☐ Walls and partitions
- ☐ Cross streets and points of reference

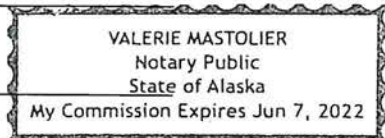
I declare under penalty of unsworn falsification that I have attached all necessary diagrams that meet the above requirements, and that this form, including all accompanying schedules, statements, and depictions is true, correct, and complete.

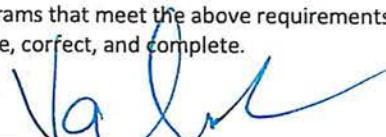


Signature of licensee

Kalla Peacock

Printed name of licensee



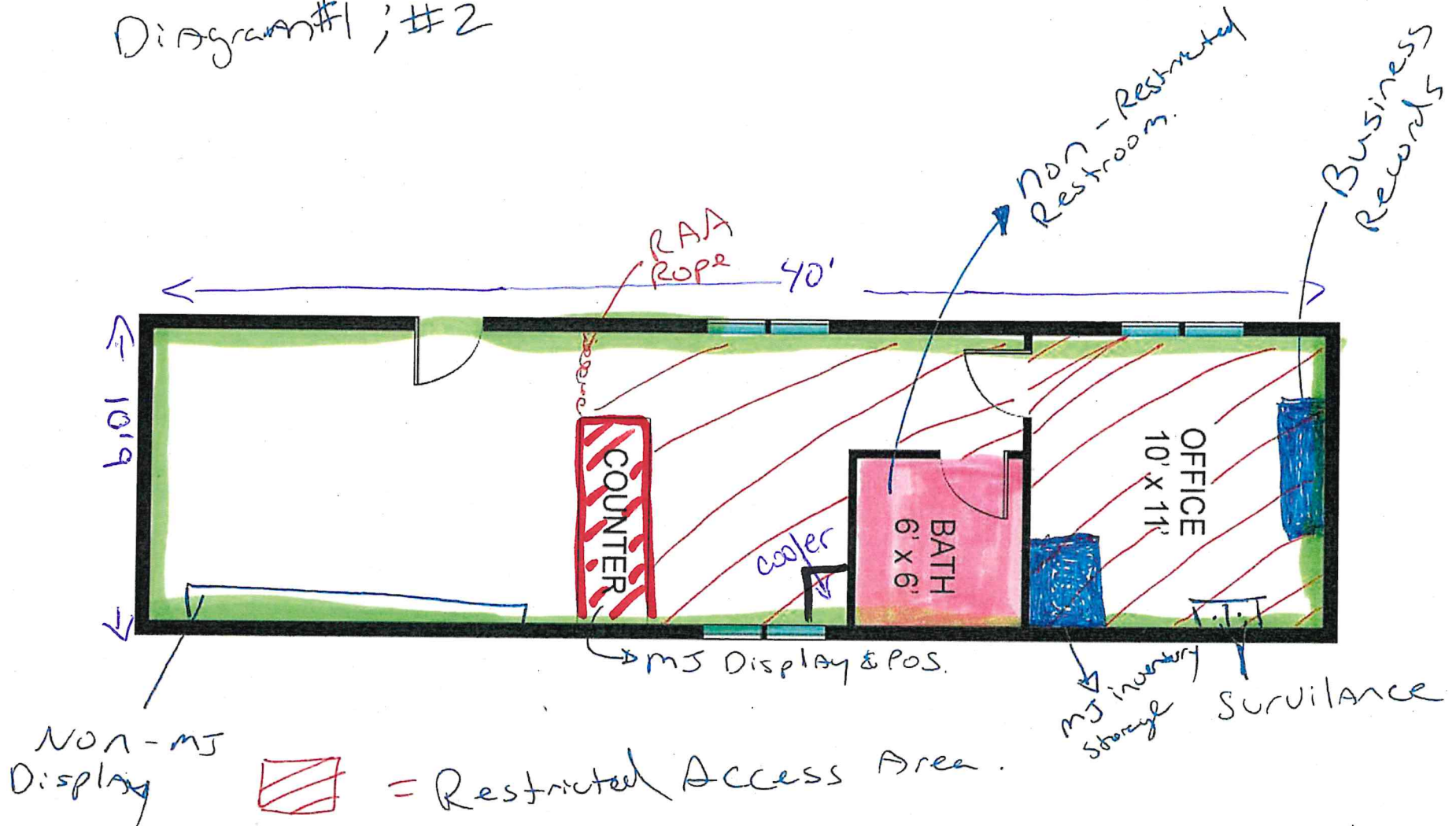


Notary Public in and for the State of Alaska

My commission expires: 4/7/22

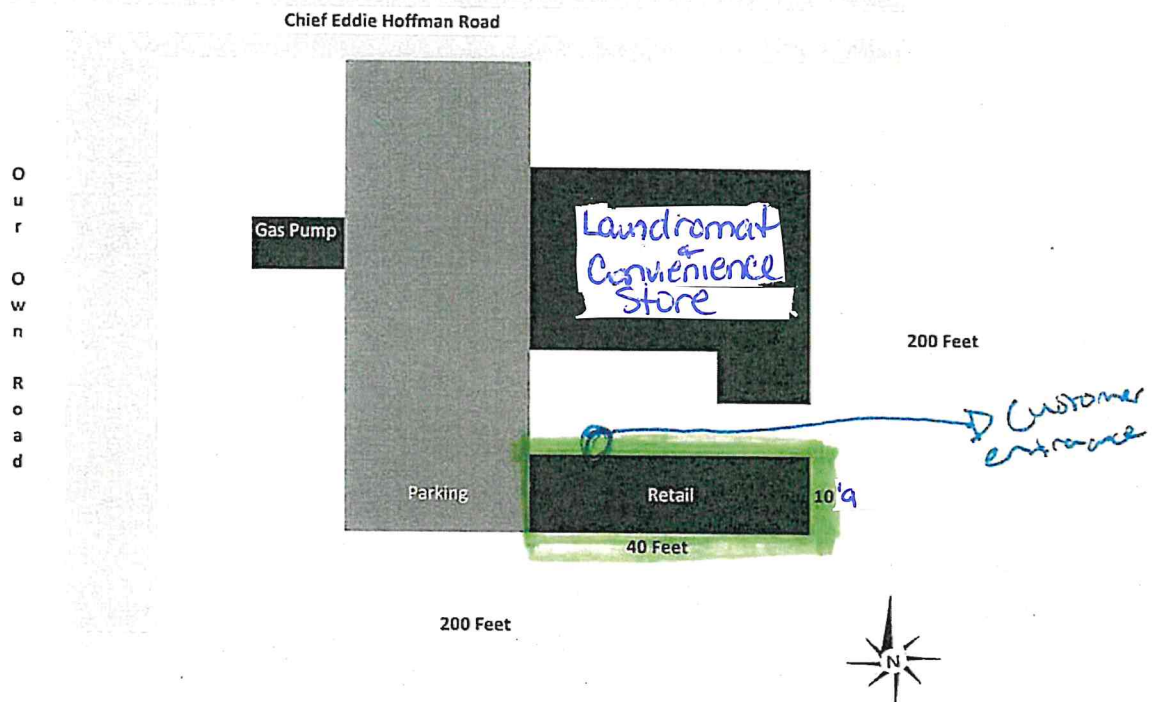
Subscribed and sworn to before me this 14 day of May, 2019.

Diagram #1 ; #2



License #20440 OBA Alaskan Grown Cannabis





 = Proposed licensed premises

License #20440 DBA Alaskan Grown Cannabis Diagram 3; 4; 5

Received by AMCO 8.23.19

To: City Clerk
Bethel City Counsel
City of Bethel

From: Kalla Peacock
Alaska Grown Cannabis

Re: Request to table our request for a Marijuana license application to operate in Bethel

Date: 9-24-19

Alaska Grown Cannabis respectfully request to table or postpone our application to operate at the following proposed location 1510 State Hwy, Bethel, Alaska 99559.

Out of respect for the City of Bethel's vote on the local option proposition to be voted on next month, we ask to postpone or table our application until after the citizens decide on the local option if they shall or shall not allow marijuana sales.

Should the citizens decide to move forward with legal marijuana sales, we will complete all required information to the city and fully apply for a license.

Thank you

Introduced by: Mayor Watson
Date: October 8, 2019
Action:
Vote:

CITY OF BETHEL, ALASKA

Resolution #19-14

A RESOLUTION BY THE BETHEL CITY COUNCIL PROTESTING THE ISSUANCE OF A RETAIL MARIJUANA LICENSE TO KUSKO KUSH LICENSE NO. 21227, PROPOSING TO OPERATE AT 781 3RD AVENUE, BETHEL

WHEREAS, Essenkay, LLC submitted an application for a Retail Marijuana Facility to the State of Alaska Alcohol Marijuana Control Office (AMCO), License #21227, notice of the application was received by the City Clerk's Office on August 14, 2019, the deadline for Council's Protest on the Application is October 13, 2019;

WHEREAS, the proposed location of the retail marijuana license is 781 3rd Avenue;

WHEREAS, the proposed site is owned by the City of Bethel who entered into a lease agreement with Essenkay on April 23, 2019;

WHEREAS, section 4.06 of that lease agreement requires that the tenant "shall observe and comply with all state and federal laws, municipal ordinances, rules and regulations" which may be applicable to the leased premises;

WHEREAS, this section is presented in all of our lease agreements as it is federally illegal through the Control Substances Act to "knowingly open, lease, rent, use, or maintain any place, where permanently or temporarily, for the purpose of manufacturing, distributing, or using any controlled substance (CSA Title 21 §856, a);

WHEREAS, this section also states it "shall be unlawful to manage or control any place, whether permanently or temporarily, either as an owner, lessee, agent, employee document, or mortgagee, and knowingly and intentionally rent, lease, profit from, or make available for use, with or without compensation, the place for the purpose of unlawfully manufacturing, storing, distributing, or using a controlled substance;

WHEREAS, additionally, the City of Bethel obtains funding from the federal government for many of our projects and services, the federal grants mandate, the City of Bethel comply with federal law, if we don't we may be subject to reimbursement and denial of grant payment;

Introduced by: Mayor Watson
Date: October 8, 2019
Action:
Vote:

WHEREAS, the City Council would not have authorized the lease had the lease been forthright with their intent with the land;

WHEREAS, the Bethel City Council will not authorize the operation of such business on City Land;

WHEREAS, the administrative report submitted by the City Administration to the Council on September 10, identified that as of September 10, the applicant had not yet obtained a conditional use permit with the City's Planning Commission;

WHEREAS, the Planning Department cannot consider a conditional use permit because the applicant does not have permission from the land owner to operate a marijuana establishment at the proposed location and therefore lacks site control which is necessary to progress through the conditional use permitting process;

WHEREAS, Bethel Municipal Code Chapter 5.10.070 requires each operator of a marijuana establishment obtain a conditional use permit;

WHEREAS, Alaskan Grown Cannabis is not in compliance with our zoning regulation;

NOW, THEREFORE, BE IT RESOLVED the Bethel City Council protests the issuance of the marijuana retail license to Kusko Kush No. 21227 at 781 3rd Avenue, the City of Bethel, the owner of the property does not authorize the leasee to operate a marijuana facility on their property.

ENACTED THIS ___ DAY OF OCTOBER 2019 BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

ATTEST:

Fred Watson, Mayor

Lori Strickler, City Clerk



August 14, 2019

City of Bethel

Attn: City Clerk

Via Email: lstickler@cityofbethel.net ; pburley@cityofbethel.net

License Number:	21227
License Type:	Retail Marijuana Store
Licensee:	Essenkay, LLC
Doing Business As:	Kusko Kush
Physical Address:	781 3rd Avenue Bethel, AK 99559
Designated Licensee:	Jared Karr
Phone Number:	907-545-4977
Email Address:	kuskokush@gmail.com

☒ **New Application** ☐ **New Onsite Consumption Endorsement Application (Retail Only)**

AMCO has received a complete application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.025(d)(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. 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, 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.

3 AAC 306.010, 3 AAC 306.080, and 3 AAC 306.250 provide that the board will deny an application for a new license if the board finds that the license is prohibited under AS 17.38 as a result of an ordinance or election conducted under AS 17.38 and 3 AAC 306.200, or when a local government protests an application on the grounds that the proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the marijuana establishment, unless the local government has approved a variance from the local ordinance.

This application will be in front of the Marijuana Control Board at our September 11-13, 2019 meeting.

Sincerely,

Erika McConnell, Director
amco.localgovernmentonly@alaska.gov



Alaska Marijuana Control Board

Form MJ-00: Application Certifications

What is this form?

This application certifications form is required for all marijuana establishment license 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.

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

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Essenkay, LLC	License Number:	21227		
License Type:	Retail Marijuana Store				
Doing Business As:	Kusko Kush				
Premises Address:	781 3rd Avenue				
City:	Bethel	State:	Alaska	ZIP:	99559

Section 2 – Individual Information

Enter information for the individual licensee.

Name:	Jared Karr
Title:	Member

Section 3 – Other Licenses

Ownership and financial interest in other licenses:

Yes No

Do you currently have or plan to have an ownership interest in, or a direct or indirect financial interest in another marijuana establishment license?

☐☒

If "Yes", which license numbers (for existing licenses) and license types do you own or plan to own?

September 10, 2019

City of Bethel
P.O. Box 1388
Bethel, AK 99559



Mayor, Vice-Mayor, and Members of Bethel City Council:

In the matter of the Kusko Kush Marijuana license application to operate at the following proposed location: 781 3rd Ave, Bethel AK, 99559.

Bethel Municipal Code (BMC) 5.10.020(d) requires the City Manager to provide a written report to City Council, with a copy to the applicant, listing any objections to the AMCO Board's issuance of the application.

Per BMC 5.10.020 (c): the City Planner, City Finance Director, City Fire Chief and Police Chief have forwarded written statements to the City Manager outlining their findings. The following is a summary of their statements:

- **Finance Director** – Kusko Kush has a Bethel Business License issued on 4/23/19.
- **Planning Director** – A Conditional Use Permit (CUP) cannot currently be issued due to a lack of site control on the property.
- **Police Chief** – There have been no calls for service or arrests at this location as it is a newly constructed building.
- **Fire Chief** – The Acting Fire Chief cited that the building is brand new so there are no EMS calls or fire incidents at the location. He did add that there were eighteen (18) EMS calls and one (1) fire incident during 2018 at the surrounding areas (Longhouse Hotel, Sammy's Market, Red Basket, and Jacob's Way).

City Manager Conclusion: Kusko Kush has obtained a proper City of Bethel business license and there have been no calls for fire or police service at the property due to it being a recently constructed building. Despite this, the owners lack site control on the property and currently cannot obtain a conditional-use permit to operate their intended business. I cannot recommend issuance of this license at the proposed location at this time.



Bo Foley
Acting City Manager



Alaska Marijuana Control Board

Form MJ-00: Application Certifications

Section 4 – Certifications

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

Initials

I certify that I have not been convicted of a felony in any state or the United States, including a suspended imposition of sentence, for which less than five years have elapsed from the time of the conviction to the date of this application.



I certify that I am not currently on felony probation or felony parole.



I certify that I have not been found guilty of selling alcohol without a license in violation of AS 04.11.010.



I certify that I have not been found guilty of selling alcohol to an individual under 21 years of age in violation of 04.16.051 or AS 04.16.052.



I certify that I have not been convicted of a misdemeanor crime involving a controlled substance, violence against a person, use of a weapon, or dishonesty within the five years preceding this application.



I certify that I have not been convicted of a class A misdemeanor relating to selling, furnishing, or distributing marijuana or operating an establishment where marijuana is consumed within the two years preceding this application.



I certify that my proposed premises is not within 500 feet of a school ground, recreation or youth center, a building in which religious services are regularly conducted, or a correctional facility, as set forth in 3 AAC 306.010(a).



I certify that my proposed premises is not located in a liquor licensed premises.



I certify that I meet the residency requirement under AS 43.23 for a permanent fund dividend in the calendar year in which I am initiating this application.



I certify that all proposed licensees (as defined in 3 AAC 306.020(b)(2)) have been listed on my online marijuana establishment license application. Additionally, if applicable, all proposed licensees have been listed on my application with the Division of Corporations.



I certify that I understand that providing a false statement on this form, the online application, or any other form provided by AMCO is grounds for denial of my application.





Alaska Marijuana Control Board

Form MJ-00: Application Certifications

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

Initials

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



I certify and understand that I must operate in compliance with each applicable public health, fire, safety, and tax code and ordinance of this state and the local government in which my premises is located.



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

Initials

Only initial next to the following statement if this form is accompanying an application for a marijuana testing facility license:

I certify that I do not have an ownership in, or a direct or indirect financial interest in a retail marijuana store, a marijuana cultivation facility, or a marijuana products manufacturing facility.



Only initial next to the following statement if this form is accompanying an application for a retail marijuana store, a marijuana cultivation facility, or a marijuana products manufacturing facility license:

I certify that I do not have an ownership in, or a direct or indirect financial interest in a marijuana testing facility license.



All marijuana establishment license applicants:

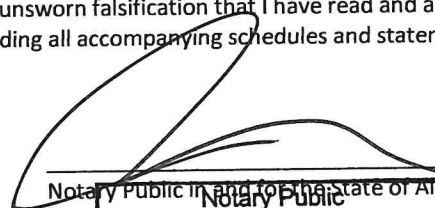
As an applicant for a marijuana establishment license, I declare under penalty of unsworn falsification that I have read and am familiar with AS 17.38 and 3 AAC 306, and that the online application and this form, including all accompanying schedules and statements, is true, correct, and complete.



Signature of licensee

Jared Karr

Printed name of licensee



Notary Public in and for the State of Alaska
JIM J. VALCARCE
State of Alaska
My Commission Expires Jan. 24, 2022

Subscribed and sworn to before me this 25 day of June, 2019



Alaska Marijuana Control Board

Form MJ-00: Application Certifications

What is this form?

This application certifications form is required for all marijuana establishment license 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.

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

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Essenkay, LLC	License Number:	21227		
License Type:	Retail Marijuana Store				
Doing Business As:	Kusko Kush				
Premises Address:	781 3rd Avenue				
City:	Bethel	State:	Alaska	ZIP:	99559

Section 2 – Individual Information

Enter information for the individual licensee.

Name:	Naim Sabani
Title:	Member

Section 3 – Other Licenses

Ownership and financial interest in other licenses:

Yes No

Do you currently have or plan to have an ownership interest in, or a direct or indirect financial interest in another marijuana establishment license?

☐ ☒

If "Yes", which license numbers (for existing licenses) and license types do you own or plan to own?

--



Alaska Marijuana Control Board

Form MJ-00: Application Certifications

Section 4 – Certifications

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

Initials

I certify that I have not been convicted of a felony in any state or the United States, including a suspended imposition of sentence, for which less than five years have elapsed from the time of the conviction to the date of this application.

N.S.

I certify that I am not currently on felony probation or felony parole.

N.S.

I certify that I have not been found guilty of selling alcohol without a license in violation of AS 04.11.010.

N.S.

I certify that I have not been found guilty of selling alcohol to an individual under 21 years of age in violation of 04.16.051 or AS 04.16.052.

N.S.

I certify that I have not been convicted of a misdemeanor crime involving a controlled substance, violence against a person, use of a weapon, or dishonesty within the five years preceding this application.

N.S.

I certify that I have not been convicted of a class A misdemeanor relating to selling, furnishing, or distributing marijuana or operating an establishment where marijuana is consumed within the two years preceding this application.

N.S.

I certify that my proposed premises is not within 500 feet of a school ground, recreation or youth center, a building in which religious services are regularly conducted, or a correctional facility, as set forth in 3 AAC 306.010(a).

N.S.

I certify that my proposed premises is not located in a liquor licensed premises.

N.S.

I certify that I meet the residency requirement under AS 43.23 for a permanent fund dividend in the calendar year in which I am initiating this application.

N.S.

I certify that all proposed licensees (as defined in 3 AAC 306.020(b)(2)) have been listed on my online marijuana establishment license application. Additionally, if applicable, all proposed licensees have been listed on my application with the Division of Corporations.

N.S.

I certify that I understand that providing a false statement on this form, the online application, or any other form provided by AMCO is grounds for denial of my application.

N.S.



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-00: Application Certifications

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

Initials

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



I certify and understand that I must operate in compliance with each applicable public health, fire, safety, and tax code and ordinance of this state and the local government in which my premises is located.



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

Initials

Only initial next to the following statement if this form is accompanying an application for a marijuana testing facility license:

I certify that I do not have an ownership in, or a direct or indirect financial interest in a retail marijuana store, a marijuana cultivation facility, or a marijuana products manufacturing facility.



Only initial next to the following statement if this form is accompanying an application for a retail marijuana store, a marijuana cultivation facility, or a marijuana products manufacturing facility license:

I certify that I do not have an ownership in, or a direct or indirect financial interest in a marijuana testing facility license.



All marijuana establishment license applicants:

As an applicant for a marijuana establishment license, I declare under penalty of unsworn falsification that I have read and am familiar with AS 17.38 and 3 AAC 306, and that the online application and this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Naim Sabani

Printed name of licensee

Notary Public in and for the State of Alaska
Notary Public
JIM J. VALCARLOS
State of Alaska
My commission expires Jan. 24, 2022

Subscribed and sworn to before me this 25 day of June, 2019.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38 of Alaska Statutes** and **Chapter 306 of the Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03**, **Form MJ-04**, **Form MJ-05**, or **Form MJ-06**) to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Essenkay, LLC	MJ License #:	21227		
License Type:	Retail Marijuana Store				
Doing Business As:	Kusko Kush				
Premises Address:	781 3rd Avenue				
City:	Bethel	State:	Alaska	ZIP:	99559

Mailing Address:	PO Box 2343				
City:	Bethel	State:	Alaska	ZIP:	99559

Designated Licensee:	Jared Karr				
Main Phone:	907-545-4977	Cell Phone:			
Email:	kuskokush@gmail.com				



Form MJ-01: Marijuana Establishment Operating Plan

Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

Kusko Kush will prominently display a sign at/on the entry to the retail store that states "No one under the age of 21 is allowed". the sign will not be less than 12 inches wide, with letters at least one-half inch in height in high contrast to the background of the sign. When a customer enters the Kusko Kush retail facility, they immediately enter the ID Check Area where they are greeted by one of our trained staff whom will ask for each person's photo ID. Once the staff have concluded that each person is 21 or older and has a valid photo ID, they may enter the sales floor. Once the customer is inside the retail store, the budtender will assist the customer and complete a sales transaction under the legal sale limits. After the customer's transaction is completed, and its purchase bagged/package in opaque and child resistant exit bag, the customer will be shown to the store's customer exit. Additionally, in compliance with 3AAC 306.325(c), any area where Kusko Kush stocks for sale, or dispenses for sale, marijuana or marijuana products, no customers are allowed into that area - as that area is designated as a restricted access area. Only pre-scheduled and preapproved visitors (with the exception of AMCO Enforcement and law officers, who are not considered visitors) may enter this area after complying with the visitor policy.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

Kusko Kush will be equipped with a 24 hour monitoring alarm system, exterior motion detecting lighting, and video surveillance. The restricted access area doors will be locked at all times with a spring loaded hinge to ensure it closes behind persons as they enter or leave the secured area. Access will only be granted to employees and Jared, and signage will be displayed on the door/entrance to each restricted access area indicating that members of the public are not allowed un-escorted access. At least one employee will be present behind the counter at all times, ensuring customers do not enter the restricted access area behind the counter. The facility will be equipped with an alarm system and video surveillance. Security cameras will be installed throughout the retail store that allow for monitoring of all areas 24 hours each day including, at a minimum: all entrances and exits, all restricted access areas, every portion of the office, and the exterior of the building to monitor and identify all activity adjacent to the facility.

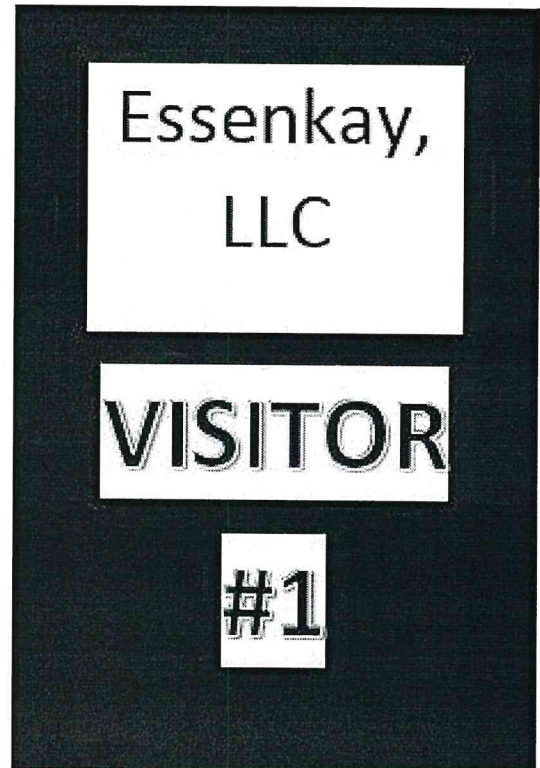
3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

No person, except a Kusko Kush employee or the licensee, (with the exception of AMCO enforcement, law enforcement, and other duly authorized agents) shall be allowed in the restricted access area unless they are a pre-authorized visitor by a designated employee/manager and escorted at all times. All persons who are not employees of the company, but who have been authorized by management to enter the restricted access areas of the facility shall provide a government issued identification to the escorting employee prior to entering the restricted access area in order to obtain a visitor identification badge. An employee will escort and monitor the visitor at all times while the visitor is in the restricted access area. The visitor identification badge shall be visible at all times. Kusko Kush will require the visitor to return the identification badge upon exiting the facility. Kusko Kush will maintain a visitor log, which shall include the name of the visitor, date, time and purpose of the visit. The visitor log will be made available to AMCO upon request. If an unforeseen circumstance requires the presence of a visitor and makes it impractical for designated employee/management to obtain prior authorization, the facility shall record in the visitor log the name of the visitor, date, time, purpose of the visit and the facts upon which the access was granted. Visitor records will be stored on the company's computer server, a hard original copy will be stored in the secured locked cabinet located in the office. Hard copies will be maintained for at least 7 years. Kusko Kush does not intend to destroy any electronic copies. There will never be more than 5 Visitors per employee/licensee at any given time.



Form MJ-01: Marijuana Establishment Operating Plan

3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

The exterior of the building will be well lit. Exterior lighting will be specifically designed and positioned to help visually secure the premises and allow the surveillance system to depict individuals up to twenty (20) feet from all entry points. Lights will be mounted in inaccessible places and have sturdy housings and lenses to help make them vandal proof. Kusko Kush will use extremely bright lights to deter crime and ensure maximum visibility. All lights will be commercial grade LED lights and will be checked by management to ensure that each light in the system is operational and well-placed for visibility in security footage and to deter loitering or otherwise unauthorized presence on the premises.



Form MJ-01: Marijuana Establishment Operating Plan

3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

Kusko Kush will install an alarm system, maintain the equipment, periodically test the devices and continuously monitor the facility with an on-site security monitor and DVR system. The alarm system will be set up to monitor for intrusions and will be active during closed hours. The last employee to leave the retail store at night will be entrusted to activate the alarm system and the first employee to arrive in the morning will deactivate the alarm. In the event of an unauthorized breach the alarm will send a notification to the licensees and management, the management team will evacuate the building (if it's safe to do so and necessary) to a pre-determined safe location. A designated employee will take a head count of employees and any visitors that may have been on the premises to ensure everyone is accounted for. Management will await instruction from law enforcement and comply with all directives. Once it is safe to do so, employees will return to the facility and inspect for property damage, theft, take inventory and submit all necessary and requested documentation to law enforcement officials and to AMCO enforcement. Additionally, any event that occurs on the licensed premises that involves local law enforcement will be promptly reported to AMCO Enforcement via email. In the case of the establishments knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises; or any unauthorized access to the licensed premises, the licensee's will notify AMCO and AMCO Enforcement within 24 hours.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

Kusko Kush will implement a security and anti-diversion plan that will encompass training, surveillance and mandated operating procedures. First, all employees will be taught about methods of diversion, and how to detect them. They will be trained in the company's standard operating procedures for handling marijuana products including the label tags placed on every package of marijuana, and how to insure they are in the database inventory. All adjustments to inventory will require a manager's code, which is recorded in a file that tell who logged on, what adjustments were made, and will also time stamp it. Beyond the electronic record keeping, visual verification will be done by managers on each shift, and all parts of the facility will be monitored by surveillance cameras. Employee's will be taught how diversion could take place including: employee theft, customer theft at the place of delivery, outside theft (robbery), or a combination of all of the above. Employees will be taught not just detection, but the appropriate responses to insure the safety of our fellow employees, customers, the public, and the facility itself.

3.7. Describe your policies and procedures for preventing loitering:

Kusko Kush will post "No Loitering" and 24 hour video surveillance signs on the exterior of the retail store. A designated employee will frequently check the perimeter of the retail store to ensure that there are no persons loitering near the facility. If there is anyone who is attempting to loiter, the employee will contact management, management will then ask said person to leave the premises. If they will not leave voluntarily, management will then contact local law enforcement. In any event that local law enforcement is contacted, Kusko Kush will notify AMCO enforcement via email within 24 hours.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right:

Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.





Form MJ-01: Marijuana Establishment Operating Plan

Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility.

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image.

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application.

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board).

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

The retail facility premises will be protected by a surveillance recording system that will have cameras positioned to view the entire perimeter of the area of the licensed retail premises. The security cameras will be monitored 24 hours a day, 7 days a week. A variety of specialty cameras, such as infrared, motion-sensor, and night vision cameras will be used. All cameras will have secure data storage. The premise will have surveillance over all portions of the facility, placed strategically to record all areas of the facility inside and outside, at a variety of angles. All doors and marijuana storage areas will have video coverage to clearly identify the faces of those present. The cameras will offer high resolution and weather resistant features that ensure a clear picture with every use. With these megapixel cameras, the facility will have clear, crisp images that let a Kusko Kush manager see the important details needed for identification. This includes face and license plate recognition, and facial image of anyone within twenty (20) feet of all access point while still capturing a full field of view for exterior monitoring.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

All facility records will all reside in the locked and secured storage room located in the restricted access private office within the retail establishment. Only authorized employees will be issued a key access code for access to the locked storage room, and there will be a secure database maintained with information including employee name and contact information, along with the time and date of each usage which could be matched to a surveillance tape to secure additional information. The security system will be password protected to prevent any data tampering, and recorded data will be stored for a minimum of forty (40) days as an official business record. All surveillance footage will be accessible for upload to a separate hard drive in the event that it must be stored longer for criminal, civil, or administrative investigations. All recordings will be time and date stamped, and archived in a format that prevents alteration of the recorded image. Recordings and surveillance data will be available to AMCO and local law enforcement upon request

**Form MJ-01: Marijuana Establishment Operating Plan****Section 4 – Business Records**

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises:

Initials

- a. all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years (*records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises*); 
- b. a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment; 
- c. the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises; 
- d. records related to advertising and marketing; 
- e. a current diagram of the licensed premises, including each restricted access area; 
- f. a log recording the name, and date and time of entry of each visitor permitted into a restricted access area; 
- g. all records normally retained for tax purposes; 
- h. accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed; 
- i. transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and 
- j. registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745. 

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

Kusko Kush will keep all required records on site for a minimum of 6 months and will reside in the locked and secured storage room in a lockable file cabinet or safe. Hard copies will be scanned into digital files and stored as a back up. The backed up electronic files will be stored on a cloud based server or external hard drive to prevent loss or destruction of records. After 7 years Kusko Kush may destroy hard copies however, Kusko Kush does not intend to destroy any electronic records.

**Form MJ-01: Marijuana Establishment Operating Plan****Section 5 – Inventory Tracking of All Marijuana and Marijuana Product**

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. All licensees, and each employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment.

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

Employee training will include marijuana industry topics, customer care, food handling, AMCO regulations, State of Alaska Statutes and regulations, safety precautions and procedures, legal issues and Federal regulations. Kusko Kush will also ensure that all employees have a vast knowledge in regards to proper inventory tracking and METRC protocols. Training will take place throughout the year, as well as when topics arise that need further explanation. Either Jared or manager will personally present training and education to employees. All new employees will be required to meet with Jared or Manager to learn the company's business approach and to adopt the standard of service. Kusko Kush will encourage staff to attend seminars, conferences and, workshops. Management will maintain a library of resources on marijuana topics, available to employees at all times.



Form MJ-01: Marijuana Establishment Operating Plan

Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

- 7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present. 
- 7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded. 
- 7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace. 
- 7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d). 

Answer "Yes" or "No" to each of the following questions:

Yes No

- 7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram. ☒ ☐
- 7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram. ☒ ☐

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

In the event that Kusko Kush transports any marijuana or marijuana product from the retail store, a trip manifest will be printed from Metrc to accompany the shipment. A copy of the trip manifest will also be maintained on the licensed premises as a business record. Any marijuana or marijuana product to be transported will be placed within a sealed package or container up to 5 pounds and then into a secure storage compartment within the transport vehicle or in the bed of a truck. Any individuals involved in the transport will have a valid, marijuana handler permit and be trained to travel directly to the destination without any unnecessary stops and without opening packages of marijuana or marijuana product. Labels will be affixed to the packaging including all information originally provided by the cultivation or manufacturing facility such as; (1) testing facility and license number (2) testing date and results (3) name and license number of cultivation facility (4) name and license number of manufacturing facility if applicable (for concentrates and products) (5) harvest batch number or production lot number (6) date of packaging (7) net marijuana weight (8) expiration date if applicable.



Form MJ-01: Marijuana Establishment Operating Plan

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700.



8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle.



8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport.



8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport.



8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment.



8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received.



8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.



Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

9.1. Describe any signs that you intend to post on your establishment, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

Kusko Kush may have up to three (3) signs on the Retail Store. Signs will not exceed 4800 square inches.





Form MJ-01: Marijuana Establishment Operating Plan

9.2. Describe any advertising you intend to distribute for your establishment. Include medium types and business logos (photos or drawings may be attached):

Kusko Kush's retail advertising and marketing is still in development; however, the company plans to utilize the following medium types when distributing advertisements:

- Newspaper ads
- Radio ads/TV ads
- Social Media to feature specific strains, specials on products, and retail advertisements
- Magazine ads

Advertisements will include, but is not limited to, the retail store hours and location, company website and will include each warning statement verbatim as they are listed in the regulations.



I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Jared Karr

Printed name of licensee

Notary Public
Jim J. VALCARLOS
State of Alaska
My Commission Expires Jan. 24, 2022

Subscribed and sworn to before me this 25 day of June, 2019.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):



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-02: Premises Diagram

What is this form?

A detailed diagram of the proposed licensed premises is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(8). All areas designated as the licensed premises of a single licensee must be contiguous. All diagrams must have the licensed premises area labeled, and outlined or shaded as appropriate.

What must be submitted with this form?

Applicants must attach multiple diagrams to this form, including (as applicable):

- **Diagram 1:**
a diagram showing only the licensed premises areas that will be ready to be operational at the time of your preliminary inspection and license issuance;
- **Diagram 2:**
if different than Diagram 1, a diagram outlining all areas for which the licensee has legal right of possession (a valid lease or deed), and clearly showing those areas' relationship to the current proposed licensed premises (*details of any planned expansion areas do not need to be included; a complete copy of Form MJ-14: Licensed Premises Diagram Change must be submitted and approved before any planned expansion area may be added to the licensed premises*);
- **Diagram 3:**
a site plan or as-built of the entire lot, showing all structures on the property and clearly indicating which area(s) will be part of the licensed premises;
- **Diagram 4:**
an aerial photo of the entire lot and surrounding lots, showing a view of the entire property and surrounding properties, and clearly indicating which area(s) will be part of the licensed premises (*this can be obtained from sources like Google Earth*); and
- **Diagram 5:**
a diagram of the entire building in which the licensed premises is located, clearly distinguishing the licensed premises from unlicensed areas and/or premises of other licenses within the building. If your proposed licensed premises is located within a building or building complex that contains multiple business and/or tenants, please provide the addresses and/or suite numbers of the other businesses and/or tenants (*a separate diagram is not required for an establishment that is designating the entire building as a single licensed premises*).

This form, and all necessary diagrams that meet the requirements on Page 2 of this form, must be completed and submitted to AMCO's main office before any new or transfer license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Essenkay, LLC	MJ License #:	21227		
License Type:	Retail Marijuana Store				
Doing Business As:	Kusko Kush				
Premises Address:	781 3rd Ave				
City:	Bethel	State:	Alaska	ZIP:	99559



Alaska Marijuana Control Board

Form MJ-02: Premises Diagram

Section 2 – Required Information

For your security, do not include locations of security cameras, motion detectors, panic buttons, and other security devices. Items marked with a double asterisks (**) are only required for those retail marijuana establishments that are also applying for an onsite consumption endorsement.

The following details must be included in all diagrams:

- ☐ License number and DBA
- ☐ Legend or key
- ☐ Color coding
- ☐ Licensed Premises Area Labeled and Shaded, or Outlined as appropriate
- ☐ Dimensions
- ☐ Labels
- ☐ True north arrow

The following additional details must be included in Diagram 1:

- ☐ Surveillance room
- ☐ Restricted access areas
- ☐ Storage areas
- ☐ Entrances, exits, and windows
- ☐ Walls, partitions, and counters
- ☐ Any other areas that must be labeled for specific license or endorsement types
- ☐ ** Serving area(s)
- ☐ **Employee monitoring area(s)
- ☐ **Ventilation exhaust points, if applicable

The following additional details must be included in Diagram 2:

- ☐ Areas of ingress and egress
- ☐ Entrances and exits
- ☐ Walls and partitions

The following additional details must be included in Diagrams 3 and 4:

- ☐ Areas of ingress and egress
- ☐ Cross streets and points of reference

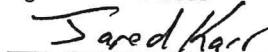
The following additional details must be included in Diagram 5:

- ☐ Areas of ingress and egress
- ☐ Entrances and exits
- ☐ Walls and partitions
- ☐ Cross streets and points of reference

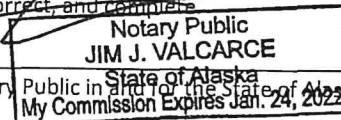
I declare under penalty of unsworn falsification that I have attached all necessary diagrams that meet the above requirements, and that this form, including all accompanying schedules, statements, and depictions is true, correct, and complete.



Signature of licensee



Printed name of licensee



My commission expires: _____

Subscribed and sworn to before me this 25 day of June, 2019



1
P-1

$$\frac{3}{8}'' = 1'-0''$$


-  RESTRICTED ACCESS (418 S.F.)
 RETAIL (299 S.F.)
 Proposed Licensed Premises

KUSKO KUSH RETAIL

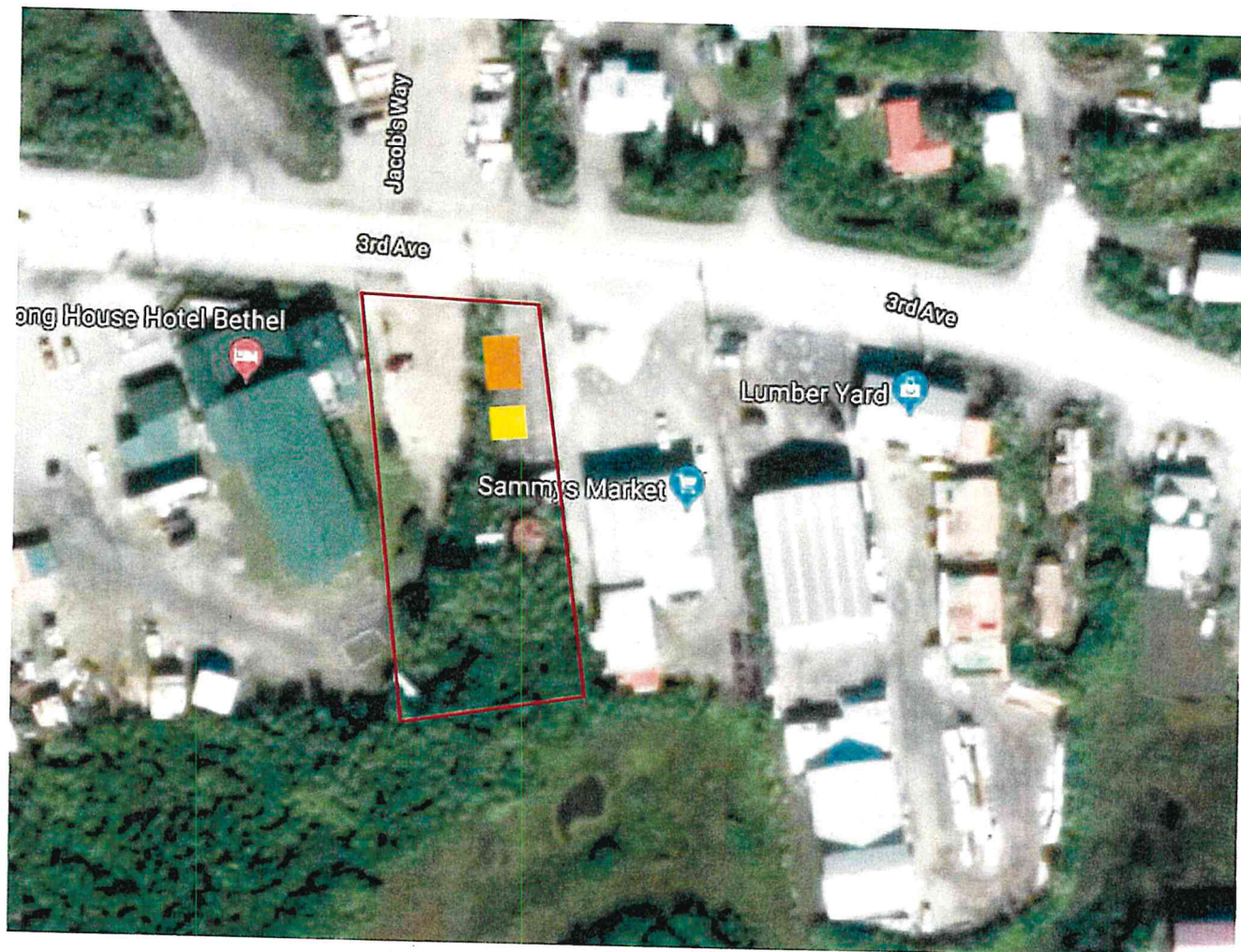
PREMISES DIAGRAM

SHEET SIZE:	34x22
DESIGNED BY:	WS
DRAWN BY:	UMD
CHECKED BY:	WS
DATE:	06/013/19
FILE NO.	1263.01
SHEET NUMBER	
P-1	OF

250 H Street
Anchorage, AK 99501
P: (907) 243-8985
F: (907) 243-5629
W: LCGAK.com

LCG
Lantech Inc
architecture • engineering • surveying

[illegible]



- Licensee
-- Legal Right to Possession 781 3rd Ave.
- Kusko Kush 24' x 32' Building
- Vacant Building

Diagrams 2, 4 & 5
 Essenkay, LLC DBA Kusko Kush
 License #21227

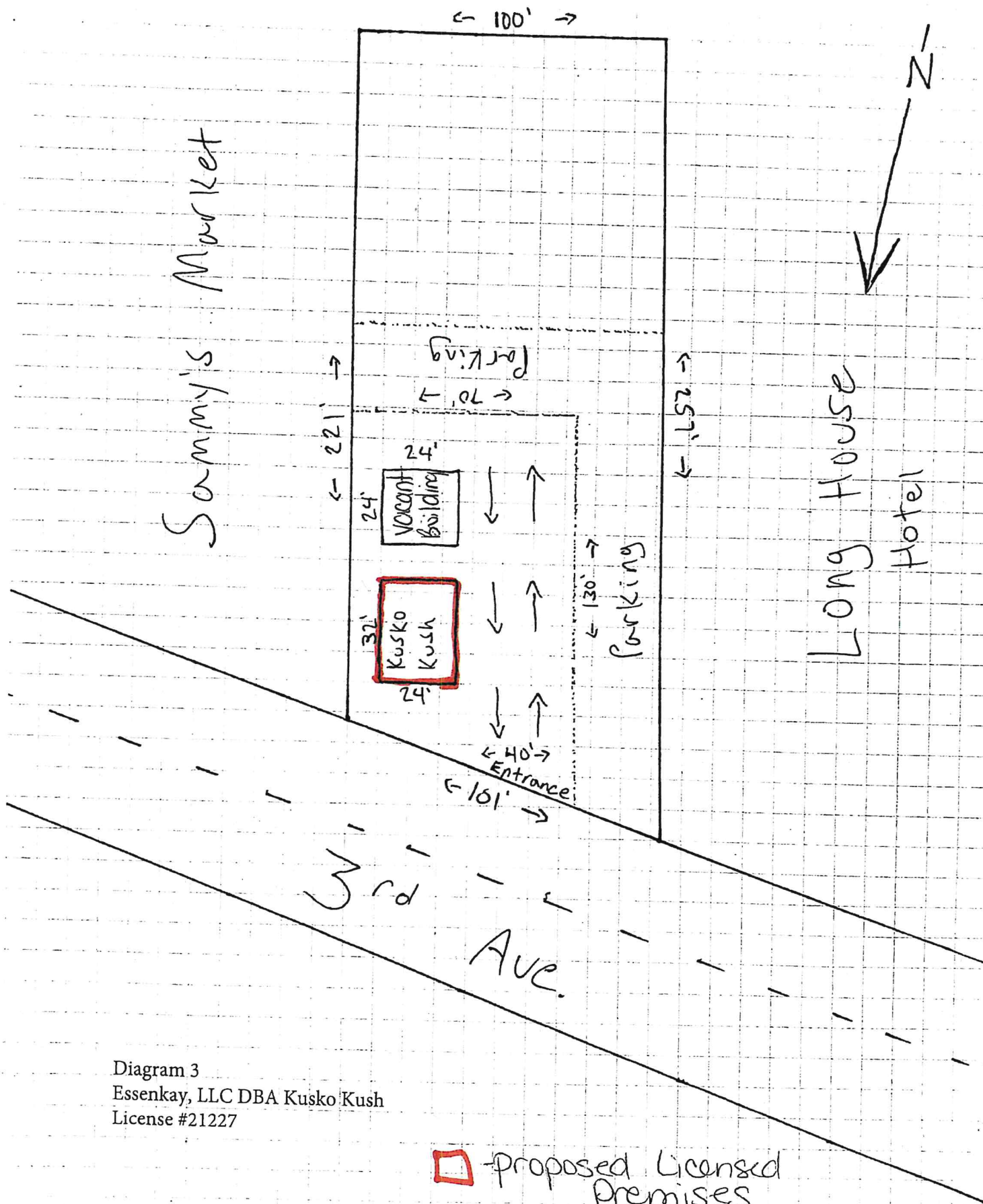


Diagram 3
Essenkay, LLC DBA Kusko Kush
License #21227

Alcohol & Marijuana Control Office

Initiating License Application

3/28/2019 11:48:13 AM

License Number: 21227**License Status:** New**License Type:** Retail Marijuana Store**Doing Business As:** Kusko Kush**Business License Number:** 2084675**Designated Licensee:** Jared Karr**Email Address:** kuskokush@gmail.com**Local Government:** Bethel**Community Council:****Latitude, Longitude:** 60.795355, -161.761337**Physical Address:** 781 3rd Avenue
Bethel, AK 99559
UNITED STATES**Licensee #1****Type:** Entity**Alaska Entity Number:** 10096634**Alaska Entity Name:** Essenkay, LLC**Phone Number:** 907-545-4977**Email Address:** kuskokush@gmail.com**Mailing Address:** PO BOX 2343
BETHEL, AK 99559
UNITED STATES**Entity Official #1****Type:** Individual**Name:** Jared Karr
[REDACTED]
[REDACTED]**Phone Number:** 907-545-4977**Email Address:** kuskokush@gmail.com**Mailing Address:** PO Box 2511
Bethel, AK 99559
UNITED STATES**Entity Official #2****Type:** Individual**Name:** Naim Sabani
[REDACTED]
[REDACTED]**Phone Number:** 907-545-4977**Email Address:** kuskokush@gmail.com**Mailing Address:** PO Box 2343
Bethel, AK 99559
UNITED STATES**Note:** No affiliates entered for this license.

CITY OF BETHEL

PO Box 1388

Bethel, Alaska 99559

Ph: 907-543-1373

Email: citymanager@cityofbethel.net

October 1, 2019



This document summarizes the City of Bethel's administrative decision regarding Essenkay, LLC's intent to operate a marijuana store at 781 3rd Avenue in Bethel, Alaska (the "premises").

Essenkay, LLC ("Essenkay") currently has a business license to operate a marijuana retail business. However, Essenkay cannot operate a marijuana business at the premises because (1) Essenkay cannot obtain a conditional use permit due to a lack of site control; (2) the proposed marijuana business would violate the terms of Essenkay's lease with the City; and (3) the lease of City property to a marijuana business very likely violates the Controlled Substances Act, thereby jeopardizing both current and future federal grant funding.

Essenkay, through a competitive bidding process, entered into a lease with the City of Bethel to lease the premises on April 23rd, 2019. The lease was approved by the Bethel City Council, as is required by Bethel Municipal Code section 4.08.010(B). The lease did not authorize Essenkay to operate a marijuana business on the premises.

On May 3rd 2019, the Planning department received a site plan permit application from Essenkay for approval to construct a marijuana retail business. On May 10th, 2019, this permit was approved. However, this approval was in error because Essenkay had not yet received a conditional use permit.

On May 28th 2019, Acting City Manager Howell was approached by Essenkay with a proposed addendum to the lease (Lease Addendum #1). This addendum purported to authorize Essenkay to operate a marijuana business on the premises. Although Acting City Manager Howell signed this amendment, the Bethel City Council never approved it. Absent City Council approval, the lease addendum was not incorporated into the lease.

In addition, the operation of a marijuana business on the leased premises is prohibited by the lease. Section 4.06 of the lease requires that the tenant "observe and comply with all state and federal laws, municipal ordinances, rules, and regulations" which may be applicable to the leased premises. It is a violation of the federal Controlled Substances Act to "knowingly open, lease, rent, use, or maintain any place, whether permanently or temporarily, for the purpose of manufacturing, distributing, or using any controlled substance." 21 U.S.C. section 856(a)(1). Marijuana is a Schedule 1 controlled substance under the Controlled substances Act. 21 U.S.C. section 812(c)(10).

Because leasing property for the purpose of distributing marijuana is illegal under federal law, Essenkay's proposed use of the premises for a retail marijuana business violates section 4.06 of the lease. Therefore, Lease Addendum #1 is of no force and effect.

Finally, the Planning Department has determined that Essenkay cannot operate a marijuana business at the leased premises because it cannot obtain a conditional use permit. Bethel Municipal Code section 5.10.070 requires each operator of a marijuana establishment to obtain a conditional use permit. However, Essenkay cannot obtain site control for the leased premises without the City's consent to the use of the leased premises for a marijuana business. Since Essenkay cannot obtain site control, it cannot obtain a conditional use permit.



Digitally signed by Bo Foley
DN: cn=Bo Foley, o=City of Bethel,
ou, email=bfoley@cityofbethel.net,
c=US
Date: 2019.10.01 13:31:36 -08'00'

Bo Foley
Acting City Manager

LEASE ADDENDUM #1

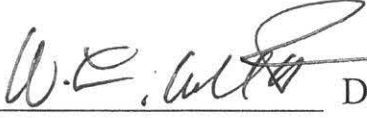
This Lease Addendum #1 is made the 28th day of May, 2019, by and between the City of Bethel, ("Lessor"), and Essenkay, LLC, ("Lessee"), an Alaska corporation.

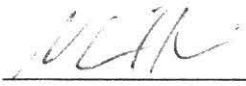
Whereas, Lessor and Lessee understand and agree to the following:

1. The Lessee/Lessor understand and agree the property at 781 3rd Avenue is going to be used for a marijuana business.
2. The Lessee/Lessor understand and agree that in case of default, Lessee will not take possession or remove marijuana from the premises and AMCO enforcement will be contacted to take possession.

Lessor

Lessee


Date: 5-28-19
Bill Howell, Acting City Manager
City of Bethel, Alaska


Date: 06-04-19
Naim Shabani, Owner
Essenkay, LLC


Date: 5/28/19
Jared Karr, Owner
Essenkay, LLC



City of Bethel

P.O. Box 1388 • Bethel, Alaska 99559-1388

907-543-1386

Fax # 543-1388

Website: www.cityofbethel.org

August 28, 2019

Essenkay, LLC
P.O. Box 2343
Bethel, AK 99559-2343

RE: Commercial lease between the City of Bethel and Essenkay, dated April 23, 2019.

Dear Mr. Shabani and Mr. Karr:

It has come to my attention that Lease Addendum #1 to the Commercial Lease between the City of Bethel and Essenkay, LLC (hereinafter the "Lease") is in violation of Article 4.06 of the Lease. Article 4.06 requires that the tenant "shall observe and comply with all state and federal laws, municipal ordinances, rules and regulations" which may be applicable to the leased premises. Lease Addendum #1 states that the leased premises "is going to be used for a marijuana business." The possession, sale, or distribution of marijuana is prohibited by federal law. As a result, Lease Addendum #1 is of no force and effect.

Sincerely,

A handwritten signature in blue ink, appearing to read "W. Howell", is written over a horizontal line.

Bill Howell, Acting City Manager
City of Bethel



City of Bethel

Planning Department
P.O. Box 1388
Bethel, Alaska 99559
(907) 543-5306

September 3, 2019

Essenkay, LLC
PO Box 2343
Bethel, AK. 99559

Dear Mr. Shabani and Mr. Karr,

As you are aware, the August 28, 2019 letter written by the Bethel City Manager invalidated your May 28, 2019 Lease Addendum #1 for operating a marijuana store on City owned property (Lot 4, Block 15, USS 3230 A & B, Bethel Recording District). Regarding your associated Conditional Use Permit Application for the Kusko Kush marijuana retail store, I need to inform you that all applications for any type of municipal permit must show proper site control (ownership, appropriate lease, or notarized permission) verification before being considered. As you currently lack site control on your commercial property lease for specifically operating a marijuana store, this is to notify you that I cannot present your Conditional Use Permit application to the Planning Commission for consideration at this time. Please contact me if you have any questions. Thank You.

Sincerely,

A handwritten signature in blue ink that reads "Ted Meyer". The signature is written over a horizontal line.

Ted Meyer, Planner
City of Bethel
PO Box 1388
Bethel, AK. 99559
907-543-5306
tmeyer@cityofbethel.net

CC. Bill Howell, Acting City Manager
Bo Foley, IT Director
Pauline Boratko, Planner Assistant
Michael Gatty, City Attorney

VALCARCE LAW OFFICE

A LIMITED LIABILITY COMPANY

900 THIRD AVENUE

P.O. BOX 409

BETHEL, ALASKA 99559

TELEPHONE: (907) 543-2744 OR (907) 543-HELP

TOLL FREE (888) 610-2744

TELEFAX (907) 543-2746

EMAIL: jim@bushlawyers.com

JARED KARR, ESQ.
HEATHER SIA, ESQ.
JIM VALCARCE, ESQ.

*Bush Lawyers Serving
Bush Alaska*

September 9, 2019

Mayor Fred Watson
Vice-Mayor Thor Williams
Council Member Leif Albertson
Council Member Mitchell Forbes
Planning Commission Chair, Kathy Hanson
c/o *Attorney Michael Gatti*
City of Bethel Alaska
PO Box 1388
Bethel, AK 99559

Council Member Perry Barr
Council Member Carole Jung-Jordan
Council Member Fritz Charles
City Clerk Lori Strickler

Re: Lease of City property at 781 3rd Avenue

Dear City Officials:

Kindly accept this letter as notice that I represent Essenkay, LLC, regarding its breach of contract claims against the City.

The City of Bethel entered into a 15-year lease agreement with Essenkay, LLC to rent a property at 781 3rd Avenue on April 23, 2019. On May 28, 2019, Acting City Manager Bill Howell and the two authorized agents for Essenkay, LLC, signed Lease Addendum #1 ("Addendum") to that lease. In part it was agreed to, "the Lessor/Lessee understand and agree the property at 781 3rd Avenue is going to be used for a marijuana business."

Relying specifically upon that agreement, my client spent several hundred thousand dollars to improve its property and prepare to open such business (i.e. hired an engineer to draft building plans, hired a lawyer to assist in the marijuana application to the State of Alaska Marijuana Control Board; hired multiple contractors to haul in over several hundred tons of dirt and gravel; hired a contractor to custom build a building for the sole purpose of opening a marijuana retail business; applied for a conditional use permit to operate the marijuana store on the lot; applied for numerous licenses with the city and state – each with its own fee, and spent thousands of dollars on furniture, technology, and supplies for the business).

Moreover, after signing the May 28, 2019 addendum, the City of Bethel thereafter issued a site plan permit to my clients authorizing them to build their building, issued them a Marijuana Retail Business business license, and issued a license to collect sales tax.

Around the end of July 2019, Acting City Manager Howell contacted my clients and informed them that there may be an issue with the City having a tenant that is operating a marijuana retail store. He stated he was unclear as to whether that business might run afoul of federal grants. My client was told that the City was working on a solution and that when one is found, the City would notify my clients. The Acting City Manager even told my clients to text him every few days to remind him to keep this issue on the "front burner" of the City.

Thereafter, no solution was offered. But on August 28, 2019 the City thereafter sent a letter (dated September 28, 2019) stating that "Addendum #1 is of no force and effect."

Based upon such breach, on September 3, 2019, Ted Meyer, Planner for the City of Bethel, sent an email to my clients. That email stated that the "Bethel City manager invalidated your May 28, 2019 Lease Addendum #1" and because of that, "I cannot present your Conditional Use permit application to the Planning Commission." The conditional use permit application was taken off the agenda for the September 12, 2019 Planning Commission meeting.

The City is in breach of the April 23, 2019, Lease Agreement and May 28, 2019 Lease Addendum #1 with Essenkay, LLC. As codified by Bethel Municipal Code 4.20.390, the City Manager or duly appointed designee can bind the City with a written contract and in fact, is the only person within the City who can. Based upon the legal addendum to the Lease, my clients relied upon such addendum to spend in excess of \$350,000 in preparation to open a marijuana retail store, which includes:

1. \$185,000 for construction of a commercial building.
2. \$20,000 for fill and gravel.
3. \$18,000 for architectural drawing of the building and land.
4. \$7,000 in attorney fees.
5. \$7,500 in permit and licensing fees.
6. \$15,000 in furniture/equipment.

Moreover, damages not only include the costs and expenses of preparing such trade operation, but the actual profits generated from such business. A conservative estimate for the amount of profit a marijuana retail store could expect to generate within a year is \$1,100,000. Over the life of a 15-year lease, that equates to roughly \$16,500,000.

9/9/19

Essenkay, LLC v. City of Bethel, Alaska

Pg. 3-3

The City leased property knowing its tenant was planning to operate a marijuana retail store; allowed the tenant to spend hundreds of thousands of dollars on improvements; and then unilaterally chose to breach the lease and prohibit such. My client has attempted to ask and determine how the City intends to make him whole, but no response has been provided, to date.

Before we allow a Bethel Jury to determine damages, I propose that the City has three options: 1) Agree that the September 28 letter is in error and revoked. 2) Sell the property. 3) Pay damages.

I look forward to receiving your response to these options within the next ten (10) days.

VALCARCE LAW OFFICE, LLC

Jim Valcaree

Attorney for Essenkay, LLC

Attachments:

1. Lease
2. Lease Addendum
3. September 28, 2019 (August 28, 2019) Letter from Acting City Manager Howell
4. September 3, 2019 email from Planning Director Ted Meyer

September 17, 2019

Jim Valcarce
Valcarce Law Office
900 Third Avenue
P.O. Box 409
Bethel, AK 99559

Re: Lease of City property at 781 3rd Avenue

Dear Mr. Valcarce

My firm represents the City of Bethel (the “City”) with regard to the lease of City property at 781 3rd Avenue by the City to Essenkay, LLC (“Essenkay”). The City has received your September 9, 2019 letter regarding this lease. In your letter, you claim that the City’s August 28, 2019 letter noting that Lease Addendum #1 is of no force and effect constitutes a breach of the lease.

As the City noted in the August 28, 2019 letter, Article 4.06 of the Commercial Lease between the City and Essenkay requires that the tenant “shall observe and comply with all state and federal laws, municipal ordinances, rules and regulations” which may be applicable to the leased premises. Under the federal Controlled Substances Act (“CSA”), marijuana is considered a Schedule I controlled substance. *See* 21 U.S.C. § 812(c)(10). Knowingly leasing, renting, or using a place for the purpose of distributing a controlled substance violates the CSA. *See* 21 U.S.C. § 856(a)(1).

In 2013, the U.S. Department of Justice indicated that in states where marijuana has been legalized under state law, the Department of Justice would allow states to provide the primary means of addressing and regulating marijuana-related activity. *See* U.S. Dept. of Justice, Guidance Regarding Marijuana Enforcement (2013) (the “Cole memo”), Attachment 1 to this letter. However, the Cole memo was expressly rescinded by the Attorney General, and the federal government has provided no further guidance indicating that the CSA will not be enforced in states where marijuana has been legalized. *See* Office of the Att’y Gen., Marijuana Enforcement (2018), Attachment 2 to this letter.

Essenkay’s proposed use for the leased property as a marijuana retail store implicates the CSA. Accordingly, Lease Addendum #1, which purportedly authorizes this proposed illegal use, is of no force and effect. The City disavows Essenkay’s claim that it

suffered damages as outlined in your letter. The City is willing to discuss options for a fair resolution of this dispute. If you are interested in discussing a resolution, please contact me to set up a meeting.

Sincerely,

JERMAIN DUNNAGAN & OWENS, P.C.

A handwritten signature in black ink, appearing to read 'Michael Gatti', with a large, stylized loop at the end.

Michael Gatti
Max D. Holmquist

Attachments:

1. U.S. Dept. of Justice, Guidance Regarding Marijuana Enforcement (2013)
2. Office of the Att'y Gen., Marijuana Enforcement (2018)



U.S. Department of Justice

Office of the Deputy Attorney General

The Deputy Attorney General

Washington, D.C. 20530

August 29, 2013

MEMORANDUM FOR ALL UNITED STATES ATTORNEYS

FROM: James M. Cole 
Deputy Attorney General

SUBJECT: Guidance Regarding Marijuana Enforcement

In October 2009 and June 2011, the Department issued guidance to federal prosecutors concerning marijuana enforcement under the Controlled Substances Act (CSA). This memorandum updates that guidance in light of state ballot initiatives that legalize under state law the possession of small amounts of marijuana and provide for the regulation of marijuana production, processing, and sale. The guidance set forth herein applies to all federal enforcement activity, including civil enforcement and criminal investigations and prosecutions, concerning marijuana in all states.

As the Department noted in its previous guidance, Congress has determined that marijuana is a dangerous drug and that the illegal distribution and sale of marijuana is a serious crime that provides a significant source of revenue to large-scale criminal enterprises, gangs, and cartels. The Department of Justice is committed to enforcement of the CSA consistent with those determinations. The Department is also committed to using its limited investigative and prosecutorial resources to address the most significant threats in the most effective, consistent, and rational way. In furtherance of those objectives, as several states enacted laws relating to the use of marijuana for medical purposes, the Department in recent years has focused its efforts on certain enforcement priorities that are particularly important to the federal government:

- Preventing the distribution of marijuana to minors;
- Preventing revenue from the sale of marijuana from going to criminal enterprises, gangs, and cartels;
- Preventing the diversion of marijuana from states where it is legal under state law in some form to other states;
- Preventing state-authorized marijuana activity from being used as a cover or pretext for the trafficking of other illegal drugs or other illegal activity;

- Preventing violence and the use of firearms in the cultivation and distribution of marijuana;
- Preventing drugged driving and the exacerbation of other adverse public health consequences associated with marijuana use;
- Preventing the growing of marijuana on public lands and the attendant public safety and environmental dangers posed by marijuana production on public lands; and
- Preventing marijuana possession or use on federal property.

These priorities will continue to guide the Department's enforcement of the CSA against marijuana-related conduct. Thus, this memorandum serves as guidance to Department attorneys and law enforcement to focus their enforcement resources and efforts, including prosecution, on persons or organizations whose conduct interferes with any one or more of these priorities, regardless of state law.¹

Outside of these enforcement priorities, the federal government has traditionally relied on states and local law enforcement agencies to address marijuana activity through enforcement of their own narcotics laws. For example, the Department of Justice has not historically devoted resources to prosecuting individuals whose conduct is limited to possession of small amounts of marijuana for personal use on private property. Instead, the Department has left such lower-level or localized activity to state and local authorities and has stepped in to enforce the CSA only when the use, possession, cultivation, or distribution of marijuana has threatened to cause one of the harms identified above.

The enactment of state laws that endeavor to authorize marijuana production, distribution, and possession by establishing a regulatory scheme for these purposes affects this traditional joint federal-state approach to narcotics enforcement. The Department's guidance in this memorandum rests on its expectation that states and local governments that have enacted laws authorizing marijuana-related conduct will implement strong and effective regulatory and enforcement systems that will address the threat those state laws could pose to public safety, public health, and other law enforcement interests. A system adequate to that task must not only contain robust controls and procedures on paper; it must also be effective in practice. Jurisdictions that have implemented systems that provide for regulation of marijuana activity

¹ These enforcement priorities are listed in general terms; each encompasses a variety of conduct that may merit civil or criminal enforcement of the CSA. By way of example only, the Department's interest in preventing the distribution of marijuana to minors would call for enforcement not just when an individual or entity sells or transfers marijuana to a minor, but also when marijuana trafficking takes place near an area associated with minors; when marijuana or marijuana-infused products are marketed in a manner to appeal to minors; or when marijuana is being diverted, directly or indirectly, and purposefully or otherwise, to minors.

must provide the necessary resources and demonstrate the willingness to enforce their laws and regulations in a manner that ensures they do not undermine federal enforcement priorities.

In jurisdictions that have enacted laws legalizing marijuana in some form and that have also implemented strong and effective regulatory and enforcement systems to control the cultivation, distribution, sale, and possession of marijuana, conduct in compliance with those laws and regulations is less likely to threaten the federal priorities set forth above. Indeed, a robust system may affirmatively address those priorities by, for example, implementing effective measures to prevent diversion of marijuana outside of the regulated system and to other states, prohibiting access to marijuana by minors, and replacing an illicit marijuana trade that funds criminal enterprises with a tightly regulated market in which revenues are tracked and accounted for. In those circumstances, consistent with the traditional allocation of federal-state efforts in this area, enforcement of state law by state and local law enforcement and regulatory bodies should remain the primary means of addressing marijuana-related activity. If state enforcement efforts are not sufficiently robust to protect against the harms set forth above, the federal government may seek to challenge the regulatory structure itself in addition to continuing to bring individual enforcement actions, including criminal prosecutions, focused on those harms.

The Department's previous memoranda specifically addressed the exercise of prosecutorial discretion in states with laws authorizing marijuana cultivation and distribution for medical use. In those contexts, the Department advised that it likely was not an efficient use of federal resources to focus enforcement efforts on seriously ill individuals, or on their individual caregivers. In doing so, the previous guidance drew a distinction between the seriously ill and their caregivers, on the one hand, and large-scale, for-profit commercial enterprises, on the other, and advised that the latter continued to be appropriate targets for federal enforcement and prosecution. In drawing this distinction, the Department relied on the common-sense judgment that the size of a marijuana operation was a reasonable proxy for assessing whether marijuana trafficking implicates the federal enforcement priorities set forth above.

As explained above, however, both the existence of a strong and effective state regulatory system, and an operation's compliance with such a system, may allay the threat that an operation's size poses to federal enforcement interests. Accordingly, in exercising prosecutorial discretion, prosecutors should not consider the size or commercial nature of a marijuana operation alone as a proxy for assessing whether marijuana trafficking implicates the Department's enforcement priorities listed above. Rather, prosecutors should continue to review marijuana cases on a case-by-case basis and weigh all available information and evidence, including, but not limited to, whether the operation is demonstrably in compliance with a strong and effective state regulatory system. A marijuana operation's large scale or for-profit nature may be a relevant consideration for assessing the extent to which it undermines a particular federal enforcement priority. The primary question in all cases – and in all jurisdictions – should be whether the conduct at issue implicates one or more of the enforcement priorities listed above.

As with the Department's previous statements on this subject, this memorandum is intended solely as a guide to the exercise of investigative and prosecutorial discretion. This memorandum does not alter in any way the Department's authority to enforce federal law, including federal laws relating to marijuana, regardless of state law. Neither the guidance herein nor any state or local law provides a legal defense to a violation of federal law, including any civil or criminal violation of the CSA. Even in jurisdictions with strong and effective regulatory systems, evidence that particular conduct threatens federal priorities will subject that person or entity to federal enforcement action, based on the circumstances. This memorandum is not intended to, does not, and may not be relied upon to create any rights, substantive or procedural, enforceable at law by any party in any matter civil or criminal. It applies prospectively to the exercise of prosecutorial discretion in future cases and does not provide defendants or subjects of enforcement action with a basis for reconsideration of any pending civil action or criminal prosecution. Finally, nothing herein precludes investigation or prosecution, even in the absence of any one of the factors listed above, in particular circumstances where investigation and prosecution otherwise serves an important federal interest.

cc: Mythili Raman
Acting Assistant Attorney General, Criminal Division

Loretta E. Lynch
United States Attorney
Eastern District of New York
Chair, Attorney General's Advisory Committee

Michele M. Leonhart
Administrator
Drug Enforcement Administration

H. Marshall Jarrett
Director
Executive Office for United States Attorneys

Ronald T. Hosko
Assistant Director
Criminal Investigative Division
Federal Bureau of Investigation



Office of the Attorney General
Washington, D. C. 20530

January 4, 2018

MEMORANDUM FOR ALL UNITED STATES ATTORNEYS

FROM: Jefferson B. Sessions, III
Attorney General

SUBJECT: Marijuana Enforcement

In the Controlled Substances Act, Congress has generally prohibited the cultivation, distribution, and possession of marijuana. 21 U.S.C. § 801 *et seq.* It has established significant penalties for these crimes. 21 U.S.C. § 841 *et seq.* These activities also may serve as the basis for the prosecution of other crimes, such as those prohibited by the money laundering statutes, the unlicensed money transmitter statute, and the Bank Secrecy Act. 18 U.S.C. §§ 1956-57, 1960; 31 U.S.C. § 5318. These statutes reflect Congress's determination that marijuana is a dangerous drug and that marijuana activity is a serious crime.

In deciding which marijuana activities to prosecute under these laws with the Department's finite resources, prosecutors should follow the well-established principles that govern all federal prosecutions. Attorney General Benjamin Civiletti originally set forth these principles in 1980, and they have been refined over time, as reflected in chapter 9-27.000 of the U.S. Attorneys' Manual. These principles require federal prosecutors deciding which cases to prosecute to weigh all relevant considerations, including federal law enforcement priorities set by the Attorney General, the seriousness of the crime, the deterrent effect of criminal prosecution, and the cumulative impact of particular crimes on the community.

Given the Department's well-established general principles, previous nationwide guidance specific to marijuana enforcement is unnecessary and is rescinded, effective immediately.¹ This memorandum is intended solely as a guide to the exercise of investigative and prosecutorial discretion in accordance with all applicable laws, regulations, and appropriations. It is not intended to, does not, and may not be relied upon to create any rights, substantive or procedural, enforceable at law by any party in any matter civil or criminal.

¹ Previous guidance includes: David W. Ogden, Deputy Att'y Gen., Memorandum for Selected United States Attorneys: Investigations and Prosecutions in States Authorizing the Medical Use of Marijuana (Oct. 19, 2009); James M. Cole, Deputy Att'y Gen., Memorandum for United States Attorneys: Guidance Regarding the Ogden Memo in Jurisdictions Seeking to Authorize Marijuana for Medical Use (June 29, 2011); James M. Cole, Deputy Att'y Gen., Memorandum for All United States Attorneys: Guidance Regarding Marijuana Enforcement (Aug. 29, 2013); James M. Cole, Deputy Att'y Gen., Memorandum for All United States Attorneys: Guidance Regarding Marijuana Related Financial Crimes (Feb. 14, 2014); and Monty Wilkinson, Director of the Executive Office for U.S. Att'ys, Policy Statement Regarding Marijuana Issues in Indian Country (Oct. 28, 2014).

**COMMERCIAL LEASE BETWEEN
CITY OF BETHEL and
ESSENKAY, LLC**

This LEASE is made on April 23, 2019 by and between the City of Bethel, a municipal corporation ("Landlord") and Essenkay, LLC ("Tenant").

**ARTICLE 1
LEASED PREMISES AND TERM**

1.01 **Leased Land.** Landlord, for and in consideration of the rents, covenants and conditions hereinafter specified to be paid, performed and observed by Tenant, hereby leases to Tenant and Tenant hereby leases from Landlord, a parcel of land situated in the Bethel Recording District, Fourth Judicial District, State of Alaska, more particularly described as:

Lot 4, Block 15, United States Survey 3230 A & B, Bethel
Recording District, Fourth Judicial District, State of Alaska.

Latitude/Longitude: 67° 47' 41" North / 164° 45' 27" West,
NAD 83 Datum

together with all rights, easements, privileges, both subterranean and vertical, and appurtenances attaching or belonging to the described land, but subject to the reservation contained in paragraph 1.02 and the Covenants contained in Article 4 hereof (herein called the "Leased Premises").

1.02 **Reservation of Minerals.** All oil, gas, coal, geothermal resources and minerals whatever nature in or under the above-described land are excluded from the Leased Premises and are reserved to Landlord; provided, however, that during the term of this Lease, Landlord shall not have the right to enter on the surface of the Leased Premises for the purpose of mining and/or excavating such oil, gas, coal, geothermal resources or minerals.

1.03 **Improvements Owned by Landlord.** The following described improvements ("Landlord's Improvements") are situated on and are part of the Leased Premises and are and shall remain throughout the term of this Lease the property of the Landlord:

All fill, retaining walls, berms, earth contours, wells, utility pipes and lines and all other at-surface or below-surface improvements situated on the Leased Premises on the date of this Lease. Tenant may improve the Leased Premises by removing Landlord's improvements but only after the written consent of the Landlord has been obtained. Such consent shall not be unreasonably withheld.

- 1.04 **Lease Term.** This Lease shall be and continue in full force and effect for a term of fifteen (15) years commencing on April 23, 2019 and terminating on April 30, 2034 unless earlier terminated in accordance with the terms of this Lease.
- 1.04 **Holdover (with Consent).** If Tenant continues occupying the Premises after the Term ends (Holdover) and if the Holdover is with Landlord's written consent, it shall be a month-to-month tenancy, terminable on thirty (30) days advance notice by either party. During the holdover period, rent shall automatically be increased by ten (10%) percent and will remain due and owing on the first day of each month.
- A. **Holdover (without consent).** If the Holdover is without Landlord's written consent, then Tenant shall be a tenant-at-sufferance and shall be liable for any damages suffered by Landlord because of Tenant's Holdover. Landlord shall retain all remedies against Tenant who holds over without written consent.
- B. **Holdover Terms.** The Holdover shall be on the same terms and conditions of the Lease except: (i) the Term; (ii) Rent; (iii) any extension Term is deleted; (iv) the Quiet Possession provision is deleted; (v) consent to a sublease may be unreasonably withheld and delayed; (vi) the provision on Landlord's Default is deleted; and (vii) the Defaulting Party may be Tenant only.

ARTICLE 2 RENT

2.01 **Rent.** Effective May 1, 2019, Tenant shall pay to Landlord, without deduction and without notice or demand, net of all real property taxes, assessments, rates and other charges required to be paid by Tenant under this Lease with respect to the Leased Premises, Two Thousand and One Dollars (\$2,001) per month on or before the 1st day of each month during the Lease Term.

ARTICLE 3 QUIET ENJOYMENT

Upon timely payment by Tenant of all rent and other payments required to be paid by Tenant under this Lease, and upon full and faithful observance and performance by Tenant of all of its covenants contained in this Lease, and so long as such observance and performance continues, Tenant shall peaceably hold and enjoy the Leased Premises during the Lease Term without hindrance or interruption by Landlord or anyone lawfully claiming by, through, or under it.

ARTICLE 4 TENANT'S COVENANTS

4.01 **Improvements Required by Law.** Tenant, at Tenant's own expense, during the Lease Term and subject to the requirements of this Lease, shall make, build, maintain and repair all fences, sewers, drains, roads, road widening, driveways, sidewalks, water, underground electric and telecommunications lines, curbs, gutters and other installations which may be required by law to be made, built, maintained, or repaired upon, and in connection with, or for use of the Leased Premises or any part of it, and regardless of whether the same were erected by Landlord or in existence at the inception of this Lease. In case any such installations required by law shall be made, built, maintained or repaired by Landlord after giving the required notice provided for in paragraph 4.08, and if Tenant does not complete the required work within the timeframe provided for in the notice, Tenant shall reimburse Landlord for the actual reasonable costs to cover Landlord's overhead, upon presentation of a bill therefore, as additional rent.

4.02 **Landlord's Improvements on the Premises.** Landlord currently has a number of improvements on the Premises such as, but not limited to, a well and a small Shack. Tenant is not responsible for maintaining any of Landlord's improvements. However, Landlord currently has no plans to utilize the improvements, especially the well. Tenant agrees that Landlord has no responsibility for maintaining the improvements or making them useable for Tenant.

Should Tenant wish to remove any of Landlord's improvements currently situated on the Premises, Tenant shall file a written request to the Landlord. Consent by the Landlord shall not be unreasonably withheld.

4.03 **Additions and Alterations to Leased Premises.** "Significant Work" as used in this section, means all work which (1) involves the excavation, filling, or other alteration of the grade or drainage of the leased Premises, or (2) involves the construction, demolition, or removal on or from the Leased Premises of any improvement.

Tenant shall not make alterations to the grade or drainage of the Leased Premises without the written approval of the Landlord. Landlord shall not alter the grade or drainage of the adjacent properties such that drainage will flow over or through the Leased Premises of the Tenant.

4.04 **Repair and Maintenance.** Tenant shall, at Tenant's expense and without notice from Landlord, at all times during the Lease Term, keep all improvements now or hereafter built, purchased, installed or owned by Tenant on the Leased Premises, especially those improvements constructed thereon which are exposed to the view of the public (including but not limited

to exterior building walls, windows, doors, fences, signs, landscaping, and yard areas) in good order, condition, maintenance, operability, and repair and of a neat, clean and pleasing appearance to Landlord.

4.05 **Snow Removal.** Tenant shall be responsible for snow removal on the Leased land.

4.06 **Observance of Laws.** Tenant, at all times during the Lease Term, at its own expense, and with all due diligence shall observe and comply with all state and federal laws, municipal ordinances, rules and regulations which are now in effect or may later be adopted by any governmental agency, and which may be applicable to the Leased Premises or any improvement on it or any use of it, and shall promptly furnish such evidence of compliance with such laws, ordinances, rules and regulations as Landlord may request from time to time.

In furtherance, and not in limitation, Tenant must, at its own expense, comply with all laws, ordinances, regulations and administrative agency or court orders relating to health, safety, noise, environmental protection, waste disposal, hazardous or toxic materials, and water and air quality. In the event any discharge, leakage, spillage, emission or pollution of any type occurs upon or from the Leased Premises during the Lease Term or any holdover thereafter, Tenant, at its own expense, must clean and restore the Leased Premises to the satisfaction of the Landlord and any governmental body or court having jurisdiction over the matter. However, Tenant shall not be responsible for the clean-up or restoration of the Leased Premises resulting from any discharge, leakage, spillage, emission or pollution to the Leased Premises from surrounding or adjacent premises unless Tenant's actions caused in whole or in part such discharge, leakage, spillage, emission, or pollution, in which case Tenant shall be responsible for the portion of such discharge, leakage, spillage, emission or pollution which was caused by Tenant.

Landlord warrants that at the time this Lease between the parties, Landlord is not aware of any hazardous or toxic materials on the land.

4.07 Tenant agrees to hold harmless Landlord against all liability, cost and expense (including without limitation, any fines, clean-up costs, judgments, litigation costs, and attorneys' fees) incurred by or levied against Landlord as a result of Tenant's breach of this Lease.

4.08 **Inspection and Repair by Landlord.** Tenant shall repair, maintain, and make good, all conditions required under the provisions of this Lease to be repaired or maintained within five (5) working days from the date of written notice from Landlord with regard to removal of trash or debris, landscape or yard maintenance, snow removal or cleaning, or parking lot lighting

replacement and repair, and within thirty (30) days from the date of written notice from Landlord with regard to all other matters. If Tenant refuses or neglects to repair or maintain the Leased Premises as required under the terms of this Lease to the reasonable satisfaction of the Landlord after written demand, then Landlord, without prejudice to any other right or remedy it has under this Lease or otherwise, may perform such maintenance work or make such repairs without liability to Tenant for any loss or damage that may accrue to Tenant's property or Tenant's business by reason of the work or repairs. Upon completion of any such repair or maintenance, and no later than ten (10) days after presentation of a bill therefore, Tenant shall pay, as additional rent, Landlord's actual costs for making such repairs or performing such maintenance. However, Tenant shall not be responsible for the replacement or repair of any street lights that may illuminate the Premises.

- 4.09 **Waste and Wrongful Use.** Tenant shall not commit or suffer any waste of the Leased Premises or any unlawful, unsafe, improper, or offensive use thereof or any public or private nuisance thereon.
- 4.10 **Setback.** Tenant shall observe all setback lines applicable to the Leased Premises and shall not construct or maintain any building or other structure between any street boundary of the Leased Premises and any setback along such boundary, except for fences or walls approved by Landlord.
- 4.11 **Liens.** Tenant shall not commit or suffer any act or neglect whereby the Leased Premises or the interest of Landlord or Tenant therein at any time during the Lease Term may become subject to any attachment, execution lien, charge, or other encumbrance, and shall defend, indemnify and hold Landlord harmless against all losses, costs, and expenses, including reasonable attorney's fees, paid or incurred by Landlord in connection therewith.
- 4.12 **Indemnification.** Tenant shall indemnify, defend and hold Landlord harmless from and against any and all claims arising from (1) Tenant's use of the Leased Premises, or from the conduct of Tenant's business, or from any activity, work or things done, permitted or suffered by Tenant in or about the Leased Premises; (2) any breach or default in the performance of any obligation on Tenant's part to be performed under the terms of this Lease; (3) any negligence of Tenant, or any of Tenant's agents, contractors, customers or employees, or any person claiming by, through or under Tenant; and (4) any accident on or in connection with the Leased Premises, or any fire thereon, or any nuisance made or suffered thereon when and to the extent such claim arises from the negligence of Tenant.

Tenant, upon notice from Landlord, shall defend any of the above described claims at Tenant's expense. Tenant, as a material part of the consideration to Landlord, hereby assumes all risk of damage to property or injury to persons,

in, upon or about the Leased Premises. However, this section does not require Tenant to indemnify, defend and hold harmless Landlord from and against any portion of a claim to the extent that portion of the claim is caused by Landlord's negligence, or the negligence of Landlord's agents, contractors or employees arising from Landlord's activities on the Leased Premises. To the extent permitted by law, Landlord shall indemnify, defend, and hold harmless Tenant from and against any portion of a claim to the extent that portion of the claim is caused by Landlord's negligence, or the negligence of Landlord's agents, contractors or employees arising from Landlord's activities on the Leased Premises.

Tenant acknowledges that before entering into this Lease it has fully inspected or been provided with an opportunity to fully inspect the Leased Premises and all documents in the possession of Landlord relating to the condition of the Leased Premises, and to test or examine all conditions of or on the Leased Premises. Tenant further acknowledges that, at the time this Lease is entered into and on the basis of the foregoing inspection or opportunity to inspect, Tenant is as knowledgeable about the physical condition of the Leased Premises as Landlord, and on that basis, assumes all risks relating to the condition of the Leased Premises, except risks relating to environmental pollution not caused by Tenant.

- 4.13 **Costs and Expenses of Landlord.** Tenant shall forthwith pay to Landlord all costs and expenses, including reasonable attorney's fees, which are (1) paid or incurred by Landlord but are required to be paid by Tenant under any provision of this Lease; (2) paid or incurred by Landlord in enforcing any covenant of Tenant contained in this Lease, in protecting itself against or remedying any breach thereof, in recovering possession of the Leased Premises or any part thereof, or in collecting or causing to be paid any delinquent rents, taxes, assessments, or rates; (3) incurred by Landlord in reviewing any matter for which Landlord's approval is sought and in processing such approval under this Lease; or (4) incurred by Landlord in connection with any other action in any respect related to this Lease, the Leased Premises, or Tenant's actions or omissions and the Leased Premises, other than a condemnation action filed by or against Tenant, to and in which Landlord is made a party but not adjudicated to be at fault. The term "costs and expenses" as used in this Lease shall include but not be limited to all of Landlord's out-of-pocket expenditures attributable to the matter involved. Except as otherwise expressly provided herein, all costs and expenses of Landlord shall be payable by Tenant to Landlord forthwith after mailing or personal delivery of statements therefore to Tenant. Such obligations and interest shall constitute additional rents.

- 4.14 **Surrender of Leased Premises and Improvements.** Upon the expiration or termination (including termination resulting from Tenant's breach) of this Lease, Tenant, without further notice, shall deliver to Landlord, possession of

the Leased Premises. Tenant's improvements shall remain the property of Tenant. At the expiration or termination of the Lease, or any extended term thereof, Tenant shall remove, demolish, or otherwise dispose of all Tenant's improvements within one hundred twenty (120) days of expiration or termination, unless Landlord agrees otherwise, in writing, and shall leave Leased Premises in a clean and cleared condition. In the event of failure or refusal of Tenant to surrender possession of the Leased Premises or to remove Tenant's improvements from the Leased Premises in accordance with this paragraph, Landlord shall have the right to re-enter the Leased Premises and remove therefrom Tenant or any other person, firm or corporation claiming by, through or under Tenant, and to declare abandoned and/or remove Tenant's improvements therefrom, and to obtain damages for trespass from Tenant, including but not limited to the actual costs of removal.

- 4.15 **Utility Services.** Tenant shall arrange for its own utility services and bear all costs for utilities.
- 4.16 **Discrimination Prohibited.** Tenant will not unlawfully discriminate in allowing access to and use of the Leased Premises on the grounds of race, color, religion, national origin, ancestry, marital status, disability, gender, sex, sexual orientation, gender identification, or other legally protected status.
- 4.17 **Underground Conditions and Water Drainage.** Tenant has made, or prior to the construction of any improvements on the Leased Premises will make, its own soil tests of the Leased Premises. This Lease is made subject to and without any liability on the part of the Landlord, its agents or employees because of or resulting from any fill or any subsurface or soil condition on the Leased Premises. Tenant shall not drain or discharge water from the Leased Premises onto adjoining land. The Leased Premises shall be graded and drained to cause the discharge of all water on the Leased Premises at a location or locations approved by Landlord, or into an established drainage easement, if any, on the Leased Premises.

ARTICLE 5 INSURANCE

- 5.01 **Liability Insurance.** During the entire Lease Term, and during any holdover thereafter, whether or not authorized by Landlord, Tenant shall keep in full force and effect, a policy or policies of general liability and property damage insurance which satisfies the coverage requirements set by Landlord with respect to the Leased Premises and the business operated by Tenant in which the limit of bodily injury, death, and property damage liability shall be not less than ONE MILLION DOLLARS per occurrence and not less than TWO MILLION DOLLARS in the aggregate, or such higher limits as Landlord may specify; provided, however, that no such limit shall in any way limit Tenant's liability or be construed as a representation of sufficiency to fully protect Tenant or Landlord. The policy or policies purchased pursuant to this paragraph shall name the Tenant as an

insured and the Landlord as an additional insured with respect to the Leased Premises and the business operated by Tenant on the Leased Premises. A copy of each policy shall be provided to Landlord within three (3) days of the date this Lease is entered into.

5.02 Policy Provisions. Each policy of comprehensive general liability described above shall:

Provide that the liability of the insurer thereunder shall not be affected by, and that the insurer shall not claim, any right of setoff; counterclaim, apportionment, proration, or contribution by reason of any other insurance obtained by or for Landlord, for any person claiming by, through or under Landlord.

Contain no provision relieving the insurer from liability for loss occurring while the hazard to buildings and/or other improvements is increased, whether or not within the knowledge of control of; or because of any breach of warranty or condition or any other act or neglect by Landlord, or any person claiming by, through or under Landlord.

Provide that such policy may not be canceled, whether or not requested by Tenant, unless the insurer first gives not less than thirty (30) days prior written notice thereof to Landlord.

Contain a waiver by the insurer of any right to subrogation to any right of Landlord or Tenant against either of them or against any person claiming by either of them.

ARTICLE 6 EMINENT DOMAIN

6.01 Permanent Taking. In the event of a taking by an entity of competent jurisdiction of all or materially all of the Leased Premises, or the determination of the Landlord that all or materially all of the Leased Premises is necessary for a public purpose, this Lease shall terminate on the earlier of vesting of title in, or the taking of possession by the condemner, or the written determination of the Landlord.

If less than materially all of the Leased Premises are taken or if the Landlord determines that it needs less than materially all of the Leased Premises for a public purpose (herein called a "partial taking"), this Lease shall continue in effect except as to the portion so taken or condemned, but the rent to be paid by Tenant shall thereafter be reduced by a percentage equal to the proportion that the number of square feet in the Leased Premises so taken bears to the number of square feet of Leased Premises before the partial taking.

6.02 Disposition of Proceeds. Landlord is entitled to all proceeds of condemnation except those proceeds specifically allocated for Tenant's improvements.

- 6.03 **Temporary Taking.** If the whole or any part of the Leased Premises or of Tenant's interest under this Lease is taken by any competent authority for its temporary use or occupancy, this Lease shall not terminate by reason thereof and Tenant shall continue to pay all rental payments and other charges payable by Tenant hereunder and to perform all other terms, covenants, and conditions contained herein, except to the extent Tenant is prevented from so doing by the terms of the order of the taking authority. In the event of a temporary taking, Tenant shall be entitled to receive the entire amount of the award and shall be obligated, at its sole expense, to restore the Leased Premises as nearly as may be reasonably possible to the condition in which they existed immediately prior to such taking; provided, however, that if the period of temporary use or occupancy extends beyond the expiration of the Lease Term, the award shall be apportioned between Landlord and Tenant as of said date of expiration, after Landlord shall have received the entire portion of the award attributable to physical damage to the Leased Premises and any improvements thereon and to the restoration thereof to the condition existing immediately prior to the taking or condemnation.
- 6.04 **Casualty.** If the improvements on the Leased Premises shall be damaged or rendered wholly or partially unusable for Tenant's business purposes by fire or other casualty during the Term of this Lease, Tenant may terminate this Lease by giving notice to Landlord within ninety (90) days of the date of the fire or other casualty. If Tenant does not terminate this Lease, no rent shall abate after the date of the casualty, whether the Leased Premises is usable or not, and Tenant shall promptly rebuild or repair the improvements to substantially their former condition.

ARTICLE 7 ASSIGNMENTS AND MORTGAGES

Landlord's Consent Required. Tenant shall not voluntarily or by operation of law assign, transfer, mortgage, or otherwise transfer or encumber all or any part of Tenant's interest in this Lease or in the Leased Premises without Landlord's prior written consent. Because Landlord's Premises are publicly owned, such consent may not be easily granted and will require significant City Council involvement. Any attempted assignment, transfer, mortgage, or encumbrance without such consent shall be void and shall constitute a breach of this Lease.

ARTICLE 8 SUBLETTING OF PREMISES

- 8.01 Tenant intends to sublease all or a portion of the Premises. Landlord acknowledges and accepts Tenant's intent to sublease and hereby consents to any subleases subject to the provisions set forth herein.

Tenant acknowledges that any subleases of the Premises shall be in compliance with (a) all applicable covenants, conditions and restrictions of record; and (b) all laws, ordinances and government regulations in effect during the Term of this Lease.

- 8.02 **Landlord's Consent.** Tenant shall make written application to Landlord for any and all subleases. Consent to Tenant's request to sublease shall not be unreasonably withheld. Tenant acknowledges that Landlord's refusal to consent to a sublease for a subtenant who is in arrears with the City of Bethel shall not be unreasonable. Tenant further acknowledges that Landlord's consent to a Sublease shall not in any way reduce, modify or absolve the Tenant from its obligations under this Lease Agreement.
- 8.03 **Conditions.** Subleases by Tenant are also subject to the terms of this Lease and the Term shall not extend beyond the Lease Term.
- 8.04 **Subtenants.** Subtenants shall not assign the Sublease nor sublet the subleased Premises in whole or in part and shall not permit the subtenant's interest in the sublease or the subleased Premises to be vested in a third party by operation of law or otherwise.
- 8.05 The execution of consent by Landlord shall not be deemed to be a consent to any subsequent assignment or subletting by either sublandlord or subtenant.

ARTICLE 9 TERMINATION, DEFAULT AND DEFEASANCE

9.01 **Event of Default:** Each of the following events shall be a default by Tenant and a breach of this Lease:

- A. **Failure to Continuously Operate a Facility for the General Public.**
If the land is used for commercial or retail purposes, to be available to the general public does not require that all members of the general public be admitted, only that there be no discrimination in admission based on race, gender, sexual orientation, gender identify age, sex or other protected category. Additionally, continuously operate shall be defined as open and operating regularly scheduled days and hours with no more than ninety (90) calendar days closure during any calendar year.
- B. **Failure to Perform Covenants.** Abandonment or surrender of the Leased Premises or of the leasehold estate, or failure or refusal to pay when due any installment of rent or any other sum required by this Lease to be paid by Tenant or to perform as required or conditioned by any other covenant or condition of this Lease.
- C. **Appointment of Receiver.** The appointment of a receiver or trustee to take possession of the Leased Premises or improvements or of the Tenant's interest

in the leasehold estate or of Tenant's operation on the Leased Premises for any reason, including but not limited to, assignment of benefit of creditors, but not including receivership pursuant to administration of the estate of any deceased or incompetent Tenant.

9.02 Notice and Right to Cure

- A. **Notices.** As a precondition to pursuing any remedy for an alleged default by Tenant, Landlord shall, before pursuing any remedy, give notice of default to Tenant.
- B. **Method of Giving Notice.** Landlord shall give notice of default by either personal service or by first class mail.
- C. **Tenant's Right to Cure Default(s).** If the alleged default is nonpayment of rent, Tenant shall have five (5) days after the notice is given to cure the default. For the cure of any other default, Tenant shall promptly and diligently cure the default and shall have thirty (30) days after notice is given to complete the cure.
- D. **Non-Waiver.** Acceptance by Landlord of any rents shall not be deemed to be a waiver by it of any breach by Tenant of any of its covenants contained in this Lease or of the right of Landlord to re-enter the Leased Premises or to declare forfeiture for any such breach. Waiver by Landlord of any breach by Tenant shall not be deemed to be a waiver of the right of Landlord to declare forfeiture for any other breach or of any other covenant.

9.03 Right of Landlord to Protect Against Default

If Tenant fails to observe or perform any of its covenants contained herein, Landlord, at any time thereafter and with seven (7) days' notice, or in the case of a situation deemed by Landlord to constitute an emergency, without notice, shall have the right but not the obligation to observe or perform such covenant for the account and at the expense of Tenant, and shall not be liable to Tenant or anyone claiming by, through, or under it for any loss or damage by reason thereof to the occupancy, business, or property of any of them. All costs and expenses paid or incurred by Landlord in observing or performing such covenant shall constitute additional rents, which Tenant shall forthwith pay to Landlord upon statements therefore.

9.04 Landlord's Remedies

If any default by Tenant shall continue uncured, following notice of default as required by this Lease, for the period applicable to the default, Landlord has the following remedies in addition to all other rights and remedies provided by law or equity or other provisions of this Lease, to which Landlord may resort cumulatively or in the alternative. The election of one remedy for any one default shall not foreclose an election of any other remedy for another default or for the same default at a later time.

- A. **Termination in the Event of Default.** Landlord may, at Landlord's election, terminate this Lease in the event of default by giving Tenant notice of termination. On the giving of the notice, all Tenants' rights in the Leased Premises shall terminate. Promptly after notice of termination, Tenant shall surrender and vacate the Leased Premises and all Improvements not required to be removed, and Landlord may re-enter and take possession of the Leased Premises and all remaining improvements. Termination under this paragraph shall not relieve Tenant from the payment of any sum then due to Landlord or from any claim for damages previously accrued or accruing against Tenant, or any other relief available to Landlord.
- B. **Recovery of Rent.** Landlord shall be entitled, at Landlord's election, to each installment of rent or to any combination of installments for any period before termination, plus interest at the rate of twelve and a half (12.5%) percent from the due date of each installment.
- C. **Tenant's Personal Property.** Landlord may, if Tenant fails to remove personal property or Tenant's improvements within the time allowed above, use Tenant's personal property, Tenant's improvements and trade fixtures on the Leased Premises, or any of such property without liability for use or damage, or store them at the sole risk and cost to Tenant.
- D. **Damages.** Landlord shall also be entitled, at Landlord's election, to damages in the following sums: (1) all amounts that would have fallen due as rent between the time of termination and the time the Leased premises are relet; (2) the amount, if any, by which the rent under this Lease exceeds the rent under any subsequent Lease upon reletting calculated over the Lease Term; and (3) all administrative, marketing, maintenance, repair, cleaning and similar costs incurred by Landlord.
- E. **Application of Sums Collected by Landlord.** Landlord shall apply all proceeds of reletting as follows: First, to the payment of reasonable expenses (including attorney's fees and broker's commissions or both) paid or incurred by or on behalf of Landlord. Second, in recovering possession, placing the Leased Premises and improvements in good condition, and preparing or altering the Leased Premises or improvements for reletting. Third, to the reasonable expenses of securing new Tenants. Fourth, to the fulfillment of Tenant's covenants to the end of the Lease term; and finally, to Landlord's uses and purposes.
- F. **Costs.** In the event Tenant shall be in default in the performance of any of its obligations under this Lease, and Landlord takes any action to enforce this Lease, including, but not limited to, court action, Tenant shall pay Landlord all the expenses incurred by Landlord in taking such action including full and reasonable attorney's fees.

9.05 **Early Termination by Tenant.** In the event Tenant desires to terminate the Lease Agreement before the natural expiration date, Tenant may so cancel provided that the following conditions are fully met. Failure to fulfill all of the conditions will be a breach of this Lease Agreement.

- A. Written notice of early termination must be received by Landlord not later than one hundred twenty (120) calendar days prior to the proposed termination date.
- B. Rent must be paid through the termination date.
- C. The termination date must be the end of the month. No mid-month termination dates will be accepted.
- D. If Tenant terminates the Lease prior to the completion of the Lease as contemplated by this Agreement, Tenant shall pay a penalty equal to twelve (12) months' rent, payable within no more than thirty (30) days upon termination of the Lease. Such payment will be considered liquidated damages as penalty for early termination.
- E. Upon payment by Tenant to Landlord of liquidated damages, Landlord formally waives its rights to any additional remedies it may have under paragraphs 9.04(B), (D) and (E) above.

ARTICLE 10 GENERAL PROVISIONS

10.01 Landlord's Right to Entry, Inspection and Repair

Landlord may enter and inspect the Premises, at any time during regular business hours, with or without the presence of Tenant or its authorized representative, after giving twenty-four (24) hours advance notice to Tenant of such inspection. To protect the confidentiality of Tenant's clients, Landlord shall take every step possible to not enter without the presence and consent of Tenant except in an emergency or upon agreement by Tenant, such agreement not to be unreasonably withheld or refused. In the event of an emergency, Landlord may enter and inspect the Leased Premises on reasonable notice to Tenant (including no notice if the circumstances warrant) and make such repairs or institute such measures, on the account and at the expense of Tenant, as may be necessary to avert or terminate the emergency. An emergency is any action, event or condition, either extant or imminent, that threatens significant damage to property or injury to persons on or near the Leased Premises, and includes, but is not limited to, flood, fire, explosion, uncontrolled dangerous discharge or release of water or fluids, or the unauthorized or illegal placement of hazardous or toxic materials on Leased Premises). The provisions of this paragraph apply to Landlord solely in its capacity as Landlord hereunder and not in any other capacity.

10.02 Notices

All notices, requests, demands and other communications hereunder shall be deemed given only if in writing signed by an authorized representative of the sender and delivered by facsimile, email (with a hard copy mailed first class) or mailed and addressed to the respective parties as follows:

To Landlord:
City Manager
City of Bethel
P.O. Box 1388
Bethel, Alaska 99559

With Required Copy to:

City of Bethel Legal Department
PO Box 1388
Bethel, Alaska 99559-1388

To Tenant:
Essenkay, LLC
PO Box 2343
Bethel AK 99559-2343

10.03 Covenants and Conditions

Every provision in this Lease which imposes an obligation upon Tenant or invests an option, power, or right in Landlord shall be deemed to be a covenant of Tenant in favor of Landlord, and the time of observance and performance by Tenant of each such covenant shall be of the essence. Full and faithful observance and performance by Tenant of each of its covenants contained in this Lease shall be a condition of this Lease.

10.04 Integration and Amendment

Except as otherwise expressly provided in this Lease, this Lease is a complete integration of every agreement and representation made by or on behalf of Landlord and Tenant with respect to the Leased Premises, and no implied covenant or prior oral or written agreement shall be held to vary the provisions of this Lease, any law or custom to the contrary notwithstanding. No amendment or other modification of the provisions of this Lease shall be effective unless incorporated in a written instrument duly executed and acknowledged by Landlord and Tenant.

10.05 Survival and Severability

If any provision of this Lease shall be deemed to be void or otherwise unenforceable by any court or other tribunal of competent jurisdiction, other than at the initiative or with the support of Landlord, within thirty (30) days of receipt of written notice of such holding, Landlord shall have the right and option, exercisable by written notice thereof to Tenant, to terminate this Lease effective as of the date of such written notice of exercise. It is understood and agreed that otherwise this Lease, except for such provision so held to be void or otherwise unenforceable, shall remain in full force and effect.

10.06 Binding Effect

This Lease shall be binding upon and shall inure to the benefit of Landlord and Tenant and their respective successors and assigns. The designations "Landlord" and "Tenant" include their respective successors and assigns and shall be so construed that the use of the singular includes the plural number, and vice versa, and the use of any gender include the other genders. If at any time during the Lease Term Tenant is more than one person or entity, including persons who are partners and operate Tenancy as a partnership, their liability thereunder shall be joint and several.

10.07 Landlord's Authority to Convey Fee Title

Landlord retains the absolute and unconditional right to convey fee title in the Leased Premises or an interest or estate therein, subject to this Lease and the interest of any Qualified Mortgagee.

10.08 Tenant's Authority to Execute Lease

The Tenant represents that the person signing this Lease on its behalf has been duly authorized to sign this Lease and has the authority to bind the Tenant.

10.09 Captions

The captions of the paragraphs are for convenience only, are not operative, and neither limit nor amplify in any way the provisions hereof.

10.10 Execution and Counterparts

This Lease may be executed in two or more counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

10.11 Governing Law/Construction

This Lease shall be construed and governed by the laws of the State of Alaska. This Lease was negotiated between the parties and shall not be strictly construed against either party. In the event that a question, dispute, or requirements for interpretation or construction shall arise with respect to this Lease, jurisdiction and venue shall lie exclusively with the Bethel Court in the Fourth Judicial District at Bethel, Alaska.

IN WITNESS WHEREOF. Landlord and Tenant have duly executed and acknowledged this Lease.

CITY OF BETHEL

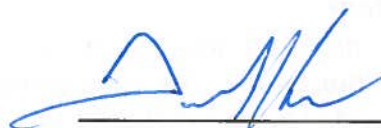
ESSENKAY, LLC



William F. Howell, III
Acting City Manager



Naim Shabani
Member



Jared Karr
Member

LEASE ADDENDUM #1

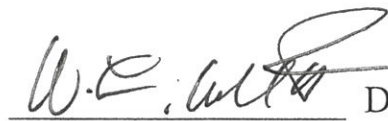
This Lease Addendum #1 is made the 28th day of May, 2019, by and between the City of Bethel, ("Lessor"), and Essenkay, LLC, ("Lessee"), an Alaska corporation.

Whereas, Lessor and Lessee understand and agree to the following:

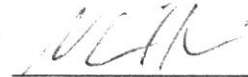
1. The Lessee/Lessor understand and agree the property at 781 3rd Avenue is going to be used for a marijuana business.
2. The Lessee/Lessor understand and agree that in case of default, Lessee will not take possession or remove marijuana from the premises and AMCO enforcement will be contacted to take possession.

Lessor

Lessee



Date: 5-28-19



Date: 06-04-19

Bill Howell, Acting City Manager

Naim Shabani, Owner

City of Bethel, Alaska

Essenkay, LLC



Date: 5/28/19

Jared Karr, Owner

Essenkay, LLC





City of Bethel

P.O. Box 1388 • Bethel, Alaska 99559-1388

907-543-1386

Fax # 543-1388

Website: www.cityofbethel.org

August 28, 2019

Essenkay, LLC
P.O. Box 2343
Bethel, AK 99559-2343

RE: Commercial lease between the City of Bethel and Essenkay, dated April 23, 2019.

Dear Mr. Shabani and Mr. Karr:

It has come to my attention that Lease Addendum #1 to the Commercial Lease between the City of Bethel and Essenkay, LLC (hereinafter the "Lease") is in violation of Article 4.06 of the Lease. Article 4.06 requires that the tenant "shall observe and comply with all state and federal laws, municipal ordinances, rules and regulations" which may be applicable to the leased premises. Lease Addendum #1 states that the leased premises "is going to be used for a marijuana business." The possession, sale, or distribution of marijuana is prohibited by federal law. As a result, Lease Addendum #1 is of no force and effect.

Sincerely,

A handwritten signature in blue ink, appearing to read "W. R. Howell", with a long horizontal line extending to the right.

Bill Howell, Acting City Manager
City of Bethel

City of Bethel Action Memorandum

Action memorandum No.	19-63		
Date action introduced:	October 8, 2019	Introduced by:	Mayor Watson
Date action taken:		Approved	Denied
Confirmed by:			

Action Title: Reschedule the Regular City Council Meeting on November 26, 2019 to November 12, 2019.

Attachment(s): AM 19-02

Department/Individual:	Initials:	Remarks:
City Clerk/ Lori Strickler		

Amount of fiscal impact:		Account information:
X	No fiscal impact at this time.	
	Funds in City Budget.	
	Funds not in City Budget.	

Summary Statement

Council has generally decided to cancel the first meeting in November due to the Alaska Municipal League Conference (AML). When establishing the City Council Meeting Schedule earlier in the year, AM 19-02 was passed which cancelled the meeting on November 12, 2019. The AML Conference will take place this year on the third week of November. Preceding this conference is the Alaska Association of Municipal Clerk's Conference, November 17-19, 2019. This year's AML schedule allows for a meeting to take place on November 12, 2019 but doesn't allow enough time to prepare a meeting for November 26, 2019. The purpose of this AM is to reschedule the Regular City Council Meeting on November 26, 2019 to November 12, 2019. The items that would fall on this agenda will automatically be postponed until the next regular meeting.

City of Bethel Action Memorandum

Action memorandum No.	19-02		
Date action introduced:	January 8, 2019	Introduced by:	Mayor Watson
Date action taken:	January 8, 2019	X Approved	Denied
Confirmed by:	<i>KM</i>		

Approving the Regular City Council meeting dates for 2019.

Amount of fiscal impact:		Account information:
x	No fiscal impact	

Month	Second Tuesday	Fourth Tuesday
January	8	22
February	12	26
March	12	26
April	9	23
May	14	28
June	11	25
July	9	23
August	13	27
September	10	24
October	8	22
November	Cancelled	26
December	3 10	Cancelled

Council has generally decided to cancel the first meeting in November due to the Alaska Municipal League Conference and the Second meeting in December due to the holiday. The items that would fall on these two agendas will automatically be postponed until the next regular meeting.

City of Bethel Action Memorandum

Action memorandum No.	19-64		
Date action introduced:	October 8, 2019	Introduced by:	Bo Foley, Acting City Manager
Date action taken:		Approved	Denied
Confirmed by:			

Action Title: Authorize City Manager to direct the Finance Department to issue a Special Event Certificate exempting the collection of sales tax for the National Rifle Association annual fundraising event.

Attachment(s):

BMC 4.16.180

NRA information regarding its charitable programs.

NRA 501(C)(3) Non-profit status with the Internal Revenue Service

Department/Individual:	Initials:	Remarks:
Finance/Christine Blake		

Amount of fiscal impact:		Account information:
	No fiscal impact at this time.	
	Funds in City Budget.	
Loss of \$4,240	Funds not in City Budget.	Loss of \$4,240 in Sales Tax Revenue

Summary Statement

The City has received a request for approval of a special exemption for charitable events, as provided in BMC 4.16.080. The National Rifle Association (NRA) has applied for this exemption for its fundraising event planned for November 2, 2019. If approved, the NRA will be required to obtain a State of Alaska Business License and a City of Bethel Business License and Sale Tax Certificate.

The NRA has provided the following information to support its request:

"The NRA Foundation, Inc. conducts fundraising through banquets, raffle tickets and auctions to raise money. Items being requested for sales tax exemption includes hunting supplies, sporting goods, jewelries and artwork. There are also Sponsorship pledges which includes different levels of benefits and items. Benefits include donor recognition, invitations to exclusive events, and or magazine subscriptions. The proceeds are used to award grants in support of public interest activities related to firearm and hunting safety, enhancing marksmanship skills of shooting sport participants and educating the general public about firearms in their historic, technological and artistic context. "

Estimated revenues and lost sales tax revenue for the event are:

Raffles \$28,000 - at 6% + 4%= 10% \$2,800

Auctions \$24,000 – 6% \$1,440

Admin Tickets \$7,000 – not taxable per 4.16.160(A)

Sponsorships \$1,000 – need explanation from NRA as to what this is.

Total estimated lost tax revenue: \$4,240



July 15, 2019

City of Bethel – Sales Tax Office
Attn: Patty Burley
PO Box 1388
Bethel, AK 99559

Dear Ms. Burley:

Enclosed you will find a request to renew our Special Event Tax Exemption for The NRA Foundation's 2019 fundraising event.

The NRA Foundation, Inc. is a 501(c)(3) public charity that raises funds for charitable and educational purposes which, in turn, are given back to the community in the form of grants to qualified organizations and activities. Every dollar paid in sales tax is a dollar that is not given to the sportsman's and shooting clubs, schools, and local gun ranges. 501(c)(3) organizations lessen the burden of government, hence government's conveyance of tax-exempt status and deductions to individuals donating to charities.

Thank you very much for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Christina Majors".

Christina Majors
Managing Director of Finance



**ORGANIZATION CERTIFICATE APPLICATION
SPECIAL EVENT TAX EXEMPTION
CITY OF BETHEL CODE 4.16.180**

An Organization Special Event Tax Exemption Certificate is available free of charge.

Applications MUST be submitted at least thirty (30) days PRIOR to the event.

Date of Application: 7/12/19		Name of Organization: The NRA Foundation, Inc.	
State of Alaska Business License Number: 946905		City of Bethel Business License Number:	
Mailing Address of Organization: 11250 Waples Mill Road, Fairfax, VA 22030			
Contact Person: Christina Majors		Type of Non-Profit: 501(c)3 charitable organization	
Phone#: 703-267-1068	Cell #:	Fax #: 703-267-1083	
Email: cmajors@nrahq.org	Type of Activity Fundraising dinners/auctions		
Explain how/why this activity is a charitable activity. Proceeds are used to award grants in support of firearm-related public interest activities such as firearm/hunting safety, enhancing marksmanship skills of shooting sport participants and educating the general public about firearms.			
Approximate # of Volunteers for Event: 15	Fundraising Start Date 8/1/19	Fundraising End Date 11/30/19	
Please provide a description of the items being requested for sales tax exemption: Hunting supplies, sporting goods, artwork			
Approximate Amount of Revenue to be Raised. \$60,000.00			
← does this count tickets?			
What will the funds raised be used for (be specific- additional sheets may be added) Promote firearms and hunting safety, enhance marksmanship skills of shooting sports participants, and educate the general public about firearms in their historic, technological and artistic context.			

(Initials) By initialing here I understand that if the organization fails to file a tax return within thirty (30) days after the end of the event, the organization will be assessed ALL of the sales taxes which were waived.

I agree to abide by the City of Bethel Sales Tax Code as set out in the Bethel Municipal Code, section 4.16.

Christina Majors
Signature (Authorized Representative)

7/15/19
Dated

Christina Majors, Managing Director of Finance [Printed Name & position]

FOR OFFICE USE ONLY

Date Application Received: _____ Date License Issued: _____

License Expiration Date: _____ Issued by: _____

4.16.180 Special exemption for charitable events.

A. A special sales tax exemption may be granted no more than two (2) times in a calendar year to a nonprofit organization or business exempting the organization or business from the obligation to collect sales taxes on sales of tangible personal property or admissions sold by such organization or business as part of a project to raise funds for a particular charitable project, upon the filing of an application for a charitable project sales tax exemption permit filed not less than thirty (30) days prior to the date for commencement of the exemption on a form required by the city and compliance with each of the following requirements:

1. The nonprofit organization or institution is organized exclusively for religious, educational or charitable purposes;
2. The fundraising project must be to raise funds to be used and expended solely and exclusively for a qualified charitable project as set forth and specified in the application;
3. All proceeds and revenues received from the sales from the project, less only the actual cost of the items sold, including shipping, must be used solely and exclusively for the specific charitable purpose that is identified and approved in the application and permit as issued;
4. Separate accounting records as required by the finance department shall be kept as to all sales; and
5. A tax return on such form as is required by the finance director shall be filed no later than thirty (30) days after the date specified in the application for conclusion of the fundraising project which tax return shall specify:
 - a. The total amount of gross receipts received;
 - b. The amount actually paid to the charitable organization to be funded as specified in the application and permit; and
 - c. Such further and additional information, data and verification as is deemed appropriate by the finance director.
6. Sales taxes collected shall be submitted no later than the last day of the month following the month of collection along with the properly completed tax return form.

B. Requests for exemptions of nine hundred ninety-nine dollars (\$999) or less may be approved by the finance director. All requests for exemptions totaling one thousand dollars (\$1,000) or more will require city council approval prior to the exemption being granted.

C. In the event a tax return is not filed as herein provided, or if all of the funds are not paid in the manner and to the specific charity as required by the permit, the permittee shall be liable and responsible for payment of the entire amount of sales tax that would have been collected and remitted had the sales not been conducted as sales tax exempt, plus interest and penalties thereon as provided for in this chapter from the date the sales tax amount would have become due. [Ord. 17-39 § 2.]

The Bethel Municipal Code is current through Ordinance 19-16, passed August 13, 2019.

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

City Website: www.cityofbethel.org

Code Publishing Company

5.04.050 Additional fees for businesses selling games of skill and chance.

- A. Each business selling games of skill and chance shall pay an additional fee equal to four (4) percent of the gross revenues from sales of games of skill and chance. "Gross revenues from a sale" is the total cost to the player for the right to each single chance or play, whether paid to the operator or qualified organization in cash or by relinquishment of winnings or in exchange for other things of value.
- B. Operators of games of skill and chance licensed by the state pursuant to AS 5.15.010, et seq., shall pay the fee on a monthly basis on or before the last day of the following month. The fee shall be accompanied by a copy of the report submitted to the authorized permittee pursuant to AS 5.15.087 or any successor statute or regulation.
- C. Qualified organizations authorized to conduct games of skill and chance by the state pursuant to AS 5.15.010, et seq., who do not make use of a licensed operator shall pay the fee on a quarterly basis not later than the last day of the month following the quarter a tax return is required to be submitted. A copy of the quarterly report filed with the state pursuant to AS 5.15.080 or any successor statute or regulation shall accompany payment of the fee.
- D. The finance director shall have the same right to examine and audit the records of operators and qualified organizations as are given to the finance director under Chapter 4.16 BMC to examine and audit the records of persons required to collect the city sales tax. The penalties, interest and charges applicable under Chapter 4.16 BMC to late or incomplete filing of reports or returns or payment of sales tax and the failure to keep or produce records, as well as the right to protest or appeal a decision of the finance director, shall apply to the late or incomplete filing of reports or returns, the late or incomplete payment of the additional fee under this chapter and the failure to keep or produce adequate records. [Ord. 17-41 § 2; Ord. 09-17 § 2; Ord. 01-28 § 12; Ord. 98-29 § 2.]

The Bethel Municipal Code is current through Ordinance 19-16, passed August 13, 2019.

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

City Website: www.cityofbethel.org

Code Publishing Company

[Donate](#)[MENU](#)

Guidelines for NRA Foundation State Fund Grants

Eligible Organizations

All applying organizations must possess a Federal Employer Identification number (EIN) issued by the Internal Revenue Service and be an/a:

- IRS 501 (c) recognized entity (must submit IRS Determination Letter with application)

Or

- Federal, State or local government entity (law enforcement, public school, college)

Or

- State recognized nonprofit organization (must submit copy of state nonprofit registration)

Applicants shall not discriminate against any member, person, or other user of its facilities or equipment on the basis of age, race, color, sex, or national origin, or any other class protected by applicable law. Applicants are not required to be members of or have association with the NRA to receive funds under this grant program.

Ineligible Organizations

The following organizations are NOT eligible for grants:

[Donate](#)

MENU

- Labor c
- Private
- Organizations or groups that do not have a Federal Employer Identification Number (EIN) issued by the Internal Revenue Service
- Friends of NRA Committees or NRA Foundation State Fund Committees
- Individuals

Organizations or groups which have not completed final report requirements from previously-awarded NRA Foundation grants may submit an application. However, no awards will be made until all outstanding requirements have been satisfied.

Eligible Projects/Activities for Funding

Grant funding provided by The NRA Foundation must meet all NRA Foundation requirements and be used to further a charitable purpose as defined by the Internal Revenue Code under section 501(c)(3) and accompanying rules, regulations, and other IRS law and materials. Eligibility and funding amount are determined solely by the Foundation.

Grant requests must conform to, and foster the purposes in, The NRA Foundation's mission statement, such as:

- Promote, advance, and encourage firearms, the shooting sports, and hunting safety.
- Educate individuals, including the youth of the United States, with respect to firearms, firearms history, participation in the shooting sports, hunting safety, and marksmanship, as well as

MENU

with respect to other subjects that are of importance to the well-being of the general public. Donate

- 
- Conduct marksmanship training, firearms safety and marksmanship facilities and techniques.
 - Support activities of the National Rifle Association of America, to the extent that such activities are in furtherance of charitable, educational, or scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code which includes activities that are charitable, educational, or foster National or International sports competition.

Organizations that are *not* a governmental agency or are *not* recognized by the IRS as a 501(c)(3) entity:

- Must provide a public benefit equal to or in excess of the amount requested.
 - o If you seek funding to conduct a program such as a Women on Target event or support of a youth league, and these programs are open to the public, the public benefit is clear.
 - o Public benefit may also be shown by the nature of the qualified group benefiting from the project or activity, for example the Boy Scouts, a school, a local law enforcement agency, a veterans group, or other qualified groups may meet this requirement.
 - o Projects or activities that further amateur sports competitions may meet the public benefit requirement.
 - o Simply being open to the public, and charging the public for use, does not provide a public benefit.

Ineligible for Grant Funding

[Donate](#)

MENU

The following **THE NRA FOUNDATION** those not eligible
for State Fund **TEACH FREEDOM**

- Deficit financing
 - i.e. payment for something already purchased, work already started or completed, or reimbursement for an event that has already taken place prior to grant approval by the Foundation
- Projects for commercial ventures, i.e., private businesses
- Projects that require membership in the NRA or in the applying club or group
- Administrative fees, office overhead, advertising, insurance, postage or other similar charges
- Computers, laptops, televisions
- Multi-year funding of projects
 - Requests must be submitted for consideration each year for that year's costs only
- Raffle items or similar prizes of material value
 - The mission of the Foundation is to support programs, not fundraising activities. The Foundation only funds items that will be used for a 501(c)(3) purpose as part of a program activity. Prizes, such as trophies, ribbons, certificates, medals, for competitive shooting and other similar activities may be allowable.
- Fundraising or sponsorships for organizations not falling within the mission statement of The Foundation, to include charity shoots held for those purposes
- Landscaping or related equipment

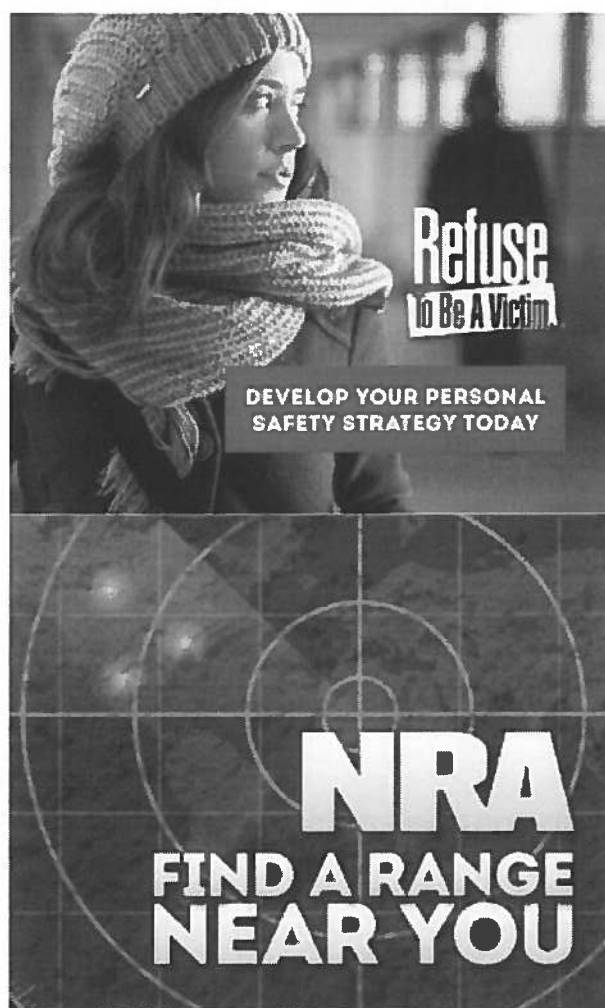
MENU

- i.e. lawnmowers, tractors, weed eaters, snow blowers, etc. Donate
- Vehicles, such as cars, trucks, off road vehicles or ATVs
- Duty ar
 - Only training ammunition can be funded
- Archery-only requests
 - Archery programs may only be considered if they are part of an overarching shooting program OR part of the National Archery in the Schools Program (NASP)
- Projects for schools, public or private, that fall under the NRA School Shield Program, such as school security improvements or training for security or school staff
 - These must be applied for separately under the NRA School Shield Program
- Projects which are contingent on future funding from the NRA Foundation to be completed
 - If funds are awarded in one year, there is no guarantee of funding in subsequent years

If you have questions as to whether a project or program qualifies for funding, please email it to grantprogram@nrahq.org.

[Donate](#)

[MENU](#)



Donate



Donate

Ways of Giving

Corporate Support

Contact Us

Page 164 of 337
01/22/2018

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
31 HOPKINS PLAZA
BALTIMORE, MD 21201

DEPARTMENT OF THE TREASURY

COPY

Date: APR 17 1991

THE NRA FOUNDATION INC
1600 RHODE ISLAND AVENUE NW
WASHINGTON, DC 20036

Employer Identification Number:

Contact Person:

M SHAN

Contact Telephone Number:

(301) 962-9428

Accounting Period Ending:

December 31

Foundation Status Classification:

509(a)(1)

Advance Ruling Period Begins:

August 3, 1990

Advance Ruling Period Ends:

December 31, 1994

Addendum Applies:

YES

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and contributors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until the Service makes a final determination of your foundation status.

Letter 1045(DO/CG)

THE NRA FOUNDATION INC

If notice that you will no longer be treated as a publicly supported organization is published in the Internal Revenue Bulletin, grantors and contributors may not rely on this determination after the date of such publication. In addition, if you lose your status as a publicly supported organization and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that the Service had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date such knowledge was acquired.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

You are required to file Form 990, Return of Organization Exempt From Income Tax, only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the head-

THE NRA FOUNDATION INC

ing to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should maintain records to show that funds are expended only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), there should be evidence that the funds will remain dedicated to the required purposes and that they will be used for those purposes by the recipient.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

-1-

THE NRA FOUNDATION INC

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "J. Edgar Hoover", written in a cursive style.

District Director

Enclosure(s):
Addendum
Form 872-C

City of Bethel Action Memorandum

Action memorandum No.	AM 19-65		
Date action introduced:	October 8, 2019	Introduced by:	Bo Foley, Acting City Manager
Date action taken:		Approved	Denied
Confirmed by:			

Action Title: Direct Administration to negotiate and execute a purchase agreement with Shorty's Shop for the purchase of twenty six-yard capacity steel dumpsters.

Attachment(s): (1) Purchase Agreement between City of Bethel and Shorty's Shop for the purchase of twenty six-yard steel dumpsters.

Amount of fiscal impact:		Account information:
\$40,000	Funds in City FY 2020 Budget.	50-70-691

Summary Statement

The City prepared and issued a Request for Bids document with sample purchase agreement for the purchase of \$40,000 worth of dumpsters on August 22, 2019 with a due date of September 23, 2019. The RFB asked bidders to provide the highest number of six-yard dumpsters they could deliver to the City for an amount not to exceed \$40,000. The company that delivered the most dumpsters for \$40,000 or the least cost per dumpster would be awarded the contract.

The City received four bid responses, one of which was from a local bidder. All qualified for review. The bid results are provided below:

Rank	Company	# Dumpsters	Amount	Cost per Dumpster
1	Shorty's Shop	20	\$40,000	\$2,000
2	Wastequip Manufacturing Co., LLC	18	\$39,954	\$2,220
3	Capital Industries	18	\$40,000	\$2,222
4	Western Cascade Container	12	\$36,383	\$3,032

The dumpsters must be constructed and delivered to the City by June 30, 2020.

Purchase-Sale Agreement
Between City of Bethel and Shorty's Shop
for Twenty (20) Six-Yard Steel Dumpsters

This Purchase Agreement (this "Agreement") is entered into this 9th day of October 2019 by and between the City of Bethel, a municipal corporation (hereinafter "Buyer") and Shorty's Shop (hereinafter "Seller"). Buyer and Seller may be referred to in this Agreement individually as a "Party" and/or collectively as the "Parties."

The Parties agree as follows:

1. **Sale of Dumpsters.** Seller agrees to sell and Buyer agrees to purchase the property described below (the "Property"):

<u>Quantity</u>	<u>Description</u>
20	Six-yard steel dumpsters that conform to specifications described in Request for Bids document issued by the City of Bethel on August 22, 2019 for the purchase of \$40,000 worth of dumpsters.

2. **Purchase Price.** Buyer will pay Seller for the Property described in the Request for Bids document issued August 22, 2019 and for all obligations specified in this Agreement, as the full and complete purchase price, the sum of forty thousand dollars (\$40,000).
3. **Method of Payment.** Seller shall submit an itemized invoice to Buyer upon delivery of the Property to Bethel. Payment will be processed promptly by Buyer upon receipt of invoice and in no event will payment be issued more than thirty (30) calendar days from receipt of invoice (provided dumpsters have been delivered to Buyer).

All invoices must be submitted to:

Payroll Accounting Specialist
City of Bethel
PO Box 1388
Bethel, AK 99559 -1388
(located in City Hall for invoice drop-off)

Except as provided in this Purchase-Sale Agreement, the Buyer shall not provide any additional compensation, payment, service or other thing of value to Seller in connection with performance of this Agreement. The parties understand and agree that, except as otherwise provided in this Agreement, all costs, whether indirect or direct, incurred by Seller have been built into the Purchase Price.

4. **Taxes.** Seller shall be responsible for payment of all federal, state and local taxes incurred as a result of this Purchase-Sale Agreement, with the exception that the City shall not be charged sales taxes for this purchase.

5. **Delivery.** All twenty steel dumpsters must be delivered to the City of Bethel by 5 pm on June 30, 2019. Seller shall notify Buyer and arrange delivery to Bethel or delivery to the Landfill Area or pick-up by the City from Bethel location. Buyer shall not be responsible for taking delivery of property that is delivered in a damaged condition.
6. **Insurance.** Seller shall provide proof of insurance (per a Certificate of Insurance) that Seller has and maintains, Commercial General Liability Insurance in the minimums set forth below prior to Contract signature and execution:

Commercial General Liability Insurance: Form CG0001 04/13 or equivalent.
\$1,000,000.00 Combined Single 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
7. **Seller's Representations.** Seller represents and warrants that he/she has good and marketable title to the Property and full authority to sell the Property. Seller also represents that the Property is sold free and clear of all liens, indebtedness, or liabilities.
8. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Alaska.
9. **Modification.** The Parties may mutually agree to modify the terms of this Agreement. Modifications to the Agreement shall be incorporated into the Agreement by written amendments signed by both parties.
10. **Disputes.** In an effort to resolve any conflicts that arise between the Parties under this Agreement, the Buyer and Seller agree that all disputes between them arising out of or relating to this Agreement shall be submitted first to nonbinding mediation.
11. **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.
12. **Binding Effect.** This Agreement shall inure to the benefit of and shall be binding upon Buyer and Seller and their respective successors and assigns.
13. **Headings.** The captions or headings in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any provision of this Agreement.
14. **Entire Agreement.** This Agreement shall be the exclusive agreement between the Parties and supersedes any and all prior oral or written agreements or understandings between the Parties concerning the subject matter of this Agreement.

15. Execution in Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same document.

16. Facsimile Signatures. The delivery of signatures to this Agreement by facsimile transmission or email transmission of signed documents converted to pdf format shall be binding as original signatures.

SHORTY'S SHOP [SELLER]

CITY OF BETHEL [BUYER]

By: David A. Salzbrun
Owner

By: William F. Howell, III
Acting City Manager

City of Bethel Action Memorandum

Action memorandum No.	AM 19-66		
Date action introduced:	October 8, 2019	Introduced by:	Bo Foley, Acting City Manager
Date action taken:		Approved	Denied
Confirmed by:			

Action Title: Accept and approve the 2019 State Homeland Security Program Grant Agreement in the amount of \$49,141 to cover some or all of the cost to purchase a thermal imager and fencing around one of the water treatment plant water tanks.

Attachment(s): (1) Letter from Division of Homeland Security and Emergency Management to City of Bethel concerning the grant award; (2) Obligating Award Document; and (3) Project Budget Details Report.

Amount of fiscal impact:		Account information:
	No fiscal impact at this time.	
\$49,141	Positive impact on City Capital Assets	TBD
	Funds in City FY 2020 Budget.	

Summary Statement

The City of Bethel applied for State Homeland Security Program funds and was awarded a grant in the amount of \$49,141 to cover some or all of the cost to purchase one thermal imager for the Fire Department and the cost to purchase and install fencing around the water tank at one of the City's water treatment plants. There is no match required by the City.

Public Works Director Bill Arnold wants to use the fencing funds to put up an eight-foot high chain link fence around the water tank at the City Subdivision Water Treatment Plant. This is the tank with the most damage caused by vandalism thus far and therefore the one most in need of protection. It is also the easiest fence around tank project to complete.



THE STATE
of **ALASKA**
GOVERNOR MICHAEL J. DUNLEAVY

**Department of Military and
Veterans Affairs**

Division of Homeland Security and
Emergency Management

P.O. Box 5750
JBER, AK 99505-0800
Main: 907.428.7000
Fax: 907.428.7009
ready.alaska.gov

September 18, 2019

Mr. William Howell, City Manager
City of Bethel
PO Box 1388
Bethel, AK 99559

COPY

RE: 2019 State Homeland Security Grant, EMW-2019-SS-00031-S01
State Grant No.: 20SHSP-GY19

Certified Mail: 9171 9690 0935 0210 4294 76

Dear Mr. Howell:

We received funds from the U.S. Department of Homeland Security under the 2019 State Homeland Security Grant. We are pleased to award the City of Bethel the amount of \$49,141.00 under this grant. Funding from this program is provided to support, build, and sustain the ability of states, territories, and urban areas to prevent, protect against, mitigate, respond to, and recover from terrorist attacks and other all-hazards events.

Please review the Grant Requirement and Program Terms and Conditions. Program Terms and Conditions will be discussed at the 2019 electronic Grant Kick-Off Meeting to be held in October 2019.

Please review Project Budget Details for Environmental and Historical Preservation requirements and approved project specifics. As a reminder, all procurement transactions must be conducted in a manner providing full and open competition. To ensure this, we require a Procurement Method Report with every expense (with the exception of local advertising, legal notices, and travel arrangements) submitted for reimbursement under this grant and pre-approvals may be required at multiple steps in the procurement process. Please see the Procurement Method Report for additional details.

The 2019 State Homeland Security Program Guidance now requires completion of the Nationwide Cybersecurity Review (NCSR) by all subrecipients by December 31, 2019. More information on this online, self-assessment is will be provided at the 2019 electronic Kick-Off Meeting.

Mr. Howell
September 18, 2019
Page 2 of 2

Enclosed are two pre-signed Obligating Award Documents (OADs). Please review the information for accuracy and review any Special Conditions. Sign both OADs, keep one original for your records, and return the other original within 30 days of jurisdiction receipt to:

State Administrative Agency Point of Contact
PO Box 5750
JBER, AK 99505

If the OAD cannot be returned within 30 days due to local jurisdiction policies, a Notice of Intent to Accept Grant Award form must be submitted. The form and instructions are available for download on our Grants website, <http://ready.alaska.gov/grants>.

If signatory points of contacts have changed since submittal of the application, please complete and return a Signatory Authority Form with the signed OAD. The Signatory Authority Form is available for download on our Grants website. If needed, Electronic Payment enrollment forms are also available upon request.

If you have any questions, please contact the Division Project Manager for this grant, Tiffany Peltier, at (907) 428-7026 or by email at mva.grants@alaska.gov.

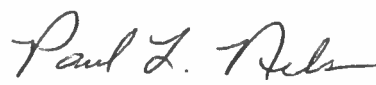
Sincerely,



Paul L. Nelson
Deputy Director

Enclosure(s): (2 originals) Obligating Award Document
Project Budget Details Report

cc: John Sargent, Jurisdiction Project Manager
Christine Blake, Jurisdiction Chief Financial Officer

State of Alaska Division of Homeland Security and Emergency Management Under US Department of Homeland Security Federal Emergency Management Agency Grant Programs Directorate						Page 1 of 8	
						FEDERAL AWARD DATE	
						August 06, 2019	
						FEDERAL GRANT PROGRAM	
						2019 State Homeland Security Grant	
OBLIGATING AWARD DOCUMENT						FEDERAL GRANT NUMBER	
						EMW-2019-SS-00031-S01	
RECIPIENT NAME AND ADDRESS		PERFORMANCE PERIOD		AMENDMENT		CFDA: 97.067	
City of Bethel PO Box 1388 Bethel, AK 99559		FROM:	October 01, 2019	AMENDMENT #:		AWARD AMOUNT	
		TO:	September 30, 2021	EFFECTIVE DATE:		\$49,141.00	
		STATE PROGRAM NUMBER				20SHSP-GY19	
DUNS NUMBER	082508458		FUNDING ALLOCATION				
EIN			PLANNING		EXERCISE		
METHOD OF PAYMENT	Electronic		TRAINING		EQUIPMENT	\$49,141.00	
PURPOSE OF AWARD							
The attached Project Budget Details is the funding allocation. Grant program guidelines and federal, state, and local contracting and procurement compliance requirements apply.							
GRANT REQUIREMENTS AND PROGRAM TERMS AND CONDITIONS							
The acceptance of a grant from the United States government creates a legal duty on the part of the recipient to use the funds or property made available in accordance with the conditions of the grant. [GAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8(c)] See attached for continued Grant Requirements and Program Terms and Conditions							
SPECIAL CONDITIONS (Grant funds cannot be expended until these conditions have been met. See Obligating Award for details)							
See attached							
AGENCY INFORMATION							
ADDRESS	Division of Homeland Security and Emergency Management PO Box 5750 JBER, AK 99505-5750			WEBSITE	http://ready.alaska.gov		
				EMAIL	mva.grants@alaska.gov		
				PHONE	907-428-7000		
				FAX	907-428-7009		
STATE PROJECT MANAGER	PHONE	FAX	EMAIL				
Tiffany Peltier	(907) 428-7026	(907) 428-7009	tiffany.peltier@alaska.gov				
AGENCY APPROVAL				RECIPIENT ACCEPTANCE			
NAME AND TITLE OF APPROVING AGENCY OFFICIAL				NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL			
Paul L. Nelson, Deputy Director				William Howell, City Manager			
SIGNATURE OF APPROVING AGENCY OFFICIAL				SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL			
			DATE				DATE
			9-18-19				
FOR STATE USE ONLY							
Division File Number:				Date Returned			
Fund	Unit	AR Unit	Object	Activity	Function	Program	PPC
1004	2001	099180010	7001	2012	19 SHSP BET	2SHSP2019	GYSHSP

Program Requirements

- (A) Monies may not be obligated outside of the time period as stated on the grant document. An obligation occurs when funds are encumbered, as with a purchase order and/or commitment of salaries and benefits. All obligated and encumbered funds must be liquidated within 45 days of the end of the performance period (unless otherwise specified in the Program Terms and Conditions) when the *Final Performance Progress Reports* are due.
- (B) The signature of the signatory officials on this award certifies that all financial expenditures, including all supporting documentation submitted for reimbursement, have been incurred by the jurisdiction, and are eligible and allowable expenditures consistent with the grant guidelines for this project. The jurisdiction shall follow the financial management requirements imposed on them by the Division of Homeland Security and Emergency Management (DHS&EM).
- (C) The signature of the signatory officials on this award attests to the jurisdiction's understanding, acceptance, and compliance with Acknowledgement of Federal Funding; Lobbying; Debarment, Suspension and other responsibility matters; Drug-free Workplace; Conflict of Interest, and Non-Supplanting certifications. Federal funds will not be used to supplant state or local funds. Federal funds may be used to supplement existing funds to augment program activities, and not replace those funds which have been appropriated in the budget for the same purpose. Potential supplanting may be the subject of application and pre-award, post-award monitoring, and audit. Any cost allocable to a particular Federal award or cost objectives under the principles provided for in 2 CFR Part 200, subpart E, may not be charged to other Federal awards to overcome fund deficiencies.
- (D) The jurisdiction shall ensure the accounting system used allows for separation of fund sources. These grant funds cannot be commingled with funds from other federal, state or local agencies, and each award is accounted for separately.
- (E) The jurisdiction shall comply with the requirements under 2 CFR 25.110, to maintain and keep jurisdiction information current within the System of Award Management (SAM). Also the jurisdiction has the requirement to be non-delinquent to the Federal government as required in OMB Circular A-129. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments
- (F) The jurisdiction shall comply with Federal Laws and Regulations: *Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990.* Per *Executive Order 13166*, the jurisdiction will take reasonable steps to ensure Limited English Proficient (LEP) persons have meaningful access to its programs and activities. The jurisdiction is required to comply with any applicable provisions of the Buy American Act (41 U.S.C. Sections 8301 – 8305). *Executive Order 13347 Individuals with Disabilities in Emergency Preparedness* requires government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. *Executive Order 13224* prohibits transactions with and support to organizations associated with terrorism. Energy Policy and Conservation Act, National Environmental Policy Act (NEPA) of 1969 and the Coastal Wetlands Planning, Protection, and Restoration Act of 1990 (as applicable.) The USA PATRIOT Act of 2001, Trafficking Victims Protection Act of 2000, Hotel and Motel Fire Safety Act of 1990, and the Fly America Act of 1974. Subrecipients who collect Personally Identifiable Information (PII) are required to have a publically available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate. All recipients must comply with statutory requirement for whistleblower protections (if applicable) at 10 U.S.C 2409, 41 U.S.C 4712, and 10 U.S.C 2324, 41 U.S.S 4304 and 4310. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R Part 19 and other applicable statutes, regulations, and guidance governing the participants of faith-based organizations in individual DHS programs.
- (G) The jurisdiction certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.
- (H) It is the responsibility of the jurisdiction as the subrecipient of these federal funds to fully understand and comply with the requirements of:
1. Administrative requirements
2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
 2. Cost Principles
2 CFR Part 200 Subpart E *Cost Principles*
<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.e>
 3. Audit Requirements
2 CFR Part 200 *Subpart F Audit Requirements*
<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.f>
 - a. Federal: The applicant agrees that, as a condition of receiving any federal financial assistance, a Single audit of those federal funds will be performed, if required by law, and further agrees it will comply with all applicable audit requirements.
 - b. State: If the applicant is an entity that received state financial assistance the applicant shall submit to the State coordinating agency, within one year after the end of the audit period, an annual audit report covering the audit period as required by 2 AAC 45.010.
 - c. Subrecipients identified as "non-compliant" by the Alaska Dept. of Administration, Division of Finance, Single Audit Coordinator shall be subject to the following grant payment restrictions:

- 1) The Division of Homeland Security & Emergency Management (DHS&EM) will not process grant payments of any nature directly to the subrecipient.
 - 2) Subrecipients will be required to fully comply with the Single Audit requirements as specified by the Alaska Dept. of Administration, Division of Finance, Single Audit Coordinator.
 - 3) Subrecipients will provide compliance evidence to DHS&EM from the state audit coordinator before any payment will be processed.
 - 4) DHS&EM may process On-Behalf-Of (OBO) payments to vendors for costs directly associated to the scope of work on approved awards.
 - 5) Performance periods will not be extended due to a subrecipient's failure to comply with Single Audit requirement.
 - 6) Payments made in error to subrecipients that are "non-compliant" must be repaid to the State of Alaska within 90 days of receipt of notice from DHS&EM.
4. Procurement and Contracts. Contracts must be of a reasonable cost, generally be competitively bid, and must comply with Federal, State, and local procurement standards. Detailed requirements for eligible procurement methods and contract types can be found in 2 CFR Part 200 Subpart D. The applicant agrees to review and follow procurement and contract requirements necessary for compliance with the grant program. Further, the applicant understands that failure to comply with these requirements may result of loss of funding for the entire project.
 - a. Debarred/Suspended Vendors. As required by Executive Orders 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, the applicant certifies that it and its principals:
 - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - 2) Have not within a three-year period preceding this award been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal ,State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
 - 4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
 5. Conflict of Interest
2 CFR Part 200.112 – the jurisdiction must disclose in writing to DHS&EM any potential conflict of interest per the applicable Federal awarding agency policy in the award's performance period.
 6. False Claims Act, Program Fraud Civil Remedies, and Mandatory Disclosures
 - a. 31 U.S.C. §3729, no recipient of federal payments shall submit a false claim for payment.
 - b. 38 U.S.C. §3801-3812, details the administrative remedies for false claims and statements made.
 - c. 2 CFR Part 200.113 – the jurisdiction must disclose, in a timely manner and in writing to DHS&EM, all violations of Federal criminal law involving fraud, bribery, or gratuity potentially affecting the award.
 7. Technology Requirements
28 CFR Part 23, Criminal Intelligence System Operating Policies
 8. Research and Development (R&D) Requirements
Grants awarded to DHS&EM are not R&D
 9. Duplication of Benefits
2 CFR Part 200, Subpart E, Cost Principles
 10. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. §5121-5206, and Related Authorities, where applicable.
 11. Reducing Text Messaging while Driving
All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.
 12. Reporting of Matters Related to Recipient Integrity and Performance
If the total value recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R Part 200, Appendix XII.
 13. Reporting Subawards and Executive Compensation
All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R Part 170, Appendix A.
 14. SAFECOM

All recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

15. All recipients must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

16. State Requirements

Alaska State Procurement Code AS 36.30, AS36.30.005-.030 www.state.ak.us/local/akpages/ADMIN/dqs/docs/as3630.doc

Alaska Administrative Code Title 2 Chapter 12, 2 AAC 12.74. <http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac>

Alaska Administrative Manual <http://doa.alaska.gov/dof/manuals/aam/index.htm>

SHSP Program Terms and Conditions

The total allocation of the 2019 State Homeland Security Grant awarded to the State of Alaska Division of Homeland Security and Emergency Management (DHS&EM) is \$4,077,500.00 under *Federal Grant EMW-2019-SS-00031-S01, CFDA# 97.067*. The City of Bethel has been awarded \$49,141.00, which shall be used to support activities essential to the ability of states, territories, and urban areas to prevent, protect against, mitigate, respond to, and recover from terrorist attacks and other all-hazards events. All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO and State program guidance. The performance period of this grant award is October 1, 2019 through September 30, 2021. Project conditions must be completed by this date. The City of Bethel cannot sub-grant all or any part of this award to any other entity or organization. All awards require confirmation within the first reporting quarter that activities toward projects will be made, or DHS&EM may execute de-obligation of the funds.

(A) Changes to Award: All change requests must be submitted in writing, or electronically to the DHS&EM project manager, accompanied by a justification narrative and budget/spending plan, for review and approval. Changes must be consistent with the scope of the project and grant guidelines. Requests for changes will be considered only if the reporting requirements are current, and if terms and conditions have been met at the time of the request. Changes in the programmatic activities, or purpose of the project, changes in key persons specified on the grant award, contractual services for activities central to the purposes of the award, requests for additional funding, change in project site, or release of special conditions may result in an amendment to this award. No transfers of funds between budget categories will be authorized, only de-obligation of funds, except on a case-by-case basis.

(B) Reporting Requirements: The City of Bethel shall submit timely quarterly *Performance Progress Reports* and *Financial Progress Reports* to the project manager at DHS&EM. Instructions and blank forms are located electronically at <http://ready.alaska.gov/grants>, and may be reproduced. Jurisdictions must check the web site quarterly for the most current forms. Use of outdated forms will not be accepted. Quarterly reports are due:

Number of Scheduled Report Due	Jurisdiction Performance Period	Performance Progress and Financial Progress Report Due Dates
1	10/01/2019–12/31/2019	01/20/2020
2	01/01/2020–03/31/2020	04/20/2020
3	04/01/2020–06/30/2020	07/20/2020
4	07/01/2020–09/30/2020	10/20/2020
5	10/01/2020–12/31/2020	01/20/2021
6	01/01/2021–03/31/2021	04/20/2021
7	04/01/2021–06/30/2021	07/20/2021
8	07/01/2021–09/30/2021	10/20/2021
9	Final Report	11/15/2021

Invoices with progress reports will be submitted to DHS&EM by the due date as specified in the above schedule. Should the grant period be extended for any reason, a modified report schedule will accompany the award amendment.

The *Performance Progress Report* (PPR) contains an AK-PPR-A cover page form and an AK-PPR-B Program Indicators form. Both forms must be completed and submitted by the report due date. Requests for grant extensions, budget adjustments, project realignments, and significant problems or delays are reported on the AK-PPR-A. An AK-PPR-A must be submitted even if no additional information is required. The AK-PPR-B shall describe the progress and percent completed of projects and detail any related expenditures submitted on the *Financial Progress Report*. *Financial Progress Reports* shall describe the status of the funds, show encumbrances, and receipts of program income, cash or in-kind contributions to the project, whether or not a local match is required. A final PPR is a summary report, showing project completion, evaluating project activities and measuring performance against project goals for the entire performance period, and is required in addition to the last quarterly PPR. An *After-Action Report/Improvement Plan* (AAR/IP) is required within 30 days of the conduct of an exercise.

(C) Signatory Requirements: The primary signatory official, project manager and financial officer as listed on the *Signatory Authority Form* must sign the original obligating award document and any amendments. Delegates may sign quarterly and final reports, however, the signatures of the project manager, signatory official and the financial officer must be three different signatures.

(D) Reimbursements: Submit on the *Financial Progress Report* form. Reimbursement shall be based upon authorized and allowable expenditures consistent with project narrative and budget detail and grant guidelines, and submission of timely quarterly *Performance Progress* and *Financial Progress Reports*. Payments may be withheld pending correction of deficiencies or for use of outdated forms. Reimbursement of expenditures may be requested at any time within the performance period. Expenditures must be supported with source documentation (e.g. copies of invoices, receipts, timesheets with name/wage/hours, cost allocation, warrants, etc.), method of solicitation must be documented with a *Procurement Method Report* and documentation of payment must be included.

- Personnel Costs:** Payroll reports signed and certified by the Chief Financial Officer that capture the employee name, position, coded allocation to the project, amount paid, are acceptable. Staff may not self-certify their own time and wages. The City of Bethel shall retain all supporting payroll records, including time and attendance records signed by the employee and supervisor and copies of warrants as per the recordkeeping requirements in Section N. Limited to 50 percent for employees assigned to program management functions, not operational duties. The limit does not apply to contractors.
- Contracts:** All sole-source procurements, single vendor response to a competitive bid and service contracts of any value require DHS&EM pre-approval prior to implementation. Final signed copies of all contracts are required for submission to DHS&EM with the request for reimbursement. Please review the *Procurement Method Report* for specific requirements.

- **Program Income and Local Match:** Program income may be used to supplement project costs, reduce project costs, or may be refunded to the federal government, and must be used for allowable program costs and be expended prior to requests for reimbursement. Local matching funds must clearly support the source, the amount, and the timing of all matching contributions.
- **Equipment:** Allowable equipment categories are listed on the web-based Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB). Documentation required per instructions attached to DHS&EM quarterly reports.
- **Travel:** Travel must be listed in the approved budget.
- **Training:** Requires DHS&EM pre-approval prior to registering or participating in training opportunities.
- **Exercise:** Requires submission of an AAR/IP within 30 days after conduct of the exercise.
- **Food and Beverages:** All food and/or beverage expenses require pre-approval by DHS&EM and are only allowable costs if related to a grant funded sheltering exercise, such as a Mass Care Shelter Exercise where food is prepared as part of the exercise objectives in evaluating food preparation capabilities.

(E) Non-reimbursable Expenses:

- Reimbursable training and related travel costs not pre-approved by DHS&EM
- Construction and renovation
- Indirect costs
- Management and Administration (M&A) costs to manage sub-contracts
- Supplanting
- Maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances) Maintenance and/or wear and tear costs of general use vehicles and emergency response apparatus during exercises.
- Equipment purchased for an exercise cannot be used for permanent installation and/or beyond the scope of the conclusion of the exercise.
- Hiring of sworn public safety officers to fill traditional public safety duties or to supplant traditional public safety positions and responsibilities
- Weapons, weapons accessories, ammunition
- Entertainment and sporting events
- Personal items such as laundry, personal hygiene items, magazines, in-room movies, personal travel
- Travel insurance, visa, and passport charges
- Lodging costs in excess of federal per diem, as appropriate
- Lodging fees associated with violation of the lodging facility's policies, such as smoking in a non-smoking room
- Lunch when travel is wholly within a single day
- Stand-alone working meals
- Bar charges, alcoholic beverages
- Tips
- Finance, late fees, or interest charges
- Lobbying, political contributions, legislative liaison activities
- Organized fund-raising, including salaries of persons while engaged in these activities
- Land acquisition
- Organizational Costs
- Expenditures not supported with appropriate documentation when submitted for reimbursement. Only properly documented expenditures will be processed for payment. Unsupported expenditures will be returned to the jurisdiction for resubmission.

(F) Property and Equipment Management: The City of Bethel shall maintain an effective property management system; safeguards to prevent loss, damage or theft; maintenance procedures to keep equipment in good condition; and disposition procedures. A *Property Inventory Report* is available at <http://ready.alaska.gov/grants> shall be submitted to DHS&EM annually each June 20 with the *Financial Progress Report*, and continued submission is required annually until final disposition of the equipment. No equipment purchased with these grant funds may be assigned to other entities or organizations without the expressed approval in writing from DHS&EM, prior to the jurisdiction's encumbrance or expenditure for that equipment. Management of property and equipment shall be in accordance with state laws and procedures as outlined, and 2 CFR Subpart D (200.210-200.316). For items over \$5,000.00, a Single Equipment Reporting Form must be submitted at the time of reimbursement at the time of reimbursement request

(G) Procurement: A *Procurement Method Report* documenting method of solicitation is required for reimbursement for every procurement (with the exception of local advertising, legal notices and travel arrangements). Contractors that develop or draft specifications, requirements, *Statements of Work* (SOW), and/or *Requests for Proposals* (RFP) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Local bidder's preference is not allowed for federally funded procurements. Procurement transactions shall be conducted to provide maximum open and free competition. Pre-approvals may be required at multiple steps in the procurement process. Please see the Procurement Method Report for additional details.

(H) Contracts: Any contract entered into during this grant period shall comply with local, state and federal government contracting regulations. To the extent that subrecipients of a grant use contractors, subrecipients shall use small, minority, women-owned or disadvantaged business concerns and contractors to the extent practicable. Contracts for professional and consultant services must include local, state and federal government required contract language, a project budget, and require pre-approval by DHS&EM prior to implementation. Contract deliverables must meet the intent of the grant application and grant requirements. Justification is required for compensation for individual consultant services, which must be reasonable and consistent with the amount paid for similar services in the market place. Detailed invoices and time and effort reports are required for consultants. A *Procurement Method Report* documenting method of solicitation is required for reimbursement for every procurement.

(I) Use of DHS Seal, Logo and Flags: All subrecipients must obtain DHS&EM approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags of likenesses of Coast Guard officials.

(J) Publications and Copyright: All recipients must affix the applicable copyright notices of 17 U.S.C. § 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards, unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations) Publications created with funding under this grant should prominently contain the following statement: *This document was prepared under a grant from the Federal Emergency Management Agency (FEMA)'s Grant Programs Directorate, U.S. Department of Homeland Security and the Alaska Division of Homeland Security and Emergency Management. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate, the U.S. Department of Homeland Security or the State of Alaska.*

(K) Acknowledgement of Federal Funding: All subrecipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

(L) Federal Debt Status: All subrecipients are required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129 and form SF-424, item number 17 for additional information and guidance.

(M) False Claims Act and Program Fraud Civil Remedies: All subrecipients must comply with the requirements of 31 U.S.C. § 3729 which set forth that no subrecipient of federal payments shall submit a false claim for payment. See also 38 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.

(N) Recordkeeping Requirements: Grant financial and administrative records shall be maintained for a period of three (3) years following the date of the closure of the grant award, or audit if required. Time and effort, personnel and payroll records for all individuals reimbursed under the award must be maintained. Property and equipment records shall be maintained for a period of three (3) years following the final disposition, replacement or transfer of the property and equipment.

(O) Performance Measures: Quarterly Progress Reports shall demonstrate performance and progress relative to:

1. Acceptable performance on applicable critical tasks in Exercises using approved scenarios
2. Progress in achieving project timelines and milestones identified on the Grant Activities Plan
3. Percent measurable progress toward completion of project
4. How funds have been expended during reporting period, and explains expenditures related to the project

(P) Subrecipient Monitoring Policy: Periodic monitoring is required to ensure that program goals, objectives, timelines, budgets and other related program criteria are being met. DHS&EM reserves the right to periodically monitor, review and conduct analysis of the City of Bethel's financial, programmatic and administrative policies and procedures such as, accounting for receipts and expenditures, cash management, maintaining adequate financial records, means of allocating and tracking costs, contracting and procurement policies and records, payroll records and means of allocating staff costs, property/equipment management system(s), progress of project activities, etc. This may include desk and field audits. Technical assistance is available from DHS&EM staff. The Monitoring Policy is available in the Grants Management Handbook at <http://ready.alaska.gov/grants>.

(Q) Penalty for Non-Compliance: For the reasons listed below, special conditions may be imposed, reimbursements may be partially or wholly withheld, the award may be wholly or partly suspended or terminated, or future awards, reimbursements and award modifications may be withheld. DHS&EM may institute the following, but is not limited to, withholding authority to proceed to the next phase of a project, requiring additional or more detailed financial reports, additional project monitoring, and/or establish additional prior approvals. DHS&EM shall notify the City of Bethel of its decision in writing stating the nature and the reason for imposing the conditions/restrictions, the corrective action required and timeline to remove them, and the method of requesting reconsideration of the imposed conditions/restrictions. The City of Bethel must respond within five (5) days of receipt of notification.

1. Unwillingness or inability to attain project goals
2. Unwillingness or inability to adhere to Special Conditions or Grant Assurances.
3. Failure or inability to adhere to grant guidelines and federal compliance requirements
4. Improper procedures regarding contracts and procurements
5. Inability to submit reliable and/or timely reports
6. Management systems which do not meet federal required management standards

(R) Termination for Cause: If performance is not occurring as agreed, the award may be reduced or terminated without compensation for reduction or termination costs. DHS&EM will provide five (5) days notice to City of Bethel stating the reasons for the action, steps taken to correct the problems, and the commencement date of the reduction or termination. DHS&EM will reimburse City of Bethel only for acceptable work or deliverables, necessary and allowable costs incurred through the date of reduction or termination. Final payment may be withheld at the discretion of DHS&EM until completion of a final DHS&EM review. Any equipment purchased under a terminated grant may revert to DHS&EM at the option of DHS&EM.

(S) Termination for Convenience: Any project may be terminated upon convenience, in whole or in part, for the convenience of the Government. The U.S. Department of Homeland Security and the DHS&EM, by written notice, may terminate this grant, in whole or in part, when it is in the Government's interest. Allowable costs obligated and/or incurred through the date of termination shall be reimbursed. Any equipment purchased under a terminated grant may revert to DHS&EM at the option of DHS&EM.

(T) Project Implementation: Due to the competitiveness of the 2019 State Homeland Security Grant, approved projects must be ready-to-go. Project implementation shall begin within the first reporting quarter.

1. If a project cannot be operational within the first reporting quarter of the approved award date, the subrecipient should provide notice to DHS&EM, stating the implementation delay and expected starting date. At the discretion of DHS&EM, the grant award is subject to cancellation and funds may be de-obligated and reallocated to other projects if project implementation is unjustifiably delayed.

(U) The City of Bethel shall comply with the requirements and restrictions of the Federal Fiscal Year (FFY) 2019 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity (NOFO), Guidance, Federal Emergency Management Agency (FEMA) Preparedness Grants Manual, State Overview and Guidelines, State Preparedness Report/ Stakeholder Preparedness Review, Threat and Hazard Identification and Risk Assessment (THIRA) and the State Homeland Security Strategy. By signing this obligating award document, the City of Bethel certifies it has read, understood and accepted these documents as binding.

(V) No funds will be reimbursed until City of Bethel fiscal and programmatic representatives attend the 2019 Grant Kick-Off Meeting to be held electronically in October 2019.

(W) The City of Bethel must complete a Quarterly Activities Plan by January 20, 2020. Information on this requirement will be emailed and provided at 2019 Grant Kick-off meeting.

(X) The City of Bethel must complete/update the Alaska Assessment annually by December 31.

(Y) The City of Bethel must have programmatic jurisdictional representatives at the annual DHS&EM Multiyear Training and Exercise Plan Workshop (TEPW).

(Z) The signature of the signatory officials on this award attests to the City of Bethel's understanding and acceptance of the National Incident Management System (NIMS) compliance requirements. For FFY 2019, the Alaska Assessment will be the required means to report NIMS compliance for future preparedness award eligibility.

(AA) The City of Bethel must complete the Nationwide Cybersecurity Review (NCSR) by December 31, 2019. More information on this online, self-assessment is will be provided at the 2019 electronic Kick-Off Meeting and can be found in the 2019 HSGP NOFO and DHS Information Bulletin #439, located here, <https://www.fema.gov/media-library/assets/documents/176414>

Special Conditions

(A) The City of Bethel shall not undertake any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures and objects that are 50 years old or greater. The City of Bethel must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the City of Bethel must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the City of Bethel will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding. The City of Bethel must submit an Environmental Historic Preservation (EHP) Statement of Work Request for the following project(s):

Security Fencing for Water Tanks

We certify we have read, understood, and accept the Grant Terms and Conditions, the Grant Requirements, and Assurances and Agreements, and Special Conditions in accordance with this Award.

Project Manager's Signature

Chief Financial Officer's Signature

Signatory Official's Signature

Project Budget Details Report

2019 State Homeland Security Program / 2019 SHSP

Bethel, City of

Reported Category = ALL. Reported Revision = 0 of 0.

PBD#	Expense Category	Solution Area	Discipline	Qty	Budgeted Cost	Amt Spent	PBD# Balance
1	Equipment	Intervention	FS				
EHP					State		
☐ EHP					Federal	\$5,141.00	\$5,141.00
Item: Handheld Thermal Imager Description: Purchase handheld thermal imager for the Bethel Fire Department.							

2	Equipment	Phys.Security	PW				
EHP					State		
☒ EHP					Federal	\$44,000.00	\$44,000.00
Item: Security Fencing for Public Water Tanks Description: The purchase and installation of commercial grade chain link fencing around the cities public water supply.							

Adjusted Grant Award

State	
Federal	\$49,141.00

Total Budgeted Allocated (Fed & State)

	\$49,141.00
--	-------------

PBD Total Allocations:

State	
Federal	\$49,141.00

Total Expenses:

State	
Federal	

Summary Balance:

State	
Federal	\$49,141.00

PBD Non-Budgeted Funds:

	\$0.00
--	--------

City of Bethel Information Memorandum

Information Memo No.	19-11		
Date introduced:	October 8, 2019	Introduced by:	William Howell, Acting City Mgr.
Amended actions:			
Confirmed by:			

Title: Presentation of the City's Water & Sewer Services Expenditures Compared to Budget from July 1, 2019 to September 30, 2019 – Utilities Maintenance – Water & Wastewater Activity Report.

Attachment(s): (1) City of Bethel Water & Sewer Services Expenditures Compared to Budget from July 1, 2019 to September 30, 2019 and (2) September 2019 – Utilities Maintenance – Water & Wastewater Activity Report.

Department/Individual:	Initials:	Remarks:
Administration, William Howell	WH	
Finance, Christine Blake	CB	
Amount of fiscal impact:	Account information:	
None	No fiscal impact at this time.	
	Funds in City Budget.	
	Funds not in City Budget.	

Summary Statement

The attached financial report for FY 2020 contains months of data from July 1, 2019 to September 30, 2019. The information contained therein and the contents of the Water & Wastewater Activity Report are distributed to Bethel City Council members for their review. This Information Memorandum documents the dissemination of this report to Bethel City Council members, as required by the Alaska Department of Commerce, Community and Economic Development, Division of Community and Regional Affairs, in their administration of the Best Practices protocol.

The process of preparing and submitting a monthly financial report and a water and wastewater activity report to City Council helps the City earn points on the Water and Sewer Utility Best Practices Operation and Maintenance Reports. The City must have a score of 60 or greater out of 100 points in order to be approved for funding from the Environmental Protection Agency (EPA) and the Alaska Department of Environmental Conservation (DEC). In other capital grants administered by DEC's Village Safe Water Program, the City's Best Practices score is an application scoring criterion.



City of Bethel - Public Works Department

Utilities Maintenance Activity Report

FY20 - September 2019

Public Works Director - William Arnold

City Sub Water Treatment Plant

Bethel Heights Water Treatment Plant

September
Fiscal Year to Date

Water				Chemical Usage			Water				Chemical Usage		
Plant Production (Gallons)	Hauled Water (Gallons)	Piped Water (Gallons)	Backwash Usage (Gallons)	Calcium Hypochlorite (lbs)	Polymer (mL)	Potassium Permanganate (lbs)	Plant Production (Gallons)	Hauled Water (Gallons)	Piped Water (Gallons)	School Water (Gallons)	Calcium Hypochlorite (lbs)	Polymer (mL)	Potassium Permanganate (lbs)
4,739,180	1,822,000	1,576,377	746,000	1,050	9,900	240	2,106,790	507,000	2,741,766	187,390	750	2,400	85
16,737,803	6,219,000	5,477,473	2,357,000	3,300	36,000	777	6,998,860	1,268,701	8,942,841	370,748	1,875	7,550	290

Bethel Heights WTP	Monthly water logs to ADEC from BHWTP and CSWTP. Started new Tier 1 and Tier 2 Lead and Copper list for new home owner sample list we need 10 homes but we got 25 homes ,next letters need be send out by billing for voluteer Lead and Copper testing next cycle .
City Sub WTP	Institutional Corridor is complete and in operation. Monthly water logs for BHWTP and CSWTP to ADEC. OEH monthly water test for BHWTP and CSWTP.
Sewer Lagoon	DMR report to ADEC. Lagoon fall operations were started on 9/25/19 on going at present .
Piped Sewer	12 alarms on residential lift stations were responded to. Multiple issues with heat trace, grinder pumps, and float systems were resolved. Repairs were made to Yukon Kuskokwim Fitness Center Lift Station. Main Lift Station pump work –Pump #1 parts have arrived. Expected to be completed and returned in 2-3 weeks. FAA lift station thawed out and in operation. Line flushing and leveling activities on low flow and frozen sewer lines. Non-compliance reports were filled out per DEC requirements.
Piped Water	Monthly meter readings, service connections, and disconnects were performed. Hospital (new & old), Bethel Youth Facility, Correctional Facility, Fish & Wildlife, and YKHC housing are all connected to new Institutional Corridor Line. New Service line connected at the YK Long-Term Care (LTC) & LTC Managers Apartment connected 7/30. New Service Line connected to the YK Prematernal Building. Additional fire hydrant testing was performed to accommodate information requests from YKHC fire protection contractors.
Other	Daily safety meetings are held. All 3 Utility Maint trucks are having issues that require repairs. Several of these are major safety issues. Continue to work with V&E to repair them, but some issues are arising since 2 of the vehicles are more than 10 years old.

Prepared by - Water/Wastewater Utilities Foreman

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
10-40-400 TAX - TRANSIENT LODGING	128,685.29	128,685.29	600,000.00	471,314.71	21.5
10-40-401 TAX - SALES	593,646.18	593,646.18	6,464,744.00	5,871,097.82	9.2
10-40-403 PENALTIES & INT - SALES TAX	5,032.61	5,032.61	75,000.00	69,967.39	6.7
10-40-407 CIGARETTE AND TOBACCO TAX	43,305.46	43,305.46	575,000.00	531,694.54	7.5
10-40-408 TAX - ALCOHOL TAX	69,988.66	69,988.66	500,000.00	430,011.34	14.0
10-40-420 MARIJUANA TAX	.00	.00	100,000.00	100,000.00	.0
10-40-468 TAX - MOTOR VEH REGISTRATION	.00	.00	66,000.00	66,000.00	.0
TOTAL TAXES	840,658.20	840,658.20	8,380,744.00	7,540,085.80	10.0
<u>CHARGES FOR SERVICES</u>					
10-43-435 PARKS & REC OTC SALES	100.00	100.00	.00	(100.00)	.0
TOTAL CHARGES FOR SERVICES	100.00	100.00	.00	(100.00)	.0
<u>LICENSES, PERMITS & FEES</u>					
10-45-450 GAMING TAX	73,132.78	73,132.78	500,000.00	426,867.22	14.6
10-45-451 TAXI PERMITS	43,405.00	43,405.00	153,848.00	110,443.00	28.2
10-45-452 BUSINESS LICENSES	850.00	850.00	36,660.00	35,810.00	2.3
10-45-453 ANIMAL CONTROL LICENSES	770.00	770.00	3,048.00	2,278.00	25.3
10-45-454 PLANNING FEES	125.00	125.00	1,042.00	917.00	12.0
10-45-455 PLAT/RECORDING FEES	100.00	100.00	705.00	605.00	14.2
10-45-456 SITE REVIEWS	725.00	725.00	20,000.00	19,275.00	3.6
10-45-457 PARKS & REC JULY 4TH FEES	350.00	350.00	2,500.00	2,150.00	14.0
10-45-469 MISC PERMITS/LICENSES/FEE	2,260.35	2,260.35	5,000.00	2,739.65	45.2
TOTAL LICENSES, PERMITS & FEES	121,718.13	121,718.13	722,803.00	601,084.87	16.8
<u>MISCELLANEOUS</u>					
10-49-487 INVESTMENT INCOME	.00	.00	500,000.00	500,000.00	.0
10-49-488 POLICE DEPT MISC	6,165.92	6,165.92	5,000.00	(1,165.92)	123.3
10-49-495 MISCELLANEOUS REVENUE	1,015.00	1,015.00	.00	(1,015.00)	.0
10-49-497 RESTITUTION PMTS RECEIVED	.00	.00	1,000.00	1,000.00	.0
TOTAL MISCELLANEOUS	7,180.92	7,180.92	506,000.00	498,819.08	1.4
TOTAL FUND REVENUE	969,657.25	969,657.25	9,609,547.00	8,639,889.75	10.1

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-51-501 SALARIES	46,590.42	46,590.42	346,679.00	300,088.58	13.4
10-51-508 LEAVE CASHOUT	10,301.11	10,301.11	.00	(10,301.11)	.0
10-51-510 SOCIAL SECURITY EXPENSE	.00	.00	744.00	744.00	.0
10-51-511 MEDICARE FICA	844.03	844.03	5,027.00	4,182.97	16.8
10-51-512 EMPLOYEE GROUP BENEFITS	19,202.76	19,202.76	72,324.00	53,121.24	26.6
10-51-515 UNEMPLOYMENT	.00	.00	2,131.00	2,131.00	.0
10-51-516 WORKERS' COMPENSATION	.00	.00	926.00	926.00	.0
10-51-518 PERS	10,249.92	10,249.92	73,629.00	63,379.08	13.9
10-51-519 UTILITY BENEFIT	.00	.00	13,680.00	13,680.00	.0
10-51-545 TRAINING/TRAVEL	2,539.33	2,539.33	10,000.00	7,460.67	25.4
10-51-561 SUPPLIES	2,548.99	2,548.99	6,700.00	4,151.01	38.0
10-51-601 VEHICLE PARTS	94.44	94.44	.00	(94.44)	.0
10-51-602 GASOLINE / DIESEL / OIL	.00	.00	1,500.00	1,500.00	.0
10-51-621 ELECTRICITY	2,583.59	2,583.59	14,400.00	11,816.41	17.9
10-51-622 TELEPHONE	3,479.78	3,479.78	20,000.00	16,520.22	17.4
10-51-623 HEATING FUEL	1,050.56	1,050.56	26,400.00	25,349.44	4.0
10-51-626 WATER/SEWER/GARB/	.00	.00	11,500.00	11,500.00	.0
10-51-627 STAFF CELLULAR PHONES	275.97	275.97	840.00	564.03	32.9
10-51-642 LEGAL FEES	15,530.49	15,530.49	50,000.00	34,469.51	31.1
10-51-646 DRUG TESTING/BCKGRND CKS	935.00	935.00	9,500.00	8,565.00	9.8
10-51-649 PROFESSIONAL FEES	9,841.20	9,841.20	20,000.00	10,158.80	49.2
10-51-661 VEHICLE MAINT/REPAIR	.00	.00	1,502.00	1,502.00	.0
10-51-663 JANITORIAL	2,925.00	2,925.00	11,400.00	8,475.00	25.7
10-51-669 OTHER PURCHASED SERVICES	672.60	672.60	6,500.00	5,827.40	10.4
10-51-683 MINOR EQUIPMENT	73.13	73.13	2,000.00	1,926.87	3.7
10-51-721 INSURANCE	.00	.00	16,224.00	16,224.00	.0
10-51-724 DUES/SUBSCRIPTIONS	.00	.00	1,200.00	1,200.00	.0
10-51-727 ADVERTISING	44.00	44.00	1,000.00	956.00	4.4
10-51-732 EQUIPMENT RENTAL	.00	.00	2,000.00	2,000.00	.0
10-51-733 POSTAGE	266.00	266.00	1,000.00	734.00	26.6
10-51-790 ALLOWANCE SPECIAL EVENTS	.00	.00	5,000.00	5,000.00	.0
10-51-799 MISCELLANEOUS EXPENSES	35.75	35.75	1,000.00	964.25	3.6
10-51-875 INDIRECT COST RECOVERY	.00	.00	(291,468.00)	(291,468.00)	.0
10-51-996 ADMIN OVERHEAD-IT SVCS	.00	.00	17,028.00	17,028.00	.0
TOTAL ADMINISTRATION	130,084.07	130,084.07	460,366.00	330,281.93	28.3

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CITY CLERKS OFFICE</u>					
10-52-501 SALARIES	34,864.51	34,864.51	118,364.00	83,499.49	29.5
10-52-502 OVERTIME	762.16	762.16	500.00	(262.16)	152.4
10-52-511 MEDICARE	517.48	517.48	1,724.00	1,206.52	30.0
10-52-512 EMPLOYEE GROUP BENEFITS	7,568.42	7,568.42	24,108.00	16,539.58	31.4
10-52-515 UNEMPLOYMENT	.00	.00	1,065.00	1,065.00	.0
10-52-516 WORKERS' COMPENSATION	.00	.00	318.00	318.00	.0
10-52-518 P.E.R.S.	7,837.86	7,837.86	26,150.00	18,312.14	30.0
10-52-519 UTILITY BENEFIT	.00	.00	4,560.00	4,560.00	.0
10-52-541 TRAVEL/TRAINING-COUNCIL	536.20	536.20	10,000.00	9,463.80	5.4
10-52-545 TRAINING/TRAVEL-CLERK	.00	.00	6,300.00	6,300.00	.0
10-52-561 SUPPLIES-CLERK	570.37	570.37	4,300.00	3,729.63	13.3
10-52-562 SUPPLIES-COUNCIL	.00	.00	500.00	500.00	.0
10-52-627 STAFF CELLULAR PHONES	179.19	179.19	840.00	660.81	21.3
10-52-642 LEGAL FEES	3,060.00	3,060.00	15,000.00	11,940.00	20.4
10-52-644 CONSULTING FEES	9,334.00	9,334.00	16,000.00	6,666.00	58.3
10-52-669 OTHER PURCHASE SERVICES	4,128.03	4,128.03	14,600.00	10,471.97	28.3
10-52-682 ELECTION EXPENSES	2,067.00	2,067.00	15,000.00	12,933.00	13.8
10-52-684 DONATIONS & AWARDS	.00	.00	346.04	346.04	.0
10-52-721 INSURANCE	.00	.00	2,617.00	2,617.00	.0
10-52-724 DUES/SUBSCRIPTIONS	.00	.00	7,000.00	7,000.00	.0
10-52-790 ALLOWANCE FOR SPECIAL EVENTS	.00	.00	600.00	600.00	.0
10-52-875 INDRIECT COST RECOVERY	.00	.00	(129,576.00)	(129,576.00)	.0
10-52-996 ADMIN OVERHEAD-IT SVCS	.00	.00	17,028.00	17,028.00	.0
TOTAL CITY CLERKS OFFICE	71,425.22	71,425.22	157,344.04	85,918.82	45.4

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FINANCE</u>					
10-53-501 SALARIES	90,801.47	90,801.47	(3,000.00)	(93,801.47)	3026.7
10-53-502 OVERTIME	379.34	379.34	3,000.00	2,620.66	12.6
10-53-508 LEAVE CASHOUT	7,495.90	7,495.90	12,035.00	4,539.10	62.3
10-53-511 MEDICARE FICA	1,439.96	1,439.96	6,906.00	5,466.04	20.9
10-53-512 EMPLOYEE GROUP BENEFITS	31,753.24	31,753.24	150,675.00	118,921.76	21.1
10-53-515 UNEMPLOYMENT	.00	.00	4,439.00	4,439.00	.0
10-53-516 WORKERS' COMPENSATION	.00	.00	1,273.00	1,273.00	.0
10-53-518 PERS	20,059.77	20,059.77	104,786.00	84,726.23	19.1
10-53-519 UTILITY BENEFIT	.00	.00	28,500.00	28,500.00	.0
10-53-545 TRAINING/TRAVEL	240.00	240.00	36,000.00	35,760.00	.7
10-53-561 SUPPLIES	3,564.08	3,564.08	8,000.00	4,435.92	44.6
10-53-601 VEHICLE MT. (PARTS & TOOLS)	.00	.00	1,500.00	1,500.00	.0
10-53-602 GASOLINE	156.06	156.06	1,200.00	1,043.94	13.0
10-53-622 TELEPHONE	32.92	32.92	1,000.00	967.08	3.3
10-53-627 STAFF CELLULAR PHONES	79.32	79.32	840.00	760.68	9.4
10-53-640 SALES TAX AUDITS	.00	.00	15,000.00	15,000.00	.0
10-53-641 AUDITING EXPENSE	.00	.00	95,000.00	95,000.00	.0
10-53-649 OTHER PROFESSIONAL SVS	.00	.00	10,000.00	10,000.00	.0
10-53-661 VEHICLE MAINT/REPAIRS	.00	.00	1,502.00	1,502.00	.0
10-53-668 HARDWARE/SOFTWARE SUP/669	2,942.00	2,942.00	32,000.00	29,058.00	9.2
10-53-669 OTHER PURCHASED SERVICES	1,197.51	1,197.51	8,000.00	6,802.49	15.0
10-53-683 MINOR EQUIPMENT	4,196.66	4,196.66	4,500.00	303.34	93.3
10-53-721 INSURANCE	.00	.00	5,781.00	5,781.00	.0
10-53-724 DUES/SUBSCRIPTIONS	.00	.00	1,500.00	1,500.00	.0
10-53-727 ADVERTISING	.00	.00	2,500.00	2,500.00	.0
10-53-735 FINANCE CHARGES/PENALTIES	(101.62)	(101.62)	5,000.00	5,101.62	(2.0)
10-53-736 BANK CHARGES	.00	.00	35,000.00	35,000.00	.0
10-53-799 MISCELLANEOUS EXPENSES	185.00	185.00	1,000.00	815.00	18.5
10-53-875 INDIRECT COST RECOVERY	.00	.00	(549,832.00)	(549,832.00)	.0
10-53-996 ADMIN OVERHEAD-IT SVCS	.00	.00	22,523.00	22,523.00	.0
TOTAL FINANCE	164,421.61	164,421.61	46,628.00	(117,793.61)	352.6

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLANNING</u>					
10-54-501 SALARIES	25,937.47	25,937.47	102,363.00	76,425.53	25.3
10-54-502 OVERTIME	21.79	21.79	.00	(21.79)	.0
10-54-508 LEAVE CASHOUT	.00	.00	6,575.00	6,575.00	.0
10-54-511 MEDICARE FICA	381.79	381.79	274.00	(107.79)	139.3
10-54-512 EMPLOYEE GROUP BENEFITS	3,650.76	3,650.76	44,600.00	40,949.24	8.2
10-54-515 UNEMPLOYMENT	.00	.00	1,420.00	1,420.00	.0
10-54-516 WORKERS' COMPENSATION	.00	.00	351.00	351.00	.0
10-54-518 PERS	5,711.05	5,711.05	22,520.00	16,808.95	25.4
10-54-519 UTILITY BENEFIT	.00	.00	9,120.00	9,120.00	.0
10-54-545 TRAINING/TRAVEL	.00	.00	17,000.00	17,000.00	.0
10-54-561 SUPPLIES	.00	.00	5,600.00	5,600.00	.0
10-54-563 WEARING APPAREL	.00	.00	300.00	300.00	.0
10-54-601 VEHICLE PARTS	.00	.00	1,000.00	1,000.00	.0
10-54-602 GASOLINE	80.63	80.63	1,800.00	1,719.37	4.5
10-54-621 ELECTRICITY	.00	.00	1,440.00	1,440.00	.0
10-54-622 TELEPHONE	16.46	16.46	200.00	183.54	8.2
10-54-623 HEATING FUEL	.00	.00	2,400.00	2,400.00	.0
10-54-626 WATER/SEWER/GARBAGE	.00	.00	1,400.00	1,400.00	.0
10-54-627 STAFF CELLULAR PHONES	79.32	79.32	840.00	760.68	9.4
10-54-642 LEGAL FEES	.00	.00	5,000.00	5,000.00	.0
10-54-648 CODE ENFORCEMENT ACTIVITIES	.00	.00	3,000.00	3,000.00	.0
10-54-649 OTHER PROFESSIONAL FEES	1,467.50	1,467.50	30,000.00	28,532.50	4.9
10-54-661 VEHICLE MAINT/REPAIRS	.00	.00	1,502.00	1,502.00	.0
10-54-668 HARDWARE/SOFTWARE SUPPORT	.00	.00	7,500.00	7,500.00	.0
10-54-669 PROFESSIONAL SERVICES	.00	.00	4,000.00	4,000.00	.0
10-54-683 MINOR EQUIPMENT	.00	.00	5,500.00	5,500.00	.0
10-54-721 INSURANCE	.00	.00	3,065.00	3,065.00	.0
10-54-724 DUES & SUBSCRIPTION	.00	.00	240.00	240.00	.0
10-54-727 ADVERTISING	161.50	161.50	2,000.00	1,838.50	8.1
10-54-771 NUISANCE ENFORCEMENT EXPENSE	.00	.00	200.00	200.00	.0
10-54-799 MISCELLANEOUS EXPENSES	8.99	8.99	1,000.00	991.01	.9
10-54-996 ADMIN OVERHEAD-IT SVCS	.00	.00	17,028.00	17,028.00	.0
TOTAL PLANNING	37,517.26	37,517.26	299,238.00	261,720.74	12.5

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TECHNOLOGY DEPARTMENTS</u>					
10-55-501 SALARIES	21,552.02	21,552.02	91,422.00	69,869.98	23.6
10-55-511 MEDICARE FICA	329.55	329.55	1,326.00	996.45	24.9
10-55-512 EMPLOYEE GROUP BENEFITS	3,650.76	3,650.76	24,108.00	20,457.24	15.1
10-55-515 UNEMPLOYMENT	.00	.00	710.00	710.00	.0
10-55-516 WORKERS' COMPENSATION	.00	.00	244.00	244.00	.0
10-55-518 PERS	4,741.46	4,741.46	20,616.00	15,874.54	23.0
10-55-519 UTILITY BENEFIT	.00	.00	4,560.00	4,560.00	.0
10-55-545 TRAINING/TRAVEL	.00	.00	5,000.00	5,000.00	.0
10-55-561 SUPPLIES	29.99	29.99	4,500.00	4,470.01	.7
10-55-602 GASOLINE	85.55	85.55	1,440.00	1,354.45	5.9
10-55-627 STAFF CELLULAR PHONES	79.32	79.32	1,800.00	1,720.68	4.4
10-55-649 OTHER PROFESSIONAL SERVICES	43,369.95	43,369.95	185,000.00	141,630.05	23.4
10-55-661 VEHICLE MAINT/REPAIRS	.00	.00	1,502.00	1,502.00	.0
10-55-667 CONNECTIVITY SERVICES	63,896.30	63,896.30	277,000.00	213,103.70	23.1
10-55-668 SOFTWARE/SUPPORT	3,255.05	3,255.05	30,000.00	26,744.95	10.9
10-55-683 MINOR EQUIPMENT	812.54	812.54	20,000.00	19,187.46	4.1
10-55-690 CAPITAL EXPENDITURES	.00	.00	27,875.00	27,875.00	.0
10-55-721 INSURANCE	.00	.00	2,392.00	2,392.00	.0
10-55-732 EQUIPMENT RENTAL	.00	.00	3,000.00	3,000.00	.0
10-55-799 MISCELLANEOUS EXPENSES	47.84	47.84	2,000.00	1,952.16	2.4
10-55-875 INDIRECT COST RECOVERY	.00	.00	495,000.00	495,000.00	.0
10-55-996 ADMIN OVERHEAD-IT SVCS	.00	.00	64,598.00	64,598.00	.0
TOTAL TECHNOLOGY DEPARTMENTS	141,850.33	141,850.33	1,264,093.00	1,122,242.67	11.2
<u>CITY ATTORNEY'S OFFICE</u>					
10-56-501 SALARIES	11,984.62	11,984.62	125,440.00	113,455.38	9.6
10-56-508 LEAVE CASHOUT	6,400.00	6,400.00	6,400.00	.00	100.0
10-56-511 MEDICARE	233.72	233.72	1,912.00	1,678.28	12.2
10-56-512 EMPLOYEE GROUP BENEFITS	5,477.16	5,477.16	24,108.00	18,630.84	22.7
10-56-515 UNEMPLOYMENT	.00	.00	710.00	710.00	.0
10-56-516 WORKERS' COMPENSATION	.00	.00	352.00	352.00	.0
10-56-518 PERS	2,636.62	2,636.62	29,005.00	26,368.38	9.1
10-56-519 UTILITY BENEFIT	.00	.00	4,560.00	4,560.00	.0
10-56-545 TRANING/TRAVEL	398.00	398.00	6,500.00	6,102.00	6.1
10-56-561 SUPPLIES	.00	.00	3,000.00	3,000.00	.0
10-56-627 STAFF CELLULAR PHONES	33.58	33.58	840.00	806.42	4.0
10-56-642 LEGAL FEES	4,650.00	4,650.00	25,000.00	20,350.00	18.6
10-56-649 PROFESSIONAL SERVICES	225.00	225.00	10,000.00	9,775.00	2.3
10-56-669 OTHER PURCHASED SERVICES	2,262.71	2,262.71	9,600.00	7,337.29	23.6
10-56-721 INSURANCE	.00	.00	1,920.00	1,920.00	.0
10-56-724 DUES AND SUBSCRIPTIONS	.00	.00	1,500.00	1,500.00	.0
10-56-727 ADVERTISING	.00	.00	2,500.00	2,500.00	.0
10-56-799 MISCELLANEOUS EXPENSE	.00	.00	1,200.00	1,200.00	.0
10-56-875 INDIRECT COST RECOVERY	.00	.00	65,146.00	65,146.00	.0
10-56-996 ADMIN OVERHEAD-IT SVCS	.00	.00	14,260.00	14,260.00	.0
TOTAL CITY ATTORNEY'S OFFICE	34,301.41	34,301.41	333,953.00	299,651.59	10.3

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPARTMENT</u>					
10-60-501 SALARIES	124,877.23	124,877.23	539,282.00	414,404.77	23.2
10-60-502 FLSA OVERTIME	14,558.18	14,558.18	50,225.00	35,666.82	29.0
10-60-506 CALL BACK OVERTIME	8,960.45	8,960.45	45,100.00	36,139.55	19.9
10-60-508 LEAVE CASHOUT	.00	.00	20,905.00	20,905.00	.0
10-60-510 SOCIAL SECURITY EXPENSE	1,075.56	1,075.56	694.00	(381.56)	155.0
10-60-511 MEDICARE FICA	2,380.93	2,380.93	9,616.00	7,235.07	24.8
10-60-512 EMPLOYEE GROUP BENEFITS	44,666.82	44,666.82	192,864.00	148,197.18	23.2
10-60-515 UNEMPLOYMENT	.00	.00	5,682.00	5,682.00	.0
10-60-516 WORKERS' COMPENSATION	.00	.00	24,409.00	24,409.00	.0
10-60-518 PERS	31,323.79	31,323.79	133,058.00	101,734.21	23.5
10-60-519 UTILITY BENEFIT	.00	.00	36,480.00	36,480.00	.0
10-60-545 TRAINING/TRAVEL	2,088.09	2,088.09	36,000.00	33,911.91	5.8
10-60-561 SUPPLIES	567.80	567.80	22,500.00	21,932.20	2.5
10-60-563 WEARING APPAREL	.00	.00	15,687.00	15,687.00	.0
10-60-567 FIRE PREVENTION PROGRAM	.00	.00	5,200.00	5,200.00	.0
10-60-600 VEHICLE MT. (PARTS & TOOLS)	.00	.00	3,200.00	3,200.00	.0
10-60-601 VEHICLE MT. (PARTS & TOOLS)	1,424.98	1,424.98	27,250.00	25,825.02	5.2
10-60-602 GASOLINE/DIESEL/OIL	2,167.18	2,167.18	14,400.00	12,232.82	15.1
10-60-621 ELECTRICITY	2,213.14	2,213.14	18,720.00	16,506.86	11.8
10-60-622 TELEPHONE	172.82	172.82	2,500.00	2,327.18	6.9
10-60-623 HEATING FUEL	1,469.27	1,469.27	24,000.00	22,530.73	6.1
10-60-626 WATER/SEWER/GARBAGE	.00	.00	8,500.00	8,500.00	.0
10-60-627 STAFF CELLULAR PHONES	317.25	317.25	3,360.00	3,042.75	9.4
10-60-647 COLLECTION/SMALL CLAIMS	.00	.00	31,200.00	31,200.00	.0
10-60-649 VOLUNTEER STIPEND	11,333.00	11,333.00	28,540.00	17,207.00	39.7
10-60-661 VEHICLE MAINT/REPAIRS	.00	.00	10,011.00	10,011.00	.0
10-60-662 PROPERTY MAINT	663.83	663.83	16,500.00	15,836.17	4.0
10-60-669 OTHER PURCHASED SERVICES	10,206.24	10,206.24	22,500.00	12,293.76	45.4
10-60-683 MINOR EQUIPMENT	.00	.00	16,800.00	16,800.00	.0
10-60-690 CAPITAL EXPENDITURES	.00	.00	71,218.00	71,218.00	.0
10-60-691 FIRE STATION ROOF REPAIR	.00	.00	165,000.00	165,000.00	.0
10-60-692 FIRE STATION REPAIRS	.00	.00	38,000.00	38,000.00	.0
10-60-721 INSURANCE	.00	.00	87,078.00	87,078.00	.0
10-60-724 DUES/SUBSCRIPTIONS	.00	.00	7,324.00	7,324.00	.0
10-60-727 ADVERTISING	.00	.00	1,500.00	1,500.00	.0
10-60-799 MISCELLANEOUS EXPENSES	.00	.00	1,000.00	1,000.00	.0
10-60-996 ADMIN OVERHEAD-IT SVCS	.00	.00	17,028.00	17,028.00	.0
TOTAL FIRE DEPARTMENT	260,466.56	260,466.56	1,753,331.00	1,492,864.44	14.9

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
POLICE					
10-61-501 SALARIES	313,669.43	313,669.43	1,650,830.00	1,337,160.57	19.0
10-61-502 OVERTIME	27,438.30	27,438.30	180,000.00	152,561.70	15.2
10-61-508 LEAVE CASHOUT	12,631.82	12,631.82	76,799.00	64,167.18	16.5
10-61-510 SOCIAL SECURITY EXPENSE	.00	.00	6,377.00	6,377.00	.0
10-61-511 MEDICARE	5,210.95	5,210.95	26,547.00	21,336.05	19.6
10-61-512 GROUP HEALTH INSURANCE	106,675.07	106,675.07	552,073.00	445,397.93	19.3
10-61-515 UNEMPLOYMENT	.00	.00	16,264.00	16,264.00	.0
10-61-516 WORKERS' COMPENSATION	.00	.00	56,357.00	56,357.00	.0
10-61-518 PERS	72,608.49	72,608.49	402,783.00	330,174.51	18.0
10-61-519 UTILITY BENEFIT	.00	.00	104,424.00	104,424.00	.0
10-61-520 RELOCATION COSTS	.00	.00	2,500.00	2,500.00	.0
10-61-545 TRAINING/TRAVEL	5,053.23	5,053.23	36,000.00	30,946.77	14.0
10-61-561 SUPPLIES	2,647.09	2,647.09	10,000.00	7,352.91	26.5
10-61-563 EMPLOYEE WEARING APPAREL	.00	.00	16,250.00	16,250.00	.0
10-61-601 VEHICLE MT. (PARTS & TOOLS)	131.65	131.65	6,000.00	5,868.35	2.2
10-61-602 GASOLINE/DIESEL/OIL	6,010.88	6,010.88	36,000.00	29,989.12	16.7
10-61-621 ELECTRICITY	6,140.68	6,140.68	40,800.00	34,659.32	15.1
10-61-622 TELEPHONE	4,046.46	4,046.46	20,500.00	16,453.54	19.7
10-61-623 HEATING FUEL	1,827.34	1,827.34	30,000.00	28,172.66	6.1
10-61-626 WATER/SEWER/GARBAGE	.00	.00	10,000.00	10,000.00	.0
10-61-627 STAFF CELLULAR PHONES	1,065.41	1,065.41	9,240.00	8,174.59	11.5
10-61-660 VEHICLE MAINT SERVICES	3,437.83	3,437.83	6,000.00	2,562.17	57.3
10-61-661 VEHICLE MAINT/REPAIR	.00	.00	20,021.00	20,021.00	.0
10-61-668 SART EXAMS	.00	.00	10,000.00	10,000.00	.0
10-61-669 OTHER PURCHASED SERVICES	3,359.10	3,359.10	30,000.00	26,640.90	11.2
10-61-683 MINOR EQUIPMENT	1,557.43	1,557.43	30,000.00	28,442.57	5.2
10-61-691 VEHICLES	26,871.60	26,871.60	110,000.00	83,128.40	24.4
10-61-721 INSURANCE	.00	.00	202,503.00	202,503.00	.0
10-61-722 INSURANCE-DED EXP & OTHER	.00	.00	15,000.00	15,000.00	.0
10-61-724 DUES/SUBSCRIPTIONS	.00	.00	1,000.00	1,000.00	.0
10-61-996 ADMIN OVERHEAD-IT SVCS	.00	.00	60,885.00	60,885.00	.0
TOTAL POLICE	600,382.76	600,382.76	3,775,153.00	3,174,770.24	15.9

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS-ADMIN</u>					
10-65-501 SALARIES	7,078.31	7,078.31	25,293.00	18,214.69	28.0
10-65-502 OVERTIME	63.83	63.83	.00	(63.83)	.0
10-65-508 LEAVE CASHOUT	.00	.00	354.00	354.00	.0
10-65-511 MEDICARE FICA	104.96	104.96	367.00	262.04	28.6
10-65-512 EMPLOYEE GROUP BENEFITS	2,687.46	2,687.46	7,232.00	4,544.54	37.2
10-65-515 UNEMPLOYMENT	.00	.00	213.00	213.00	.0
10-65-516 WORKERS' COMPENSATION	.00	.00	68.00	68.00	.0
10-65-518 PERS	1,571.29	1,571.29	5,565.00	3,993.71	28.2
10-65-519 UTILITY BENEFIT	.00	.00	1,368.00	1,368.00	.0
10-65-545 TRAINING/TRAVEL	.00	.00	5,000.00	5,000.00	.0
10-65-561 SUPPLIES	1,137.35	1,137.35	1,000.00	(137.35)	113.7
10-65-601 VEHICLE PARTS	.00	.00	1,000.00	1,000.00	.0
10-65-602 GASOLINE/DIESEL/OIL	.00	.00	4,200.00	4,200.00	.0
10-65-621 ELECTRICITY	6,376.52	6,376.52	.00	(6,376.52)	.0
10-65-622 TELEPHONE	13.71	13.71	150.00	136.29	9.1
10-65-623 HEATING FUEL	6,745.75	6,745.75	9,600.00	2,854.25	70.3
10-65-626 WATER/SEWER/GARBAGE	.00	.00	1,233.00	1,233.00	.0
10-65-627 STAFF CELLULAR PHONES	170.27	170.27	1,680.00	1,509.73	10.1
10-65-649 OTHER PROFESSIONAL FEES	63.00	63.00	.00	(63.00)	.0
10-65-661 VEHICLE MAINT/REPAIRS	20.00	20.00	3,003.00	2,983.00	.7
10-65-669 OTHER PURCHASED SERVICES	845.57	845.57	2,500.00	1,654.43	33.8
10-65-721 INSURANCE	.00	.00	2,471.00	2,471.00	.0
10-65-724 DUES/SUBSCRIPTIONS	12.99	12.99	500.00	487.01	2.6
10-65-799 MISCELLANEOUS EXPENSES	121.76	121.76	500.00	378.24	24.4
10-65-996 ADMIN OVERHEAD-IT SVCS	.00	.00	15,642.00	15,642.00	.0
TOTAL PUBLIC WORKS-ADMIN	27,012.77	27,012.77	88,939.00	61,926.23	30.4

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PW-STREETS & ROADS</u>					
10-66-501 SALARIES	83,233.94	83,233.94	403,465.00	320,231.06	20.6
10-66-502 OVERTIME	4,224.72	4,224.72	20,500.00	16,275.28	20.6
10-66-508 LEAVE CASHOUT	8,236.57	8,236.57	19,378.00	11,141.43	42.5
10-66-510 SOCIAL SECURITY EXPENSE	310.96	310.96	.00	(310.96)	.0
10-66-511 MEDICARE FICA	1,399.91	1,399.91	6,147.00	4,747.09	22.8
10-66-512 EMPLOYEE GROUP BENEFITS	27,592.86	27,592.86	128,978.00	101,385.14	21.4
10-66-515 UNEMPLOYMENT	.00	.00	3,711.00	3,711.00	.0
10-66-516 WORKERS' COMPENSATION	.00	.00	16,449.00	16,449.00	.0
10-66-517 PERS ON BEHALF	.00	.00	93,272.00	93,272.00	.0
10-66-518 PERS	18,137.49	18,137.49	.00	(18,137.49)	.0
10-66-519 UTILITY BENEFIT	.00	.00	24,168.00	24,168.00	.0
10-66-545 TRAINING/TRAVEL	.00	.00	1,000.00	1,000.00	.0
10-66-561 SUPPLIES	692.42	692.42	4,500.00	3,807.58	15.4
10-66-562 SIGNS	.00	.00	3,800.00	3,800.00	.0
10-66-563 WEARING APPAREL	.00	.00	2,500.00	2,500.00	.0
10-66-567 CALCIUM CHLORIDE	.00	.00	50,000.00	50,000.00	.0
10-66-576 SALT	15,100.00	15,100.00	50,000.00	34,900.00	30.2
10-66-577 ASPHALT PRODUCTS/SUPPLIES	.00	.00	3,500.00	3,500.00	.0
10-66-600 TIRES & WHEELS	.00	.00	18,000.00	18,000.00	.0
10-66-601 VEHICLE MT. (PARTS & TOOLS)	9,823.10	9,823.10	50,000.00	40,176.90	19.7
10-66-602 GASOLINE/DIESEL/OIL	1,215.07	1,215.07	72,000.00	70,784.93	1.7
10-66-620 ELECTRICITY (STREET LTS)	4,419.52	4,419.52	60,000.00	55,580.48	7.4
10-66-621 ELECTRICITY	.00	.00	14,400.00	14,400.00	.0
10-66-622 TELEPHONE	8.23	8.23	650.00	641.77	1.3
10-66-623 HEATING FUEL	.00	.00	10,000.00	10,000.00	.0
10-66-627 STAFF CELLULAR PHONES	158.64	158.64	1,680.00	1,521.36	9.4
10-66-647 STREET LIGHT MT & POLE RENTAL	.00	.00	19,000.00	19,000.00	.0
10-66-661 VEHICLE MAINT/REPAIR	9,703.83	9,703.83	150,158.00	140,454.17	6.5
10-66-669 OTHER PURCHASED SERVICES	841.48	841.48	10,000.00	9,158.52	8.4
10-66-683 MINOR EQUIPMENT	.00	.00	7,000.00	7,000.00	.0
10-66-692 CAP EXP-CULVERTS 6' FY01	.00	.00	33,500.00	33,500.00	.0
10-66-693 NC MACHINERY GRADER FY05	9,600.00	9,600.00	57,880.00	48,280.00	16.6
10-66-694 CAT 4WD EXTEND-A-HOE BKHOE	.00	.00	500,000.00	500,000.00	.0
10-66-696 SANDER PLOW TRUCKS FY04	.00	.00	27,139.00	27,139.00	.0
10-66-721 INSURANCE	.00	.00	34,150.00	34,150.00	.0
10-66-727 ADVERTISING	29.50	29.50	200.00	170.50	14.8
10-66-771 GRAVEL (WAS #578)	373,959.20	373,959.20	375,000.00	1,040.80	99.7
10-66-777 CONTAMINATED SOIL PROCESSING	.00	.00	7,197.00	7,197.00	.0
10-66-799 MISCELLANEOUS EXPENSES	.00	.00	500.00	500.00	.0
10-66-996 ADMIN OVERHEAD-IT SVCS	.00	.00	14,256.00	14,256.00	.0
TOTAL PW-STREETS & ROADS	568,687.44	568,687.44	2,294,078.00	1,725,390.56	24.8

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
PROPERTY MAINTENANCE					
10-70-501 SALARIES	62,241.70	62,241.70	321,851.00	259,609.30	19.3
10-70-502 OVERTIME	7,705.15	7,705.15	30,750.00	23,044.85	25.1
10-70-508 LEAVE CASHOUT	758.63	758.63	15,441.00	14,682.37	4.9
10-70-510 SOCIAL SECURITY EXPENSE	175.14	175.14	1,746.00	1,570.86	10.0
10-70-511 MEDICARE FICA	1,060.66	1,060.66	5,113.00	4,052.34	20.7
10-70-512 EMPLOYEE GROUP BENEFITS	26,822.65	26,822.65	122,951.00	96,128.35	21.8
10-70-515 UNEMPLOYMENT	.00	.00	4,538.00	4,538.00	.0
10-70-516 WORKERS' COMPENSATION	.00	.00	15,321.00	15,321.00	.0
10-70-518 PERS	14,766.85	14,766.85	77,572.00	62,805.15	19.0
10-70-519 UTILITY BENEFIT	.00	.00	23,028.00	23,028.00	.0
10-70-545 TRAINING/TRAVEL	.00	.00	8,000.00	8,000.00	.0
10-70-561 SUPPLIES	101.44	101.44	2,000.00	1,898.56	5.1
10-70-562 MATERIALS	.00	.00	2,000.00	2,000.00	.0
10-70-563 WEARING APPAREL	627.65	627.65	5,000.00	4,372.35	12.6
10-70-566 CLEANUP GREENUP SUPPLIES	.00	.00	700.00	700.00	.0
10-70-580 BOILER EXPENSE	466.84	466.84	25,000.00	24,533.16	1.9
10-70-590 GLYCOL SUPPLIES	.00	.00	6,000.00	6,000.00	.0
10-70-591 CARPENTRY EXPENSE	210.38	210.38	15,000.00	14,789.62	1.4
10-70-592 PLUMBING SUPPLIES	205.51	205.51	6,000.00	5,794.49	3.4
10-70-593 ELECTRICAL SUPPLIES	1,531.59	1,531.59	8,000.00	6,468.41	19.1
10-70-594 PAINT SUPPLIES	61.48	61.48	3,000.00	2,938.52	2.1
10-70-595 BOARDWALK REPAIR SUPPLIES	.00	.00	7,000.00	7,000.00	.0
10-70-601 VEHICLE MT. (PARTS & TOOLS)	.00	.00	5,000.00	5,000.00	.0
10-70-602 GASOLINE/DIESEL/OIL	1,353.42	1,353.42	7,200.00	5,846.58	18.8
10-70-621 ELECTRICITY	1,375.78	1,375.78	14,400.00	13,024.22	9.6
10-70-622 TELEPHONE	34.49	34.49	100.00	65.51	34.5
10-70-623 HEATING FUEL	.00	.00	36,000.00	36,000.00	.0
10-70-626 WATER/SEWER/GARBAGE	.00	.00	17,400.00	17,400.00	.0
10-70-627 STAFF CELLULAR PHONES	158.64	158.64	1,680.00	1,521.36	9.4
10-70-661 VEHICLE MAINT/REPAIR	.00	.00	6,006.00	6,006.00	.0
10-70-662 WIND TURBINE CONTRACT	.00	.00	6,000.00	6,000.00	.0
10-70-663 WIND TURBINE MAINTENANCE	.00	.00	3,000.00	3,000.00	.0
10-70-668 PARKS MAINTENANCE	1,512.68	1,512.68	25,000.00	23,487.32	6.1
10-70-669 OTHER PURCHASED SERVICES	6,557.69	6,557.69	40,000.00	33,442.31	16.4
10-70-681 BOARDWALK LIGHTING PROJECT	.00	.00	156,200.00	156,200.00	.0
10-70-683 MINOR EQUIPMENT	163.02	163.02	17,000.00	16,836.98	1.0
10-70-690 CAPITAL EXPENDITURES	445,433.80	445,433.80	1,953,138.00	1,507,704.20	22.8
10-70-721 INSURANCE	.00	.00	11,937.00	11,937.00	.0
10-70-776 4TH OF JULY	400.00	400.00	2,000.00	1,600.00	20.0
10-70-799 MISCELLANEOUS EXPENSES	.00	.00	2,000.00	2,000.00	.0
10-70-875 INDIRECT COST RECOVERY	.00	.00	(306,194.00)	(306,194.00)	.0
10-70-996 ADMIN OVERHEAD-IT SVCS	.00	.00	27,126.00	27,126.00	.0
TOTAL PROPERTY MAINTENANCE	573,725.19	573,725.19	2,731,004.00	2,157,278.81	21.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY SERVICE</u>					
10-72-745 LIBRARY CONTRIBUTION	33,800.00	33,800.00	67,600.00	33,800.00	50.0
10-72-760 COMMUNITY ACTION GRANT	41,831.07	41,831.07	120,000.00	78,168.93	34.9
10-72-798 UAF 4-H CONTRIBUTION	.00	.00	112,000.00	112,000.00	.0
TOTAL COMMUNITY SERVICE	75,631.07	75,631.07	299,600.00	223,968.93	25.2
<u>IN KIND MATCH & TRANFERS</u>					
10-73-550 CASH XFER POOL F40- SALES TAX	.00	.00	538,513.00	538,513.00	.0
10-73-551 CASH XFER POOL F40- ALCO TAX	.00	.00	16,665.00	16,665.00	.0
10-73-622 CASH XFER- FUND	.00	.00	80,580.00	80,580.00	.0
TOTAL IN KIND MATCH & TRANFERS	.00	.00	635,758.00	635,758.00	.0
TOTAL FUND EXPENDITURES	2,685,505.69	2,685,505.69	14,139,485.04	11,453,979.35	19.0
NET REVENUE OVER EXPENDITURES	(1,715,848.44)	(1,715,848.44)	(4,529,938.04)	(2,814,089.60)	(37.9)

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

BOARDWALK LIGHTING PROJECT

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
BYC FOOD PROGRAM EXPENDITURES						
18-50-669	OTHER PURCHASED SERVICES	3,615.58	3,615.58	.00	(3,615.58)	.0
TOTAL BYC FOOD PROGRAM EXPENDITURES		3,615.58	3,615.58	.00	(3,615.58)	.0
TOTAL FUND EXPENDITURES		3,615.58	3,615.58	.00	(3,615.58)	.0
NET REVENUE OVER EXPENDITURES		(3,615.58)	(3,615.58)	.00	3,615.58	.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

AVENUES W&S LOAN USDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CITY SHOP FLOOR REPAIR</u>					
20-50-642 LEGAL FEES	1,680.00	1,680.00	.00	(1,680.00)	.0
TOTAL CITY SHOP FLOOR REPAIR	1,680.00	1,680.00	.00	(1,680.00)	.0
TOTAL FUND EXPENDITURES	1,680.00	1,680.00	.00	(1,680.00)	.0
NET REVENUE OVER EXPENDITURES	(1,680.00)	(1,680.00)	.00	1,680.00	.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

COMMUNITY SERVICE PATROL GRANT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
CSP PROGRAM					
27-50-501 SALARIES	39,294.17	39,294.17	149,286.00	109,991.83	26.3
27-50-502 OVERTIME	2,717.10	2,717.10	10,000.00	7,282.90	27.2
27-50-508 LEAVE CASHOUT	.00	.00	7,042.00	7,042.00	.0
27-50-511 MEDICARE FICA	632.31	632.31	2,310.00	1,677.69	27.4
27-50-512 EMPLOYEE GROUP BENEFITS	6,084.60	6,084.60	72,324.00	66,239.40	8.4
27-50-515 UNEMPLOYMENT	.00	.00	2,131.00	2,131.00	.0
27-50-516 WORKMEN'S COMP	.00	.00	8,568.00	8,568.00	.0
27-50-518 PERS	9,242.48	9,242.48	35,043.00	25,800.52	26.4
27-50-519 UTILITY BENEFIT	.00	.00	13,680.00	13,680.00	.0
27-50-561 SUPPLIES	.00	.00	1,500.00	1,500.00	.0
27-50-563 WEARING APPAREL	.00	.00	1,500.00	1,500.00	.0
27-50-570 IN-KIND EXPENSES	.00	.00	32,308.00	32,308.00	.0
27-50-602 GASOLINE / DIESEL / OIL	1,290.27	1,290.27	3,431.00	2,140.73	37.6
27-50-627 STAFF CELLULAR PHONES	158.64	158.64	500.00	341.36	31.7
27-50-683 MINOR EQUIPMENT	638.21	638.21	1,500.00	861.79	42.6
27-50-721 INSURANCE	.00	.00	2,904.00	2,904.00	.0
TOTAL CSP PROGRAM	60,057.78	60,057.78	344,027.00	283,969.22	17.5
TOTAL FUND EXPENDITURES	60,057.78	60,057.78	344,027.00	283,969.22	17.5
NET REVENUE OVER EXPENDITURES	(60,057.78)	(60,057.78)	(344,027.00)	(283,969.22)	(17.5)

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

YK REG AQUA HLTH & SAFETY CTR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 43</u>					
40-43-430 PRO-SHOP REVENUE	.00	.00	44,100.00	44,100.00	.0
40-43-435 CONCESSION REVENUE	.00	.00	64,900.00	64,900.00	.0
40-43-460 ENTRY FEE	.00	.00	115,730.00	115,730.00	.0
40-43-463 FACILITY RENTAL	.00	.00	42,075.00	42,075.00	.0
40-43-465 PROGRAM FEES	.00	.00	83,318.00	83,318.00	.0
TOTAL SOURCE 43	.00	.00	350,123.00	350,123.00	.0
<u>TRANSFERS IN</u>					
40-46-412 LOCAL SOURCES-SALES TAX REV	.00	.00	538,513.00	538,513.00	.0
40-46-413 LOCAL SOURCES-ALCOHOLTAX REV	.00	.00	16,665.00	16,665.00	.0
40-46-414 WELLNESS PROGRAM	.00	.00	394,655.00	394,655.00	.0
TOTAL TRANSFERS IN	.00	.00	949,833.00	949,833.00	.0
<u>MISCELLANEOUS</u>					
40-49-487 INVESTMENT INCOME	.00	.00	50,000.00	50,000.00	.0
TOTAL MISCELLANEOUS	.00	.00	50,000.00	50,000.00	.0
TOTAL FUND REVENUE	.00	.00	1,349,956.00	1,349,956.00	.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

YK REG AQUA HLTH & SAFETY CTR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LOCAL FUNDED EXPENDITURES</u>					
40-50-602 GASOLINE/OIL/DIESEL	209.61	209.61	2,400.00	2,190.39	8.7
40-50-621 ELECTRICITY	16,748.56	16,748.56	117,000.00	100,251.44	14.3
40-50-622 TELEPHONE	302.64	302.64	750.00	447.36	40.4
40-50-623 HEATING FUEL	18,768.20	18,768.20	240,000.00	221,231.80	7.8
40-50-624 WATER/SEWER/GARBAGE	.00	.00	55,000.00	55,000.00	.0
40-50-646 CONTRACTOR'S FEES	.00	.00	1,044,704.00	1,044,704.00	.0
40-50-649 PROFESSIONAL SVS	.00	.00	148,526.00	148,526.00	.0
40-50-661 VEHICL MAINT/REPAIR	.00	.00	1,000.00	1,000.00	.0
40-50-662 PROP MAINT	204.84	204.84	.00	(204.84)	.0
40-50-669 OTHER PURCHASED SERVICES	2,366.94	2,366.94	25,160.00	22,793.06	9.4
40-50-721 INSURANCE	.00	.00	63,692.00	63,692.00	.0
40-50-996 ADMIN OVERHEAD-IT SVCS	.00	.00	42,174.00	42,174.00	.0
40-50-997 ICR-PROPERTY MAINTENANCE-5%	.00	.00	46,393.00	46,393.00	.0
40-50-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	25,362.00	25,362.00	.0
TOTAL LOCAL FUNDED EXPENDITURES	38,600.79	38,600.79	1,812,161.00	1,773,560.21	2.1
TOTAL FUND EXPENDITURES	38,600.79	38,600.79	1,812,161.00	1,773,560.21	2.1
NET REVENUE OVER EXPENDITURES	(38,600.79)	(38,600.79)	(462,205.00)	(423,604.21)	(8.4)

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

E-911 SYSTEM/SURCHARGE

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>E-911 SURCHARGE</u>					
41-42-411 SURCHARGE FROM UNITED UTL	35,829.46	35,829.46	144,000.00	108,170.54	24.9
TOTAL E-911 SURCHARGE	35,829.46	35,829.46	144,000.00	108,170.54	24.9
TOTAL FUND REVENUE	35,829.46	35,829.46	144,000.00	108,170.54	24.9

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

E-911 SYSTEM/SURCHARGE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>E-911 SERVICES</u>					
41-50-501 SALARIES	19,198.95	19,198.95	56,847.00	37,648.05	33.8
41-50-502 OVERTIME	3,438.82	3,438.82	.00	(3,438.82)	.0
41-50-508 LEAVE CASHOUT	.00	.00	2,198.00	2,198.00	.0
41-50-511 MEDICARE FICA	327.17	327.17	824.00	496.83	39.7
41-50-512 EMPLOYEE GROUP BENEFITS	3,650.76	3,650.76	26,519.00	22,868.24	13.8
41-50-515 UNEMPLOYMENT	.00	.00	992.00	992.00	.0
41-50-516 WORKERS' COMPENSATION	.00	.00	215.00	215.00	.0
41-50-518 PERS	4,980.33	4,980.33	12,929.00	7,948.67	38.5
41-50-519 UTILITY BENEFIT	.00	.00	4,560.00	4,560.00	.0
41-50-649 OTHER PROFESSIONAL SRVS	35,464.95	35,464.95	35,500.00	35.05	99.9
41-50-669 OTHER PURCHASED SERVICES	389.14	389.14	5,000.00	4,610.86	7.8
41-50-721 INSURANCE	.00	.00	2,041.00	2,041.00	.0
41-50-732 RENTS & LEASES	1,200.00	1,200.00	4,800.00	3,600.00	25.0
TOTAL E-911 SERVICES	68,650.12	68,650.12	152,425.00	83,774.88	45.0
TOTAL FUND EXPENDITURES	68,650.12	68,650.12	152,425.00	83,774.88	45.0
NET REVENUE OVER EXPENDITURES	(32,820.66)	(32,820.66)	(8,425.00)	24,395.66	(389.6)

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

SOA SEWAGE LAGOON

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
SEWAGE LAGOON					
42-50-501 SALARIES	162.54	162.54	.00	(162.54)	.0
42-50-511 MEDICARE FICA	2.37	2.37	.00	(2.37)	.0
42-50-512 EMPLOYEE GROUP BENEFITS	63.96	63.96	.00	(63.96)	.0
42-50-518 PERS	35.76	35.76	.00	(35.76)	.0
TOTAL SEWAGE LAGOON	264.63	264.63	.00	(264.63)	.0
TOTAL FUND EXPENDITURES	264.63	264.63	.00	(264.63)	.0
NET REVENUE OVER EXPENDITURES	(264.63)	(264.63)	.00	264.63	.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

INSTITUTIONAL CORRIDOR PROJECT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
INSTITUTIONAL CORRIDOR PROJECT					
45-50-501 SALARIES	5.58	5.58	.00	(5.58)	.0
45-50-511 MEDICARE FICA	.06	.06	.00	(.06)	.0
45-50-512 EMPLOYEE GROUP BENEFITS	2.22	2.22	.00	(2.22)	.0
45-50-518 PERS	1.26	1.26	.00	(1.26)	.0
45-50-646 IC-SOA GRANT	10,225.00	10,225.00	300,000.00	289,775.00	3.4
TOTAL INSTITUTIONAL CORRIDOR PROJECT	10,234.12	10,234.12	300,000.00	289,765.88	3.4
TOTAL FUND EXPENDITURES	10,234.12	10,234.12	300,000.00	289,765.88	3.4
NET REVENUE OVER EXPENDITURES	(10,234.12)	(10,234.12)	(300,000.00)	(289,765.88)	(3.4)

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

PUBLIC SAFETY BUILDING-CAP PRJ

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
SOA POLICE DISPATCH SYS GRANT					
46-51-501 SALARIES	96.78	96.78	.00	(96.78)	.0
46-51-508 LEAVE CASHOUT	40.33	40.33	.00	(40.33)	.0
46-51-511 MEDICARE FICA	1.90	1.90	.00	(1.90)	.0
46-51-512 EMPLOYEE GROUP BENEFITS	43.02	43.02	.00	(43.02)	.0
46-51-518 PERS	21.30	21.30	.00	(21.30)	.0
46-51-643 ENGINEERING	1,402.50	1,402.50	.00	(1,402.50)	.0
TOTAL SOA POLICE DISPATCH SYS GRANT	1,605.83	1,605.83	.00	(1,605.83)	.0
TOTAL FUND EXPENDITURES	1,605.83	1,605.83	.00	(1,605.83)	.0
NET REVENUE OVER EXPENDITURES	(1,605.83)	(1,605.83)	.00	1,605.83	.0

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

SOLID WASTE SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOLID WASTE & RECYLING</u>					
50-44-412 COMMERCIAL GARBAGE PICKUP	61,380.58	61,380.58	762,976.00	701,595.42	8.0
50-44-413 RESIDENTIAL GARBAGE PICKUP	27,710.88	27,710.88	325,987.00	298,276.12	8.5
50-44-416 LANDFILL DUMP FEE	16,980.00	16,980.00	92,826.00	75,846.00	18.3
TOTAL SOLID WASTE & RECYLING	106,071.46	106,071.46	1,181,789.00	1,075,717.54	9.0
TOTAL FUND REVENUE	106,071.46	106,071.46	1,181,789.00	1,075,717.54	9.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

SOLID WASTE SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
HAULED REFUSE					
50-70-501 SALARIES	30,058.48	30,058.48	227,153.00	197,094.52	13.2
50-70-502 OVERTIME	982.36	982.36	10,250.00	9,267.64	9.6
50-70-508 LEAVE CASHOUT	.00	.00	5,586.00	5,586.00	.0
50-70-511 MEDICARE FICA	451.42	451.42	3,442.00	2,990.58	13.1
50-70-512 EMPLOYEE GROUP BENEFITS	4,936.32	4,936.32	40,984.00	36,047.68	12.0
50-70-515 UNEMPLOYMENT	.00	.00	4,226.00	4,226.00	.0
50-70-516 WORKERS' COMPENSATION	.00	.00	12,430.00	12,430.00	.0
50-70-517 PERS ON BEHALF	.00	.00	52,229.00	52,229.00	.0
50-70-518 PERS	6,829.01	6,829.01	.00	(6,829.01)	.0
50-70-519 UTILITY BENEFIT	.00	.00	7,752.00	7,752.00	.0
50-70-545 TRAINING/TRAVEL	.00	.00	5,000.00	5,000.00	.0
50-70-561 SUPPLIES	3.99	3.99	500.00	496.01	.8
50-70-563 WEARING APPAREL	.00	.00	500.00	500.00	.0
50-70-600 TIRES & WHEELS	.00	.00	8,000.00	8,000.00	.0
50-70-601 VEHICLE PARTS	881.26	881.26	20,000.00	19,118.74	4.4
50-70-602 GASOLINE / DIESEL / OIL	.00	.00	21,600.00	21,600.00	.0
50-70-661 VEHICLE MAINT/REPAIRS	.00	.00	75,079.00	75,079.00	.0
50-70-669 OTHER PURCHASED SERVICES	245.16	245.16	500.00	254.84	49.0
50-70-691 4 YD DUMPSTERS	.00	.00	40,000.00	40,000.00	.0
50-70-721 INSURANCE	.00	.00	6,230.00	6,230.00	.0
50-70-738 BAD DEBTS EXPENSE	.00	.00	3,000.00	3,000.00	.0
50-70-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	62,250.00	62,250.00	.0
TOTAL HAULED REFUSE	44,388.00	44,388.00	606,711.00	562,323.00	7.3

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

SOLID WASTE SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LANDFILL OPERATIONS</u>					
50-71-501 SALARIES	35,770.50	35,770.50	150,632.00	114,861.50	23.8
50-71-502 OVERTIME	9,424.38	9,424.38	10,250.00	825.62	92.0
50-71-508 LEAVE CASHOUT	.00	.00	7,055.00	7,055.00	.0
50-71-510 SOCIAL SECURITY EXPENSE	472.44	472.44	.00	(472.44)	.0
50-71-511 MEDICARE FICA	655.90	655.90	2,333.00	1,677.10	28.1
50-71-512 EMPLOYEE GROUP BENEFITS	6,153.24	6,153.24	55,448.00	49,294.76	11.1
50-71-515 UNEMPLOYMENT	.00	.00	1,634.00	1,634.00	.0
50-71-516 WORKERS' COMPENSATION	.00	.00	4,905.00	4,905.00	.0
50-71-518 PERS	8,266.46	8,266.46	35,394.00	27,127.54	23.4
50-71-519 UTILITY BENEFIT	.00	.00	10,488.00	10,488.00	.0
50-71-545 TRAINING/TRAVEL	.00	.00	3,000.00	3,000.00	.0
50-71-561 SUPPLIES	151.81	151.81	5,000.00	4,848.19	3.0
50-71-563 WEARING APPAREL	.00	.00	1,500.00	1,500.00	.0
50-71-567 SALT	.00	.00	30,000.00	30,000.00	.0
50-71-601 VEHICLE PARTS	2,253.70	2,253.70	10,000.00	7,746.30	22.5
50-71-602 GASOLINE / DIESEL / OIL	5,216.71	5,216.71	12,000.00	6,783.29	43.5
50-71-621 ELECTRICITY	241.34	241.34	3,000.00	2,758.66	8.0
50-71-623 HEATING FUEL	.00	.00	3,600.00	3,600.00	.0
50-71-627 STAFF CELLULAR PHONES	79.32	79.32	840.00	760.68	9.4
50-71-661 VEHICLE MAINT/REPAIRS	14.36	14.36	75,079.00	75,064.64	.0
50-71-662 PROPERTY MAINT	.00	.00	27,836.00	27,836.00	.0
50-71-669 OTHER PURCHASED SERVICES	1,365.84	1,365.84	5,000.00	3,634.16	27.3
50-71-683 MINOR EQUIPMENT	396.57	396.57	8,000.00	7,603.43	5.0
50-71-690 CAPITAL EXPENSE-END DUMP	.00	.00	190,889.00	190,889.00	.0
50-71-691 963K TRACK LOADER	.00	.00	356,455.00	356,455.00	.0
50-71-692 SERVICE ROAD FOR LANDFILL	.00	.00	40,000.00	40,000.00	.0
50-71-693 950M WHEEL LOADER	.00	.00	265,534.00	265,534.00	.0
50-71-699 CAPITAL EXP-BELLY DUMP TRUCK	.00	.00	70,000.00	70,000.00	.0
50-71-721 INSURANCE	.00	.00	6,525.00	6,525.00	.0
50-71-724 DUES & SUBSCRIPTION	.00	.00	50.00	50.00	.0
50-71-996 ADMIN OVERHEAD-IT SVCS	.00	.00	15,494.00	15,494.00	.0
50-71-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	47,560.00	47,560.00	.0
TOTAL LANDFILL OPERATIONS	70,462.57	70,462.57	1,455,501.00	1,385,038.43	4.8
TOTAL FUND EXPENDITURES	114,850.57	114,850.57	2,062,212.00	1,947,361.43	5.6
NET REVENUE OVER EXPENDITURES	(8,779.11)	(8,779.11)	(880,423.00)	(871,643.89)	(1.0)

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER</u>					
51-42-410 TRUCKED WATER	255,422.02	255,422.02	2,798,807.00	2,543,384.98	9.1
51-42-412 METERED PIPED WATER COMM.	22,393.62	22,393.62	1,035,290.00	1,012,896.38	2.2
51-42-414 UNMETERED PIPED WTR RESID	72,850.28	72,850.28	808,639.00	735,788.72	9.0
51-42-416 CONTRACT WATER	.00	.00	10,675.00	10,675.00	.0
51-42-436 PUMPHOUSE WATER	8,421.15	8,421.15	18,859.00	10,437.85	44.7
TOTAL WATER	359,087.07	359,087.07	4,672,270.00	4,313,182.93	7.7
<u>SEWER</u>					
51-43-411 TRUCKED SEWER (EVAC/HB)	139,468.46	139,468.46	1,648,000.00	1,508,531.54	8.5
51-43-412 METERED PIPED SEWER COMM.	1,899,205.00	1,899,205.00	867,887.00	(1,031,318.00)	218.8
51-43-414 UNMETERED PIPED SEWER RES	21,512.68	21,512.68	242,255.00	220,742.32	8.9
51-43-416 CONTRACT SEWER	523.94	523.94	24,828.00	24,304.06	2.1
TOTAL SEWER	2,060,710.08	2,060,710.08	2,782,970.00	722,259.92	74.1
<u>MISCELLANEOUS</u>					
51-45-434 UTILITY PENALTY/INTEREST	1,825.11	1,825.11	38,163.00	36,337.89	4.8
51-45-435 RECONNECT FEES	70.00	70.00	2,758.00	2,688.00	2.5
51-45-450 SENIOR DISCOUNT	(4,242.74)	(4,242.74)	46,000.00	50,242.74	(9.2)
51-45-467 NSF CHECKS AND FEES	65.00	65.00	130.00	65.00	50.0
51-45-468 UTILITY INSPECTION FEES	420.00	420.00	2,000.00	1,580.00	21.0
51-45-471 WATER SUBSCRIPTION FEES	15,089.94	15,089.94	168,395.00	153,305.06	9.0
51-45-472 SEWER SUBSCRIPTION FEES	15,970.59	15,970.59	177,428.00	161,457.41	9.0
51-45-487 INVESTMENT INCOME	.00	.00	16,000.00	16,000.00	.0
TOTAL MISCELLANEOUS	29,197.90	29,197.90	450,874.00	421,676.10	6.5
<u>MISCELLANEOUS</u>					
51-49-466 CASH OVER/SHORT	60.00	60.00	100.00	40.00	60.0
51-49-495 MISCELLANEOUS INCOME	213.57	213.57	3,226.00	3,012.43	6.6
TOTAL MISCELLANEOUS	273.57	273.57	3,326.00	3,052.43	8.2
TOTAL FUND REVENUE	2,449,268.62	2,449,268.62	7,909,440.00	5,460,171.38	31.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITY BILLING</u>					
51-80-501 SALARIES	17,290.60	17,290.60	90,127.00	72,836.40	19.2
51-80-502 OVERTIME	44.68	44.68	1,025.00	980.32	4.4
51-80-508 LEAVE CASHOUT	.00	.00	4,396.00	4,396.00	.0
51-80-511 MEDICARE FICA	252.72	252.72	1,322.00	1,069.28	19.1
51-80-512 GROUP HEALTH INSURANCE	6,062.53	6,062.53	42,189.00	36,126.47	14.4
51-80-515 UNEMPLOYMENT	.00	.00	1,322.00	1,322.00	.0
51-80-516 WORKERS' COMPENSATION	.00	.00	244.00	244.00	.0
51-80-518 PERS	3,813.76	3,813.76	20,053.00	16,239.24	19.0
51-80-519 UTILITY BENEFIT	.00	.00	7,980.00	7,980.00	.0
51-80-545 TRAINING/TRAVEL	.00	.00	2,000.00	2,000.00	.0
51-80-561 SUPPLIES	.00	.00	4,000.00	4,000.00	.0
51-80-649 ONLINE BILL PAY	.00	.00	3,000.00	3,000.00	.0
51-80-683 MINOR EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
51-80-721 INSURANCE	.00	.00	932.00	932.00	.0
51-80-727 ADVERTISING	.00	.00	500.00	500.00	.0
51-80-733 POSTAGE	5,399.92	5,399.92	13,000.00	7,600.08	41.5
51-80-736 BANK CHARGES	.00	.00	36,500.00	36,500.00	.0
51-80-777 PROJECT-BOILER & HVAC REBUILD	1,085.00	1,085.00	.00 (	1,085.00)	.0
51-80-799 MISCELLANEOUS EXPENSES	.00	.00	500.00	500.00	.0
51-80-996 ADMIN OVERHEAD-IT SVCS	.00	.00	14,256.00	14,256.00	.0
51-80-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	28,839.00	28,839.00	.0
TOTAL UTILITY BILLING	33,949.21	33,949.21	273,685.00	239,735.79	12.4

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HAULED WATER</u>					
51-81-501 SALARIES	99,473.98	99,473.98	463,487.00	364,013.02	21.5
51-81-502 OVERTIME	27,209.50	27,209.50	125,000.00	97,790.50	21.8
51-81-508 LEAVE CASHOUT	.00	.00	22,313.00	22,313.00	.0
51-81-511 MEDICARE	1,895.07	1,895.07	8,533.00	6,637.93	22.2
51-81-512 EMPLOYEE GROUP BENEFITS	45,913.80	45,913.80	210,945.00	165,031.20	21.8
51-81-515 UNEMPLOYMENT	.00	.00	6,379.00	6,379.00	.0
51-81-516 WORKERS' COMPENSATION	.00	.00	15,202.00	15,202.00	.0
51-81-518 PERS	27,870.38	27,870.38	129,467.00	101,596.62	21.5
51-81-519 UTILITY BENEFIT	.00	.00	39,900.00	39,900.00	.0
51-81-545 TRAINING/TRAVEL	180.00	180.00	2,000.00	1,820.00	9.0
51-81-561 SUPPLIES	113.86	113.86	10,000.00	9,886.14	1.1
51-81-563 WEARING APPAREL	1,194.02	1,194.02	10,000.00	8,805.98	11.9
51-81-600 TIRES	.00	.00	42,000.00	42,000.00	.0
51-81-601 VEHICLE MT. (PARTS & TOOLS)	33,527.03	33,527.03	180,000.00	146,472.97	18.6
51-81-602 GASOLINE/DIESEL/OIL	1,738.25	1,738.25	120,000.00	118,261.75	1.5
51-81-621 ELECTRICITY	.00	.00	10,500.00	10,500.00	.0
51-81-622 TELEPHONE	8.23	8.23	650.00	641.77	1.3
51-81-623 HEATING FUEL	.00	.00	14,500.00	14,500.00	.0
51-81-626 WATER/SEWER/GARBAGE	.00	.00	8,500.00	8,500.00	.0
51-81-627 STAFF CELLULAR PHONES	158.64	158.64	840.00	681.36	18.9
51-81-650 LAB TESTS	300.00	300.00	5,000.00	4,700.00	6.0
51-81-661 VEHICLE MAINT/REPAIR	216.50	216.50	310,326.00	310,109.50	.1
51-81-662 PROPERTY MAINT	.00	.00	46,393.00	46,393.00	.0
51-81-665 CITY SAFETY	.00	.00	1,000.00	1,000.00	.0
51-81-669 OTHER PURCHASED SERVICES	4,602.74	4,602.74	5,000.00	397.26	92.1
51-81-683 MINOR EQUIPMENT	1,265.64	1,265.64	4,000.00	2,734.36	31.6
51-81-691 WATER TRUCK	.00	.00	37,323.00	37,323.00	.0
51-81-699 XFER TO F-58 FLEET REPLACEMENT	.00	.00	1,573,938.00	1,573,938.00	.0
51-81-721 INSURANCE	.00	.00	86,739.00	86,739.00	.0
51-81-722 INSURANCE-DED EXP & OTHER	439.90	439.90	10,000.00	9,560.10	4.4
51-81-724 DUES/SUBSCRIPTIONS	.00	.00	80.00	80.00	.0
51-81-738 BAD DEBT EXPENSE	.00	.00	10,000.00	10,000.00	.0
51-81-799 MISCELLANEOUS	.00	.00	2,000.00	2,000.00	.0
51-81-996 ADMIN OVERHEAD-IT SVCS	.00	.00	13,563.00	13,563.00	.0
51-81-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	174,623.00	174,623.00	.0
TOTAL HAULED WATER	246,107.54	246,107.54	3,700,201.00	3,454,093.46	6.7

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PIPED WATER</u>					
51-82-501 SALARIES	29,238.53	29,238.53	167,422.00	138,183.47	17.5
51-82-502 OVERTIME	6,689.27	6,689.27	30,750.00	24,060.73	21.8
51-82-508 LEAVE CASHOUT	.00	.00	7,575.00	7,575.00	.0
51-82-511 MEDICARE	525.65	525.65	2,874.00	2,348.35	18.3
51-82-512 EMPLOYEE GROUP BENEFITS	9,998.28	9,998.28	55,448.00	45,449.72	18.0
51-82-515 UNEMPLOYMENT	.00	.00	1,634.00	1,634.00	.0
51-82-516 WORKERS' COMPENSATION	.00	.00	5,119.00	5,119.00	.0
51-82-518 PERS	7,904.12	7,904.12	43,598.00	35,693.88	18.1
51-82-519 UTILITY BENEFIT	.00	.00	10,488.00	10,488.00	.0
51-82-545 TRAINING/TRAVEL	.00	.00	5,000.00	5,000.00	.0
51-82-561 SUPPLIES	858.23	858.23	6,000.00	5,141.77	14.3
51-82-563 WEARING APPAREL	75.00	75.00	3,000.00	2,925.00	2.5
51-82-592 PLUMBING SUPPLIES	436.70	436.70	15,000.00	14,563.30	2.9
51-82-600 TIRES AND WHEELS	.00	.00	1,200.00	1,200.00	.0
51-82-601 VEHICLE MT. (PARTS & TOOLS)	4,571.58	4,571.58	8,000.00	3,428.42	57.1
51-82-602 GASOLINE/DIESEL/OIL	1,947.34	1,947.34	15,000.00	13,052.66	13.0
51-82-621 ELECTRICITY-UTIL MT SHOP	264.22	264.22	5,500.00	5,235.78	4.8
51-82-622 TELEPHONE	16.46	16.46	100.00	83.54	16.5
51-82-623 HEATING FUEL	628.04	628.04	25,000.00	24,371.96	2.5
51-82-626 WATER/SEWER/GARB	.00	.00	600.00	600.00	.0
51-82-627 STAFF CELLULAR PHONES	158.64	158.64	1,680.00	1,521.36	9.4
51-82-649 ENGINEERING SERVICES	.00	.00	25,000.00	25,000.00	.0
51-82-661 VEHICLE MAINT/REPAIR	.00	.00	3,003.00	3,003.00	.0
51-82-665 CITY SAFETY	.00	.00	2,000.00	2,000.00	.0
51-82-669 OTHER PURCHASED SERVICES	122.58	122.58	1,500.00	1,377.42	8.2
51-82-683 MINOR EQUIPMENT	524.38	524.38	25,000.00	24,475.62	2.1
51-82-690 GROOVING MACHINE	.00	.00	62,500.00	62,500.00	.0
51-82-721 INSURANCE	.00	.00	6,646.00	6,646.00	.0
51-82-727 ADVERTISING	17.25	17.25	1,000.00	982.75	1.7
51-82-735 FINANCE CHARGES/PENALTIES	41,250.00	41,250.00	.00 (	41,250.00)	.0
51-82-777 PROJECT EXPENSES-CULVERTS	176,153.00	176,153.00	175,000.00 (	1,153.00)	100.7
51-82-996 ADMIN OVERHEAD-IT SVCS	.00	.00	14,801.00	14,801.00	.0
51-82-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	77,228.00	77,228.00	.0
TOTAL PIPED WATER	281,379.27	281,379.27	804,666.00	523,286.73	35.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
BETHEL HTS WTR TREATMENT					
51-83-501 SALARIES	29,057.28	29,057.28	124,086.00	95,028.72	23.4
51-83-502 OVERTIME	5,971.12	5,971.12	35,875.00	29,903.88	16.6
51-83-508 LEAVE CASHOUT	4,104.62	4,104.62	5,757.00	1,652.38	71.3
51-83-511 MEDICARE	147.55	147.55	2,319.00	2,171.45	6.4
51-83-512 EMPLOYEE GROUP BENEFITS	7,674.90	7,674.90	42,189.00	34,514.10	18.2
51-83-515 UNEMPLOYMENT	.00	.00	1,243.00	1,243.00	.0
51-83-516 WORKERS' COMPENSATION	.00	.00	4,132.00	4,132.00	.0
51-83-518 PERS	7,706.24	7,706.24	35,192.00	27,485.76	21.9
51-83-519 UTILITY BENEFIT	.00	.00	7,980.00	7,980.00	.0
51-83-545 TRAINING/TRAVEL	.00	.00	4,000.00	4,000.00	.0
51-83-561 SUPPLIES	.00	.00	4,000.00	4,000.00	.0
51-83-563 WEARING APPAREL	.00	.00	1,500.00	1,500.00	.0
51-83-567 CHEMICALS	25,034.80	25,034.80	55,000.00	29,965.20	45.5
51-83-592 PLUMBING SUPPLIES	.00	.00	5,000.00	5,000.00	.0
51-83-621 ELECTRICITY (PUMPHOUSE)	7,478.49	7,478.49	90,000.00	82,521.51	8.3
51-83-622 TELEPHONE	.00	.00	500.00	500.00	.0
51-83-623 HEATING FUEL (PUMPHOUSE)	8,019.57	8,019.57	130,000.00	121,980.43	6.2
51-83-649 ENGINEERING SERVICES	.00	.00	2,000.00	2,000.00	.0
51-83-650 LAB TESTS	305.00	305.00	12,000.00	11,695.00	2.5
51-83-661 VEHICLE MAINT/REPAIR	.00	.00	3,003.00	3,003.00	.0
51-83-665 CITY SAFETY	.00	.00	6,000.00	6,000.00	.0
51-83-669 OTHER PURCHASED SERVICES	.00	.00	10,000.00	10,000.00	.0
51-83-683 MINOR EQUIPMENT	.00	.00	25,000.00	25,000.00	.0
51-83-721 INSURANCE	.00	.00	21,729.00	21,729.00	.0
51-83-727 ADVERTISING	.00	.00	500.00	500.00	.0
51-83-772 PROJECT EXPENSES	.00	.00	50,000.00	50,000.00	.0
51-83-773 SITE IMPROVEMENTS -CAPITAL	27,094.00	27,094.00	70,000.00	42,906.00	38.7
51-83-996 ADMIN OVERHEAD-IT SVCS	.00	.00	14,108.00	14,108.00	.0
51-83-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	44,249.00	44,249.00	.0
TOTAL BETHEL HTS WTR TREATMENT	122,593.57	122,593.57	807,362.00	684,768.43	15.2

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
CITY SUB WTR TREATMENT					
51-84-501 SALARIES	25,396.01	25,396.01	189,169.00	163,772.99	13.4
51-84-502 OVERTIME	6,953.67	6,953.67	35,875.00	28,921.33	19.4
51-84-508 LEAVE CASHOUT	.00	.00	8,932.00	8,932.00	.0
51-84-511 MEDICARE	490.54	490.54	3,263.00	2,772.46	15.0
51-84-512 EMPLOYEE GROUP BENEFITS	9,861.96	9,861.96	66,297.00	56,435.04	14.9
51-84-515 UNEMPLOYMENT	.00	.00	1,953.00	1,953.00	.0
51-84-516 WORKERS' COMPENSATION	.00	.00	5,814.00	5,814.00	.0
51-84-518 PERS	7,116.93	7,116.93	49,510.00	42,393.07	14.4
51-84-519 UTILITY BENEFIT	.00	.00	12,540.00	12,540.00	.0
51-84-545 TRAINING/TRAVEL	.00	.00	5,000.00	5,000.00	.0
51-84-561 SUPPLIES	.00	.00	2,500.00	2,500.00	.0
51-84-563 WEARING APPAREL	.00	.00	1,500.00	1,500.00	.0
51-84-567 CHEMICALS	78,104.38	78,104.38	100,000.00	21,895.62	78.1
51-84-592 PLUMBING SUPPLIES	.00	.00	3,000.00	3,000.00	.0
51-84-600 TIRES & WHEELS	.00	.00	1,500.00	1,500.00	.0
51-84-602 GASOLINE/DIESEL/OIL	47.97	47.97	1,000.00	952.03	4.8
51-84-621 ELECTRICITY (CS WTF)	11,158.32	11,158.32	60,000.00	48,841.68	18.6
51-84-622 TELEPHONE	8.23	8.23	100.00	91.77	8.2
51-84-623 HEATING FUEL(CS WTF)	16,901.29	16,901.29	150,000.00	133,098.71	11.3
51-84-650 LAB TESTS	5,547.19	5,547.19	10,000.00	4,452.81	55.5
51-84-661 VEHICLE MAINT (ISF)	.00	.00	3,003.00	3,003.00	.0
51-84-665 CITY SAFETY	.00	.00	2,500.00	2,500.00	.0
51-84-669 OTHER PURCHASED SERVICES	122.58	122.58	5,000.00	4,877.42	2.5
51-84-683 MINOR EQUIPMENT	.00	.00	20,000.00	20,000.00	.0
51-84-721 INSURANCE	.00	.00	13,560.00	13,560.00	.0
51-84-996 ADMIN OVERHEAD-IT SVCS	.00	.00	15,494.00	15,494.00	.0
51-84-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	63,841.00	63,841.00	.0
TOTAL CITY SUB WTR TREATMENT	161,709.07	161,709.07	831,351.00	669,641.93	19.5

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
HAULED SEWER					
51-85-501 SALARIES	86,608.10	86,608.10	524,733.00	438,124.90	16.5
51-85-502 OVERTIME	19,233.83	19,233.83	125,000.00	105,766.17	15.4
51-85-508 LEAVE CASHOUT	907.73	907.73	25,301.00	24,393.27	3.6
51-85-511 MEDICARE	1,599.61	1,599.61	9,421.00	7,821.39	17.0
51-85-512 EMPLOYEE GROUP BENEFITS	58,104.18	58,104.18	234,571.00	176,466.82	24.8
51-85-515 UNEMPLOYMENT	.00	.00	6,910.00	6,910.00	.0
51-85-516 WORKERS' COMPENSATION	.00	.00	18,393.00	18,393.00	.0
51-85-518 PERS	22,767.86	22,767.86	142,941.00	120,173.14	15.9
51-85-519 UTILITY BENEFIT	.00	.00	44,346.00	44,346.00	.0
51-85-545 TRAINING/TRAVEL	.00	.00	300.00	300.00	.0
51-85-561 SUPPLIES	132.33	132.33	7,000.00	6,867.67	1.9
51-85-563 WEARING APPAREL	1,015.21	1,015.21	7,000.00	5,984.79	14.5
51-85-600 TIRES & WHEELS	.00	.00	12,000.00	12,000.00	.0
51-85-601 VEHICLE MT. (PARTS & TOOLS)	5,408.57	5,408.57	50,000.00	44,591.43	10.8
51-85-602 GASOLINE/DIESEL/OIL	3,198.77	3,198.77	110,000.00	106,801.23	2.9
51-85-621 ELECTRICITY	.00	.00	8,300.00	8,300.00	.0
51-85-622 TELEPHONE	.00	.00	400.00	400.00	.0
51-85-623 HEATING FUEL	.00	.00	12,000.00	12,000.00	.0
51-85-626 WATER/SEWER/GARBAGE	.00	.00	9,000.00	9,000.00	.0
51-85-627 CELL PHONE	.00	.00	840.00	840.00	.0
51-85-661 VEHICLE MAINT/REPAIR	100.00	100.00	310,326.00	310,226.00	.0
51-85-662 PROPERTY MAINT	.00	.00	46,393.00	46,393.00	.0
51-85-669 OTHER PURCHASED SERVICES	5,093.06	5,093.06	7,000.00	1,906.94	72.8
51-85-683 MINOR EQUIPMENT	.00	.00	3,100.00	3,100.00	.0
51-85-721 INSURANCE	.00	.00	70,082.00	70,082.00	.0
51-85-722 INSURANCE-DED EXP & OTHER	.00	.00	20,000.00	20,000.00	.0
51-85-724 DUES/SUBSCRIPTIONS	.00	.00	30.00	30.00	.0
51-85-799 MISCELLANEOUS	.00	.00	1,200.00	1,200.00	.0
51-85-996 ADMIN OVERHEAD-IT SVCS	.00	.00	13,563.00	13,563.00	.0
51-85-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	193,499.00	193,499.00	.0
TOTAL HAULED SEWER	204,169.25	204,169.25	2,013,649.00	1,809,479.75	10.1

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PIPED SEWER</u>					
51-86-501 SALARIES	27,837.53	27,837.53	167,074.00	139,236.47	16.7
51-86-502 OVERTIME	6,689.29	6,689.29	30,750.00	24,060.71	21.8
51-86-508 LEAVE CASHOUT	.00	.00	7,575.00	7,575.00	.0
51-86-511 MEDICARE	505.18	505.18	2,868.00	2,362.82	17.6
51-86-512 EMPLOYEE GROUP BENEFITS	9,446.64	9,446.64	55,448.00	46,001.36	17.0
51-86-515 UNEMPLOYMENT	.00	.00	1,634.00	1,634.00	.0
51-86-516 WORKERS' COMPENSATION	.00	.00	5,600.00	5,600.00	.0
51-86-518 PERS	7,595.83	7,595.83	43,521.00	35,925.17	17.5
51-86-519 UTILITY BENEFITS	.00	.00	10,488.00	10,488.00	.0
51-86-545 TRAINING/TRAVEL	.00	.00	3,000.00	3,000.00	.0
51-86-561 SUPPLIES	1,031.74	1,031.74	6,000.00	4,968.26	17.2
51-86-563 WEARING APPAREL	.00	.00	3,000.00	3,000.00	.0
51-86-590 GLYCOL SUPPLIES	.00	.00	70,000.00	70,000.00	.0
51-86-592 PLUMBING SUPPLIES	.00	.00	10,000.00	10,000.00	.0
51-86-600 TIRES & WHEELS	.00	.00	2,000.00	2,000.00	.0
51-86-601 VEHICLE MT. (PARTS & TOOLS)	3,551.54	3,551.54	6,500.00	2,948.46	54.6
51-86-602 GASOLINE/DIESEL/OIL	1,008.74	1,008.74	15,000.00	13,991.26	6.7
51-86-621 ELECTRICITY-LIFTST & BLDG	8,233.06	8,233.06	100,000.00	91,766.94	8.2
51-86-622 TELEPHONE	.00	.00	500.00	500.00	.0
51-86-623 HEATING FUEL	377.91	377.91	35,000.00	34,622.09	1.1
51-86-626 WATER/SEWER/GARB	.00	.00	600.00	600.00	.0
51-86-661 VEHICLE MAINT/REPAIR	216.50	216.50	3,003.00	2,786.50	7.2
51-86-665 CITY SAFETY	.00	.00	5,000.00	5,000.00	.0
51-86-669 OTHER PURCHASED SERVICES	6,852.34	6,852.34	20,000.00	13,147.66	34.3
51-86-683 MINOR EQUIPMENT	.00	.00	125,000.00	125,000.00	.0
51-86-691 FORD F350 1 TON	.00	.00	40,000.00	40,000.00	.0
51-86-721 INSURANCE	.00	.00	6,561.00	6,561.00	.0
51-86-736 LEASED PROPERTY-LIFT STATIONS	14,044.94	14,044.94	15,000.00	955.06	93.6
51-86-777 PROJECT EXP-CULVERTS	171,351.00	171,351.00	175,000.00	3,649.00	97.9
51-86-996 ADMIN OVERHEAD-IT SVCS	.00	.00	14,801.00	14,801.00	.0
51-86-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	55,566.00	55,566.00	.0
TOTAL PIPED SEWER	258,742.24	258,742.24	1,036,489.00	777,746.76	25.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER LAGOON</u>					
51-87-501 SALARIES	9,222.16	9,222.16	68,912.00	59,689.84	13.4
51-87-502 OVERTIME	1,562.10	1,562.10	10,250.00	8,687.90	15.2
51-87-508 LEAVE CASHOUT	.00	.00	2,211.00	2,211.00	.0
51-87-511 MEDICARE	158.48	158.48	1,148.00	989.52	13.8
51-87-512 EMPLOYEE GROUP BENEFITS	3,177.33	3,177.33	21,697.00	18,519.67	14.6
51-87-515 UNEMPLOYMENT	.00	.00	639.00	639.00	.0
51-87-516 WORKERS' COMPENSATION	.00	.00	2,241.00	2,241.00	.0
51-87-518 PERS	2,372.65	2,372.65	17,416.00	15,043.35	13.6
51-87-519 UTILITY BENEFIT	.00	.00	4,104.00	4,104.00	.0
51-87-545 TRAINING/TRAVEL	.00	.00	3,000.00	3,000.00	.0
51-87-561 SUPPLIES	.00	.00	1,500.00	1,500.00	.0
51-87-563 WEARING APPAREL	.00	.00	2,000.00	2,000.00	.0
51-87-592 PLUMBING SUPPLIES	.00	.00	1,000.00	1,000.00	.0
51-87-602 GASOLINE	312.97	312.97	20,000.00	19,687.03	1.6
51-87-650 LAB TESTS (SAMPLES)	431.19	431.19	12,000.00	11,568.81	3.6
51-87-665 CITY SAFETY	.00	.00	2,000.00	2,000.00	.0
51-87-669 OTHER PURCHASED SERVICES	.00	.00	1,000.00	1,000.00	.0
51-87-683 MINOR EQUIPMENT	.00	.00	2,500.00	2,500.00	.0
51-87-721 INSURANCE	.00	.00	443.00	443.00	.0
51-87-724 DUES & SUBSCRIPTIONS	.00	.00	7,920.00	7,920.00	.0
51-87-727 ADVERTISING	.00	.00	500.00	500.00	.0
51-87-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	21,993.00	21,993.00	.0
TOTAL SEWER LAGOON	17,236.88	17,236.88	204,474.00	187,237.12	8.4
TOTAL FUND EXPENDITURES	1,325,887.03	1,325,887.03	9,671,877.00	8,345,989.97	13.7
NET REVENUE OVER EXPENDITURES	1,123,381.59	1,123,381.59	(1,762,437.00)	(2,885,818.59)	63.7

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

MUNICIPAL DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INTEREST & PENALTIES</u>					
52-40-403 CITY DOCK-PENALTIES & INT	.00	.00	5,000.00	5,000.00	.0
TOTAL INTEREST & PENALTIES	.00	.00	5,000.00	5,000.00	.0
<u>CHARGES FOR SERVICES</u>					
52-43-402 CITY DOCK-STORAGE	2,777.76	2,777.76	70,000.00	67,222.24	4.0
52-43-404 CITY DOCK-PERMITS	.00	.00	3,000.00	3,000.00	.0
52-43-405 CITY DOCK-WHARFAGE	.00	.00	165,000.00	165,000.00	.0
52-43-407 CITY DOCK-DOCKAGE	.00	.00	25,000.00	25,000.00	.0
52-43-418 SBH PETRO PORT-FUEL THRU-PUT	118,132.86	118,132.86	220,000.00	101,867.14	53.7
52-43-424 PETRO YARD - STORAGE	460.80	460.80	2,000.00	1,539.20	23.0
52-43-426 PETRO PORT-FUEL THRU-PUT	236,265.72	236,265.72	440,000.00	203,734.28	53.7
52-43-427 PETRO PORT-DOCKAGE	4,929.73	4,929.73	20,000.00	15,070.27	24.7
52-43-433 SEAWALL MOORAGE	.00	.00	25,000.00	25,000.00	.0
52-43-434 SEAWALL DOCKAGE	.00	.00	10,000.00	10,000.00	.0
52-43-435 SEAWALL-WHARFAGE	.00	.00	1,000.00	1,000.00	.0
52-43-454 BEACH-STORAGE	.00	.00	10,000.00	10,000.00	.0
52-43-455 BEACH-WHARFAGE	.00	.00	70,000.00	70,000.00	.0
52-43-457 BEACH-DOCKAGE	.00	.00	17,000.00	17,000.00	.0
52-43-462 BOAT HARBOR-STORAGE	.00	.00	3,500.00	3,500.00	.0
52-43-463 BOAT HARBOR-MOORAGE	.00	.00	24,000.00	24,000.00	.0
TOTAL CHARGES FOR SERVICES	362,566.87	362,566.87	1,105,500.00	742,933.13	32.8
<u>LEASE REVENUE</u>					
52-44-467 LEASE REVENUE	2,030.00	2,030.00	24,000.00	21,970.00	8.5
TOTAL LEASE REVENUE	2,030.00	2,030.00	24,000.00	21,970.00	8.5
<u>MISCELLANEOUS</u>					
52-45-464 SMALL BOAT HARBOR PERMITS	.00	.00	24,000.00	24,000.00	.0
52-45-467 EXTRA WATER CALLS	.00	.00	25,000.00	25,000.00	.0
TOTAL MISCELLANEOUS	.00	.00	49,000.00	49,000.00	.0
<u>MISCELLANEOUS</u>					
52-49-487 INVESTMENT INCOME	.00	.00	2,000.00	2,000.00	.0
52-49-495 MISCELLANEOUS REVENUE	.00	.00	5,000.00	5,000.00	.0
TOTAL MISCELLANEOUS	.00	.00	7,000.00	7,000.00	.0
TOTAL FUND REVENUE	364,596.87	364,596.87	1,190,500.00	825,903.13	30.6

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

MUNICIPAL DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DOCK EXPENDITURES</u>					
52-50-501 SALARIES	28,976.21	28,976.21	184,522.00	155,545.79	15.7
52-50-502 OVERTIME	896.41	896.41	.00	(896.41)	.0
52-50-508 LEAVE CASHOUT	.00	.00	4,103.00	4,103.00	.0
52-50-510 SOCIAL SECURITY EXPENSE	234.71	234.71	1,420.00	1,185.29	16.5
52-50-511 MEDICARE FICA	465.85	465.85	2,676.00	2,210.15	17.4
52-50-512 EMPLOYEE GROUP BENEFITS	7,755.00	7,755.00	60,752.00	52,997.00	12.8
52-50-515 UNEMPLOYMENT	.00	.00	1,790.00	1,790.00	.0
52-50-516 WORKERS' COMPENSATION	.00	.00	6,137.00	6,137.00	.0
52-50-518 PERS	5,739.13	5,739.13	35,557.00	29,817.87	16.1
52-50-519 UTILITY BENEFIT	.00	.00	11,491.00	11,491.00	.0
52-50-545 TRAINING/TRAVEL	32.83	32.83	5,000.00	4,967.17	.7
52-50-561 SUPPLIES	86.96	86.96	5,500.00	5,413.04	1.6
52-50-563 WEARING APPAREL	.00	.00	2,000.00	2,000.00	.0
52-50-601 VEHICLE MT. (PARTS & TOOLS)	447.74	447.74	20,000.00	19,552.26	2.2
52-50-602 GASOLINE/DIESEL/OIL	4,249.17	4,249.17	15,000.00	10,750.83	28.3
52-50-621 ELECTRICITY	1,734.93	1,734.93	10,000.00	8,265.07	17.4
52-50-622 TELEPHONE	470.42	470.42	1,000.00	529.58	47.0
52-50-623 HEATING FUEL	.00	.00	2,000.00	2,000.00	.0
52-50-624 WATER, SEWER, GARBAGE	.00	.00	5,000.00	5,000.00	.0
52-50-626 WATER FOR BARGES	.00	.00	12,000.00	12,000.00	.0
52-50-627 STAFF CELLULAR PHONES	158.61	158.61	1,680.00	1,521.39	9.4
52-50-642 LEGAL FEES	.00	.00	5,000.00	5,000.00	.0
52-50-643 PLANNING/ENGINEERING FEES	.00	.00	5,000.00	5,000.00	.0
52-50-661 VEHICLE MAINT/REPAIR	.00	.00	3,003.00	3,003.00	.0
52-50-666 MUNICIPAL DOCK MAINT.	.00	.00	5,000.00	5,000.00	.0
52-50-667 MAINT-SEAWALL	3,774.90	3,774.90	7,000.00	3,225.10	53.9
52-50-669 OTHER PURCHASED SERVICES	3,669.45	3,669.45	25,000.00	21,330.55	14.7
52-50-683 MINOR EQUIPMENT	848.83	848.83	25,000.00	24,151.17	3.4
52-50-687 LAND/EASEMENT ACQUISITION	.00	.00	50,000.00	50,000.00	.0
52-50-697 HIGHLIFT FORKLIFT	.00	.00	35,000.00	35,000.00	.0
52-50-721 INSURANCE	.00	.00	16,980.00	16,980.00	.0
52-50-724 DUES	12.99	12.99	1,000.00	987.01	1.3
52-50-727 ADVERTISING	.00	.00	1,000.00	1,000.00	.0
52-50-775 MUNICIPAL DOCK GRAVEL	149,982.84	149,982.84	150,000.00	17.16	100.0
52-50-776 HYDROGRAPHIC SURVEY	.00	.00	34,000.00	34,000.00	.0
52-50-777 CONTAMINATED SOIL PROCESSING	.00	.00	1,000.00	1,000.00	.0
52-50-996 ADMIN OVERHEAD-IT SVCS	.00	.00	18,216.00	18,216.00	.0
52-50-997 ICR-PROPERTY MAINTENANCE 5%	.00	.00	27,066.00	27,066.00	.0
52-50-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	52,742.00	52,742.00	.0
TOTAL DOCK EXPENDITURES	209,536.98	209,536.98	849,635.00	640,098.02	24.7

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

MUNICIPAL DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
SMALL BOAT HARBOR					
52-55-501 SALARIES	28,160.99	28,160.99	99,939.00	71,778.01	28.2
52-55-502 OVERTIME	2,551.83	2,551.83	3,000.00	448.17	85.1
52-55-508 LEAVE CASHOUT	.00	.00	1,081.00	1,081.00	.0
52-55-510 SOCIAL SECURITY	1,526.16	1,526.16	4,483.00	2,956.84	34.0
52-55-511 MEDICARE FICA	453.46	453.46	1,493.00	1,039.54	30.4
52-55-512 EMPLOYEE GROUP BENEFITS	2,415.64	2,415.64	9,161.00	6,745.36	26.4
52-55-515 UNEMPLOYMENT	.00	.00	2,650.00	2,650.00	.0
52-55-516 WORKERS' COMPENSATION	.00	.00	4,100.00	4,100.00	.0
52-55-518 PERS	1,341.54	1,341.54	5,959.00	4,617.46	22.5
52-55-519 UTILITY BENEFIT	.00	.00	2,189.00	2,189.00	.0
52-55-561 SUPPLIES	1,036.94	1,036.94	1,800.00	763.06	57.6
52-55-563 WEARING APPAREL	.00	.00	2,000.00	2,000.00	.0
52-55-602 GASOLINE	23.69	23.69	8,000.00	7,976.31	.3
52-55-621 ELECTRICITY	.00	.00	2,000.00	2,000.00	.0
52-55-624 WATER/SEWR/GARBAGE	.00	.00	7,100.00	7,100.00	.0
52-55-668 SMALL BOAT HARBOR MAINTENANCE	732.70	732.70	7,000.00	6,267.30	10.5
52-55-683 MINOR EQUIPMENT	1,079.13	1,079.13	2,000.00	920.87	54.0
52-55-775 SMALL BOAT HARBOR GRAVEL	16,098.50	16,098.50	16,000.00	(98.50)	100.6
52-55-799 MISCELLANEOUS EXPENSES	.00	.00	250.00	250.00	.0
52-55-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	22,923.00	22,923.00	.0
TOTAL SMALL BOAT HARBOR	55,420.58	55,420.58	203,128.00	147,707.42	27.3
TOTAL FUND EXPENDITURES	264,957.56	264,957.56	1,052,763.00	787,805.44	25.2
NET REVENUE OVER EXPENDITURES	99,639.31	99,639.31	137,737.00	38,097.69	72.3

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

LEASED PROPERTIES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LEASE INCOME</u>					
53-44-444 LEASE-COURT SYSTEM	.00	.00	613,620.00	613,620.00	.0
53-44-447 LEASE:DEPT OF LAW	11,900.30	11,900.30	137,964.00	126,063.70	8.6
53-44-450 LEASE PATC	1,200.00	1,200.00	14,400.00	13,200.00	8.3
53-44-452 LEASE-TOWER ROAD LAND	1,050.00	1,050.00	5,400.00	4,350.00	19.4
53-44-453 YKHC - BUILDING	350.00	350.00	4,200.00	3,850.00	8.3
53-44-472 DMV LEASE	1,001.00	1,001.00	6,298.00	5,297.00	15.9
53-44-479 LEASE LAND AVCP HEARSTART	150.00	150.00	1,800.00	1,650.00	8.3
53-44-481 LEASE LAND SWANSONS	1,760.00	1,760.00	21,120.00	19,360.00	8.3
53-44-485 LEASE LAND EUNKANG CHURCH	150.00	150.00	1,800.00	1,650.00	8.3
53-44-488 LEASE LAND GCI	850.00	850.00	10,200.00	9,350.00	8.3
53-44-489 LEASE NAPA BATTERY STRGE	.00	.00	24,012.00	24,012.00	.0
53-44-495 LEASE-OTHER LEASE REVENUE	2,001.00	2,001.00	.00	(2,001.00)	.0
TOTAL LEASE INCOME	20,412.30	20,412.30	840,814.00	820,401.70	2.4
TOTAL FUND REVENUE	20,412.30	20,412.30	840,814.00	820,401.70	2.4

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

LEASED PROPERTIES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LEASED PROPERTIES-MISC</u>					
53-50-623 HEATING FUEL	389.71	389.71	.00	(389.71)	.0
TOTAL LEASED PROPERTIES-MISC	389.71	389.71	.00	(389.71)	.0
<u>LEASED PROP-COURT COMPLEX</u>					
53-55-621 ELECTRICITY-COURT COMPLEX	11,204.44	11,204.44	82,901.00	71,696.56	13.5
53-55-622 TELEPHONE	151.32	151.32	600.00	448.68	25.2
53-55-623 HEATING FUEL-COURTCOMPLEX	333.11	333.11	55,000.00	54,666.89	.6
53-55-626 WATER/SEWER/GARB-COURTCOM	.00	.00	18,000.00	18,000.00	.0
53-55-642 BOND REFINANCE CLOSING COSTS	.00	.00	2,000.00	2,000.00	.0
53-55-662 PROPERTY MT-COURT COMPLEX	2,005.09	2,005.09	15,000.00	12,994.91	13.4
53-55-663 JANITORIAL-COURT COMPLEX	20,025.00	20,025.00	94,536.00	74,511.00	21.2
53-55-669 OTHER PURCHASED SERVICES	422.72	422.72	5,000.00	4,577.28	8.5
53-55-694 GENERATOR REPAIR	.00	.00	300,000.00	300,000.00	.0
53-55-714 COURTHOUSE LOAN INTEREST	.00	.00	89,750.00	89,750.00	.0
53-55-717 AMORT OF BOND PREMIUM	.00	.00	29,809.00	29,809.00	.0
53-55-721 INSURANCE	.00	.00	57,281.00	57,281.00	.0
53-55-997 ICR-PROPERTY MAINTENANCE-15%	.00	.00	139,179.00	139,179.00	.0
TOTAL LEASED PROP-COURT COMPLEX	34,141.68	34,141.68	889,056.00	854,914.32	3.8
TOTAL FUND EXPENDITURES	34,531.39	34,531.39	889,056.00	854,524.61	3.9
NET REVENUE OVER EXPENDITURES	(14,119.09)	(14,119.09)	(48,242.00)	(34,122.91)	(29.3)

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

EMPLOYEE GROUP HEALTH BEN.

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
EMP GROUP BENEFITS REVENUES					
54-43-401 FROM GF-ADMINISTRATION	.00	.00	72,324.00	72,324.00	.0
54-43-402 FROM GF-CITY CLERK	.00	.00	24,108.00	24,108.00	.0
54-43-403 FROM GF-FINANCE	.00	.00	150,675.00	150,675.00	.0
54-43-404 FROM GF-PLANNING	.00	.00	44,600.00	44,600.00	.0
54-43-405 FROM GF-FIRE	.00	.00	192,864.00	192,864.00	.0
54-43-406 FROM GF-POLICE	.00	.00	552,073.00	552,073.00	.0
54-43-407 FROM GF-PW-ADMIN	.00	.00	7,232.00	7,232.00	.0
54-43-408 FROM GF-STREETS & ROADS	.00	.00	128,978.00	128,978.00	.0
54-43-411 FROM GF-PROPERTY MAINT	.00	.00	122,951.00	122,951.00	.0
54-43-412 FROM GF-CITY ATTY OFFICE	.00	.00	24,108.00	24,108.00	.0
54-43-424 FROM SR-E911 FUND	.00	.00	26,519.00	26,519.00	.0
54-43-425 FROM CSP GRANT PROGRAM	.00	.00	72,324.00	72,324.00	.0
54-43-449 FROM ENTERPRISE FUND-PORT	.00	.00	60,752.00	60,752.00	.0
54-43-450 FROM EF-PORT	.00	.00	9,161.00	9,161.00	.0
54-43-451 FROM EF-UTIL-HAUL WATER	.00	.00	210,945.00	210,945.00	.0
54-43-452 FROM EF-UTIL-HAUL SEWER	.00	.00	234,571.00	234,571.00	.0
54-43-453 FROM EF-UTIL-PIPED WATER	.00	.00	55,448.00	55,448.00	.0
54-43-454 FROM EF-UTIL-PIPED SEWER	.00	.00	55,448.00	55,448.00	.0
54-43-455 FROM EF-UTIL-REFUSE HAUL	.00	.00	40,984.00	40,984.00	.0
54-43-456 FROM EF-UTIL-LANDFILL	.00	.00	55,448.00	55,448.00	.0
54-43-457 FROM EF-UTIL-WTF BET HGTS	.00	.00	42,189.00	42,189.00	.0
54-43-458 FROM EF-UTIL-SEWER LAGOON	.00	.00	21,697.00	21,697.00	.0
54-43-459 FROM EF-UTIL-WTF CITY SUB	.00	.00	66,297.00	66,297.00	.0
54-43-460 FROM EF-VEHICLE MAINT	.00	.00	147,059.00	147,059.00	.0
54-43-463 FROM GEN FUND-IT SVCS	.00	.00	24,108.00	24,108.00	.0
54-43-466 FROM EF-UTIL BILLING	.00	.00	42,189.00	42,189.00	.0
54-43-467 FROM EF-BETHEL TRANSIT SYSTEM	.00	.00	72,324.00	72,324.00	.0
TOTAL EMP GROUP BENEFITS REVENUES	.00	.00	2,557,376.00	2,557,376.00	.0
TOTAL FUND REVENUE	.00	.00	2,557,376.00	2,557,376.00	.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

EMPLOYEE GROUP HEALTH BEN.

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EMPLOYEE GROUP HEALTH BENEFITS</u>					
54-50-722 INSURANCE PREMIUMS-HEALTH	.00	.00	2,437,233.00	2,437,233.00	.0
54-50-723 PREMIUM LIFE AD&D LTD	.00	.00	78,018.00	78,018.00	.0
TOTAL EMPLOYEE GROUP HEALTH BENEFITS	.00	.00	2,515,251.00	2,515,251.00	.0
TOTAL FUND EXPENDITURES	.00	.00	2,515,251.00	2,515,251.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	42,125.00	42,125.00	.0

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

BETHEL PUBLIC TRANSIT SYSTEM

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LOCAL SOURCES</u>					
56-40-409 CASH TRANSFER GF	.00	.00	80,580.00	80,580.00	.0
TOTAL LOCAL SOURCES	.00	.00	80,580.00	80,580.00	.0
<u>FEDERAL SOURCES</u>					
56-41-413 TRANSIT SECTION 5311	.00	.00	334,764.00	334,764.00	.0
TOTAL FEDERAL SOURCES	.00	.00	334,764.00	334,764.00	.0
<u>CHARGES FOR SERVICES</u>					
56-43-422 BUS FARES	3,357.00	3,357.00	20,500.00	17,143.00	16.4
56-43-423 BUS FARES-PREPAID	10,647.00	10,647.00	(12,500.00)	(23,147.00)	85.2
TOTAL CHARGES FOR SERVICES	14,004.00	14,004.00	8,000.00	(6,004.00)	175.1
TOTAL FUND REVENUE	14,004.00	14,004.00	423,344.00	409,340.00	3.3

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

BETHEL PUBLIC TRANSIT SYSTEM

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TRANSIT SYSTEM EXPENDITURES					
56-50-501 SALARIES	33,284.51	33,284.51	161,677.00	128,392.49	20.6
56-50-508 LEAVE CASHOUT	.00	.00	7,977.00	7,977.00	.0
56-50-510 SOCIAL SECURITY EXPENSE	249.46	249.46	.00	(249.46)	.0
56-50-511 MEDICARE FICA	493.92	493.92	2,344.00	1,850.08	21.1
56-50-512 EMPLOYEE GROUP BENEFITS	11,866.50	11,866.50	72,324.00	60,457.50	16.4
56-50-515 UNEMPLOYMENT	.00	.00	2,131.00	2,131.00	.0
56-50-516 WORKERS' COMPENSATION	.00	.00	7,857.00	7,857.00	.0
56-50-518 PERS	6,437.42	6,437.42	35,569.00	29,131.58	18.1
56-50-519 UTILITY BENEFIT	.00	.00	13,680.00	13,680.00	.0
56-50-561 SUPPLIES	1,723.11	1,723.11	2,000.00	276.89	86.2
56-50-600 TIRES & WHEELS	.00	.00	2,800.00	2,800.00	.0
56-50-601 VEHICLE MT. (PARTS & TOOLS)	1,966.47	1,966.47	.00	(1,966.47)	.0
56-50-602 GASOLINE	3,776.41	3,776.41	30,000.00	26,223.59	12.6
56-50-621 ELECTRICITY	800.36	800.36	11,400.00	10,599.64	7.0
56-50-622 TELEPHONE	5.48	5.48	700.00	694.52	.8
56-50-623 HEATING FUEL	148.22	148.22	10,800.00	10,651.78	1.4
56-50-626 WTR/SWR/GRB	.00	.00	1,200.00	1,200.00	.0
56-50-627 STAFF CELLULAR PHONES	79.29	79.29	840.00	760.71	9.4
56-50-646 CONTRACTOR FEES	.00	.00	2,000.00	2,000.00	.0
56-50-661 VEHICLE MAINT/REPAIR	1,806.90	1,806.90	20,021.00	18,214.10	9.0
56-50-669 OTHER PURCHASED SERVICES	1.00	1.00	.00	(1.00)	.0
56-50-683 MINOR EQUIPMENT	.00	.00	2,500.00	2,500.00	.0
56-50-721 INSURANCE	.00	.00	12,344.00	12,344.00	.0
56-50-724 DUES/SUBSCRIPTIONS	.00	.00	300.00	300.00	.0
56-50-727 ADVERTISING	.00	.00	500.00	500.00	.0
56-50-996 ADMIN OVERHEAD-IT SVCS	.00	.00	15,494.00	15,494.00	.0
56-50-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	51,907.00	51,907.00	.0
TOTAL TRANSIT SYSTEM EXPENDITURES	62,639.05	62,639.05	468,365.00	405,725.95	13.4
TOTAL FUND EXPENDITURES	62,639.05	62,639.05	468,365.00	405,725.95	13.4
NET REVENUE OVER EXPENDITURES	(48,635.05)	(48,635.05)	(45,021.00)	3,614.05	(108.0)

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

VEHICLES & EQUIP MAINTENANCE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
VEHICLE & EQUIP MAINT					
57-50-501 SALARIES	57,184.09	57,184.09	350,947.00	293,762.91	16.3
57-50-502 OVERTIME	5,596.63	5,596.63	18,000.00	12,403.37	31.1
57-50-508 LEAVE CASHOUT	2,631.73	2,631.73	16,807.00	14,175.27	15.7
57-50-510 SOCIAL SECURITY EXPENSE	416.19	416.19	.00	(416.19)	.0
57-50-511 MEDICARE FICA	1,005.83	1,005.83	5,350.00	4,344.17	18.8
57-50-512 EMPLOYEE GROUP BENEFITS	22,281.20	22,281.20	147,059.00	124,777.80	15.2
57-50-515 UNEMPLOYMENT	.00	.00	4,332.00	4,332.00	.0
57-50-516 WORKERS' COMPENSATION	.00	.00	11,941.00	11,941.00	.0
57-50-518 PERS	11,696.88	11,696.88	81,168.00	69,471.12	14.4
57-50-519 UTILITY BENEFIT	.00	.00	27,816.00	27,816.00	.0
57-50-545 TRAINING/TRAVEL	.00	.00	15,000.00	15,000.00	.0
57-50-561 SUPPLIES	2,471.92	2,471.92	20,000.00	17,528.08	12.4
57-50-563 WEARING APPAREL	127.19	127.19	3,000.00	2,872.81	4.2
57-50-600 TIRES & WHEELS	.00	.00	1,000.00	1,000.00	.0
57-50-601 VEHICLE MT. (PARTS & TOOLS)	180.88	180.88	6,000.00	5,819.12	3.0
57-50-602 GASOLINE / DIESEL / OIL	1,867.38	1,867.38	10,000.00	8,132.62	18.7
57-50-621 ELECTRICITY	.00	.00	12,500.00	12,500.00	.0
57-50-623 HEATING FUEL	.00	.00	7,500.00	7,500.00	.0
57-50-627 STAFF CELLULAR PHONES	79.32	79.32	840.00	760.68	9.4
57-50-669 OTHER PURCHASED SERVICES	490.32	490.32	10,000.00	9,509.68	4.9
57-50-683 MINOR EQUIPMENT	.00	.00	30,775.00	30,775.00	.0
57-50-721 INSURANCE	.00	.00	35,556.00	35,556.00	.0
57-50-724 DUES/SUBSCRIPTIONS	.00	.00	10,000.00	10,000.00	.0
57-50-996 ADMIN OVERHEAD-IT SVCS	.00	.00	15,634.00	15,634.00	.0
57-50-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	113,440.00	113,440.00	.0
TOTAL VEHICLE & EQUIP MAINT	106,029.56	106,029.56	954,665.00	848,635.44	11.1
TOTAL FUND EXPENDITURES	106,029.56	106,029.56	954,665.00	848,635.44	11.1
NET REVENUE OVER EXPENDITURES	(106,029.56)	(106,029.56)	(954,665.00)	(848,635.44)	(11.1)

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

LAGOON UPGRADES DESIGN SERV

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	DEPARTMENT 53					
63-53-643	PLANNING/ENGINEERING FEES	10,140.50	10,140.50	.00	(10,140.50)	.0
	TOTAL DEPARTMENT 53	10,140.50	10,140.50	.00	(10,140.50)	.0
	DEPARTMENT 56					
63-56-643	PLANNING/ENGINEERING	38,850.00	38,850.00	.00	(38,850.00)	.0
	TOTAL DEPARTMENT 56	38,850.00	38,850.00	.00	(38,850.00)	.0
	TOTAL FUND EXPENDITURES	48,990.50	48,990.50	.00	(48,990.50)	.0
	NET REVENUE OVER EXPENDITURES	(48,990.50)	(48,990.50)	.00	48,990.50	.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

2016 HOMELAND SECURITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
DEPARTMENT 52					
71-52-643 PLANNING/ENGINEERING	8,250.00	8,250.00	.00	(8,250.00)	.0
71-52-683 MINOR EQUIPMENT	49,011.00	49,011.00	.00	(49,011.00)	.0
TOTAL DEPARTMENT 52	57,261.00	57,261.00	.00	(57,261.00)	.0
TOTAL FUND EXPENDITURES	57,261.00	57,261.00	.00	(57,261.00)	.0
NET REVENUE OVER EXPENDITURES	(57,261.00)	(57,261.00)	.00	57,261.00	.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

		FUND 83				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 51</u>						
83-51-561	SUPPLIES	306.30	306.30	.00	(306.30)	.0
TOTAL DEPARTMENT 51		306.30	306.30	.00	(306.30)	.0
TOTAL FUND EXPENDITURES		306.30	306.30	.00	(306.30)	.0
NET REVENUE OVER EXPENDITURES		(306.30)	(306.30)	.00	306.30	.0

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

BETHEL ENDOWMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TRANSFERS</u>					
90-46-990 INTERFUND TRANSFER OUT-GF70%	.00	.00	(10,500.00)	(10,500.00)	.0
TOTAL TRANSFERS	.00	.00	(10,500.00)	(10,500.00)	.0
<u>MISCELLANEOUS</u>					
90-49-487 INVESTMENT INCOME	.00	.00	15,000.00	15,000.00	.0
TOTAL MISCELLANEOUS	.00	.00	15,000.00	15,000.00	.0
TOTAL FUND REVENUE	.00	.00	4,500.00	4,500.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	4,500.00	4,500.00	.0

**Bylaws
of the
Alaska Remote Seller Sales Tax Commission**

Article I - Offices

Section 1. Registered Office

A registered office will be maintained by the Commission in the State of Alaska at such location as the Board of Directors, from time to time, designates.

Section 2. Other Offices

The Commission also may have offices at such other places as the Board of Directors determines or the business of the Commission may require.

Article II – Members

Section 1. Qualifications

- (a) The Commission will have one class of voting members consisting of all political subdivisions of the State of Alaska, including cities and boroughs (“Municipality”) who are signatory to the Alaska Intergovernmental Remote Sellers Sales Tax Agreement.
- (b) All members must be signatories to the Alaska Remote Sellers Sales Tax Agreement (“the Agreement”).
- (c) All members must have adopted the Remote Sellers Sales Tax Code, and submit to the Commission upon entry.
- (d) As a basis for membership, the Municipality must provide a certified copy of an ordinance to the Commission. The following approvals and authorizations must be contained within the ordinance:
 - (i) Approval of the Municipality’s membership in the Commission.
 - (ii) Authorization for one or more officers of the Municipality to execute and deliver the Management Agreement and any amendments to it to the Commission and to do other acts to allow the Municipality to become a member of the Commission; and
 - (iii) Authorization for the Commission to collect sales tax from remote sellers on behalf of and remit to the Municipality.

Section 2. Location of Meetings.

All meetings of members, for the purpose of electing directors and for the transaction of such other business as properly may come before the members, will be held during the week of the annual conference of the Alaska Municipal League normally held in November of each year or on such other day and at such time as will be designated by the Board of Directors.

Section 3. Special Meetings.

Special meetings of the members may be called at any time by the President, the Board of Directors, or members holding not less than one-tenth of all the votes entitled to be cast at such meeting.

Section 4. Notice of Meetings.

Written or printed notice stating the place, day and hour of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, will be delivered not less than 10 nor more than 50 days before the date of the meeting, either personally, by email or mail to each member of record entitled to vote at such meeting. Only members of record on the record date established by the Board of Directors pursuant to Section 6 of this Article II will be entitled to notice of such meeting.

Section 5. Quorums and Adjournments.

Members holding at least one-third of the votes entitled to be cast, present in person or by phone, will constitute a quorum at all meetings of the members for the transaction of business except as otherwise, provided by applicable law or by the Agreement. If, however, such quorum initially is not present or represented at any meeting of the members, those members present may conduct their business but take no action. At such reconvened meeting at which a quorum is present, any action may be transacted that might have been transacted at the original meeting.

Section 6. Voting Rights.

- (a) The persons entitled to receive notices of and to vote at any member meeting will be determined from the records of the Commission on the record date of mailing of the notice or on such other record date determined by the Board of Directors, but in no event more than 50 nor less than 10 days before such meeting fixed in advance by the Board of Directors.
- (b) A Municipality will be entitled to vote as a member of the Commission at an annual or special meeting of members; provided that the Municipality has on the record date determined by the Board of Directors for that meeting a current Management Agreement.
- (c) Except, and to the extent, provided otherwise by express provision of applicable law or of the Agreement, each member entitled to vote at a meeting of members will have one vote registered in the name of the member in the membership books of the Commission.
- (d) If a quorum is present at any meeting, the affirmative vote of a majority of the votes represented at the meeting and entitled to vote on the subject matter will be the act of the members, unless by express provision of statute or of the Agreement a different vote is required, in which case such express provision will govern and control.

Section 7. Meeting by Electronic Media.

The members may meet and transact business at an annual meeting or a special meeting by electronic media if the following procedure is followed: (1) notice to members of the time and locations where the meeting will be held by electronic media has been given in the same manner as if the meeting were held in a single location; (2) members in attendance can hear and have the

same right to participate in the meeting as if the meeting were conducted in person; and (3) copies of pertinent reference materials, statutes, regulations and audio-visual materials are reasonably available to the members. A meeting by electronic media as provided in this Section 7 has the same legal effect as a meeting in person.

Section 8. Voting by Members.

A vote of a Municipality which is a member of the Commission may be voted by such officer or agent as the chief administrative officer of that Municipality may prescribe.

ARTICLE III - DIRECTORS

Section 1. Powers.

All corporate powers will be exercised by or under the authority of, and the business and affairs of the Commission will be managed under the direction of, the board of directors of the Commission ("Board of Directors") except as expressly provided otherwise under Alaska Statutes, the Agreement or these Bylaws.

Section 2. Number.

- (a) The number of directors which will constitute the whole Board of Directors will be seven until the number is changed by adoption of a resolution amending these Bylaws by at least a simple majority of the Board of Directors;
- (b) The members will at an annual or special meeting of members of the Commission have power to nominate and elect persons to the positions on the Board of Directors.
- (c) No reduction in the number of directors will have the effect of removing any director prior to the expiration of that person's term of office.

Section 3. Term.

- (a) At the first annual election of directors and at each annual meeting thereafter persons will be elected to the Board of Directors to hold office until each successor is elected, qualified, and accepts office.
- (b) The Board of Directors will be divided into three classes: Class I, Class II and Class III. Each such class will consist, as nearly as possible, of one-third of the whole number of the Board. The initial Class I directors as determined by the initial Board of Directors will serve until the next Annual Meeting following such date. The initial Class II directors as determined by the initial Board of Directors will serve until the second Annual Meeting following such date. The initial Class III directors as determined by the initial Board of Directors will serve until the third Annual Meeting following such date. In the case of each such class, such directors will serve, subject to vacancy, until their respective successors will be elected and will be qualified. At each Annual Meeting after the date of such filing, the directors chosen to succeed those whose terms will have expired will be elected to hold office for a term to expire at the third succeeding Annual Meeting after their election and, subject to vacancy, until their respective successors will be elected and will be qualified. If the number of directors is changed, any increase or decrease will be apportioned among such classes so as to maintain all classes as equal

in number as possible, and any additional director elected to any class will hold office for a term which will coincide with the terms of the other directors in such class.

(c) As used in these Bylaws, the terms "whole Board" or "entire Board" will mean the number of directors the Commission would have under these Bylaws at the time of determination if there were no vacancies.

Section 4. Vacancies.

(a) A vacancy on the Board of Directors will exist upon the death, resignation or removal of any director.

(b) Any director may resign at any time by giving written notice to the Board of Directors, the President, or the Secretary of the Commission. Any such resignation will take effect upon receipt of such notice or at any later time specified in the notice. In the event the resignation of a director is tendered to take effect at a future time, a successor may be elected by named by the board of directors to take office when the resignation becomes effective.

(c) Vacancies on the Board of Directors will be filled by the board of directors:

(i) Each director so elected will hold office for the balance of the unexpired term of that person's predecessor and until that person's successor is elected, qualified and accepts office.

(d) In no case may a vacancy continue for longer than six months or until the next annual meeting of the members, whichever first occurs.

Section 5. Qualifications.

(a) The qualifications for individuals appointed or elected to the Board of Directors are as follows:

(i) Must be at least 21 years of age; and

(ii) Must be nominated by at least one member of the Commission; and

(iii) Must be an employee or elected official of a member entity with an active member agreement.

(b) In addition to the provisions of (a) of this Section 5, the composition of the Board of Directors must at all times meet the following criteria:

(i) The Board of Directors must be composed of individuals each of whom displays demonstrated professional competence in the fields of municipal management, taxation, finance, accounting or business.

(ii) The Board of Directors should reflect member interests, according to the following:

- (A) Three (3) members with revenue greater than higher third of overall sales tax revenue
- (B) Two (2) members with revenue greater than the lower third but less than the higher third of overall revenue
- (C) One (1) member with revenue less than the lower third of overall revenue
- (D) One (1) member with collection/distribution responsibilities for other members

Section 6. Executive Committee, Other Committees.

(a) The Board of Directors, by resolution adopted by at least a majority vote of the entire Board of Directors, may designate, from among its members, an Executive Committee of that board composed of at least three directors. The Executive Committee will have authority as set forth by resolution of the Board of Directors or these Bylaws, except as provided in (b) of this Section 6.

(b) The following areas of responsibility are expressly reserved to the Board of Directors and will not be delegated to the Executive Committee:

- (i) Designating candidates for the office of director or filling vacancies on the Board of Directors or any committee of the Board;
- (ii) Adopting, altering, amending or repealing the Bylaws;
- (iii) Approving a plan of merger, sale of assets or other reorganization of the Commission;
- (iv) Authorizing, approving or ratifying contracts or other transactions involving the Commission.

(c) The designation of the Executive Committee, the delegation to that committee of authority or action by that committee under that authority does not alone constitute compliance by a member of the Board of Directors or that committee with the responsibility imposed by law including to act in good faith, in a manner the member reasonably believes to be in the best interests of the Commission, and with the care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

(d) The Board of Directors, by resolution adopted by at least a majority vote of the entire Board of Directors, may designate, from among its members or otherwise, other committees for specific purposes of the board not otherwise inconsistent with these Bylaws.

(e) Members, at the annual meeting or during a special meeting, may vote to create any other committee except the Executive Committee

Section 7. Meetings.

(a) Quarterly regular or special meetings of the Board of Directors or of the Executive Committee will be held at such place as may be designated from time to time by the Board of Directors or any other person calling the meeting. Meetings of the Board of Directors may be

called by the President or by at least three directors on the Board of Directors. Meetings of the Executive Committee or another committee appointed by the Board of Directors may be called by the chair of that committee or by at least two members of that committee.

(b) The first meeting of each newly elected Board of Directors will be held, without notice, immediately following the adjournment of the annual meeting of members.

(c) Regular meetings of the Board of Directors, or of the Executive Committee, or of another committee appointed by the board may be held, without notice, at such time and place, as will from time to time be fixed by the board or these Bylaws.

(d) Special meetings of the Board of Directors, or of the Executive Committee, or of another committee appointed by the board will be held upon either notice in writing sent not less than five (5) days before the meeting. In the case of a special meeting, the notice must include disclosure of the business to be transacted and the purpose of the meeting.

(e) Any meeting of the Board of Directors, or of the Executive Committee, or of another committee appointed by the board which has been duly noticed and which could properly be held by the directors attending in person, may, at the discretion of the President of the Commission or the chair of the committee in question, as the case may be, or at the request of at least three directors on the Board of Directors or at least two members of the Executive Committee or other committee, as the case may be, be conducted via conference telephone or similar means of simultaneous electronic communication, provided that the authority to meet and transact business by such electronic media must follow the following procedures:

(A) Notice of the time and locations where the meeting will be held by electronic media has been given in the same manner as if the meeting were held in a single location;

(B) Officers, directors and other participants in attendance can hear and have the same right to participate in the meeting as if the meeting were conducted in person; and

(C) Copies of pertinent reference materials, statutes, regulations and audio-visual materials are reasonably available to officers, directors and participants at the meeting.

(D) A meeting by electronic media as provided in this subsection (e) has the same legal effect as a meeting in person.

Section 8. Quorums.

(a) A majority of the directors at a meeting of the Board of Directors duly assembled will constitute a quorum for the transaction of business. The act of at least a majority of the directors present at any meeting of the Board of Directors at which a quorum is present will be the act of the Board of Directors, except as may be otherwise specifically provided by these Bylaws. If a quorum initially is not present at any meeting of directors, the directors present at that meeting may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum is present.

(b) A majority of the directors serving on the Executive Committee at a meeting of the Executive Committee or serving on another committee appointed by the Board of Directors duly assembled will constitute a quorum for the transaction of business. The act of a majority of the members of such a committee present at any meeting of that committee at which a quorum is present will be the act of that committee, except as may be otherwise specifically provided by the Agreement of this Commission or these Bylaws. If a quorum initially is not present at any meeting of such a committee, the members present at that meeting may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum is present.

Section 9. Removal of Directors.

(a) Persons who are a part of the the Board of Directors nominated and elected to that board by the members of the Commission may be removed and replaced by other persons by nomination and election of other persons at an annual or special meeting of members as otherwise provided in these Bylaws.

ARTICLE IV - NOTICES AND WAIVERS

Section 1. Form of Notices.

Whenever under the provisions of applicable Alaska statutes, of the Agreement of the Commission or of these Bylaws, notice is required to be given to any director or member, it will be given in writing, by mail, or email, addressed to such director or member at such address as appears on the records of the Commission. If by mail, it will be sent with postage thereon prepaid, and such notice by mail will be deemed to be given at the time when deposited in the United States mail. If addressed to a member, the address of the member will be used as appears on the membership books of the Commission, or, if the member has filed with the Secretary a written request that the notice be mailed to a different address, the Commission will mail the notice to that other address.

Section 2. Attendance at Meetings.

Attendance by a member or a director, either in person or by electronic media, will constitute a waiver of notice of such meeting, except where an appearance is made for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 3. Waivers.

Whenever any notice is required to be given under the provisions of statutes, the Agreement or these Bylaws, a waiver of the notice in writing, signed by the person entitled to the notice either before or after the time stated in the notice, will be deemed equivalent to the giving of that notice.

ARTICLE V - OFFICERS

Section 1. Designation.

The officers of the Commission will be a President, Vice President, and Secretary/Treasurer; provided that the Board of Directors may, by resolution adopted by at least a majority of the directors, establish other officer positions and elect persons to fill those positions including other officers, assistant officers and agents as the Board of Directors by resolution will designate. The Board of Directors by resolution may provide that an officer is an ex-officio member of the board. Any two officer positions may be held by the same person except the positions of President and Secretary. The Position of Secretary and Treasurer will be held by the same person.

Section 2. Election.

The Board of Directors, at its first meeting after each annual meeting of the members, will elect a President, Vice President, and a Secretary/Treasurer. Other officers, assistant officers or agents of the Commission will be elected at such meeting, or on such other occasions as the Board of Directors in its discretion will from time to time deem appropriate. Except in the event of removal by the Board of Directors, death, resignation, disqualification or abolition of an office, the officers, assistant officers and agents of the Commission will hold office until their successors are chosen and qualified, or for such other period as the Board of Directors may determine.

Section 3. Vacancies and Removal.

(a) A vacancy in any office because of death, resignation, removal, disqualification (intentional misconduct, negligence, failure to attend two regular meetings in a row, or inability to meet qualifying criteria) or any other cause will be filled in the manner prescribed in these Bylaws for regular appointments to such office, unless at least a majority of the directors vote to abolish such office (other than an office required by law).

(b) Any officer, assistant officer or agent may be removed, or any office abolished (other than an office required by law), whenever in the judgment of the Board of Directors the best interests of the Commission will be served, and such removal is pursuant to the affirmative vote of at least a majority of the Board of Directors.

(c) Any officer, assistant officer or agent may resign at any time by giving written notice to the Board of Directors, the President or the Secretary of the Commission. Any such resignation will take effect upon receipt of such notice or at any later time specified in the notice. Unless otherwise specified in the notice, the acceptance of such resignation will not be necessary to make it effective, provided that the Board of Directors may reject any postdated resignation by notice in writing to the resigning officer.

(d) This Section 3 will not affect the rights of the Commission or any corporate officer, assistant officer or agent under any express contract of employment.

Section 4. Compensation.

The salaries and other compensation of all officers, assistant officers and agents of the Commission will be fixed by the Board of Directors.

Section 5. President.

The President will be responsible for carrying out policy directives of the Board of Directors and will be responsible for general management of the business of the Commission. The President will preside at meetings of the members and directors, and the President will be ex officio a member of all standing committees, unless the Board of Directors designates otherwise. The President will have authority to sign or countersign all certificates, contracts and other instruments of the Commission, under the seal of the Commission or otherwise, except where required by law to be otherwise signed and executed, and except where the signing and execution thereof will be delegated or reserved by the Board of Directors to some other officer or agent of the Commission. The President will perform all other duties as are incident to the office or are properly required of the President by the Board of Directors.

Section 6. Vice President.

The Vice President shall perform the duties of president in the temporary absence of the president. The Vice President shall succeed to the office of president upon vacancy or in the case of the inability of the president to perform the duties of office.

Section 7. Secretary/Treasurer.

The Secretary will attend all meetings of the Board of Directors and all meetings of the members and will record, or cause to be recorded, all votes and the minutes of all proceedings in a book to be kept for that purpose, and will perform like duties for the standing committees of the Commission when required. The Secretary will give, or cause to be given, notice of all meetings of the members and special meetings of the Board of Directors, and will perform such other duties as may be prescribed by the Board of Directors or the President. The Board of Directors may give general authority to any officer to affix the seal of the Commission and to attest the affixing of that officer's signature. The Treasurer will keep or cause to be kept accounts of all of the monies of the Commission received and disbursed, and subject to direction of the Board of Directors, will safely keep or cause to be kept all securities and valuables of the Commission. The Treasurer will, from time to time, make such reports to the officers, Board of Directors and members as may be required and will perform such other duties as may be prescribed by the Board of Directors or the President. In the absence of a Treasurer, the duties of the Treasurer will be discharged by such other officer as the Board of Directors will designate.

Section 9. Other Officers.

Other officers, assistant officers or agents appointed by the Board of Directors will exercise such powers and perform such duties as will be determined from time to time by the Board of Directors. Unless otherwise specified by the Board of Directors, any Assistant Secretary or Assistant Treasurer will have authority to exercise any powers delegated to them from the Secretary or Treasurer, respectively, and, in the absence of the Secretary or Treasurer, will assume all powers and discharge all duties ordinarily exercised by such absent officer.

ARTICLE VI - STANDARD OF CARE, INDEMNIFICATION, INSURANCE

Section 1. Duty of Care.

The assets and reporting to be administered through the Commission, its officers, directors, employees and agents will be done with the care, skill, prudence and diligence under the circumstances then prevailing that a tax authority would use in the administration of a sales tax collection enterprise of like character and with like aims.

Section 2. Indemnification.

The Commission will defend, indemnify and hold harmless each director, officer and employee of the Commission for expenses, including attorney's fees, and the amount of any judgment, money decree, fine, penalty or settlement for which he or she may become liable by reason of his or her being or having been a director, officer or employee of the Commission or who exercises powers or performs duties for the Commission, except in relation to matters as to which that director, officer or employee is finally adjudged in any action, suit, or proceeding to be liable for failure to act in good faith in the performance of his or her duties as such director, officer or employee. This Section will not apply to intentional misconduct.

Section 3. Insurance.

At the discretion of the Board of Directors, the Commission may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Commission, or is or was serving at the request of the Commission as a director, officer, employee or agent of another Commission, partnership, joint venture, trust or other enterprise against any liability asserted against that person and incurred by that person in any such capacity, or arising out of that status, whether or not the Commission would have the power to indemnify that person against such liability under the provisions of this Article VI.

ARTICLE VII - WITHDRAWAL AND TERMINATION OF MEMBERSHIP

Section 1. Participation.

(a) A Municipality may continue to be a member and a participant in the tax administration offered through the Commission subject to the terms and conditions of the Agreement and these Bylaws.

Section 2. Withdrawal from Participation.

A member may withdraw from the Commission, subject to the provisions of these Bylaws.

ARTICLE VIII - CERTIFICATES

Section 1. Form of Certificates.

Certificates for membership in the Commission will be in such form (not inconsistent with the Agreement or applicable law) as approved by the Board of Directors and will be numbered and entered in the membership books of the Commission as they are issued. Every

certificate for membership will be signed by the President or a Vice President and by the Secretary or designee.

Section 2. Membership Registrars.

The Board of Directors may, from time to time, appoint one or more registrars for memberships in the Commission who will have such powers and duties as the Board of Directors will specify.

Section 3. Presumption of Membership.

The Commission will be entitled to treat the holder of record of any certificate for membership as the holder in fact of that certificate authorizing the holder to vote as such member and, accordingly, will not be bound to recognize any equitable or other claim to or interest in such membership on the part of any other person, whether or not the Commission will have express or other notice thereof, except as expressly provided by applicable law.

Section 4. Membership without Certificates.

Notwithstanding the provisions of Sections 1 through 3 of this Article VIII, the Board of Directors may, by resolution, authorize the issuance without certificates of some or all of the memberships in the Commission. The authorization does not affect memberships that are already represented by certificates until the certificates are surrendered to the Commission.

ARTICLE IX - BOOKS AND RECORDS

Section 1. Correct and Complete, Inspection.

(a) The Commission will keep correct and complete books and records of account and will keep minutes of the proceedings of its members, the Board of Directors, and committees appointed by the board, if any.

(b) All books and records of the Commission may be inspected by any member or its agent or attorney for any proper purpose at any time during normal business hours at the registered office of the Commission.

Section 2. List of Members Entitled to Vote.

The Commission will keep at its registered office a record of the names and addresses of members entitled to vote.

Section 3. Alaska Open Meetings Law.

All annual and special meetings of the members of the Commission, all regular and special meetings of the Board of Directors and all meetings of committees of the Board of Directors, if any, will be conducted in accordance with the Alaska open meetings law found at AS 44.62.310.

ARTICLE X - ADMINISTRATIVE STRUCTURE

Section 1. Executive Director, Staffing.

(a) The day-to-day operations of the Commission will be carried out by an Executive Director under the supervision of the President of the Commission. The Executive Director will carry out other tasks as assigned by the President of the Commission. The position of Executive Director of the Commission will be filled by the executive director of the Alaska Municipal League.

(b) The Executive Director of the Commission will be supported by staff of the Alaska Municipal League and such other staff as the Board of Directors may by resolution approve.

(c) The Commission will share office space and office equipment and furniture with the Alaska Municipal League in the existing offices of the Alaska Municipal League at One Sealaska Plaza, Suite 200 in Juneau, Alaska, or such other offices which the Alaska Municipal League may acquire or lease, and such other office space and office equipment and furniture as the Board of Directors may by resolution approve.

(d) The Commission will enter into agreements with the Alaska Municipal League and as adopted by the Board of Directors setting forth the terms and conditions for the implementation of and compliance with the provisions of (a), (b) and (c) of this Section 1 including but not limited to the following:

(i) The sharing of time and payment therefor of the individual who will be the Executive Director of the Commission and the Executive Director of the Alaska Municipal League;

(ii) The sharing of time and payment therefor of the individuals who will be the staff of the Commission and the staff of the Alaska Municipal League;

(iii) The sharing of office space and office equipment and furniture with the Alaska Municipal League and the payment therefor; and

(iv) The providing of general office administrative services, and the payment therefor, by the Alaska Municipal League to the Commission not otherwise provided by a contractor or adviser.

Section 2. Use of Name, Marketing.

(a) The Alaska Municipal League will do the following:

(i) Allow the use of its name in the corporate name of the Commission, in agreements and other documents entered into by the Commission and in other materials or settings used by the Commission and in the advertising of the services of the Commission; and

(ii) Assist in dissemination of information to the membership of the Alaska Municipal League and all municipalities in Alaska pertaining to the tax administration services of the Commission, prepare and publish articles in its publications on those services, arrange for meetings between its members and any contractor retained by the Commission and otherwise

assist in apprising the members of the Alaska Municipal League and others of the services of the Commission.

(b) Should the Alaska Municipal League cease to be able to perform its duties, the Commission must immediately cease all use of the league's name, and the services set forth in Sections 1 and 2 of this Article X will terminate.

Section 3. Fee for services.

In return for the ongoing services of the Alaska Municipal League as set forth in Sections 1 and 2 of this Article X and for the partnership with the Alaska Municipal League, the Commission will annually set a fee structure for all direct and indirect costs of the League. It is permissible for earnings from sales tax revenue while held by the Alaska Municipal League be used by the Commission to offset payment by members. Any earnings beyond those agreed to in the annual budget shall be returned to members on a pro rata basis or held in a stabilization fund. The annual budget will be established by the Board of Directors, by resolution.

Section 4. Management Agreement

The Commission may enter into an Alaska Municipal Sales Tax Administration Management Agreement ("Management Agreement") with a member.

ARTICLE XI - GENERAL PROVISIONS

Section 1. Checks, Drafts.

All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness, issued in the name of or payable to the Commission, will be signed or endorsed by such person or persons and in such manner as will be determined from time to time by resolution of the Board of Directors.

Section 2. Fiscal Year.

The fiscal year of this Commission will be fixed by resolution of the Board of Directors.

Section 3. Headings.

The headings contained in these Bylaws are for convenience only and will not in any way affect the meaning or interpretation of these Bylaws.

ARTICLE XII - AMENDMENT OF BYLAWS

Section 1. Amendment and Repeal.

(a) Except as otherwise provided by law, the power to adopt, alter, amend or repeal these Bylaws and to adopt new Bylaws will be vested exclusively in the Board of Directors.

(b) The adoption, alteration, amendment or repeal of these Bylaws and the adoption of new Bylaws must be accomplished by a vote of at least a simple majority of the whole Board of

Directors at a regular or special meeting called by written notice, and that notice must include a brief description of the proposal.

Section 2. Recordation.

Whenever action is taken to amend or alter the Bylaws or to adopt a new Bylaw, a copy of the amendment, alteration or new Bylaw will be filed and kept in the minute book with the original Bylaws. If any Bylaw is repealed, the fact of such repeal and the date on which it occurred will be recorded in the minute book, and a copy of it will be placed next to the original Bylaws.

I, the undersigned being the Secretary of the Alaska Municipal Sales Tax Administration hereby certify the foregoing to be the Bylaws of the Commission, as adopted by the Board of Directors, on the 21st day of November 2019.

Revenues	Q2 - FY20	Q3 - FY20	Q4 - FY20	FY20
FY20 - 10 members		\$ 2,000,000	\$ 5,000,000	\$ 7,000,000
FY21 - additional 20				
Subtotal	\$ -	\$ 2,000,000	\$ 5,000,000	\$ 7,000,000
Less Munirevs %		\$ 240,000	\$ 600,000	\$ 840,000
Subtotal	\$ -	\$ 1,760,000	\$ 4,400,000	\$ 6,160,000
AML Admin fees	\$ -	\$ 52,800	\$ 132,000	\$ 184,800
AML contribution	\$ 75,000	\$ 50,000	\$ 50,000	\$ 175,000
Annual member fee - data management	\$ -	\$ 15,000	\$ 15,000	\$ 30,000
Subtotal - revenue	\$ 75,000	\$ 117,800	\$ 197,000	\$ 389,800
Expenses				
Software development	\$ 75,000			\$ 75,000
Data management - Contract		\$ 50,000	\$ 50,000	\$ 100,000
Program manager - 1 staff (management)	\$ 20,000	\$ 30,000	\$ 30,000	\$ 80,000
Program support - 1 staff (bookkeeping)		\$ 25,000	\$ 25,000	\$ 50,000
Audit/compliance - 1 staff			\$ 25,000	\$ 25,000
Legal fees - contracted		\$ 10,000	\$ 5,000	\$ 15,000
Governance - support, travel		\$ 10,000	\$ 10,000	\$ 20,000
Subtotal expense	\$ 95,000	\$ 125,000	\$ 145,000	\$ 365,000
Overhead @8%		\$ 10,000	\$ 11,600	\$ 21,600
Total expense	\$ 95,000	\$ 135,000	\$ 156,600	\$ 386,600
Balance	\$ (20,000)	\$ (17,200)	\$ 40,400	\$ 3,200

Memorandum

Date: September 8, 2019
From: Bo Foley, Acting City Manager
Subject: City Manager's Report



Current Events

September 18, 2019 through October 2, 2019

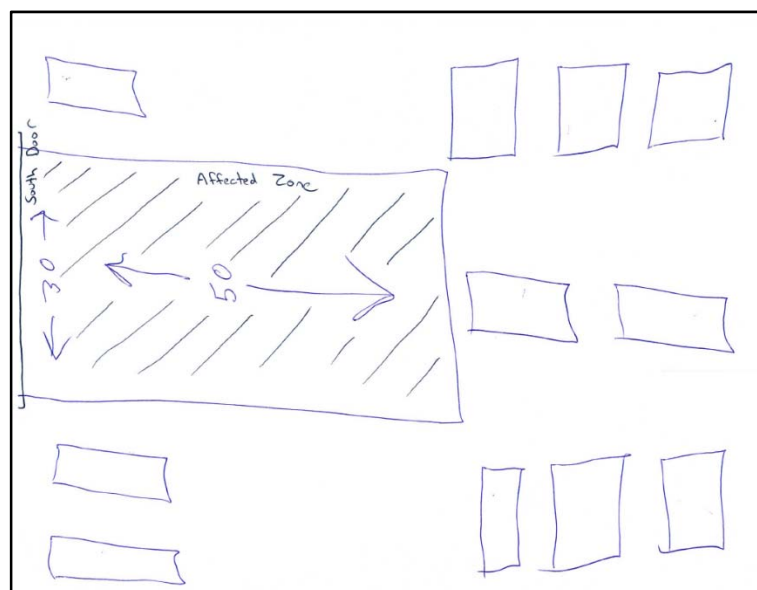
- **Liquor Review Letter Completed:**

A review letter for a potential liquor store candidate, Caribou Traders Liquor, was submitted to the Council. The review letter contained feedback and details from department heads to include Fire, Police, Planning, and Finance for the proposed address of the establishment. Based upon the information gathered by those departments, I had no issues in recommending the issuance of the license.

- **Public Works Structural Assessment:**

The Public Works director has been working closely with DOWL and their subcontractors to get a full picture of the rot damage to the structural pilings of the Public Works building. It was determined that a 30' x 50' area of the Southern garage bay was at highest risk and that no water or sewage trucks should be parked or used on that area until the damage has been repaired. With this in mind, the Public Works director has informed me that this still leaves room for eleven of their trucks. The remaining vehicles will be parked on the North garage bay. All trucks will be entering the facility through the Northern access door as to keep weight off of the affected zone. This will keep trucks indoors for the Winter months.

There may be a need for two of their backup trucks to be outside. The plan is to winterize them, have them plugged in, and at any time they can be pulled inside and ready to go within an hour to replace another truck if one goes down for any reason. Generally, Public works uses a total of eleven trucks (Six water, five sewer) at a time. So all eleven of the active trucks will be stored indoors.



Memorandum

Date: September 8, 2019
From: Bo Foley, Acting City Manager
Subject: City Manager's Report



- **Blueberry Subdivision Property Dispute (Continued):**

The owners of the property in question met with the City (with all legal representatives present) to discuss the facts of the issue and try to come to a mutual agreement to resolve the matter. In the end, the owners were amenable to a corrective action plan drafted by the Planning department that the property owners would need to follow in order to come into compliance with all current code violations. The main issue is that the structure that has been built is not permitted in a residential zone as it is. Had it been constructed in a general zone district, there would be no problems.

- **Laundromat Refurbish:**

Currently the laundromat adjacent to the Bethel Heights Water Treatment Plant is set to be demolished early 2020. A member of the public proposed that they could perhaps refurbish the building and revitalize the business to working order. I asked the Planning department to look into the property to see what it would take externally to make this happen. Even after just the initial inspection, it was determined that there would be many issues to be addressed from re-platting the property, adjusting ingress and egress to the building (as to not interfere with traffic accessing the Water Plant), and adding enough fill to the surrounding area as to provide adequate parking for potential laundromat customers. Most of this would require significant financial investment from the individual on top of whatever would be needed to handle the renovation to the building's interior. I hope to have a letter of the Planning department's findings as a supplemental document.

- **Re-introduction of an Animal Control/Code Enforcement Agent:**

Per Council member Charles's request, I have directed staff to help me come up with the numbers of what it would take to reintroduce the animal control/code enforcement position into the City ranks. The last time this position appeared on a City budget was FY17. The Acting Police Chief informed me that she already has the two Community Service Officer (CSO) positions performing the duties of this position. One of the CSOs reported spending 25% of their time on animal control calls for service with 525 total calls in 2018. The Planning department has expressed a need for help in code enforcement. An ordinance for this position will appear in the Council packet.

- **Site Control Dispute with Potential Marijuana Business:**

A supplemental narrative will be included with the Council packet along with several supporting documents outlining the details of why the determination was made that the particular marijuana business owners had a lack of site control and were therefore denied a conditional use permit. The City has invited the business owners and their legal team to a meeting on October 16th to discuss the matter and try to reach a mutually agreeable resolution to the problem.

Memorandum

Date: September 8, 2019
From: Bo Foley, Acting City Manager
Subject: City Manager's Report



City Manager Comments

This has been my first time serving as Acting City Manager and it has been an absolutely wild month. There are some issues I dealt with that I wish I could have been involved in from the beginning so I could have a better picture of the full story. Other issues I wish I could stick with to see through to their resolution as I have invested a lot of time and energy into trying to work the problem. Despite the challenges and the roller coaster ride it has been, I do not regret stepping into the role. It has been a tremendous learning experience.

During my brief stint as the Acting City Manager, I received a lot of verbal and written recognition of a job well done. The praise has warmed my heart, but the credit is not solely mine. As a first-time acting, it was only with the incredible support of my Department heads and all City staff that I was able to quickly learn my duties and be able to navigate the turbulence the City Manager faces on a daily basis. We, the City, have staff that has and continues to perform admirably. It is with teammates like this that I would gladly step back into the role of Acting City Manager if it were asked of me.

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
10-40-400 TAX - TRANSIENT LODGING	128,685.29	128,685.29	600,000.00	471,314.71	21.5
10-40-401 TAX - SALES	593,646.18	593,646.18	6,464,744.00	5,871,097.82	9.2
10-40-403 PENALTIES & INT - SALES TAX	5,032.61	5,032.61	75,000.00	69,967.39	6.7
10-40-407 CIGARETTE AND TOBACCO TAX	43,305.46	43,305.46	575,000.00	531,694.54	7.5
10-40-408 TAX - ALCOHOL TAX	69,988.66	69,988.66	500,000.00	430,011.34	14.0
10-40-420 MARIJUANA TAX	.00	.00	100,000.00	100,000.00	.0
10-40-468 TAX - MOTOR VEH REGISTRATION	.00	.00	66,000.00	66,000.00	.0
TOTAL TAXES	840,658.20	840,658.20	8,380,744.00	7,540,085.80	10.0
<u>CHARGES FOR SERVICES</u>					
10-43-435 PARKS & REC OTC SALES	100.00	100.00	.00	(100.00)	.0
TOTAL CHARGES FOR SERVICES	100.00	100.00	.00	(100.00)	.0
<u>LICENSES, PERMITS & FEES</u>					
10-45-450 GAMING TAX	73,132.78	73,132.78	500,000.00	426,867.22	14.6
10-45-451 TAXI PERMITS	43,405.00	43,405.00	153,848.00	110,443.00	28.2
10-45-452 BUSINESS LICENSES	850.00	850.00	36,660.00	35,810.00	2.3
10-45-453 ANIMAL CONTROL LICENSES	770.00	770.00	3,048.00	2,278.00	25.3
10-45-454 PLANNING FEES	125.00	125.00	1,042.00	917.00	12.0
10-45-455 PLAT/RECORDING FEES	100.00	100.00	705.00	605.00	14.2
10-45-456 SITE REVIEWS	725.00	725.00	20,000.00	19,275.00	3.6
10-45-457 PARKS & REC JULY 4TH FEES	350.00	350.00	2,500.00	2,150.00	14.0
10-45-469 MISC PERMITS/LICENSES/FEE	2,260.35	2,260.35	5,000.00	2,739.65	45.2
TOTAL LICENSES, PERMITS & FEES	121,718.13	121,718.13	722,803.00	601,084.87	16.8
<u>MISCELLANEOUS</u>					
10-49-487 INVESTMENT INCOME	.00	.00	500,000.00	500,000.00	.0
10-49-488 POLICE DEPT MISC	6,165.92	6,165.92	5,000.00	(1,165.92)	123.3
10-49-495 MISCELLANEOUS REVENUE	1,015.00	1,015.00	.00	(1,015.00)	.0
10-49-497 RESTITUTION PMTS RECEIVED	.00	.00	1,000.00	1,000.00	.0
TOTAL MISCELLANEOUS	7,180.92	7,180.92	506,000.00	498,819.08	1.4
TOTAL FUND REVENUE	969,657.25	969,657.25	9,609,547.00	8,639,889.75	10.1

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-51-501 SALARIES	46,590.42	46,590.42	346,679.00	300,088.58	13.4
10-51-508 LEAVE CASHOUT	10,301.11	10,301.11	.00	(10,301.11)	.0
10-51-510 SOCIAL SECURITY EXPENSE	.00	.00	744.00	744.00	.0
10-51-511 MEDICARE FICA	844.03	844.03	5,027.00	4,182.97	16.8
10-51-512 EMPLOYEE GROUP BENEFITS	19,202.76	19,202.76	72,324.00	53,121.24	26.6
10-51-515 UNEMPLOYMENT	.00	.00	2,131.00	2,131.00	.0
10-51-516 WORKERS' COMPENSATION	.00	.00	926.00	926.00	.0
10-51-518 PERS	10,249.92	10,249.92	73,629.00	63,379.08	13.9
10-51-519 UTILITY BENEFIT	.00	.00	13,680.00	13,680.00	.0
10-51-545 TRAINING/TRAVEL	2,539.33	2,539.33	10,000.00	7,460.67	25.4
10-51-561 SUPPLIES	2,548.99	2,548.99	6,700.00	4,151.01	38.0
10-51-601 VEHICLE PARTS	94.44	94.44	.00	(94.44)	.0
10-51-602 GASOLINE / DIESEL / OIL	.00	.00	1,500.00	1,500.00	.0
10-51-621 ELECTRICITY	2,583.59	2,583.59	14,400.00	11,816.41	17.9
10-51-622 TELEPHONE	3,479.78	3,479.78	20,000.00	16,520.22	17.4
10-51-623 HEATING FUEL	1,050.56	1,050.56	26,400.00	25,349.44	4.0
10-51-626 WATER/SEWER/GARB/	.00	.00	11,500.00	11,500.00	.0
10-51-627 STAFF CELLULAR PHONES	275.97	275.97	840.00	564.03	32.9
10-51-642 LEGAL FEES	15,530.49	15,530.49	50,000.00	34,469.51	31.1
10-51-646 DRUG TESTING/BCKGRND CKS	935.00	935.00	9,500.00	8,565.00	9.8
10-51-649 PROFESSIONAL FEES	9,841.20	9,841.20	20,000.00	10,158.80	49.2
10-51-661 VEHICLE MAINT/REPAIR	.00	.00	1,502.00	1,502.00	.0
10-51-663 JANITORIAL	2,925.00	2,925.00	11,400.00	8,475.00	25.7
10-51-669 OTHER PURCHASED SERVICES	672.60	672.60	6,500.00	5,827.40	10.4
10-51-683 MINOR EQUIPMENT	73.13	73.13	2,000.00	1,926.87	3.7
10-51-721 INSURANCE	.00	.00	16,224.00	16,224.00	.0
10-51-724 DUES/SUBSCRIPTIONS	.00	.00	1,200.00	1,200.00	.0
10-51-727 ADVERTISING	44.00	44.00	1,000.00	956.00	4.4
10-51-732 EQUIPMENT RENTAL	.00	.00	2,000.00	2,000.00	.0
10-51-733 POSTAGE	266.00	266.00	1,000.00	734.00	26.6
10-51-790 ALLOWANCE SPECIAL EVENTS	.00	.00	5,000.00	5,000.00	.0
10-51-799 MISCELLANEOUS EXPENSES	35.75	35.75	1,000.00	964.25	3.6
10-51-875 INDIRECT COST RECOVERY	.00	.00	(291,468.00)	(291,468.00)	.0
10-51-996 ADMIN OVERHEAD-IT SVCS	.00	.00	17,028.00	17,028.00	.0
TOTAL ADMINISTRATION	130,084.07	130,084.07	460,366.00	330,281.93	28.3

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CITY CLERKS OFFICE</u>					
10-52-501 SALARIES	34,864.51	34,864.51	118,364.00	83,499.49	29.5
10-52-502 OVERTIME	762.16	762.16	500.00	(262.16)	152.4
10-52-511 MEDICARE	517.48	517.48	1,724.00	1,206.52	30.0
10-52-512 EMPLOYEE GROUP BENEFITS	7,568.42	7,568.42	24,108.00	16,539.58	31.4
10-52-515 UNEMPLOYMENT	.00	.00	1,065.00	1,065.00	.0
10-52-516 WORKERS' COMPENSATION	.00	.00	318.00	318.00	.0
10-52-518 P.E.R.S.	7,837.86	7,837.86	26,150.00	18,312.14	30.0
10-52-519 UTILITY BENEFIT	.00	.00	4,560.00	4,560.00	.0
10-52-541 TRAVEL/TRAINING-COUNCIL	536.20	536.20	10,000.00	9,463.80	5.4
10-52-545 TRAINING/TRAVEL-CLERK	.00	.00	6,300.00	6,300.00	.0
10-52-561 SUPPLIES-CLERK	570.37	570.37	4,300.00	3,729.63	13.3
10-52-562 SUPPLIES-COUNCIL	.00	.00	500.00	500.00	.0
10-52-627 STAFF CELLULAR PHONES	179.19	179.19	840.00	660.81	21.3
10-52-642 LEGAL FEES	3,060.00	3,060.00	15,000.00	11,940.00	20.4
10-52-644 CONSULTING FEES	9,334.00	9,334.00	16,000.00	6,666.00	58.3
10-52-669 OTHER PURCHASE SERVICES	4,128.03	4,128.03	14,600.00	10,471.97	28.3
10-52-682 ELECTION EXPENSES	2,067.00	2,067.00	15,000.00	12,933.00	13.8
10-52-684 DONATIONS & AWARDS	.00	.00	346.04	346.04	.0
10-52-721 INSURANCE	.00	.00	2,617.00	2,617.00	.0
10-52-724 DUES/SUBSCRIPTIONS	.00	.00	7,000.00	7,000.00	.0
10-52-790 ALLOWANCE FOR SPECIAL EVENTS	.00	.00	600.00	600.00	.0
10-52-875 INDRIECT COST RECOVERY	.00	.00	(129,576.00)	(129,576.00)	.0
10-52-996 ADMIN OVERHEAD-IT SVCS	.00	.00	17,028.00	17,028.00	.0
TOTAL CITY CLERKS OFFICE	71,425.22	71,425.22	157,344.04	85,918.82	45.4

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FINANCE</u>					
10-53-501 SALARIES	90,801.47	90,801.47	(3,000.00)	(93,801.47)	3026.7
10-53-502 OVERTIME	379.34	379.34	3,000.00	2,620.66	12.6
10-53-508 LEAVE CASHOUT	7,495.90	7,495.90	12,035.00	4,539.10	62.3
10-53-511 MEDICARE FICA	1,439.96	1,439.96	6,906.00	5,466.04	20.9
10-53-512 EMPLOYEE GROUP BENEFITS	31,753.24	31,753.24	150,675.00	118,921.76	21.1
10-53-515 UNEMPLOYMENT	.00	.00	4,439.00	4,439.00	.0
10-53-516 WORKERS' COMPENSATION	.00	.00	1,273.00	1,273.00	.0
10-53-518 PERS	20,059.77	20,059.77	104,786.00	84,726.23	19.1
10-53-519 UTILITY BENEFIT	.00	.00	28,500.00	28,500.00	.0
10-53-545 TRAINING/TRAVEL	240.00	240.00	36,000.00	35,760.00	.7
10-53-561 SUPPLIES	3,564.08	3,564.08	8,000.00	4,435.92	44.6
10-53-601 VEHICLE MT. (PARTS & TOOLS)	.00	.00	1,500.00	1,500.00	.0
10-53-602 GASOLINE	156.06	156.06	1,200.00	1,043.94	13.0
10-53-622 TELEPHONE	32.92	32.92	1,000.00	967.08	3.3
10-53-627 STAFF CELLULAR PHONES	79.32	79.32	840.00	760.68	9.4
10-53-640 SALES TAX AUDITS	.00	.00	15,000.00	15,000.00	.0
10-53-641 AUDITING EXPENSE	.00	.00	95,000.00	95,000.00	.0
10-53-649 OTHER PROFESSIONAL SVS	.00	.00	10,000.00	10,000.00	.0
10-53-661 VEHICLE MAINT/REPAIRS	.00	.00	1,502.00	1,502.00	.0
10-53-668 HARDWARE/SOFTWARE SUP/669	2,942.00	2,942.00	32,000.00	29,058.00	9.2
10-53-669 OTHER PURCHASED SERVICES	1,197.51	1,197.51	8,000.00	6,802.49	15.0
10-53-683 MINOR EQUIPMENT	4,196.66	4,196.66	4,500.00	303.34	93.3
10-53-721 INSURANCE	.00	.00	5,781.00	5,781.00	.0
10-53-724 DUES/SUBSCRIPTIONS	.00	.00	1,500.00	1,500.00	.0
10-53-727 ADVERTISING	.00	.00	2,500.00	2,500.00	.0
10-53-735 FINANCE CHARGES/PENALTIES	(101.62)	(101.62)	5,000.00	5,101.62	(2.0)
10-53-736 BANK CHARGES	.00	.00	35,000.00	35,000.00	.0
10-53-799 MISCELLANEOUS EXPENSES	185.00	185.00	1,000.00	815.00	18.5
10-53-875 INDIRECT COST RECOVERY	.00	.00	(549,832.00)	(549,832.00)	.0
10-53-996 ADMIN OVERHEAD-IT SVCS	.00	.00	22,523.00	22,523.00	.0
TOTAL FINANCE	164,421.61	164,421.61	46,628.00	(117,793.61)	352.6

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLANNING</u>					
10-54-501 SALARIES	25,937.47	25,937.47	102,363.00	76,425.53	25.3
10-54-502 OVERTIME	21.79	21.79	.00	(21.79)	.0
10-54-508 LEAVE CASHOUT	.00	.00	6,575.00	6,575.00	.0
10-54-511 MEDICARE FICA	381.79	381.79	274.00	(107.79)	139.3
10-54-512 EMPLOYEE GROUP BENEFITS	3,650.76	3,650.76	44,600.00	40,949.24	8.2
10-54-515 UNEMPLOYMENT	.00	.00	1,420.00	1,420.00	.0
10-54-516 WORKERS' COMPENSATION	.00	.00	351.00	351.00	.0
10-54-518 PERS	5,711.05	5,711.05	22,520.00	16,808.95	25.4
10-54-519 UTILITY BENEFIT	.00	.00	9,120.00	9,120.00	.0
10-54-545 TRAINING/TRAVEL	.00	.00	17,000.00	17,000.00	.0
10-54-561 SUPPLIES	.00	.00	5,600.00	5,600.00	.0
10-54-563 WEARING APPAREL	.00	.00	300.00	300.00	.0
10-54-601 VEHICLE PARTS	.00	.00	1,000.00	1,000.00	.0
10-54-602 GASOLINE	80.63	80.63	1,800.00	1,719.37	4.5
10-54-621 ELECTRICITY	.00	.00	1,440.00	1,440.00	.0
10-54-622 TELEPHONE	16.46	16.46	200.00	183.54	8.2
10-54-623 HEATING FUEL	.00	.00	2,400.00	2,400.00	.0
10-54-626 WATER/SEWER/GARBAGE	.00	.00	1,400.00	1,400.00	.0
10-54-627 STAFF CELLULAR PHONES	79.32	79.32	840.00	760.68	9.4
10-54-642 LEGAL FEES	.00	.00	5,000.00	5,000.00	.0
10-54-648 CODE ENFORCEMENT ACTIVITIES	.00	.00	3,000.00	3,000.00	.0
10-54-649 OTHER PROFESSIONAL FEES	1,467.50	1,467.50	30,000.00	28,532.50	4.9
10-54-661 VEHICLE MAINT/REPAIRS	.00	.00	1,502.00	1,502.00	.0
10-54-668 HARDWARE/SOFTWARE SUPPORT	.00	.00	7,500.00	7,500.00	.0
10-54-669 PROFESSIONAL SERVICES	.00	.00	4,000.00	4,000.00	.0
10-54-683 MINOR EQUIPMENT	.00	.00	5,500.00	5,500.00	.0
10-54-721 INSURANCE	.00	.00	3,065.00	3,065.00	.0
10-54-724 DUES & SUBSCRIPTION	.00	.00	240.00	240.00	.0
10-54-727 ADVERTISING	161.50	161.50	2,000.00	1,838.50	8.1
10-54-771 NUISANCE ENFORCEMENT EXPENSE	.00	.00	200.00	200.00	.0
10-54-799 MISCELLANEOUS EXPENSES	8.99	8.99	1,000.00	991.01	.9
10-54-996 ADMIN OVERHEAD-IT SVCS	.00	.00	17,028.00	17,028.00	.0
TOTAL PLANNING	37,517.26	37,517.26	299,238.00	261,720.74	12.5

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TECHNOLOGY DEPARTMENTS					
10-55-501 SALARIES	21,552.02	21,552.02	91,422.00	69,869.98	23.6
10-55-511 MEDICARE FICA	329.55	329.55	1,326.00	996.45	24.9
10-55-512 EMPLOYEE GROUP BENEFITS	3,650.76	3,650.76	24,108.00	20,457.24	15.1
10-55-515 UNEMPLOYMENT	.00	.00	710.00	710.00	.0
10-55-516 WORKERS' COMPENSATION	.00	.00	244.00	244.00	.0
10-55-518 PERS	4,741.46	4,741.46	20,616.00	15,874.54	23.0
10-55-519 UTILITY BENEFIT	.00	.00	4,560.00	4,560.00	.0
10-55-545 TRAINING/TRAVEL	.00	.00	5,000.00	5,000.00	.0
10-55-561 SUPPLIES	29.99	29.99	4,500.00	4,470.01	.7
10-55-602 GASOLINE	85.55	85.55	1,440.00	1,354.45	5.9
10-55-627 STAFF CELLULAR PHONES	79.32	79.32	1,800.00	1,720.68	4.4
10-55-649 OTHER PROFESSIONAL SERVICES	43,369.95	43,369.95	185,000.00	141,630.05	23.4
10-55-661 VEHICLE MAINT/REPAIRS	.00	.00	1,502.00	1,502.00	.0
10-55-667 CONNECTIVITY SERVICES	63,896.30	63,896.30	277,000.00	213,103.70	23.1
10-55-668 SOFTWARE/SUPPORT	3,255.05	3,255.05	30,000.00	26,744.95	10.9
10-55-683 MINOR EQUIPMENT	812.54	812.54	20,000.00	19,187.46	4.1
10-55-690 CAPITAL EXPENDITURES	.00	.00	27,875.00	27,875.00	.0
10-55-721 INSURANCE	.00	.00	2,392.00	2,392.00	.0
10-55-732 EQUIPMENT RENTAL	.00	.00	3,000.00	3,000.00	.0
10-55-799 MISCELLANEOUS EXPENSES	47.84	47.84	2,000.00	1,952.16	2.4
10-55-875 INDIRECT COST RECOVERY	.00	.00	495,000.00	495,000.00	.0
10-55-996 ADMIN OVERHEAD-IT SVCS	.00	.00	64,598.00	64,598.00	.0
TOTAL TECHNOLOGY DEPARTMENTS	141,850.33	141,850.33	1,264,093.00	1,122,242.67	11.2
CITY ATTORNEY'S OFFICE					
10-56-501 SALARIES	11,984.62	11,984.62	125,440.00	113,455.38	9.6
10-56-508 LEAVE CASHOUT	6,400.00	6,400.00	6,400.00	.00	100.0
10-56-511 MEDICARE	233.72	233.72	1,912.00	1,678.28	12.2
10-56-512 EMPLOYEE GROUP BENEFITS	5,477.16	5,477.16	24,108.00	18,630.84	22.7
10-56-515 UNEMPLOYMENT	.00	.00	710.00	710.00	.0
10-56-516 WORKERS' COMPENSATION	.00	.00	352.00	352.00	.0
10-56-518 PERS	2,636.62	2,636.62	29,005.00	26,368.38	9.1
10-56-519 UTILITY BENEFIT	.00	.00	4,560.00	4,560.00	.0
10-56-545 TRANING/TRAVEL	398.00	398.00	6,500.00	6,102.00	6.1
10-56-561 SUPPLIES	.00	.00	3,000.00	3,000.00	.0
10-56-627 STAFF CELLULAR PHONES	33.58	33.58	840.00	806.42	4.0
10-56-642 LEGAL FEES	4,650.00	4,650.00	25,000.00	20,350.00	18.6
10-56-649 PROFESSIONAL SERVICES	225.00	225.00	10,000.00	9,775.00	2.3
10-56-669 OTHER PURCHASED SERVICES	2,262.71	2,262.71	9,600.00	7,337.29	23.6
10-56-721 INSURANCE	.00	.00	1,920.00	1,920.00	.0
10-56-724 DUES AND SUBSCRIPTIONS	.00	.00	1,500.00	1,500.00	.0
10-56-727 ADVERTISING	.00	.00	2,500.00	2,500.00	.0
10-56-799 MISCELLANEOUS EXPENSE	.00	.00	1,200.00	1,200.00	.0
10-56-875 INDIRECT COST RECOVERY	.00	.00	65,146.00	65,146.00	.0
10-56-996 ADMIN OVERHEAD-IT SVCS	.00	.00	14,260.00	14,260.00	.0
TOTAL CITY ATTORNEY'S OFFICE	34,301.41	34,301.41	333,953.00	299,651.59	10.3

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPARTMENT</u>					
10-60-501 SALARIES	124,877.23	124,877.23	539,282.00	414,404.77	23.2
10-60-502 FLSA OVERTIME	14,558.18	14,558.18	50,225.00	35,666.82	29.0
10-60-506 CALL BACK OVERTIME	8,960.45	8,960.45	45,100.00	36,139.55	19.9
10-60-508 LEAVE CASHOUT	.00	.00	20,905.00	20,905.00	.0
10-60-510 SOCIAL SECURITY EXPENSE	1,075.56	1,075.56	694.00	(381.56)	155.0
10-60-511 MEDICARE FICA	2,380.93	2,380.93	9,616.00	7,235.07	24.8
10-60-512 EMPLOYEE GROUP BENEFITS	44,666.82	44,666.82	192,864.00	148,197.18	23.2
10-60-515 UNEMPLOYMENT	.00	.00	5,682.00	5,682.00	.0
10-60-516 WORKERS' COMPENSATION	.00	.00	24,409.00	24,409.00	.0
10-60-518 PERS	31,323.79	31,323.79	133,058.00	101,734.21	23.5
10-60-519 UTILITY BENEFIT	.00	.00	36,480.00	36,480.00	.0
10-60-545 TRAINING/TRAVEL	2,088.09	2,088.09	36,000.00	33,911.91	5.8
10-60-561 SUPPLIES	567.80	567.80	22,500.00	21,932.20	2.5
10-60-563 WEARING APPAREL	.00	.00	15,687.00	15,687.00	.0
10-60-567 FIRE PREVENTION PROGRAM	.00	.00	5,200.00	5,200.00	.0
10-60-600 VEHICLE MT. (PARTS & TOOLS)	.00	.00	3,200.00	3,200.00	.0
10-60-601 VEHICLE MT. (PARTS & TOOLS)	1,424.98	1,424.98	27,250.00	25,825.02	5.2
10-60-602 GASOLINE/DIESEL/OIL	2,167.18	2,167.18	14,400.00	12,232.82	15.1
10-60-621 ELECTRICITY	2,213.14	2,213.14	18,720.00	16,506.86	11.8
10-60-622 TELEPHONE	172.82	172.82	2,500.00	2,327.18	6.9
10-60-623 HEATING FUEL	1,469.27	1,469.27	24,000.00	22,530.73	6.1
10-60-626 WATER/SEWER/GARBAGE	.00	.00	8,500.00	8,500.00	.0
10-60-627 STAFF CELLULAR PHONES	317.25	317.25	3,360.00	3,042.75	9.4
10-60-647 COLLECTION/SMALL CLAIMS	.00	.00	31,200.00	31,200.00	.0
10-60-649 VOLUNTEER STIPEND	11,333.00	11,333.00	28,540.00	17,207.00	39.7
10-60-661 VEHICLE MAINT/REPAIRS	.00	.00	10,011.00	10,011.00	.0
10-60-662 PROPERTY MAINT	663.83	663.83	16,500.00	15,836.17	4.0
10-60-669 OTHER PURCHASED SERVICES	10,206.24	10,206.24	22,500.00	12,293.76	45.4
10-60-683 MINOR EQUIPMENT	.00	.00	16,800.00	16,800.00	.0
10-60-690 CAPITAL EXPENDITURES	.00	.00	71,218.00	71,218.00	.0
10-60-691 FIRE STATION ROOF REPAIR	.00	.00	165,000.00	165,000.00	.0
10-60-692 FIRE STATION REPAIRS	.00	.00	38,000.00	38,000.00	.0
10-60-721 INSURANCE	.00	.00	87,078.00	87,078.00	.0
10-60-724 DUES/SUBSCRIPTIONS	.00	.00	7,324.00	7,324.00	.0
10-60-727 ADVERTISING	.00	.00	1,500.00	1,500.00	.0
10-60-799 MISCELLANEOUS EXPENSES	.00	.00	1,000.00	1,000.00	.0
10-60-996 ADMIN OVERHEAD-IT SVCS	.00	.00	17,028.00	17,028.00	.0
TOTAL FIRE DEPARTMENT	260,466.56	260,466.56	1,753,331.00	1,492,864.44	14.9

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
POLICE					
10-61-501 SALARIES	313,669.43	313,669.43	1,650,830.00	1,337,160.57	19.0
10-61-502 OVERTIME	27,438.30	27,438.30	180,000.00	152,561.70	15.2
10-61-508 LEAVE CASHOUT	12,631.82	12,631.82	76,799.00	64,167.18	16.5
10-61-510 SOCIAL SECURITY EXPENSE	.00	.00	6,377.00	6,377.00	.0
10-61-511 MEDICARE	5,210.95	5,210.95	26,547.00	21,336.05	19.6
10-61-512 GROUP HEALTH INSURANCE	106,675.07	106,675.07	552,073.00	445,397.93	19.3
10-61-515 UNEMPLOYMENT	.00	.00	16,264.00	16,264.00	.0
10-61-516 WORKERS' COMPENSATION	.00	.00	56,357.00	56,357.00	.0
10-61-518 PERS	72,608.49	72,608.49	402,783.00	330,174.51	18.0
10-61-519 UTILITY BENEFIT	.00	.00	104,424.00	104,424.00	.0
10-61-520 RELOCATION COSTS	.00	.00	2,500.00	2,500.00	.0
10-61-545 TRAINING/TRAVEL	5,053.23	5,053.23	36,000.00	30,946.77	14.0
10-61-561 SUPPLIES	2,647.09	2,647.09	10,000.00	7,352.91	26.5
10-61-563 EMPLOYEE WEARING APPAREL	.00	.00	16,250.00	16,250.00	.0
10-61-601 VEHICLE MT. (PARTS & TOOLS)	131.65	131.65	6,000.00	5,868.35	2.2
10-61-602 GASOLINE/DIESEL/OIL	6,010.88	6,010.88	36,000.00	29,989.12	16.7
10-61-621 ELECTRICITY	6,140.68	6,140.68	40,800.00	34,659.32	15.1
10-61-622 TELEPHONE	4,046.46	4,046.46	20,500.00	16,453.54	19.7
10-61-623 HEATING FUEL	1,827.34	1,827.34	30,000.00	28,172.66	6.1
10-61-626 WATER/SEWER/GARBAGE	.00	.00	10,000.00	10,000.00	.0
10-61-627 STAFF CELLULAR PHONES	1,065.41	1,065.41	9,240.00	8,174.59	11.5
10-61-660 VEHICLE MAINT SERVICES	3,437.83	3,437.83	6,000.00	2,562.17	57.3
10-61-661 VEHICLE MAINT/REPAIR	.00	.00	20,021.00	20,021.00	.0
10-61-668 SART EXAMS	.00	.00	10,000.00	10,000.00	.0
10-61-669 OTHER PURCHASED SERVICES	3,359.10	3,359.10	30,000.00	26,640.90	11.2
10-61-683 MINOR EQUIPMENT	1,557.43	1,557.43	30,000.00	28,442.57	5.2
10-61-691 VEHICLES	26,871.60	26,871.60	110,000.00	83,128.40	24.4
10-61-721 INSURANCE	.00	.00	202,503.00	202,503.00	.0
10-61-722 INSURANCE-DED EXP & OTHER	.00	.00	15,000.00	15,000.00	.0
10-61-724 DUES/SUBSCRIPTIONS	.00	.00	1,000.00	1,000.00	.0
10-61-996 ADMIN OVERHEAD-IT SVCS	.00	.00	60,885.00	60,885.00	.0
TOTAL POLICE	600,382.76	600,382.76	3,775,153.00	3,174,770.24	15.9

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS-ADMIN</u>					
10-65-501 SALARIES	7,078.31	7,078.31	25,293.00	18,214.69	28.0
10-65-502 OVERTIME	63.83	63.83	.00	(63.83)	.0
10-65-508 LEAVE CASHOUT	.00	.00	354.00	354.00	.0
10-65-511 MEDICARE FICA	104.96	104.96	367.00	262.04	28.6
10-65-512 EMPLOYEE GROUP BENEFITS	2,687.46	2,687.46	7,232.00	4,544.54	37.2
10-65-515 UNEMPLOYMENT	.00	.00	213.00	213.00	.0
10-65-516 WORKERS' COMPENSATION	.00	.00	68.00	68.00	.0
10-65-518 PERS	1,571.29	1,571.29	5,565.00	3,993.71	28.2
10-65-519 UTILITY BENEFIT	.00	.00	1,368.00	1,368.00	.0
10-65-545 TRAINING/TRAVEL	.00	.00	5,000.00	5,000.00	.0
10-65-561 SUPPLIES	1,137.35	1,137.35	1,000.00	(137.35)	113.7
10-65-601 VEHICLE PARTS	.00	.00	1,000.00	1,000.00	.0
10-65-602 GASOLINE/DIESEL/OIL	.00	.00	4,200.00	4,200.00	.0
10-65-621 ELECTRICITY	6,376.52	6,376.52	.00	(6,376.52)	.0
10-65-622 TELEPHONE	13.71	13.71	150.00	136.29	9.1
10-65-623 HEATING FUEL	6,745.75	6,745.75	9,600.00	2,854.25	70.3
10-65-626 WATER/SEWER/GARBAGE	.00	.00	1,233.00	1,233.00	.0
10-65-627 STAFF CELLULAR PHONES	170.27	170.27	1,680.00	1,509.73	10.1
10-65-649 OTHER PROFESSIONAL FEES	63.00	63.00	.00	(63.00)	.0
10-65-661 VEHICLE MAINT/REPAIRS	20.00	20.00	3,003.00	2,983.00	.7
10-65-669 OTHER PURCHASED SERVICES	845.57	845.57	2,500.00	1,654.43	33.8
10-65-721 INSURANCE	.00	.00	2,471.00	2,471.00	.0
10-65-724 DUES/SUBSCRIPTIONS	12.99	12.99	500.00	487.01	2.6
10-65-799 MISCELLANEOUS EXPENSES	121.76	121.76	500.00	378.24	24.4
10-65-996 ADMIN OVERHEAD-IT SVCS	.00	.00	15,642.00	15,642.00	.0
TOTAL PUBLIC WORKS-ADMIN	27,012.77	27,012.77	88,939.00	61,926.23	30.4

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
PW-STREETS & ROADS					
10-66-501 SALARIES	83,233.94	83,233.94	403,465.00	320,231.06	20.6
10-66-502 OVERTIME	4,224.72	4,224.72	20,500.00	16,275.28	20.6
10-66-508 LEAVE CASHOUT	8,236.57	8,236.57	19,378.00	11,141.43	42.5
10-66-510 SOCIAL SECURITY EXPENSE	310.96	310.96	.00	(310.96)	.0
10-66-511 MEDICARE FICA	1,399.91	1,399.91	6,147.00	4,747.09	22.8
10-66-512 EMPLOYEE GROUP BENEFITS	27,592.86	27,592.86	128,978.00	101,385.14	21.4
10-66-515 UNEMPLOYMENT	.00	.00	3,711.00	3,711.00	.0
10-66-516 WORKERS' COMPENSATION	.00	.00	16,449.00	16,449.00	.0
10-66-517 PERS ON BEHALF	.00	.00	93,272.00	93,272.00	.0
10-66-518 PERS	18,137.49	18,137.49	.00	(18,137.49)	.0
10-66-519 UTILITY BENEFIT	.00	.00	24,168.00	24,168.00	.0
10-66-545 TRAINING/TRAVEL	.00	.00	1,000.00	1,000.00	.0
10-66-561 SUPPLIES	692.42	692.42	4,500.00	3,807.58	15.4
10-66-562 SIGNS	.00	.00	3,800.00	3,800.00	.0
10-66-563 WEARING APPAREL	.00	.00	2,500.00	2,500.00	.0
10-66-567 CALCIUM CHLORIDE	.00	.00	50,000.00	50,000.00	.0
10-66-576 SALT	15,100.00	15,100.00	50,000.00	34,900.00	30.2
10-66-577 ASPHALT PRODUCTS/SUPPLIES	.00	.00	3,500.00	3,500.00	.0
10-66-600 TIRES & WHEELS	.00	.00	18,000.00	18,000.00	.0
10-66-601 VEHICLE MT. (PARTS & TOOLS)	9,823.10	9,823.10	50,000.00	40,176.90	19.7
10-66-602 GASOLINE/DIESEL/OIL	1,215.07	1,215.07	72,000.00	70,784.93	1.7
10-66-620 ELECTRICITY (STREET LTS)	4,419.52	4,419.52	60,000.00	55,580.48	7.4
10-66-621 ELECTRICITY	.00	.00	14,400.00	14,400.00	.0
10-66-622 TELEPHONE	8.23	8.23	650.00	641.77	1.3
10-66-623 HEATING FUEL	.00	.00	10,000.00	10,000.00	.0
10-66-627 STAFF CELLULAR PHONES	158.64	158.64	1,680.00	1,521.36	9.4
10-66-647 STREET LIGHT MT & POLE RENTAL	.00	.00	19,000.00	19,000.00	.0
10-66-661 VEHICLE MAINT/REPAIR	9,703.83	9,703.83	150,158.00	140,454.17	6.5
10-66-669 OTHER PURCHASED SERVICES	841.48	841.48	10,000.00	9,158.52	8.4
10-66-683 MINOR EQUIPMENT	.00	.00	7,000.00	7,000.00	.0
10-66-692 CAP EXP-CULVERTS 6' FY01	.00	.00	33,500.00	33,500.00	.0
10-66-693 NC MACHINERY GRADER FY05	9,600.00	9,600.00	57,880.00	48,280.00	16.6
10-66-694 CAT 4WD EXTEND-A-HOE BKHOE	.00	.00	500,000.00	500,000.00	.0
10-66-696 SANDER PLOW TRUCKS FY04	.00	.00	27,139.00	27,139.00	.0
10-66-721 INSURANCE	.00	.00	34,150.00	34,150.00	.0
10-66-727 ADVERTISING	29.50	29.50	200.00	170.50	14.8
10-66-771 GRAVEL (WAS #578)	373,959.20	373,959.20	375,000.00	1,040.80	99.7
10-66-777 CONTAMINATED SOIL PROCESSING	.00	.00	7,197.00	7,197.00	.0
10-66-799 MISCELLANEOUS EXPENSES	.00	.00	500.00	500.00	.0
10-66-996 ADMIN OVERHEAD-IT SVCS	.00	.00	14,256.00	14,256.00	.0
TOTAL PW-STREETS & ROADS	568,687.44	568,687.44	2,294,078.00	1,725,390.56	24.8

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
PROPERTY MAINTENANCE					
10-70-501 SALARIES	62,241.70	62,241.70	321,851.00	259,609.30	19.3
10-70-502 OVERTIME	7,705.15	7,705.15	30,750.00	23,044.85	25.1
10-70-508 LEAVE CASHOUT	758.63	758.63	15,441.00	14,682.37	4.9
10-70-510 SOCIAL SECURITY EXPENSE	175.14	175.14	1,746.00	1,570.86	10.0
10-70-511 MEDICARE FICA	1,060.66	1,060.66	5,113.00	4,052.34	20.7
10-70-512 EMPLOYEE GROUP BENEFITS	26,822.65	26,822.65	122,951.00	96,128.35	21.8
10-70-515 UNEMPLOYMENT	.00	.00	4,538.00	4,538.00	.0
10-70-516 WORKERS' COMPENSATION	.00	.00	15,321.00	15,321.00	.0
10-70-518 PERS	14,766.85	14,766.85	77,572.00	62,805.15	19.0
10-70-519 UTILITY BENEFIT	.00	.00	23,028.00	23,028.00	.0
10-70-545 TRAINING/TRAVEL	.00	.00	8,000.00	8,000.00	.0
10-70-561 SUPPLIES	101.44	101.44	2,000.00	1,898.56	5.1
10-70-562 MATERIALS	.00	.00	2,000.00	2,000.00	.0
10-70-563 WEARING APPAREL	627.65	627.65	5,000.00	4,372.35	12.6
10-70-566 CLEANUP GREENUP SUPPLIES	.00	.00	700.00	700.00	.0
10-70-580 BOILER EXPENSE	466.84	466.84	25,000.00	24,533.16	1.9
10-70-590 GLYCOL SUPPLIES	.00	.00	6,000.00	6,000.00	.0
10-70-591 CARPENTRY EXPENSE	210.38	210.38	15,000.00	14,789.62	1.4
10-70-592 PLUMBING SUPPLIES	205.51	205.51	6,000.00	5,794.49	3.4
10-70-593 ELECTRICAL SUPPLIES	1,531.59	1,531.59	8,000.00	6,468.41	19.1
10-70-594 PAINT SUPPLIES	61.48	61.48	3,000.00	2,938.52	2.1
10-70-595 BOARDWALK REPAIR SUPPLIES	.00	.00	7,000.00	7,000.00	.0
10-70-601 VEHICLE MT. (PARTS & TOOLS)	.00	.00	5,000.00	5,000.00	.0
10-70-602 GASOLINE/DIESEL/OIL	1,353.42	1,353.42	7,200.00	5,846.58	18.8
10-70-621 ELECTRICITY	1,375.78	1,375.78	14,400.00	13,024.22	9.6
10-70-622 TELEPHONE	34.49	34.49	100.00	65.51	34.5
10-70-623 HEATING FUEL	.00	.00	36,000.00	36,000.00	.0
10-70-626 WATER/SEWER/GARBAGE	.00	.00	17,400.00	17,400.00	.0
10-70-627 STAFF CELLULAR PHONES	158.64	158.64	1,680.00	1,521.36	9.4
10-70-661 VEHICLE MAINT/REPAIR	.00	.00	6,006.00	6,006.00	.0
10-70-662 WIND TURBINE CONTRACT	.00	.00	6,000.00	6,000.00	.0
10-70-663 WIND TURBINE MAINTENANCE	.00	.00	3,000.00	3,000.00	.0
10-70-668 PARKS MAINTENANCE	1,512.68	1,512.68	25,000.00	23,487.32	6.1
10-70-669 OTHER PURCHASED SERVICES	6,557.69	6,557.69	40,000.00	33,442.31	16.4
10-70-681 BOARDWALK LIGHTING PROJECT	.00	.00	156,200.00	156,200.00	.0
10-70-683 MINOR EQUIPMENT	163.02	163.02	17,000.00	16,836.98	1.0
10-70-690 CAPITAL EXPENDITURES	445,433.80	445,433.80	1,953,138.00	1,507,704.20	22.8
10-70-721 INSURANCE	.00	.00	11,937.00	11,937.00	.0
10-70-776 4TH OF JULY	400.00	400.00	2,000.00	1,600.00	20.0
10-70-799 MISCELLANEOUS EXPENSES	.00	.00	2,000.00	2,000.00	.0
10-70-875 INDIRECT COST RECOVERY	.00	.00	(306,194.00)	(306,194.00)	.0
10-70-996 ADMIN OVERHEAD-IT SVCS	.00	.00	27,126.00	27,126.00	.0
TOTAL PROPERTY MAINTENANCE	573,725.19	573,725.19	2,731,004.00	2,157,278.81	21.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY SERVICE</u>					
10-72-745 LIBRARY CONTRIBUTION	33,800.00	33,800.00	67,600.00	33,800.00	50.0
10-72-760 COMMUNITY ACTION GRANT	41,831.07	41,831.07	120,000.00	78,168.93	34.9
10-72-798 UAF 4-H CONTRIBUTION	.00	.00	112,000.00	112,000.00	.0
TOTAL COMMUNITY SERVICE	75,631.07	75,631.07	299,600.00	223,968.93	25.2
<u>IN KIND MATCH & TRANFERS</u>					
10-73-550 CASH XFER POOL F40- SALES TAX	.00	.00	538,513.00	538,513.00	.0
10-73-551 CASH XFER POOL F40- ALCO TAX	.00	.00	16,665.00	16,665.00	.0
10-73-622 CASH XFER- FUND	.00	.00	80,580.00	80,580.00	.0
TOTAL IN KIND MATCH & TRANFERS	.00	.00	635,758.00	635,758.00	.0
TOTAL FUND EXPENDITURES	2,685,505.69	2,685,505.69	14,139,485.04	11,453,979.35	19.0
NET REVENUE OVER EXPENDITURES	(1,715,848.44)	(1,715,848.44)	(4,529,938.04)	(2,814,089.60)	(37.9)

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

BOARDWALK LIGHTING PROJECT

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
BYC FOOD PROGRAM EXPENDITURES						
18-50-669	OTHER PURCHASED SERVICES	3,615.58	3,615.58	.00	(3,615.58)	.0
TOTAL BYC FOOD PROGRAM EXPENDITURES		3,615.58	3,615.58	.00	(3,615.58)	.0
TOTAL FUND EXPENDITURES		3,615.58	3,615.58	.00	(3,615.58)	.0
NET REVENUE OVER EXPENDITURES		(3,615.58)	(3,615.58)	.00	3,615.58	.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

AVENUES W&S LOAN USDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CITY SHOP FLOOR REPAIR</u>					
20-50-642 LEGAL FEES	1,680.00	1,680.00	.00	(1,680.00)	.0
TOTAL CITY SHOP FLOOR REPAIR	1,680.00	1,680.00	.00	(1,680.00)	.0
TOTAL FUND EXPENDITURES	1,680.00	1,680.00	.00	(1,680.00)	.0
NET REVENUE OVER EXPENDITURES	(1,680.00)	(1,680.00)	.00	1,680.00	.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

COMMUNITY SERVICE PATROL GRANT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CSP PROGRAM</u>					
27-50-501 SALARIES	39,294.17	39,294.17	149,286.00	109,991.83	26.3
27-50-502 OVERTIME	2,717.10	2,717.10	10,000.00	7,282.90	27.2
27-50-508 LEAVE CASHOUT	.00	.00	7,042.00	7,042.00	.0
27-50-511 MEDICARE FICA	632.31	632.31	2,310.00	1,677.69	27.4
27-50-512 EMPLOYEE GROUP BENEFITS	6,084.60	6,084.60	72,324.00	66,239.40	8.4
27-50-515 UNEMPLOYMENT	.00	.00	2,131.00	2,131.00	.0
27-50-516 WORKMEN'S COMP	.00	.00	8,568.00	8,568.00	.0
27-50-518 PERS	9,242.48	9,242.48	35,043.00	25,800.52	26.4
27-50-519 UTILITY BENEFIT	.00	.00	13,680.00	13,680.00	.0
27-50-561 SUPPLIES	.00	.00	1,500.00	1,500.00	.0
27-50-563 WEARING APPAREL	.00	.00	1,500.00	1,500.00	.0
27-50-570 IN-KIND EXPENSES	.00	.00	32,308.00	32,308.00	.0
27-50-602 GASOLINE / DIESEL / OIL	1,290.27	1,290.27	3,431.00	2,140.73	37.6
27-50-627 STAFF CELLULAR PHONES	158.64	158.64	500.00	341.36	31.7
27-50-683 MINOR EQUIPMENT	638.21	638.21	1,500.00	861.79	42.6
27-50-721 INSURANCE	.00	.00	2,904.00	2,904.00	.0
TOTAL CSP PROGRAM	60,057.78	60,057.78	344,027.00	283,969.22	17.5
TOTAL FUND EXPENDITURES	60,057.78	60,057.78	344,027.00	283,969.22	17.5
NET REVENUE OVER EXPENDITURES	(60,057.78)	(60,057.78)	(344,027.00)	(283,969.22)	(17.5)

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

YK REG AQUA HLTH & SAFETY CTR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 43</u>					
40-43-430 PRO-SHOP REVENUE	.00	.00	44,100.00	44,100.00	.0
40-43-435 CONCESSION REVENUE	.00	.00	64,900.00	64,900.00	.0
40-43-460 ENTRY FEE	.00	.00	115,730.00	115,730.00	.0
40-43-463 FACILITY RENTAL	.00	.00	42,075.00	42,075.00	.0
40-43-465 PROGRAM FEES	.00	.00	83,318.00	83,318.00	.0
TOTAL SOURCE 43	.00	.00	350,123.00	350,123.00	.0
<u>TRANSFERS IN</u>					
40-46-412 LOCAL SOURCES-SALES TAX REV	.00	.00	538,513.00	538,513.00	.0
40-46-413 LOCAL SOURCES-ALCOHOLTAX REV	.00	.00	16,665.00	16,665.00	.0
40-46-414 WELLNESS PROGRAM	.00	.00	394,655.00	394,655.00	.0
TOTAL TRANSFERS IN	.00	.00	949,833.00	949,833.00	.0
<u>MISCELLANEOUS</u>					
40-49-487 INVESTMENT INCOME	.00	.00	50,000.00	50,000.00	.0
TOTAL MISCELLANEOUS	.00	.00	50,000.00	50,000.00	.0
TOTAL FUND REVENUE	.00	.00	1,349,956.00	1,349,956.00	.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

YK REG AQUA HLTH & SAFETY CTR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LOCAL FUNDED EXPENDITURES</u>					
40-50-602 GASOLINE/OIL/DIESEL	209.61	209.61	2,400.00	2,190.39	8.7
40-50-621 ELECTRICITY	16,748.56	16,748.56	117,000.00	100,251.44	14.3
40-50-622 TELEPHONE	302.64	302.64	750.00	447.36	40.4
40-50-623 HEATING FUEL	18,768.20	18,768.20	240,000.00	221,231.80	7.8
40-50-624 WATER/SEWER/GARBAGE	.00	.00	55,000.00	55,000.00	.0
40-50-646 CONTRACTOR'S FEES	.00	.00	1,044,704.00	1,044,704.00	.0
40-50-649 PROFESSIONAL SVS	.00	.00	148,526.00	148,526.00	.0
40-50-661 VEHICL MAINT/REPAIR	.00	.00	1,000.00	1,000.00	.0
40-50-662 PROP MAINT	204.84	204.84	.00	(204.84)	.0
40-50-669 OTHER PURCHASED SERVICES	2,366.94	2,366.94	25,160.00	22,793.06	9.4
40-50-721 INSURANCE	.00	.00	63,692.00	63,692.00	.0
40-50-996 ADMIN OVERHEAD-IT SVCS	.00	.00	42,174.00	42,174.00	.0
40-50-997 ICR-PROPERTY MAINTENANCE-5%	.00	.00	46,393.00	46,393.00	.0
40-50-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	25,362.00	25,362.00	.0
TOTAL LOCAL FUNDED EXPENDITURES	38,600.79	38,600.79	1,812,161.00	1,773,560.21	2.1
TOTAL FUND EXPENDITURES	38,600.79	38,600.79	1,812,161.00	1,773,560.21	2.1
NET REVENUE OVER EXPENDITURES	(38,600.79)	(38,600.79)	(462,205.00)	(423,604.21)	(8.4)

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

E-911 SYSTEM/SURCHARGE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>E-911 SURCHARGE</u>					
41-42-411 SURCHARGE FROM UNITED UTL	35,829.46	35,829.46	144,000.00	108,170.54	24.9
TOTAL E-911 SURCHARGE	35,829.46	35,829.46	144,000.00	108,170.54	24.9
TOTAL FUND REVENUE	35,829.46	35,829.46	144,000.00	108,170.54	24.9

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

E-911 SYSTEM/SURCHARGE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>E-911 SERVICES</u>					
41-50-501 SALARIES	19,198.95	19,198.95	56,847.00	37,648.05	33.8
41-50-502 OVERTIME	3,438.82	3,438.82	.00	(3,438.82)	.0
41-50-508 LEAVE CASHOUT	.00	.00	2,198.00	2,198.00	.0
41-50-511 MEDICARE FICA	327.17	327.17	824.00	496.83	39.7
41-50-512 EMPLOYEE GROUP BENEFITS	3,650.76	3,650.76	26,519.00	22,868.24	13.8
41-50-515 UNEMPLOYMENT	.00	.00	992.00	992.00	.0
41-50-516 WORKERS' COMPENSATION	.00	.00	215.00	215.00	.0
41-50-518 PERS	4,980.33	4,980.33	12,929.00	7,948.67	38.5
41-50-519 UTILITY BENEFIT	.00	.00	4,560.00	4,560.00	.0
41-50-649 OTHER PROFESSIONAL SRVS	35,464.95	35,464.95	35,500.00	35.05	99.9
41-50-669 OTHER PURCHASED SERVICES	389.14	389.14	5,000.00	4,610.86	7.8
41-50-721 INSURANCE	.00	.00	2,041.00	2,041.00	.0
41-50-732 RENTS & LEASES	1,200.00	1,200.00	4,800.00	3,600.00	25.0
TOTAL E-911 SERVICES	68,650.12	68,650.12	152,425.00	83,774.88	45.0
TOTAL FUND EXPENDITURES	68,650.12	68,650.12	152,425.00	83,774.88	45.0
NET REVENUE OVER EXPENDITURES	(32,820.66)	(32,820.66)	(8,425.00)	24,395.66	(389.6)

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

SOA SEWAGE LAGOON

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
SEWAGE LAGOON					
42-50-501 SALARIES	162.54	162.54	.00 (	162.54)	.0
42-50-511 MEDICARE FICA	2.37	2.37	.00 (	2.37)	.0
42-50-512 EMPLOYEE GROUP BENEFITS	63.96	63.96	.00 (	63.96)	.0
42-50-518 PERS	35.76	35.76	.00 (	35.76)	.0
TOTAL SEWAGE LAGOON	264.63	264.63	.00 (	264.63)	.0
TOTAL FUND EXPENDITURES	264.63	264.63	.00 (	264.63)	.0
NET REVENUE OVER EXPENDITURES	(264.63)	(264.63)	.00	264.63	.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

INSTITUTIONAL CORRIDOR PROJECT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
INSTITUTIONAL CORRIDOR PROJECT					
45-50-501 SALARIES	5.58	5.58	.00	(5.58)	.0
45-50-511 MEDICARE FICA	.06	.06	.00	(.06)	.0
45-50-512 EMPLOYEE GROUP BENEFITS	2.22	2.22	.00	(2.22)	.0
45-50-518 PERS	1.26	1.26	.00	(1.26)	.0
45-50-646 IC-SOA GRANT	10,225.00	10,225.00	300,000.00	289,775.00	3.4
TOTAL INSTITUTIONAL CORRIDOR PROJECT	10,234.12	10,234.12	300,000.00	289,765.88	3.4
TOTAL FUND EXPENDITURES	10,234.12	10,234.12	300,000.00	289,765.88	3.4
NET REVENUE OVER EXPENDITURES	(10,234.12)	(10,234.12)	(300,000.00)	(289,765.88)	(3.4)

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

PUBLIC SAFETY BUILDING-CAP PRJ

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
SOA POLICE DISPATCH SYS GRANT					
46-51-501 SALARIES	96.78	96.78	.00	(96.78)	.0
46-51-508 LEAVE CASHOUT	40.33	40.33	.00	(40.33)	.0
46-51-511 MEDICARE FICA	1.90	1.90	.00	(1.90)	.0
46-51-512 EMPLOYEE GROUP BENEFITS	43.02	43.02	.00	(43.02)	.0
46-51-518 PERS	21.30	21.30	.00	(21.30)	.0
46-51-643 ENGINEERING	1,402.50	1,402.50	.00	(1,402.50)	.0
TOTAL SOA POLICE DISPATCH SYS GRANT	1,605.83	1,605.83	.00	(1,605.83)	.0
TOTAL FUND EXPENDITURES	1,605.83	1,605.83	.00	(1,605.83)	.0
NET REVENUE OVER EXPENDITURES	(1,605.83)	(1,605.83)	.00	1,605.83	.0

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

SOLID WASTE SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOLID WASTE & RECYLING</u>					
50-44-412 COMMERCIAL GARBAGE PICKUP	61,380.58	61,380.58	762,976.00	701,595.42	8.0
50-44-413 RESIDENTIAL GARBAGE PICKUP	27,710.88	27,710.88	325,987.00	298,276.12	8.5
50-44-416 LANDFILL DUMP FEE	16,980.00	16,980.00	92,826.00	75,846.00	18.3
TOTAL SOLID WASTE & RECYLING	106,071.46	106,071.46	1,181,789.00	1,075,717.54	9.0
TOTAL FUND REVENUE	106,071.46	106,071.46	1,181,789.00	1,075,717.54	9.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

SOLID WASTE SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
HAULED REFUSE					
50-70-501 SALARIES	30,058.48	30,058.48	227,153.00	197,094.52	13.2
50-70-502 OVERTIME	982.36	982.36	10,250.00	9,267.64	9.6
50-70-508 LEAVE CASHOUT	.00	.00	5,586.00	5,586.00	.0
50-70-511 MEDICARE FICA	451.42	451.42	3,442.00	2,990.58	13.1
50-70-512 EMPLOYEE GROUP BENEFITS	4,936.32	4,936.32	40,984.00	36,047.68	12.0
50-70-515 UNEMPLOYMENT	.00	.00	4,226.00	4,226.00	.0
50-70-516 WORKERS' COMPENSATION	.00	.00	12,430.00	12,430.00	.0
50-70-517 PERS ON BEHALF	.00	.00	52,229.00	52,229.00	.0
50-70-518 PERS	6,829.01	6,829.01	.00	(6,829.01)	.0
50-70-519 UTILITY BENEFIT	.00	.00	7,752.00	7,752.00	.0
50-70-545 TRAINING/TRAVEL	.00	.00	5,000.00	5,000.00	.0
50-70-561 SUPPLIES	3.99	3.99	500.00	496.01	.8
50-70-563 WEARING APPAREL	.00	.00	500.00	500.00	.0
50-70-600 TIRES & WHEELS	.00	.00	8,000.00	8,000.00	.0
50-70-601 VEHICLE PARTS	881.26	881.26	20,000.00	19,118.74	4.4
50-70-602 GASOLINE / DIESEL / OIL	.00	.00	21,600.00	21,600.00	.0
50-70-661 VEHICLE MAINT/REPAIRS	.00	.00	75,079.00	75,079.00	.0
50-70-669 OTHER PURCHASED SERVICES	245.16	245.16	500.00	254.84	49.0
50-70-691 4 YD DUMPSTERS	.00	.00	40,000.00	40,000.00	.0
50-70-721 INSURANCE	.00	.00	6,230.00	6,230.00	.0
50-70-738 BAD DEBTS EXPENSE	.00	.00	3,000.00	3,000.00	.0
50-70-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	62,250.00	62,250.00	.0
TOTAL HAULED REFUSE	44,388.00	44,388.00	606,711.00	562,323.00	7.3

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

SOLID WASTE SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LANDFILL OPERATIONS</u>					
50-71-501 SALARIES	35,770.50	35,770.50	150,632.00	114,861.50	23.8
50-71-502 OVERTIME	9,424.38	9,424.38	10,250.00	825.62	92.0
50-71-508 LEAVE CASHOUT	.00	.00	7,055.00	7,055.00	.0
50-71-510 SOCIAL SECURITY EXPENSE	472.44	472.44	.00	(472.44)	.0
50-71-511 MEDICARE FICA	655.90	655.90	2,333.00	1,677.10	28.1
50-71-512 EMPLOYEE GROUP BENEFITS	6,153.24	6,153.24	55,448.00	49,294.76	11.1
50-71-515 UNEMPLOYMENT	.00	.00	1,634.00	1,634.00	.0
50-71-516 WORKERS' COMPENSATION	.00	.00	4,905.00	4,905.00	.0
50-71-518 PERS	8,266.46	8,266.46	35,394.00	27,127.54	23.4
50-71-519 UTILITY BENEFIT	.00	.00	10,488.00	10,488.00	.0
50-71-545 TRAINING/TRAVEL	.00	.00	3,000.00	3,000.00	.0
50-71-561 SUPPLIES	151.81	151.81	5,000.00	4,848.19	3.0
50-71-563 WEARING APPAREL	.00	.00	1,500.00	1,500.00	.0
50-71-567 SALT	.00	.00	30,000.00	30,000.00	.0
50-71-601 VEHICLE PARTS	2,253.70	2,253.70	10,000.00	7,746.30	22.5
50-71-602 GASOLINE / DIESEL / OIL	5,216.71	5,216.71	12,000.00	6,783.29	43.5
50-71-621 ELECTRICITY	241.34	241.34	3,000.00	2,758.66	8.0
50-71-623 HEATING FUEL	.00	.00	3,600.00	3,600.00	.0
50-71-627 STAFF CELLULAR PHONES	79.32	79.32	840.00	760.68	9.4
50-71-661 VEHICLE MAINT/REPAIRS	14.36	14.36	75,079.00	75,064.64	.0
50-71-662 PROPERTY MAINT	.00	.00	27,836.00	27,836.00	.0
50-71-669 OTHER PURCHASED SERVICES	1,365.84	1,365.84	5,000.00	3,634.16	27.3
50-71-683 MINOR EQUIPMENT	396.57	396.57	8,000.00	7,603.43	5.0
50-71-690 CAPITAL EXPENSE-END DUMP	.00	.00	190,889.00	190,889.00	.0
50-71-691 963K TRACK LOADER	.00	.00	356,455.00	356,455.00	.0
50-71-692 SERVICE ROAD FOR LANDFILL	.00	.00	40,000.00	40,000.00	.0
50-71-693 950M WHEEL LOADER	.00	.00	265,534.00	265,534.00	.0
50-71-699 CAPITAL EXP-BELLY DUMP TRUCK	.00	.00	70,000.00	70,000.00	.0
50-71-721 INSURANCE	.00	.00	6,525.00	6,525.00	.0
50-71-724 DUES & SUBSCRIPTION	.00	.00	50.00	50.00	.0
50-71-996 ADMIN OVERHEAD-IT SVCS	.00	.00	15,494.00	15,494.00	.0
50-71-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	47,560.00	47,560.00	.0
TOTAL LANDFILL OPERATIONS	70,462.57	70,462.57	1,455,501.00	1,385,038.43	4.8
TOTAL FUND EXPENDITURES	114,850.57	114,850.57	2,062,212.00	1,947,361.43	5.6
NET REVENUE OVER EXPENDITURES	(8,779.11)	(8,779.11)	(880,423.00)	(871,643.89)	(1.0)

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER</u>					
51-42-410 TRUCKED WATER	255,422.02	255,422.02	2,798,807.00	2,543,384.98	9.1
51-42-412 METERED PIPED WATER COMM.	22,393.62	22,393.62	1,035,290.00	1,012,896.38	2.2
51-42-414 UNMETERED PIPED WTR RESID	72,850.28	72,850.28	808,639.00	735,788.72	9.0
51-42-416 CONTRACT WATER	.00	.00	10,675.00	10,675.00	.0
51-42-436 PUMPHOUSE WATER	8,421.15	8,421.15	18,859.00	10,437.85	44.7
TOTAL WATER	359,087.07	359,087.07	4,672,270.00	4,313,182.93	7.7
<u>SEWER</u>					
51-43-411 TRUCKED SEWER (EVAC/HB)	139,468.46	139,468.46	1,648,000.00	1,508,531.54	8.5
51-43-412 METERED PIPED SEWER COMM.	1,899,205.00	1,899,205.00	867,887.00	(1,031,318.00)	218.8
51-43-414 UNMETERED PIPED SEWER RES	21,512.68	21,512.68	242,255.00	220,742.32	8.9
51-43-416 CONTRACT SEWER	523.94	523.94	24,828.00	24,304.06	2.1
TOTAL SEWER	2,060,710.08	2,060,710.08	2,782,970.00	722,259.92	74.1
<u>MISCELLANEOUS</u>					
51-45-434 UTILITY PENALTY/INTEREST	1,825.11	1,825.11	38,163.00	36,337.89	4.8
51-45-435 RECONNECT FEES	70.00	70.00	2,758.00	2,688.00	2.5
51-45-450 SENIOR DISCOUNT	(4,242.74)	(4,242.74)	46,000.00	50,242.74	(9.2)
51-45-467 NSF CHECKS AND FEES	65.00	65.00	130.00	65.00	50.0
51-45-468 UTILITY INSPECTION FEES	420.00	420.00	2,000.00	1,580.00	21.0
51-45-471 WATER SUBSCRIPTION FEES	15,089.94	15,089.94	168,395.00	153,305.06	9.0
51-45-472 SEWER SUBSCRIPTION FEES	15,970.59	15,970.59	177,428.00	161,457.41	9.0
51-45-487 INVESTMENT INCOME	.00	.00	16,000.00	16,000.00	.0
TOTAL MISCELLANEOUS	29,197.90	29,197.90	450,874.00	421,676.10	6.5
<u>MISCELLANEOUS</u>					
51-49-466 CASH OVER/SHORT	60.00	60.00	100.00	40.00	60.0
51-49-495 MISCELLANEOUS INCOME	213.57	213.57	3,226.00	3,012.43	6.6
TOTAL MISCELLANEOUS	273.57	273.57	3,326.00	3,052.43	8.2
TOTAL FUND REVENUE	2,449,268.62	2,449,268.62	7,909,440.00	5,460,171.38	31.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITY BILLING</u>					
51-80-501 SALARIES	17,290.60	17,290.60	90,127.00	72,836.40	19.2
51-80-502 OVERTIME	44.68	44.68	1,025.00	980.32	4.4
51-80-508 LEAVE CASHOUT	.00	.00	4,396.00	4,396.00	.0
51-80-511 MEDICARE FICA	252.72	252.72	1,322.00	1,069.28	19.1
51-80-512 GROUP HEALTH INSURANCE	6,062.53	6,062.53	42,189.00	36,126.47	14.4
51-80-515 UNEMPLOYMENT	.00	.00	1,322.00	1,322.00	.0
51-80-516 WORKERS' COMPENSATION	.00	.00	244.00	244.00	.0
51-80-518 PERS	3,813.76	3,813.76	20,053.00	16,239.24	19.0
51-80-519 UTILITY BENEFIT	.00	.00	7,980.00	7,980.00	.0
51-80-545 TRAINING/TRAVEL	.00	.00	2,000.00	2,000.00	.0
51-80-561 SUPPLIES	.00	.00	4,000.00	4,000.00	.0
51-80-649 ONLINE BILL PAY	.00	.00	3,000.00	3,000.00	.0
51-80-683 MINOR EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
51-80-721 INSURANCE	.00	.00	932.00	932.00	.0
51-80-727 ADVERTISING	.00	.00	500.00	500.00	.0
51-80-733 POSTAGE	5,399.92	5,399.92	13,000.00	7,600.08	41.5
51-80-736 BANK CHARGES	.00	.00	36,500.00	36,500.00	.0
51-80-777 PROJECT-BOILER & HVAC REBUILD	1,085.00	1,085.00	.00 (	1,085.00)	.0
51-80-799 MISCELLANEOUS EXPENSES	.00	.00	500.00	500.00	.0
51-80-996 ADMIN OVERHEAD-IT SVCS	.00	.00	14,256.00	14,256.00	.0
51-80-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	28,839.00	28,839.00	.0
TOTAL UTILITY BILLING	33,949.21	33,949.21	273,685.00	239,735.79	12.4

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
HAULED WATER					
51-81-501 SALARIES	99,473.98	99,473.98	463,487.00	364,013.02	21.5
51-81-502 OVERTIME	27,209.50	27,209.50	125,000.00	97,790.50	21.8
51-81-508 LEAVE CASHOUT	.00	.00	22,313.00	22,313.00	.0
51-81-511 MEDICARE	1,895.07	1,895.07	8,533.00	6,637.93	22.2
51-81-512 EMPLOYEE GROUP BENEFITS	45,913.80	45,913.80	210,945.00	165,031.20	21.8
51-81-515 UNEMPLOYMENT	.00	.00	6,379.00	6,379.00	.0
51-81-516 WORKERS' COMPENSATION	.00	.00	15,202.00	15,202.00	.0
51-81-518 PERS	27,870.38	27,870.38	129,467.00	101,596.62	21.5
51-81-519 UTILITY BENEFIT	.00	.00	39,900.00	39,900.00	.0
51-81-545 TRAINING/TRAVEL	180.00	180.00	2,000.00	1,820.00	9.0
51-81-561 SUPPLIES	113.86	113.86	10,000.00	9,886.14	1.1
51-81-563 WEARING APPAREL	1,194.02	1,194.02	10,000.00	8,805.98	11.9
51-81-600 TIRES	.00	.00	42,000.00	42,000.00	.0
51-81-601 VEHICLE MT. (PARTS & TOOLS)	33,527.03	33,527.03	180,000.00	146,472.97	18.6
51-81-602 GASOLINE/DIESEL/OIL	1,738.25	1,738.25	120,000.00	118,261.75	1.5
51-81-621 ELECTRICITY	.00	.00	10,500.00	10,500.00	.0
51-81-622 TELEPHONE	8.23	8.23	650.00	641.77	1.3
51-81-623 HEATING FUEL	.00	.00	14,500.00	14,500.00	.0
51-81-626 WATER/SEWER/GARBAGE	.00	.00	8,500.00	8,500.00	.0
51-81-627 STAFF CELLULAR PHONES	158.64	158.64	840.00	681.36	18.9
51-81-650 LAB TESTS	300.00	300.00	5,000.00	4,700.00	6.0
51-81-661 VEHICLE MAINT/REPAIR	216.50	216.50	310,326.00	310,109.50	.1
51-81-662 PROPERTY MAINT	.00	.00	46,393.00	46,393.00	.0
51-81-665 CITY SAFETY	.00	.00	1,000.00	1,000.00	.0
51-81-669 OTHER PURCHASED SERVICES	4,602.74	4,602.74	5,000.00	397.26	92.1
51-81-683 MINOR EQUIPMENT	1,265.64	1,265.64	4,000.00	2,734.36	31.6
51-81-691 WATER TRUCK	.00	.00	37,323.00	37,323.00	.0
51-81-699 XFER TO F-58 FLEET REPLACEMENT	.00	.00	1,573,938.00	1,573,938.00	.0
51-81-721 INSURANCE	.00	.00	86,739.00	86,739.00	.0
51-81-722 INSURANCE-DED EXP & OTHER	439.90	439.90	10,000.00	9,560.10	4.4
51-81-724 DUES/SUBSCRIPTIONS	.00	.00	80.00	80.00	.0
51-81-738 BAD DEBT EXPENSE	.00	.00	10,000.00	10,000.00	.0
51-81-799 MISCELLANEOUS	.00	.00	2,000.00	2,000.00	.0
51-81-996 ADMIN OVERHEAD-IT SVCS	.00	.00	13,563.00	13,563.00	.0
51-81-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	174,623.00	174,623.00	.0
TOTAL HAULED WATER	246,107.54	246,107.54	3,700,201.00	3,454,093.46	6.7

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PIPED WATER</u>					
51-82-501 SALARIES	29,238.53	29,238.53	167,422.00	138,183.47	17.5
51-82-502 OVERTIME	6,689.27	6,689.27	30,750.00	24,060.73	21.8
51-82-508 LEAVE CASHOUT	.00	.00	7,575.00	7,575.00	.0
51-82-511 MEDICARE	525.65	525.65	2,874.00	2,348.35	18.3
51-82-512 EMPLOYEE GROUP BENEFITS	9,998.28	9,998.28	55,448.00	45,449.72	18.0
51-82-515 UNEMPLOYMENT	.00	.00	1,634.00	1,634.00	.0
51-82-516 WORKERS' COMPENSATION	.00	.00	5,119.00	5,119.00	.0
51-82-518 PERS	7,904.12	7,904.12	43,598.00	35,693.88	18.1
51-82-519 UTILITY BENEFIT	.00	.00	10,488.00	10,488.00	.0
51-82-545 TRAINING/TRAVEL	.00	.00	5,000.00	5,000.00	.0
51-82-561 SUPPLIES	858.23	858.23	6,000.00	5,141.77	14.3
51-82-563 WEARING APPAREL	75.00	75.00	3,000.00	2,925.00	2.5
51-82-592 PLUMBING SUPPLIES	436.70	436.70	15,000.00	14,563.30	2.9
51-82-600 TIRES AND WHEELS	.00	.00	1,200.00	1,200.00	.0
51-82-601 VEHICLE MT. (PARTS & TOOLS)	4,571.58	4,571.58	8,000.00	3,428.42	57.1
51-82-602 GASOLINE/DIESEL/OIL	1,947.34	1,947.34	15,000.00	13,052.66	13.0
51-82-621 ELECTRICITY-UTIL MT SHOP	264.22	264.22	5,500.00	5,235.78	4.8
51-82-622 TELEPHONE	16.46	16.46	100.00	83.54	16.5
51-82-623 HEATING FUEL	628.04	628.04	25,000.00	24,371.96	2.5
51-82-626 WATER/SEWER/GARB	.00	.00	600.00	600.00	.0
51-82-627 STAFF CELLULAR PHONES	158.64	158.64	1,680.00	1,521.36	9.4
51-82-649 ENGINEERING SERVICES	.00	.00	25,000.00	25,000.00	.0
51-82-661 VEHICLE MAINT/REPAIR	.00	.00	3,003.00	3,003.00	.0
51-82-665 CITY SAFETY	.00	.00	2,000.00	2,000.00	.0
51-82-669 OTHER PURCHASED SERVICES	122.58	122.58	1,500.00	1,377.42	8.2
51-82-683 MINOR EQUIPMENT	524.38	524.38	25,000.00	24,475.62	2.1
51-82-690 GROOVING MACHINE	.00	.00	62,500.00	62,500.00	.0
51-82-721 INSURANCE	.00	.00	6,646.00	6,646.00	.0
51-82-727 ADVERTISING	17.25	17.25	1,000.00	982.75	1.7
51-82-735 FINANCE CHARGES/PENALTIES	41,250.00	41,250.00	.00 (	41,250.00)	.0
51-82-777 PROJECT EXPENSES-CULVERTS	176,153.00	176,153.00	175,000.00 (	1,153.00)	100.7
51-82-996 ADMIN OVERHEAD-IT SVCS	.00	.00	14,801.00	14,801.00	.0
51-82-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	77,228.00	77,228.00	.0
TOTAL PIPED WATER	281,379.27	281,379.27	804,666.00	523,286.73	35.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
BETHEL HTS WTR TREATMENT					
51-83-501 SALARIES	29,057.28	29,057.28	124,086.00	95,028.72	23.4
51-83-502 OVERTIME	5,971.12	5,971.12	35,875.00	29,903.88	16.6
51-83-508 LEAVE CASHOUT	4,104.62	4,104.62	5,757.00	1,652.38	71.3
51-83-511 MEDICARE	147.55	147.55	2,319.00	2,171.45	6.4
51-83-512 EMPLOYEE GROUP BENEFITS	7,674.90	7,674.90	42,189.00	34,514.10	18.2
51-83-515 UNEMPLOYMENT	.00	.00	1,243.00	1,243.00	.0
51-83-516 WORKERS' COMPENSATION	.00	.00	4,132.00	4,132.00	.0
51-83-518 PERS	7,706.24	7,706.24	35,192.00	27,485.76	21.9
51-83-519 UTILITY BENEFIT	.00	.00	7,980.00	7,980.00	.0
51-83-545 TRAINING/TRAVEL	.00	.00	4,000.00	4,000.00	.0
51-83-561 SUPPLIES	.00	.00	4,000.00	4,000.00	.0
51-83-563 WEARING APPAREL	.00	.00	1,500.00	1,500.00	.0
51-83-567 CHEMICALS	25,034.80	25,034.80	55,000.00	29,965.20	45.5
51-83-592 PLUMBING SUPPLIES	.00	.00	5,000.00	5,000.00	.0
51-83-621 ELECTRICITY (PUMPHOUSE)	7,478.49	7,478.49	90,000.00	82,521.51	8.3
51-83-622 TELEPHONE	.00	.00	500.00	500.00	.0
51-83-623 HEATING FUEL (PUMPHOUSE)	8,019.57	8,019.57	130,000.00	121,980.43	6.2
51-83-649 ENGINEERING SERVICES	.00	.00	2,000.00	2,000.00	.0
51-83-650 LAB TESTS	305.00	305.00	12,000.00	11,695.00	2.5
51-83-661 VEHICLE MAINT/REPAIR	.00	.00	3,003.00	3,003.00	.0
51-83-665 CITY SAFETY	.00	.00	6,000.00	6,000.00	.0
51-83-669 OTHER PURCHASED SERVICES	.00	.00	10,000.00	10,000.00	.0
51-83-683 MINOR EQUIPMENT	.00	.00	25,000.00	25,000.00	.0
51-83-721 INSURANCE	.00	.00	21,729.00	21,729.00	.0
51-83-727 ADVERTISING	.00	.00	500.00	500.00	.0
51-83-772 PROJECT EXPENSES	.00	.00	50,000.00	50,000.00	.0
51-83-773 SITE IMPROVEMENTS -CAPITAL	27,094.00	27,094.00	70,000.00	42,906.00	38.7
51-83-996 ADMIN OVERHEAD-IT SVCS	.00	.00	14,108.00	14,108.00	.0
51-83-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	44,249.00	44,249.00	.0
TOTAL BETHEL HTS WTR TREATMENT	122,593.57	122,593.57	807,362.00	684,768.43	15.2

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
CITY SUB WTR TREATMENT					
51-84-501 SALARIES	25,396.01	25,396.01	189,169.00	163,772.99	13.4
51-84-502 OVERTIME	6,953.67	6,953.67	35,875.00	28,921.33	19.4
51-84-508 LEAVE CASHOUT	.00	.00	8,932.00	8,932.00	.0
51-84-511 MEDICARE	490.54	490.54	3,263.00	2,772.46	15.0
51-84-512 EMPLOYEE GROUP BENEFITS	9,861.96	9,861.96	66,297.00	56,435.04	14.9
51-84-515 UNEMPLOYMENT	.00	.00	1,953.00	1,953.00	.0
51-84-516 WORKERS' COMPENSATION	.00	.00	5,814.00	5,814.00	.0
51-84-518 PERS	7,116.93	7,116.93	49,510.00	42,393.07	14.4
51-84-519 UTILITY BENEFIT	.00	.00	12,540.00	12,540.00	.0
51-84-545 TRAINING/TRAVEL	.00	.00	5,000.00	5,000.00	.0
51-84-561 SUPPLIES	.00	.00	2,500.00	2,500.00	.0
51-84-563 WEARING APPAREL	.00	.00	1,500.00	1,500.00	.0
51-84-567 CHEMICALS	78,104.38	78,104.38	100,000.00	21,895.62	78.1
51-84-592 PLUMBING SUPPLIES	.00	.00	3,000.00	3,000.00	.0
51-84-600 TIRES & WHEELS	.00	.00	1,500.00	1,500.00	.0
51-84-602 GASOLINE/DIESEL/OIL	47.97	47.97	1,000.00	952.03	4.8
51-84-621 ELECTRICITY (CS WTF)	11,158.32	11,158.32	60,000.00	48,841.68	18.6
51-84-622 TELEPHONE	8.23	8.23	100.00	91.77	8.2
51-84-623 HEATING FUEL(CS WTF)	16,901.29	16,901.29	150,000.00	133,098.71	11.3
51-84-650 LAB TESTS	5,547.19	5,547.19	10,000.00	4,452.81	55.5
51-84-661 VEHICLE MAINT (ISF)	.00	.00	3,003.00	3,003.00	.0
51-84-665 CITY SAFETY	.00	.00	2,500.00	2,500.00	.0
51-84-669 OTHER PURCHASED SERVICES	122.58	122.58	5,000.00	4,877.42	2.5
51-84-683 MINOR EQUIPMENT	.00	.00	20,000.00	20,000.00	.0
51-84-721 INSURANCE	.00	.00	13,560.00	13,560.00	.0
51-84-996 ADMIN OVERHEAD-IT SVCS	.00	.00	15,494.00	15,494.00	.0
51-84-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	63,841.00	63,841.00	.0
TOTAL CITY SUB WTR TREATMENT	161,709.07	161,709.07	831,351.00	669,641.93	19.5

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
HAULED SEWER					
51-85-501 SALARIES	86,608.10	86,608.10	524,733.00	438,124.90	16.5
51-85-502 OVERTIME	19,233.83	19,233.83	125,000.00	105,766.17	15.4
51-85-508 LEAVE CASHOUT	907.73	907.73	25,301.00	24,393.27	3.6
51-85-511 MEDICARE	1,599.61	1,599.61	9,421.00	7,821.39	17.0
51-85-512 EMPLOYEE GROUP BENEFITS	58,104.18	58,104.18	234,571.00	176,466.82	24.8
51-85-515 UNEMPLOYMENT	.00	.00	6,910.00	6,910.00	.0
51-85-516 WORKERS' COMPENSATION	.00	.00	18,393.00	18,393.00	.0
51-85-518 PERS	22,767.86	22,767.86	142,941.00	120,173.14	15.9
51-85-519 UTILITY BENEFIT	.00	.00	44,346.00	44,346.00	.0
51-85-545 TRAINING/TRAVEL	.00	.00	300.00	300.00	.0
51-85-561 SUPPLIES	132.33	132.33	7,000.00	6,867.67	1.9
51-85-563 WEARING APPAREL	1,015.21	1,015.21	7,000.00	5,984.79	14.5
51-85-600 TIRES & WHEELS	.00	.00	12,000.00	12,000.00	.0
51-85-601 VEHICLE MT. (PARTS & TOOLS)	5,408.57	5,408.57	50,000.00	44,591.43	10.8
51-85-602 GASOLINE/DIESEL/OIL	3,198.77	3,198.77	110,000.00	106,801.23	2.9
51-85-621 ELECTRICITY	.00	.00	8,300.00	8,300.00	.0
51-85-622 TELEPHONE	.00	.00	400.00	400.00	.0
51-85-623 HEATING FUEL	.00	.00	12,000.00	12,000.00	.0
51-85-626 WATER/SEWER/GARBAGE	.00	.00	9,000.00	9,000.00	.0
51-85-627 CELL PHONE	.00	.00	840.00	840.00	.0
51-85-661 VEHICLE MAINT/REPAIR	100.00	100.00	310,326.00	310,226.00	.0
51-85-662 PROPERTY MAINT	.00	.00	46,393.00	46,393.00	.0
51-85-669 OTHER PURCHASED SERVICES	5,093.06	5,093.06	7,000.00	1,906.94	72.8
51-85-683 MINOR EQUIPMENT	.00	.00	3,100.00	3,100.00	.0
51-85-721 INSURANCE	.00	.00	70,082.00	70,082.00	.0
51-85-722 INSURANCE-DED EXP & OTHER	.00	.00	20,000.00	20,000.00	.0
51-85-724 DUES/SUBSCRIPTIONS	.00	.00	30.00	30.00	.0
51-85-799 MISCELLANEOUS	.00	.00	1,200.00	1,200.00	.0
51-85-996 ADMIN OVERHEAD-IT SVCS	.00	.00	13,563.00	13,563.00	.0
51-85-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	193,499.00	193,499.00	.0
TOTAL HAULED SEWER	204,169.25	204,169.25	2,013,649.00	1,809,479.75	10.1

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PIPED SEWER</u>					
51-86-501 SALARIES	27,837.53	27,837.53	167,074.00	139,236.47	16.7
51-86-502 OVERTIME	6,689.29	6,689.29	30,750.00	24,060.71	21.8
51-86-508 LEAVE CASHOUT	.00	.00	7,575.00	7,575.00	.0
51-86-511 MEDICARE	505.18	505.18	2,868.00	2,362.82	17.6
51-86-512 EMPLOYEE GROUP BENEFITS	9,446.64	9,446.64	55,448.00	46,001.36	17.0
51-86-515 UNEMPLOYMENT	.00	.00	1,634.00	1,634.00	.0
51-86-516 WORKERS' COMPENSATION	.00	.00	5,600.00	5,600.00	.0
51-86-518 PERS	7,595.83	7,595.83	43,521.00	35,925.17	17.5
51-86-519 UTILITY BENEFITS	.00	.00	10,488.00	10,488.00	.0
51-86-545 TRAINING/TRAVEL	.00	.00	3,000.00	3,000.00	.0
51-86-561 SUPPLIES	1,031.74	1,031.74	6,000.00	4,968.26	17.2
51-86-563 WEARING APPAREL	.00	.00	3,000.00	3,000.00	.0
51-86-590 GLYCOL SUPPLIES	.00	.00	70,000.00	70,000.00	.0
51-86-592 PLUMBING SUPPLIES	.00	.00	10,000.00	10,000.00	.0
51-86-600 TIRES & WHEELS	.00	.00	2,000.00	2,000.00	.0
51-86-601 VEHICLE MT. (PARTS & TOOLS)	3,551.54	3,551.54	6,500.00	2,948.46	54.6
51-86-602 GASOLINE/DIESEL/OIL	1,008.74	1,008.74	15,000.00	13,991.26	6.7
51-86-621 ELECTRICITY-LIFTST & BLDG	8,233.06	8,233.06	100,000.00	91,766.94	8.2
51-86-622 TELEPHONE	.00	.00	500.00	500.00	.0
51-86-623 HEATING FUEL	377.91	377.91	35,000.00	34,622.09	1.1
51-86-626 WATER/SEWER/GARB	.00	.00	600.00	600.00	.0
51-86-661 VEHICLE MAINT/REPAIR	216.50	216.50	3,003.00	2,786.50	7.2
51-86-665 CITY SAFETY	.00	.00	5,000.00	5,000.00	.0
51-86-669 OTHER PURCHASED SERVICES	6,852.34	6,852.34	20,000.00	13,147.66	34.3
51-86-683 MINOR EQUIPMENT	.00	.00	125,000.00	125,000.00	.0
51-86-691 FORD F350 1 TON	.00	.00	40,000.00	40,000.00	.0
51-86-721 INSURANCE	.00	.00	6,561.00	6,561.00	.0
51-86-736 LEASED PROPERTY-LIFT STATIONS	14,044.94	14,044.94	15,000.00	955.06	93.6
51-86-777 PROJECT EXP-CULVERTS	171,351.00	171,351.00	175,000.00	3,649.00	97.9
51-86-996 ADMIN OVERHEAD-IT SVCS	.00	.00	14,801.00	14,801.00	.0
51-86-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	55,566.00	55,566.00	.0
TOTAL PIPED SEWER	258,742.24	258,742.24	1,036,489.00	777,746.76	25.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER LAGOON</u>					
51-87-501 SALARIES	9,222.16	9,222.16	68,912.00	59,689.84	13.4
51-87-502 OVERTIME	1,562.10	1,562.10	10,250.00	8,687.90	15.2
51-87-508 LEAVE CASHOUT	.00	.00	2,211.00	2,211.00	.0
51-87-511 MEDICARE	158.48	158.48	1,148.00	989.52	13.8
51-87-512 EMPLOYEE GROUP BENEFITS	3,177.33	3,177.33	21,697.00	18,519.67	14.6
51-87-515 UNEMPLOYMENT	.00	.00	639.00	639.00	.0
51-87-516 WORKERS' COMPENSATION	.00	.00	2,241.00	2,241.00	.0
51-87-518 PERS	2,372.65	2,372.65	17,416.00	15,043.35	13.6
51-87-519 UTILITY BENEFIT	.00	.00	4,104.00	4,104.00	.0
51-87-545 TRAINING/TRAVEL	.00	.00	3,000.00	3,000.00	.0
51-87-561 SUPPLIES	.00	.00	1,500.00	1,500.00	.0
51-87-563 WEARING APPAREL	.00	.00	2,000.00	2,000.00	.0
51-87-592 PLUMBING SUPPLIES	.00	.00	1,000.00	1,000.00	.0
51-87-602 GASOLINE	312.97	312.97	20,000.00	19,687.03	1.6
51-87-650 LAB TESTS (SAMPLES)	431.19	431.19	12,000.00	11,568.81	3.6
51-87-665 CITY SAFETY	.00	.00	2,000.00	2,000.00	.0
51-87-669 OTHER PURCHASED SERVICES	.00	.00	1,000.00	1,000.00	.0
51-87-683 MINOR EQUIPMENT	.00	.00	2,500.00	2,500.00	.0
51-87-721 INSURANCE	.00	.00	443.00	443.00	.0
51-87-724 DUES & SUBSCRIPTIONS	.00	.00	7,920.00	7,920.00	.0
51-87-727 ADVERTISING	.00	.00	500.00	500.00	.0
51-87-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	21,993.00	21,993.00	.0
TOTAL SEWER LAGOON	17,236.88	17,236.88	204,474.00	187,237.12	8.4
TOTAL FUND EXPENDITURES	1,325,887.03	1,325,887.03	9,671,877.00	8,345,989.97	13.7
NET REVENUE OVER EXPENDITURES	1,123,381.59	1,123,381.59	(1,762,437.00)	(2,885,818.59)	63.7

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

MUNICIPAL DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INTEREST & PENALTIES</u>					
52-40-403 CITY DOCK-PENALTIES & INT	.00	.00	5,000.00	5,000.00	.0
TOTAL INTEREST & PENALTIES	.00	.00	5,000.00	5,000.00	.0
<u>CHARGES FOR SERVICES</u>					
52-43-402 CITY DOCK-STORAGE	2,777.76	2,777.76	70,000.00	67,222.24	4.0
52-43-404 CITY DOCK-PERMITS	.00	.00	3,000.00	3,000.00	.0
52-43-405 CITY DOCK-WHARFAGE	.00	.00	165,000.00	165,000.00	.0
52-43-407 CITY DOCK-DOCKAGE	.00	.00	25,000.00	25,000.00	.0
52-43-418 SBH PETRO PORT-FUEL THRU-PUT	118,132.86	118,132.86	220,000.00	101,867.14	53.7
52-43-424 PETRO YARD - STORAGE	460.80	460.80	2,000.00	1,539.20	23.0
52-43-426 PETRO PORT-FUEL THRU-PUT	236,265.72	236,265.72	440,000.00	203,734.28	53.7
52-43-427 PETRO PORT-DOCKAGE	4,929.73	4,929.73	20,000.00	15,070.27	24.7
52-43-433 SEAWALL MOORAGE	.00	.00	25,000.00	25,000.00	.0
52-43-434 SEAWALL DOCKAGE	.00	.00	10,000.00	10,000.00	.0
52-43-435 SEAWALL-WHARFAGE	.00	.00	1,000.00	1,000.00	.0
52-43-454 BEACH-STORAGE	.00	.00	10,000.00	10,000.00	.0
52-43-455 BEACH-WHARFAGE	.00	.00	70,000.00	70,000.00	.0
52-43-457 BEACH-DOCKAGE	.00	.00	17,000.00	17,000.00	.0
52-43-462 BOAT HARBOR-STORAGE	.00	.00	3,500.00	3,500.00	.0
52-43-463 BOAT HARBOR-MOORAGE	.00	.00	24,000.00	24,000.00	.0
TOTAL CHARGES FOR SERVICES	362,566.87	362,566.87	1,105,500.00	742,933.13	32.8
<u>LEASE REVENUE</u>					
52-44-467 LEASE REVENUE	2,030.00	2,030.00	24,000.00	21,970.00	8.5
TOTAL LEASE REVENUE	2,030.00	2,030.00	24,000.00	21,970.00	8.5
<u>MISCELLANEOUS</u>					
52-45-464 SMALL BOAT HARBOR PERMITS	.00	.00	24,000.00	24,000.00	.0
52-45-467 EXTRA WATER CALLS	.00	.00	25,000.00	25,000.00	.0
TOTAL MISCELLANEOUS	.00	.00	49,000.00	49,000.00	.0
<u>MISCELLANEOUS</u>					
52-49-487 INVESTMENT INCOME	.00	.00	2,000.00	2,000.00	.0
52-49-495 MISCELLANEOUS REVENUE	.00	.00	5,000.00	5,000.00	.0
TOTAL MISCELLANEOUS	.00	.00	7,000.00	7,000.00	.0
TOTAL FUND REVENUE	364,596.87	364,596.87	1,190,500.00	825,903.13	30.6

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

MUNICIPAL DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DOCK EXPENDITURES</u>					
52-50-501 SALARIES	28,976.21	28,976.21	184,522.00	155,545.79	15.7
52-50-502 OVERTIME	896.41	896.41	.00	(896.41)	.0
52-50-508 LEAVE CASHOUT	.00	.00	4,103.00	4,103.00	.0
52-50-510 SOCIAL SECURITY EXPENSE	234.71	234.71	1,420.00	1,185.29	16.5
52-50-511 MEDICARE FICA	465.85	465.85	2,676.00	2,210.15	17.4
52-50-512 EMPLOYEE GROUP BENEFITS	7,755.00	7,755.00	60,752.00	52,997.00	12.8
52-50-515 UNEMPLOYMENT	.00	.00	1,790.00	1,790.00	.0
52-50-516 WORKERS' COMPENSATION	.00	.00	6,137.00	6,137.00	.0
52-50-518 PERS	5,739.13	5,739.13	35,557.00	29,817.87	16.1
52-50-519 UTILITY BENEFIT	.00	.00	11,491.00	11,491.00	.0
52-50-545 TRAINING/TRAVEL	32.83	32.83	5,000.00	4,967.17	.7
52-50-561 SUPPLIES	86.96	86.96	5,500.00	5,413.04	1.6
52-50-563 WEARING APPAREL	.00	.00	2,000.00	2,000.00	.0
52-50-601 VEHICLE MT. (PARTS & TOOLS)	447.74	447.74	20,000.00	19,552.26	2.2
52-50-602 GASOLINE/DIESEL/OIL	4,249.17	4,249.17	15,000.00	10,750.83	28.3
52-50-621 ELECTRICITY	1,734.93	1,734.93	10,000.00	8,265.07	17.4
52-50-622 TELEPHONE	470.42	470.42	1,000.00	529.58	47.0
52-50-623 HEATING FUEL	.00	.00	2,000.00	2,000.00	.0
52-50-624 WATER, SEWER, GARBAGE	.00	.00	5,000.00	5,000.00	.0
52-50-626 WATER FOR BARGES	.00	.00	12,000.00	12,000.00	.0
52-50-627 STAFF CELLULAR PHONES	158.61	158.61	1,680.00	1,521.39	9.4
52-50-642 LEGAL FEES	.00	.00	5,000.00	5,000.00	.0
52-50-643 PLANNING/ENGINEERING FEES	.00	.00	5,000.00	5,000.00	.0
52-50-661 VEHICLE MAINT/REPAIR	.00	.00	3,003.00	3,003.00	.0
52-50-666 MUNICIPAL DOCK MAINT.	.00	.00	5,000.00	5,000.00	.0
52-50-667 MAINT-SEAWALL	3,774.90	3,774.90	7,000.00	3,225.10	53.9
52-50-669 OTHER PURCHASED SERVICES	3,669.45	3,669.45	25,000.00	21,330.55	14.7
52-50-683 MINOR EQUIPMENT	848.83	848.83	25,000.00	24,151.17	3.4
52-50-687 LAND/EASEMENT ACQUISITION	.00	.00	50,000.00	50,000.00	.0
52-50-697 HIGHLIFT FORKLIFT	.00	.00	35,000.00	35,000.00	.0
52-50-721 INSURANCE	.00	.00	16,980.00	16,980.00	.0
52-50-724 DUES	12.99	12.99	1,000.00	987.01	1.3
52-50-727 ADVERTISING	.00	.00	1,000.00	1,000.00	.0
52-50-775 MUNICIPAL DOCK GRAVEL	149,982.84	149,982.84	150,000.00	17.16	100.0
52-50-776 HYDROGRAPHIC SURVEY	.00	.00	34,000.00	34,000.00	.0
52-50-777 CONTAMINATED SOIL PROCESSING	.00	.00	1,000.00	1,000.00	.0
52-50-996 ADMIN OVERHEAD-IT SVCS	.00	.00	18,216.00	18,216.00	.0
52-50-997 ICR-PROPERTY MAINTENANCE 5%	.00	.00	27,066.00	27,066.00	.0
52-50-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	52,742.00	52,742.00	.0
TOTAL DOCK EXPENDITURES	209,536.98	209,536.98	849,635.00	640,098.02	24.7

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

MUNICIPAL DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
SMALL BOAT HARBOR					
52-55-501 SALARIES	28,160.99	28,160.99	99,939.00	71,778.01	28.2
52-55-502 OVERTIME	2,551.83	2,551.83	3,000.00	448.17	85.1
52-55-508 LEAVE CASHOUT	.00	.00	1,081.00	1,081.00	.0
52-55-510 SOCIAL SECURITY	1,526.16	1,526.16	4,483.00	2,956.84	34.0
52-55-511 MEDICARE FICA	453.46	453.46	1,493.00	1,039.54	30.4
52-55-512 EMPLOYEE GROUP BENEFITS	2,415.64	2,415.64	9,161.00	6,745.36	26.4
52-55-515 UNEMPLOYMENT	.00	.00	2,650.00	2,650.00	.0
52-55-516 WORKERS' COMPENSATION	.00	.00	4,100.00	4,100.00	.0
52-55-518 PERS	1,341.54	1,341.54	5,959.00	4,617.46	22.5
52-55-519 UTILITY BENEFIT	.00	.00	2,189.00	2,189.00	.0
52-55-561 SUPPLIES	1,036.94	1,036.94	1,800.00	763.06	57.6
52-55-563 WEARING APPAREL	.00	.00	2,000.00	2,000.00	.0
52-55-602 GASOLINE	23.69	23.69	8,000.00	7,976.31	.3
52-55-621 ELECTRICITY	.00	.00	2,000.00	2,000.00	.0
52-55-624 WATER/SEWR/GARBAGE	.00	.00	7,100.00	7,100.00	.0
52-55-668 SMALL BOAT HARBOR MAINTENANCE	732.70	732.70	7,000.00	6,267.30	10.5
52-55-683 MINOR EQUIPMENT	1,079.13	1,079.13	2,000.00	920.87	54.0
52-55-775 SMALL BOAT HARBOR GRAVEL	16,098.50	16,098.50	16,000.00	(98.50)	100.6
52-55-799 MISCELLANEOUS EXPENSES	.00	.00	250.00	250.00	.0
52-55-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	22,923.00	22,923.00	.0
TOTAL SMALL BOAT HARBOR	55,420.58	55,420.58	203,128.00	147,707.42	27.3
TOTAL FUND EXPENDITURES	264,957.56	264,957.56	1,052,763.00	787,805.44	25.2
NET REVENUE OVER EXPENDITURES	99,639.31	99,639.31	137,737.00	38,097.69	72.3

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

LEASED PROPERTIES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LEASE INCOME</u>					
53-44-444 LEASE-COURT SYSTEM	.00	.00	613,620.00	613,620.00	.0
53-44-447 LEASE:DEPT OF LAW	11,900.30	11,900.30	137,964.00	126,063.70	8.6
53-44-450 LEASE PATC	1,200.00	1,200.00	14,400.00	13,200.00	8.3
53-44-452 LEASE-TOWER ROAD LAND	1,050.00	1,050.00	5,400.00	4,350.00	19.4
53-44-453 YKHC - BUILDING	350.00	350.00	4,200.00	3,850.00	8.3
53-44-472 DMV LEASE	1,001.00	1,001.00	6,298.00	5,297.00	15.9
53-44-479 LEASE LAND AVCP HEARSTART	150.00	150.00	1,800.00	1,650.00	8.3
53-44-481 LEASE LAND SWANSONS	1,760.00	1,760.00	21,120.00	19,360.00	8.3
53-44-485 LEASE LAND EUNKANG CHURCH	150.00	150.00	1,800.00	1,650.00	8.3
53-44-488 LEASE LAND GCI	850.00	850.00	10,200.00	9,350.00	8.3
53-44-489 LEASE NAPA BATTERY STRGE	.00	.00	24,012.00	24,012.00	.0
53-44-495 LEASE-OTHER LEASE REVENUE	2,001.00	2,001.00	.00	(2,001.00)	.0
TOTAL LEASE INCOME	20,412.30	20,412.30	840,814.00	820,401.70	2.4
TOTAL FUND REVENUE	20,412.30	20,412.30	840,814.00	820,401.70	2.4

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

LEASED PROPERTIES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LEASED PROPERTIES-MISC</u>					
53-50-623 HEATING FUEL	389.71	389.71	.00	(389.71)	.0
TOTAL LEASED PROPERTIES-MISC	389.71	389.71	.00	(389.71)	.0
<u>LEASED PROP-COURT COMPLEX</u>					
53-55-621 ELECTRICITY-COURT COMPLEX	11,204.44	11,204.44	82,901.00	71,696.56	13.5
53-55-622 TELEPHONE	151.32	151.32	600.00	448.68	25.2
53-55-623 HEATING FUEL-COURTCOMPLEX	333.11	333.11	55,000.00	54,666.89	.6
53-55-626 WATER/SEWER/GARB-COURTCOM	.00	.00	18,000.00	18,000.00	.0
53-55-642 BOND REFINANCE CLOSING COSTS	.00	.00	2,000.00	2,000.00	.0
53-55-662 PROPERTY MT-COURT COMPLEX	2,005.09	2,005.09	15,000.00	12,994.91	13.4
53-55-663 JANITORIAL-COURT COMPLEX	20,025.00	20,025.00	94,536.00	74,511.00	21.2
53-55-669 OTHER PURCHASED SERVICES	422.72	422.72	5,000.00	4,577.28	8.5
53-55-694 GENERATOR REPAIR	.00	.00	300,000.00	300,000.00	.0
53-55-714 COURTHOUSE LOAN INTEREST	.00	.00	89,750.00	89,750.00	.0
53-55-717 AMORT OF BOND PREMIUM	.00	.00	29,809.00	29,809.00	.0
53-55-721 INSURANCE	.00	.00	57,281.00	57,281.00	.0
53-55-997 ICR-PROPERTY MAINTENANCE-15%	.00	.00	139,179.00	139,179.00	.0
TOTAL LEASED PROP-COURT COMPLEX	34,141.68	34,141.68	889,056.00	854,914.32	3.8
TOTAL FUND EXPENDITURES	34,531.39	34,531.39	889,056.00	854,524.61	3.9
NET REVENUE OVER EXPENDITURES	(14,119.09)	(14,119.09)	(48,242.00)	(34,122.91)	(29.3)

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

EMPLOYEE GROUP HEALTH BEN.

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
EMP GROUP BENEFITS REVENUES					
54-43-401 FROM GF-ADMINISTRATION	.00	.00	72,324.00	72,324.00	.0
54-43-402 FROM GF-CITY CLERK	.00	.00	24,108.00	24,108.00	.0
54-43-403 FROM GF-FINANCE	.00	.00	150,675.00	150,675.00	.0
54-43-404 FROM GF-PLANNING	.00	.00	44,600.00	44,600.00	.0
54-43-405 FROM GF-FIRE	.00	.00	192,864.00	192,864.00	.0
54-43-406 FROM GF-POLICE	.00	.00	552,073.00	552,073.00	.0
54-43-407 FROM GF-PW-ADMIN	.00	.00	7,232.00	7,232.00	.0
54-43-408 FROM GF-STREETS & ROADS	.00	.00	128,978.00	128,978.00	.0
54-43-411 FROM GF-PROPERTY MAINT	.00	.00	122,951.00	122,951.00	.0
54-43-412 FROM GF-CITY ATTY OFFICE	.00	.00	24,108.00	24,108.00	.0
54-43-424 FROM SR-E911 FUND	.00	.00	26,519.00	26,519.00	.0
54-43-425 FROM CSP GRANT PROGRAM	.00	.00	72,324.00	72,324.00	.0
54-43-449 FROM ENTERPRISE FUND-PORT	.00	.00	60,752.00	60,752.00	.0
54-43-450 FROM EF-PORT	.00	.00	9,161.00	9,161.00	.0
54-43-451 FROM EF-UTIL-HAUL WATER	.00	.00	210,945.00	210,945.00	.0
54-43-452 FROM EF-UTIL-HAUL SEWER	.00	.00	234,571.00	234,571.00	.0
54-43-453 FROM EF-UTIL-PIPED WATER	.00	.00	55,448.00	55,448.00	.0
54-43-454 FROM EF-UTIL-PIPED SEWER	.00	.00	55,448.00	55,448.00	.0
54-43-455 FROM EF-UTIL-REFUSE HAUL	.00	.00	40,984.00	40,984.00	.0
54-43-456 FROM EF-UTIL-LANDFILL	.00	.00	55,448.00	55,448.00	.0
54-43-457 FROM EF-UTIL-WTF BET HGTS	.00	.00	42,189.00	42,189.00	.0
54-43-458 FROM EF-UTIL-SEWER LAGOON	.00	.00	21,697.00	21,697.00	.0
54-43-459 FROM EF-UTIL-WTF CITY SUB	.00	.00	66,297.00	66,297.00	.0
54-43-460 FROM EF-VEHICLE MAINT	.00	.00	147,059.00	147,059.00	.0
54-43-463 FROM GEN FUND-IT SVCS	.00	.00	24,108.00	24,108.00	.0
54-43-466 FROM EF-UTIL BILLING	.00	.00	42,189.00	42,189.00	.0
54-43-467 FROM EF-BETHEL TRANSIT SYSTEM	.00	.00	72,324.00	72,324.00	.0
TOTAL EMP GROUP BENEFITS REVENUES	.00	.00	2,557,376.00	2,557,376.00	.0
TOTAL FUND REVENUE	.00	.00	2,557,376.00	2,557,376.00	.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

EMPLOYEE GROUP HEALTH BEN.

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
EMPLOYEE GROUP HEALTH BENEFITS					
54-50-722 INSURANCE PREMIUMS-HEALTH	.00	.00	2,437,233.00	2,437,233.00	.0
54-50-723 PREMIUM LIFE AD&D LTD	.00	.00	78,018.00	78,018.00	.0
TOTAL EMPLOYEE GROUP HEALTH BENEFITS	.00	.00	2,515,251.00	2,515,251.00	.0
TOTAL FUND EXPENDITURES	.00	.00	2,515,251.00	2,515,251.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	42,125.00	42,125.00	.0

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

BETHEL PUBLIC TRANSIT SYSTEM

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LOCAL SOURCES</u>					
56-40-409 CASH TRANSFER GF	.00	.00	80,580.00	80,580.00	.0
TOTAL LOCAL SOURCES	.00	.00	80,580.00	80,580.00	.0
<u>FEDERAL SOURCES</u>					
56-41-413 TRANSIT SECTION 5311	.00	.00	334,764.00	334,764.00	.0
TOTAL FEDERAL SOURCES	.00	.00	334,764.00	334,764.00	.0
<u>CHARGES FOR SERVICES</u>					
56-43-422 BUS FARES	3,357.00	3,357.00	20,500.00	17,143.00	16.4
56-43-423 BUS FARES-PREPAID	10,647.00	10,647.00	(12,500.00)	(23,147.00)	85.2
TOTAL CHARGES FOR SERVICES	14,004.00	14,004.00	8,000.00	(6,004.00)	175.1
TOTAL FUND REVENUE	14,004.00	14,004.00	423,344.00	409,340.00	3.3

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

BETHEL PUBLIC TRANSIT SYSTEM

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TRANSIT SYSTEM EXPENDITURES					
56-50-501 SALARIES	33,284.51	33,284.51	161,677.00	128,392.49	20.6
56-50-508 LEAVE CASHOUT	.00	.00	7,977.00	7,977.00	.0
56-50-510 SOCIAL SECURITY EXPENSE	249.46	249.46	.00	(249.46)	.0
56-50-511 MEDICARE FICA	493.92	493.92	2,344.00	1,850.08	21.1
56-50-512 EMPLOYEE GROUP BENEFITS	11,866.50	11,866.50	72,324.00	60,457.50	16.4
56-50-515 UNEMPLOYMENT	.00	.00	2,131.00	2,131.00	.0
56-50-516 WORKERS' COMPENSATION	.00	.00	7,857.00	7,857.00	.0
56-50-518 PERS	6,437.42	6,437.42	35,569.00	29,131.58	18.1
56-50-519 UTILITY BENEFIT	.00	.00	13,680.00	13,680.00	.0
56-50-561 SUPPLIES	1,723.11	1,723.11	2,000.00	276.89	86.2
56-50-600 TIRES & WHEELS	.00	.00	2,800.00	2,800.00	.0
56-50-601 VEHICLE MT. (PARTS & TOOLS)	1,966.47	1,966.47	.00	(1,966.47)	.0
56-50-602 GASOLINE	3,776.41	3,776.41	30,000.00	26,223.59	12.6
56-50-621 ELECTRICITY	800.36	800.36	11,400.00	10,599.64	7.0
56-50-622 TELEPHONE	5.48	5.48	700.00	694.52	.8
56-50-623 HEATING FUEL	148.22	148.22	10,800.00	10,651.78	1.4
56-50-626 WTR/SWR/GRB	.00	.00	1,200.00	1,200.00	.0
56-50-627 STAFF CELLULAR PHONES	79.29	79.29	840.00	760.71	9.4
56-50-646 CONTRACTOR FEES	.00	.00	2,000.00	2,000.00	.0
56-50-661 VEHICLE MAINT/REPAIR	1,806.90	1,806.90	20,021.00	18,214.10	9.0
56-50-669 OTHER PURCHASED SERVICES	1.00	1.00	.00	(1.00)	.0
56-50-683 MINOR EQUIPMENT	.00	.00	2,500.00	2,500.00	.0
56-50-721 INSURANCE	.00	.00	12,344.00	12,344.00	.0
56-50-724 DUES/SUBSCRIPTIONS	.00	.00	300.00	300.00	.0
56-50-727 ADVERTISING	.00	.00	500.00	500.00	.0
56-50-996 ADMIN OVERHEAD-IT SVCS	.00	.00	15,494.00	15,494.00	.0
56-50-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	51,907.00	51,907.00	.0
TOTAL TRANSIT SYSTEM EXPENDITURES	62,639.05	62,639.05	468,365.00	405,725.95	13.4
TOTAL FUND EXPENDITURES	62,639.05	62,639.05	468,365.00	405,725.95	13.4
NET REVENUE OVER EXPENDITURES	(48,635.05)	(48,635.05)	(45,021.00)	3,614.05	(108.0)

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

VEHICLES & EQUIP MAINTENANCE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
VEHICLE & EQUIP MAINT					
57-50-501 SALARIES	57,184.09	57,184.09	350,947.00	293,762.91	16.3
57-50-502 OVERTIME	5,596.63	5,596.63	18,000.00	12,403.37	31.1
57-50-508 LEAVE CASHOUT	2,631.73	2,631.73	16,807.00	14,175.27	15.7
57-50-510 SOCIAL SECURITY EXPENSE	416.19	416.19	.00	(416.19)	.0
57-50-511 MEDICARE FICA	1,005.83	1,005.83	5,350.00	4,344.17	18.8
57-50-512 EMPLOYEE GROUP BENEFITS	22,281.20	22,281.20	147,059.00	124,777.80	15.2
57-50-515 UNEMPLOYMENT	.00	.00	4,332.00	4,332.00	.0
57-50-516 WORKERS' COMPENSATION	.00	.00	11,941.00	11,941.00	.0
57-50-518 PERS	11,696.88	11,696.88	81,168.00	69,471.12	14.4
57-50-519 UTILITY BENEFIT	.00	.00	27,816.00	27,816.00	.0
57-50-545 TRAINING/TRAVEL	.00	.00	15,000.00	15,000.00	.0
57-50-561 SUPPLIES	2,471.92	2,471.92	20,000.00	17,528.08	12.4
57-50-563 WEARING APPAREL	127.19	127.19	3,000.00	2,872.81	4.2
57-50-600 TIRES & WHEELS	.00	.00	1,000.00	1,000.00	.0
57-50-601 VEHICLE MT. (PARTS & TOOLS)	180.88	180.88	6,000.00	5,819.12	3.0
57-50-602 GASOLINE / DIESEL / OIL	1,867.38	1,867.38	10,000.00	8,132.62	18.7
57-50-621 ELECTRICITY	.00	.00	12,500.00	12,500.00	.0
57-50-623 HEATING FUEL	.00	.00	7,500.00	7,500.00	.0
57-50-627 STAFF CELLULAR PHONES	79.32	79.32	840.00	760.68	9.4
57-50-669 OTHER PURCHASED SERVICES	490.32	490.32	10,000.00	9,509.68	4.9
57-50-683 MINOR EQUIPMENT	.00	.00	30,775.00	30,775.00	.0
57-50-721 INSURANCE	.00	.00	35,556.00	35,556.00	.0
57-50-724 DUES/SUBSCRIPTIONS	.00	.00	10,000.00	10,000.00	.0
57-50-996 ADMIN OVERHEAD-IT SVCS	.00	.00	15,634.00	15,634.00	.0
57-50-998 ADMINISTRATIVE OVERHEAD-GF	.00	.00	113,440.00	113,440.00	.0
TOTAL VEHICLE & EQUIP MAINT	106,029.56	106,029.56	954,665.00	848,635.44	11.1
TOTAL FUND EXPENDITURES	106,029.56	106,029.56	954,665.00	848,635.44	11.1
NET REVENUE OVER EXPENDITURES	(106,029.56)	(106,029.56)	(954,665.00)	(848,635.44)	(11.1)

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

LAGOON UPGRADES DESIGN SERV

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 53</u>						
63-53-643	PLANNING/ENGINEERING FEES	10,140.50	10,140.50	.00	(10,140.50)	.0
TOTAL DEPARTMENT 53		10,140.50	10,140.50	.00	(10,140.50)	.0
<u>DEPARTMENT 56</u>						
63-56-643	PLANNING/ENGINEERING	38,850.00	38,850.00	.00	(38,850.00)	.0
TOTAL DEPARTMENT 56		38,850.00	38,850.00	.00	(38,850.00)	.0
TOTAL FUND EXPENDITURES		48,990.50	48,990.50	.00	(48,990.50)	.0
NET REVENUE OVER EXPENDITURES		(48,990.50)	(48,990.50)	.00	48,990.50	.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

2016 HOMELAND SECURITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
DEPARTMENT 52					
71-52-643 PLANNING/ENGINEERING	8,250.00	8,250.00	.00	(8,250.00)	.0
71-52-683 MINOR EQUIPMENT	49,011.00	49,011.00	.00	(49,011.00)	.0
TOTAL DEPARTMENT 52	57,261.00	57,261.00	.00	(57,261.00)	.0
TOTAL FUND EXPENDITURES	57,261.00	57,261.00	.00	(57,261.00)	.0
NET REVENUE OVER EXPENDITURES	(57,261.00)	(57,261.00)	.00	57,261.00	.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

		FUND 83				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 51</u>						
83-51-561	SUPPLIES	306.30	306.30	.00	(306.30)	.0
	TOTAL DEPARTMENT 51	306.30	306.30	.00	(306.30)	.0
	TOTAL FUND EXPENDITURES	306.30	306.30	.00	(306.30)	.0
	NET REVENUE OVER EXPENDITURES	(306.30)	(306.30)	.00	306.30	.0

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

BETHEL ENDOWMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TRANSFERS</u>					
90-46-990 INTERFUND TRANSFER OUT-GF70%	.00	.00	(10,500.00)	(10,500.00)	.0
TOTAL TRANSFERS	.00	.00	(10,500.00)	(10,500.00)	.0
<u>MISCELLANEOUS</u>					
90-49-487 INVESTMENT INCOME	.00	.00	15,000.00	15,000.00	.0
TOTAL MISCELLANEOUS	.00	.00	15,000.00	15,000.00	.0
TOTAL FUND REVENUE	.00	.00	4,500.00	4,500.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	4,500.00	4,500.00	.0

TO: Bill Howell
FROM: Christine Blake, Finance Director
SUBJECT: October 2019 Managers Report

1. Our new Assistant Finance Director, Ken Fay starts tomorrow, October 1st. Ken is moving here from Seward, where he served as Finance Director for the Alaska Sealife Center. He graduated from Duke University and has a Master's Degree in Business. Ken is very excited about his move to Bethel and we are fortunate to have him.
2. We continue to meet twice per week with Sales Tax Staff and a lot of good questions are coming up. These meetings are an intended to have open discussion and Q & A on issues that have come up. Staff are engaged in the conversation and have the benefit of being part of the discussion and thought process behind code interpretation and answers to their questions.
3. Audit preparations continue:
 - a. Ensure all FY19 journal entries have been reviewed and entered for the year.
 - b. Reconciliation of all balance sheet accounts
 - c. Prepare reports and documents for Auditors, per their list (see below)
4. Wells Fargo representatives presented a Fraud Training to all Finance Staff. They covered potential fraud schemes via accounts payable or payroll, as well as internal controls and processes at the front desk.
5. Training provided by Xpress Bill Pay for three Finance staff. We learned how to use Xpress bill pay to receipt payments over the phone more quickly, how to set customers up when they request "paperless", and more. Thank you to Acting City Manager, Bo Foley for setting that up!
6. Listened in on Alaska Municipal League phone conference regarding collection of sales tax from online sellers. More will be discussed at the November, 2019 AML conference in Anchorage (to be attended by Assistant Finance Director, Ken Fay).

Altman Rogers, CPAs

The following list details the schedules, reports, and supporting documentation to be prepared by your personnel in conjunction with the audit of the June 30, 2019 financial statements.

Contents

GENERAL ITEMS

ADMINISTRATIVE/SYSTEM DOCUMENTATION

GENERAL FINANCIAL

CASH AND CASH EQUIVALENTS

ACCOUNTS RECEIVABLE

INVESTMENTS (IF APPLICABLE)

PREPAID EXPENSES AND OTHER ASSETS

CAPITAL ASSETS

ACCOUNTS PAYABLE

EMPLOYEE COMPENSATION / RELATED LIABILITIES

OTHER PAYABLES / DEFERRED REVENUE / INTERFUND ACCOUNTS

CAPITAL LEASE/LONG-TERM DEBT (IF APPLICABLE)

GRANTS

COMMITMENTS / CONTINGENCIES

GENERAL ITEMS	ASSIGNED TO	DATE COMPLETED
☐ Balance Sheet and Revenue & Expenditure reports as of and for the period ending June 30, 2019 for ALL funds of the District. ☐ Copies of grant award and the latest line item budget for each fund (if applicable). ☐ Completed grant reconciliation for each grant ☐ Schedule of all federal and state awards with current year expenditures.		

ADMINISTRATIVE/SYSTEM DOCUMENTATION	ASSIGNED TO	DATE COMPLETED
Please prepare the following for our review; please indicate any changes made compared with the prior year. ☐ Personnel policy manual ☐ Finance policy and procedures manual ☐ Key personnel employment contracts ☐ Organization chart ☐ List of current Board, Finance, and/or Audit Committee Members.		

GENERAL FINANACIAL	ASSIGNED TO	DATE COMPLETED
☐ Final balance sheets and revenue/expenditure reports for all funds. ☐ YTD general ledger detail (available for inspection). ☐ General journal entries for the year (available for inspection). ☐ List of any related party transactions with employees, officers, directors, or affiliates. ☐ Minutes of Board meetings, Finance and other committee meetings held during the year and up to the most recently-held meeting		

CASH AND CASH EQUIVALENTS	ASSIGNED TO	DATE COMPLETED
☐ Cash lead schedule for all general ledger accounts. ☐ List of all bank checking and savings accounts (including short-term investments) used during the year (active, inactive, and closed). ☐ List of authorized check signers. ☐ Copies of all bank statements as of June 30, 2019. ☐ Copies of all bank reconciliations as of July 2018 and through June 2019, including outstanding checklists for review. ☐ July, 2019 bank statements for all accounts.		

ACCOUNTS RECEIVABLE	ASSIGNED TO	DATE COMPLETED
☐ Receivables lead schedules as of June 30, 2019 for all general ledger accounts as follows: a. Amounts receivable from customers. b. Other receivables (rents, notes, advances, employees, etc.). c. Summary of current (receivable within 12 months) and non-current receivables for each class above. ☐ Detail list (subsidiary ledger) for all receivables as of June 30, 2019, including reconciliation to general ledger (if necessary). ☐ List of accounts written off during the year and calculation of bad debt expense. ☐ Analysis of collectability of all accounts receivable. ☐ Analysis of allowance for uncollectible accounts and reconciliation of the change in the allowance accounts during the year. If allowance was increased during FY19, have journal entry available for review. ☐ Copy of Accounts Receivable aging report as of June 30, 2019. Copy of AR aging report as of as of August 30, 2019 (used to		

determine subsequent collections of balances)		
---	--	--

INVESTMENTS (IF APPLICABLE)	ASSIGNED TO	DATE COMPLETED
☐ Investments lead schedule as of June 30, 2019 for all general ledger accounts. ☐ List of all investments accounts used during the year (including active, inactive, and closed). ☐ List of personnel authorized to initiate investment transactions. ☐ Copy of current investment policy. ☐ Copies of all investment statements as of June 30, 2019. ☐ Copies of all investment account reconciliations as of June 30, 2019.		

PREPAID EXPENSES AND OTHER ASSETS	ASSIGNED TO	DATE COMPLETED
☐ Prepaid expenses and other assets lead schedule as of June 30, 2019. ☐ Insurance summary schedule as of June 30, 2019. ☐ Copies of insurance policies/binders in effect throughout fiscal year 2019 (available for inspection).		

CAPITAL ASSETS	ASSIGNED TO	DATE COMPLETED
☐ Fixed asset roll-forward schedule from July 1, 2018 to June 30, 2019 for the General Fixed Asset Account Group ☐ Schedule of fixed asset additions and disposals. ☐ Detail list of additions to fixed assets, including acquisition, date, cost, and useful life. ☐ Detail list of disposals of fixed assets, including disposal date		

and sales price. ☐ Supporting documentation for additions and disposals (available for inspection).		
--	--	--

ACCOUNTS PAYABLE	ASSIGNED TO	DATE COMPLETED
☐ Accounts payable lead schedule as of June 30, 2019 for all general ledger accounts (including accrued expenses) ☐ Detail list of all accounts payable and accrued expenses as of June 30, 2019. (Likely the report that shows the last payroll run for the fiscal year that was paid after year end.) ☐ Provide supporting documentation as requested. ☐ Check register, showing activity from July 1, 2019 through the start of audit fieldwork to be used for the search for unrecorded liabilities.		

EMPLOYEE COMPENSATION / RELATED LIABILITIES	ASSIGNED TO	DATE COMPLETED
☐ Lead schedule as of June 30, 2019 for all payroll related liability accounts. ☐ Detailed support for accrued payroll, and payroll taxes, as of June 30, 2019 ☐ Schedule of accrued leave by employee as of June 30, 2019. ☐ Copies of Form 941 and State ESC quarterly reports for the four quarters of the fiscal year.		

OTHER PAYABLES / DEFERRED REVENUE / INTERFUND ACCOUNTS	ASSIGNED TO	DATE COMPLETED
☐ Lead schedules as of June 30, 2019 for other payables, deferred revenue, and interfund (due to/from) accounts. ☐ Supporting documentation for other payables and deferred revenue (available for inspection).		

CAPITAL LEASE/LONG-TERM DEBT (IF APPLICABLE)	ASSIGNED TO	DATE COMPLETED
☐ Lead schedules as of June 30, 2019 and supporting documentation for footnote disclosure. ☐ Schedule listing principal payments on long-term debt in fiscal year 2019 and for each of the next five years. ☐ Provide supporting documentation for lease payable balances.		

GRANTS	ASSIGNED TO	DATE COMPLETED
☐ Preparation of the Schedule of Federal Awards (SEFA) ☐ Preparation of Schedule of State of Awards ☐ Final working trial balance for each grant. ☐ Complete a grant analysis worksheet for each grant (See the attached Excel file) ☐ Budget-to-actual summaries by grant. ☐ Copies of files for each grant, including: ☐ Final contract agreement ☐ Final approved budget ☐ Final (or latest) grant expenditures report/ ☐ Reimbursement request ☐ Pertinent correspondence ☐ Grantor site reviews (or audits), if any, and follow-up reviews.		

COMMITMENTS / CONTINGENCIES	ASSIGNED TO	DATE COMPLETED
☐ Schedules of attorney fees paid (summarized by firm) for the		

year. ☐ Copies of all new operating or capital lease agreements, or purchase commitments.		
---	--	--

Fund balance	ASSIGNED TO	DATE COMPLETED
☐ Schedule of fund balance as of 6/30/19 broken out by classification: no spendable, restricted, committed, assigned, and unassigned. ☐ Support for fund balance by classification		



CITY OF BETHEL
Fire Department

Celebrating 50 Years of Service

Daron Solesbee, Acting Fire Chief

P.O. Box 1388, Bethel, Alaska 99559

Phone: (907)-543-2131

Fax: (907)-543-2702

dsolesbee@cityofbethel.net

DATE: September 30, 2019

TO: Bo Foley, Acting City Manager

FROM: Daron Solesbee, Acting Fire Chief

Daron R. Solesbee

Digitally signed by Daron R. Solesbee
DN: cn=Daron R. Solesbee, o=City of Bethel,
ou=Bethel Fire Department,
email=dsolesbee@cityofbethel.net, c=US
Date: 2019.09.30 16:18:51 -08'00'

SUBJECT: Management Report, September 2019

Current Events

- Staff took Medic-5 to Alaska Marine Lines to be barged to Seattle, WA. Braun Northwest, Inc. will refurbish and remount the patient care box onto a new vehicle chassis. The department is finalizing all contracts and specifications. Additionally, the department is in the process of locating a contract for the purchase of the powered stretcher and loader.
- The State of Alaska DHSS has issued new guidelines and scope of practice for EMS services. EMS Instructors will receive training on these changes, as will all EMS providers. These regulations went into effect this month.
- City of Bethel Property Maintenance personnel are in the process of rebuilding the fire station's front deck. During this process, a rotted out beam was discovered and a contractor was solicited to replace the beam. Property Maintenance will complete the deck soon.
- City of Bethel Property Maintenance personnel repaired and re-leveled the fire station's rear deck.
- Salzbrun Drilling and Welding Services installed two pilings in the fire station front yard. One piling will be used for the relocation of the flagpole and the other for the installation of a new basketball goal. The flagpole was taken down and will be placed on the piling soon.
- The department has completed its administrative review of two new marijuana applications.

- Alaska Fire Prevention Month starts on September 30. Staff and Volunteers will be conducting several Fire Prevention classes for children, grades Pre-K to 4th. Additionally, department members will be selling smoke and carbon monoxide alarms at local stores every Saturday in October and during Saturday Market.

Community Planning/Preparedness

- The Department is assisting administration with the cleanup and disposal of a release of Muriatic Acid inside a storage container at the pool. The storage container was secured by BFD personnel with a Knox padlock until City personnel can perform clean-up operations under the oversight of a qualified contractor. Unfortunately, EMI-Alaska was unable to meet our requested scope of work.
- The Department is attending Emergency Preparedness Meetings for the upcoming YKHC Disaster Drill. This drill's theme is a structure fire that starts at the South end of Trailer Court, resulting in multiple structures burned and multiple fire victims. There will be two injected scenarios involving a motor vehicle collision with extrication on the opposite side of town and a respiratory failure/arrest at the YKHC Long Term Care Facility. This drill will test the capacity at which agencies can manage multiple emergencies simultaneously.
- Bethel Fire Department has been selected as a test site for the new Medicaid Supplemental Emergency Medical Transport (SEMT) program. Being part of this pilot will allow Bethel to shape the program to meet Bethel's needs. SEMT legislation (HB 176) was signed into law in June of last year. This law allows municipal ambulance services to receive reimbursement of 50% or more of the uncompensated cost (UCC) of providing ambulance services. City personnel are required to complete cost report spreadsheets based on FY18 and FY19 budget figures. The department is exploring the possibility of contracting AP Triton as a consultant to complete these reports.

Training

- On 09/03/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders conducted several CPR drills in the temporary Emergency Department Ambulance Corridor.
- On 09/12/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders reviewed new EMS Regulations changes and conducted training on Supraglottic Airway Devices. As of September 23, 2019, EMT's are no longer permitted to perform endotracheal (ET) intubation. However, this regulation change does not affect the Scope of Practice for licensed Paramedics or MICP's.
- On 09/14/19, career staff participated in an AHA Pediatric Advanced Life Support class at the hospital. All staff received their certificates.

- On 09/17/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Personnel from BFD and BPD participated in Bleeding Control Training. Topics discussed and practiced were applying direct pressure, applying a tourniquet, and packing wounds with hemostatic gauze.
- On 09/26/19 at 7:00 p.m., a Fire Meeting was held at the fire station. Responders reviewed State of Alaska requirements for the residential placement of smoke and carbon monoxide alarms.
- The State EMS Office approved the upcoming EMT-1 Initial Course. The course will start on October 28, 2019 with Physical Agility Testing. State of Alaska cognitive and psychomotor exams will take place on Friday, January 31, 2020 and Saturday, February 1, 2020. Staff members placed course announcement advertisements online, at local stores, and in the Delta Discovery newspaper.

Responses

- Between 09/01/19 and 09/30/19, the Bethel Fire Department responded to 114 EMS and 14 Fire incidents.
- On 09-02-19 at 11:20 a.m., firefighters responded to the New Hospital for a person trapped in the elevator. Firefighters along with construction personal on scene worked to get the person unstuck. Construction crew removed the hatch of the elevator and let the trapped person out with a ladder.
- On 09-05-19 at 11:11 a.m., firefighters responded to 133 A Cranberry for the report of an oven fire. Upon arrival, firefighters observed no smoke or fire. The tenant had extinguished the fire using a portable fire extinguisher.
- On 09-08-19 at 4:24 a.m., medics responded to North Avenue for the report of an ATV roll-over. Two patients were assessed by medics and transported to the hospital. Unfortunately, one of the patients died days later in Anchorage, due to massive head trauma.
- On 09-09-19 at 9:04 p.m., Medics responded to Ptarmigan Road for the report of a person in cardiac arrest. Upon arrival, medics initiated CPR. Medics discontinued CPR at the request of the on-duty Emergency Department Physician. Later, medics returned to the scene to assist in transporting the patient's body to the morgue.
- On 09-10-19 at 8:15 a.m., medics responded to the YKHC Prematernal Home for the report of a female in labor. Upon arrival, medics delivered one baby, assessed both patients, and then transported them to the hospital.

- On 09-10-19 at 6:50 p.m. medics responded to Tower Road for report of a motor vehicle collision with multiple patients and injuries. Five patients were assessed, treated, and transported to the hospital with multiple ambulances.
- On 09-13-19 at 1:40 a.m. firefighters responded to Fourth Avenue for report of a passenger vehicle fire. Upon arrive, firefighters observed flames and smoke emitting from a vehicle. Firefighters deployed hoses to extinguish the fire. The cause of the fire was undetermined.
- On 09-14-19 at 12:05 a.m., firefighters responded to First Avenue for the report of a house on fire and spreading to another. Upon arrival, firefighters observed a fully involved mobile home with flames spreading to one adjacent structure and one structure to the rear. Firefighters deployed hose lines, extinguished, and overhauled the fire. Firefighters gathered information from the homeowner and returned to quarters. The cause of the fire is under investigation.

Budget/Financial

- The department is operating within budget.

Grants

- The Department was awarded funding through the Volunteer Fire Assistance program for \$7,470, for three sets of firefighting turnouts. Due to Federal budget cuts to the VFA program, this award was cut in half. Only one set of structural firefighter turnout gear will be purchased with these funds.
- The Department applied for and passed the first round of approval for the Phase 18 Code Blue Grant for \$45,000 for the remount of Medic-5 to a new chassis. Funds have been awarded and will be reimbursed once expenditures are made.
- The Department was awarded \$7,500 in Code Blue grant funding for a new power stretcher for Medic-6. The YKHC EMS Department administers this grant and BVESA has committed matching funds. The stretcher is in service in the new ambulance. Invoices were submitted to BVESA and the grant will be closed out soon.

Staffing/Recruitment

- The Department has one open Firefighter/EMT position, which is being advertised on the State of Alaska ALEXSys website and nation-wide on the IAFC's Daily Dispatch website. Five applications have been received to this date.

- The Department hired Thomas Dyment as a full-time Firefighter/EMT. He is a current State of Alaska EMT-2 and was a former Summer Firefighter Intern. He is progressing through his Driver/Operator and Firefighter training.
- The Department hired Shanna Mendenhall as our Summer Firefighter Intern. She completed CPR, Medic First Aid, and some firefighter training. She assisted staff members with completing summer projects. Her last day was 09/20/19.
- All employee evaluations have been completed to date.

Vehicles & Equipment

- The new ladder truck was repaired by a technician from Hughes Fire Equipment. Issues corrected were the nozzle nesting feature of the elevated master stream, aerial boom centering feature, and an upgrade to the Command Zone 3 aerial operating software.
- We have received the parts for the Class-A Foam system for Engine-4. Staff determined that a 1" valve was required, upon finding the ¾" valve shipped was too small for the current foam system plumbing. The foam system will be installed upon receipt of the properly sized valve.
- Department mobile and portable radios and pagers were repaired and tuned up by a technician from ProComm Alaska.
- Pump and aerial testing was performed by a technician from Underwriter's Laboratories. Engine-3 and Engine-4 failed their vacuum tests. Staff will adjust and/or replace packing material in E-3 and E-4's pump packing glands and repeat the vacuum test. Truck-1 passed its pump test, but failed the aerial test. See attached reports. Staff have contacted Hughes Fire Equipment for a technician to troubleshoot and replace parts on Truck-1's aerial device.

FIRE DEPARTMENT VEHICLE STATUS			
Vehicle	Type	Year	Status
Medic 4	Ambulance	1999	<i>(Backup ambulance) In service, Airbags repaired.</i>
Medic 5	Ambulance	2003	Being barged to Seattle, WA to be refurbished and remounted onto a new Dodge Ram 4500, gas chassis at Braun Northwest, Inc.
Medic 6	Ambulance	2017	<i>(Frontline Ambulance) In service.</i>
Engine 4	Pumper	2013	<i>(Frontline pumper) In service, Seat belt sensor silenced but still needing repair by V&E. DEF tank heater malfunction parts on order.</i>
Engine 3	Pumper	1986	<i>Being outfitted as a tender and water supply unit. 3000 feet of LDH (future). (Poor overall condition needs replacement) Generator was remounted.</i>

Truck 1	Ladder Truck	2017	Outfitting, in service. See 2019 UL Pump and Aerial reports. DEF sensor malfunction (parts ordered by V&E)
Com 1	Pickup	2014	In service
Com 2	Pickup	2004	In service.
Tanker 1	Tanker (1500 gallon)	1980	Out of Service
Truck 1	Ladder Truck	1980	Out of Service

MEMORANDUM



DATE: September 27, 2019

TO: Bo Foley, Acting City Manager

FROM: John Sargent, Grant Manager

SUBJECT: Grant Manager's Report – October 8, 2019 Bethel City Council Meeting

Grant Award

The City was awarded \$49,141 in State Homeland Security Program funds to complete two projects: purchase one handheld thermal imager for the Fire Department and purchase and install an eight-foot high chainlink fencing around one water treatment plant tank.

Grant Submissions

I reviewed and edited the Statewide Transportation Improvement Program nomination that DOWL prepared on the City's behalf. The STIP nomination requested \$3,034,424 in federal funds with a commitment of \$494,886 in City funds for the Akakeek, Ptarmigan, and Delapp Streets Heavy Use Improvements Project. The estimated cost skyrocketed after DOWL carefully examined the project in the last few weeks before submission.

Purchasing Agent Duties

When Bo Foley assumed the role of Acting City Manager, I was assigned the role of Purchasing Agent. The plan is for me to remain as Purchasing Agent even after Mr. Foley returns to his IT Director position.

Request for Bids/Request for Proposals

Dumpsters

Four companies responded to the City's Request for Bids to purchase \$40,000 worth of six-yard dumpsters. Local bidder Shorty's Shop was issued an intent to award letter.

Auditors

The Request for Proposals to hire an audit firm for 3-5 years is in process. The City's current auditor will complete the FY 2019 Audit as their final act of service.

Administrative Duties

I worked with the City Clerk to finalize the Budget Modification form currently in use. The new form is in Word and uses Tables to organize figures. I am in the process of revising and combining the Purchase Requisition and Purchase Order forms.

State Legislative Requests

Administration is preparing a resolution for City Council consideration on the prospective State Capital Budget funding requests for FY 2021.



City of Bethel Grant Summary Fiscal Year 2020

Preparing

Sponsor	Name	Products/Services	City Depts. (Partners)	Date	\$ Grant \$ City Match
Rasmuson Foundation	Tier 1 Grant	Feasibility Study to construct a gym to YK Fitness Center	Public Works	July 2020	\$25,000 0
Bethel Community Services Foundation	Community Grant	Feasibility Study to construct a gym to YK Fitness Center	Public Works	July 2020	\$15,000 0
United States Dept. of Agriculture-Rural Development	Water and wastewater grant/loan program	Piped water and sewer system in The Avenues subdivision	Public Works	Target 1/31/19	\$13,321,000 \$306,000

Submitted in Fiscal Year 2020

Most recent first

Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant \$ Match
AK Dept. of Transportation	Statewide Transportation Improvement Project Nomination 2020-2023	Akakeek, Ptarmigan, Delapp Streets Heavy Use Road Improvement Project	Public Works	9/15/19	\$3,034,424 \$494,886
Village Safe Water Pgm, Dept of Env. Conservation	Sewer Lagoon Improvements Grant	New lagoon pump & new skiff with trailer	Public Works	8/13/19	\$155,238 0
Bureau of Justice, COPS Office	School Violence Prevention Program 2019	RAVE digital alarm system; keyless door locks; entry security system	Admin.	5/31/19	\$500,000 \$166,667 LKSD
AK Dept. of Transportation, Transit Division	Community Transportation Grant	Public transit system operations	Public Works	12/25/19	\$316,832 \$86,381

Approved in Fiscal Year 2020

Most recent first

Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant
AK Dept. of Env. Conservation, Village Safe Water Program	Water and Wastewater Program	Design, build, and install two electric panels for City Hall and City Shop and complete current rehab. of Main Lift Station.	Public Works	8/30/19	\$279,827

Alaska Dept. of Health and Social Services	Community Service Patrol Program	Community Service Patrol Program	Public Works	7/1/19	\$323,081 \$32,308 in-kind
AK Dept. of Env. Conservation, Village Safe Water Program	Infrastructure Protection Funding	Replace heat trace and/or electric panels on sewer line from Airport to FAA.	Public Works	7/19/19	\$137,700 \$22,500 in-kind
Alaska Division of Homeland Security and Emerg. Mgmt.	State Homeland Security Program Grant	Thermal imager & fencing around tank at water treatment plant	Fire	8/19	\$49,141 0
Total					\$789,749
Not Approved in Fiscal Year 2019					
Most recent first					
Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant



CITY OF BETHEL

Post Office Box 1388
Bethel, Alaska 99559
Phone: 907-543-2047

TO: City Manager
FROM: Human Resources
SUBJECT: August Manager Report

DATE: 30 September 2019

Position	Number of Vacancies	Number of New Applications	Number Hired During Period	Number of Vacancies Remaining	Applicants in Review
City Manager	1	0	0	1	0
City Attorney	1	0	0	1	0
Police Chief	1	1	0	1	0
Police Officer	3	1	1	2	0
Driver Hauled	5	1	1	5	0
Driver-Landfill	1	0	0	1	0
Water Foreman	1	0	0	1	0
Water Operator	1	0	0	1	0
Mech-II	1	0	0	1	0
TOTALS	15	3	2	14	0

Applications and Hiring:

HR received a total of 8 **Applications** in September

From those 9 Applicants:

- 1 Police officer was hired and undergoing background screening.
- 1 Hauled utility driver was hired

We currently have 9 job positions with a total of 15 openings, with 0 applications under review.

BEACON Programs:

- 1 Post-Accident BEACON test was conducted.
- 1 Pre-employment test was conducted

Reports of Injury:

There was one report of injury

Administrative Actions:

Multiple routine PAR actions were executed.

Multiple yearly performance evaluations were submitted and processed.

Employee related announcements:

An updated Workers Compensation Claims "How-To" packet was forwarded to managers courtesy of AEPI 8/30/2019.

Leadership seminars were announced by the Avitas Group and disseminated to all managers to field interest 8/23/2019.

Premiera Blue Cross announces the following:

Effective January 1, 2020, eligible AlaskaCare retirees will have a choice between the current dental plan (Standard Plan) and the dental plan in place prior to 2014 (Legacy Plan).

The Department of Administration, Division of Retirement and Benefits, proposes to adopt changes to the AlaskaCare Defined Benefit Retiree Health Plan, effective for the 2020 plan year, including providing members with an additional dental plan choice under the Dental-Vision-Audio (DVA) plan. You may comment on the proposed plan booklet updates by submitting written comments to:

State of Alaska Department of Administration
Division of Retirement and Benefits
PO Box 110203
Juneau AK 99811-0203.

Additionally, the Division of Retirement and Benefits will accept comments by email at doa.drb.alaskacare.retiree.plan@alaska.gov. Comments may also be submitted through the Alaska Online Public Notice System.

Training, Conferences and Seminars:

None currently scheduled

James P. Harris
Human Resources Manager

"Deep Sea and Transportation Center of the Kuskokwim"

Memorandum

Date: October 1, 2019

To: Bill Howell, Acting City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



September 2019 Current Events

- **Firewall Swapped:**

During this month, I was able to bring an Arctic IT technician out to complete the firewall swap project in which we would remove GCI-installed equipment, cancel the monthly service, and cut over onto new firewall hardware that we have control and visibility over. The project went with little to no issues besides some delays on GCI's end where they drag their feet in getting us configuration specifications (that we would need to program into our new firewalls). I have instructed our business account representative with GCI to cancel our existing service as soon as possible to avoid a bill for October.

- **New Cable Modem at YK Fitness Center:**

This month I had an additional cable modem installed at the YK Fitness Center to try and provide some relief for issues they were experiencing. The problem has been (ever since the pool was built) that the existing Internet connection used at the YKFC was not meant to be spread over so many computers and systems. With cable modems, the more computers that are on them, the more their performance suffers. As it was, we had all guest traffic, staff traffic, and server traffic going through a device not meant for more than four computers. In an effort to fix this without having something expensive installed, I have at least separated the guest traffic on one modem while staff traffic flows through the other. I will get feedback from the facility director in time to see if this has helped.

- **Training for Finance:**

Since most of Finance is new to their positions, I set up a training through Xpress Bill Pay to go over all the tools available to the Finance employees through their online system. The Finance Director attended these training sessions as well as two employees she designated. The training seemed valuable and brought to light a lot of potentially helpful information that no one was aware of. This offered a small opportunity for some cross-training as well so that other employees might be able to upload or handle utility bills while the designated clerk is unavailable.

- **New Computer Hardware Still Delayed:**

HP has been rather slow and unresponsive in working with JDO Law, our current legal office. They've been trying their best to reach a mutually agreeable document so that I can proceed with getting my new computers ordered before I leave for a long vacation at the end of the year. If it comes to not being able to have this hardware bought and delivered before I leave, I have looked into some backup solutions to pursue. It is very important I have Windows 10 rolled out on all networked devices before January of 2020 to prevent vulnerabilities to the City's network. If the

Memorandum

Date: October 1, 2019

To: Bill Howell, Acting City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



new hardware is delayed too long, I will have to purchase stand-alone licensing for Windows 10 to cover all our current machines.

- **Business-As-Usual:**

Beyond the above-mentioned items, the month has been spent fixing or helping with run-of-the-mill trouble tickets such as email issues, printing/scanning, cellphone replacement, missing network drives, login problems, etc.

Future Plans

- **Holding Pattern:**

Most of my immediate future plans involve the purchasing of equipment. Unfortunately, all contracts that have been under review by legal have hit a wall in terms of vendors not wanting to budge on certain language. Because of this, I cannot plan to make any progress on these fronts until legal can find a compromise from the various vendors.

To: Bill Howell, Acting City Manager
From: Ted Meyer, Planner
Subject: September Manager's Report
Date: October 1, 2019

SUBDIVISIONS

Blue Sky Subdivision

The Blue Sky team are working on the Subdivision Agreement punch list. There hasn't been much communication from them during the month of September.

ONC Ciulllkulek Subdivision

Anticipating word from DOWL about the final road design drawings.

CONDITIONAL USE PERMITS (CUP)

Green Store Marijuana Retail

No property line verifications have been received yet.

Other

Although AMCO has recently notified the City of new state marijuana license applications, no associated Conditional Use Permit Applications have been received yet by the planning department.

SITE PLAN PERMITS

Four applications were approved during the month of September. We have also developed and are using a process to monitor recent site plan permit approvals to ensure compliance with authorized improvements.

MAPPING

Staff is currently updating parcel information on the new ARC GIS database for the planning department. Physical addresses, legal descriptions, and lot owners are being entered. This will give us quick access to verify and confirm information.

CODE ENFORCEMENT

Staff is currently working with the attorney on a code enforcement issue.

BETHEL HEIGHTS LAUNDROMAT

Staff visited the site several time to take property and building measurements, photos, and determine if there is adequate parking for a potential startup. A report was sent to management.

SURVEY

Coordinated and contracted with surveyor for setting corners on Cesary and abutting City properties. The final product will consist of a minor replat for both parties.

CITY OF BETHEL POLICE DEPARTMENT



September, 2019 Monthly Report

Personnel:

Our recruit at the Department of Public Safety Academy in Sitka, Alaska continuing to do well and is on track to graduate in November. Both of our CSP recruits are doing well and will be ready to go on their own for PFD season. We have one dispatcher in training at this time. Our two new Investigators are getting in settled into their new roles at the police department. We have two applicants for patrol who are currently going through the hiring process. We currently have three patrol positions open and one Chief of Police position open.

All administrative, CSO, CSP, and dispatch positions are fully staffed.

Operations:

There were approximately 1,322 calls for service the month of September, a decline of approximately 258 cases from August and down approximately 9 cases from the same period in 2018. The number of calls requiring investigative reports was at 123, up 6 from August and up 11 from 2018. There were 312 intoxicated pedestrian calls compared to 256 for the same period last year. The number of domestic violence arrests was 35 this month compared to 36 for the same period in 2018 and 29 in August. There were 9 DUI arrests compared to 9 for the same period last year and 9 arrest in August. There were 2 death investigations in June, compared to 1 for the same period last year.

This month we had a four-wheeler accident that unfortunately took the life of a young man. That case is still under investigation. We also had a DUI accident resulting in multiple injuries. The driver of that accident was arrested and charged with DUI and multiple counts of felony assaults.

We have been preparing for PFD season and have met with the Sobering Center staff and came up with an over flow plan. We are hoping for a safe and uneventful PFD season.

Animal Control:

There were 42 animal control calls for service for the month with 2 reported dog bites.



William Arnold, Public Works Director
1155 Ridgecrest Drive
PO Box 1388 Bethel, AK 99559
P: (907) 543-3110
F: (907) 543-2046
warnold@cityofbethel.net

MEMORANDUM

DATE: 09.30.2019
TO: Bill Howell, Acting City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Hauled Utilities: We continue to improve here in Hauled W/S. The team we have is pretty solid, although we need more employees. Safety meetings have been focused on improving walk rounds and recognizing driving and slip hazards. I believe we still have 6 positions open. I continue to audit routes and am learning more as I go. All employees are equipped with or have on order the winter gear they will need for this season. We will continue to get the job done despite any short comings.

Utility Maintenance: 11 alarms on residential lift stations were responded to. Multiple issues with grinder pumps, heat trace, and float systems.

- Monthly meter reading and service connections were completed
- Clean up and organization of shops and vehicles.
- 11 residential lift station repairs
- Cutting in new clean outs on sewer line On Ptarmigan Rd area to help with line flushing. (Repair made to high flow area where cut-out was performed and was leaking).
- 1005 Mallard lane issue. Home owner's sewer line was leaking. Reported to acting city manager for remedy.
- Line flushing and leveling activities on low-flow and plugged sewer lines. Non-compliance reports were filled out per DEC requirements.
- Sewer Lagoon discharge preparations were made and discharge began on 9-25-19. Start samples were sent out to SGS for analysis. Second set of test samples were sent on 9-26-19. Twice-daily checks are being performed.
- Institutional Corridor: Two new building were added on 9-25-19 (Sobering Center 1360 State Hwy, PATC 1610 Calista Dr.)
- New saddles arrived and preparations for shut down began.
- Daily safety meetings.
- All 3 Utility Maint. Trucks are having issues that require repairs. Several of these are major safety issues. Continue to work with V&E to repair them, but some issues are arising due to 2 of the vehicles are more than 10 years old.

Property Maintenance:

- PW Building
 - New Boilers #1 and #2 installation complete. Engineer inspection resulted in needed changes. Boilers have not been operating as programmed, contractor is looking into this issue. VFD's controlling the circ pumps will need to be relocated, contractor is working on this issue also.
 - New Hot water system using indirect heating from boiler system has been installed.
 - Fire sprinkling system NOT in operation. Dry line system was charged with water and leaks developed. Frontier Fire contracting inspected damage and is providing quotation/estimation to repair system. Also a compressor will need to be ordered to replace the failed dry system failure currently in place.
 - South Bay roll up door entrance closed. NO USE. Serious problems exist within the flooring. As mentioned in manager report early 2019. PW building floor and foundation are experiencing issues. During an inspection, building maintenance discovered broken joists, brackets, support flooring and gusset beams and substantial wood rot. Engineering firm completed an inspection of the building and has provided a preliminary memo summarizing the findings that will be outlined in greater detail on the engineering report. In the meantime a section of the South Bay has been closed to use until a remedy plan can be developed.
 - General preventative maintenance on the used oil furnaces has begun in preparation for the colder season approaching.
- City Hall
 - Parking lot paving project complete. Front entrance (Stairs and Handicap ramp) replaced and operational. Open to public use. However, the new parking lot is already showing signs of settling and some adjustments of the ramp and stairs will be needed often until the settling subsides.
 - Rear entrance to Building replaced in entirety and open for use.
 - Temporary parking lines are being painted to determine functional layout for permanent painting of parking, loading and unloading, fire line and handicap markings/lines. Paint and paint machine has been rented from Anchorage. Machine arrived, paint on its way.
 - Window closures on most windows throughout the building are non-operational and will need to be replaced. Quotation requested for the correct arm length for closure. Lumberyard not able to supply the correct length. Will need to reach out to Spenard Builders for correct parts.
 - Boiler general preventative maintenance service complete.
 - Glycol in City Hall system will need a full replacement before winter. Awaiting order of glycol and other time sensitive summer projects to be complete before this task.
 - Maps in back hallway rehung in space ear Manager's office.
 - Troubleshoot back door opening issue to find the striker plate ad locking mechanism were off center by a small amount. Repaired. Door in normal operation.
- Court House
 - **Dry Sprinkler System:**

- Dry system is in NORMAL operation minus ONE isolated sprinkler head located on the outside of the building to the left of the front main entrance. Frontier Fire Contractor inspected the damage and is providing estimate to make system in full working order again.
 - The dry system has a small leak in the system piping just above court room 4. Leak is temporarily fixed and holding. Static air pressure is remaining constant with additional help from the fire system air compressor. A plan is being developed to have the dry system evaluated for replacement and repair Fall/Winter 2019 by a contracted service. Pressures checked daily.
 - Frontier Fire contractor arrived to complete onsite inspection and recommend repair. Contractor will be providing an estimation and quotation for repair.
- **Holding Cell Area Door:**
 - New door is complete and ready for install. However the repairs made to the existing door are holding up very well.
- **Water leak damage remediation survey:**
 - This will need to be planned out after time sensitive summer projects are complete.
- Port Office Building
 - Boilers were found in fault and would not restart. Troubleshoot and discovered the fuel tank was empty. Spoke with Delta Western about issue. Was informed by Mike Riley that he was instructed NOT to continue filling the port office building fuel tank. Re-instructed him to put tank back on keep fill service.
 - The aircon in the server room is still non-operational. Original installer contacted about warranty work to the system. Eric Middlebrook (Local HVAC contractor) has been contacted by original installer to complete the work.
 - Thermostats consistently go into error fault and require reset to operate. Requested the original installer take a look at this issue
- Port Dock Warehouse Building
 - Roll up Door on East side was accidentally destroyed by a customer who drove into the door. Driver provided insurance information. Materials to repair were ordered and contractor technician scheduled to complete the work. Payment for the damage will need to be coordinated with the financial department or Port Department.
- Old “Bus Barn” Warehouse Building
 - The foundation is failing
 - Man door is no longer accessible as the floor and door jamb are being severely affected by the foundation movement.
- Log Cabin
 - No new updates. Building is in NON USE status. Water disconnected.
 - Graffiti and vandalism are a continuing constant problem.
 - Kids consistently climb the building to get on the roof.

- Foundation has settled enough that the entrance closest to the ONC multipurpose building is jammed itself and will not operate.
- YKFC - Pool
 - Pool contractor has NO maintenance staff. City Maint. staff is trying to step in and help when available.
 - Boiler #2 has been having issues and locking out on a fault. This is being troubleshoot.
 - Reports of roofing materials flapping freely in the wind. Area inspected. Ordered materials needed to repair.
 - Air mover on west side the pool deck has failed. New fan ordered. Plans in action to replace after time sensitive summer projects.
 - Roof leaking during rain and wind. This is a recurring issue and needs to be address by city leadership and the original installers/constructors. Stacey Reardon has videos and photos to show the problem. Bill Arnold has been notified, Parks and Rec committee has been informed. IT IS NOT CONDENSATION DRIPPING FROM THE CEILING. The locations of the leaks are consistent dependent on wind direction, speed and rain level.
- Police Department
 - Periodic low fuel level alarm activation for the emergency power generator. The issue has been isolated to a set of terminals outside the building that get wet and short causing a false alarm. The alarm will short and activate when the weather is rainy and windy.
 - This has been addressed multiple times including with the original installer but continues to occur.
 - We've had the electrical contractor troubleshoot. No discrepancies found. Perhaps the original ONSITE GEN contractor will need to be involved.
 - Vehicles and Equipment department has been made aware and is also troubleshooting.
 - Aircon reported as NOT operational in dispatch areas. Aircon has been inspected and is putting out cool air but it is not as cold as other units in the same building.
 - Aircon in server room continues to leak water regardless of maintenance department's attempts to remedy. Ocal Refrigeration contractor has been contacted to inspect and provide estimation/quotation for repairs.
- Fire Department
 - BFD front entry replacement project in progress.
 - Significant amount of water and dry rot was discovered. Acting City Manager, Chief Howell requested local contractor repair the rotted areas. All work on the new deck is on hold until the contractor completes the work. Once complete, City Maintenance will resume on the rebuild.
 - Rear deck has been repaired and leveled. Temporary set of stairs has been placed until Front entrance is complete. Then City Maint, will focus its efforts on making new rear steps.
 - Flag pole relocate project in progress along with replacement of front entrance retaining wall.

- Paving lot has large puddled areas from ground settling. Anticipate need for gravel in parking lot to prevent water from gathering in low areas.
- Bethel Heights Water plant
 - Electrical contractor repaired the shorted circuit for hot water heater system and wall outlets in the lab area.
 - Boilers inspected and prepared to come on online for winter season.
- City Sub Water Plant
 - Nothing specific to note.
- Teen Center
 - Ronda has requested Push bar exits on all doors be replaced or removed all together.
 - During building rounds rear doors are repeatedly found unlocked/unsecured. This could be a serious problem if someone wanted to break into the building after hours.
 - Bathroom sink drain clogged. During repair, found damaged piping. Replaced and back in operation.
- Senior Center
 - Boilers inspected and prepared for fire up. Building has three boilers ready for operation. Currently one boiler is being utilized to keep the building from developing a moisture/humidity issue. AS the temperature drop we will bring more boilers online to prevent freeze up.
 - Reports of children gaining access to the building has become more prevalent. Evidence of kids playing around, under and on top of the building is present.
 - New windows have been found broken or cracked.

Parks and Recreation:

- Parks and Rec in General
 - Park and Rec activities as a majority will cease Oct 1st.
 - No employees for Parks and Rec.
 - When maint staff are available rounds of the parks are being conducted.
 - Identified problems and needs for repairs will be prioritized accordingly and done if possible.
 - Same as above for boardwalks.
 - Identified areas for level and board replacement are being prioritized.
- Projects so far, more to be considered.
 - All play parks
 - General maintenance and grounds upkeep
 - Trashcan repair/replacement
 - Ground cover/chips upkeep has been halted for winter.
 - Equipment repair and maintenance
 - Pinky's Park
 - Potential Softball field refurbish/re-sod/re-seed in discussion

- Potential dugout repairs, repaint (Moved to Next year project)
 - Bleacher maintenance (Moved to Next Year project)
- Soccer Sports Field
 - Completed - Temporary fencing to prevent field traffic
 - Completed - Hydro Seed and ground aerating completed
 - Completed – Bleachers On site
 - Completed – Paint concrete blocks separating field from parking
 - Completed – Portable bathrooms on site
 - Completed – Bike rack ready to be moved to location and installed
 - Completed - As needed agreement made for Maintenance contract options for field with Codman Services
 - Fall/Winter Build - Build and place information bulletin stand at location
 - TBD – Funding for permanent fencing. Quotations received for two options. Shipping costs equal or greater to the materials cost.
- Airport Cemetery (on Hold status)
 - Requested quotation for additional fencing
 - RFP initiated for hydro seeding proposals
 - TBD - Installing additional fencing
 - TBD - Hydro seeding expanded sections
- Boardwalks
 - Completed - Trial Lighting pole ordered
 - Completed – Trial Solar Lighting fixture received
 - TBD – Install the trial solar lighting
 - General maintenance and upkeep
 - Vegetation trim back
 - Way finding signage
 - Location marking signage project.
 - Leveling boardwalk
 - Board replacement as needed
 - Trash can replacement as needed
 - Benches and sitting areas repairs

Road Maintenance:

Streets and Roads replaced three culverts this month, one in front of 246 Alex Haley Street, across 162 Black Berry Street and one that is on Akiak Street between KUC and VFW. These are problem culverts that do not drain and freeze up in the winter.

Streets and Roads is also done with hauling road salt sand from City Sand Pit for our road salt sand pile. We hauled 450 dump truck loads of road salt sand to this pile on the north side of the City Shop.

Streets and Roads has also been pushing up more sand this month at the City Sand Pit to stay ahead of the sand, we have been hauling out of there with the D8 dozer. In addition, to keep the pile on hand, after freeze up, so that we could keep hauling to the Landfill.

Streets and Roads after the big rain storm we had the grader out grading the roads for over two weeks. With the roads being muddy and with big potholes, we had to haul gravel to fill in the

holes as we graded the roads.

Streets and Roads has been hauling in road sand to big potholes on some of the end roads and will be capping it off with D-1 gravel. We are now working on Swan Court and Jacobs Way.

Vehicles and Equipment:

Trucks in and for the most part, trucks out nothing catastrophic at this time. Did another engine swap for a water truck in-house.

Transit System:

For September 2019 the Bethel Transit System transported 2,050 passengers, 249 of those riders had a disability and 181 were elders. Of the 2,050 passengers, 642 used ONC monthly passes, senior and caregivers.

The September revenue was \$4,307. Cash fares totaled \$1,730, and day and monthly passes were \$2,577.

There are two drivers. Sally Evans who is a full time driver and Brenda J. George is a part time driver.

Buses 436 and 437, purchased in 2008, are wore out and are being surpluses. Bus 438, the smaller bus, was purchased in 2008 and we are using it as the stand-by bus. Bus 439, purchased in 2014, has 160,000+ miles and is requiring lots of TLC. The body is showing many signs of wear and the undercarriage needs lots of attention. It, Bus 439, should be replaced next year.

We have a new bus coming on this fall barge, it will become the primary bus, and Bus 439 will become stand-by. If we start an "Inner City" schedule, then Bus 439 will be used for it and Bus 438 will be the stand-by bus.

Alaska DOT has not uploaded the FY 20 Grant information and/or the FY Billing Summaries information on BlackCat yet. We are unable to submit the July and August Billing Summaries until they do. Hopefully it will be this coming week.

Landfill / Recycle Center:

In the spring, there is clean up, green up. In the fall, and especially in September, is to get every job done and everything to the Landfill, so the point is, we have been busy by all the contractors. So far, as of the morning of the 26th, we have taken in 1,654 commercial cubic yards.

The road crew has brought in load, after load of sand for the salt sand pile. We will be building so that we can cover throughout winter and be in compliance with DEC's regulations.

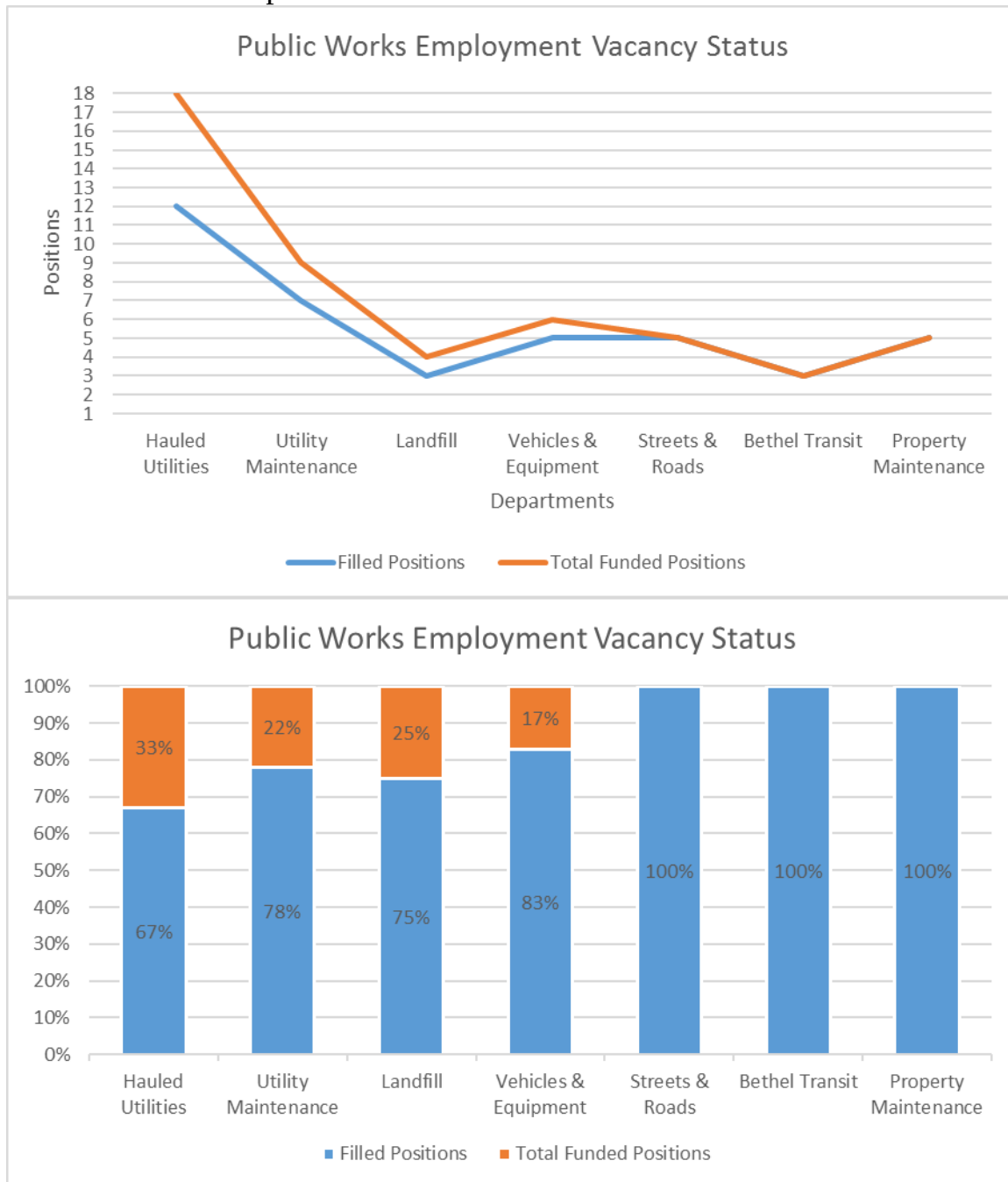
Looking forward to winter, since we were so busy this summer and fall.

Water Plant Operations:

We will continue to keep daily chlorine and fluoride records to compile monitoring logs reported monthly to ADEC for BHWTP & CSWTP. We filed our DMR report for the sewage lagoon discharges and monthly coliform sampling and report. We will continue our monthly routine sampling and lube log reporting to OEH for BHWTP & CSWTP. We will continue a daily safety meeting. We got list 25 homes in BHWTP piped housing Tier 1 and Tier 2 for next Lead and Copper cycle, we need 10 homes for volunteer testing City billing next needs send letters out next to 25 address.

Institutional Corridor Update: Two new building were added on 9-25-19 (Sobering Center, 1360 State Hwy and PATC, 1610 Calista Dr.)

Staffing Issues/Concerns/Training:
Chart information updated: 09/30/2019



Streets and Roads daily dialog

9/1/19 Sunday

We used the 324E excavator at the landfill to stack the loads of steel and broken up lumber that

came from the east addition of YKHC hospital.

9/2/19 Labor Day

We used the 324E excavator at the landfill to stack the loads of steel and broken up lumber that came from the east addition of the YKHC hospital.

9/3/19

We took the 966F loader to the City Sand Pit to load dump trucks.

We hauled three dump truck full of winter cover from the City Sand Pit to the Landfill for seven hours.

The 160M grader was out grading roads throughout Bethel for seven hours.

We used the 324E excavator at the Landfill to stack up the last loads of steel and broken up lumber that came from the east addition of the YKHC hospital.

9/4/19

We took the 966F loader out to the City Sand Pit to load the dump truck full of winter cover to haul to the Landfill.

We, then, stacked up the winter pile with the 324E excavator in the Landfill.

We hauled in some of the asphalt that was dug up on Ptarmigan to the Landfill.

We graded Kasayuli Sub., with the 160M grader.

9/5/19

We took the 966 loader to the City Sand Pit to load and haul the winter cover to the Landfill with dump trucks.

The 160M grader was out grading roads throughout Bethel for seven hours.

Hauled the same D-1 gravel to Akakeek Road for the grader.

9/6/19

We took the 966F loader to the City Sand Pit to load dump trucks and haul the winter cover to the Landfill.

We graded Akakeek, Ptarmigan, Tundra Ridge, Owl/Mallard Lane, 6th Ave., 7th Ave., Main St., and City Sub with two graders.

Hauled D-1 gravel to City Sub for the grader.

9/8/19 Sunday

The grader was out grading roads throughout Bethel for seven hours.

9/9/19

We took the 950G loader out to the City Sand Pit to haul salt road sand to the City Shop with two dump trucks.

The 160M graded BIA Road, Kasayuli Sub, Akakeek St. and Ptarmigan Rd.

9/10/19

Took the 966F loader out to the City Sand Pit to haul salt road sand to the City Shop with two dump trucks.

Push at the City Sand Pit with D-8 dozer for six hours.

Grade roads with 160M grader throughout the city for six hours.
Put cutting edges on the 160M grader.

9/11/19

Took the 966F loader out to the City Sand Pit to haul salt road sand to the Landfill with two dump trucks.

Graded roads throughout Bethel with 160M grader for seven hours.

Push with the D-8 at the City Sand Pit.

9/12/19

Took the 966F loader out to the City Sand Pit to haul and add to the road salt pile with two dump trucks.

Grader was out for six hours grading roads throughout Bethel.

The D-8 dozer was out for five hours pushing the City Sand Pit.

9/13/19

Took the 966F loader to the City Sand Pit to load dump trucks and haul to the salt sand pit in front of City Shop

The grader was out for seven hours grading roads.

The D-8 push sand at the city sand pit for six hours.

9/16/19

Took the 966F loader to the City Sand Pit to load dump trucks and haul to the salt sand pile in front of City Shop.

Unloaded the bags of salt into the freezer vans outside of the City Shop.

Hauled D-1 gravel to potholes on the roads from the last rainstorm.

9/17/19

A dump truck was out dispersing D-1 gravel for both graders to fill in potholes before the rain.

Finished unloading the salt from the freezer vans outside of the City Shop.

Put up a stop sign at the courthouse and a yield sign at the "Y" on the Landfill road and the road going toward Haroldson's.

9/18/19

A dump truck hauled D-1 gravel for both graders that were out for seven hours, as needed, onto Bethel roads.

Worked on unloading the calcium chloride vans.

9/19/10

Both graders were out grading roads throughout Bethel.

Had to change cutting edges on both graders.

Hauled D-1 gravel with the dump truck for both graders, as needed.

Worked on unloading the last calcium chloride van.

9/20/19

Both graders were out today grading the roads throughout Bethel and hauled more D-1 gravel, as

needed.

Hauled two seawall pipes from the City Sand Pit to the City Hall parking lot to use as barricades.

9/23/19

Took the 966F loader out to the City Sand Pit to haul salt mixing sand to the winter road sand pile outside of the City Shop.

Both graders were out grading Bethel roads for seven hours.

9/24/19

We welded a seawall pipe, adding 8 more feet to the 40 foot pipe to use as a culvert between KUC and VFW on Akiak Dr. in City Sub.

We installed a culvert in front of 246 Alex Hatley Drive due to a problematic hole forming, with the culvert coming apart.

A grader was out in Kasayuli Sub., grading.

Two dump trucks were hauling D-1 gravel for the grader in Kasayuli Sub.

9/25/19

We had both graders out grading roads throughout Bethel.

We hauled two sewer tanks from Mission Lake road to the Landfill.

We took the 966F loader to sand pit to load dump truck and haul to the road salt sand pile.

9/26/19

Took the 966F loader to the sand pit to load dump trucks.

We installed a culvert in front of 162 across Black Berry St. in Blue Berry Sub. and hauled sand to cover the culvert.

We hauled road sand to the Swan Ct to build up the road.

9/27/19

Took the 966F loader out to the City Sand Pit and hauled road sand to fill in potholes on Jacob's Way.

Also hauled road sand to Akiak Drive to fill in the culvert that we replaced with a Seawall Pipe.

Hauled D-1 gravel to cap off the new culverts in Akiak Drive.

9/29/19 Sunday

A grader was out grading the main roads throughout Bethel so they will be smoother for the schools buses running Monday morning.

9/30/19

Took the 966F loader out to the City Sand Pit to load dump trucks and haul cover sand to the Landfill

Both graders were out grading roads throughout Bethel 7 hours.

PORT OF BETHEL

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



TO: Bo Foley, Acting City Manager
FROM: Allen Wold, Port Director
SUBJECT: September 2019 Managers Report

- **Small Boat Harbor**
 - Cleaning around the Harbor using Loader
 - Selling permits.
 - Bilging out boats.
 - Pulling out sunken boats.
 - Added gravel to the harbor (covering geo-web and fabric with 15 loads of river run, brought down 10 loads of D-1 gravel to the Harbor to repair roads).
- **City Dock/Beach 1/Petro Port**
 - Customers are in and out of the Dock.
 - Vessels being repaired on Beach 1.
 - 1 mainline barges (AK logistic) 800 thousand lbs.
 - Brought loads of gravel to Beach 1 for maintenance (used dozer, grader and loader).
 - Installed Fire Extinguisher Cabinets around City Dock Yard.
 - Repaired garage door at the AML Warehouse.
 - 10 barges at the Petro Port, 15 tugs and barges at Beach 1.
- **Port Office**
 - Property Maintenance checking on building daily.
 - Selling permits.
 - Ordered office furniture
- **Admin**
 - Monthly Storage billing for customers.
 - Hired 1 Temp City Dock Attendant.
 - Getting together with departments for a surplus sale.
 - Training City Dock Attendants in heavy equipment.
- **Seawall**
 - Consistent clean up.
 - Put more Life rings up and made rescue poles for the seawall.
 - Port Attendants checking on lower access daily to make sure life rings and rescue poles are still in place (Safety Checks)
 - Removal of trees on Lower Access Road (Mini Excavator and Loader)
 - Added gravel to trail on Lower Access Road
 - Tightened Cable Fencing along Seawall
 - 6 loads of River Run gravel to Float Plane Area and used D-1 gravel along the Seawall to fix the washouts

