

ORDINANCE 175

AN ORDINANCE OF THE CITY COUNCIL OF BETHEL, ALASKA, ESTABLISHING A CITY OF BETHEL BUDGET FOR FISCAL YEAR 1988 AND AN EFFECTIVE DATE.

BE IT ENACTED BY THE CITY COUNCIL OF BETHEL, ALASKA, THAT ORDINANCE 175, ESTABLISHING A CITY OF BETHEL BUDGET FOR FISCAL YEAR 1987, IS HEREBY ADOPTED AS FOLLOWS:

SECTION 1. That, per the attached budget document, sums of money necessary to defray all expenses and liabilities of the City of Bethel, are hereby appropriated for the corporate purpose and objects of the City of Bethel for fiscal year commencing on the first day of July, 1987.

SECTION 2. That the budget is adopted for a period of one (1) year, that being from July 1, 1987 through June 30, 1988.

PASSED AND APPROVED THIS 15<sup>th</sup> DAY OF JUNE, 1987.

ATTEST:

  
Wayne J. Maiers  
City Clerk

  
Tom Warner, Mayor

MANAGERS' FY1988 BUDGET

	General Fund	Special Revenue	Debt Service	Enterprise	Total
Revenue:					
Sales Tax	\$ 2,000,000				\$ 2,000,000
Intergovernmental:					
State of Alaska	1,059,000	\$ 597,377		\$ 6,000	1,662,377
Federal					
Charges for Services	303,223			1,909,099	2,212,322
Rents and Facilities	245,320	92,668			347,988
Permits, Licenses and Fees	85,700				85,700
Miscellaneous	89,700	3,000	\$ 4,000	21,000	117,700
<b>TOTAL REVENUE</b>	<b>3,792,943</b>	<b>693,045</b>	<b>4,000</b>	<b>1,936,099</b>	<b>6,426,087</b>
Other financing sources:					
Contribution from General Fund		49,718	134,709	52,305	236,732
Administrative overhead	353,907				353,907
<b>TOTAL REVENUE AND OTHER SOURCES</b>	<b>\$ 4,146,850</b>	<b>\$ 742,763</b>	<b>\$ 138,709</b>	<b>\$ 1,988,404</b>	<b>\$ 7,016,726</b>
Expenditures:					
General Government:					
Administration	\$ 681,277				\$ 681,277
Contingency	35,000				35,000
Courthouse debt service			\$ 86,565		86,565
Firehouse debt service			48,144		48,144
Business/Finance	221,198				221,198
Planning	70,457				70,457
Coastal Management		\$ 20,000			20,000
Dock				\$ 100,734	100,734
	1,007,932	20,000	134,709	100,734	1,263,375
Public Safety	908,781				908,781
Emergency Services	336,388				336,388
Public Works:					
Administration	101,120				101,120
Building Maintenance	340,803				340,803
Streets & Roads Maintenance	175,919				175,919
Vehicles & Equipment Maintenance	224,118				224,118
Laundromat				117,855	117,855
Utilities				1,076,204	1,076,204
	844,960			1,194,059	2,039,019
Community Services:					
Administration	118,516				118,516
Parks & Recreation	184,950				184,950
Teen Center	116,048				116,048
Library	171,320				171,320
Museum				176,305	176,305
Senior Center		154,025			154,025
PATC		568,738			568,738
Bowling Alley				64,799	64,799
Bus				50,000	50,000
Donations to health service agencies	140,000				140,000
Day care contract	81,223				81,223
	812,057	722,763		291,104	1,825,924
<b>TOTAL EXPENDITURES</b>	<b>3,910,118</b>	<b>742,763</b>	<b>134,709</b>	<b>1,585,897</b>	<b>6,373,487</b>
Other financing uses:					
Contributions to other funds:					
Special Revenue - Senior Center	24,518				24,518
Special Revenue Fund - PATC	28,200				28,200
Debt Service Fund - Courthouse	86,565				86,565
Debt Service Fund - Firehouse	48,144				48,144
Enterprise - Municipal Bus Line	12,000				12,000
Enterprise - Museum	40,305				40,305
Administrative overhead				302,218	302,218
<b>TOTAL OTHER USES</b>	<b>236,732</b>			<b>302,218</b>	<b>538,950</b>
<b>TOTAL EXPENDITURES AND OTHER USES</b>	<b>\$ 4,146,850</b>	<b>\$ 742,763</b>	<b>\$ 134,709</b>	<b>\$ 1,888,115</b>	<b>\$ 6,912,437</b>

AMENDMENT #1  
TO  
ORDINANCE 175

AN AMENDMENT OF THE CITY OF BETHEL, ALASKA BUDGET ORDINANCE  
FOR FISCAL YEAR 1988.

BE IT ORDAINED BY THE CITY COUNCIL OF BETHEL, ALASKA THAT  
THE FISCAL YEAR 1988 CITY BUDGET BE AMENDED AS FOLLOWS:

SECTION 1

That the following sums of money as may be needed or deemed  
necessary to defray expenses and liabilities of the City of  
Bethel are hereby appropriated for the corporate purpose and  
objects of the City hereinafter specified for July 1, 1987  
to June 30, 1988.

SECTION 2

The General Fund operating budgets' revenues, other sources,  
expenditures and other financing uses are decreased by  
\$59,923.

The Special Revenue Funds' combined revenues and other  
sources are increased by \$228,833 and the expenditures and  
other financing uses are increased by \$71,140.

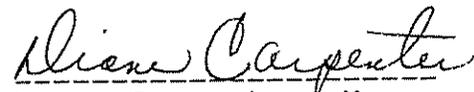
The Debt Service Funds revenues and other sources are  
decreased by \$700 and expenditures are increased by \$800.

The Enterprise Funds' combined revenues and other sources  
are increased by \$134,578 and the expenses and other  
financing uses are increased by \$126,188.

SECTION 3

The applicable budgets are to be modified with the passage  
of ordinance amendment.

PASSED AND APPROVED THIS 23 DAY OF FEB. 1988

  
\_\_\_\_\_  
Diane Carpenter, Mayor

ATTEST:  
  
\_\_\_\_\_  
Anna McGowan, City Clerk

FY 1988 REVISED BUDGET - AMENDMENT - 1 INTRODUCED 2/11/88 - ADOPTED 2/23/88 AS SHOWN HERE

	General Fund	Special Revenue	Debt Service	Enterprise	Total
Revenue:					
Sales Tax	\$ 2,105,662				\$ 2,105,662
Intergovernmental:					
State of Alaska	959,172	\$ 713,095		\$ 25,479	1,697,746
Charges for Services	177,223			2,078,451	2,275,674
Rents and Facilities	260,320	38,711			299,031
Permits, Licenses and Fees	89,500				89,500
Miscellaneous	126,850	195,458	\$ 3,300	12,000	337,608
<b>TOTAL REVENUE</b>	<b>3,738,727</b>	<b>947,264</b>	<b>3,300</b>	<b>2,115,930</b>	<b>6,805,221</b>
Other financing sources:					
Contribution from General Fund		24,332	134,709	7,052	166,093
Administrative overhead	353,907				353,907
<b>TOTAL REVENUE AND OTHER SOURCES</b>	<b>\$ 4,092,634</b>	<b>\$ 971,596</b>	<b>\$ 138,009</b>	<b>\$ 2,122,982</b>	<b>\$ 7,325,221</b>
Expenditures:					
General Government:					
Administration	\$ 669,503				\$ 669,503
Contingency	35,000				35,000
Courthouse debt service			\$ 86,565		86,565
Firehouse debt service			48,144		48,144
Trust Fee			800		800
Business/Finance	238,081				238,081
Planning	46,863				46,863
Coastal Management		\$ 25,833			25,833
Dock				\$ 140,379	140,379
Trailmarkers		2,250			2,250
Council Approp-Books		1,000			1,000
Capital Reserve		0			0
AVCP Land Sales		0			0
	989,447	29,083	135,509	140,379	1,294,418
Public Safety	949,385				949,385
Emergency Services	365,027				365,027
Public Works:					
Administration	91,817				91,817
Building Maintenance	292,341				292,341
Streets & Roads Maintenance	243,304				243,304
Vehicles & Equipment Maintenance	216,413				216,413
Laundromat				172,934	172,934
Utilities				1,141,758	1,141,758
	848,075			1,314,892	2,162,967
Community Services:					
Administration	86,000				86,000
Parks & Recreation	190,657				190,657
Teen Center	122,048				122,048
Library	157,668				157,668
Museum				136,000	136,000
Senior Center		167,581			167,581
PATC		614,425			614,425
Bowling Alley				71,851	71,851
Bus				48,763	48,763
Donations to health service agencies	140,000				140,000
Day care contract	81,223				81,223
	777,596	782,006		256,814	1,816,416
<b>TOTAL EXPENDITURES</b>	<b>3,929,530</b>	<b>811,089</b>	<b>135,509</b>	<b>1,712,085</b>	<b>6,588,213</b>
Other financing uses:					
Contributions to other funds:					
Special Revenue - Senior Center	21,518				21,518
Special Revenue Fund - PATC	0	2,814			2,814
Debt Service Fund - Courthouse	86,565				86,565
Debt Service Fund - Firehouse	48,144				48,144
Enterprise - Municipal Bus Line	0				0
Enterprise - Museum	0				0
Enterprise - Bowling Alley	7,052				7,052
Administrative overhead				302,218	302,218
	163,279	2,814	0	302,218	468,311
<b>TOTAL OTHER USES</b>	<b>163,279</b>	<b>2,814</b>	<b>0</b>	<b>302,218</b>	<b>468,311</b>
<b>TOTAL EXPENDITURES AND OTHER USES</b>	<b>\$ 4,092,809</b>	<b>\$ 813,903</b>	<b>\$ 135,509</b>	<b>\$ 2,014,303</b>	<b>\$ 7,056,524 A</b>

FY 1988 ORIGINAL BUDGET

	General Fund	Special Revenue	Debt Service	Enterprise	Total
Revenue:					
Sales Tax	\$ 2,000,000				\$ 2,000,000
Intergovernmental:					
State of Alaska	1,059,000	\$ 597,377		\$ 6,000	1,662,377
Federal					
Charges for Services	303,223			1,909,099	2,212,322
Rents and Facilities	255,120	92,668			347,788
Permits, Licenses and Fees	85,700				85,700
Miscellaneous	89,700	3,000	\$ 4,000	21,000	117,700
<b>TOTAL REVENUE</b>	<b>3,792,943</b>	<b>693,045</b>	<b>4,000</b>	<b>1,936,099</b>	<b>6,426,087</b>
Other financing sources:					
Contribution from General Fund		49,718	134,709	52,305	236,732
Administrative overhead	353,907				353,907
<b>TOTAL REVENUE AND OTHER SOURCES</b>	<b>\$ 4,146,850</b>	<b>\$ 742,763</b>	<b>\$ 134,709</b>	<b>\$ 1,988,404</b>	<b>\$ 7,012,726</b>
Expenditures:					
General Government:					
Administration	\$ 681,277				\$ 681,277
Contingency	35,000				35,000
Courthouse debt service			\$ 86,565		86,565
Firehouse debt service			48,144		48,144
Business/Finance	221,198				221,198
Planning	70,457				70,457
Coastal Management		\$ 20,000			20,000
Dock				\$ 100,734	100,734
	1,007,932	20,000	134,709	100,734	1,263,375
Public Safety	908,781				908,781
Emergency Services	336,388				336,388
Public Works:					
Administration	101,120				101,120
Building Maintenance	340,803				340,803
Streets & Roads Maintenance	178,919				178,919
Vehicles & Equipment Maintenance	224,118				224,118
Laundromat				117,855	117,855
Utilities				1,076,204	1,076,204
	844,960			1,194,059	2,039,019
Community Services:					
Administration	118,516				118,516
Parks & Recreation	184,750				184,750
Teen Center	116,048				116,048
Library	171,320				171,320
Museum				176,305	176,305
Senior Center		154,025			154,025
PATC		568,738			568,738
Bowling Alley				64,799	64,799
Bus				50,000	50,000
Donations to health service agencies	140,000				140,000
Day care contract	81,223				81,223
	812,057	722,763		291,104	1,825,924
<b>TOTAL EXPENDITURES</b>	<b>3,910,118</b>	<b>742,763</b>	<b>134,709</b>	<b>1,585,897</b>	<b>6,373,487</b>
Other financing uses:					
Contributions to other funds:					
Special Revenue - Senior Center	21,518				21,518
Special Revenue Fund - PATC	28,200				28,200
Debt Service Fund - Courthouse	86,565				86,565
Debt Service Fund - Firehouse	48,144				48,144
Enterprise - Municipal Bus Line	12,000				12,000
Enterprise - Museum	40,305				40,305
Administrative overhead				302,218	302,218
<b>TOTAL OTHER USES</b>	<b>236,732</b>			<b>302,218</b>	<b>538,950</b>
<b>TOTAL EXPENDITURES AND OTHER USES</b>	<b>\$ 4,146,850</b>	<b>\$ 742,763</b>	<b>\$ 134,709</b>	<b>\$ 1,888,115</b>	<b>\$ 6,912,437</b>

GENERAL FUND FY 1988 REVISED BUDGET - AMENDMENT #1

	Original FY88 Budget	Net Additions (Reductions)	Revised - #1 FY88 Budget
Revenue:			
Sales Tax	\$ 2,000,000	\$ 105,662	\$ 2,105,662
Intergovernmental:			
State of Alaska	1,059,000	(99,828)	959,172
Charges for Services	303,223	(106,000)	197,223
Rents and Facilities	255,320	5,000	260,320
Permits, Licenses and Fees	91,807	(1,907)	89,900
Miscellaneous	89,700	37,150	126,850
<b>TOTAL REVENUE</b>	<b>3,798,650</b>	<b>(59,923)</b>	<b>3,738,727</b>
Other financing sources:			
Administrative overhead	353,907	0	353,907
<b>TOTAL REVENUE AND OTHER SOURCES</b>	<b>\$ 4,152,557</b>	<b>\$ (59,923)</b>	<b>\$ 4,092,634</b>
Expenditures:			
General Government:			
Administration	\$ 681,277	\$ (11,774)	\$ 669,503
Contingency	35,000	0	35,000
Business/Finance	221,198	16,883	238,081
Planning	70,457	(23,574)	46,883
	1,007,932	(18,485)	989,447
Public Safety	908,781	40,604	949,385
Emergency Services	336,388	28,639	365,027
Public Works:			
Administration	101,120	(9,303)	91,817
Building Maintenance	340,803	(44,262)	296,541
Streets & Roads Maintenance	178,919	64,385	243,304
Vehicles & Equipment Maintenance	224,116	(7,705)	216,411
	844,960	3,115	848,075
Community Services:			
Administration	118,516	(32,516)	86,000
Parks & Recreation	190,657	0	190,657
Teen Center	116,048	6,000	122,048
Library	171,320	(13,652)	157,668
Donations to health service agencies	140,000	0	140,000
Day care contract	81,223	0	81,223
	817,764	(40,168)	777,596
<b>TOTAL EXPENDITURES</b>	<b>3,915,825</b>	<b>13,705</b>	<b>3,929,530</b>
Other financing uses:			
Contributions to other funds:			
Special Revenue - Senior Center	21,518	0	21,518
Special Revenue Fund - PATC	28,200	(28,200)	0
Debt Service Fund - Courthouse	86,565	0	86,565
Debt Service Fund - Firehouse	48,144	0	48,144
Enterprise - Municipal Bus Line	12,000	(12,000)	0
Enterprise - Museum	40,305	(40,305)	0
Enterprise - Bowling Alley		7,052	7,052
<b>TOTAL OTHER USES</b>	<b>236,732</b>	<b>(73,453)</b>	<b>163,279</b>
<b>TOTAL EXPENDITURES AND OTHER USES</b>	<b>\$ 4,152,557</b>	<b>\$ (59,748)</b>	<b>\$ 4,092,809</b>

SPECIAL REVENUE FUNDS FY 1988 REVISED BUDGET - AMENDMENT #1

	Original FY88 Budget	Net Additions (Reductions)	Revised - #1 FY88 Budget
	-----	-----	-----
Revenue:			
Intergovernmental:			
State of Alaska	\$ 597,377	\$ 115,718	\$ 713,095
Rents and Facilities	92,668	(53,957)	38,711
Miscellaneous	3,000	192,458	195,458
	-----	-----	-----
TOTAL REVENUE	693,045	254,219	947,264
Other financing sources:			
Contribution from other funds	49,718	(25,386)	24,332
	-----	-----	-----
TOTAL REVENUE AND OTHER SOURCES	\$ 742,763	\$ 228,833	\$ 971,596
	=====	=====	=====
Expenditures:			
General Government:			
Coastal Management	\$ 20,000	\$ 5,833	\$ 25,833
Trailmarkers		2,250	2,250
Council Approp-Books		1,000	1,000
Capital Reserve		0	
AVCP Land Sales		0	
	-----	-----	-----
	20,000	9,083	29,083
Community Services:			
Senior Center	154,025	13,556	167,581
PATC	568,738	45,687	614,425
	-----	-----	-----
	722,763	59,243	782,006
	-----	-----	-----
TOTAL EXPENDITURES	742,763	68,326	811,089
Other financing uses:			
Contributions to other funds	0	2,814	2,814
	-----	-----	-----
TOTAL EXPENDITURES AND OTHER USES	742,763	71,140	813,903
	=====	=====	=====

DEBT SERVICE FUNDS FY 1988 REVISED BUDGET - AMENDMENT #1

	Original FY88 Budget	Net Additions (Reductions)	Revised - #1 FY88 Budget
	-----	-----	-----
Revenue:			
Miscellaneous	\$ 4,000	\$ (700)	\$ 3,300
	-----	-----	-----
TOTAL REVENUE	4,000	(700)	3,300
Other financing sources:			
Contribution from General Fund	134,709		134,709
	-----	-----	-----
TOTAL REVENUE AND OTHER SOURCES \$	138,709 \$	(700) \$	138,009
	=====	=====	=====
Expenditures:			
General Government:			
Courthouse debt service	\$ 86,565	\$	\$ 86,565
Firehouse debt service	48,144		48,144
Trust Fee		800	800
	-----	-----	-----
TOTAL EXPENDITURES AND OTHER USES	\$ 134,709	\$ 800	\$ 135,509
	=====	=====	=====

ENTERPRISE FUNDS FY 1988 REVISED BUDGET - AMENDMENT #1

	Original FY88 Budget	Net Additions (Reductions)	Revised - #1 FY88 Budget
	-----	-----	-----
Revenue:			
Intergovernmental:			
State of Alaska	\$      6,000	\$     19,479	\$     25,479
Charges for Services	1,909,099	169,352	2,078,451
Miscellaneous	21,000	(9,000)	12,000
	-----	-----	-----
TOTAL REVENUE	1,936,099	179,831	2,115,930
Other financing sources:			
Contribution from General Fund	52,305	(45,253)	7,052
	-----	-----	-----
TOTAL REVENUE AND OTHER SOURCES	\$ 1,988,404	\$ 134,578	\$ 2,122,982
	=====	=====	=====
Expenditures:			
General Government:			
Dock	\$   100,734	\$     39,645	\$   140,379
	-----	-----	-----
	100,734	39,645	140,379
Public Works:			
Laundromat	117,855	55,079	172,934
Utilities	1,076,204	65,754	1,141,958
	-----	-----	-----
	1,194,059	120,833	1,314,892
Community Services:			
Museum	176,305	(40,305)	136,000
Bowling Alley	64,799	7,052	71,851
Bus	50,000	(1,037)	48,963
	-----	-----	-----
	291,104	(34,290)	256,814
	-----	-----	-----
TOTAL EXPENDITURES	1,585,897	126,188	1,712,085
Other financing uses:			
Contributions to other funds:			
Administrative overhead	302,218	0	302,218
	-----	-----	-----
TOTAL OTHER USES	302,218	0	302,218
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TOTAL EXPENDITURES AND OTHER USES	\$ 1,888,115	\$ 126,188	\$ 2,014,303
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## FINANCE DIRECTOR COMMENTS

In order to aid the reader in understanding how the following pages of this document can be used, I would like to make a few comments.

The primary purpose of the following document is to establish a "model budget package" which will facilitate the FY 1989 budget process.

Narratives pertaining to the activities of each division should not change significantly from year to year. In addition, generally speaking, the types of items such as "paper, pens, etc." which make up the expenditure classifications, such as "Materials and Supplies", should not change significantly from year to year.

It is hoped that by establishing a standard, not only should the budget process go more smoothly and faster due to time reductions in accumulating narratives and typing, but an increase in public involvement with the process would be achieved by having more written information available.

Some specific items the reader should know before reading the following pages are as follows.

Generally speaking, the proposed revised budget was developed by looking at the amounts spent at 12/31/87. The revised amounts were estimations of what these costs would be assuming the same level of spending will occur from January 1 through June 30. Exceptions to this method have been identified in most places.

For personnel costs, a lot more analysis was involved to determine expected personnel costs assuming current levels of staff would be maintained. Due to deadlines to have documents available for the Council, one position was overlooked in the Utility Administration Division. This is a relief driver position. To add back this position to the amounts presented in this document would increase the proposed Utility Totals by \$15,000. The additional analysis included changing the method of charging fringe benefits from a general fringe rate to specific identification of fringe benefits by employee. The reason for this change is two-fold: 1) Our accounting system is now set up to handle the specific identification, and 2) It is felt that specific identification will allow or facilitate closer approximations of actual personnel costs. Because personnel is our largest expenditure, I feel additional work on these costs is warranted.

A number of important things for the reader to know relate to the presentation of the personnel by positions.

"FTE" stands for Full Time Equivalency. When this amount is less than 1.00, it means that the position is either part time, seasonal, or a combination of both.

The numbers under the FTE, Range, and Step columns relate to the far right hand column--Current Staff, Annualized. These are based upon the levels at 12/31/87. It should be noted that subsequent to 12/31/87, some of these have changed due to staff turn over and to raises given.

The amounts shown under the "Current Staff, Annualized" column represent an annual amount to be paid in wages for the position at the shown FTE, Range, and Step levels. This column doesn't reconcile to the amount proposed as the revised personnel costs. The purpose of this presentation is to help identify changes to personnel which were due to raises or reclassifications since the beginning of the year. This presentation also helps to evaluate the impact on future years.

The amount shown as the proposed revised personnel costs was determined by taking the actual 12/31/87 amounts paid and adding another 13.5 pay period's wages and fringe (using specific identification) for the positions shown under the "Current Staff, Annualized" column at the shown levels of FTE, Range and Step.

Another item the reader should be aware of is that the following document has not had a detail editing performed. Therefore, this document contains incomplete sentences and narratives on programs or divisions should be reworded or be presented in a format consistent throughout.

Additionally, the reader should know that these "narratives" have not been completed for our special revenue funds such as PATC, CZM, and Senior Center Grant Funds.

There are probably other items I should identify to aid the reader, but due to time constraints, these can not all be written out. However, I feel that most, if not all, items which would have a significant impact on our budget have been disclosed here or on the following pages.

The City Administration would welcome any suggestions which would aid in the understanding of the narratives or information presented.

GENERAL GOVERNMENT:  
ADMINISTRATION

The Department of Administration is responsible for the overall management and coordination of all city departments. The departments of Public Safety, Community Services, Public Works, Fire, Police, Finance and Administration as well as PATC receive direction from the City Manager who serves as Chief Administrative Officer. Areas of responsibility include the disposition and resolution of legal matters, execution of contracts, personnel administration, capital improvement programs (CIP) development, planning, record keeping, issuance of permits, ordinance and resolution drafting, intergovernmental affairs, public information, and providing the City Council with appropriate recommendations on various issues affecting the City.

Administration also promulgates and/or authorizes organizational procedures and policies for all departments to achieve its continuing goal of delivering Municipal goods and services in a manner which serves the best interests of the entire community.

GENERAL GOVERNMENT: ADMINISTRATION	Original FY88 <u>Budget</u>	Additions ( <u>Reductions</u> )	Revised - #1 FY88 <u>Budget</u>
Expenditures:			
Personnel	\$ 243,643	\$ (665)	\$ 242,978 (1)
Materials & Supplies	26,000	(11,000)	15,000 (2)
Vehicle & Equipment			
Operations & Repairs	45,000	(1,000)	44,000 (3)
Facilities - Repairs			
& Operations	47,000	14,421	61,421 (4)
Professional Services	120,000	2,500	122,500 (5)
Travel & Meeting	67,634	(9,834)	57,800 (6)
Land, Buildings &			
Equipment Purchases	0	0	0
Other General Expenses	122,000	(9,396)	112,604 (7)
Miscellaneous Expenses	<u>10,000</u>	<u>(3,200)</u>	<u>13,200 (8)</u>
 TOTAL EXPENDITURES	 <u>\$ 681,277</u>	 <u>\$ (11,774)</u>	 <u>\$ 669,503</u>

- (1) Effect of changing the fringe method to specific identification.
- (2) Reduction of operating supplies based upon actual purchases at 12/31/87
- (3) Reduction in repair and maintenance for computer hardware and software
- (4) This category was increased by 13,460 to reflect the lease payment to the Moravian Church.
- (5) Begin work on City Comprehensive Plan.
- (6) Reduce in order to allow (7) below
- (7) Reduction in phone and insurance costs based on actual at 12/31/87
- (8) Increase to allow transfer of House Moving Expense for Guinn Lumber Building.

Personnel - \$242,979

Title	FTE	Range	Step	FY 88 Budget	Current Staff Annualized
Administration:					
City Manager	1.00	13	5.75	60,008	60,008
Special Assist to City Mgr	1.00	12	3.00	24,398	48,797
Personnel Officer	0.00	10	1.00	38,084	0
City Clerk	1.00	7	1.00	18,938	30,659
Administrative Assistant	1.00	4	3.00	28,558	27,082
Administrative Assistant	0.00	4	4.00	14,279	0
Personnel Technician	0.50	4	4.00	14,279	14,279
Wages	4.50			198,544	180,825
Fringe				45,099	
Total				243,643	

Materials & Supplies - \$15,000

Various operating supplies such as paper, binders, bankers boxes, calculator tape and ribbons, pencils, staples, time sheets, sales tax forms, postage and freight for supplies.

Vehicle and Equipment Operations and Repair - \$44,000

Fuel for administration vehicles, lease expense for computer, photocopier and mail machine, maintenance contracts for computer hardware, computer software and typewriters.

Facilities - Repairs and Operations - \$61,421

Contract to paint the Courthouse, heating expenses for the Courthouse. Allocated costs from the Braund buildings heating costs and the City complex master electric meter. Heating cost for the log cabin. Moravian land lease.

Professional Services - \$122,500

Legal expenses and begin work on City Comprehensive Plan.

Travel and Meetings - \$57,800

Fares for management and Council to attend conferences and meetings in Anchorage. Meet with legislature in Juneau. Training expenses for all departments except grant funded programs. Training includes department head training which is part of their service agreements. Other departmental travel and training needs are explained under the using departments' budget narrative.

Other General Expenses - \$112,604

Insurance, Advertising for job openings, council meetings and for City Page in Tundra Drums every week which is primarily used by Community Services. Professional journals, and subscriptions to various publications to keep management current. Phone expenses. Long distance charges are predominantly for attorneys, engineers, other prof. services, and calls to vendors to determine purchasing costs.

Miscellaneous Expenses - \$13,200

Moving expenses for City Manager and costs related to attempted Guinn Building move.

GENERAL GOVERNMENT:	Original		Revised - #1
ADMINISTRATION:	FY88	Additions	FY88
CONTINGENCY	<u>Budget</u>	<u>(Reductions)</u>	<u>Budget</u>

Expenditures:

Miscellaneous Expenses	\$ <u>35,000</u>	\$ <u>0</u>	\$ <u>35,000</u>
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Miscellaneous \$35,000

This account is used to record unexpected expenditures, as well as to record various expenditures directed by council. In addition, it is used to record expenditures related to grants and donations received, subsequent to budget enactments.

GENERAL GOVERNMENT:	Original		Revised - #1
ADMINISTRATION:	FY88	Additions	FY88
OPERATING TRANSFERS	<u>Budget</u>	<u>(Reductions)</u>	<u>Budget</u>

Expenditures:

Miscellaneous Expenses:

Transfers to:

Senior Center	\$ 21,518	\$ 0	\$ 21,518
PATC	28,200	(28,200)	0
Courthouse debt service	86,565	0	86,565
Firehouse debt service	48,144	0	48,144
Municipal Bus	12,000	(12,000)	0
Museum	40,305	(40,305)	0
Bowling Alley	<u>0</u>	<u>7,052</u>	<u>7,052</u>
	\$ <u>236,732</u>	\$ <u>(73,453)</u>	\$ <u>163,279</u>

Miscellaneous - \$163,279

Operating transfers are made to subsidize these funds so that they will not have deficits. These are shown as other financing uses so that we don't show operating expenditures twice. They are shown this way instead of as an operating expenditure in the General Fund to make the transfer and again as an operating expenditure when the receiving fund spends the amounts. The amounts shown here as "Other financing uses - operating transfers out" are shown as "Other financing sources - operating transfers in" in the receiving funds' budget.

Based upon current year operations at PATC, it has been determined that the operating transfer (which was based upon previous year levels of required matching) is not needed. The Museum has had employees on leave of absence, and has been directed to reduce inventory levels to \$39,000. Based upon this, the General Fund should not be required to make the original operating transfer. The Bus Fund has received operating grants exceeding anticipated amounts. As a result, the operating transfer should not be needed. The Bowling Alley continued to have a paid employee during the summer months instead of closing totally down. As a result an operating transfer will be needed.

GENERAL GOVERNMENT:  
FINANCE

The Finance Department is primarily responsible for accurately recording and reporting on all of the City's financial transactions during the year. This includes processing and recording all payments to vendors and to employees as well as recording cash receipts. It also includes budgetary reporting. Another area of responsibility is to coordinate the purchasing and receiving of goods and services for the City. This includes maintaining a central store of general office and janitorial supplies. In addition, the Finance Department is also responsible for the disposition of the City's fixed assets, for providing centralized data processing to all of the City Departments, to coordinate the various financial audits the City undergoes and to obtain historical financial information for requesting parties.

During the current fiscal year, the City Manager has increased the work load of the Finance Department. Currently, the Finance Department has numerous research projects which are not getting appropriate attention. In order to ensure timely output from our department, Finance has issued an accounting policy manual which will have to be strictly enforced. It is our goal to continue to work on designing and implementing controls and procedures which are aimed at increasing the Finance Department's efficiency, accuracy and timeliness in reporting the City's transactions.

GENERAL GOVERNMENT: BUSINESS/FINANCE	Original FY88 <u>Budget</u>	Additions ( <u>Reductions</u> )	Revised - #1 FY88 <u>Budget</u>
Expenditures:			
Personnel	\$ 185,098	\$ 18,751	\$ 203,849 (1)
Materials & Supplies	500	(500)	0 (2)
Vehicle & Equipment Operations & Repairs	0	0	0
Facilities - Repairs & Operations	0	0	0
Professional Services	25,900	0	25,900
Travel & Meeting	0	0	0
Land, Buildings & Equipment Purchases	0	0	0
Other General Expenses	3,700	3,132	6,832 (3)
Miscellaneous Expenses	<u>6,000</u>	<u>(4,500)</u>	<u>1,500 (4)</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ <u>221,198</u></b>	<b>\$ <u>16,883</u></b>	<b>\$ <u>238,081</u></b>

- (1) Effect of changing the fringe method to specific identification, as well as increase related to 1/2 time position to do accounts payable. See below under personnel revisions for more information.
- (2) Reduction because all supplies are charged to Admin
- (3) Increase related to Insurance.
- (4) Reduction because car allowance no longer in Finance Directors contract

Personnel - \$203,849

<u>Title</u>	<u>FTE</u>	<u>Range</u>	<u>Step</u>	<u>FY 88 Budget</u>	<u>Current Staff Annualized</u>
Finance:					
Finance Director	1.00	12	5.75	56,368	56,368
Accounting Manager	1.00	8	5.00	40,747	40,747
Accounting Technician-A/P	0.50	4	6.00	0	15,725
Accounting Technician-P/R	1.00	4	6.00	31,450	31,450
Accounting Technician-Recv	1.00	4	4.00	28,558	28,558
	4.50			157,123	172,848
Fringe				27,975	
Total				<u>185,098</u>	

Personnel Revisions

The original budget reduced one position in the Finance Department. The Department is falling way behind in its work load. With the Utility Billing function now under the control of Finance, we are requesting that one of the technicians from Utility Billings spend 50% of their time at the utility office and 50% of their time here in Finance. It is believed that one person can handle the Utility Billings, however there exists a need for cross training. Because of this need, it is felt that the best utilization of the additional staff would be to have the staff working in both accounting offices.

Materials & Supplies - Charged to Administration

Computer software for Micro Computer, calculators, calculator tape and ribbons, pencils and pens. Other supplies which are utilized by all other departments are charged to Administration. These supplies would include time sheets and P. A. R.'s etc.

Professional Services - \$25,900

Cost of the City's annual independent audit.

Travel and Meetings - Expensed in Administration

Travel and meeting expenses charged to Administration relate to fares, per diem, tuitions, car rentals for two trips to MFOA/AML conferences and to obtain 80 hours of continuing professional education (CPE) credits as outlined in Finance Director's contract. In addition fares, per diem, tuition for Governmental Accounting training for Accounting Manager.

Other General Expenses - \$6,832

Insurance, phone, books, subscriptions, dues and memberships.

Miscellaneous Expenses - \$1,500

Car allowance for Finance Director per contract. This was deleted from new contract.

GENERAL GOVERNMENT:  
PLANNING

The Planning Department is responsible for administrative support to the Planning Commission. This includes review of and preparing recommendations as to the disposition, implementation, or other actions of public lands, public improvements, capital improvements program and rewriting of applicable ordinances. Other areas of responsibilities are to review Site Plan Permits and Platting Permits for compliance with Bethel City Ordinances and the Bethel Comprehensive Plan. In addition the Planning Department lends research support for other City Departments as requested by Administration.

During the current fiscal year, the Planning Department has suffered a reduction in staff personnel (terminations) with out a reduction on the work load. This has resulted in work not being completed in a timely manner and even some work not being completed at all. (Zoning Ordinance) With the hiring of a new clerk typist, it will allow a better utilization of the City Planners time in performing the duties for which she was hired. It is the Planning Departments continuing goal to perform its functions in a timely and a professional manner.

GENERAL GOVERNMENT: PLANNING	Original FY88 <u>Budget</u>	Additions ( <u>Reductions</u> )	Revised - #1 FY88 <u>Budget</u>
Expenditures:			
Personnel	\$ 57,557	\$ (25,493)	\$ 32,064 (1)
Materials & Supplies	500	350	850 (2)
Vehicle & Equipment			
Operations & Repairs	500	250	750 (3)
Facilities - Repairs			
& Operations	8,300	(200)	8,100 (4)
Professional Services	0	0	0
Travel & Meeting	0	0	0
Land, Buildings &			
Equipment Purchases	0	0	0
Other General Expenses	3,600	1,499	5,099 (5)
Miscellaneous Expenses	<u>0</u>	<u>0</u>	<u>0</u>
 TOTAL EXPENDITURES	 \$ <u>70,457</u>	 \$ <u>(23,594)</u>	 \$ <u>46,863</u>

- (1) Effect of changing the fringe method to specific identification, as well as approved positions have been unfilled-reclassification of technician position to clerk typist. Ability to shift costs to coastal management planning grant.
- (2), (3) & (4) Based on actual consumption or costs incurred at 12/31/87
- (5) Insurance actual is less than estimated

Personnel - \$32,064

<u>Title</u>	<u>FTE</u>	<u>Range</u>	<u>Step</u>	<u>FY 88 Budget</u>	<u>Current Staff Annualized</u>
Planning:					
Planning Technician	0.00	4	5.00	30,035	0
Clerk Typist	1.00	2	1.00	0	20,758
Planner	1.00	7	1.00	31,491	30,659
Planner (CMP)	<u>(0.50)</u>			<u>(13,526)</u>	<u>(13,526)</u>
	1.50			48,000	37,891
Fringe				<u>9,557</u>	
Total				<u>57,557</u>	

Personnel Revisions

A portion of personnel costs will be transferred to the Special Revenue Fund for Coastal Management Planning based upon funding reports prepared by planning. The Planning Department needs to have a lot of typing done. It is felt that by eliminating one of the planner positions and hiring a typist, the departments output will be increased at a lesser cost.

Materials & Supplies - \$850

Office supplies such as pencils, pens, paper, drafting materials, chemicals for blue line machine.

Vehicle and Equipment Operations and Repair - \$750

Fuel for vehicle, repair costs for computer, printer, photocopier, typewriter, and blue line machine.

Facilities - Repairs and Operations - \$8,100

Allocated costs from the Braund buildings heating costs and the City complex master electric meter.

Travel and Meetings - Expensed in Coastal Management Planning Grant

Travel and meeting expenses charged to the CMP grant relate to one trip to Anchorage and one trip to Juneau for the purpose of securing the grant funds and to receive training on special conditions of the grant. The grant funds received greatly exceed the cost of this travel, and help to defray to personnel cost of the planning department.

Other General Expenses - \$5,099

Insurance, phone, books, subscriptions, dues and memberships.

PUBLIC SAFETY:  
POLICE

The Police Department has four separate units which include Operation Unit, Administrative Unit, Service Unit and Special Unit. Each Unit has its unique and specific functions. The organizational structure is as follows:

Chief of Police: Department Head

Police Lieutenant: Assistant Chief, in charge of four functional units within the department.

Operation Unit:

Police Sergeant, in charge of Patrol and Criminal Investigation sections. The Patrol Section has responsibilities in traffic enforcement, misdemeanor investigation, civil service, and reserve officer program. The Criminal Investigation Section has responsibilities in felony investigation, and Western Alaska Narcotic Team (WANT).

Administrative Unit:

Police Lieutenant, assisted by Administrative Assistant, has responsibilities in planning, research, training, community relations, supply and personnel.

Service Unit:

Head Dispatchers, in charge of property (evidence), records and communication.

Special Unit:

Animal Control and River Patrol

PUBLIC SAFETY: POLICE	Original FY88 Budget	Additions (Reductions)	Revised - #1 FY88 Budget
Expenditures:			
Personnel	\$ 747,353	\$ 25,411	\$ 772,764 (1)
Materials & Supplies	15,000	5,000	20,000 (2)
Vehicle & Equipment			
Operations & Repairs	13,632	(1,632)	12,000
Facilities - Repairs			
& Operations	17,000	4,000	21,000 (3)
Professional Services	26,796	5,704	32,500 (4)
Travel & Meeting	0	0	0
Land, Buildings &			
Equipment Purchases	3,000	320	3,320 (5)
Other General Expenses	86,000	1,801	87,801 (6)
Miscellaneous Expenses	0	0	0
TOTAL EXPENDITURES	\$ <u>908,781</u>	\$ <u>40,604</u>	\$ <u>949,385</u>

- (1) Effect of changing the fringe method to specific identification, as well as reclass of Dispatch position to Police Officer
- (2) Based on levels of spending
- (3) Based on actual consumption or costs at 12/31/87
- (4) River Safety program for end of May and June
- (5) & (6) Based on actual consumption or costs at 12/31/87

Personnel - \$772,764

<u>Title</u>	<u>FTE</u>	<u>Range</u>	<u>Step</u>	<u>FY 88 Budget</u>	<u>Current Staff Annualized</u>
Public Safety:					
Chief	1.00	12	6.75	59,093	59,093
Lieutenant	1.00	8	6.50	41,621	43,514
Investigative Sergeant	1.00	7	6.00	39,645	39,645
Patrol Officer - Corporal	1.00	6	5.00	35,214	35,214
Patrol Officer - Corporal	1.00	6	5.00	30,909	35,214
Patrol Officer - Corporal	1.00	6	5.00	30,909	35,214
Patrol Officer	1.00	6	2.50	35,214	30,909
Patrol Officer	1.00	6	2.50	35,214	30,909
Patrol Officer	1.00	6	1.00	28,496	28,496
Patrol Officer	1.00	6	1.00	30,909	28,496
Patrol Officer	1.00	6	2.50	30,909	30,909
Patrol Officer	1.00	6	2.50	22,526	30,909
Patrol Officer	1.00	6	2.50	0	30,909
Administrative Assistant	1.00	4	2.50	28,558	26,374
Dispatcher	1.00	3	1.00	25,022	22,443
Dispatcher	1.00	3	1.00	22,443	22,443
Dispatcher	1.00	3	2.00	22,443	23,670
Dispatcher	1.00	3	1.00	23,670	22,443
Dispatcher	0	3	1.00	23,670	0
Dispatcher	1.00	3	3.00	25,022	25,022
Animal Control Agent	1.00	5	2.00	27,768	27,768
	20.00			619,255	629,594
Fringe				128,098	
Total				<u>747,353</u>	

Personnel Revisions:

Added another officer position and deleted a dispatcher position.

Materials & Supplies - \$20,000

Various office supplies such as pens, pencils, stationary, legal pads, banker boxes, labels, paper clips, typewriter ribbons, tape, evidence bags, body bags, tags, barrier ribbon, police barricade sign, blood collection kits, rape evidence tape, film, flash cubes, batteries, cassette tapes, ID camera film, postage, all computer supplies, uniforms and work clothes and freight costs. Supplies related to animal control such as dog food, drugs and tags. \$300 annual uniform allowance for each officer.

Increase is based on current spending. Past years budget reflected substantially more expense than the current years budget.

Vehicle and Equipment Operations and Repair - \$12,000

Fuel for the police vehicles. Repair and maintenance cost for the photocopier, computer and dispatch equipment.

**Facilities - Repairs and Operations - \$21,000**

Allocated costs from the Braund buildings heating costs and the City complex master electric meter.

**Professional Services - \$32,500**

Contract with NRI past summer and allow RFP for coming summer to run the river safety patrol.

**Travel and Meetings - Expensed in Administration**

Travel and meeting expenses charged to Administration relate to in service police training, first aid training, basic police recruit academy, investigations which require travel, animal control training and professional meetings.

**Capital Outlay - \$3,320**

Portable pagers and chargers.

**Other General Expenses - \$87,801**

Insurance, Books and subscriptions to police related publications, membership with police related organizations. Advertising for job openings and public service announcements. Phone expenses. Long distance charges are predominantly for investigations and administration.

EMERGENCY SERVICES  
FIRE

Emergency services primary responsibility is the immediate response to fire, ambulance, and rescue situations. All of the responders must be trained such that they can adequately provide the service. Inclusive in these responsibilities is the area of training. Each year this training must become more intense as the community changes and as the department responds to more difficult situations. A large majority of the department time is spent providing this training to the staff and volunteers and in keeping the equipment and apparatus in a response ready condition. In addition, Bethel is the Delta areas regional training center. Currently, the City has a grant to cover the Area Training. However, this program is predominantly inactive.

The Fire Department is also responsible for updating and maintaining the City of Bethel - Emergency Preparedness Plan and for training the personnel outlined in the plan. Additional programs operated by the Fire Department include building inspection and code enforcement, smoke detector sales, home inspection, fire extinguisher repair and maintenance, community fire extinguisher training, public education programs, and fuel spill assistance.

EMERGENCY SERVICES: FIRE	Original FY88 <u>Budget</u>	Additions (Reductions)	Revised - #1 FY88 <u>Budget</u>
Expenditures:			
Personnel	\$ 247,113	\$ 32,519	\$ 279,632 (1)
Materials & Supplies	13,000	2,000	15,000 (2)
Vehicle & Equipment			
Operations & Repairs	15,500	0	15,500
Facilities - Repairs			
& Operations	17,300	(2,300)	15,000 (3)
Professional Services	4,400	(315)	4,085 (4)
Travel & Meeting	0	0	0
Land, Buildings &			
Equipment Purchases	0	0	0
Other General Expenses	39,075	(3,265)	35,810 (5)
Miscellaneous Expenses	<u>0</u>	<u>0</u>	<u>0</u>
 TOTAL EXPENDITURES	 \$ <u>336,388</u>	 \$ <u>28,639</u>	 \$ <u>365,027</u>

- (1) Effect of changing the fringe method to specific identification, as well as add back lost position
- (2) Supplies for ambulance
- (3) Electricity based on expected
- (4) Program to make payments to volunteers ended
- (5) Insurance reduction

Personnel - \$279,632

<u>Title</u>	<u>FTE</u>	<u>Range</u>	<u>Step</u>	<u>FY 88 Budget</u>	<u>Current Staff Annualized</u>
Emergency Services:					
Fire Chief	1.00	12	3.75	50,294	50,294
Fire Captain	1.00	7	5.50	38,796	38,796
Firefighter	1.00	6	2.00	30,071	30,071
Firefighter	1.00	6	2.00	30,071	30,071
Firefighter	1.00	6	2.00	0	30,071
Captain, Ambulance	1.00	7	5.00	37,918	37,918
Clerk Typist/Receptionist	0.75	2	4.00	18,283	18,283
	6.75			205,433	235,504
Fringe				41,680	
Total				247,113	

The Fire Department is currently operating with serious personnel shortfalls. Many times the community is left without fire or ambulance protection as the only on duty person responds to another incident. This is very dangerous for the employees and also provides them with no relief from critical stress incidents. Many times these personnel respond to situations by themselves at which there is no relief in site for many minutes. The department needs to replace the position lost. The increase relates to adding an annual position at \$30,071 for 4.5 months remaining in this year.

Materials & Supplies - \$15,000

Includes all operating supplies for fire and ambulance services. Major expenses are for ambulance supplies. Additionally all daily and office materials are purchased from this category. Daily items include paper, pens, pencils, paper clips, tape, staples, postage, janitorial supplies, fire extinguishers, smoke detectors, uniforms, work clothes, etc. Materials for building maintenance are also purchased from this category.

The increase is related to ambulance supplies no longer given to us from PHS. Therefore, the ambulance service is now having to purchase much more equipment than in the past. These ambulance supplies are very expensive and quickly expend an already depleted supply budget. The department owns most of the major equipment that it needs for the coming years. What is needed is a realistic supply budget.

Vehicle and Equipment Operations and Repair - \$15,500

Fuel for vehicle, insurance, repairs done on firefighting tools and equipment, repairs done on equipment and tools belonging to training center.

Facilities - Repairs and Operations - \$15,000

General maintenance, allocated costs from the City complex master electric meter. Heating costs.

Professional Services - \$4,085

Reimbursement for volunteer firefighters and other contracted personnel services. This discontinued October 1987.

Other General Expenses - \$35,810

Insurance, Books and subscriptions to Firehouse Magazine, Emergency Magazine and training manuals for fire, rescue and ambulance. Dues and memberships to International Conference of Building Officials, National Fire Protection Association, Fire service Instructors, Fire Chiefs Association and Western Fire Chiefs Association. Advertising for safety ads, recruitment bulletins and service advertising. Phone expenses. Long distance charges are predominantly for contacting equipment suppliers, fire marshalls office, EMS organizations, area fire departments, training organizations. Additional charges for state fire marshall computer data line.

PUBLIC WORKS:  
ADMINISTRATION

Public Works Administration is primarily responsible for ensuring that the duties and responsibilities of the Public Works Divisions are carried out. The Public Works Director is on call twenty-four hours a day and oversees the following divisions:

General Fund:

Building Maintenance, Streets and Roads, Vehicle and Equipment

Laundromat Fund

Utility Fund:

Water, Sewer, Garbage

Assistance is given to the foremen when problem areas arise and suggestions made on ways to resolve minor personnel grievances and complaints. More complicated matters are, of course, referred to the City Manager.

The Public Works Administration also works with the general public when questions arise in regard to city ordinances and rules connected to water and sewer utilities.

The Director continuously inspects and evaluates buildings, utility systems and trucks and equipment. He also coordinates work schedules and passes on pertinent information to the City Manager, in order to keep him informed as to the "goings on" in Public Works. In addition the Director is responsible for gathering job related information, freight rates and dates of material delivery, writing estimates and checking on materials available for special jobs. It is also necessary to work with state employees to have plans approved for jobs other than routine maintenance.

PUBLIC WORKS:  
ADMINISTRATION

	Original FY88 Budget	Additions (Reductions)	Revised - #1 FY88 Budget
Expenditures:			
Personnel	\$ 94,245	\$ (9,431)	\$ 84,814 (1)
Materials & Supplies	3,000	(2,500)	500 (2)
Vehicle & Equipment			
Operations & Repairs	1,300	(500)	800 (3)
Facilities - Repairs			
& Operations	0	1,700	1,700 (4)
Professional Services	0	0	0
Travel & Meeting	0	0	0
Land, Buildings &			
Equipment Purchases	0	0	0
Other General Expenses	2,575	1,428	4,003 (5)
Miscellaneous Expenses	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 101,120</b>	<b>\$ (9,303)</b>	<b>\$ 91,817</b>

- (1) Effect of changing the fringe method to specific identification, as well as due to turn over in administrative assistant position which is now entry level pay
- (2) & (3) Based upon actual at 12/31/87
- (4) Heating oil for yellow house
- (5) Insurance costs

Personnel - \$84,814

<u>Title</u>	<u>FTE</u>	<u>Range</u>	<u>Step</u>	<u>FY 88 Budget</u>	<u>Current Staff Annualized</u>
Public Works Administration:					
Public Works Director	1.00	12	3.50	50,170	50,170
Administrative Assistant	<u>1.00</u>	4	1.00	<u>29,307</u>	<u>24,315</u>
	2.00			79,477	74,485
Fringe				<u>14,768</u>	
Total				<u>94,245</u>	

Materials & Supplies - \$500

Supplies such as paper, pencils, pens, paper, clips to cover the daily operations of the department.

Vehicle and Equipment Operations and Repair - \$800

Fuel for vehicle.

Facilities - Repairs and Operations - \$1,700

Heating oil for Yellow house Public Works Director lives in

Travel and Meetings - Expensed in Administration

Other General Expenses - \$4,003

Insurance, phone, books, subscriptions, dues and memberships.

PUBLIC WORKS:  
BUILDING MAINTENANCE

Building Maintenance is primarily responsible for all phases of the operation, maintenance and repair programs of the city buildings and utility lines. This division develops repair programs, recommends priorities for repairs and continuously inspects and evaluates the buildings, utility systems and fixed equipment, in order to best fulfill building operation and program requirements.

Repair includes doors, windows, lights, boilers, heating units and fire systems. In addition, this division levels buildings, paints, repairs floors, pumps and electrical systems. Members from this division work from as-built drawings (when available), station equipment books, operation manuals and plumbing, heating and electrical codes. In addition, they research and write up material and supply orders and must be able to operate various tools and power equipment. Routine janitorial service is provided for the City Offices, Braund Building and Library.

PUBLIC WORKS: BUILDING MAINTENANCE	Original FY88 <u>Budget</u>	Additions (Reductions)	Revised - #1 FY88 <u>Budget</u>
Expenditures:			
Personnel	\$ 290,703	\$ (51,257)	\$ 239,446 (1)
Materials & Supplies	38,000		38,000
Vehicle & Equipment			
Operations & Repairs	3,500	(1,000)	2,500 (2)
Facilities - Repairs			
& Operations	0	625	625 (3)
Professional Services	0	1,470	1,470 (4)
Travel & Meeting	0	0	0
Land, Buildings &			
Equipment Purchases	0	496	496 (5)
Other General Expenses	8,600	2,904	11,504 (6)
Miscellaneous Expenses	<u>0</u>	<u>0</u>	<u>0</u>
 TOTAL EXPENDITURES	 \$ <u>340,803</u>	 \$ <u>(46,762)</u>	 \$ <u>294,041</u>

- (1) Effect of changing the fringe method to specific identification, allow for promoting one person to foreman position, as well as the personnel revision discussion below
- (2) thru (6) Based on actual consumption or costs at 12/31/87

Personnel - \$239,446

Title	FTE	Range	Step	FY 88 Budget	Current Staff Annualized
Building Maintenance:					
Foreman	0	8	5.00	40,747	34,798
Utility Maint. Specialist	0	8	6.50	43,514	
Utility Maintenance I	0	5	5.00	32,552	
Maintenance person	1.00	5	6.00	34,029	34,029
Maintenance person	1.00	5	4.00	30,950	30,950
Maintenance person	1.00	5	4.00	0	30,950
Elect & boiler specialist	1.00	7	2.00	33,259	32,365
Janitor	0	1	1.00	968	0
Janitor	0.25	1	1.00	4,841	4,841
Janitor	1.00	1	5.00	23,962	23,962
	6.25			244,822	191,895
Fringe				45,881	
Total				290,703	

Personnel Revisions

At the beginning of this fiscal year, the City moved the Utility building maintenance personnel into the General Fund. This was so that all maintenance personnel were accounted for in one place. It was intended that the General Fund would charge the using enterprise funds for the work done by building maintenance personnel. After six months, it has been determined that the information needed to make these charges is not readily available. In addition, it was determined that these persons only work on sewer, water and Laundromat equipment. Therefore, we are moving the personnel back to the Utility Fund and charging the Laundromat for approximately 30 hours per week labor. This labor charge is revenue to the Utility Fund.

The total personnel wages original budget adjusted to reflect the move these two persons back to the Utility would be \$168,756. This compared to the current staff level of \$189,649 shows a difference of 20,893. The reason for this increase is due to the budget anticipating a reduction of one staff member. This reduction has not taken place.

Materials & Supplies - \$38,000

Operating supplies for repairing and maintaining all buildings including windows, doors, lights, paint, plywood and other lumber.

Vehicle and Equipment Operations and Repair - \$2,500

Fuel for vehicles.

Facilities - Repairs and Operations - \$625

Professional Services - \$1,470

Travel and Meetings - Expensed in Administration

Capital Outlay - \$496

Other General Expenses - \$11,504

Insurance, phone, books, subscriptions, dues and memberships.

PUBLIC WORKS:  
STREETS AND ROADS

The primary responsibilities of this division is to maintain the City's roads. This includes grading, adding sand to raise the road base, adding gravel for wearing course, installing and repairing culverts (most damage is done by vehicles smashing into the ends), replacing regulatory signs, monitoring street lights and coordinating repairs with Bethel Utilities, snow removal in winter maintaining snow fences and stockpiling winter sand. Up until this year this division also maintained ice roads. During break up, work is concentrated on areas to prevent flood damage. This includes thawing out culverts and snow removal from areas, which if left will wash out the roads when the snow melts.

This division also performs operator maintenance on heavy equipment utilized. This equipment includes:

- 1952 "Cat" Roadgrader
- 1953 "Cat" D-8 Crawler, Tractor with Cableblade
- 1964 TD-20 Crawler, Tractor with Cableblade
- 1970 Terex Front End Loader
- 1970 J. D. 350 Crawler, Tractor
- 1971 J. D. 450 Crawler, Tractor with Backhoe
- 1973 Champion Roadgrader
- 1979 Dumptruck
- 1980 Dumptruck
- 1980 Dumptruck
- 1970 GMC Tractor
- 1957 Peerless Lowboy Trailer

The Foreman of this division also oversees the landfill operations.

PUBLIC WORKS: STREETS AND ROADS	Original FY88 <u>Budget</u>	Additions ( <u>Reductions</u> )	Revised - #1 FY88 <u>Budget</u>
Expenditures:			
Personnel	\$ 125,219	\$ 57,652	\$ 182,871 (1)
Materials & Supplies	2,800	(2,300)	500 (2)
Vehicle & Equipment			
Operations & Repairs	7,000	6,500	13,500 (3)
Facilities - Repairs			
& Operations	32,000	0	32,000
Professional Services	0	0	0
Travel & Meeting	0	0	0
Land, Buildings &			
Equipment Purchases	0	0	0
Other General Expenses	11,900	2,233	14,133 (4)
Miscellaneous Expenses	<u>0</u>	<u>300</u>	<u>300 (5)</u>
 TOTAL EXPENDITURES	 \$ <u>178,919</u>	 \$ <u>64,385</u>	 \$ <u>243,304</u>

- (1) Effect of changing the fringe method, as well as the position inadvertently over-looked in beginning budget and overtime.
- (2) Most operating supplies can be charged to road grants.
- (3) thru (5) Based on actual consumption or costs at 12/31/87

Personnel - \$182,871

<u>Title</u>	<u>FTE</u>	<u>Range</u>	<u>Step</u>	<u>FY 88 Budget</u>	<u>Current Staff Annualized</u>
Streets & Roads:					
Foreman	1.00	8	5.00	40,747	40,747
Grader Operator	1.00	5	5.00	32,552	32,552
Road Driver	1.00	5	5.00	0	32,552
Road Driver	<u>1.00</u>	5	5.00	<u>32,552</u>	<u>32,552</u>
	4.00			105,851	138,403
Fringe				<u>19,368</u>	
Total				<u>125,219</u>	

Materials & Supplies - \$500

Uniforms and work clothes--gloves, boots, coveralls, etc. Most supplies are charged to road grants.

Vehicle and Equipment Operations and Repair - \$13,500

Fuel for vehicles and heavy equipment.

Facilities - Repairs and Operations - \$32,000

Electricity for street lights except for dock.

Travel and Meetings - Expensed in Administration

Other General Expenses - \$14,133

Insurance, phone, books, subscriptions, dues and memberships.

Miscellaneous - \$300

PUBLIC WORKS:  
VEHICLES AND EQUIPMENT

This division maintains and repairs all city vehicles, which consist of sixty five pieces of rolling stock ranging from 4-wheel drive Broncos and pickups, ten wheel water and sewer trucks and heavy equipment (see Streets and Roads). The work performed ranges from routine maintenance to complete overhauls. Priority is given to emergency vehicles (Fire and Police). Parts inventories are maintained for routine and minor maintenance jobs. For major jobs parts are ordered as needed. The division works seven days a week.

PUBLIC WORKS: VEHICLES AND EQUIPMENT	Original FY88 <u>Budget</u>	Additions (Reductions)	Revised - #1 FY88 <u>Budget</u>
Expenditures:			
Personnel	\$ 152,218	\$ 3,013	\$ 155,231 (1)
Materials & Supplies	4,000	(1,000)	3,000 (2)
Vehicle & Equipment			
Operations & Repairs	57,000	(8,500)	48,500 (3)
Facilities - Repairs			
& Operations	0	0	0
Professional Services	0	0	0
Travel & Meeting	0	0	0
Land, Buildings &			
Equipment Purchases	0	0	0
Other General Expenses	10,900	(1,218)	9,682 (4)
Miscellaneous Expenses	<u>0</u>	<u>0</u>	<u>0</u>
 TOTAL EXPENDITURES	 \$ <u>224,118</u>	 \$ <u>(7,705)</u>	 \$ <u>216,413</u>

- (1) Effect of changing the fringe method to specific identification,  
 (2) & (4) Based on actual consumption or costs at 12/31/87  
 (3) Reduction is auto parts and equipment repairs.

COMMUNITY SERVICES:  
ADMINISTRATION

The Community Services Department consists of seven divisions which provide a variety of services to the residents of Bethel. The various divisions are: Bowling Alley, Bus, Library, Museum, Senior Center, Teen Center, and Parks and Recreation. Each of these divisions has its own budget for which each division is responsible. Administration is to coordinate and oversee the various divisions as well as the handling of other miscellaneous functions. The Community Service Program Aide covers a lot of diverse functions which are summarized as follows:

- 1) Bus--Supervise the Bus driver(s), order supplies, change schedules, make sure buses are operational, trouble shoot, etc.
- 2) Community Service Workers--Find jobs for and supervise the court assigned Community Service Workers.
- 3) Summer Youth Employment and Training Program--Liaison between City and the Department of Community and Regional Affairs, supervise the SYETP program and write the grants for the program.
- 4) Clean Up - Green Up--Serve as the City's liaison with the community for the Clean Up - Green Up program which involves ordering trash bags, finding prizes for the kids, setting up collection points, finding volunteers to staff the collection points, organize the prize drawing, pick up big, heavy stuff, etc.
- 5) Parks and Boardwalk--In charge of Parks and boardwalk maintenance (repairing vandalized City property), plan park improvements, install park equipment, and build new boardwalk when needed.
- 6) Grounds Maintenance for the Fourth of July--Install johns and trash cans, make sure there are benches and picnic tables for people to use, and coordinate cleaning up afterwards.
- 7) Special Projects--Handle special projects as assigned. This covers a lot of fixing, moving, and other little jobs around the City pertaining to community services.

COMMUNITY SERVICE: ADMINISTRATION	Original FY88 Budget	Additions (Reductions)	Revised - #1 FY88 Budget
Expenditures:			
Personnel	\$ 115,416	\$ (33,678)	\$ 81,738 (1)
Materials & Supplies	2,000	0	2,000
Vehicle & Equipment			
Operations & Repairs	0	520	520 (2)
Facilities - Repairs			
& Operations	0	0	0
Professional Services	0	0	0
Travel & Meeting	0	0	0
Land, Buildings &			
Equipment Purchases	0	0	0
Other General Expenses	1,100	642	1,742 (3)
Miscellaneous Expenses	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$ 118,516</b>	<b>\$ (32,516)</b>	<b>\$ 86,000</b>

(1) Effect of changing the fringe method to specific identification, as well as the Director's position has been unfilled a significant portion of the year. The position will remain unfilled long enough to allow the Teen Center and Parks and Recreation Divisions to not sustain a reduction in their total budgets. Adoption requires to leave position unfilled remainder of year.

(2) & (3) Based on actual consumption levels or costs at 12/31/87

COMMUNITY SERVICES:  
PARKS AND RECREATION

In a day and age where social reform is geared so heavily towards treatment, we offer prevention. Thus, our primary goal is to provide positive physical and mental outlets for the City's youth and adult population through structured indoor and outdoor recreation and leisure activities.

To this end, we employ 3 full-time persons and 1 part-time person, along with the help of several volunteers to plan, organize, and implement numerous activities for age groups ranging from toddlers to senior citizens. The major activities offered include:

- |                             |                                 |
|-----------------------------|---------------------------------|
| 1) Open Gym - youth/adult   | 11) Co-ed Volleyball - adult    |
| 2) Basketball - youth/adult | 12) Co-ed Softball - adult      |
| 3) Fitness Classes          | 13) Youth Wilderness Camps      |
| 4) Toddler Gym              | 14) State Fair Activities       |
| 5) Little League Softball   | 15) 4th of July Activities      |
| 6) Bowling Club - youth     | 16) BMX Bike Racing - youth     |
| 7) Day Camp                 | 17) Fun Runs - youth/adult      |
| 8) Soccer - youth/adult     | 18) X-C Ski Races - youth/adult |
| 9) Wrestling - youth        | 19) Track and Field - youth     |
| 10) Ice Fishing Derbies     |                                 |

Activities are held in the three public schools, the Armory, the Log Cabin, the Bowling Alley, 21 Acre Park, and various other locations around town. Programs run 7 days per week from 10:00 a.m. to 11:00 p.m.

Funding for these programs come from the City's general fund and several outside agencies including LKSD, BIA, several Native Corporations, the VFW, the Lions Club, and from private donations. We strive to make adult programs pay for themselves, while youth programs, to a large extent, are subsidized.

COMMUNITY SERVICE: PARKS AND RECREATION	Original FY88 <u>Budget</u>	Additions (Reductions)	Revised - #1 FY88 <u>Budget</u>
Expenditures:			
Personnel	\$ 129,321	\$ 5,904	\$ 135,225 (1)
Materials & Supplies	12,022	2,267	14,289 (2)
Vehicle & Equipment			
Operations & Repairs	0	1,200	1,200 (3)
Facilities - Repairs & Operations	12,264	(2,000)	10,264 (4)
Professional Services	0	0	0
Travel & Meeting	15,600	228	15,828 (5)
Land, Buildings & Equipment Purchases	0	0	0
Other General Expenses	21,450	(7,599)	13,851 (6)
Miscellaneous Expenses	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ <u>190,657</u></b>	<b>\$ <u>0</u></b>	<b>\$ <u>190,657</u></b>

- (1) Effect of changing the fringe method to specific identification.  
(2) Based upon Division request  
(3), (4), (5) & (6) Based upon actual consumption levels or costs incurred at 12/31/87

Personnel - \$135,225

Title	FTE	Range	Step	FY 88 Budget	Current Staff Annualized
Parks & Recreation:					
Recreation Prog. Coord	1.00	6	6.00	36,837	36,837
Program Speest Rec. Cent.	1.00	5	3.50	30,098	30,098
Program Aid Rec. Cent.	1.00	3	2.50	24,357	24,357
Part-time Coming Up:					
Day Camp trainer	0.10	3	1.00	2,158	2,158
4th July Coordinator	0.06	4	1.00	0	1,403
Part-time Already Paid:					
Outdoor Summer Coordinator	0.14	5	1.00	3,795	3,795
Outdoor Summer Coordinator	0.14	5	1.00	3,795	3,795
Day Camp trainer	0.25	3	1.00	<u>5,540</u>	<u>5,540</u>
	3.69			106,580	107,983
Referees and umpires				11,250	11,900
Fringe				<u>11,491</u>	
Total				<u>129,321</u>	

Materials & Supplies - \$14,289

Postage. Food supplies for camping trips. Operating supplies for the programs listed above including items such as little league uniforms, softballs, bases, scorebooks, softball awards, whistles, referee shirts, field lining material, sand and grass seed for ballfield, fertilizer, basketballs, basketball nets, volleyballs, soccerballs, stop watches, State Fair ribbons and equipment, measuring tape, awards, volunteer recognition dinner, broomballs, set-up supplies for winter and indoor programs, arts and crafts and food for Day Camp, maps and compasses, food and supplies for Youth Wilderness Camps, first aid supplies, express mail for tent poles, 4th of July supplies, and computer software.

Vehicle and Equipment Operations and Repair - \$1,200

Facilities - Repairs and Operations - \$10,264

Building rentals for basketball.

Travel and Meetings - \$15,828

Air fare for the Youth Wilderness camping trips predominantly funded by \$35,000 MOA from LKSD. Trips took place this past summer. Other travel and training expenses charged to Administration relate to

Other General Expenses - \$13,851

Insurance, phone, books, subscriptions, dues and memberships to ARPA and NRPA annually. Long distance is predominantly for ordering supplies, making village contacts for camping trips, basketball tournaments, and various outside agencies which relate to Parks and Recreation matters.

COMMUNITY SERVICES:  
TEEN CENTER

The primary objective of the Teen Center is to provide a positive and constructive alternative to the youth of Bethel. The birth of a teen recreation facility arose out of an unanswered need realized by many community members and leaders of all ages. Thus the wheels were set in motion to acquire the necessary financial and physical materials to establish what many saw as a long overdue necessity for Bethel.

Since the program began, staffed with two Jesuit volunteers and setup as an informal stop in center, it has, with the help of many community members, blossomed into an intricate part of the Bethel Community. It now has a paid staff and a wide variety of structured and open programs. For example, a homework assistance program, kids day, pool, chess, ping-pong and many other tournaments, movies, music, an exercise facility, a wrestling area, punching bags and other physical team events. Another aspect of our programming is counseling. We have a teen counseling group that meets every Monday night for teens dealing with personal problems. We have a ladies night workshop every Tuesday for two and one half hours. The program is open only to women and deals with women issues such as, self-defense, mother/daughter relationships, cosmetics and much more. Fortunately, women from our community have been very receptive / helpful supplying us with qualified volunteers as guest speakers. Unfortunately, due to personnel cutbacks our family counseling program has been one of our many programs that has been discontinued.

Our program is designed to address some of the social, physical emotional and counseling needs of Bethel's youth. Through our program we attempt to assist teens in developing leadership and citizenship skills by learning and following the rules of fair play and experiencing the impact of community support and cooperation. We must remember that developing and directing teens to be productive and positive adults requires active participation by citizens, organizations and community leaders.

COMMUNITY SERVICE: TEEN CENTER	Original FY88 <u>Budget</u>	Additions ( <u>Reductions</u> )	Revised - #1 FY88 <u>Budget</u>
Expenditures:			
Personnel	\$ 86,148	\$ (3,306)	\$ 82,842 (1)
Materials & Supplies	13,000	5,003	18,003 (2)
Vehicle & Equipment			
Operations & Repairs	0	0	0
Facilities - Repairs			
& Operations	4,200	1,200	5,400 (3)
Professional Services	3,500	(1,282)	2,218 (4)
Travel & Meeting	0	0	0
Land, Buildings &			
Equipment Purchases	0	6,000	6,000 (5)
Other General Expenses	9,200	(1,615)	7,585 (6)
Miscellaneous Expenses	<u>0</u>	<u>0</u>	<u>0</u>
 TOTAL EXPENDITURES	 \$ <u>116,048</u>	 \$ <u>6,000</u>	 \$ <u>122,048</u>

- (1) Effect of changing the fringe method to specific identification.
- (2) & (4) Shifting of costs between professional service to operating supplies related to Disc Jockey leaving town.
- (3) & (6) Based on actual consumption or costs at 12/31/87

(5) Purchase a Music P. A. system, games or furniture.

Personnel - \$82,842

<u>Title</u>	<u>FTE</u>	<u>Range</u>	<u>Step</u>	<u>FY 88 Budget</u>	<u>Current Staff Annualized</u>
Teen Center:					
Teen Center Coordinator	1.00	6	4.00	33,488	33,488
Teen Activities Coordinator	0.50	3	1.00	26,374	11,222
Teen Activities Coordinator	0.50	3	1.00	0	11,222
Teen Center - Budget For All Aides				13,844	
Teen Center Aide	0.61	0	2.00	0	7,389
Teen Center Aide	<u>0.59</u>	0	1.00	<u>0</u>	<u>6,623</u>
Wages	3.20			73,706	69,944
Fringe				<u>12,442</u>	
Total				<u>86,148</u>	

Materials & Supplies - \$18,003

Games, bathroom supplies, misc. tools, dance decorations, party supplies, etc.

Facilities - Repairs and Operations - \$5,400

Electricity and heating expenses for the Teen Center.

Professional Services - \$2,218

Cultural and entertainment expenses such as record purchases, video rentals and Disc Jockeys, community awareness workshops, all-nighter dances, parent/teen exchanges.

Capital Outlay - \$6,000

Purchase a music P.A. system, games or furniture.

Other General Expenses - \$7,585

Insurance, phone, books, subscriptions, dues and memberships.

COMMUNITY SERVICES:  
LIBRARY

The City of Bethel operates the Kuskokwim Consortium Library jointly with the Kuskokwim College, with specific administrative and budgetary responsibilities of each outlined in a consortium agreement. In the agreement for FY '88, the City of Bethel is obligated to a budget of \$52,000 for personnel, materials, equipment repair, advertising, and supplies. In addition, the City provides the Library's building and utilities, janitorial service, maintenance, and insurance on the building. The college provides a budget of approximately \$129,000 for personnel, materials, supplies, and travel.

The Library provides public library services to the community, the college students and staff, and the people of the Y - K Delta region. The Library is open 67 hours per week during the academic year and 37 hours per week during the summer. Last year, over 22,000 items were circulated and the number of people who used the Library every week ranged between 650 and 775. Surveys have shown that 80% to 90% of this usage was from the community. The Library's collection includes over 30,000 volumes and 182 magazine and newspaper subscriptions, as well as audio and video cassettes, phono-recordings, state documents, and catalogs.

Library programs include a children's story-time, a great books discussion group, and delivery of magazines to the community's institutions. Services include distribution of tax forms, a copy machine for public use, a paperback book exchange, a reference service, and interlibrary loans. The Library is part of the Alaska Library Network through which 213 books were borrowed from other libraries for local patrons, and 170 items were loaned to other libraries in the network.

COMMUNITY SERVICE: LIBRARY	Original FY88 Budget	Additions (Reductions)	Revised - #1 FY88 Budget
Expenditures:			
Personnel	\$ 0	\$ 0	\$ 0
Materials & Supplies	0	0	0
Vehicle & Equipment			
Operations & Repairs	0	0	0
Facilities - Repairs & Operations	113,820	(11,000)	102,820 (1)
Professional Services	0	0	0
Travel & Meeting	0	0	0
Land, Buildings & Equipment Purchases	0	0	0
Other General Expenses	5,500	1,856	7,356 (2)
Miscellaneous Expenses	<u>52,000</u>	<u>(4,508)</u>	<u>47,492 (3)</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ <u>171,320</u></b>	<b>\$ <u>(13,652)</u></b>	<b>\$ <u>157,668</u></b>

(1) Because there isn't a charge back system in place, reduced the building repair and maintenance. In addition, facility costs are down.

(2) Insurance based on actual costs.

(3) Contribution to KCC reduced for period library staff was on city payroll.

Facilities - Repairs and Operations - \$102,820

In-Kind Facility Lease Expense. There is an equal amount shown as  
In-Kind Revenue. Heating costs Allocation of electricity from the  
City Complex master meter. See cost tables at the end on this  
document.

Other General Expenses - \$7,356

Insurance

Miscellaneous Expenses - \$47,492

Contribution to KCC in connection with the Consortium Agreement.

GENERAL FUND TOTALS	Original FY88 Budget	Additions (Reductions)	Revised - #1 FY88 Budget
Expenditures:			
Personnel	\$ 2,474,034	\$ 21,920	\$ 2,495,954
Materials & Supplies	129,822	(2,680)	127,142
Vehicle & Equipment Operations & Repairs	143,432	(4,162)	139,270
Facilities - Repairs & Operations	251,884	6,446	258,330
Professional Services	401,819	8,077	409,896
Travel & Meeting	83,234	(9,606)	73,628
Land, Buildings & Equipment Purchases	3,000	6,816	9,816
Other General Expenses	325,600	(7,598)	318,002
Miscellaneous Expenses	<u>339,732</u>	<u>(78,961)</u>	<u>260,771</u>
 TOTAL EXPENDITURES	 \$ <u>4,152,557</u>	 \$ <u>(59,748)</u>	 \$ <u>4,092,809</u>

COMMUNITY SERVICES:  
MUSEUM

The Yugtarrvik Regional Museum and Shop have a statement of purposes which defines its activities. It is: to help preserve the Native culture and lifestyle of the Yup'ik Eskimo people of the Kuskokwim River through the acquisition, development, and exhibition of a permanent collection of artifacts and traditional practices to the residents of this area.

The Museum does this through a number of programs. These are Collections, Permanent Exhibits, Education, Conservation, Traveling and Changing Exhibits, and the Craft Shop.

COMMUNITY SERVICES: MUSEUM	Original FY88 <u>Budget</u>	Additions (Reductions)	Revised - #1 FY88 <u>Budget</u>
Expenditures:			
Personnel	\$ 63,785	\$ (8,174)	\$ 55,611 (1)
Materials & Supplies	103,000	(40,000)	63,000 (2)
Vehicle & Equipment Operations & Repairs	0	0	0
Facilities - Repairs & Operations	3,620	5,950	9,570 (3)
Professional Services	0	0	0
Travel & Meeting	0	0	0
Land, Buildings & Equipment Purchases	0	0	0
Other General Expenses	5,900	1,919	7,819 (4)
Miscellaneous Expenses	<u>0</u>	<u>0</u>	<u>0</u>
 TOTAL EXPENDITURES	 \$ <u>176,305</u>	 \$ <u>(40,305)</u>	 \$ <u>136,000</u>

- (1) Effect of changing the fringe method to specific identification, as well as a Leave of absence without pay and personnel reductions.
- (2) Administrations directive to reduce inventory levels.
- (3) Adding rental expense for Visitor Center
- (4) Insurance Costs

Personnel - \$55,611

Title	FTE	Range	Step	FY 88 Budget	Current Staff Annualized
Museum:					
Program Coordinator	1.00	6	2.00	20,035	30,035
Program Aide	0.50	3	3.50	23,670	11,835
Attendant	0.50	1	1.00	9,682	9,682
Wages	2.00			53,387	51,552
Fringe				10,398	
Total				<u>63,785</u>	

Personnel revisions

Materials & Supplies - \$63,000

Crafts for resale, postage, freight, bank fees for charge card sales, office supplies, museum exhibit and conservation supplies. Administration has directed the Museum to reduce inventory levels.

Facilities - Repairs and Operations - \$9,570

Electricity, heating costs and building rentals for information center.

Travel and Meetings - Expensed in Administration

Three day annual Anthropological Association meeting in Anchorage.

Other General Expenses - \$7,819

Insurance, phone, books, subscriptions, dues and memberships to national and statewide museum organizations.

ADMINISTRATION:  
DOCK

The Dock consists of the petroleum port, the cargo dock, the small boat harbor, the seawalls and the navigable waterways within the City limits. The department is responsible for the operation, maintenance, management and planning for the activities of the Port facilities. Operations of a Port terminal must comply with Federal Maritime Commission regulations (FMC), a terminal tariff must be filed with the FMC, and operations must also be in compliance with U. S. Coast Guard regulations.

Records are maintained of all vessel arrivals, departures and users of the port facilities. The amounts and types of cargo loaded and unloaded at the port are recorded, reservations for vessels desiring space are taken and confirmed, and radio watch is maintained on SSB and VHF marine frequencies. Records are maintained on the amounts of fuel delivered through the petroleum port and tonnages of cargo, both inbound and outbound, are maintained at the cargo dock.

Billings from the mainline barge companies are audited to determine that the correct amount of wharfage has been collected and are then billed. Bills are prepared daily on all charges due to the Port and mailed to the customer. Daily checks are made at the petroleum dock and along the seawall. Counts are taken several times daily at the boat harbor to determine the usage of the facility and to check on safety conditions. The activities of the longshore operators and truckers using the facilities are closely monitored.

GENERAL GOVERNMENT: DOCK	Original FY88 <u>Budget</u>	Additions ( <u>Reductions</u> )	Revised - #1 FY88 <u>Budget</u>
Expenditures:			
Personnel	\$ 83,184	\$ 694	\$ 83,878 (1)
Materials & Supplies	2,000	1,000	3,000 (2)
Vehicle & Equipment			
Operations & Repairs	2,000	(440)	1,560 (3)
Facilities - Repairs			
& Operations	7,150	(2,800)	4,350 (4)
Professional Services	0	42,000	42,000 (5)
Travel & Meeting	0	0	0
Land, Buildings &			
Equipment Purchases	0	0	0
Other General Expenses	6,400	(809)	5,591 (6)
Miscellaneous Expenses	<u>17,356</u>	<u>0</u>	<u>17,356</u>
 TOTAL EXPENDITURES	 \$ <u>118,090</u>	 \$ <u>39,645</u>	 \$ <u>157,735</u>

- (1) Effect of changing the fringe method to specific identification.
- (2) Increase for Wind Speed and Direction Indicator.
- (3), (4) & (6) Based on actual consumption or costs at 12/31/87.
- (5) Contractual services as follows: fence, buoy installation for river navigation, gravel, riverbank fence removal at breakup if needed, installation of safety ladders and floats, work at Petro Port related to drainage problems.

Personnel - \$83,878

Title	FTE	Range	Step	FY 88	Current
				Budget	Staff Annualized
Dock:					
Harbormaster	1.00	10	5.00	47,070	47,070
Administrative Assistant	.67	4	2.00	0	17,098
Coordinator	<u>0.00</u>	6	4.00	<u>24,101</u>	<u>0</u>
Wages	1.67			71,171	64,168
Fringe				<u>12,013</u>	
Total				<u>83,184</u>	

Personnel revisions

Materials & Supplies - \$3,000

General and office supplies including paper, pens, typewriter ribbons, first aid supplies, buoys, rope, wind speed and direction indicator, signs, film, small tools, batteries.

Vehicle and Equipment Operations and Repair - \$1,560

Fuel for vehicles and repair of office equipment

Facilities - Repairs and Operations - \$4,350

Professional Services - \$42,000

Funds to bid out or pay Public Works for repairs, installation of buoys, removal and installation of safety ladders and floats, seawall fence. Grading, crowning and surfacing of cargo dock are prior to the arrival of first vessels. About 30 loads of sand to fill low areas and grading as necessary during season.

Travel and Meetings - Expensed in Administration

Other General Expenses - \$5,591

Insurance, phone, books, subscriptions, dues and memberships to State Harbormaster and Port Administrators Association.

Miscellaneous - \$17,356

Administrative overhead.

COMMUNITY SERVICES;  
BOWLING ALLEY

The Bowling Alley is a six-lane, two-man operation, each working 40 hours per week to clean, to do what maintenance is possible, and to maintain the following hours of operation:

3 p.m. to 11 p.m. on Tuesday, Thursday, and Sunday

3 p.m. to 12 midnight on Wednesday, Friday, and Saturday

The Bowling Alley is closed on Monday except for two months during leagues from 8 p.m. to 10 p.m. If necessary, machines that aren't fixed during the week are fixed on Monday.

In addition to the Monday night league, there are six other leagues:

two 5-man leagues from 8 - 10 on Wednesday

two 4-man mixed leagues on Thursday, and

two 3-man trio leagues from 7 - 11 on Friday

Several programs are also offered including PATC bowling from 3 - 5 on Friday, Group Home bowling at 6 on Wednesday, and bowling for kids on Wednesday and Thursday from 3:30 - 5.

The Bowling Alley is located in a building the City leases from ONC for \$1.00 per year. The City owns the land upon which this building is located and leases it to ONC for \$1.00 per year.

COMMUNITY SERVICES;  
BOWLING ALLEY

Original FY88 Budget	Additions (Reductions)	Revised - #1 FY88 Budget
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Expenditures:

Personnel	\$ 44,999	\$ 8,582	\$ 53,581 (1)
Materials & Supplies	3,500	500	4,000 (2)
Vehicle & Equipment			
Operations & Repairs	3,000	0	3,000
Facilities - Repairs & Operations	5,500	(500)	5,000 (3)
Professional Services	0	0	0
Travel & Meeting	0	0	0
Land, Buildings & Equipment Purchases	0	0	0
Other General Expenses	7,800	(1,530)	6,270 (4)
Miscellaneous Expenses	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ <u>64,799</u></b>	<b>\$ <u>7,052</u></b>	<b>\$ <u>71,851</u></b>

- (1) Effect of changing the fringe method to specific identification, as well as the bowling alley was not shut down for summer of 87.
- (2) Anchorage supplier went out of business. As a result, higher costs are expected.
- (3) & (4) Based on actual consumption or costs at 12/31/87.

Personnel - \$53,581

<u>Title</u>	<u>FTE</u>	<u>Range</u>	<u>Step</u>	<u>FY 88 Budget</u>	<u>Current Staff Annualized</u>
Bowling Alley:					
Program Coordinator	0.76	6	3.00	24,170	24,139
Attendant	<u>0.74</u>	1	1.50	<u>14,330</u>	<u>14,730</u>
Wages	1.50			38,500	38,869
Fringe				<u>6,499</u>	
Total				<u>44,999</u>	

Materials & Supplies - \$4,000

Vehicle and Equipment Operations and Repair - \$3,000

Facilities - Repairs and Operations - \$5,000

Travel and Meetings - Expensed in Administration

Other General Expenses - \$6,270

Insurance, phone, books, subscriptions, dues and memberships.

PUBLIC WORKS:  
LAUNDROMAT

The Laundromats operations begin at 7:00 a.m. with the cleaning of the shower stall, drinking fountain, ashtrays and bathroom. The attendants then fill the laundry aid dispensing machine with soaps and put the laundry carts out. After the general area is cleaned the attendants begin doing drop off laundry.

From 8:00 a.m. until the end of their shift, the attendants do the drop off laundry and dry-cleaning, give out change and help customers. The attendants wash, dry and fold from ten to fifteen loads of laundry and eight to ten loads of dry cleaning per shift.

Between 1:30 and 3:00 p.m., two attendants work together and exchange the information necessary to assure a smooth transition of the a.m. and p.m. shifts.

The afternoon/evening attendant helps the customers with laundry and machines, gives out change, does the drop off laundry and dry cleaning, referees the customers when they argue and kicks out the drunks.

At approximately 8:00 p.m. the washers are shut down and general cleaning duties are begun. These include, sweeping the floors, cleaning trash from all areas (including the tops of washers), and putting things in good order. After the door is locked, the money is counted and dropped into the safe. The till is closed out at the end of every shift.

PUBLIC WORKS:	Original		Revised - #1
LAUNDROMAT	FY88	Additions	FY88
	<u>Budget</u>	<u>(Reductions)</u>	<u>Budget</u>

Expenditures:			
Personnel	\$ 57,930	\$ 11,212	\$ 69,142 (1)
Materials & Supplies	10,000	(788)	9,212
Vehicle & Equipment			
Operations & Repairs	30,000	3,500	33,500 (2)
Facilities - Repairs			
& Operations	14,500	40,500	55,000 (3)
Professional Services	0	0	0
Travel & Meeting	0	0	0
Land, Buildings &			
Equipment Purchases	0	0	0
Other General Expenses	5,425	655	6,080
Miscellaneous Expenses	<u>27,066</u>	<u>0</u>	<u>27,066</u>

TOTAL EXPENDITURES \$ 144,921 \$ 55,079 \$ 200,000

- (1) Effect of changing the fringe method to specific identification, as well as increasing FTE in one position
- (2) Equipment repair and maintenance originally included only the allocated labor costs. The increase relates to parts or equipment supplies.
- (3) The City is trying to properly allocate the heating costs between the Pumphouse and Laundromat. Subsequent to the original budget enactment, a separate fuel oil tank has been installed so that allocations will no longer be needed. See Water Division, change #(4). Also, the initial amount budgeted was too low.

Personnel - \$155,231

<u>Title</u>	<u>FTE</u>	<u>Range</u>	<u>Step</u>	<u>FY 88 Budget</u>	<u>Current Staff Annualized</u>
Vehicles & Equipment:					
Mechanic II	1.00	4	1.00	31,450	24,315
Mechanic III	1.00	4	6.00	31,450	31,450
Mechanic I	1.00	4	6.00	31,450	31,450
Mechanic - Heavy Equip.	<u>1.00</u>	5	6.00	<u>34,029</u>	<u>34,029</u>
	4.00			128,379	121,244
Fringe				<u>23,839</u>	
Total				<u>152,218</u>	

Materials & Supplies - \$3,000

Office supplies, auto maintenance manuals, binders, uniforms, protective clothing, welding gloves, etc.

Vehicle and Equipment Operations and Repair - \$48,500

Parts for City vehicle and heavy equipment repairs. Utility vehicle parts are expensed in Utility Fund

Travel and Meetings - Expensed in Administration

Other General Expenses - \$9,682

Insurance, phone, books, subscriptions, dues and memberships.

Personnel - \$69,142

<u>Title</u>	<u>FTE</u>	<u>Range</u>	<u>Step</u>	<u>FY 88 Budget</u>	<u>Current Staff Annualized</u>
Laundromat:					
Laundry Attendant I	1.00	1	2.00	20,405	20,405
Laundry Attendant II	1.00	1	2.00	19,365	20,405
Laundry Atten. Relief	<u>0.65</u>	1	1.00	<u>9,793</u>	<u>12,587</u>
Wages	2.65			49,563	53,397
Fringe				<u>8,367</u>	
Total				<u>57,930</u>	

Personnel revisions

Materials & Supplies - \$9,212

Soaps and other laundry resale items, baskets and other laundry aids.

Vehicle and Equipment Operations and Repair - \$33,500

Labor charge for equipment repair. Revenue is shown in General Fund where the salaries are recorded for the Building Maintenance personnel.

Facilities - Repairs and Operations - \$55,000

Heating and electric costs.

Other General Expenses - \$6,080

Insurance, phone, books, subscriptions, dues and memberships.

Miscellaneous - \$27,066

Administrative overhead.

COMMUNITY SERVICES:  
BUS

The City of Bethel's Hustlebuggy provides scheduled transportation to Bethel residents from 11 a.m. to 6 p.m. six days a week. It employs one full-time driver and a relief driver (the relief driver position is currently open, so the bus is running only five days a week). The system has two buses--one on the road, one backup--with a seating capacity of about twenty passengers per bus.

The scheduled stops cover the major stores, PHS Hospital, the City Complex, the college, Housing, and across the Slough. It takes about forty minutes to complete a circuit of town.

The fare schedule is as follows: Adults - \$1.50; Seniors (55 and up) - \$1.00; Youth (7-12) - \$1.00; and Children (6 and under) - free. Since most of the rides are in lower income brackets, there is quite an increase in ridership at the beginning of most months (right after Federal and State checks are issued) and a gradual decline thereafter. Summer months are the busiest, with January and February generally being the slowest months.

After the Hustlebuggy went from a two-driver schedule to a one-driver schedule in May of 1986, we experienced a slight drop in total revenues. However, the savings incurred by eliminating a full-time driver (approximately \$30,000 annually) more than offsets this loss in revenues.

The following figures are based upon statistics recorded from July, 1986, through December, 1987, (1 1/2 fiscal years on the one full-time driver schedule):

	<u>FY87</u>	<u>FY88</u>
Total Riders	32,654	19,016
Seniors 55+ \$1.00	7,320 (22%)	4,388 (23%)
Children Under 6 Free	6,672 (20%)	3,661 (19%)
Average Monthly Riders	2,721	3,169
Total Revenue	\$ 34,555.00	\$ 20,313.00
Average Monthly Revenue	\$ 2,879.50	\$ 3,385.50

COMMUNITY SERVICES: BUS	Original FY88 <u>Budget</u>	Additions <u>(Reductions)</u>	Revised - #1 FY88 <u>Budget</u>
Expenditures:			
Personnel	\$ 34,000	\$ 2,370	\$ 36,370 (1)
Materials & Supplies	1,000	(500)	500 (2)
Vehicle & Equipment Operations & Repairs	12,000	(2,750)	9,250 (3)
Facilities - Repairs & Operations	0	0	0
Professional Services	0	0	0
Travel & Meeting	0	0	0
Land, Buildings & Equipment Purchases	0	0	0
Other General Expenses	3,000	(157)	2,843 (4)
Miscellaneous Expenses	<u>0</u>	<u>0</u>	<u>0</u>
 TOTAL EXPENDITURES	 \$ <u>50,000</u>	 \$ <u>(1,037)</u>	 \$ <u>48,963</u>

(1) Effect of changing the fringe method to specific identification

(2) thru (4) Based upon actual consumption or costs incurred at  
12/31/87

Personnel - \$36,370

<u>Title</u>	<u>FTE</u>	<u>Range</u>	<u>Step</u>	<u>FY 88 Budget</u>	<u>Current Staff Annualized</u>
Bus:					
Transit driver	1.00	2	3.00	23,130	23,130
Relief Driver	0.30	2	1.00	6,227	6,228
Wages	1.30			29,357	29,358
Fringe				4,643	
Total				<u>34,000</u>	

Materials & Supplies - \$500

Office supplies and counters for riders.

Vehicle and Equipment Operations and Repair - \$9,250

Fuel for busses, labor and parts to maintain vehicles, labor costs are done by adjusting journal entries.

Other General Expenses - \$2,843

Insurance, phone, books, subscriptions, dues and memberships.

PUBLIC WORKS:  
UTILITIES:  
ADMINISTRATION

Administration is primarily responsible for ensuring that Utility services are provided and that the services are billed and collected. This division records expenses related to all the Utility divisions. Examples of these expenses which are not currently allocated to the separate divisions of Shop, Water, Sanitation and Garbage include: Billings and collections, Administrative Overhead, Driver Foreman, Relief Drivers and Utility Maintenance personnel.

Our goal is to continue to provide the level of service that the City's customers have come to expect. But, in order to continue to do this, this department must have the same level of manpower that we carry now and new equipment must be purchased within the next year. Equipment that needs to be purchased is as follows: two new water trucks, one sewer evacuation truck, and a new honey bucket truck, if possible.

The Utility Department has eliminated three positions in the last eighteen months and has gone from a ten hour day to an eight hour day, working with mostly marginal equipment.

This department operates seven days a week, eight hours per day, with the exception of July 4th, Thanksgiving, Christmas Day, and New Year's Day. On these days, there are four accounts that need to be pumped. This means that there is something going on in Utilities 365 days of the year. The public is notified one week in advance of the upcoming holiday schedule by the two radio stations, the newspaper, and cablevision.

There are three relief position personnel who fill in for employees who are sick, vacationing, on jury duty, etc. This allows the Utility Department to be flexible by having two men who can fill in on any route that needs to be run; this cuts down on overtime. In addition, these personnel fill in as needed around the Shop repairing tires, chains, and performing light mechanical duties for the utility trucks, as assigned by the Utility Foreman.

The daily routine begins by getting the Laundromat ready for the day. This involves checking inoperable washers and dryers, removing money from the safe, cleaning the drain screen, and checking the boiler and hot water heat exchanger to make certain they're working properly. Then the Lift Stations at City Subdivision, Kilbuck, ASHA and QFC II are checked. During the winter months, checks are made in the morning and at the end of the day. The water level, chemicals, pumps, and well pump at the City Complex Water Pumphouse are checked. The well pump is test-operated every other day if it is not used on a daily basis. Each time the well is run, the filters are backwashed.

Water samples are taken four times a month from ASHA and once a month from the City Complex Pumphouse to be tested for coliform bacteria.

The sewer lagoon and the sewer lines at ASHA are checked weekly and general maintenance on our buildings (Lift stations and Pumphouse) is accomplished on a regular basis. In addition, general cleaning, preventive maintenance and washer/dryer repair are done on Mondays at the Laundromat.

Sewer lines are repaired when necessary. In the winter when they are frozen, we use a 1 1/2" fire hose with a high pressure nozzle to clear the ice out. When a line breaks, repairs or replacements are made.

We also operate the ASHA Pumphouse when the regular operator is on vacation. Those duties include pumping water, checking chemicals, reading meters, backwashing filters, taking samples and reading the Pumphouse water meter.

The Pumphouse operator takes care of the ASHA Pumphouse, mixes chemicals, reads the meter daily, runs the well, backwashes filters, takes daily samples for quality control, operates the emergency generator for the Pumphouse and Laundromat, cleans the Pumphouse and checks the ASHA and housing lift stations.

PUBLIC WORKS: UTILITIES: ADMINISTRATION	Original FY88 <u>Budget</u>	Additions (Reductions)	Revised - #1 FY88 <u>Budget</u>
Expenditures:			
Personnel	\$ 110,518	\$ 131,791	\$ 242,309 (1)
Materials & Supplies	12,000	(2,000)	10,000 (2)
Vehicle & Equipment Operations & Repairs	212,074	(54,074)	158,000 (3)
Facilities - Repairs & Operations	0	0	0
Professional Services	0	0	0
Travel & Meeting	0	0	0
Land, Buildings & Equipment Purchases	0	0	0
Other General Expenses	9,500	8,177	17,677 (4)
Miscellaneous Expenses	<u>264,296</u>	<u>(1,200)</u>	<u>263,096</u>
 TOTAL EXPENDITURES	 \$ <u>608,388</u>	 \$ <u>82,694</u>	 \$ <u>691,082</u>

(1) Effect of changing the fringe method to specific identification, as well as the transferring of personnel discussed under personnel revisions below

(2) & (4) Based on actual consumption at 12/31/87

(3) Reduction in allocated labor charge from Vehicle & Equipment Division

Personnel - \$242,309

<u>Title</u>	<u>FTE</u>	<u>Range</u>	<u>Step</u>	<u>FY 88 Budget</u>	<u>Current Staff Annualized</u>
Utilities Administration:					
Program Tech./Util.	.50	4	6.00	31,450	15,725
Utility Program Aide	0	3	4.00	26,374	0
Program Tech./Util.	1.00	4	1.00	0	24,315
Utility Maint. Specialist	1.00	8	6.50	0	43,514
Utility Maint. I	1.00	5	5.00	0	32,552
Relief Driver	1.00	5	1.00	0	26,312
Relief Driver	1.00	5	1.00	0	26,312
Utility Supervisor	<u>1.00</u>	8	3.00	<u>36,733</u>	<u>36,733</u>
Wages	6.50			94,557	205,463
Fringe				<u>15,961</u>	
Total				<u>110,518</u>	

Personnel revisions

At the beginning of this fiscal year, the City moved the Utility building maintenance personnel into the General Fund. This was so that all maintenance personnel were accounted for in one place. It was intended that the General Fund would charge the using enterprise funds for the work done by building maintenance personnel. After six months, it has been determined that the information needed to make these charges is not readily available. In addition, it was determined that these persons only work on sewer, water and Laundromat equipment. Therefore, we are moving the personnel back to the Utility Fund. Note that the Utility Fund is now showing a revenue item related to charging the Laundromat for the labor performed by these two persons. The General Funds revenue was decreased and the Utility Fund has had the labor charge expenses reduced.

Another change made to Utility Administration personnel is the accounting for the relief drivers. The original budget was going to charge on driver to Water and the other driver to Sanitation. Because the necessary paper work to change the account numbers for these persons never was received it was decided to go back to budgeting these positions in Utility Administration.

NOTE: An additional relief driver position was overlooked at the time of preparation of the above personnel by position section. This position which is not included would impact the position section by adding another \$26,312 to the annual wages giving a total of \$229,075. The impact on the revised budget amount proposed for wages would be to add \$15,000 giving a total of \$257,309.

Materials & Supplies - \$10,000

Work clothes, gloves, billing statements, office supplies.

Vehicle and Equipment Operations and Repair - \$158,000

Labor charge for vehicle repair which is shown as revenue in General Fund where the salaries are reported for Vehicle and Equipment repair personnel.

Parts for Utility vehicles and the lubricants such as hydraulic fluids. The gasoline or diesel fuel is charged to the using divisions.

Other General Expenses - \$17,677

Insurance, phone, books, subscriptions, dues and memberships.  
Advertising for office hour changes.

Miscellaneous - \$263,096

Postage for sending out Utility bills and Administrative overhead.

PUBLIC WORKS:  
 UTILITIES:  
 SHOP

This division records costs related to the new shop building. The Finance Director recommends that this division be combined with Utility Administration. Currently these costs include: Insurance, Electricity and Heating Oil as well as any major repairs.

PUBLIC WORKS: UTILITIES: SHOP	Original FY88 Budget	Additions (Reductions)	Revised - #1 FY88 Budget
Expenditures:			
Personnel	\$ 0	\$ 0	\$ 0
Materials & Supplies	0	0	0
Vehicle & Equipment Operations & Repairs	0	0	0
Facilities - Repairs & Operations	50,000	17,500	67,500 (1)
Professional Services	0	0	0
Travel & Meeting	0	0	0
Land, Buildings & Equipment Purchases	0	0	0
Other General Expenses	43,300	(17,394)	25,906 (2)
Miscellaneous Expenses	<u>0</u>	<u>0</u>	<u>0</u>
 TOTAL EXPENDITURES	 \$ <u>93,300</u>	 \$ <u>106</u>	 \$ <u>93,406</u>

(1) Higher electricity costs related to a meter malfunction

(2) Based on actual insurance costs

Facilities - Repairs and Operations - \$67,500

Parts and equipment related to repair of the shop such as fire extinguishers, fire alarms, and other safety equipment.

Other General Expenses - \$25,906

Insurance

PUBLIC WORKS:  
 UTILITIES:  
 WATER

Water Services operates 7 days per week, 8 hours per day, with 3 men working 6 days, and 4 men working one day (Wednesday). This department serves an average of 1,058 houses; pumping an average of 50,000 gallons of water per day, seven days a week, with three trucks. This averages to 52.6 houses per day, per truck. In one week, 350,000 ± gallons are picked up from the pumphouse and delivered.

We also average 56 extra calls per week for additional water service. This is for "on call" service and for people who run out before their scheduled delivery. In addition, some of these calls are due to freezing problems with fill or overflow lines, necessitating additional delivery runs.

Working eight hours per day in the winter months can stretch men and equipment to their limits. Every minute counts, and if a truck "goes down" due to mechanical problems, there goes the schedule for that day.

PUBLIIC WORKS: UTILITIES: WATER	Original FY88 <u>Budget</u>	Additions (Reductions)	Revised - #1 FY88 <u>Budget</u>
Expenditures:			
Personnel	\$ 217,732	\$ (26,674)	\$ 191,058 (1)
Materials & Supplies	9,000	16,000	25,000 (2)
Vehicle & Equipment			
Operations & Repairs	11,000	4,000	15,000 (3)
Facilities - Repairs			
& Operations	76,500	(14,700)	61,800 (4)
Professional Services	0	0	0
Travel & Meeting	0	0	0
Land, Buildings &			
Equipment Purchases	0	0	0
Other General Expenses	18,600	2,752	21,352
Miscellaneous Expenses	<u>0</u>	<u>0</u>	<u>0</u>
 TOTAL EXPENDITURES	 \$ <u>332,832</u>	 \$ <u>(18,622)</u>	 \$ <u>314,210</u>

- (1) Effect of changing the fringe method to specific identification, as well as transferring the relief driver back to utility administration
- (2) & (3) Based on actual consumption at 12/31/87
- (4) Result of better allocation of heating oil costs between Pumphouse and Laundromat. See Laundromat change (3).

Personnel - \$191,058

<u>Title</u>	<u>FTE</u>	<u>Range</u>	<u>Step</u>	<u>FY 88 Budget</u>	<u>Current Staff Annualized</u>
Water:					
Driver I	0.00	4	5.50	30,763	0
Driver I	1.00	4	1.00	25,646	24,315
Driver I	1.00	4	2.00	25,646	25,646
Driver I	1.00	4	2.00	25,646	25,646
Driver I	1.00	4	2.00	25,646	25,646
Pumphouse Operator	1.00	6	6.00	36,837	36,837
Relief Drivers and Temporary Drivers				<u>16,102</u>	<u>0</u>
Wages	5.00			186,286	138,090
Fringe				<u>31,446</u>	
Total				<u>217,732</u>	

Materials & Supplies - \$25,000

Chemicals for water treatment

Vehicle and Equipment Operations and Repair - \$15,000

Fuel for vehicles

Facilities - Repairs and Operations - \$61,800

Heating and electricity costs for Pumphouse

Other General Expenses - \$21,352

Insurance and phone

PUBLIC WORKS:  
 UTILITIES:  
 GARBAGE

Garbage service is provided by one man working five days a week on a regular schedule. The relief positions are used as needed on the two other days to make sweeps through town and pick up all dumpsters that need emptying. To comply with our permit from the Department of Environmental Conservation, the landfill is supposed to be covered as often as possible. This means daily in the summer months. The road maintenance foreman supervises the landfill operator.

PUBLIC WORKS: UTILITIES: GARBAGE	Original FY88 <u>Budget</u>	Additions (Reductions)	Revised - #1 FY88 <u>Budget</u>
Expenditures:			
Personnel	\$ 94,667	\$ (8,039)	\$ 86,628 (1)
Materials & Supplies	750	(750)	0 (2)
Vehicle & Equipment Operations & Repairs	3,000	1,000	4,000 (3)
Facilities - Repairs & Operations	0	0	0
Professional Services	0	0	0
Travel & Meeting	0	0	0
Land, Buildings & Equipment Purchases	0	0	0
Other General Expenses	4,700	1,983	6,683 (4)
Miscellaneous Expenses	<u>0</u>	<u>0</u>	<u>0</u>
 TOTAL EXPENDITURES	 \$ <u>103,117</u>	 \$ <u>(5,806)</u>	 \$ <u>97,311</u>

- (1) Effect of changing the fringe method to specific identification as well as the reduction of one position
- (2) Supplies can be charged to utility administration
- (3) & (4) Based on actual consumption or costs at 12/31/87

Personnel - \$86,628

<u>Title</u>	<u>FTE</u>	<u>Range</u>	<u>Step</u>	<u>FY 88 Budget</u>	<u>Current Staff Annualized</u>
Garbage:					
Driver	1.00	4	5.50	25,646	30,763
Driver	0.00	5	2.00	27,768	0
Landfill Operator	1.00	5	2.00	27,581	27,768
Wages	3.00			80,995	58,531
Fringe				13,672	
Total				<u>94,667</u>	

Personnel revisions

Materials and Supplies - Expensed in Utility Administration

Vehicle and Equipment Operations and Repair - \$4,000

Fuel for vehicles

Travel and Meetings - Expensed in Utility Administration

Other General Expenses - \$6,683

Insurance, phone, books, subscriptions, dues and memberships.

PUBLIC WORKS:  
 UTILITIES:  
 SANITATION

Sanitation Services operates the Van Dale pump truck 7 days per week, 8 hours per day, with 2 men working 5 days, and 3 men working 2 days (Sunday and Wednesday). The sewer evacuation trucks serve approximately 579 houses per week, pumping an average of 28,000 gallons per day, per truck. We average 21 calls a week for extra pumps and "on call" service. These figures compute as follows:

$$8 \times 3500 = 28,000 \text{ gallons}$$

$$28,000 \times 2 = 56,000 \text{ gallons per day}$$

$$56,000 \times 7 = 392,000 \text{ gallons per week}$$

350,000 gallons a week water trucked  
 392,000 gallons a week sewer trucked

The figure for the sewer is larger than the water figure because there are a number of businesses and apartment houses in Bethel that have their own well and the City hauls their sewage.

Honey bucket pick-up services are provided by 2 men working 4 days (Monday, Tuesday, Thursday, and Friday). These 2 men also operate the water truck one day per week (Wednesday). The honey bucket truck serves approximately 425 houses four times a week. Honey bucket pickup will hold at its present level and eventually will begin to show a decline as more houses are up-graded to holding tanks and flush toilets, or perhaps someday, piped sewer.

PUBLIC WORKS: UTILITIES: SANITATION	Original FY88 Budget	Additions (Reductions)	Revised - #1 FY88 Budget
Expenditures:			
Personnel	\$ 170,063	\$ 3,540	\$ 173,603 (1)
Materials & Supplies	1,500	(550)	950
Vehicle & Equipment			
Operations & Repairs	8,000	4,500	12,500
Facilities - Repairs			
& Operations	6,000	(3,000)	3,000
Professional Services	0	0	0
Travel & Meeting	0	0	0
Land, Buildings &			
Equipment Purchases	0	0	0
Other General Expenses	10,800	2,891	13,691
Miscellaneous Expenses	<u>0</u>	<u>0</u>	<u>0</u>
 TOTAL EXPENDITURES	 \$ <u>196,363</u>	 \$ <u>7,381</u>	 \$ <u>203,744</u>

(1) Effect of changing the fringe method to specific identification.

Personnel - \$173,603

<u>Title</u>	<u>FTE</u>	<u>Range</u>	<u>Step</u>	<u>FY 88 Budget</u>	<u>Current Staff Annualized</u>
Sanitation:					
Driver, Honeybucket	1.00	5	4.00	26,312	30,950
Driver, Honeybucket	1.00	5	4.00	30,950	30,950
Driver, Evacuation	1.00	5	2.00	27,768	27,768
Driver, Evacuation	1.00	5	2.00	27,768	27,768
Driver, Evacuation	1.00	5	2.00	27,768	27,768
Relief Drivers and Temporary Drivers				<u>4,936</u>	<u>0</u>
Wages	5.00			145,502	145,204
Fringe				<u>24,561</u>	
Total				<u>170,063</u>	

Personnel revisions

Materials & Supplies - \$950

Vehicle and Equipment Operations and Repair - \$12,500

Vehicle fuel

Facilities - Repairs and Operations - \$3,000

Heating and electricity at lift stations

Travel and Meetings - Expensed in Administration

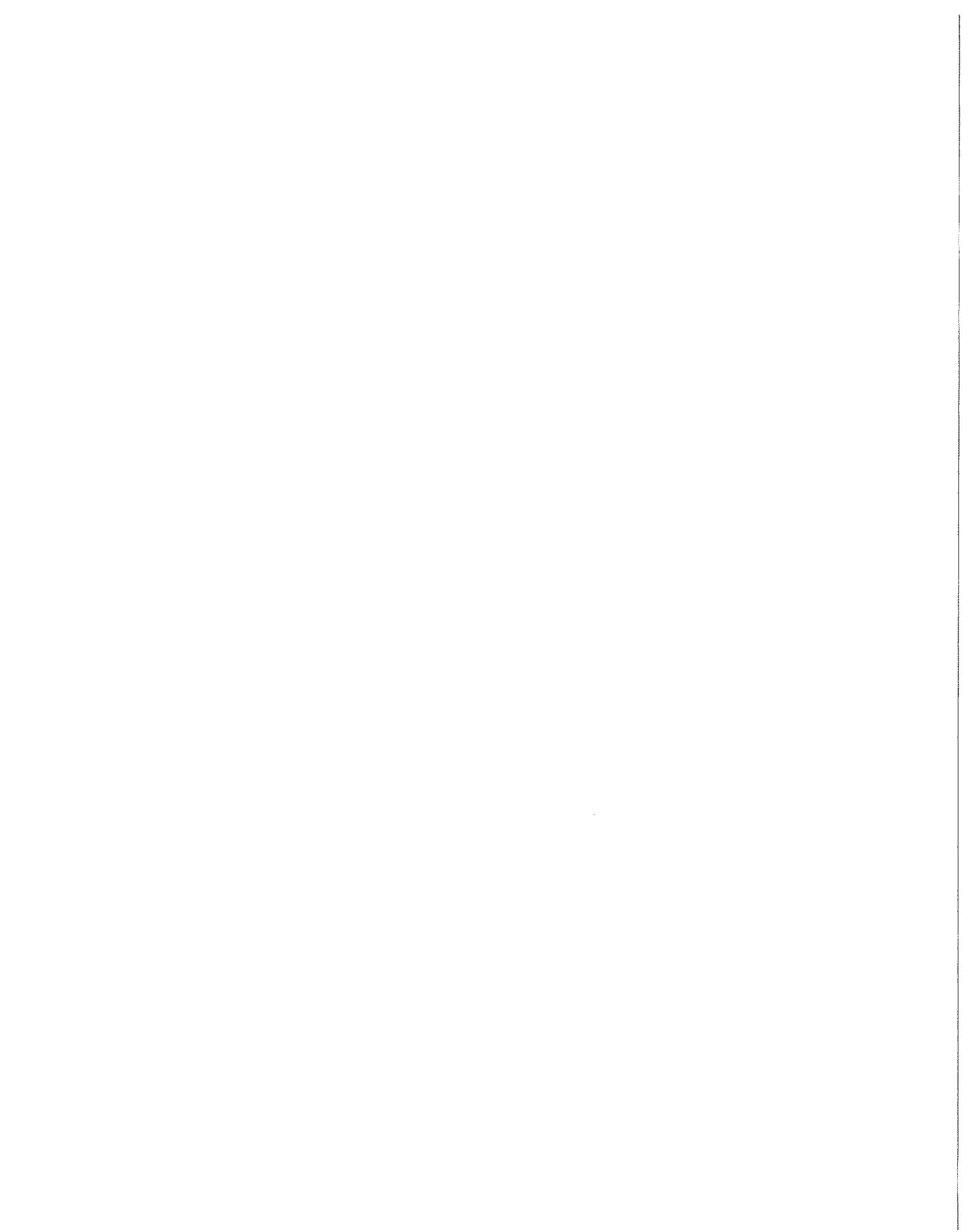
Other General Expenses - \$13,691

Insurance and phone

PUBLIC WORKS: UTILITIES: TOTAL	Original FY88 <u>Budget</u>	Additions ( <u>Reductions</u> )	Revised - #1 FY88 <u>Budget</u>
Expenditures:			
Personnel	\$ 592,980	\$ 100,619	\$ 693,599
Materials & Supplies	23,250	12,700	35,950
Vehicle & Equipment Operations & Repairs	234,074	(44,574)	189,500
Facilities - Repairs & Operations	132,500	(200)	132,300
Professional Services	0	0	0
Travel & Meeting	0	0	0
Land, Buildings & Equipment Purchases	0	0	0
Other General Expenses	86,900	(1,591)	85,309
Miscellaneous Expenses	<u>264,296</u>	<u>(1,200)</u>	<u>263,096</u>
 TOTAL EXPENDITURES	 \$ <u>1,334,000</u>	 \$ <u>65,754</u>	 \$ <u>1,399,754</u>

NOTE: An additional relief driver position was overlooked at the time of preparation of the above personnel by position section. This position which is not included would impact the position section by adding another \$26,312 to the annual wages giving a total of \$229,075. The impact on the revised budget amount proposed for wages would be to add \$15,000 giving a total of \$257,309. The impact on the total Utility proposed budget would be to increase \$1,399,754 to \$1,414,754.

ENTERPRISE FUNDS: TOTAL	Original FY88 <u>Budget</u>	Additions ( <u>Reductions</u> )	Revised - #1 FY88 <u>Budget</u>
Expenditures:			
Personnel	\$ 876,878	\$ 115,303	\$ 992,181
Materials & Supplies	142,750	(27,088)	115,662
Vehicle & Equipment Operations & Repairs	281,074	(44,264)	236,810
Facilities - Repairs & Operations	163,270	42,950	206,220
Professional Services	0	42,000	42,000
Travel & Meeting	0	0	0
Land, Buildings & Equipment Purchases	0	0	0
Other General Expenses	115,425	(1,513)	113,912
Miscellaneous Expenses	<u>308,718</u>	<u>(1,200)</u>	<u>307,518</u>
 TOTAL EXPENDITURES	 \$ <u>1,888,115</u>	 \$ <u>126,188</u>	 \$ <u>2,014,303</u>



AMENDMENT #2  
TO  
ORDINANCE #175

AN ORDINANCE TO PROVIDE FOR ADOPTION OF BUDGET AMENDMENT #2, CONTAINING ESTIMATES OF EXPENDITURE CHANGES TO THE ADMINISTRATIVE CONTINGENCY AND FIRE HOUSE DEBT SERVICE FUND FOR THE FISCAL YEAR BEGINNING JUNE 30, 1987 AND ENDING JULY 1, 1988 BE IT ORDAINED BY THE CITY COUNCIL OF BETHEL, ALASKA:

SECTION I: That for the expenses of the government and its activities for the fiscal year beginning June 30, 1987 and ending July 1, 1988, the amounts in the following sections are hereby amended.

SECTION II: That for said Fiscal Year the General Fund is hereby amended as follows:

	FROM:	TO:
GENERAL GOVERNMENT:		
CONTINGENCY	\$35,000.00	\$75,000.00
FIRE HOUSE DEBT SERVICE	\$48,144.00	\$71,569.00 - added 5/10/88

SECTION III: That the \$53,425.00 will come from the undesignated general fund balance.

SECTION: IV. Prior Ordinances, or parts of ordinances inconsistent with the revision in Section II of this ordinance are hereby repealed.

INTRODUCTION: 4-26-88  
PUBLIC HEARING: 5-24-88  
ADOPTION: 5-24-88

PASSED AND APPROVED THIS 24 DAY OF May, 1988.

Diane Carpenter  
Diane Carpenter, Mayor

ATTEST:

Anna McGowan  
Anna McGowan, City Clerk

ATTACHMENT TO AMENDMENT #2 TO ORDINANCE #175

CONTINGENCY ACCOUNT

101-010-518-00-98

APPROVED BUDGET:		\$35,000.00
LESS:	Actual expenses -----	\$12,200.00
	Encumbrances:	
	Dog Pound Power -----	\$ 0
	Equipt. leased - storm	
	Sonny's Contractors -----	\$ 1,350.00
	KNIK Construction-----	\$ 4,896.00
	KNIK Construction-----	\$ 4,896.00
	Equipt. leased - snow removal	
	Meyers Construction-----	\$ 2,160.00
	Sonny's Contractor's-----	\$12,760.00
	Ben Dale -----	\$ 4,400.00
	Heat Tape - Gay Bar -----	\$ 6,632.00
	To Be Encumbered:	
	Dog Pound Construction-----	\$25,000.00
	TOTAL CHARGES -----	\$ 74,294.00
BALANCE:		(\$39,294.00)

FIRE HOUSE DEBT SERVICE REPRESENTS A 5% GOOD FAITH DEPOSIT TO FARMERS HOME ADMINISTRATION. AUTHORIZED BY CITY COUNCIL, MAY 5, 1988.