



# City of Bethel

P.O. Box 1388

Bethel, Alaska 99559

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**Regular City Council Meeting**

**Tuesday, November 22, 2016**

**6:30 P.M.**

**Council Chambers; Bethel, Alaska**



# City Council Meeting Agenda Regularly Scheduled Meeting November 22, 2016 – 6:30 pm City Hall 300 State Highway, Bethel, AK City of Bethel Council Chambers

Rick Robb  
Mayor  
Term Expires 2017  
543-1879  
[rrobb@cityofbethel.net](mailto:rrobb@cityofbethel.net)

Byron Maczynski  
Vice-Mayor  
Term Expires 2016  
545-8010  
[bmaczynski@cityofbethel.net](mailto:bmaczynski@cityofbethel.net)

Leif Albertson  
Council Member  
Term Expires 2017  
543-2819  
[lalbertson@cityofbethel.net](mailto:lalbertson@cityofbethel.net)

Nikki C. Hoffman  
Council Member  
Term Expires 2017  
543-2608  
[nhoffman@cityofbethel.net](mailto:nhoffman@cityofbethel.net)

Alisha Welch  
Council Member  
Term Expires 2017  
545-6026  
[arwelch@cityofbethel.net](mailto:arwelch@cityofbethel.net)

Fred Watson  
Council Member  
Term Expires 2018  
[fwatson@cityofbethel.net](mailto:fwatson@cityofbethel.net)

Norman Ayagalia  
Council Member  
Term Expires 2018  
[nayagalia@cityofbethel.net](mailto:nayagalia@cityofbethel.net)

Pete Williams  
Acting City Manager  
543-2047  
[pwilliams@cityofbethel.net](mailto:pwilliams@cityofbethel.net)

Lori Strickler  
City Clerk  
543-1384  
[lstrickler@cityofbethel.net](mailto:lstrickler@cityofbethel.net)

Patty Burley  
City Attorney

Mary Sattler  
Lobbyist

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. PEOPLE TO BE HEARD – Five minutes per person**
- V. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA**
- VI. APPROVAL OF MEETING MINUTES**
  - a) \*11-1-2016 Special City Council Meeting
  - b) \*11-7-2016 Special City Council Meeting P2
  - c) \*11-8-2016 Regular Meeting Minutes P5
- VII. REPORTS OF STANDING COMMITTEE**
- VIII. SPECIAL ORDERS OF BUSINESS**
  - a) Health Fitness Monthly Update On The YK Fitness Center Operations P22
- IX. UNFINISHED BUSINESS**
  - a) Public Hearing Of Budget Ordinance 16-17 (d): Cost Associated With The Bonds (City Manager Williams) P37
  - b) AM 16-70: Direct City Administration To Prepare And Submit An FY 2018 Alaska Community Transit Grant Application With \$80,580 Included From The City's Fiscal Year 2018 Budget As A Local Match (Acting City Manager Williams) 39
- X. NEW BUSINESS**
  - a) \*Introduction Of Budget Modification 16-17 (e): Approving The Transfer Of Money To Purchase A Transit Buses (Acting City Manager Williams) P45
  - b) IM 16-09: Revision Of The City's Vehicle Policy, Response To AM 16-71 (Acting City Manager Williams) P48
  - c) IM 16-10: City Of Bethel October Monthly Financial Statements (Acting City Manager Williams) P60
  - d) City Manager Recruitment Process (Mayor Robb)P79
  - e) \*Personal Leave Request For City Attorney November 28 & 29 (Mayor Robb)
- XI. MAYOR'S REPORT**
- XII. MANAGER'S REPORTS**
- XIII. CLERK'S REPORT**
- XIV. COUNCIL MEMBER COMMENTS**
- XV. EXECUTIVE SESSION**
  - a) Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity – Employment Contract Review, City Manager (Mayor Robb)
  - b) AS 44.62.310 (C) 1: Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity: Legal Liability For The Transit System (Mayor Robb)
- XVI. ADJOURNMENT**

Agenda posted on November 16, 2016, at City Hall, AC Co., Swanson's, and the Post Office.

  
Lori Strickler, City Clerk

(Items on the agenda noted with an asterisk (\*) are considered the consent agenda.

All Resolutions noted with an asterisk (\*) will automatically be adopted on the consent agenda unless removed from the consent agenda by Council.

Ordinances introduced with an asterisk (\*) on the consent agenda will automatically be introduced and set for **Public Hearing December 13, 2016**)

The Council may, after 12:00am, and only by a unanimous consent vote to Fix the Time to Which To Adjourn for the following day at 6:30 p.m.

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# ***Approval of the Meeting Minutes***

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The November 1, 2016 Meeting Minutes will be emailed to the Council when they are completed.

**I. CALL TO ORDER**

A Special Meeting of the Bethel City Council was held on November 7, 2016 at 6:30pm in the Council Chambers, Bethel, Alaska.

Mayor Richard Robb called the meeting to order at 6:30p.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

<b>Comprising a quorum of the Council, the following members were present:</b>	
<input checked="" type="checkbox"/> Mayor Rick Robb	<input checked="" type="checkbox"/> Council Member Norman Ayagalria
<input checked="" type="checkbox"/> Council Member Fred Watson	
<input checked="" type="checkbox"/> Council Member Leif Albertson (arrived at 7:05p)	
<input checked="" type="checkbox"/> Council Member Alisha Welch	
<b>Those Absente are:</b>	
<input checked="" type="checkbox"/> Council Member Nikki Hoffman	<input checked="" type="checkbox"/> Vice-Mayor Byron Maczynski
<b>Also in attendance were the following:</b>	
<input checked="" type="checkbox"/> City Clerk Lori Strickler	<input checked="" type="checkbox"/> Acting City Manager Williams

**IV. PEOPLE TO BE HEARD**

**V. APPROVAL OF THE AGENDA**

**Main Motion:** Approve the Consent and Regular Agenda.

Moved by:	Welch
Seconded by:	Ayagalria
Action:	Motion carries by a vote of 4-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria

<b>Primary Amendment:</b>	Amend to move the Executive Session Item A to the first item of Business.
Moved by:	Welch
Seconded by:	Ayagalria
Action:	Motion carries by a vote of 4-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria

**EXECUTIVE SESSION**

**Item A-** Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity – Employment Contract Review, City Manager.

<b>Main Motion:</b>	Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity – Employment Contract Review Manager. Those participating in the executive session are Acting City Manage Williams, City Attorney Burley, City Clerk Strickler.
Motion:	Alisha
Seconded by:	Ayagalria
Action:	Motion carries by a vote of 4-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria

*Council Member Albertson arrived at 7:05p.*

*Council came out of executive session at 7:12p.*

**Item B-** Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity – Employment Contract Review, City Manager.

<b>Main Motion:</b>	Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity – Employment Contract Review Manager. Those participating in the executive session are Acting City Manage Williams, City Attorney Burley, City Clerk Strickler.
Motion:	Alisha
Seconded by:	Ayagalria
Action:	Motion carries by a vote of 5-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria <input checked="" type="checkbox"/> Albertson

**VI. UNFINISHED BUSINESS**

**Item A-** Evaluate The City Manager Recruitment Process.

**Item B -** Authorizing the City Clerk and City Attorney To Enter Into Contract/Agreement For Background Investigations For City Manager Candidates

**VII. EXECUTIVE SESSION**

**Item A-** Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity – Employment Contract Review, City Manager.

**Item B-** Subjects That Tend to Prejudice the Reputation and Character of Any Person – City Manager Candidates (Note: All city manager candidates may be discussed during the executive session).

*Directed the City Attorney to enter into contract for Background investigations.*

**VIII. ADJOURNMENT**

<b>Main Motion:</b>	Adjourn.
Motion:	Watson
Seconded by:	Welch
Action:	Motion carries by a vote of 5-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Ayagalria
Opposed:	∅

*Council Adjourned the meeting at 8:28p.*

\_\_\_\_\_  
Richard Robb, Mayor

ATTEST:

\_\_\_\_\_  
Lori Strickler, City Clerk

**I. CALL TO ORDER**

A Regular Meeting of the Bethel City Council was held on November 8, 2016 at 6:30 p.m., in the council chambers, Bethel, Alaska.

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

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

<b>Comprising a quorum of the Council, the following members were present:</b>	
<input checked="" type="checkbox"/> Mayor Rick Robb	<input checked="" type="checkbox"/> Council Member Norman Ayagalria
<input checked="" type="checkbox"/> Council Member Fred Watson	<input checked="" type="checkbox"/> Council Member Nikki Hoffman (arrived after roll call)
<input checked="" type="checkbox"/> Council Member Leif Albertson	<input checked="" type="checkbox"/> Vice-Mayor Byron Maczynski
<input checked="" type="checkbox"/> Council Member Alisha Welch	
<b>Also in attendance were the following:</b>	
<input checked="" type="checkbox"/> City Attorney Patty Burley	<input checked="" type="checkbox"/> Acting City Manager Williams

**IV. PEOPLE TO BE HEARD**

John Sargent- As the Grant Manager for the City of Bethel, provided a summary of the E 911 Contract, the transit system grant application, and the Janitorial Cleaning Contract listed on the agenda.

**V. APPROVAL OF THE CONSENT AND REGULAR AGENDA**

**Main Motion:** Approve the Consent and Regular Agenda.

Moved by:	Albertson
Seconded by:	Welch
Action:	Motion carries by a vote of 6-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Maczynski <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria
Opposed:	-0

**Removal from the Consent** Resolution 16-32.

**Agenda:**

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Moved by:  Robb

**Removal from  
the Consent**

**Agenda:** Introduction of Budget Ordinance 16-17 (d).

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Moved by:  Albertson

**VI. APPROVAL OF THE MEETING MINUTES**

**Item A** – Regular City Council Meeting October 25, 2016  
*Passed on the consent agenda.*

**Item B-** Special City Council Meeting October 26, 2016  
*Passed on the consent agenda.*

**Item C-** Special City Council Meeting October 28, 2016  
*Passed on the consent agenda.*

**VII. REPORTS OF STANDING COMMITTEES**

**Public Safety and Transportation Commission –**  
Council Representative, Norman Ayaglaria  
A meeting was not held due to a lack of a quorum.

**Port Commission –**  
Council Representative, Alisha Welch  
A meeting was not held due to a lack of a quorum.

**Planning Commission –**  
No one available to provide a report.

**Parks and Recreation Committee –**  
Council Representative, Fred Watson  
A meeting has not been held since the last City Council Meeting.

**Finance Committee –**  
Council Representative, Leif Albertson –  
A meeting has not been held since the last City Council Meeting.

**Energy Committee –**  
Council Representative, Richard Robb

A meeting has not been held since the last City Council Meeting.

**Public Works Committee –**

Council Representative, Byron Maczynski –

A meeting has not been held since the last City Council Meeting.

**Marijuana Advisory Committee –**

Council Representative, Byron Maczynski –

A meeting has not been held since the last City Council Meeting.

**VIII. UNFINISHED BUSINESS**

**Item A – Public Hearing Of Ordinance 16-31: Amending Title 10, Chapter 3 Of The Bethel Municipal Code, Related To The Operation Of Snow Machines And ATV's On Bethel Roads.**

*Mayor Robb opened the public hearing.*

*No one present to be heard.*

*Mayor Robb closed the public hearing.*

A motion to adopt was made at the October 25, 2016 Regular City Council Meeting.

**Main Motion:**

Moved by:	Maczynski
Seconded by:	Hoffman
Action:	Motion carries by a vote of 6-1
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Maczynski <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Hoffman <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria
Opposed:	<input checked="" type="checkbox"/> Albertson

**Primary Amendment:**

Amend 10.03.050 Strike "Driver Qualifications" and insert "Minor Operators and Passengers" and amend A. 4, to strike "Minor (s) must wear approved helmets" And insert "Minors must wear a helmet which meets safety standards set by the Federal Motor Vehicle Safety Standards."

Moved by:	Albertson
Seconded by:	Welch
Action:	Motion carries by a vote of 6-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Maczynski <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria
Opposed:	-0

**Main Motion:**

Amend 10.03..050 to strike "twenty one (21)" and "insert eighteen (18)".

Moved by:	Watson
Seconded by:	Ayagalria

Action:	Motion does not carry by a vote of 2-4
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Watson
Opposed:	<input checked="" type="checkbox"/> Maczynski <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria

Amend 10.03.060 to strike "Unless otherwise stated in Alaska Statutes, violations of this chapter are infractions subject to general penalties under Bethel Municipal Code Section 1.08.010 General penalty" and insert "Violations of any portion of this Chapter is an infraction. Whenever a specific monetary penalty is not specified in Alaska Statues, the penalty for these infractions is:

- A. A fine of twenty-five (\$25) Dollars for the first (1<sup>st</sup>) violation;
- B. A fine of fifty (\$50) Dollars for the second (2<sup>nd</sup>) violation or;
- C. A fine of one hundred (\$100) Dollars for a third (3<sup>rd</sup>) or subsequent violation.

**Main Motion:**

Moved by:	Welch
Seconded by:	Maczynski
Action:	Motion carries by a vote of 6-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Maczynski <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria
Opposed:	-0

*Council Member Hoffman arrived at 6:55p.*

**Item B –Public Hearing Of Budget Ordinance 16-17 (b): Amending The FY 2017 Budget For E 911 Service.**

*Mayor Robb opened the public hearing.*

*Police Chief Andre Achee spoke in favor of the ordinance.*

*Mayor Robb closed the public hearing.*

**Main Motion:** Adopt Budget Ordinance 16-17 (b).

Moved by:	Maczynski
Seconded by:	Ayagalria
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Maczynski <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Hoffman <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria
Opposed:	-0

**Item C – Public Hearing Of Budget Ordinance 16-17 (c): Amending The FY 2017 Budget For Janitorial Services At The Courthouse.**

*Mayor Robb opened the public hearing.*

*No one present to be heard.*

*Mayor Robb closed the public hearing.*

**Main Motion:** Adopt Budget Ordinance 16-17 (c).

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Moved by: Albertson  
Seconded by: Welch  
Action: Motion carries by a vote of 7-0  
In favor:  Robb  Maczynski  Albertson  Watson  Hoffman  Welch  Ayagalria  
Opposed: -0

**Item D – AM 16-66 Authorizing Administration To Move Forward with The Statewide Transportation Alternatives Program FY 2013-2016 Grant Agreement to accept Grant Funds To Construct A Gravel Trail.**

- i. Alaska Transportation Alternative’s Program Trail Grant (Acting City Manager Williams)

A motion to approve AM 16-66 was made at the September 27, 2016 Regular Meeting.

**Main Motion:**

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Moved by: Hoffman  
Seconded by: Welch  
Action: Motion carries by a vote of 7-0  
In favor:  Robb  Maczynski  Albertson  Watson  Hoffman  Welch  Ayagalria  
Opposed: -0

**Subsidiary**

**Motion:** Suspend the rules to hear from Grant Manager, John Sargent.

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Moved by: Albertson  
Seconded by: Welch  
Action: Motion carries by a vote of 7-0  
In favor:  Robb  Maczynski  Albertson  Watson  Hoffman  Welch  Ayagalria  
Opposed: -0

**Main Motion:** Strike “Sign” and insert “move forward with”

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Moved by: Albertson  
Seconded by: Welch  
Action: Motion carries by a vote of 7-0  
In favor:  Robb  Maczynski  Albertson  Watson  Hoffman  Welch  Ayagalria  
Opposed: -0

**Item E – AM 16-70: Direct City Administration To Prepare And Submit An FY 2018 Alaska Community Transit Grant Application With \$80,580 Included From The City’s Fiscal Year 2018 Budget As A Local Match.**

A motion to approve AM 16-70 was made at the October 11, 2016 Regular Meeting.

**Main Motion:**

Moved by:	Hoffman
Seconded by:	Weiss
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Maczynski <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Hoffman <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria
Opposed:	-0

**Main Motion:** Postpone.

Moved by:	Albertson
Seconded by:	Welch
Action:	Motion carries by a vote of 6-1
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Maczynski <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Hoffman <input checked="" type="checkbox"/> Welch
Opposed:	<input checked="" type="checkbox"/> Ayagalria

**Item F – AM 16-73: Janitorial Cleaning Contract For Court House.**

A motion to approve was made at the October 25, 2016 Regular Meeting.

**Main Motion:**

Moved by:	Welch
Seconded by:	Hoffman
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Maczynski <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Hoffman <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria
Opposed:	-0

**Item G- AM 16-74: Directing Administration To Sign The Managed Services Agreement Between The City Of Bethel And ProComm Alaska For The Ongoing Maintenance of the Enhanced 911 System.**

A motion to approve was made at the October 25, 2016 Regular Meeting.

**Main Motion:**

Moved by:	Welch
Seconded by:	Hoffman
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Maczynski <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Hoffman <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria
Opposed:	-0

**Item H-** Direct Administration To Look For Grant Funding And To Work With Federal And State Representatives And Tribal Entities To Help Obtain Grant Funding For Opiate Treatment In The Region.

**Main Motion:** Motion to postpone indefinitely.

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Moved by:	Maczynski
Seconded by:	Welch
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Maczynski <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Hoffman <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria
Opposed:	-0

**IX. NEW BUSINESS**

**Item A – Resolution 16-32:** Establishing The City Of Bethel, State Capital Priority Request.

**Main Motion:** Adopt Resolution 16-32.

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Moved by:	Maczynski
Seconded by:	Ayagalria
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Maczynski <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Hoffman <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria
Opposed:	-0

**Primary**

**Amendment:** Insert Whereas Statement as submitted by the Mayor.

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Moved by:	Maczynski
Seconded by:	Ayagalria
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Maczynski <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Hoffman <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria
Opposed:	-0

Amend to insert the Bethel Small Boat Harbor as the Third Request.

**Main Motion:**

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Moved by:	Maczynski
Seconded by:	Welch
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Maczynski <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Hoffman <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria
Opposed:	-0

Insert a whereas statement under the Fire Truck request "the people of Bethel are working for public safety the City of Bethel recently funded money for ambulance replacement and receives numerous donations from individual citizens and private parties to self-fund a new ambulance; delivery of the ambulance is expected in the summer of 2017.

**Primary Amendment:**

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Moved by:	Albertson
Seconded by:	Welch
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Maczynski <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Hoffman <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria
Opposed:	-0

**Primary Amendment:** Amend the priorities to move the Emergency Response Ladder Truck- Fire as the second item on the Priority List.

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Moved by:	Albertson
Seconded by:	Welch
Action:	Motion carries by a vote of 6-1
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Hoffman <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria
Opposed:	<input checked="" type="checkbox"/> Maczynski

Insert "Whereas, the City of Bethel has responded to two major fires in the last three years, as well as numerous smaller ones the Kilbuck School fire the ladder was damaged and no longer functions as designed.

**Primary Amendment:**

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Moved by:	Welch
Seconded by:	Hoffman
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Maczynski <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Hoffman <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria
Opposed:	-0

**Secondary Amended:** Strike "was damaged and no longer functions as designed" and insert "the truck has been in service since 1980 and is no longer operational."

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Moved by:	Albertson
Seconded by:	Hoffman
Action:	Motion carries by a vote of 7-0

In favor:  Robb  Maczynski  Albertson  Watson  Hoffman  Welch  Ayagalria  
Opposed: -0

**Primary Amended:** Insert Whereas our community is needing added tools and resources to meet the needs of current and future development and infrastructure.

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Moved by: Hoffman  
Seconded by: Ayagalria  
Action: Motion does not carry by a vote of 1-6  
In favor:  Hoffman  
Opposed:  Robb  Maczynski  Albertson  Watson  Welch  Ayagalria

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**Main Motion:** Postpone

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Moved by: Albertson  
Seconded by: Welch  
Action: Motion does not carry by a vote of 3-4  
In favor:  Albertson  Hoffman  Welch  
Opposed:  Robb  Maczynski  Watson  Ayagalria

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**Item B – Introduction Of Budget Ordinance 16-17 (d): Costs Associated With The Bonds.**

**Main Motion:** Introduce Budget Ordinance 16-17 (d).

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Moved by: Albertson  
Seconded by: Maczynski  
Action: Motion carries by a vote of 7-0  
In favor:  Robb  Maczynski  Albertson  Watson  Hoffman  Welch  Ayagalria  
Opposed: -0

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**Item C – AM 16-76: Approving Administrations Use Of Hiring Incentives To Recruit Qualified Candidates To Critical Need Positions.**

**Main Motion:** Approve AM 16-76.

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Moved by: Maczynski  
Seconded by: Ayagalria  
Action: Motion carries by a vote of 7-0  
In favor:  Robb  Maczynski  Albertson  Watson  Hoffman  Welch  Ayagalria  
Opposed: -0

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**Primary Amendment:** Insert "Direct administration to establish policies (policy standards) for use of hiring incentives to recruit qualified candidates."

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Moved by: Albertson  
 Seconded by: Maczynski  
 Action: Motion carries by a vote of 7-0  
 In favor:  Robb  Maczynski  Albertson  Watson  Hoffman  Welch  Ayagalria  
 Opposed: -0

**Secondary Amendment:** Insert "and present draft policy to the City Council for approval."

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Moved by: Maczynski  
 Seconded by: Ayagalria  
 Action: Motion carries by a vote of 7-0  
 In favor:  Robb  Maczynski  Albertson  Watson  Hoffman  Welch  Ayagalria  
 Opposed: -0

**Item D-** IM 16-08: Expiration of KYUK Internet Use and City Storage Agreement Signed February 2012.

**X. MAYOR'S REPORT**

**XI. MANAGER'S REPORT**

**XII. CLERK'S REPORT**

**XIII. COUNCIL MEMBER COMMENTS**

Mayor Richard Robb –  
 Bethel Friends of the NRA Banquet is this weekend, encouraged everyone to attend. Informed the public many Council Members will be attending the Alaska Municipal League Conference next week.  
 Encouraged the public to stay safe on the ice.

Vice-Mayor Byron Maczynski –  
 No comment.

Council Member Leif Albertson –  
 Tonight closed a very contentious and divisive election; glad we can move on.

Council Member Norman Ayagalria –  
 No comment.

Council Member Fred Watson–  
 Reflective tape is offered at YKHC, please make sure the kids are wearing reflective clothing.

Council Member Nikki Hoffman –  
No comment.

Council Member Alisha Welch –  
No comment.

#### **XIV. ADJOURNMENT**

**Main Motion:** Adjourn.

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Moved by:	Welch
Seconded by:	Ayagalria
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Maczynski <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Fansler <input checked="" type="checkbox"/> Hoffman <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Weiss
Opposed:	—0

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Richard Robb, Mayor

ATTEST:

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Lori Strickler, City Clerk

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# ***Reports of Standing Committees***

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# 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  
**Tuesday, November 1st, 2016 -7:00 p.m.**  
**300 STATE HIGHWAY – CITY COUNCIL CHAMBERS**  
**AGENDA**

**Members**

Joan Dewey  
*Chair*

Eileen Henrikson  
*Vice Chair*

Norman Ayagalria  
*Council Representative*

Naim Shabani

Julene Webber

Daniel Maczynski

**Ex-Officio Members**

Andre Achee  
*Chief of Police*

William Howell III  
*Fire Chief*

Christina Him  
*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 October 4th, 2016
- VI. UNFINISHED BUSINESS
  - A. Consideration of a “Neighborhood Watch” program (Commission Member Maczynski)
  - B. Statewide Task Force Update on Heroin (Byron Maczynski, *Council Member*)
- VII. NEW BUSINESS
  - A. BMC 5.30.120: Insurance Requirements for taxi cabs (Commission Member Shabani)
- VIII. CHIEFS’ COMMENTS
  - Fire Chief
  - Police Chief
- IX. TRANSPORTATION INSPECTOR’S REPORT
- X. COUNCIL REPRESENTATIVE’S COMMENTS
- XI. COMMISSION MEMBER’S COMMENTS
- XII. ADJOURNMENT

Christina Him, *Recorder*

POSTED on October 27th, 2016

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

Next Public Safety and Transportation Commission Meeting will be **December 6th, 2016.**

“Deep Sea Port and Transportation Center of the Kuskokwim”



# City of Bethel, Alaska

## Parks, Recreation, Aquatic, Health & Safety Center Committee Agenda

Regular Meeting

November 14, 2016, 2016 – 6:00pm

City Hall 300 State Highway

Michelle DeWitt  
*Committee Chair*  
Term Expires 12/2017

Judy Wasierski  
*Committee Co Chair*  
Term Expires 12/2018

Kathy Hanson  
*Committee Member*  
Term Expires 12/2018

Barbara Mosier  
*Committee Member*  
Term Expires 12/2018

Beverly Hoffman  
*Committee Member*  
Term Expires 12/2018

Brian Lefferts  
*Committee Member*  
Term Expires 12/2017

Kathryn Baldwin  
*Alternate Committee Member*  
Term Expires 12/2017

Mark Jones  
*Alternate Committee Member*  
Term Expires 12/2017

Fred Watson  
*Council Rep.*  
Term Expires 10/2017

Stacey Reardon  
*YK Fitness Facility Director*

Shadi Rabi  
*YK Fitness Program Mgr.*

Matt Ross  
*Parks and Recreation Rep.*

Pauline Boratko  
*Committee Recorder*

- I. CALL TO ORDER:**
- II. ROLL CALL:**
- III. PEOPLE TO BE HEARD – THREE MINUTES PER PERSON:**
- IV. APPROVAL OF AGENDA:**
- V. APPROVAL OF THE MINUTES:**  
October 10, 2016- regular meeting
- VI. SPECIAL ORDER OF BUSINESS:**
- VII. DEPARTMENT HEAD REPORT:**  
Muzaffar Lakhani, Public Works Director  
Stacey Reardon, YK Fitness Center Director
- VIII. UNFINISHED BUSINESS:**
  - A. Individual to provide report to November 22 City Council meeting
  - B. Energy Committee Joint Meeting
  - C. Updates: Owl Park and Dog Park
  - D. Pinky's Park Grant project update
  - E. Log Cabin/4H Building
  - F. Fiscal Year 2017 Parks and Recreation Budget
  - G. Signs in Parks to notify staff of maintenance problems
  - H. Balance on dedicated Pool Fund
  - I. YK Health Fitness Center Director Report
  - J. Fiscal Year 2017 YK Fitness Center Budget
  - K. Sub Committee Reports: Water Temp, Marketing, Physical Facility
  - L. City of Bethel Employee Wellness Program
  - M. Facility Name
  - N. Arts at the YK Fitness Center
- IX. NEW BUSINESS:**
  - A. Present Amended Agenda to committee
- X. MEMBER COMMENTS:**
- XI. ADJOURNMENT:**

Pauline Boratko, Committee Recorder



**City of Bethel, Alaska**  
**Public Works Committee Agenda**

Wednesday, November 16, 2016 Regular Meeting 6:30PM City Hall Council Chambers

**MEMBERS**

Joseph Klejka  
*Committee Chair*  
 Term Expires  
 12/2017

Jennifer Dobson  
*Committee V. Chair*  
 Term Expires  
 12/2017

Byron Maczynski  
*Council Rep.*  
 Term Expires  
 10/2016

Scott Guinn  
*Committee Member*  
 Term Expires  
 12/2017

Robert Champagne  
*Committee Member*  
 Term Expires  
 12/2017

Muzaffar Lakhani  
*Ex-Officio Member*

Pauline Boratko  
*Committee Recorder*

- I. CALL TO ORDER:**
- II. ROLL CALL:**
- III. PEOPLE TO BE HEARD: – (5 Minute Limit)**
- IV. APPROVAL OF AGENDA:**
- V. APPROVAL OF MINUTES:**
  - A. August 17, 2016
  - B. September 21, 2016-no meeting due to lack of quorum
  - C. October 19, 2016-no meeting due to lack or quorum
- VI. SPECIAL ORDER OF BUSINESS:**
- VII. UNFINISHED BUSINESS:**
  - A. Institutional Corridor Piped Water Supply Project
  - B. Sewer Lagoon, – PER (Preliminary Engineering Report) & ER (Environmental Report) for Truck Dump Site and other options/Funding strategies for sewer lagoon
  - C. Preventative maintenance logs and schedule for city trucks---- Byron Maczynski
  - D. update/discussion on the trail behind the college towards the hospital:---- Joseph Klejka
  - E. Leveling of the Bethel Heights Water Treatment Plant Building:---- Scott Guinn
  - F. Recommendation for Ordinance Modification Allowing Composting Toilets:---- John Sargent
  - G. 2015 Water Quality Reports & customer concerns:----Jennifer Dobson
- VIII. NEW BUSINESS:**
- IX. DIRECTORS REPORT:**
- X. MEMBER COMMENTS:**
- XI. ADJOURNMENT:**

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# City of Bethel, Alaska

## Public Works Committee Minutes

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November 16, 2016

Regular Meeting

Bethel, Alaska

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### **I. CALL TO ORDER:**

Due to the lack of quorum there was no regular meeting held on November 16, 2016

### **II. ROLL CALL:**

The following were present: Joseph Klejka, Scott Guinn, Robert Champagne

Excused absence(s): Jennifer Dobson

Unexcused absence: Byron Maczynski

Also Present:

Public Works Director, Muzaffar Lakhani

Committee Recorder, Pauline Boratko

Meeting adjourned at 6:47 pm due to lack of quorum.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
Pauline R. Boratko  
Recorder of Minutes

\_\_\_\_\_  
Joseph Klejka  
Committee Chair

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# ***Special Order of Business***

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### Holiday Schedule

Below is a listing of our planned holiday closures for the remainder of 2016 and the beginning of 2017.

**Thanksgiving Day: 11/24/16 Closed**

**Christmas Eve: 12/24/16 Open 9am-4pm**

**Christmas Day: 12/25/16 Closed**

**New Year's Eve: 12/31/16 Open 9am-4pm**

**Reserve option to extend hours or hold special evening event.**

**New Year's Day: 1/1/16 Closed**

**Easter: 4/16/16 Open 2pm-9pm**

### Logo Contest

In an effort to engage local artists to help develop a logo for the facility, we began advertising a logo contest at the end of October. The goal is to develop a logo that represents the place of the YKFitness Center in the YKDelta community and that can grow with the facility as it grows and develops. We welcome entries from anyone and everyone.

### Staffing

Hiring continues to be a major focus of our time as we continue to search for candidates to fill both operational and programming positions.

In-service trainings: Starting at the end of October we will be holding monthly in-service trainings to assure all our staff know the expectations of their positions and have the tools to succeed at their jobs.

### Facility Maintenance

Water Usage for the month of October showed no issues of concern with a usage of approximately 35,000 gallons.

Warranty Maintenance: BSI has retained Aaron Gross to complete warranty work on the facility including:

- Fixing Leaking windows in the concessions area, conference room and director's office
  - Currently waiting on parts delivery
- Fixing Leaking roof
  - Currently waiting on parts delivery
- Fixing malfunctioning locking mechanism on facility front doors
  - Problem has been identified and parts ordered
- Incorrect installation of handicapped door
  - Problem identified and corrected. Doors now in working order.

#### Routine Maintenance:

- Drained and Cleaned the Spa 10/10
- Backwashed Lap pool 10/11 & 10/27
- Long Technologies completed a site visit and completed updates and basic repairs to the BAS system. Full details on the visit are available in the attached Site Visit Report.
- Oiled rollers on treadmills 10/9

Corrective Maintenance:

- Family Locker Room door locking mechanism was removed and adjusted to correct locking issues
- Battery for the chair lift for the pool was found to have charging issues, we procured a charger to assure we are able to reach a charge and operate the lift. Long term we will also need to replace the lift batteries which have a 2-3 year lifespan.
- Due to the brownouts we have had to restart the pool and spa pumps manually several times over the month. This causes an ongoing concern regarding what will happen if there is a brownout outside of operational hours when no one is available to manually restart the system.

Maintenance needed:

- We discovered that the chair lift for the main pool was installed without clearance for the chair to properly move between the ladder rails and the standing pole for the backstroke flags. We are reviewing options to correct for this, including the possibility of moving the chair to another location, but a review of ADA specifics needs to be undertaken.
- We continue to monitor calcium hardness in both pools and to utilize water replacement as needed to maintain appropriate levels.
- We continue experiencing issues with ORP readings by the Bec7 chemical feeding system and are continuing to explore corrective options available. In the meantime chemical feeding is being done by hand.
- Parts for the UV system have been ordered, but are on backorder. We have not received an estimate of when the parts will become available.

Cleaning: Staffing shortages continue to cause difficulties with maintaining cleanliness in the women's locker rooms during operational hours. We continue to work to find, hire and train Facility Attendant staff and staff from other positions have been helping to meet needs in the meantime.

### Programming

Licensed Child Care: Working with the Alaska state licensing board for child care we have reviewed the process for obtaining state licensure for providing day care at the facility and have found that we do not have the resources needed to obtain licensure.

Kid's Watch & Kid's Camp: During the process of the license review we did identify 2 options for offering programs that do not require licensing.

**Kid's Watch:** The first is the option for providing a program while the parents are in the facility. We are currently undertaking to staff and setup this program, which we have named Kid's Watch. Contingent on staffing we intend to offer Kid's Watch starting December 1<sup>st</sup> on Tuesday-Friday from 5-9pm and Saturdays and Sundays from 3-9pm for participants ages 4-13. Participants will be able to remain with our staff for up to 2 hours per day while the parent/guardian is in the building. Parents will be required to remain in the facility, but may workout, attend classes or just have some rest and relaxation.

**Kid's Camp:** The second option identified allows us to offer services for up to 4 participants while their parents are not in the building. We are developing this option as Kid's Camp and it will also be open to participants ages 4-13. Staffing, hours, conditions and programming are still under development and we intend to have this option available in the new year.

Classes: Fall1 classes ended October 30<sup>th</sup>. Fall 2 classes started November 1<sup>st</sup> and run through December 18<sup>th</sup>.

Aquatics:

- Fall 1 Swim lessons completed with 35 registered participants.
- Fall 2 Swim lessons currently have 38 registered participants. New class offerings include an Adult Masters swim class and Water Polo.
- Lifeguard Certification Course scheduled for October 14-23 was not able to run due to lack of qualifying participants. A new class has been scheduled for Dec 27-30.
- A new swim class was started for KLA students
- BRHS swim classes continued
- BRHS swim team completed their season, but have set up an ongoing swim program to maintain and continue to develop skills through the year.

Fitness:

- Fall 1 fitness programs registration was 46
- Fall 2 registration currently includes 33 registered participants.
- Cycling classes were added to the Fall 2 schedule.

Rentals: October rentals included 4 parties and 22.5 hours of studio rental time. Studio rental time was down due to use of the studio by our programs and classes.

Events: on 10/29 we held our first Halloweenaversary event to celebrate Halloween and the anniversary of the facility opening. 127 patrons checked in during our event. The facility was still open for workouts during this time so some of those check-ins are patrons who did not participate in the event. Tickets were sold for participation in offered activities. Below is a listing of the number of tickets collected at each activity. We had 21 children enter our costume contest and we had over 65 swimmers participate in our spooky swim.

Activity	# of Tickets collected
Trick or Treat Cup	72
Pin the Spider	59
Candy Corn Guess	33
Hat Ring Toss	66
Photo Booth	35
Face Paint	32
Crafts	35
Cake walk	139



## Marketing

Website: new facility website is live and we continue to populate content.

Facebook: We continue to utilize the facebook page for sharing facility information. Attempts to boost posts for our Halloween event were defeated by the facebook algorithm, but we continue to learn about best ways to utilize this media.

Radio: Our Program Manager continues to call into KYUK on Friday mornings and we are reaching out to the station with information to share on Tundra Drums as well.

## Memberships

YKHC: Membership contract with YKHC has been renewed with a start date of Dec 1. We have maintained the same discount rate as the previous contract, but have not included programming with the membership.

PFD: Below is a listing of the number of memberships purchased during the October PFD Sale.

<b>PFD Memberships 2016</b>	
<b>Membership Type</b>	<b># Sold</b>
Annual Adult Fitness	2
Annual Adult Pool	3
Annual Adult Pool/Fitness	10
Annual Military Fitness	1
Annual Military Pool and Fitness	2
Annual Senior Fitness	1
Annual Senior Pool	1
Annual Senior Pool/Fitness	7
Annual Youth Pool	3
<b>Membership Type</b>	<b># Sold</b>
Monthly Adult Fitness	48
Monthly Adult Pool	11
Monthly Adult Pool/Fitness	18
Monthly Family Pool	1
Monthly Family Pool/Fitness	1
Monthly Military Fitness	1
Monthly Military Pool	1
Monthly Military Pool/Fitness	1
Monthly Senior Fitness	3
Monthly Senior Pool	1
Monthly Senior Pool/Fitness	2
Monthly Youth Pool	7

**Facility Utilization**

Facility Check-In: Facility Check-In numbers represent the total number of patrons who visited the facility and are based on a compilation of the number of members who checked-in, the number of daily passes sold and the number of participants in programs, activities, rentals and special events. These numbers represent facility visits, not individuals as most individuals visit the facility multiple times.

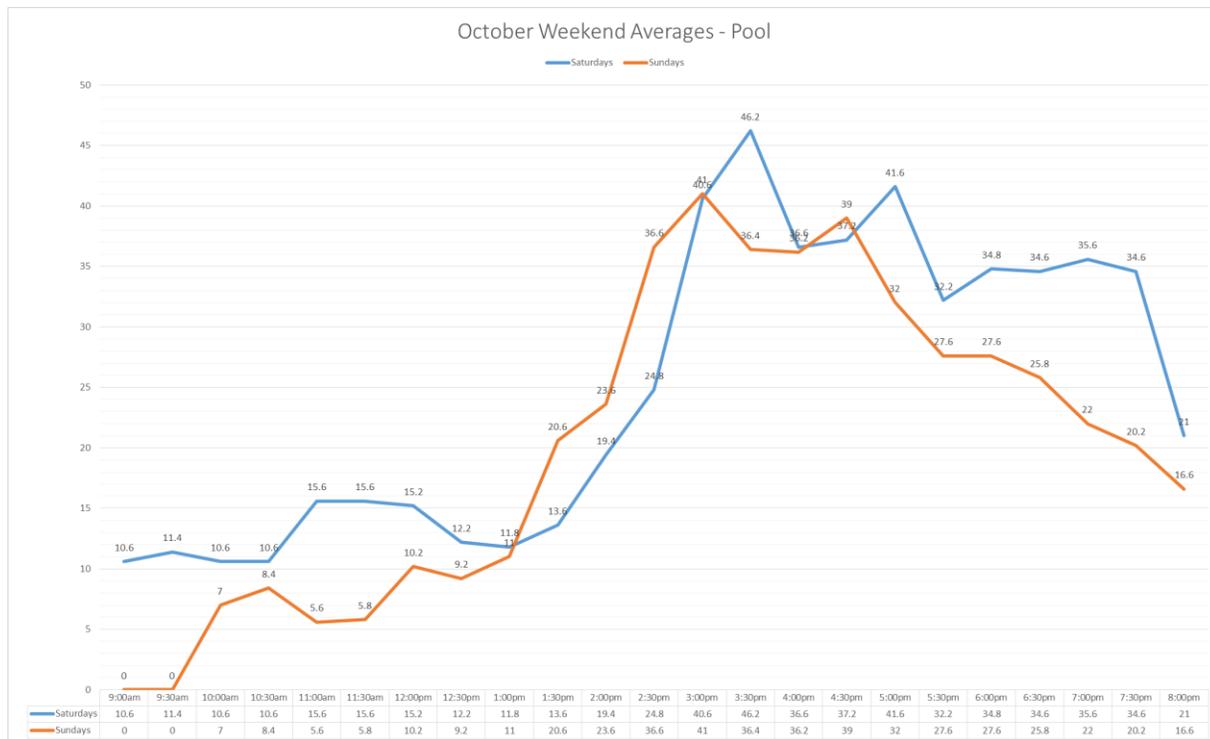
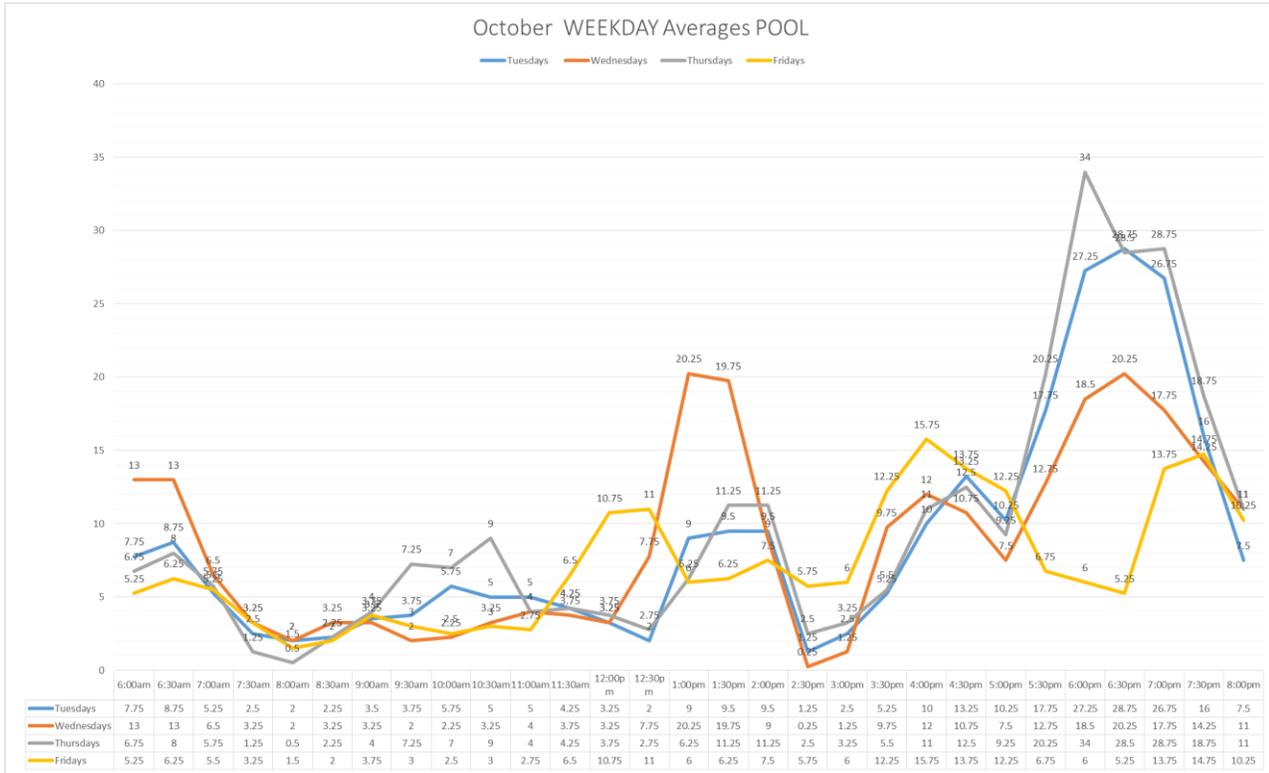
Facility Check-In	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Member Checkins	1,830	2,134	2,227	2,333									8,524
Daily Admissions	1,189	1,095	833	827									3,944
Rentals	25	105	186	150									466
Events	0	30	0	100									130
Fitness Programming	64	12	75	101									252
Aquatics Programming	0	220	258	309									787
Monthly Totals	3,108	3,596	3,579	3,820	0	0	0	0	0	0	0	0	14,103

The above facility utilization rates include several groups from LKSD who utilized the pool for recreation.

Group Name	School	Head Staff Name	#Staff	#Students
Intensive Needs/SPED Class	Gladys Jung	Mr. Garcia	7	4
Jr. High Speech Team	Chaptunaq School, Chefornak Ak	Kris Morgan	2	15
cross country	BRHS	Corey Brian	1	11
ME School	ME School	Jamie Johnson	7	13
Jr High Speech	Nelson Island School	Kelly Gebauer	1	5
Junior High Speech	Nelson Island School	Kelly Gebauer	2	5
jr high speech	Nelson Island School	Kelly Gebauer	3	5

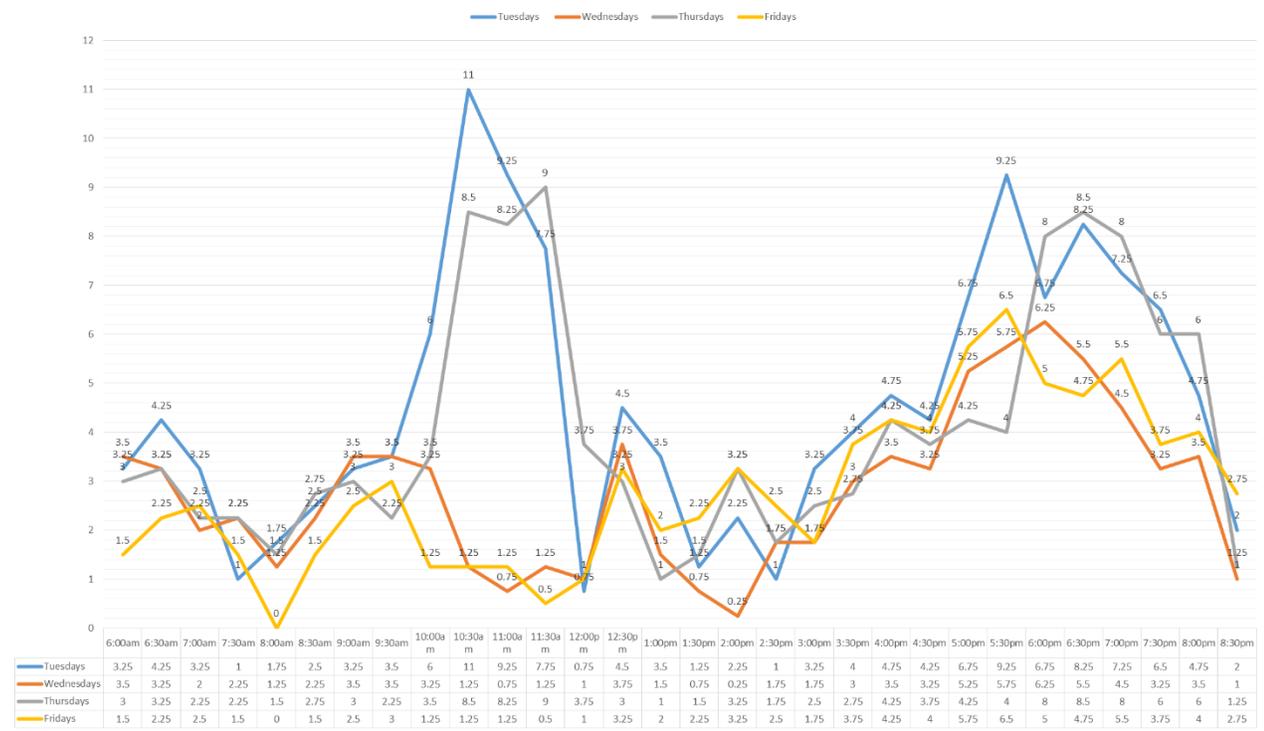
**Area Usage:** Count of the number of individuals in each area at the top and bottom of each hour. These numbers show trends and patterns of area usage, but are not an accurate reporting of the number of patrons using the facility as patrons who remain in any area for more than 30 minutes are counted more than once. The below charts show average number of users for each area, by day of the week, per 30 minute period.

**Pool:**

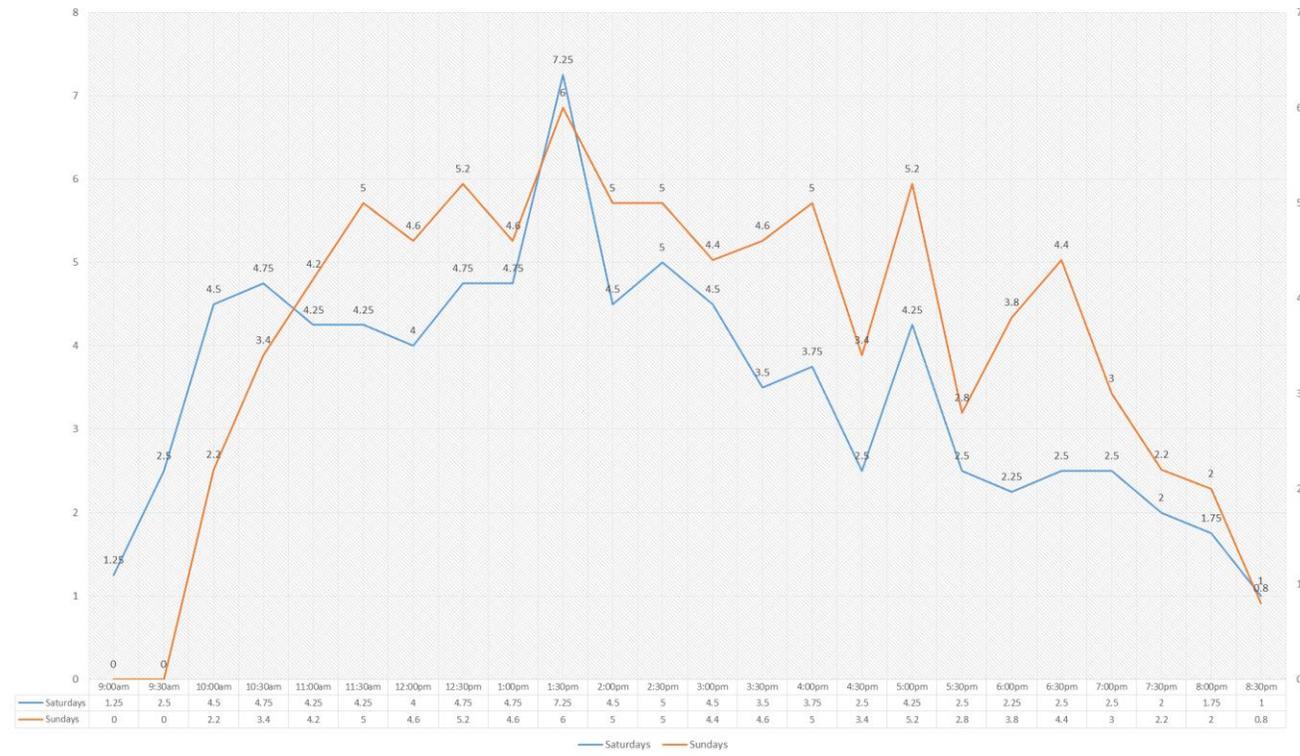


### Cardio/Weight Room

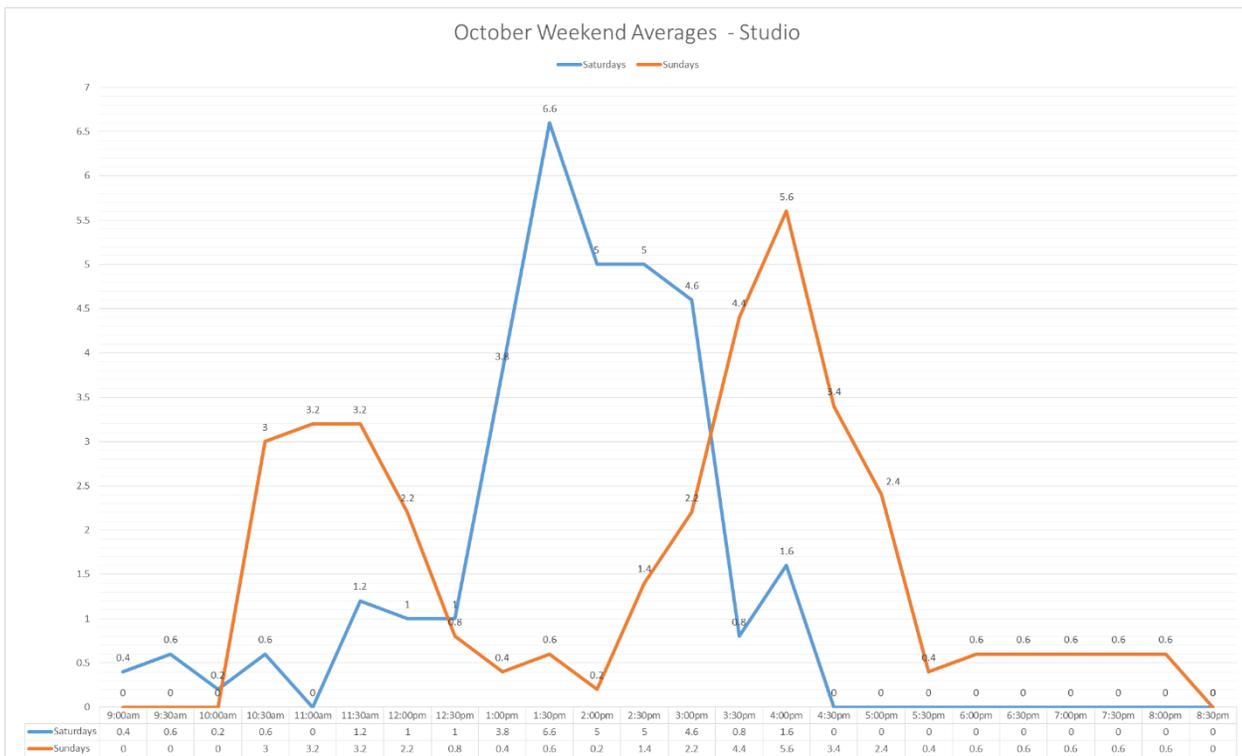
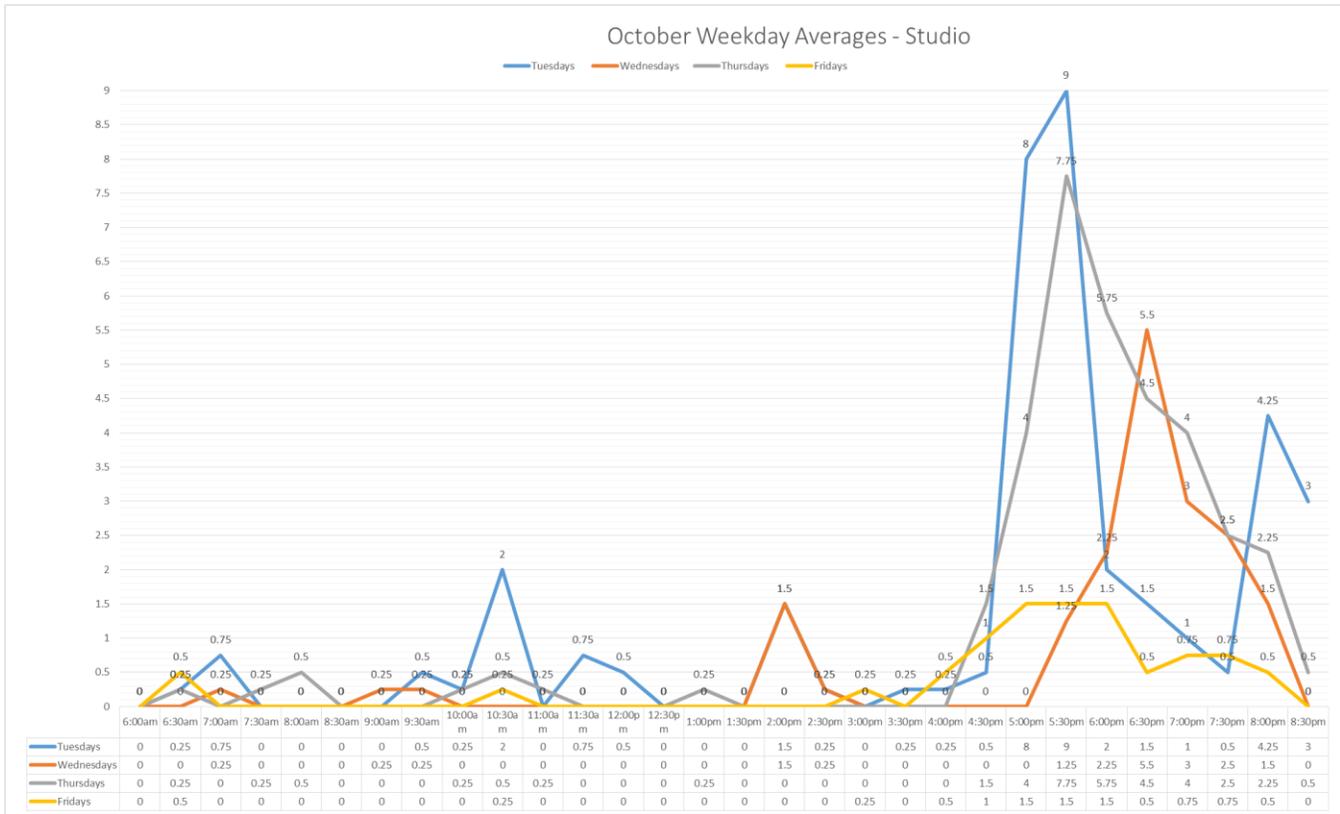
October Weekday Averages - Weight/Cardio Room



October Averages Weekend - Weight/Cardio Room



Studio



### Concessions

Concessions purchases have shown a slow but steady increase since July.

Top sellers continue to be Pretzels and Nachos

Concessions	Number of Sales by Item				Annual Total	Value of Sales per Item				Annual Total
	Jul-16	Aug-16	Sep-16	Oct-16		Jul-16	Aug-16	Sep-16	Oct-16	
Apple Sauce	N/A	N/A	N/A	1	1	N/A	N/A	N/A	\$1.89	\$1.89
Big Pickle	3	3	1	4	11	\$7.08	\$4.25	\$1.42	\$5.68	\$18.43
Bottle Water	88	82	43	59	272	\$208.97	\$154.87	\$81.23	\$111.39	\$556.46
Burrito	3	2	4	15	24	\$14.25	\$6.60	\$13.20	\$49.51	\$83.56
Candy	88	51	51	56	246	\$174.42	\$96.32	\$96.32	\$124.09	\$491.15
Chicken Nuggets	N/A	14	11	11	36	N/A	\$44.00	\$36.31	\$36.30	\$116.61
Chips	110	73	98	118	399	\$275.00	\$182.50	\$231.63	\$278.43	\$967.56
Corn Dog	30	28	30	26	114	\$82.50	\$72.56	\$77.79	\$67.43	\$300.28
Crackers	3	8	10	12	33	\$1.50	\$9.44	\$11.80	\$14.16	\$36.90
Cup of Noodles	N/A	N/A	N/A	1	1	N/A	N/A	N/A	\$2.36	\$2.36
Cupcakes-2 pack	N/A	N/A	N/A	4	4	N/A	N/A	N/A	\$11.32	\$11.32
Extra Cheese	5	5	14	20	44	\$3.75	\$3.75	\$9.98	\$14.17	\$31.65
Fruit Snacks	34	4	8	5	51	\$48.25	\$7.55	\$15.10	\$9.43	\$80.33
Gatorade	98	125	124	114	461	\$392.00	\$500.00	\$469.65	\$430.00	\$1,791.65
Granola Bars	17	31	31	31	110	\$25.17	\$43.98	\$43.94	\$42.52	\$155.61
Halloween Candy	N/A	N/A	N/A	12	12	N/A	N/A	N/A	\$11.32	\$11.32
Hot Dogs	43	43	22	24	132	\$155.78	\$152.20	\$77.85	\$84.94	\$470.77
Hot Pocket	N/A	18	18	23	59	N/A	\$63.00	\$63.63	\$81.39	\$208.02
Jalapeno Poppers	N/A	N/A	6	3	9	N/A	N/A	\$19.81	\$9.91	\$29.72
Jalapenos	2	0	2	0	4	\$1.50	\$0.00	\$1.50	\$0.00	\$3.00
Large Coffee	N/A	N/A	1	12	13	N/A	N/A	\$1.89	\$22.66	\$24.55
Large Hot Chocolate-2 packets	N/A	N/A	1	2	3	N/A	N/A	\$1.89	\$3.78	\$5.67
Large Juice	69	68	33	20	190	\$270.52	\$256.43	\$124.42	\$75.46	\$726.83
Mac&Cheese	N/A	2	5	1	8	N/A	\$7.00	\$16.50	\$3.30	\$26.80
Muffin	N/A	29	29	18	76	N/A	\$79.75	\$81.91	\$48.11	\$209.77
Nachos	86	101	96	159	442	\$387.00	\$454.50	\$430.17	\$739.47	\$2,011.14
Nutella &Go pack	N/A	10	1	N/A	11	N/A	\$30.00	\$2.83	N/A	\$32.83
Oatmeal	N/A	9	11	3	23	N/A	\$12.76	\$15.56	\$4.25	\$32.57
Peanut butter crackers	11	3	7	6	27	\$16.50	\$4.50	\$10.01	\$8.51	\$39.52
Pizza	19	31	27	38	115	\$104.50	\$160.89	\$140.13	\$197.22	\$602.74
Popcorn	N/A	2	2	6	10	N/A	\$2.36		\$7.07	\$9.43
Propel Water	N/A		25	57	82	N/A		\$64.77	\$147.76	\$212.53
Pudding Cup	N/A	5	2	5	12	N/A	\$7.50	\$2.84	\$7.10	\$17.44
Salted Peanuts	2	2	N/A	N/A	4	\$4.00	\$4.00	N/A	N/A	\$8.00
SanPellegrino	14	N/A	N/A	N/A	14	\$40.98	N/A	N/A	N/A	\$40.98
Small Coffee	19	34	41	34	128	\$23.40	\$40.12	\$48.38	\$40.11	\$152.01
Small Hot Chocolate-1 packet	N/A	24	26	12	62	N/A	\$28.32	\$30.68	\$14.16	\$73.16
Small Juice	14	52	58	79	203	\$28.00	\$104.00	\$110.30	\$149.13	\$391.43
Soft Pretzels	17	169	185	204	575	\$59.50	\$591.50	\$654.54	\$752.23	\$2,057.77
Trail Mix	3	9	9	16	37	\$6.62	\$19.08	\$19.11	\$33.94	\$78.75
Vitamin Water	1	1	22	34	58	\$3.77	\$3.77	\$82.96	\$128.23	\$218.73
Yogurt	N/A	1	1	N/A	2	N/A	\$2.36	\$2.36	N/A	\$4.72
					0					\$0.00
<b>Total</b>	<b>779</b>	<b>1039</b>	<b>1055</b>	<b>1245</b>	<b>4118</b>	<b>\$2,334.96</b>	<b>\$3,149.86</b>	<b>\$3,092.41</b>	<b>\$3,768.73</b>	<b>\$12,345.96</b>

**Proshop**

Month to month comparisons for pro-shop items will be available in the November report.

Pro Shop	#sold	\$Amount
Adult Goggles	43	\$486.76
Adult Silicon Swim Cap	4	\$37.72
Animal Kids Goggles	23	\$108.55
Arm Floats	8	\$30.18
Beach Balls	4	\$7.55
Beach Towel	16	\$150.94
Boys Swim Trunks	24	\$452.86
Camelbak eddy Water Bot	2	\$47.17
Critter Silicon Swim Cap	1	\$7.55
Dive Rings, Sticks or Discs	3	\$14.16
Ear plugs	11	\$20.78
Flip Flops	2	\$7.54
Fun Kids Kickboards	7	\$66.04
Girls One Piece Suit	19	\$358.53
Goggle Mask	1	\$14.15
Hand Paddles	1	\$7.55
Head Phones	1	\$4.72
Junior Goggles	39	\$367.81
Lip Balm	1	\$2.36
Lock	21	\$99.10
Men's Swim Trunks	13	\$306.55
Noodles	6	\$28.31
Nose Plugs	25	\$70.75
Nose Plugs	2	\$6.00
Regular Kickboards	3	\$28.29
Swim Diapers	32	\$60.47
Swim Diapers	2	\$4.00
Water Squirts	1	\$4.72
Women's Multi-Color one	7	\$277.34
Women's Solid Color One	9	\$297.17
Women's Solid Color One	1	\$33.02
YKFC Tank Top	2	\$37.74
YKFC T-Shirt	1	\$23.58
<b>Total</b>	<b>335</b>	<b>\$3,469.96</b>

HeathFitness Operating Budget  
October 2016

Revenue	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Total	Projected
Member Enrollment Fee and Monthly Dues	\$ 16,840.03	\$ 12,542.77	\$ 9,698.80	\$ 26,378.15			\$ 65,459.75	\$336,000.00
Daily Admissions	\$ 5,433.00	\$ 6,323.00	\$ 5,084.00	\$ 6,218.09			\$ 23,058.09	w/memberships
Facility Rental	\$ 940.00	\$ 945.00	\$ 1,375.00	\$ 1,050.00			\$ 4,310.00	\$15,000.00
Aquatic Programming	\$ 210.00	\$ 116.00	\$ 1,219.00	\$ 1,017.00			\$ 2,562.00	\$110,000.00
Concessions	\$ 2,036.96	\$ 3,148.11	\$ 3,094.74	\$ 3,768.73			\$ 12,048.54	\$69,000.00
Pro Shop	\$ 3,883.00	\$ 2,878.50	\$ 2,034.22	\$ 3,469.96			\$ 12,265.68	\$48,000.00
Wellness and Fitness Programming	\$ 2,090.00	\$ 189.00	\$ 2,361.17	\$ 1,004.67			\$ 5,644.84	\$31,200.00
Special Events	\$ -	\$ -	\$ -	\$ 596.22			\$ 596.22	
<b>Monthly Revenue Total</b>	<b>\$ 31,432.99</b>	<b>\$ 26,142.38</b>	<b>\$ 24,866.93</b>	<b>\$ 42,906.60</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125,348.90</b>	<b>609,200.00</b>
Expenses	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Total	Budgeted
FT Staff Wages	\$ 6,990.88	\$ 10,663.96	\$ 15,000.11	\$ 10,000.02			\$ 42,654.97	\$ 135,000.00
PT Staff Wages	\$ 10,725.25	\$ 22,825.70	\$ 29,031.86	\$ 19,752.43			\$ 82,335.24	\$ 381,733.50
Benefits	\$ 2,686.50	\$ 5,023.45	\$ 6,604.80	\$ 4,462.86			\$ 18,777.61	\$ 96,410.03
Management	\$ 11,666.67	\$ 11,666.67	\$ 11,666.67	\$ 11,666.67			\$ 46,666.68	\$ 140,000.00
Liability Insurance	\$ 1,255.00	\$ 1,255.00	\$ 1,255.00	\$ 1,255.00			\$ 5,020.00	\$ 15,062.87
Staff Meetings		\$ 582.87		\$ 842.78			\$ 1,425.65	\$ 2,200.00
Cost of Living Adjustment	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00			\$ 12,000.00	\$ 36,000.00
Bank Fees	\$ 604.24	\$ 500.45	\$ 547.45	\$ 1,139.18			\$ 2,791.32	\$ 13,000.00
Advertising/Marketing				\$ 125.39			\$ 125.39	\$ 10,000.00
Sub-Contractor Maintenance Cost							\$ -	\$ 35,790.00
Building Maintenance Contingency Reserve							\$ -	\$ 3,300.00
Exercise Equipment Maintenance							\$ -	\$ 5,600.00
Pool/Building Maintenance Supplies	\$ 73.20	\$ 222.01	\$ 78.39	\$ 197.16			\$ 570.76	\$ 5,000.00
Chemical Supplies		\$ 6,972.80	\$ 4,636.92				\$ 11,609.72	\$ 26,500.00
Paper and Cleaning Products			\$ 3,746.60	\$ 32.36			\$ 3,778.96	\$ 22,000.00
Point of Sale System	\$ 1,025.51	\$ 273.72	\$ 262.76	\$ 462.44			\$ 2,024.43	\$ 5,889.31
Office Supplies		\$ 132.53	\$ 221.09	\$ 13.05			\$ 366.67	\$ 4,000.00
Postage							\$ -	\$ 1,000.00
Unforeseen Expense							\$ -	\$ 1,500.00
Fitness Items							\$ -	\$ 1,500.00
Aquatics Program Items		\$ 220.50	\$ 595.06	\$ 18.99			\$ 834.55	\$ 2,500.00
Concession Items	\$ 925.67	\$ 2,844.18	\$ 1,795.35	\$ 1,242.59			\$ 6,807.79	\$ 42,000.00
Pro-Shop Items	\$ -	\$ 3,637.40	\$ 793.18	\$ 197.16			\$ 4,627.74	\$ 32,000.00
Cable TV	\$ -	\$ -					\$ -	\$ 1,908.00
Shipping		\$ 152.66		\$ 75.74			\$ 228.40	\$ 20,000.00
<b>Monthly Expenditures</b>	<b>\$ 38,952.92</b>	<b>\$ 69,973.90</b>	<b>\$ 79,235.24</b>	<b>\$ 54,483.82</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 242,645.88</b>	<b>\$ 1,039,893.71</b>

## **November**

Our focus for November will include continuing to evaluate and address maintenance needs, continued hiring and training of both operational and programming staff, development and implementation of our Kid's Watch Program and marketing all programs.

Daily Patron Counts by area

Time	10/1/2016	10/2/2016	10/4/2016	10/5/2016	10/7/2016	10/8/2016	10/9/2016	10/11/2016	10/12/2016	10/13/2016	10/14/2016	10/15/2016	10/16/2016	10/18/2016	10/19/2016	10/20/2016	10/21/2016	10/22/2016	10/23/2016	10/25/2016	10/26/2016	10/27/2016	10/28/2016	10/29/2016	10/30/2016	
Studio	Saturday	Sunday	Tuesday	Wed.	Thurs.	Fri	Sat.	Sun.	Tuesday	Wed.	Thurs.	Fri	Sat.	Sun.	Tuesday	Wed.	Thurs.	Fri	Sat.	Sun.	Tuesday	Wed.	Thurs.	Fri	Sat.	Sun.
6:00am			0	0	0	0			0	0	0	0			0	0	0	0			0	0	0	0		
6:30am			0	0	0	0			0	0	1	1			0	0	0	0			1	0	0	0		
7:00am			0	0	0	0			1	1	0	0			1	0	0	0			1	0	0	0		
7:30am			0	0	1	0			0	0	0	0			0	0	0	0			0	0	0	0		
8:00am			0	0	1	0			0	0	0	0			0	0	1	0			0	0	0	0		
8:30am			0	0	0	0			0	0	0	0			0	0	0	0			0	0	0	0		
9:00am	0		0	1	0	0	0		0	0	0	0	2		0	0	0	0	0		0	0	0	0	0	
9:30am			1	0	0	0			1	0	0	0	0		0	1	0	0	1		0	0	0	0	1	
10:00am	0	0	0	0	0	0			0	0	1	0	0		1	0	0	0	0		0	0	0	0	0	
10:30am	1	6	6	0	1	0	0		0	0	0	2	0		1	0	0	1	0		4	1	0	1	0	
11:00am	0	6	0	0	1	0	1	5	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	0	1	
11:30am	2	6	1	0	0	0	0	2	0	0	0	0	4	0	1	0	0	0	0	0	2	1	0	0	0	
12:00pm	0	1	1	0	0	0	0	3	0	0	0	0	3	2	0	0	0	0	1	3	1	0	0	0	2	
12:30pm	0	0	0	0	0	0	1	4	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	1	
1:00pm	6	2	0	0	1	0	7	0	0	0	0	1	0	0	0	0	0	0	6	0	0	0	0	0	0	
1:30pm	8	0	0	0	0	0	8	1	0	0	0	5	0	0	0	0	0	0	6	2	0	0	0	0	8	
2:00pm	0	0	0	0	0	0	8	0	0	6	0	0	5	0	0	0	0	0	6	0	6	0	0	0	8	
2:30pm	0	2	0	0	0	0	8	0	1	0	0	0	5	2	0	0	0	0	6	3	0	0	0	0	8	
3:00pm	0	2	0	0	0	0	9	0	2	0	0	0	4	0	0	0	0	0	1	6	4	0	0	0	7	
3:30pm	0	0	0	0	0	0	6	0	0	0	0	0	0	5	1	0	0	0	0	5	0	0	0	0	6	
4:00pm	2	5	0	0	0	0	0	6	0	0	0	0	5	1	0	0	2	3	6	0	0	0	0	0	6	
4:30pm	0	0	0	0	0	0	0	5	0	0	4	0	6	2	0	6	0	0	0	0	0	0	0	0	6	
5:00pm	0	0	0	0	6	2	0	0	17	0	0	4	0	6	8	0	10	0	0	0	7	0	0	0	6	
5:30pm	0	2	3	2	9	2	0	0	18	0	5	4	0	0	8	3	10	0	0	0	7	0	7	0	0	
6:00pm	0	3	1	5	6	2	2	0	0	0	5	4	0	0	3	4	5	0	0	0	4	0	7	0	0	
6:30pm	0	0	4	5	6	2	4	0	0	6	0	0	0	0	6	5	0	0	2	2	5	7	0	0	1	
7:00pm	0	0	0	0	1	3	4	1	0	4	0	0	0	2	6	5	0	0	2	2	6	6	0	0	0	
7:30pm	0	0	0	1	2	0	2	2	0	4	4	1	0	0	6	5	0	0	0	0	4	0	0	0	1	
8:00pm	0	0	3	0	0	0	0	2	8	0	4	2	0	0	4	6	2	0	0	0	2	0	0	0	1	
8:30pm	0	0	3	0	0	0	0	0	0	0	0	0	0	4	0	2	0	0	0	0	5	0	0	0	0	
Total:	19	35	23	13	37	13	52	42	48	14	24	20	35	26	37	32	51	5	35	37	40	15	28	0	38	42

Time	10/1/2016	10/2/2016	10/4/2016	10/5/2016	10/6/2016	10/7/2016	10/8/2016	10/9/2016	10/11/2016	10/12/2016	10/13/2016	10/14/2016	10/15/2016	10/16/2016	10/18/2016	10/19/2016	10/20/2016	10/21/2016	10/22/2016	10/23/2016	10/25/2016	10/26/2016	10/27/2016	10/28/2016	10/29/2016	10/30/2016
6:00am			0	4	3	1			4	4	4	1			5	4	3	4			4	2	2	0		
6:30am			0	3	3	2			7	5	3	5			5	4	5	2			5	1	1	2	0	
7:00am			6	1	3	5			3	2	1	5			2	3	2	0			3	3	1	1	0	
7:30am			0	2	3	3			2	1	2	1			0	4	3	0			2	0	2	0	0	
8:00am			0	1	0	0			1	0	3	0			3	3	3	0			3	1	0	0	0	
8:30am			0	2	2	1			2	1	2	3			4	3	5	2			4	3	2	0	0	1
9:00am	2		3	3	2	2	2		3	3	4	3	1		2	3	0	5	3		5	5	6	0	1	
9:30am	0		3	4	3	4	3		3	3	5	3	2		5	3	0	5	3		3	4	1	0	3	
10:00am	2	1	16	1	2	0	2	3	4	5	9	2	6	3	3	4	2	1	5	4	1	3	1	2	5	0
10:30am	6	1	15	0	9	1	1	4	10	3	10	1	5	5	8	2	1	2	5	7	11	0	14	1	3	0
11:00am	5	3	10	1	9	0	4	3	10	0	7	1	4	7	9	2	2	3	6	5	8	0	15	1	2	3
11:30am	4	5	3	1	9	0	6	3	9	2	11	1	2	8	9	2	0	0	6	5	10	0	16	1	5	4
12:00pm	2	7	2	1	2	0	6	1	1	0	4	2	6	6	0	3	7	7	1	4	6	0	2	1	4	3
12:30pm	4	4	3	4	4	4	2	3	6	4	3	3	9	8	3	3	3	1	4	5	6	4	2	5	2	6
1:00pm	7	2	3	1	1	3	4	6	2	2	3	2	4	9	2	3	0	0	6	6	7	0	0	3	2	0
1:30pm	5	4	0	0	3	1	6	7	1	1	3	5	7	7	0	2	0	0	7	7	4	0	0	3	10	5
2:00pm	0	4	2	0	1	5	0	3	3	1	3	2	7	6	1	0	2	2	5	6	3	0	7	4	6	6
2:30pm	0	6	1	0	0	3	0	4	2	4	3	1	8	4	0	3	1	5	6	5	1	0	3	1	6	6
3:00pm	0	4	2	1	1	1	4	3	3	3	3	1	6	4	7	3	3	4	5	6	1	0	3	1	7	5
3:30pm	0	2	3	1	2	5	6	4	3	2	4	4	5	3	7	5	2	4	3	7	7	4	3	2	6	7
4:00pm	5	2	4	4	4	3	0	3	3	3	5	4	4	4	5	4	5	3	6	4	10	7	3	7	0	6
4:30pm	0	1	5	6	2	1	2	1	3	3	5	5	6	4	4	4	7	7	6	4	6	5	0	1	4	0
5:00pm	5	2	4	3	2	1	3	4	8	6	6	7	5	5	12	7	4	9	7	4	3	5	5	6	0	11
5:30pm	0	3	7	5	0	3	2	4	11	0	0	7	5	6	14	10	10	8	5	1	5	8	6	8	0	0
6:00pm	0	2	6	4	4	3	4	6	12	8	8	3	4	6	6	13	6	6	1	3	7	7	3	0	6	
6:30pm	0	4	9	5	7	2	2	7	13	7	9	9	3	3	7	5	10	4	7	2	4	5	8	4	0	6
7:00pm	0	0	7	3	8	7	2	5	10	7	6	9	3	2	8	3	11	2	7	2	4	5	7	4	0	6
7:30pm	0	0	9	1	6	7	2	3	2	2	6	4	3	5	9	5	11	1	5	0	6	5	1	3	0	3
8:00pm	3	0	6	7	10	9	2	2	6	2	7	3	3	3	4	5	7	4	1	0	3	0	0	0	0	5
8:30pm	0	0	3	1	0	11	11	1	4	0	0	0	0	0	3	3	5	0	3	1	0	2	0	0	0	0
Total:	50	57	132	70	107	88	66	83	146	86	138	104	110	106	147	111	127	84	117	95	126	67	120	64	62	93

Time	10/1/2016	10/2/2016	10/4/2016	10/5/2016	10/6/2016	10/7/2016	10/8/2016	10/9/2016	10/11/2016	10/12/2016	10/13/2016	10/14/2016	10/15/2016	10/16/2016	10/18/2016	10/19/2016	10/20/2016	10/21/2016	10/22/2016	10/23/2016	10/25/2016	10/26/2016	10/27/2016	10/28/2016	10/29/2016	10/30/2016
6:00am			5	4	5	1			6	9	3	3			11	11	9	11			9	28	10	6		
6:30am			7	4	7	3			7	10	4	4			11	11	10	11			10	27	11	7		
7:00am			2	2	3	4			2	4	1	3														

October Daily Averages

Studio	Tuesdays	Wednesdays	Thursdays	Fridays	Total:	Saturdays	Sundays	Weight Room	Tuesdays	Wednesdays	Thursdays	Fridays	Total:	Saturdays	Sundays	Pool	Tuesdays	Wednesdays	Thursdays	Fridays	Total:	Saturdays	Sundays
6:00am	0	0	0	0	6:00am	0	0	6:00am	3.25	3.5	3	1.5	6:00am	0	0	6:00am	7.75	13	6.75	5.25	6:00am	0	0
6:30am	0.25	0	0.25	0.5	6:30am	0	0	6:30am	4.25	3.25	3.25	2.25	6:30am	0	0	6:30am	8.75	13	8	6.25	6:30am	0	0
7:00am	0.75	0.25	0	0	7:00am	0	0	7:00am	3.25	2	2.25	2.5	7:00am	0	0	7:00am	5.25	6.5	5.75	5.5	7:00am	0	0
7:30am	0	0	0.25	0	7:30am	0	0	7:30am	1	2.25	2.25	1.5	7:30am	0	0	7:30am	2.5	3.25	1.25	3.25	7:30am	0	0
8:00am	0	0	0.5	0	8:00am	0	0	8:00am	1.75	1.25	1.5	0	8:00am	0	0	8:00am	2	2	0.5	1.5	8:00am	0	0
8:30am	0	0	0	0	8:30am	0	0	8:30am	2.5	2.25	2.75	1.5	8:30am	0	0	8:30am	2.25	3.25	2.25	2	8:30am	0	0
9:00am	0	0.25	0	0	9:00am	0.4	0	9:00am	3.25	3.5	3	2.5	9:00am	1.25	0	9:00am	3.5	3.25	4	3.75	9:00am	10.6	0
9:30am	0.5	0.25	0	0	9:30am	0.6	0	9:30am	3.5	3.5	2.25	3	9:30am	2.5	0	9:30am	3.75	2	7.25	3	9:30am	11.4	0
10:00am	0.25	0	0.25	0	10:00am	0.2	0	10:00am	6	3.25	3.5	1.25	10:00am	4.5	2.2	10:00am	5.75	2.25	7	2.5	10:00am	10.6	7
10:30am	2	0	0.5	0.25	10:30am	0.6	3	10:30am	11	1.25	8.5	1.25	10:30am	4.75	3.4	10:30am	5	3.25	9	3	10:30am	10.6	8.4
11:00am	0	0	0.25	0	11:00am	0	3.2	11:00am	9.25	0.75	8.25	1.25	11:00am	4.25	4.2	11:00am	5	4	4	2.75	11:00am	15.6	5.6
11:30am	0.75	0	0	0	11:30am	1.2	3.2	11:30am	7.75	1.25	9	0.5	11:30am	4.25	5	11:30am	4.25	3.75	4.25	6.5	11:30am	15.6	5.8
12:00pm	0.5	0	0	0	12:00pm	1	2.2	12:00pm	0.75	1	3.75	1	12:00pm	4	4.6	12:00pm	3.25	3.25	3.75	10.75	12:00pm	15.2	10.2
12:30pm	0	0	0	0	12:30pm	1	0.8	12:30pm	4.5	3.75	3	3.25	12:30pm	4.75	5.2	12:30pm	2	7.75	2.75	11	12:30pm	12.2	9.2
1:00pm	0	0	0.25	0	1:00pm	3.8	0.4	1:00pm	3.5	1.5	1	2	1:00pm	4.75	4.6	1:00pm	9	20.25	6.25	6	1:00pm	11.8	11
1:30pm	0	0	0	0	1:30pm	6.6	0.6	1:30pm	1.25	0.75	1.5	2.25	1:30pm	7.25	6	1:30pm	9.5	19.75	11.25	6.25	1:30pm	13.6	20.6
2:00pm	1.5	1.5	0	0	2:00pm	5	0.2	2:00pm	2.25	0.25	3.25	3.25	2:00pm	4.5	5	2:00pm	9.5	9	11.25	7.5	2:00pm	19.4	23.6
2:30pm	0.25	0.25	0	0	2:30pm	5	1.4	2:30pm	1	1.75	1.75	2.5	2:30pm	5	5	2:30pm	1.25	0.25	2.5	5.75	2:30pm	24.8	36.6
3:00pm	0	0	0	0.25	3:00pm	4.6	2.2	3:00pm	3.25	1.75	2.5	1.75	3:00pm	4.5	4.4	3:00pm	2.5	1.25	3.25	6	3:00pm	40.6	41
3:30pm	0.25	0	0	0	3:30pm	0.8	4.4	3:30pm	4	3	2.75	3.75	3:30pm	3.5	4.6	3:30pm	5.25	9.75	5.5	12.25	3:30pm	46.2	36.4
4:00pm	0.25	0	0	0.5	4:00pm	1.6	5.6	4:00pm	4.75	3.5	4.25	4.25	4:00pm	3.75	5	4:00pm	10	12	11	15.75	4:00pm	36.6	36.2
4:30pm	0.5	0	1.5	1	4:30pm	0	3.4	4:30pm	4.25	3.25	3.75	4	4:30pm	2.5	3.4	4:30pm	13.25	10.75	12.5	13.75	4:30pm	37.2	39
5:00pm	8	0	4	1.5	5:00pm	0	2.4	5:00pm	6.75	5.25	4.25	5.75	5:00pm	4.25	5.2	5:00pm	10.25	7.5	9.25	12.25	5:00pm	41.6	32
5:30pm	9	1.25	7.75	1.5	5:30pm	0	0.4	5:30pm	9.25	5.75	4	6.5	5:30pm	2.5	2.8	5:30pm	17.75	12.75	20.25	6.75	5:30pm	32.2	27.6
6:00pm	2	2.25	5.75	1.5	6:00pm	0	0.6	6:00pm	6.75	6.25	8	5	6:00pm	2.25	3.8	6:00pm	27.25	18.5	34	6	6:00pm	34.8	27.6
6:30pm	1.5	5.5	4.5	0.5	6:30pm	0	0.6	6:30pm	8.25	5.5	8.5	4.75	6:30pm	2.5	4.4	6:30pm	28.75	20.25	28.5	5.25	6:30pm	34.6	25.8
7:00pm	1	3	4	0.75	7:00pm	0	0.6	7:00pm	7.25	4.5	8	5.5	7:00pm	2.5	3	7:00pm	26.75	17.75	28.75	13.75	7:00pm	35.6	22
7:30pm	0.5	2.5	2.5	0.75	7:30pm	0	0.6	7:30pm	6.5	3.25	6	3.75	7:30pm	2	2.2	7:30pm	16	14.25	18.75	14.75	7:30pm	34.6	20.2
8:00pm	4.25	1.5	2.25	0.5	8:00pm	0	0.6	8:00pm	4.75	3.5	6	4	8:00pm	1.75	2	8:00pm	7.5	11	11	10.25	8:00pm	21	16.6

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# ***Unfinished Business***

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Peter Williams, Acting City  
 Introduced by: Manager  
 Introduction Date: November 8, 2016  
 Public Hearing:

Action:  
 Vote:

**CITY OF BETHEL, ALASKA**

**ORDINANCE # 16-17 (d)**

**An Ordinance of the Bethel City Council Amending the Adopted Annual FY 2017 Budget**

**Be it Enacted by the Bethel City Council** that the FY 2017 Annual Budget be amended as follows:

**Section 1.** That the following sums of money as may be needed or deemed necessary to provide for increased expenses and liabilities of the City of Bethel are hereby appropriated for the corporate purposes and objects of the City hereinafter specified for Fiscal Year 2017, July 1, 2016 to June 30, 2017.

**Section 2.** The following is a summary of the changes by fund and department:

***Leased Property Court Complex (53)***

Change to Court Complex

	<b>Increases Court Complex Revenues</b>	
53-49-495	MISCELLANEOUS REVENUE - PROCEEDS FROM BOND CLOSING	18,111
	Total Increases	<b>18,111</b>
	<b>Increase Court Complex Expenses</b>	
53-55-642	Legal Fees	16,500
53-55-545	Travel/Training	2,514
	Total Increases	<b>19,014</b>
<b>TOTAL</b>	<b>Net Change to Leased Property - Court Complex Fund Appropriations</b>	<b>19,014</b>

***CHANGE TO LEASED PROPERTY BUDGET***

	<i>Change to Revenues Increase/(Decrease)</i>	<b>18,111</b>
	<i>Change to Appropriations Increase/(Decrease)</i>	<b>19,014</b>
	<b>ANTICIPATED GAIN/(USE) OF FUND BALANCE</b>	<b>(902)</b>

**Section 3.** Effective Date. This ordinance becomes effective immediately upon adoption.

**PASSED AND APPROVED THIS \_\_\_ DAY OF NOVEMBER 2016 BY A VOTE OF \_\_\_ IN FAVOR AND \_\_\_ OPPOSED.**

ATTEST:

\_\_\_\_\_  
 Richard Robb, Mayor

\_\_\_\_\_  
 Lori Strickler, City Clerk



## CITY OF BETHEL

Finance Director's Office

P.O. Box 1388

Bethel, Alaska 99559

Ph. (907) 543-1376

Fax (907) 543-5294

# Memorandum

**Date:** October 27, 2016  
**To:** Bethel City Council  
**From:** Hansel L Mathlaw, Acting Finance Director  
**Cc:** Peter Williams, Acting City Manager  
**Re:** Justifications for Budget Modification Request Court Complex Bond Refinance

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Listed below is an explanation for the budget modification requested in Ordinance #16-17 (d)

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The bond refinance for the court complex has been approved through ordinance 16-28. The City of Bethel will receive \$18,111.35 on November 3, 2016 from BNY (THE BANK OF NEW YORK MELLON) as part of City of Bethel's closing costs. JDOLAW (JERMAIN DUNNAGAN & OWENS, PC is Bethel's bond counsel. Bond counsel is a lawyer to help the City of Bethel through the bond refinance and closing process.

The bond counsel fee is \$15,000 plus other related costs. I estimate the other ancillary closing costs to be \$1,500 for a total of \$16,500. The exact amount will not be known until bond counsel returns from closing in Seattle.

The estimated travel costs for the Acting Finance Director and the City Clerk to attend the bond closing in Seattle from November 1 to November 3 is \$2,514.

## City of Bethel Action Memorandum

Action memorandum No.	16-70		
Date action introduced:	October 11, 2016	Introduced by:	Peter Williams
Date action taken:		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:			

### Action Title

Direct City Administration to prepare and submit an FY 2018 Alaska Community Transit Grant Application with \$80,580 included from the City's FY 2018 Budget as local match.

Route to:	Department/Individual:	Initials:	Remarks:
<input checked="" type="checkbox"/>	Administration	<i>PW</i>	Recommend approval.
<input checked="" type="checkbox"/>	Finance	<i>gls</i>	No Recommend-Cost too much.
<input checked="" type="checkbox"/>	Public Works	<i>[Signature]</i>	Recommend approval.
<input type="checkbox"/>			
<input type="checkbox"/>			

Attachment(s): Memorandum from Bill Ferguson, Transit Manager.

Amount of fiscal impact:		Account information:
	No fiscal impact.	
	Funds budgeted.	
\$80,580	Requires funding in FY 2018 City Budget.	56-50-

### Summary Statement

The City of Bethel has an opportunity to prepare and submit a FY 2018 Alaska Community Transit Grant application by the December 16, 2016 deadline. A City-provided cash match of \$80,580 is required to obtain \$250,597 in grant funds. The grant performance period is July 1, 2017 to June 30, 2018.

The Bethel Transit System currently operates five days a week and provides 1,500 to 2,000 rides a month. The System uses four cutaway vehicles that allow non-CDL drivers to operate them with a City Chauffeur's license. Each vehicle is equipped with a wheelchair lift. There are fifteen bus stop shelters installed around town that serve transit riders and school children.

Instructions: Please fill out the requested information below if your agency is intending to apply for Alaska Community Transit (ACT) SFY2018 grants, and has received a grant from ACT within the past 3 years. Completed forms must be sent to [dot.alaska.transit@alaska.gov](mailto:dot.alaska.transit@alaska.gov) by August 31<sup>st</sup>, 2016.

\*\*See Reverse side to request new users to access, or remove access to the ACT electronic grants management system,

**GENERAL INFORMATION**

Agency Legal Name: City of Bethel DUNS#: 082508458

Primary Contact\*: John Sargent Title Grant Manager

Email: jsargent@cityofbethel.net Phone: 907-543-1386

Mailing Address PO Box 1388 Bethel AK 99,559  
Mailing Address City/Community State Zip

Physical Address of Service: 300 State Highway Bethel AK 99,559  
Address City/Community State Zip

**PROJECT REQUEST(S)**

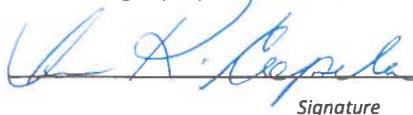
Match rates: Public Transit - Admin (90.97/9.03), Operating (56.86/43.14), Capital (90.97/9.03)  
Human Services - Operating Assistance (50/50), Purchase of Services (80/20), Capital (80/20)

Project Title	Requested Funding	Match	Total Project Cost
Admin	\$ 166,124.00	\$ 16,490.00	\$ 182,614.00
Operating	\$ 84,473.00	\$ 64,090.00	\$ 148,563.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
<b>Total:</b>	<b>\$ 250,597.00</b>	<b>\$ 80,580.00</b>	<b>\$ 331,177.00</b>

I certify, to the best of my knowledge, that the information in this intent to apply is true and accurate and that this organization has the necessary fiscal, data collection, and managerial capability to implement and manage the projects associated with these projects.

**Ann K. Capela**

Name: Agency Representative authorized to sign on behalf of Agency



Signature

**City Manager**

Title

**8/24/2016**

Date

Please list any new staff that will need access to BlackCat if approved to apply for ACT grants.

Name: None Title \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Title \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Title \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list any uses that need to be removed from BlackCat .

Name None \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_



# City of Bethel

P.O. Box 1388 • Bethel, Alaska 99559-1388

907-543-1386

Fax # 543-1388

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

To: Bethel City Council Members

From: Bill Ferguson, Transit Manager

Subject: FY 2018 Alaska Community Transit Grant Application

Date: September 26, 2016

The FY 18 Transit Grant Application period is from October 3, 2016 to December 16, 2016. John Sargent, City's Grant Manager, will be working on the grant application. The Grant requires a match amount of \$80,580 or 32 percent. The City has provided the match for the last couple of years. When you consider whether to allocate this match amount for the FY 18 grant, please consider what the Transit System provides for the community:

1. Elders, those 65 years old and older, represent 35 to 45 percent of the ridership. These people are on a fixed income and have little extra money to spare. They live one step above being part of the homeless population. In many cases, when they pay the bus fare, it's in quarters, nickels, dimes, and pennies. When using the bus, they are usually heading to the hospital for an appointment, to the Post Office to get their mail, or to the grocery store story to buy food.
2. The second group of people we serve are those going to and from work. There are 6-8 people who depend on the Transit System to get to and from work on a regular base. In most cases, these are people who are working in lower paying jobs and rely on housing assistance or low priced rental units because their income is limited and they can't afford to buy a vehicle.
3. The third group are people with a disability. The Transit System averages six to eight passengers daily who have some type of disability. There are several who use walkers, one who is blind, two who are deaf, several that use canes, and several who are mentally handicapped.
4. The fourth group are our youth. This is a small part of the ridership, but an important one. We have students who are going to YUUT for ABE classes and other classes. We

have youth who are going to the Aquatic Center and others going with a parent(s) to the hospital and/or dental clinic. We give rides to schools' kids who miss their school bus.

5. The fifth group are those without a vehicle, likely due to the fact that the cost to operate one is prohibitive. This group includes most of the general population that rides the bus. They are going to the hospital, post office, shopping, banking, and etc. This is the majority of the ridership. Occasionally, we see people riding the bus who are from one of the villages.

The Bethel Transit System made some major improvements this year. Through a special Federal Grant and local match, we were able to purchase 15 new Bus Stop Shelters. These were placed around town during the past couple of weeks. In most cases, these Bus Stop Shelters will serve a dual population, serving school students and transit riders. The shelters are clear and without seats to discourage people from using them for other purposes. In addition, we have ordered two new buses, 12 to 14 passenger, and they should arrive on the first barge in 2017.

We're currently running two bus schedules, the Green Line and Red Line. The only difference between the two is that the Green Line goes to TWC and the Red Line doesn't. The Red Line goes to the Aquatic Center/Yuut and City Sub, and the Green Line doesn't. The Green Line starts at 6:30 am and ends at 6:30 pm. The Red Line starts at 9:00 am and ends at 3:00 pm.

Passengers have several options for purchasing a bus ticket. The trip fare for adults is \$3.00, for Youth \$2.00 and Seniors \$1.00. We offer Adult/Youth Day Passes for \$5.00, which entitles riders to ride either the Green Line or Red Line, any time during the day. We offer an Adult Monthly Pass for \$60.00. It's good from the beginning of the month to the end of that month. We also offer a FREE Senior Yearly Pass, for seniors who are 75 years old and older. They can use it anytime.

I hope this information helps you make your decision on whether or not to support the Bethel Transit System and provide the match amount for the City's FY 18 Grant application.

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# ***New Business***

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Introduced by: Acting City Manager Williams  
 Introduction Date: July 28, 2009  
 Public Hearing: November 22, 2016  
 Action:  
 Vote:

**CITY OF BETHEL, ALASKA**  
**ORDINANCE #16-17 (e)**

**An Ordinance of the Bethel City Council Amending the Adopted Annual FY 2009-10 Budget**

**Be it Enacted by the Bethel City Council** that the FY2017 Annual Budget be amended as follows:

**Section 1.** That the following sums of money as may be needed or deemed necessary to provide for increased expenses and liabilities of the City of Bethel are hereby appropriated for the corporate purposes and objects of the City hereinafter specified for Fiscal Year 2017, July 1, 2016 to June 30, 2017.

**Section 2.** The following is a summary of the changes by fund and department:

**GENERAL FUND**

**CAPITAL PROJECT FUNDS**

**Budget Modification 16-**

Changes to Bethel Public Transit System Fund line Items

	<b>Increases</b>	
56-50-690	Capital Expenditures	42,568
	Total Increases	<b>42,568</b>
	<b>Decreases</b>	
	Total Decreases	<b>0</b>
<b>TOTAL</b>	<b>Net Change to Bethel Public Transit System Appropriations</b>	<b>42,568</b>

**Section 3.** Effective Date. This ordinance becomes effective immediately upon adoption.

**PASSED AND APPROVED THIS 22nd DAY OF NOVEMBER 2016 BY A VOTE OF \_\_\_ IN FAVOR AND \_\_\_ OPPOSED.**

ATTEST:

\_\_\_\_\_  
 Richard Robb, Mayor

\_\_\_\_\_  
 Lori Strickler, City Clerk



# City of Bethel

P.O. Box 1388 • Bethel, Alaska 99559-1388

907-543-1386

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

## Memorandum

### **Justification for Budget Modification Request #16-\_\_ to Increase Transit Capital Expenditures in Order to Buy Buses**

To: Bethel City Council Members and Peter Williams, Acting City Manager

From: John Sargent, Grant Manager

Date: November 15, 2016

The City of Bethel requires a budget modification to be able to allocate match for two grants that will allow for the purchase of two new 12-14 passenger buses for the Bethel Transit System. The budget modification is required because the City's transit grant match for FY 2016 technically expired unspent in the budget year in which it was provided, and because the cost of the two buses is greater than provided for in the grant agreements.

The unspent capital portion of the City of Bethel FY 2015 FTA Section 5311 grant (\$57,311) has been extended to December 31, 2016, with a promise to extend it to June 30, 2017, upon request. ONC provided the \$60,000 cash match for this grant, of which \$51,820 was spent. The remainder of the ONC unspent match is considered unrecoverable.

The unspent capital portion of the City of Bethel FY 2016 FTA Section 5311 grant (\$53,862) has been extended to December 31, 2016, with a promise to extend it to June 30, 2017, upon request. The City of Bethel pledged \$98,892 in cash match for this grant, of which \$21,890 remains unspent. The City's match amount expired with the June 30, 2016 Budget completion.

The City purchased and put to use in the Bethel Transit System two types of buses: a 12-14 passenger Goshen/Ford standard body cutaway and an Eldorado 8-passenger narrow body and two Eldorado 12-14 passenger wide body cutaways. City Transit Manager Bill Ferguson determined that the larger window area provided on the driver's right side of the Eldorado buses is a considerable safety feature for driver and passengers. For this reason, the City intends to purchase two Aerotech light duty cutaway buses from Schetky Northwest, a bid-winning company on the Washington State Contract. The price of one new vehicle is \$76,112. The cost to ship it here is estimated to be \$7,500.

The funding and purchase amounts and sources can be seen in the table below.

### New Bus Funding Picture

	Cost of Bus #1	Cost of Bus #2
Bus w/features	\$76,112	\$76,112
Shipping (barge)	7,500	7,500
Total	83,612	83,612
FY 2015 FTA Section 5311 Grant	57,311	
Original ONC Grant Match unspent & unusable	5,689	
Total Grant Funding Available	57,311	
Additional Match Needed	26,301	
FY 2016 FTA Section 5311 Grant		53,862
Original City Grant Match		4,703
State Transit Match FY 2016		13,483
Total Grant Funding Available		67,345
Additional Match Needed		16,267
Total ONC Match Allocated for FY 2015 Grant	60,000	
Unspent ONC Match for FY 2015 Grant	2,491	
Total City Match Allocated for FY 2016 Grant		98,892
Unspent City Match for FY 2016 Grant		21,890
		+
FY 2017 State Transit Match (operating & admin. only)		13,912
		35,802
Total Additional Match Needed	\$42,568	

Note: Figures are rounded to the nearest dollar.

#### Summary

The City needs a FY 2017 Budget Modification to allocate \$42,568 from the general fund to Bethel Public Transit System – Capital Expenses (56-50-690) in order to use two capital grants with \$111,173 available to purchase two buses.

The City has \$21,890 in FY 2016 unspent grant match. The FY 2017 State Transit Match of \$13,912 can only be used for FY 2017 operating or administration expenses and cannot be used to purchase the buses. But, the \$13,912 effectively reduces the City’s cash match needed for FY 2017 by the same amount. Combined, these two figures constitute a \$35,802 benefit.

## City of Bethel Informative Memorandum

Informative memorandum No.	16-09
Date presented:	November 22, 2016

### Revision of City's Vehicle Policy in Response to AM 16-71

The City's vehicle policy was last revised in May of 2013 and City Administration needs to reevaluate and re-authorize drivers to use City vehicles for business purposes.

In response to the previously-approved Action Memorandum 16-71, the revised policy provides more specific standards to manage the City's vehicles and employee responsibilities regarding that use. The policy revision improves the City Manager's ability to balance service efficiencies with the need to reduce costs associated with a large fleet of vehicles and operating/maintenance costs. In addition, the revised policy provides clarity and direction regarding the tax liabilities for drivers authorized a take-home vehicle under the policy.

Improved guidance includes:

1. Annual verification of drivers' license status through Human Resources.
2. Quarterly review of claims-related accidents by the Finance Committee to improve the City's efforts at risk mitigation.
3. General standards that apply to all drivers, including Hauled Utility, Heavy Equipment and Public Safety vehicles.
4. Specific job-related justification requirements for occasional, daytime assigned, and take-home vehicle authorizations.
5. Improved definitions of public safety response vehicles and taxable personal use.
6. Specific limitations on personal use and inclusion of associated tax liabilities on the employee.
7. Specific restrictions on passengers in City-owned vehicles.
8. Individual authorization requests and policy acknowledgments that require residence address and meal break information that is critical to the Finance Department's calculation of IRS-related fringe benefits.

Because the revision is so extensive, it was not feasible to provide a red-lined version of the current policy. Both the new and old are attached to this Information Memorandum.

The revision will be placed into effect beginning December 1, with 30 days to allow the Department Heads and Human Resources the time necessary to evaluate position requirements and obtain license verification for any drivers. Administration will ensure that all drivers will have their privileges evaluated and authorized based on the new standard by the beginning of January, 2017.

Effective Date: January 24, 2013  
Revision Date: December 1, 2016

Applies to: All City Employees

# CITY VEHICLES

## POL-51-200

See Also: BMC Chapter 10.01 State Traffic Laws Adopted

Approved by: City Manager

### **I. Purpose**

To establish rules and regulations for all City of Bethel employees using a motorized vehicle on official City Business.

### **II. Definitions**

City Vehicles – This term refers to all City motorized vehicles and equipment listed below. Policy statements that reference “City Vehicles” apply to the operation of any and all of the below sub-categories:

*Hauled Utility Service Vehicles* – Water and Sewer trucks that require a CDL to operate.

*Heavy Equipment* – Dump trucks, garbage trucks, graders, tow trucks and other motorized equipment used on public roadways.

*Motor Pool* – All-terrain vehicles, light duty trucks (pick-ups), passenger vans, and cars owned by the City.

*Public Safety Vehicles* – Those vehicles specifically outfitted for public safety response and outwardly marked in accordance with IRS regulations.

Use of City Vehicles – Based on employee’s job functions, the following Assignment Types may be authorized:

*Occasional Use* – The employee is authorized to use a shared vehicle out of the Motor Pool to accomplish short-term tasks during business hours. Vehicle keys remain at the sign out location for these vehicles. Examples include post office, bank, traveling to another location to perform the employee’s assigned work.

*Day Use Assignment* – The employee is assigned a specific City Vehicle during duty hours for business purposes. A day use vehicle is not generally shared, except by employees that use the same vehicle for the purpose of accomplishing specific tasks for which the vehicle is suited. A day use vehicle is “picked up” when the employee arrives at work and “returned” at the end of the duty day. The keys remain at the check-out location when the employee is not at work.

## CITY VEHICLES POL-51-200

See Also: BMC Chapter 10.01 State Traffic Laws Adopted

Approved by: City Manager

*Take-home Vehicle Assignment* – The employee is authorized to take a City Vehicle home after their normal duty hours. The assigned vehicle is authorized for commuting to and from the worksite and for responding to City business needs after hours. The vehicle is not authorized for personal use other than as defined in this policy. The employee may not always be assigned the same City Vehicle, as assignments are based on need and availability.

### **III. General**

1. The City shall maintain safe, reliable, and economical transportation as required for City employees to conduct City business.
2. No City employee, under any circumstances, will operate a City Vehicle without written authorization on an approved City Vehicle Privilege Request Form.
3. No City employee, under any circumstances, will operate a City Vehicle on a public roadway without being in possession of a valid Alaska Driver's License with appropriate endorsements.
  - a. Human Resources will be responsible for verifying the current licensure status of each applicant for vehicle privileges;
  - b. Department Heads are responsible for ensuring only approved and appropriately-licensed employees operate City Vehicles.
  - c. City employees will be responsible for immediately notifying Human Resources if their licensure status changes.
4. City Vehicles shall only be used for City-related business unless otherwise authorized in writing by the City Manager in accordance with the appropriate use guidelines.
5. City Vehicles shall be operated in a manner consistent with all safety and legal requirements of the City of Bethel and the State of Alaska.
6. City Vehicles will be appropriately secured and keys will not be left in unsecured vehicles.
7. No City Vehicles will be used to transport stand-alone fuel containers.
8. Employees shall not, under any circumstances, operated a City Vehicle when any physical or mental impairment causes the employee to be unable to drive safely.
9. Employees shall not smoke or use other tobacco products while operating or seated in a City Vehicle.

## CITY VEHICLES POL-51-200

### **IV. Appropriate Use**

1. When the temperature drops below 22 degrees Fahrenheit, each City Vehicle so equipped must be properly connected to an electrical outlet to prevent temperature-related damage. Hauled Utility Service and Public Safety Vehicles, when not in use, should be parked inside as space allows.
2. Whenever temperatures fall to 0 degrees or below for any period of time, take-home vehicles must be plugged in for a minimum of 2 hours prior to starting. The cost for the electricity is the sole responsibility of the employee authorized the take-home vehicle.
3. Under no circumstances may a City Vehicle be driven in the winter without allowing the engine to warm up.
4. City Vehicles should not be allowed to warm-up or idle indoors without appropriate ventilation. Excessive idling should be minimized as it wastes gas and newer-model vehicles do not benefit from extended idle times.
5. Each employee who uses a City Vehicle is responsible for that vehicle being maintained in a clean condition and ensuring that routine maintenance and safety checks on the vehicle are conducted in a timely fashion. Warning lights must immediately be reported to the City's Vehicle and Equipment (V&E) Division of the Public Works Department.
6. Any employee who takes a City Vehicle to be repaired at any location other than V&E will be personally responsible for the costs.
7. Fuel purchases are limited to the City's designated vendor using a purchase card specifically designated for fuel.
8. City Vehicles shall not be used to transport any passengers other than authorized City employees on official City business or persons directly related to the official City business being conducted (i.e. speakers, contractors, etc.) with the following exceptions:
  - d. Transportation of person or persons in the event of an accident or other emergency; OR
  - e. Transportation of person or persons in a marked public safety vehicle in the course of responding to an emergency or other public safety call for service.

### **V. Damage/Misuse**

1. Costs of repairing damage to City Vehicles resulting from willful misconduct or gross negligence by the employee having custody of the vehicle at the time of the damage may be recoverable from the employee at the option of the City.

## CITY VEHICLES POL-51-200

See Also: BMC Chapter 10.01 State Traffic Laws Adopted

Approved by: City Manager

2. Any citation or arrests while operating a City Vehicle are the personal responsibility of the employee. Any City employee who receives a citation while operating a City Vehicle shall report the incident immediately to their Department Head. The Department Head will immediately provide written notification to the City Manager, with a copy to the Human Resources Manager.

### **VI. Personal Use**

The City does not generally allow personal use of a City Vehicle with the following exceptions:

1. Commuting between an employee's residence and the individual's primary work location. Such use is restricted to authorized take-home vehicles only and is subject to IRS requirements as specified in this policy.
2. Lunch break (less than 20 minutes) when an employee is operating a City Vehicle and the lunch break is incorporated into the individual's compensated duty time.

### **VII. Assignment of Vehicle Privileges**

1. Department Heads will submit an original City Vehicle Privilege Request Form (Attachment A) to Human Resources for each prospective driver.
  - a. Justification criteria for *Occasional Use* of generally available vehicle includes:
    - i. Duties requiring travel between worksites, offices, and/or local business locations; OR
    - ii. Duties requiring periodic field supervision or attendance at business-related meetings and events hosted at locations other than normal work location.
  - b. Justification criteria for *Day Use Assignment* includes:
    - i. Duties requiring frequent daily travel between work sites and offices; OR
    - ii. Need for frequent use of special equipment or tools that must be pre-positioned in a responding vehicle; OR
    - iii. Vehicle use required for more than on-half of the employee's daily work assignments.
  - c. Justification for *Take-Home Vehicle Assignment* requires:
    - i. Employee must and consistently does respond to after-hours emergencies one or more times per week using a specially-equipped vehicle; OR
    - ii. Employee is being compensated with stand-by pay to respond to after-hour emergencies.

## CITY VEHICLES POL-51-200

See Also: BMC Chapter 10.01 State Traffic Laws Adopted

Approved by: City Manager

2. Prospective drivers will obtain a driving history report from the State of Alaska Department of Motor Vehicles (\$25) and submit the report to Human Resources for review. (The \$25 fee will be reimbursed to the employee upon verification of current licensure status.)
3. Human Resources and the City Manager will approve/deny the request in writing via the City Vehicle Privilege Request Form.
4. Approved drivers will acknowledge in writing the receipt and understanding of this policy each time their vehicle privileges are approved. This acknowledgment is completed as part of the City Vehicle Privilege Request Form.
5. Approvals will expire on June 30 of each year; approvals granted during the months of April through June will be valid until June 30 of the following year. No employee will be authorized to operate a City vehicle for more than 15 months without re-approval.
6. Department Heads must resubmit City Vehicle Privilege Request Form for each employee in sufficient time to allow for continued vehicle operations. Employees will be required to present updated driving history reports from the DMV to Human Resources as part of the re-approval process.

### **VIII. Take-Home Vehicles**

Employees authorized a take-home vehicle have the additional responsibility to:

1. Record, in a written log, any call-outs, to include the physical response address;
2. Notify the employees supervisor any time the take-home vehicle is driven in response to an after-hours response; AND
3. Accept responsibility for complying with IRS Regulations regarding taxable fringe benefits and vehicle use (Section XI IRS Requirements).

### **IX. Accident Reporting**

1. The driver involved in an accident with a City Vehicle, no matter how minor, must immediately notify the Police Department (911) and their supervisor and remain on-scene until emergency responders arrive.
2. The police will complete a police report when damage to another vehicle, the City Vehicle, or property (private or City) occurs. The police will also complete a police report in the event of any injury.
3. The driver, with the supervisor, must complete a Supervisor Accident/Incident Reporting Form (Attachment B). The Form must be forwarded to the City Manager, Human Resources and the Finance Director within 24-hours of the occurrence, or on the next business day.

## CITY VEHICLES POL-51-200

See Also: BMC Chapter 10.01 State Traffic Laws Adopted

Approved by: City Manager

4. Human Resources will assist the Departments to assure that any discipline or remedial action is consistent with City policy. It will be the Department's responsibility to process any personnel action. Copies of any disciplinary documents will be forwarded to Human Resources for filing in the employee's personnel file.
5. The City's Finance Committee will review on a quarterly basis, any vehicle collision where significant vehicle damage, property damage, or injury has occurred. The committee will identify preventative measures and improved safety actions and provide them to the affected Departments. The Committee will not address disciplinary actions nor does the Committee have the authority to direct the Department to implement operational changes as a result of the Committee's assessment.

### **X. Post-Accident Drug and Alcohol Testing**

Following an accident, the driver's supervisor should immediately notify Human Resources to arrange for post-accident Drug and Alcohol testing. This testing involves a breath alcohol test and a urine specimen, collected at Bethel Family Clinic in response to a referral from Human Resources. The post-accident drug and alcohol test is an administrative response to an accident involving a City Vehicle; any actions taken by law enforcement officials in the course of their duties are separate and apart from the City's administrative response.

1. All Drug and Alcohol tests will be performed to conform with either DOT standards when applicable or as non-DOT testing under the City's authority.
2. If the accident occurs during normal duty hours, the supervisor will escort the driver to Bethel Family Clinic and await the referral. The driver will remain available for testing or may be deemed to have refused to test. The only exceptions to this are:
  - a. The employee required immediate medical care and was transferred to the emergency room via ambulance or the employee's supervisor; the post-accident test will take place as soon as possible after the employee's release.
  - b. The employee was placed into police custody; the post-accident test will take place as soon as possible after the employee's release.
3. If the accident occurs after normal duty hours, the driver must refrain from using alcohol and/or drugs until completing the post-accident test.

## CITY VEHICLES POL-51-200

See Also: BMC Chapter 10.01 State Traffic Laws Adopted

Approved by: City Manager

Except in the case of exigent medical needs, an Employee may not refuse or interfere with the testing process. An employee who does not make themselves available or who refuses the test will be deemed to have tested positive.

### **XI. IRS Requirements**

1. The IRS requires that any employee who uses a City take-home vehicle will pay taxes on the personal use of the vehicle.
2. For most City Vehicles, personal use includes at minimum the commuting time to and from work. The City's Finance Department will calculate this taxable benefit based on the employee's physical home address and the distance to the employee's designated work site. The calculated amount will be based on 248 work days per calendar year and the federal rate per mile.
3. Employees authorized to use Public Safety Vehicles are exempt from this requirement as long as the federal IRS requirements are met.
  - a. The Public Safety Vehicle must be clearly marked with insignia or words which make it clear that it is a police, fire, or other public safety vehicle. Lights, other equipment, or marking on a license plate are not sufficient to meet the "clearly-marked" definition;
  - b. The Public Safety Vehicle is required to be used for commuting by a police officer or firefighter/EMT who, when not on a regular shift, is on call at all times; AND
  - c. Other than commuting, personal use of the vehicle, outside the limit of the police officer's arrest powers or the obligation of a firefighter to respond to an emergency, is prohibited by City policy.
4. Unmarked public safety vehicles are generally not exempt unless the following conditions are met:
  - a. The driver must be a "law enforcement officer", certified to carry firearms, execute search warrants, and to make arrests;
  - b. The employee's personal use of the vehicle (to include commuting to and from the work location) must be authorized in writing by the City Manager; AND
  - c. The use must be incident to law-enforcement functions, such as being able to report directly from home to an emergency situation or surveillance location.



## VEHICLE PRIVILEGES REQUEST FORM

Employee:		Date:
Position:	Department:	
Justification: (Employee must meet all qualifications identified in policy): <input type="checkbox"/> Occasional Daytime Use of Shared Pool <input type="checkbox"/> Assigned Vehicle for Day Use <input type="checkbox"/> Take-Home		
Employee's Residence Address:		
Employee has a scheduled meal break of 20 minutes or more:		<input type="checkbox"/> YES <input type="checkbox"/> NO
Requested by:		Date:
Department Head Printed Name/Signature		
HR Review of DMV Driving Record:	Initials:	Date:
<input type="checkbox"/> Cleared <input type="checkbox"/> Not-Cleared		
Approved by:		Date:
City Manager Printed Name/Signature		
<b>VEHICLE PRIVILEGES APPROVED THROUGH (Date):</b>		

I have read and understand the City's Vehicle Policy and hereby request the privileges identified on this form. I understand my responsibilities regarding the use of City-owned vehicles and understand and accept that if approved for take-home privileges, the value of my commuting miles or other non-exempt personal use will be reported to the IRS as a taxable benefit. I further understand that the City may choose, at any time, to rescind my vehicle use privileges pursuant to this policy or as a result of changes in City operations.

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Printed Name	Signature	Date
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# CITY OF BETHEL

Post Office Box 1388  
Bethel, Alaska 99559  
Voice: 543-2297  
Fax: 543-4171



## CITY VEHICLE POLICY

Introduced: January 24, 2013  
Effective: February 31, 2013  
Revised: May 1, 2013

**APPLIES TO:** All employees of the City who operate a City-owned vehicle.

### **ISSUANCE OF CITY VEHICLES TO NON-DEPARTMENT HEADS:**

No later than December 20 of each year, Department Head's will issue a list of employees who are authorized to drive City-owned Vehicles. (Form Found on "P" Drive, under "Forms – Shared All", "Forms", "Vehicle Authorization Form")

1. Designate whether the driver is recommended as an occasional driver (drive the vehicle on a limited basis from time-to-time), an occasional take home (from time-to-time will need to take the vehicle home) or a take-home driver (take the vehicle home at night),
2. Attach a current copy of the employee's driver's license,
3. The City Manager will review the list and may review each employee's driving history to ensure the employee is eligible to operate a motor vehicle.
4. If approved, the employee will be asked to sign the Vehicle Policy Acknowledgment (a new one will be signed annually) and return it to Human Resources.
5. Department Heads may request changes to the list of drivers throughout the year as necessary.
6. No employee may operate a City vehicle unless authorized, in writing, by the City Manager, using the procedure outlined above.
7. DO NOT recommend an employee you know has recently been convicted of a DUI or who you, as a supervisor, know has no license or a legal reason why they cannot or should not drive.

### **ISSUANCE OF CITY VEHICLES TO DEPARTMENT HEADS:**

Historically, all Department Heads are authorized to operate City-Owned Vehicles. Some Department Heads are assigned vehicles to take-home. Department Heads are subject to all of the same policies and procedures as other employees when it comes to operation, care and use of City-Owned Vehicles. As such, Department Heads will also be expected to review the policy annually and to acknowledge the same.

### **CARE AND MAINTENANCE OF ALL VEHICLES:**

All City owned vehicles are to be properly maintained and operated in a safe and responsible manner at all times.

- ❖ It is mandatory that all passengers (including the driver) wear a seat-belt at all times (except as expressly allowed per OPM policy for police and fire department employees).
- ❖ Smoking in City-Owned vehicles is strictly prohibited.
- ❖ Vehicle fluid levels should be checked regularly by the employee. If you note the fluids are low, please contact the V&E Department for guidance.
- ❖ As temperatures and weather conditions warrant, each vehicle must be properly connected to an electrical outlet to prevent freezing and other temperature related damage. Under no circumstance may a vehicle be driven in the winter without first allowing the engine to warm up.
- ❖ When circumstances prevent the vehicle from being plugged in during the winter, it is important that the vehicle be warmed up sufficiently.
- ❖ Employees who take City-owned vehicles home must plug them in a minimum at night (or at a minimum 2 hours prior to starting the vehicle in the morning) during the winter months whenever temperatures fall below zero degrees (0°) Fahrenheit outside: NO EXCEPTIONS! The rise in electricity cost to the employee is the sole responsibility of the employee.
- ❖ All employees will bring the vehicles in for maintenance as mandated by the Vehicle & Equipment (V&E) Division of the Public Works Department.
- ❖ Any employee who notices a warning light on a vehicle MUST report it to V&E immediately and must follow their instructions.
- ❖ Any employee who takes a City-owned vehicle in for repair at a location other than the City's V&E Department will be personally responsible for the costs.
- ❖ Any receipts for vehicle-related purchases made by vehicle operators will be turned into the employee's Department Head at least weekly.
- ❖ Receipts must state the location of purchase, the item being purchased, the date, the amount and which employee made the purchase.
- ❖ Fuel is to be purchased exclusively through Crowley as they bill the City directly. Only a City-owned vehicle used for City purposes may be filled at City expense. Employees who use fuel paid for by the City are expected to use the vehicle as needed and not to needlessly waste the fuel by leaving the vehicle running idle for long periods of time.
- ❖ No stand-alone containers of fuel may be transported in a City-Owned vehicle without the express written consent of the Department Head.

#### **DAMAGE TO VEHICLES:**

Any damage caused to any vehicle is to be reported to the Department Head immediately. Failure to report damages will result in disciplinary action.

#### **ACCIDENTS INVOLVING CITY-OWNED VEHICLES:**

Any time an employee operating a City-owned vehicle is involved in an accident (no matter how minor it seems) the following procedures must be followed (without exception):

- Notify Bethel Police Department of the Accident immediately and request an ambulance if there are injuries, no matter how minor.
- Notify the Employee's Supervisor (as soon as practicable);
- Notify the Human Resources Officer (as soon as practicable);
- Once the Employee's Supervisor, Human Resources Officer or City Manager arrives, they shall advise the employee of their rights under *Garrity and/or Weingardner*.

- If the accident occurs on a Monday – Friday between 8am and 5 pm, the employee is to be taken to the Bethel Family Clinic for a urine collection drug and alcohol testing.
- If the accident occurs after hours or on a weekend, contact the one of the certified collection persons so they may perform a urine collection for drugs and alcohol.
- An employee involved in an accident is also subject to a breathalyzer test in addition to the urine collection.
- It is not necessary for the police to remain with the Employee, instead the Employee's Supervisor, the City Manager or the Human Resources Officer can remain with the employee until the sample is collected.

Drivers shall remain available for such testing or they may be deemed to have refused to submit to testing. Drivers must refrain from using alcohol and/or drugs for at least eight (8) hours following the accident or until completing the post-accident test, whichever comes first. Of course, medical attention to employees and others is of the highest priority and an employee may tend to injuries before submitting to testing. However, except in the case of exigent medical needs, an Employee may not refuse or interfere with the testing process. An employee who does not make themselves available or who refuses the test will be deemed to have tested positive.

**QUESTIONS:** All questions regarding this policy should be directed to the City Manager.



Introduced by:	Peter Williams, Acting City Manager		
Date introduced:	11/22/16	Date action taken	
Amended actions:			
Verified by:			

**CITY OF BETHEL CITY COUNCIL INFORMATIVE MEMORANDUM**

TITLE: Monthly City Council Financial Report (Period through Sept 30, 2016)

Agenda Introduction Date: November 22, 2016  
 Originator: Hansel Mathlaw, Assistant Finance Director

Routed to:	Department	Signature/Date
√	Administration	11/10/16
√	Finance	11/10/16

REVIEWED BY MAYOR RICHARD ROBB: \_\_\_\_\_

FISCAL IMPACT:  yes \$\_\_\_\_\_  no      FUNDS AVAILABLE  NA  yes  no

Account name/number: NA

Attachments: Monthly City Council Financial Report (Period through Sept 30, 2016)

**SUMMARY STATEMENT:**

The attached November 2016 Financial Report was prepared and distributed to Bethel City Council members for their review. This Action Memorandum helps document that the financial report was produced and disseminated to Bethel City Council members each month as required by the Water and Sewer Utility Best Practices Operation and Maintenance score criteria. The City must have a score greater than 60 in order to be approved to receive funding from the Environmental Protection Agency (EPA) provided through the Alaska Department of Environmental Conservation. The City is currently seeking EPA funds as part of the Sewer Lagoon Rehabilitation Project.



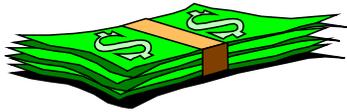
# City of Bethel Finance Department

## Monthly City Council Financial Report

Period thru September 30, 2016

**Note 1:** When reviewing this report, it is important to remember that sales tax revenues, including transient lodging tax and gaming fees, are due the month following the period collected; therefore, these revenues always appear to be lagging behind budget until the after the end of the fiscal year, when June revenue is remitted to the City in July.

**Note 2:** This report represents recorded revenues, expenditures, budget modifications and line items transfers with balance sheet account balances through September 30, 2016. It is possible that not all of the September 30, 2016 aforementioned transactions may be recorded by the date of this report. The un-audited figures in this report, especially the balance sheet accounts are subject to further modification and correction by the Finance Department, if necessary, and should not be considered final.



**CITY OF BETHEL  
FINANCIAL REPORT**

Bank & Investment Accounts  
As of September 30, 2016



CITY OF BETHEL  
FINANCIAL REPORT  
Bank and Investment Accounts

**A. Introduction**

The City of Bethel operates under a central treasury. A central treasury concentrates cash in order to maximize the return on the investments and to provide adequate liquidity for planned cash flows. Therefore, cash accounts do not correspond to “funds” in the City’s financial records. All transactions between funds are accounted for in interfund receivables and payables which are also called “Due To” and “Due From” accounts.

Cash and investments accounts marked with an asterisk are not part of the central treasury. These accounts are legally restricted from being part of the central treasury or segregated because of policy or purpose.

Investments in the Bethel Endowment Fund are physically segregated by ordinance. The assets of this fund are invested in accounts with Piper Jaffray Investments.

All investments are categorized as “Category 1” for credit risk according the categories described in Governmental Accounting Standards Board Statement No. 3, *Deposits with Financial Institutions, Investments [Including Repurchase Agreements], and Reverse Repurchase Agreements*. This means that the City’s investments are either insured or registered, or that the securities are held by the City or its agent in the City’s name. Category 1 investments contain less credit risk than other categories; therefore, City funds are invested with the lowest reasonable credit risk. The City’s investments are earning a competitive yield.

**Summary of Cash and Investments as of September 30, 2016**

**1. Cash, Deposits, and Certificates of Deposit**

<u>Description</u>	Balance 8/31/2016	Balance 9/30/2016	Year-to-Date Increase (Decrease)
Wells Fargo-General/Sweep Accounts	10,222,068	9,674,821	\$ (547,247)
Wells Fargo-Payroll Account			-
Wells Fargo-Asset Forfeiture Account (Police) *	5,434	5,435	0
Wells Fargo-Evidence Holding Account (Police) *	8,671	8,671	-
First National Bank CD (Lease Revenue Bond Reserve) *	** 450,557 *	455,814	5,257
Petty Cash-Finance	250	250	-
Petty Cash-Police	300	300	-
Petty Cash-Port	50	50	-
Petty Cash-Youth Center	70	70	-
Petty Cash-Recycling	-		-
Petty Cash-Public Works	-		-
<b>Total</b>	<b>\$0</b>	<b>\$10,687,400</b>	<b>\$10,145,410</b> (541,990)

\* - Restricted Funds

CITY OF BETHEL  
FINANCIAL REPORT  
Bank and Investment Accounts

**2. Investments held in the Central Treasury:  
As of September 30, 2016**

<u>Description</u>	Market Value 8/31/2016	Market Value 9/30/2016	Year-to-Date Increase (Decrease)
01-12700 Wells Fargo Investments	3,211,014	4,202,859	\$991,845
01-12800 Wells Fargo Investments (Lease Revenue Bond Pmt Acct)	\$319,612	\$319,684	\$72
01-12900 Time Value Investments	\$1,016,995	\$1,020,587	\$3,593
01-12500 Alaska Municipal League Investment Pool	\$155,005	\$155,048	\$43
<b>T ot</b>	<b>\$4,702,626</b>	<b>\$5,698,178</b>	<b>\$995,552</b>

**3. Restricted Accounts \*  
As of September 30, 2016**

<u>Description</u>	Market Value 8/31/2016	Market Value 9/30/2016	Year-to-Date Increase (Decrease)
90-12600 Piper Jaffray Investments *	\$ 1,918,168	\$ 1,920,359	\$ 2,191
40-12200 BATH Center Account *	4,977,710	4,977,746	37
52-12300 Deferred Seawall Maintenance Account *	1,882,159	1,882,536	377
52-12500 Pro Equities - Dock Deferred Maintenance *	611,700	611,700	-
<b>T ot</b>	<b>9,389,737</b>	<b>9,392,341</b>	<b>2,604</b>

**TOTAL BANK AND INVESTMENT FUNDS ON HAND  
As of September 30, 2016**

<u>Description</u>	Balance 8/31/2016	Balance 9/30/2016	Year-to-Date Increase (Decrease)
Cash, Deposits, and Certificates of Deposit	\$10,687,400	10,145,410	(\$541,990)
Investments	\$4,702,626	5,698,178	\$995,552
Restricted Accounts	9,389,737	\$ 9,392,341	\$ 2,603.83
<b>ot al</b>	<b>\$24,779,763</b>	<b>\$25,235,929</b>	<b>\$456,166</b>

<b>Total Central Treasury and Unrestricted Funds as of 09/30/2016:</b>	<b>\$15,843,588</b>
<b>Total Restricted Funds as of 09/30/2016:</b>	<b>9,392,341</b>
	<b>\$ 25,235,929</b>

\* - Restricted Funds

CITY OF BETHEL  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
TAXES	2,200,411.48	2,200,411.48	8,405,000.00	6,204,588.52	26.2
STATE & FEDERAL REVENUES	100.00	100.00	1,678,906.00	1,678,806.00	.0
CHARGES FOR SERVICES	59,605.61	59,605.61	165,500.00	105,894.39	36.0
RENTAL INCOME	370.00	370.00	3,000.00	2,630.00	12.3
LICENSES, PERMITS & FEES	146,112.32	146,112.32	656,900.00	510,787.68	22.2
OTHER FINANCING SOURCES	.00	.00	11,900.00	11,900.00	.0
MISCELLANEOUS	20,916.24	20,916.24	40,600.00	19,683.76	51.5
<b>TOTAL FUND REVENUE</b>	<b>2,427,515.65</b>	<b>2,427,515.65</b>	<b>10,961,806.00</b>	<b>8,534,290.35</b>	<b>22.2</b>
<u>EXPENDITURES</u>					
ADMINISTRATION	89,590.75	89,590.75	518,683.00	429,092.25	17.3
CITY CLERKS OFFICE	28,481.39	28,481.39	193,100.00	164,618.61	14.8
FINANCE	190,228.49	190,228.49	950,302.00	760,073.51	20.0
PLANNING	49,797.25	49,797.25	291,663.00	241,865.75	17.1
TECHNOLOGY DEPARTMENTS	114,779.81	114,779.81	539,008.00	424,228.19	21.3
CITY ATTORNEY'S OFFICE	32,239.10	32,239.10	200,025.00	167,785.90	16.1
FIRE DEPARTMENT	260,913.96	260,913.96	1,174,600.00	913,686.04	22.2
POLICE	462,669.84	462,669.84	3,149,120.00	2,686,450.16	14.7
PUBLIC WORKS-ADMIN	20,187.18	20,187.18	150,648.00	130,460.82	13.4
PW-STREETS & ROADS	267,601.81	267,601.81	1,882,568.00	1,614,966.19	14.2
PROPERTY MAINTENANCE	102,535.90	102,535.90	722,469.00	619,933.10	14.2
PARKS & REC/BYC	46,101.63	46,101.63	356,214.00	310,112.37	12.9
COMMUNITY SERVICE	60,570.57	60,570.57	176,320.00	115,749.43	34.4
IN KIND MATCH & TRANSFERS	.00	.00	1,021,230.00	1,021,230.00	.0
<b>TOTAL FUND EXPENDITURES</b>	<b>1,725,697.68</b>	<b>1,725,697.68</b>	<b>11,325,950.00</b>	<b>9,600,252.32</b>	<b>15.2</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>701,817.97</b>	<b>701,817.97</b>	<b>( 364,144.00)</b>	<b>( 1,065,961.97)</b>	<b>192.7</b>

CITY OF BETHEL  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

LAND PLANNING AND DEVELOPMENT

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>EXPENDITURES</u>					
DEPARTMENT 50	.00	.00	21,173.00	21,173.00	.0
TOTAL FUND EXPENDITURES	.00	.00	21,173.00	21,173.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	( 21,173.00)	( 21,173.00)	.0

CITY OF BETHEL  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

PARKS DEVELOPMENT FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>EXPENDITURES</u>					
PARKS DEVELOPMENT	5,653.61	5,653.61	112,852.00	107,198.39	5.0
TOTAL FUND EXPENDITURES	5,653.61	5,653.61	112,852.00	107,198.39	5.0
NET REVENUE OVER EXPENDITURES	( 5,653.61)	( 5,653.61)	( 112,852.00)	( 107,198.39)	( 5.0)

CITY OF BETHEL  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

YK REG AQUA HLTH & SAFETY CTR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
SOURCE 43	.00	.00	566,500.00	566,500.00	.0
TRANSFERS IN	.00	.00	606,200.00	606,200.00	.0
MISCELLANEOUS	112.91	112.91	.00	( 112.91)	.0
TOTAL FUND REVENUE	112.91	112.91	1,172,700.00	1,172,587.09	.0
<u>EXPENDITURES</u>					
LOCAL FUNDED EXPENDITURES	63,489.47	63,489.47	1,449,724.00	1,386,234.53	4.4
STATE FUNDED EXPENDITURES	2,323.56	2,323.56	.00	( 2,323.56)	.0
TOTAL FUND EXPENDITURES	65,813.03	65,813.03	1,449,724.00	1,383,910.97	4.5
NET REVENUE OVER EXPENDITURES	( 65,700.12)	( 65,700.12)	( 277,024.00)	( 211,323.88)	( 23.7)

CITY OF BETHEL  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

E-911 SYSTEM/SURCHARGE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
E-911 SURCHARGE	39,358.12	39,358.12	200,000.00	160,641.88	19.7
TOTAL FUND REVENUE	39,358.12	39,358.12	200,000.00	160,641.88	19.7
<u>EXPENDITURES</u>					
E-911 SERVICES	57,629.02	57,629.02	392,099.00	334,469.98	14.7
TOTAL FUND EXPENDITURES	57,629.02	57,629.02	392,099.00	334,469.98	14.7
NET REVENUE OVER EXPENDITURES	( 18,270.90)	( 18,270.90)	( 192,099.00)	( 173,828.10)	( 9.5)

CITY OF BETHEL  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

SOLID WASTE SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
STATE AND FEDERAL SOURCES	.00	.00	12,657.00	12,657.00	.0
SOLID WASTE & RECYCLING	358,203.70	358,203.70	1,212,000.00	853,796.30	29.6
TOTAL FUND REVENUE	358,203.70	358,203.70	1,224,657.00	866,453.30	29.3
<u>EXPENDITURES</u>					
HAULED REFUSE	68,655.81	68,655.81	409,524.00	340,868.19	16.8
LANDFILL OPERATIONS	46,842.72	46,842.72	368,530.00	321,687.28	12.7
RECYCLING OPERATIONS	293.07	293.07	.00	( 293.07)	.0
TOTAL FUND EXPENDITURES	115,791.60	115,791.60	778,054.00	662,262.40	14.9
NET REVENUE OVER EXPENDITURES	242,412.10	242,412.10	446,603.00	204,190.90	54.3

CITY OF BETHEL  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
STATE FUNDING	.00	.00	252,751.00	252,751.00	.0
WATER	983,781.96	983,781.96	3,697,526.00	2,713,744.04	26.6
SEWER	622,097.62	622,097.62	2,550,030.00	1,927,932.38	24.4
MISCELLANEOUS	451.31	451.31	325,784.00	325,332.69	.1
MISCELLANEOUS	1,081.25	1,081.25	.00	( 1,081.25)	.0
<b>TOTAL FUND REVENUE</b>	<b>1,607,412.14</b>	<b>1,607,412.14</b>	<b>6,826,091.00</b>	<b>5,218,678.86</b>	<b>23.6</b>
<u>EXPENDITURES</u>					
UTILITY BILLING	40,526.56	40,526.56	187,019.00	146,492.44	21.7
HAULED WATER	256,927.58	256,927.58	1,769,489.00	1,512,561.42	14.5
PIPED WATER	82,171.37	82,171.37	457,327.00	375,155.63	18.0
BETHEL HTS WTR TREATMENT	109,539.93	109,539.93	694,235.00	584,695.07	15.8
CITY SUB WTR TREATMENT	102,955.16	102,955.16	599,031.00	496,075.84	17.2
HAULED SEWER	260,397.23	260,397.23	1,732,629.00	1,472,231.77	15.0
PIPED SEWER	132,358.47	132,358.47	728,756.00	596,397.53	18.2
SEWER LAGOON	24,688.73	24,688.73	125,679.00	100,990.27	19.6
<b>TOTAL FUND EXPENDITURES</b>	<b>1,009,565.03</b>	<b>1,009,565.03</b>	<b>6,294,165.00</b>	<b>5,284,599.97</b>	<b>16.0</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>597,847.11</b>	<b>597,847.11</b>	<b>531,926.00</b>	<b>( 65,921.11)</b>	<b>112.4</b>

CITY OF BETHEL  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

MUNICIPAL DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
INTEREST & PENALTIES	( 11,708.97)	( 11,708.97)	12,000.00	23,708.97	( 97.6)
STATE FUNDING	.00	.00	15,500.00	15,500.00	.0
CHARGES FOR SERVICES	195,512.87	195,512.87	1,005,200.00	809,687.13	19.5
LEASE REVENUE	4,060.00	4,060.00	24,000.00	19,940.00	16.9
MISCELLANEOUS	9,730.50	9,730.50	45,000.00	35,269.50	21.6
TRANSFERS	.00	.00	300,000.00	300,000.00	.0
MISCELLANEOUS	( 15,950.66)	( 15,950.66)	13,000.00	28,950.66	(122.7)
TOTAL FUND REVENUE	<u>181,643.74</u>	<u>181,643.74</u>	<u>1,414,700.00</u>	<u>1,233,056.26</u>	<u>12.8</u>
<u>EXPENDITURES</u>					
DOCK EXPENDITURES	200,018.19	200,018.19	1,036,872.00	836,853.81	19.3
SMALL BOAR HARBOR	66,611.20	66,611.20	179,034.00	112,422.80	37.2
TOTAL FUND EXPENDITURES	<u>266,629.39</u>	<u>266,629.39</u>	<u>1,215,906.00</u>	<u>949,276.61</u>	<u>21.9</u>
NET REVENUE OVER EXPENDITURES	<u>( 84,985.65)</u>	<u>( 84,985.65)</u>	<u>198,794.00</u>	<u>283,779.65</u>	<u>( 42.8)</u>

CITY OF BETHEL  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

LEASED PROPERTIES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
LEASE INCOME	147,220.92	147,220.92	677,633.00	530,412.08	21.7
MISCELLANEOUS	1,502.02	1,502.02	19,650.00	18,147.98	7.6
TOTAL FUND REVENUE	<u>148,722.94</u>	<u>148,722.94</u>	<u>697,283.00</u>	<u>548,560.06</u>	<u>21.3</u>
<u>EXPENDITURES</u>					
LEASED PROPERTIES-MISC	.00	.00	2,450.00	2,450.00	.0
LEASED PROP-COURT COMPLEX	93,261.70	93,261.70	503,244.00	409,982.30	18.5
TOTAL FUND EXPENDITURES	<u>93,261.70</u>	<u>93,261.70</u>	<u>505,694.00</u>	<u>412,432.30</u>	<u>18.4</u>
NET REVENUE OVER EXPENDITURES	<u><u>55,461.24</u></u>	<u><u>55,461.24</u></u>	<u><u>191,589.00</u></u>	<u><u>136,127.76</u></u>	<u><u>29.0</u></u>

CITY OF BETHEL  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

EMPLOYEE GROUP HEALTH BEN.

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
EMP GROUP BENEFITS REVENUES	376,990.82	376,990.82	2,024,688.00	1,647,697.18	18.6
TOTAL FUND REVENUE	376,990.82	376,990.82	2,024,688.00	1,647,697.18	18.6
<u>EXPENDITURES</u>					
EMPLOYEE GROUP HEALTH BENEFITS	455,488.71	455,488.71	2,283,815.00	1,828,326.29	19.9
TOTAL FUND EXPENDITURES	455,488.71	455,488.71	2,283,815.00	1,828,326.29	19.9
NET REVENUE OVER EXPENDITURES	( 78,497.89)	( 78,497.89)	( 259,127.00)	( 180,629.11)	( 30.3)

CITY OF BETHEL  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

BETHEL PUBLIC TRANSIT SYSTEM

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
LOCAL SOURCES	.00	.00	80,580.00	80,580.00	.0
FEDERAL SOURCES	.00	.00	271,164.00	271,164.00	.0
CHARGES FOR SERVICES	8,554.00	8,554.00	33,000.00	24,446.00	25.9
TOTAL FUND REVENUE	<u>8,554.00</u>	<u>8,554.00</u>	<u>384,744.00</u>	<u>376,190.00</u>	<u>2.2</u>
<u>EXPENDITURES</u>					
TRANSIT SYSTEM EXPENDITURES	59,486.52	59,486.52	384,743.00	325,256.48	15.5
DEPARTMENT 51	179,835.60	179,835.60	.00	( 179,835.60)	.0
TOTAL FUND EXPENDITURES	<u>239,322.12</u>	<u>239,322.12</u>	<u>384,743.00</u>	<u>145,420.88</u>	<u>62.2</u>
NET REVENUE OVER EXPENDITURES	<u>( 230,768.12)</u>	<u>( 230,768.12)</u>	<u>1.00</u>	<u>230,769.12</u>	<u>(23076</u>

CITY OF BETHEL  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

VEHICLES & EQUIP MAINTENANCE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
STATE AND FEDERAL FUNDING	.00	.00	55,865.00	55,865.00	.0
CHARGES FOR SERVICES	136,665.28	136,665.28	1,109,995.00	973,329.72	12.3
TOTAL FUND REVENUE	136,665.28	136,665.28	1,165,860.00	1,029,194.72	11.7
<u>EXPENDITURES</u>					
VEHICLE & EQUIP MAINT	142,133.30	142,133.30	1,165,858.00	1,023,724.70	12.2
TOTAL FUND EXPENDITURES	142,133.30	142,133.30	1,165,858.00	1,023,724.70	12.2
NET REVENUE OVER EXPENDITURES	( 5,468.02)	( 5,468.02)	2.00	5,470.02	(27340)

CITY OF BETHEL  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

FLEET REPLACEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
LOCAL SOURCES	.00	.00	643,000.00	643,000.00	.0
TOTAL FUND REVENUE	.00	.00	643,000.00	643,000.00	.0
<u>EXPENDITURES</u>					
FLEET REPLACEMENT-VEHICLES	.00	.00	405,000.00	405,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	405,000.00	405,000.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	238,000.00	238,000.00	.0

CITY OF BETHEL  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

BETHEL ENDOWMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
TRANSFERS	.00	.00	( 11,900.00)	( 11,900.00)	.0
MISCELLANEOUS	6,891.03	6,891.03	17,000.00	10,108.97	40.5
TOTAL FUND REVENUE	6,891.03	6,891.03	5,100.00	( 1,791.03)	135.1
NET REVENUE OVER EXPENDITURES	6,891.03	6,891.03	5,100.00	( 1,791.03)	135.1



**THE CITY OF BETHEL, ALASKA**

**City Manager**

**Posting Date: July 20, 2016**

**Closing Date August 24, 2016**

**Salary Range: \$110,000+ DEO**

The salary is negotiated with the council and commensurate with background and experience.

**General Description:** Serves as the Chief Administrative Officer of the City; assumes full responsibility for planning, administering, directing, overseeing, and evaluating the activities and operations of the City of Bethel, including public safety, public works, water and sewer utilities, port operations and planning and zoning; provides policy guidance to and coordinates activities of management staff; develops and implements long and short range plans, policies, goals, objectives, and programs; provides the City with technical and administrative direction in meeting and maintaining City services standards; ensures public services are delivered in an efficient and effective manner; provides highly complex administrative support to the City Council including implementing policy decisions made by the City Council.

The City of Bethel is located in the heart of the Yukon Kuskokwim Region, 480 miles from the Alaska road system. The community population is 6,200 with anticipated substantial population growth in the next five to six years due to ongoing economic development initiatives.

The projected City of Bethel Fiscal Year 2017 Operating Expenditures Totaled 10,704,882 and Capital Expenditures \$575,000. This budget supports eight departments: police, fire, public works, planning, finance, human resources, port and IT, with 100 full time employees.

Position announcement, job description and application are available on the City of Bethel Website at [www.cityofbethel.org](http://www.cityofbethel.org).

To Apply: Submit application, cover letter and resume by August 24, 2016 to Laura Cloward, Human Resources Manager, 300 State Highway, P.O. BOX 1388, Bethel, AK 99559.

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# *Mayor's Report*

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# ***City Manager's Report***

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## CITY OF BETHEL

P.O. Box 388  
Bethel, Alaska 99559  
Ph. (907) 543-4150  
Fax (907) 543-3817

# MEMORANDUM

DATE: 11-15-2016  
TO: City Council  
FROM: Peter Williams, Acting City Manager  
RE: Managers' Report

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- Directed the Finance Department to forward documentation of all delinquent accounts to the City Attorney on November 15<sup>th</sup>.
- USDA/Lagoon – discussed the last of the few documents needed on Oct 12. The contract regarding the Project Manager for this project will be on Council's agenda Dec 13<sup>th</sup>.
- Institutional Corridor- The bid for this project has been dropped till all the concerns of the stakeholders are addressed. After being involved with this project since Acting City Manager it has become clear that the scope of work given to the Projects Managers was not complete. Some work on the easements will continue. Our goal now is to address all of the stakeholders concern and then put the project back out to bid.
- Port Office- Design is 50% complete and a AM to approve funding and design will be on the Council's Dec 13<sup>th</sup> meeting.
- Assisted pool operators with some concerns over the budget, admission fees, sales tax. A maintenance and operations plans are near completion along with the budget for YKFC.
- RFB's janitorial services for City Hall and the Dept. of Law at the Courthouse were posted.

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# ***City Clerk's Report***

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# City of Bethel, Alaska

## City Clerk's Office

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### **Council Meetings and Events**

December 13, 2016 Regular City Council Meeting

### **Records Retention Schedule**

Since August, the City Clerk has been encouraging the Department Heads to take a close look at the records retention schedules for their department to allow for an overall rewrite of the records retention schedule in January.

### **Committee/Commission**

Training Preparation-

The office has begun the annual review and modification of the trainings provided to the Committee and Commission Members. This is the year for the one on one training for each of the Committees and Commissions.

End of year close out-

The Office will be doing an audit of the records received from the Committee/Commission recorders.

A letter will be sent to all of the Committee/Commission members who have term expirations in December encouraging them to reapply for their seat.

### **Alaska Association of Municipal Clerk's Conference Participation**

The City Clerk's Office was closed November 14<sup>th</sup> and 15<sup>th</sup>, the Clerk and the Asst. Clerk were in Anchorage attending training at this year's AAMC Conference.