



City of Bethel

P.O. Box 1388

Bethel, Alaska 99559

Phone: 907- 543-2047

Fax: 907-543-3781

Regular City Council Meeting

Tuesday, January 9, 2018

6:30 P.M.

Council Chambers; Bethel, Alaska



**City Council Meeting Agenda
Regularly Scheduled Meeting
January 9, 2018 – 6:30 pm
City Hall 300 State Highway, Bethel, AK
City of Bethel Council Chambers**

Rick Robb
Mayor
Term Expires 2018
rrobb@cityofbethel.net

Fred Watson
Vice-Mayor
Term Expires 2018
fwatson@cityofbethel.net

Leif Albertson
Council Member
Term Expires 2019
labertson@cityofbethel.net

Mark Springer
Council Member
Term Expires 2018
msprigner@cityofbethel.net

Naim Shabani
Council Member
Term Expires 2019
nshabani@cityofbethel.net

Thor Williams
Council Member
Term Expires 2019
twilliams@cityofbethel.net

Mitchell Forbes
Council Member
Term Expires 2019
mforbes@cityofbethel.net

Pete Williams
City Manager
543-2047
pwilliams@cityofbethel.net

Lori Strickler
City Clerk
543-1384
lstrickler@cityofbethel.net

Patty Burley
City Attorney

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. PEOPLE TO BE HEARD – Five minutes per person**
- V. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA**
- VI. APPROVAL OF MEETING MINUTES**
 - a) *12-12-2017 Regular Meeting Minutes p.5
 - b) *12-28-2017 Special Meeting Minutes p.12
- VII. REPORTS OF STANDING COMMITTEE**
- VIII. SPECIAL ORDER OF BUSINESS**
 - a) Invitation To AVCP To Address Their Concerns Presented In AVCP Resolution 170903 and The Effect of Alcohol In The Region (Council Member Springer) p.21
 - b) Fiscal Year 2016 Audit Report / Review With The City's Auditing Firm, Altman, Rogers & Co. (Mayor Robb)
- IX. UNFINISHED BUSINESS**
 - a) Public Hearing Of Budget Ordinance 17-28(e): Amending The Adopted Annual FY 2018 Budget- Change To Park Development Fund (City Manager Williams) p.27
 - b) *Introduction of Ordinance 17-48: Amending Fees And Charges Related To Alcohol Permit Applications And Major Subdivision Development (City Manager Williams) p.28
- X. NEW BUSINESS**
 - a) *Introduction Of Ordinance 18-01: A Ballot Proposition To Adopt Local Option, Alaska Statutes 04.11.491 (A)(3)(C), Prohibiting The Sale Of Alcoholic Beverages Except For A Package Store License Operated By The Municipality And Opt To Not Apply A Class C Felony To Violations Of Alaska Statutes 04.16.051, Furnishing Or Delivery Of Alcoholic Beverages To Persons Under The Age Of 21 AS 04.11.491(G)(3) (Council Member Forbes) p.32
 - b) *Introduction Of Ordinance 18-02: Amending Chapter 4.16.160 Of The Bethel Municipal Code, Sales And Use Tax, Tax Exemptions For Isolated Sales (Council Member Forbes) p.35
 - c) *Introduction Of Budget Ordinance 17-28 (f) Amending The Fiscal Year 2018 Budget To Move Funds From Finance Salaries To Auditing Expenses And Other Professional Services (City Manager Williams) p.42
 - d) Review Administrative Report For The Bethel Spirits Package Store License Renewal (Mayor Robb) p.48

Agenda posted on January 3, 2018 at City Hall, AC Co., Swanson's, and the Post Office.

Kevin Morgan, Asst. City Clerk

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

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

Ordinances introduced with an asterisk (*) on the consent agenda will automatically be introduced and set for **Public Hearing January 23, 2018**.

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



**City Council Meeting Agenda
Regularly Scheduled Meeting
January 9, 2018 – 6:30 pm
City Hall 300 State Highway, Bethel, AK
City of Bethel Council Chambers**

- e) *AM 18-01: Appointment Of Grady Deaton To The Community Action Grant Technical Review Board (Mayor Robb) p.60
- f) *AM 18-02: Appointment Of Benjamin Anderson-Agimuk To The Public Works Committee (Mayor Robb) p.61
- g) *AM 18-03: Appointment of Elizabeth Williams to the Planning Commission as an Alternate Member for a term of three years (Mayor Robb) p.62
- h) AM 18-04: Direct Administration To Prepare And Submit An FFY 2018 State Homeland Security Program Grant Application (City Manager Williams) p.63
- i) AM 18-05: Authorizing The City Manager To Enter Into A Memorandum Of Understanding With Bethel Friends Of Canines For Use Of The Dog Pound Facility (City Manager Williams) p.72

XI. MAYOR'S REPORT

XII. MANAGER'S REPORTS

XIII. CLERK'S REPORT

XIV. COUNCIL MEMBER COMMENTS

XV. EXECUTIVE SESSION

- a) In Accordance With AS 44.62.310(c)1: Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity- Potential Litigation City Of Bethel vs. Ben Barnes- Case #: 4BE-17-291-CI (City Manager Williams)

XVI. ADJOURNMENT

Agenda posted on January 3, 2018 at City Hall, AC Co., Swanson's, and the Post Office.

Kevin Morgan, Asst. City Clerk

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

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

Ordinances introduced with an asterisk (*) on the consent agenda will automatically be introduced and set for **Public Hearing January 23, 2018**.

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

Approval of the Meeting Minutes

I. CALL TO ORDER

A Regular Meeting of the Bethel City Council was held on December 12, 2017 at 6:30 p.m., in the council chambers, Bethel, Alaska.

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

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Comprising a quorum of the Council, the following members were present:	
Mayor Rick Robb	Council Member Mark Springer
Vice-Mayor Fred Watson	Council Member Leif Albertson
Council Member Naim Shabani	Council Member Thor Williams (arrived at 6:44 p.m.)
Council Member Mitchell Forbes	
Also in attendance were the following:	
City Manager Pete Williams	City Clerk Lori Strickler

IV. PEOPLE TO BE HEARD

Reyne Athanas- Spoke in opposition to the Saturday Market Sales Tax Collection; explained the hardship of having to remit tax on the sales would be high for the many local arts and crafts artists that sell items at the Market. There is a high economic value to the Saturday Market for our community.

Marlena Dhaemers – Spoke in opposition to the Saturday market Sale’s Tax Collection.

Lorin Bradbury- Spoke in favor of the utility exemption ordinance amendment that the Council will continue to consider.

Council Member Williams arrived at 6:44 p.m.

Fritz Charles- Spoke in opposition to the Saturday market Sales Tax Collection. As a representative of Bethel Search and Rescue, encouraged the police chief to work closely with the first responders for future person search investigations. Asked the City Council to direct the City's first responders to work more closely with the Bethel Search and Rescue.

Mary Nanuwak – Explained with regard to the Police Chief position, the Public Employees Retirement System benefit should not be an issue. Does not agree that people are prevented from saying what they want to say, there should be a right to free speech.

Agnes Phillips- Agreed with Ms. Athanas as well as Mr. Charles. Explained that she is a small entrepreneur who goes to the Saturday market to sell children's clothing. Stated the cost for the table is covered by the sale of one item of clothing; not to mention cab rides. The elders that sell at the Market cannot afford to pay sales tax. Encouraged the City of Bethel to work with Bethel Search and Rescue.

V. APPROVAL OF THE CONSENT AND REGULAR AGENDA

Main Motion: Approve the Consent and Regular Agenda.

Moved by:	Springer
Seconded by:	Albertson
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-0

Removal from

Consent: New Business Item A: Introduction of Budget Ordinance 17-28.

Moved by: |

Removal from

Consent: New Business Item D: Monthly Financial Supports.

Moved by: |

VI. APPROVAL OF THE MEETING MINUTES

Item A – 11-28-2017

Passed on the Consent Agenda

VII. REPORTS OF STANDING COMMITTEES

Public Safety and Transportation Commission

No one available to provide a report.

Port Commission

A meeting has not been held.

Planning Commission

A meeting has not been held.

Parks, Recreation, Aquatic Health and Safety Center Committee

A meeting was not held due to a lack of an agenda posting.

Finance Committee

A meeting has not been held.

Energy Committee

A meeting has not been held.

Public Works Committee

A meeting has not been held.

VIII. SPECIAL ORDER OF BUSINESS

Item A – Invitation To Senator Hoffman And Representative Fansler To Address City Council.

Representative Zach Fansler Addressed the Council.

Senator Hoffman was not able to attend the meeting.

IX. UNFINISHED BUSINESS

Item A – Public Hearing of Budget Ordinance 17-28(d): Ordinance Of The Bethel City Council Amending The Adopted Annual FY 2018 Budget.

Mayor Robb opened the Public Hearing.

Mary Nanuwak addressed the Council with a question related to inflation.

Mayor Robb closed the Public Hearing.

Main Motion: Adopt Budget Ordinance 17-28 (d).

Moved by:	Springer
Seconded by:	Forbes
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	–0

Primary Amendment: Amend the Budget Ordinance to reflect a total change to the budget of \$127,571.

Moved by: Springer
Seconded by: Forbes
Action: Motion carries by a vote of 7-0
In favor: Robb Albertson Watson Springer Shabani Williams Forbes
Opposed: -0

Primary Amendment: Amend 10-10-100 to strike \$36,879.

Moved by: Williams
Seconded by: Watson
Action: Motion carries by a vote of 7-0
In favor: Robb Albertson Watson Springer Shabani Williams Forbes
Opposed: -0

Postpone : Postpone

Moved by: Springer
Seconded by: Williams
Action: Motion does not carries by a vote of 0-7
In favor: 0
Opposed: Robb Albertson Watson Springer Shabani Williams Forbes

Primary Amendment: Amend to insert a decrease to 50-10-100 to in the amount of \$36,879.

Moved by: Springer
Seconded by: Albertson
Action: Motion carries by a vote of 7-0
In favor: Robb Albertson Watson Springer Shabani Williams Forbes
Opposed: -0

X. NEW BUSINESS

Item A – Introduction Of Budget Ordinance 17-28(e): Amending The Adopted Annual FY 2018 Budget- Change To Park Development Fund.

Main Motion: Introduce Budget Ordinance 17-28(e).

Moved by: Springer
Seconded by: Forbes
Action: Motion carries by a vote of 7-0
In favor: Robb Albertson Watson Springer Shabani Williams Forbes
Opposed: -0

**Primary
Amendment:**

Amend to strike 10-10-100 and insert 26-10-100 and to strike 26-50-690 and insert 26-42-690. And to modify the total changes to the City's budget as an increase to \$83,000.

Moved by: Springer
Seconded by: Forbes
Action: Motion carries by a vote of 7-0
In favor: Robb Albertson Watson Springer Shabani Williams Forbes
Opposed: -0

Item B – Update From Administration On The Hiring Process Of The Chief Of Police.

Item C – AM 17-75: Reappointment of David E. Trantham Jr. to the Finance Committee.

Passed on the consent agenda.

Item D – IM 17-06: Monthly Financial Reports For Period July 1- September 30, 2017.

Item E – Leave Request- City Clerk- December 20-27, 2017

Passed on the consent agenda.

Item F – Leave Request- City Manager December 28- January 2

Passed on the consent agenda.

XI. MAYOR'S REPORT

XII. MANAGER'S REPORT

XIII. CLERK'S REPORT

XIV. COUNCIL MEMBER COMMENTS

Mayor Richard Robb –

Reminisced about the past week and identified that this community has a lot of good kids.

Vice-Mayor Fred Watson –

Please stay off of the river with vehicles, Search and Rescue says it is not safe.

Council Member Leif Albertson –

No comment.

Council Member Mark Springer –

Bethel Native Corporation has a package store license up for renewal and soon AC will have a package store license up for renewal. Encouraged members of the public to

Speak to the Council on their position of the licenses. Personally thanked the State of Alabama for the Election of Doug Jones.

Council Member Naim Shabani – Merry Christmas and Happy New Year. Reminded people that drinking and driving is very dangerous and life threatening and can be very expensive. It is safer to take a cab.

Council Member Thor Williams– Apologized for being late; he is a wrestling coach. The wrestling team is going to State and wished the team the best of luck. Wished everyone a Merry Christmas and a Happy New Year. A young lady passed away from Kalskag; provided condolences to the family.

Council Member Mitchell Forbes– Thanked the members of the public who came to speak to the City Council; it is important to remain active in your community government.

XV. EXECUTIVE SESSION

Item A– In Accordance With AS 44.62.310(c)1: Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity- Court House Leased Property Contract.

Item B– In Accordance With AS 44.62.310(c)2: Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion - Quarterly Evaluation, City Manager.

Move Into Executive Session-
In Accordance With AS 44.62.310(c)1: Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity- Court House Leased Property Contract. Attending Item A were: City Clerk and City Manager.

In Accordance With AS 44.62.310(c)2: Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion - Quarterly Evaluation, City Manager. Attending Item B were: City Manager

Main Motion:

Moved by:	Springer
Seconded by:	Shabani
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-0

Vice-Mayor Watson departed the meeting at 10:26 p.m.

*Council Member Shabani departed the meeting at 10:30 p.m.
Council Member Springer departed the meeting at 11:00 p.m.
Council went back on the record at 11:12 p.m.*

XVI. ADJOURNMENT

Main Motion: Adjournment.

Moved by:	Williams
Seconded by:	Albertson
Action:	Motion carries by a vote of 4-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	—

Council adjourned at 11:15 pm.

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk

I. CALL TO ORDER

A Special Meeting of the Bethel City Council was held on December 28, 2017 at 6:30 p.m., in the council chambers, Bethel, Alaska.

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

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Comprising a quorum of the Council, the following members were present:	
Mayor Rick Robb	Council Member Mark Springer (arrived at 6:34 p.m.)
Vice-Mayor Fred Watson	Council Member Leif Albertson
Council Member Naim Shabani	Council Member Thor Williams
Council Member Mitchell Forbes	
Also in attendance were the following:	
City Manager Pete Williams	City Clerk Lori Strickler
City Attorney Patty Burley	

IV. PEOPLE TO BE HEARD

V. APPROVAL OF THE AGENDA

Main Motion: Approve the Agenda.

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

Council Member Springer Arrived at 6:34 p.m.

VI. NEW BUSINESS

Item A- Court House Lease Agreement Between The City Of Bethel And The State Of Alaska.

Christine Johnson, Administrative Director of the Alaska Court System addressed the Council on the Court House Lease.

VII. EXECUTIVE SESSION

Item A- In Accordance With AS 44.62.310(c)1: Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity- Court House Leased Property Contract.

Move into Executive Session-

Item A- In Accordance With AS 44.62.310(c)1: Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity- Court House Leased Property Contract. Those Attending Item A were: City Attorney, City Manager, City Clerk and City Council.

Main Motion:

Moved by:	Forbes
Seconded by:	Springer
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-0

VIII. ADJOURNMENT

Main Motion: Adjournment.

Moved by:	Albertson
Seconded by:	Williams
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-0

Council adjourned at 7:58 p.m.

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk

Reports of Standing Committees



City of Bethel, Alaska

Public Works Committee Agenda

Wednesday, December 20, 2017 Regular Meeting 5:30PM City Hall Council Chambers

MEMBERS

Joseph Klejka
Committee Chair
Term Expires
12/2017

Jennifer Dobson
Committee V. Chair
Term Expires
12/2017

Scott Guinn
Committee Member
Term Expires
12/2017

Robert Champagne
Committee Member
Term Expires
12/2017

Alyssa Gustafson
Committee Member
Term Expires
12/2019

Fred Watson
Council Rep.
Term Expires
10/2018

Bill Arnold
Ex-Officio Member

Grant Kemp
Committee Recorder

GAK

- I. CALL TO ORDER:**
- II. ROLL CALL:**
- III. PEOPLE TO BE HEARD: – (5 Minute Limit)**
- IV. APPROVAL OF AGENDA:**
- V. APPROVAL OF MINUTES:**
 - A. June 21, 2017 Regular Meeting
 - B. August 16, 2017 Regular Meeting
 - C. September 20, 2017 Regular Meeting
 - D. October 18, 2017 Regular Meeting
 - E. November 15, 2017 Regular Meeting
- VI. SPECIAL ORDER OF BUSINESS:**
- VII. UNFINISHED BUSINESS:**
 - A. Institutional Corridor Piped Water Supply Project
 - B. Sewer Lagoon
 - C. Clarification of BMC sections on ownership of water/sewer facilities
 - D. Ridgecrest Drive Road Update
 - E. Landfill closure study and new landfill site
 - F. Increase price for Hauled Utilities after-hour calls
 - G. Support for tractor trailer purchase
- VIII. NEW BUSINESS:**
 - A. Landfill fines
 - B. Purchase of new water trucks/sewer truck progress
- IX. DIRECTOR’S REPORT:**
- X. MEMBER COMMENTS:**
- XI. ADJOURNMENT:**

City of Bethel, Alaska

Public Safety & Transportation Commission

December 6th, 2017

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on December 6th, 2017 in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:36 pm.

II. ROLL CALL

Present: Eileen Henrikson, *Chair*
 Jared Karr, *Vice Chair*
 Julene Webber
 Mary Weiss
 Mary Nanuwak, *Alternate*

Absent: Naim Shabani *Council Rep*
 Joan Dewey
 Burke Waldron *Chief of Police*

Ex-Officio Present: William Howell *Fire Chief*
 Jesslyn McGowan *Recorder*

Others Present: Monroe Tyler

III. PEOPLE TO BE HEARD

No one to be heard

IV. APPROVAL OF AGENDA

MOVED:	Weiss	Motion to approve the agenda.
SECONDED:	Karr	
VOTE ON MAIN MOTION	All in favor.	

V. APPROVAL OF MINUTES

MOVED:	Karr	Motion to approve the minutes from the regular meeting of
SECONDED:	Weiss	
VOTE ON MAIN MOTION	All in favor.	

VI. UNFINISHED BUSINESS

A. Taxi Rate Increase

MOVED:	Webber	Motion to table discussion until January meeting
SECONDED:	Karr	
VOTE ON MAIN MOTION	All in favor	

B. Discussion about Taxi Cameras

MOVED:	Webber	Motion to table discussion until January meeting
SECONDED:	Karr	
VOTE ON MAIN MOTION	All in favor	

C. Camai Cab Violations

MOVED:	Karr	Motion to enforce code 5.40.050
SECONDED:	Nanuwak	
VOTE ON MAIN MOTION	All opposed.	

D. Discussion of BMC Codes

MOVED:	Karr	Motion to table discussion until January meeting
SECONDED:	Webber	
VOTE ON MAIN MOTION	All in favor	

VII. CHIEF'S COMMENTS

Chief Waldron – See report in Commission Packet

Fire Chief Howell – See report in Commission Packet

VIII. TRANSPORTATION INSPECTOR'S REPORT

See report in Commission Packet

IX. COUNCIL REPRESENTATIVE'S COMMENTS

No Council Rep present

X. COMMISSION MEMBER’S COMMENTS

Jared Karr – Talked of BFD’s announcement on radio and the great vibes it gives to the public, also that it is a great recruiting tool. Also a comment about social media and his thoughts about making accusations and complaints on social media without going to the appropriate authority. Ended by welcoming the new members.

Mary Nanuwak – Made comments regarding cab companies, complaints on companies, having the correct information is helpful and positive comments always help.

Julene Webber – Mentioned that PSTC has good intentions and only so much it can do. Also welcomed new members.

Mary Weiss – Welcomed new members and gave a small background of what PSTC did in the last couple of meetings.

Eileen Henrikson – Welcomed new members.

XI. ADJOURNMENT

MOVED:	Webber	Motion to adjourn.
SECONDED:	Weiss	
VOTE ON MAIN MOTION	All in favor.	

Meeting adjourned at 7:28 pm.

APPROVED THIS _____ DAY OF _____, 2017.

Jesslyn McGowan, Recorder

Eileen Henrikson, Chair



City of Bethel Police Dept.

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

PUBLIC NOTICE
REGULAR MEETING OF THE
PUBLIC SAFETY & TRANSPORTATION COMMISSION
Wednesday, January 3rd, 2018 –6:30 p.m.
300 STATE HIGHWAY – CITY COUNCIL CHAMBERS
AGENDA

Members

Eileen Henrikson
Chair

Jared Karr
Vice Chair

Naim Shabani
Council Representative

Julene Webber

Mary Weiss

Joan Dewey

Monroe Tyler

Mary Nanuwak
Alternate

Ex-Officio Members

Burke Waldron
Interim Chief of Police

William Howell III
Fire Chief

Jesslyn McGowan
Recorder

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES FROM THE REGULAR MEETING OF December 6th, 2017
- VI. SPECIAL ORDER OF BUSINESS
 - A. One on One Training (City Clerk)
- VII. UNFINISHED BUSINESS
 - A. Taxi Rate Increase (Naim Shabani)
 - B. Discussion about Taxi Cameras (Naim Shabani)
 - C. Discuss BMC Codes (Chief Waldron)
- VIII. NEW BUSINESS
 - A. Housekeeping (Eileen Henrikson)
 - B. Potential Opening of New Position of Transportation Inspector (Naim Shabani)
- IX. CHIEFS' COMMENTS
 - Fire Chief
 - Chief of Police
- X. TRANSPORTATION INSPECTOR'S REPORT
- XI. COUNCIL REPRESENTATIVE'S COMMENTS
- XII. COMMISSION MEMBER'S COMMENTS
- XIII. ADJOURNMENT

Jesslyn McGowan, Recorder
POSTED on December 27th, 2017
POST OFFICE, AC QUICKSTOP, CORINA'S CASE LOT, CITY HALL, & POLICE DEPT.
Next Public Safety and Transportation Commission Meeting will be **February 1, 2017.**

Special Order of Business

AVCP

Raymond Watson, Chairperson
Vivian Korthuis, CEO
Phone: (907) 543-7300
Fax: (907) 543-3369
Web: www.avcp.org

Association of Village Council Presidents
Administration
Pouch 219, Bethel, AK 99559

The Voice of the Region



Akiachak
Akiak
Alakanuk
Andreafski
Aniak
Atmautluak
Bethel
Bill Moore's Sl.
Chefornak
Chevak
Chuathbaluk
Chuloonawick
Crooked Creek
Eek
Emmonak
Georgetown
Goodnews Bay
Hamilton
Hooper Bay
Lower Kalskag
Upper Kalskag
Kasigluk
Kipnuk
Kongiganak
Kotlik
Kwethluk
Kwigillingok
Lime Village
Marshall
Mekoryuk
Mtn. Village
Napaimute
Napakiaak
Napaskiak
Newtok
Nightmute
Nunakauyak
Nunam Iqua
Nunapitchuk
Ohogamiut
Oscarville
Paimiut
Pilot Station
Pitka's Point
Platinum
Quinhagak
Red Devil
Russian Mission
Scammon Bay
Sleetmute
St. Mary's
Stony River
Tuluksak
Tuntutuliak
Tununak
Umkumiut

October 16, 2017

The Honorable Richard Robb and City Council Members
The City of Bethel
300 State Highway
P.O. Box 1388
Bethel, AK 99559

Dear Mayor Robb and Council Members,

The Association of Village Council Presidents (AVCP) has observed, along with the community of Bethel and surrounding communities, the public health and safety crisis caused by chronic alcohol abuse and alcohol misuse disorders. The children and families of Bethel and neighboring villages are being affected by the accessibility of legal alcohol sales in Bethel, as well as illegal importation into neighboring villages. AVCP, and our member tribes, believe this has led to social, health, and safety issues in our communities (see our June 6th letter).

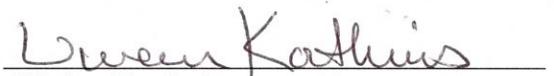
AVCP has passed the enclosed resolution that calls on the City of Bethel to form a Task Force to address the effects of Bethel alcohol sales on Bethel and surrounding communities. AVCP is willing to be a member of this task force. We suggest that other agencies and leaders of surrounding communities be invited to join as well.

We must actively search for solutions to make Bethel and nearby villages safe places for our children and families. AVCP sees the Task Force as an important first step in identifying those solutions. We look forward to a response to this proposal or to hear your own ideas on how to protect our communities.

Sincerely,

ASSOCIATION OF VILLAGE COUNCIL PRESIDENTS


Raymond Watson
Executive Board Chair


Vivian Korthuis,
Chief Executive Officer



ASSOCIATION OF VILLAGE COUNCIL PRESIDENTS
P.O. BOX 219
BETHEL, ALASKA 99559

ASSOCIATION OF VILLAGE COUNCIL PRESIDENTS
EXECUTIVE BOARD OF DIRECTORS

EXECUTIVE BOARD
BETHEL, ALASKA SEPTEMBER, 2017

RESOLUTION 17-09-03

TITLE: Calling for the City of Bethel to Form an Alcohol Task Force to Address the Effects of Alcohol Sales in the Communities of Bethel and Surrounding Areas

WHEREAS The Association of Village Council Presidents (AVCP) is the recognized tribal organization and non-profit Alaska Native regional corporation for its fifty-six member indigenous Native villages within Western Alaska and supports the endeavors of its member villages; and

WHEREAS AVCP fully supports its member villages in all aspects of their self-determination, health and well-being; and

WHEREAS The Yukon-Kuskokwim Delta is in the midst of a public health and safety crisis, due in part to the chronic alcohol abuse and alcohol misuse disorders plaguing our region; and

WHEREAS Alcohol abuse is a major contributing factor to incidences of violent crime, domestic violence, sexual assault, and child abuse and neglect; and

WHEREAS AVCP, its member Tribes, and sister regional organizations actively advocate for sobriety and community health; and

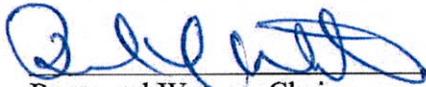
WHEREAS The City of Bethel should do its part to address the detrimental effects caused by the legal sales of alcohol in Bethel.

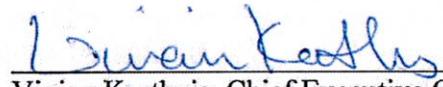
NOW THEREFORE BE IT RESOLVED That AVCP calls for the City of Bethel to form an Alcohol Task Force to identify solutions to the community health crisis caused by alcohol abuse.

BE IT FURTHER RESOLVED That members of this Taskforce be chosen from the YK-Delta's non-profit community, health, and social service organizations as well as representatives of surrounding communities.

EXECUTIVE BOARD RESOLUTION 17-09-03

ADOPTED by the Association of Village Council Presidents Executive Board during its regular meeting held at Bethel, Alaska, this 25th day of September 2017 with a duly constituted quorum of members.


Raymond Watson, Chair


Vivian Korthuis, Chief Executive Officer

Raymond Watson, Chairperson
Vivian Korthuis, CEO
Phone: (907) 543-7300
Fax: (907) 543-3369
Web: www.avcp.org

AVCP
Association of Village Council Presidents
Administration
Pouch 219, Bethel, AK 99559

The Voice of the Region



Akiachak
Akiak
Alakanuk
Andreafsky
Aniak
Atmaultluk
Bethel
Bill Moore's Sl.
Cheformak
Chevak
Chuathbaluk
Chuloonawick
Crooked Creek
Eek
Emmonak
Georgetown
Goodnews Bay
Hamilton
Hooper Bay
Lower Kalskag
Upper Kalskag
Kasigluk
Kipnuk
Kongiganak
Kotlik
Kwethluk
Kwigillingok
Lime Village
Marshall
Mekoryuk
Mtn. Village
Napaimiut
Napakiak
Napaskiak
Newtok
Nightmute
Nunakauyak
Nunam Iqua
Nunapitchuk
Ohogamiut
Oscarville
Paimiut
Pilot Station
Pitka's Point
Platinum
Quinhagak
Red Devil
Russian Mission
Scammon Bay
Sleetmute
St. Mary's
Stony River
Tuluksak
Tuntuliak
Tununak
Umkumiut

June 6, 2017

The Honorable Richard Robb and City Council Members
The City of Bethel
300 State Highway
P.O. Box 1388
Bethel, AK 99559

Dear Mayor Robb and Council Members,

The Association of Village Council Presidents (AVCP) is the regional Native non-profit corporation for the fifty-six federally recognized Tribes of the Yukon-Kuskokwim Delta. It is on behalf of our Tribes that we address the existence and continuing expansion of liquor licenses and sales in Bethel.

The YK-Delta is in the midst of a public health and safety crisis. Chronic alcohol abuse and alcohol misuse disorders plague our region. Alcohol abuse is a major contributing factor to incidences of violent crime, domestic violence, sexual assault, and child abuse and neglect. Dry villages struggle to maintain law and order with a steady stream of bootlegging and illegal importation – made much simpler by the prevalence of Bethel alcohol sales. In our villages, tribal councils and courts struggle to find solutions to enforce their ordinances and provide for the safety of their members on shoestring or non-existent budgets. Village Public Safety Officers, Village Police Officers, and Tribal Police Officers continually receive calls for assistance – often responding without backup – where involved individuals are intoxicated. Residents in villages without a public safety presence are forced to deal with alcohol-related issues as best they can, banding together for support.

For the sake of our children, our communities, and our region, we must confront these problems and find a solution. AVCP calls on the City to do its part by protesting additional liquor licenses and using the revenue it receives from the 12 percent alcohol tax to provide funding and support to alcohol abuse education and prevention; law enforcement – both in Bethel and surrounding villages; domestic violence awareness and prevention efforts; and search and rescue efforts.

We look forward to hearing the City's response to our proposal and welcome the opportunity to engage with you in finding solutions to the health and safety problems facing our region.

Sincerely,

ASSOCIATION OF VILLAGE COUNCIL PRESIDENTS


Raymond Watson,
Chairman


Vivian Korthuis,
Chief Executive Officer

AVCP

Raymond Watson, Chairperson
Vivian Korthuis, CEO
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Upper Kalskag
Kasigluk
Kipnuk
Kongiganak
Kotlik
Kwethluk
Kwigillingok
Lime Village
Marshall
Mekoryuk
Mtn. Village
Napaimiut
Napakiak
Napaskiak
Newtok
Nightmute
Nunakauyak
Nunam Iqua
Nunapitchuk
Ohogamiut
Oscarville
Paimiut
Pilot Station
Pitka's Point
Platinum
Quinhagak
Red Devil
Russian Mission
Scammon Bay
Sleetmute
St. Mary's
Stony River
Tuluksak
Tuntutuliak
Tununak
Umkumiut

December 15, 2017

The Honorable Richard Robb and City Council Members
The City of Bethel
300 State Highway
P.O. Box 1388
Bethel, AK 99559

RE: Bethel Spirits, LLC (Renewal) Application

Dear Mayor Robb and Council Members,

The Association of Village Council Presidents (AVCP) is the regional Native non-profit corporation for the fifty-six federally recognized Tribes of the Yukon-Kuskokwim Delta.

As you are aware, the public health and safety crisis in our Region continues. Alcohol abuse is still a major contributing factor to incidences of violent crime, domestic violence, sexual assault, and child abuse and neglect. The steady stream of bootlegging and illegal importation – made much simpler by the prevalence of Bethel alcohol sales – plagues surrounding communities. Village Public Safety Officers, Village Police Officers, and Tribal Police Officers continually receive calls for assistance – often responding without backup – where involved individuals are intoxicated. Residents in villages without a public safety presence are forced to deal with alcohol-related issues as best they can, banding together for support.

Because of the serious nature of these issues, we urge the City of Bethel to protest the approval of the (renewal) application of Bethel Spirits, LLC. By doing so, the City will put the health and safety of its children, families, and community first.

Thank you for your consideration of this letter. If you have questions, you can contact us, at (907) 543.7304.

Sincerely,

ASSOCIATION OF VILLAGE COUNCIL PRESIDENTS

Raymond Watson,
Chairman

Vivian Korthuis,
CEO

Unfinished Business

Action:
 Vote:

CITY OF BETHEL, ALASKA

ORDINANCE # 17-28 (e)

An Ordinance of the Bethel City Council Amending the Adopted Annual FY 2018 Budget

Be it Enacted by the Bethel City Council that the FY 2018 Annual Budget be amended as follows:

Section 1. That the following sums of money as may be needed or deemed necessary to provide for increased expenses and liabilities of the City of Bethel are hereby appropriated for the corporate purposes and objects of the City hereinafter specified for Fiscal Year 2018, July 1, 2017 to June 30, 2018.

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

PARK DEVELOPMENT FUND

CHANGE TO PARK DEVELOPMENT FUND

ACCOUNT #	Increases	
10-10100 26-10-100	CASH- CENTRAL TREASURY	83,000
	Total Increases	83,000
	Decreases	
26-50-690 26-42-690	REVENUE- PARK DEVELOPMENT - funds received from AVCP - OWL PARK	(83,000)
	Total Decreases	(83,000)
	TOTAL	0

	TOTAL CHANGE TO GENERAL FUND APPROPRIATIONS	
	Total Increases	0
	Total Decreases	0
	Cumulative Change to APPROPRIATIONS	0

	TOTAL CHANGE TO GENERAL FUND BALANCE	
	Change to General Fund Revenues	0
	Change to General Fund Appropriations	0
	Cumulative Increase/Decrease to Fund Balance	0

TOTAL CHANGE TO OVERALL CITY BUDGET

	<i>Change to Revenues Increase/(Decrease)</i>	83,000
	<i>Change to Appropriations Increase/(Decrease)</i>	0
	These changes INCREASE ↑ the overall expenditures/expenses of the City by	0

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

PASSED AND APPROVED THIS ___ DAY OF JANUARY 2018 BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED.

ATTEST:

 Richard Robb, Mayor

 Lori Strickler, City Clerk

Introduced by: City Manager Williams
Introduction Date: November 28, 2017
January 9, 2018
Public Hearing:
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #17-48

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING FEES AND CHARGES RELATED TO ALCOHOL PERMIT APPLICATIONS AND MAJOR SUBDIVISION DEVELOPMENT

BE IT ORDAINED that the City Council of Bethel Alaska,

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

Section 2. Amendment: The Fees and Charges schedule is hereby amended, new language is underlined and old language is stricken.

Planning

MAJOR SUBDIVISIONS	FEES/CHARGES
<u>Advertising</u>	<u>\$275</u>
<u>Re-Advertising Fee</u>	<u>\$325</u>
<u>Revision Following Advertising</u>	<u>\$350</u>
<u>Preliminary Plat Application</u>	<u>\$1,500</u>
<u>Change to Future Land Use Map</u>	<u>\$800</u>
<u>Variance</u>	<u>\$750</u>
<u>Subdivision Agreement</u>	<u>\$1,500</u>

ALCOHOL APPLICATIONS	FEES/CHARGES
Conditional Use Permit For Alcohol	\$200 <u>\$500</u>

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

ENACTED THIS __ DAY OF DECEMBER 2017, BY A VOTE OF _ IN FAVOR AND __ OPPOSED.

ATTEST:

Rick Robb, Mayor

Lori Strickler, City Clerk

SUMMARY AND FISCAL NOTE

Corresponding Document: Ordinance 17-48 Amending Fee & Rate Schedule

Summary Statement:

An ordinance amending the fee and rate schedule for both planning and the police to reflect either increased costs to the City and often significant increased manpower. For planning, the major subdivisions require review by professional engineers, as well as strong public comment, significant staff follow-up throughout the initial 6 months to a year of the process and significant legal involvement. For the police department, the cost to make a body camera video legally compliant can be huge, the change simply passes the actual cost to the requestor.

Originator: Planning = Betsy Jumper, Planner Police = Burke Waldron, Chief

Reviewed Prior to Presentation		
	Signature:	Remarks:
City Manager	_____	_____
City Attorney (Compliance with law)	_____	<u>Assisted with and reviewed</u> <u>Complies with law</u>
City Clerk (Code)	_____	_____

Certification of Funds

Total amount of funds listed in this legislation: \$ _____

This:

- Creates revenue in the amount of: \$ _____
- Creates expenditures in the amount of: \$ _____
- Creates a savings in the amount of: \$ _____
- Has no fiscal impact

Funds are:

- Budget Line item(s) _____
- Not budgeted

Director of Finance Signature: _____

Attachment(s):

SUGGESTED AMENDMENTS TO ORDINANCE 17-48
FROM THE CITY ATTORNEY

Insert under Alcohol Applications:

Special Event Permit	\$50
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New Business

Introduced by: Council Member Forbes
Date: January 9, 2018
Public Hearing: January 23, 2018
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #18-01

AN ORDINANCE BY THE BETHEL CITY COUNCIL SUBMITTING TO THE QUALIFIED VOTERS OF THE CITY OF BETHEL, A BALLOT PROPOSITION TO ADOPT LOCAL OPTION, ALASKA STATUTES 04.11.491 (a)(3)(C), PROHIBITING THE SALE OF ALCOHOLIC BEVERAGES EXCEPT FOR A PACKAGE STORE LICENSE OPERATED BY THE MUNICIPALITY AND OPT TO NOT APPLY A CLASS C FELONY TO VIOLATIONS OF ALASKA STATUTES 04.16.051, FURNISHING OR DELIVERY OF ALCOHOLIC BEVERAGES TO PERSONS UNDER THE AGE OF 21 (AS 04.11.491 (g)(3))

WHEREAS, a majority of the voters, voting in the City of Bethel, Regular Municipal Election, October 6, 2009, voted to opt out of Local Option;

WHEREAS, the effect of that election was that Bethel went from being a damp community to being a wet community;

WHEREAS, the City of Bethel then held a Special Election, January 19, 2010, and presented the voters with five advisory questions regarding the issuance of liquor licenses in Bethel;

WHEREAS, the community would have significant control over alcohol sales if the City operated a liquor store;

WHEREAS, privately operated liquor stores are not required to impose restrictions on the sale of alcohol and have no financial reason to do so;

WHEREAS, in order to have a City operated liquor store, the citizens of Bethel would have to return to one of the several versions of local option: AS 04.11.491(a) (3) (C);

WHEREAS, Local Option 4.11.491 (a) (3) (C) would allow for the City of Bethel to own and operate a liquor store while prohibiting the sales of alcohol by any other agency within the City limits;

WHEREAS, if the City of Bethel returns to local option status, the citizens of Bethel can be provided a choice whether to make the sale and furnishing of alcohol to minors a felony or misdemeanor;

Introduced by: Council Member Forbes
Date: January 9, 2018
Public Hearing: January 23, 2018
Action:
Vote:

Now, Therefore Be It Enacted by the City Council of Bethel Alaska as follows:

SECTION 1. Classification. This ordinance is permanent in nature and shall not be codified into the Bethel Municipal Code.

SECTION 2. Election.

An election is to be held October 2, 2018 in and for the people of Bethel for the purpose of submitting ballot propositions to the qualified voters of the City of Bethel for approval or rejection. The propositions must receive a majority of votes from the qualified voters to be approved. The proposition must be substantially in this form:

SECTION 2 A PROPOSITION.

Shall the City of Bethel adopt a local option (4.11.491 (a) (3) (C)), to prohibit the sale of alcoholic beverages except through a package store license, commonly known as a liquor store, operated by the municipality of Bethel which authorizes the sale of alcoholic beverages to a person present on the licensed premises or to a person known to the licensee who makes a written solicitation to that licensee for shipment.

Yes No

Explanation:

A "Yes" vote will prohibit the sales of alcohol in Bethel unless by the City of Bethel.

A "No" vote will mean, no change in status, Bethel remains out of local option.

SECTION 2 B PROPOSITION.

If local option (4.11.491 (a) (3) (C)) is adopted, shall the City of Bethel opt to not apply a class C felony to violations of Alaska Statutes 04.16.051, Furnishing or Delivery of Alcoholic Beverages to Persons Under the Age of 21 (AS 04.11.491(g)(3))?

Yes No

Explanation: This proposition question corresponds with Proposition 1, if Proposition 1 does not pass, this question becomes mute.

Introduced by: Council Member Forbes
Date: January 9, 2018
Public Hearing: January 23, 2018
Action:
Vote:

A "Yes" vote will make the crime of Furnishing or Delivery of Alcoholic Beverages to Persons Under the Age of 21 a misdemeanor.

A "No" vote would keep the crime of Furnishing or Delivery of Alcoholic Beverages to Persons Under the Age of 21 a Class C Felony.

SECTION 3. Ballot Form. The proposition, both for paper ballots and machine ballots, shall be printed on a ballot which may set forth other propositions and questions.

Section 4. A. Effective Date.

This Ordinance shall become effective upon passage by the Bethel City Council.

Section 4. B Effective Date.

The local option Proposition listed in Section 2A, shall become effective after ratification by the qualified voters (a majority vote yes on the Proposition) of the City of Bethel voting on the question at the October 2, 2018, City of Bethel Regular Election and certification of the Election by the Bethel City Council.

Section 4 C Effective Date.

The local option Proposition listed in Section 2B, shall become effective after:

1. Proposition listed in Section 2A is ratified by the qualified voters of the City of Bethel voting on the question at the October 2, 2018, City of Bethel Regular Election and certification of the Election by the Bethel City Council, and
2. Proposition listed in Section 2B is ratified by the qualified voters of the City of Bethel voting on the question at the October 2, 2018, City of Bethel Regular Election and certification of the Election by the Bethel City Council.

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL ALASKA,
THIS ___ DAY OF JANUARY 2018, BY A VOTE OF _ IN FAVOR AND _ OPPOSED.**

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk

Introduced by: Council Member Forbes
Introduction Date: January 9, 2018
Public Hearing: January 23, 2018
Action:
Vote:

Ordinance #18-02

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING CHAPTER 4.16.160 OF THE BETHEL MUNICIPAL CODE, SALES AND USE TAX, TAX EXEMPTIONS FOR ISOLATED SALES

WHEREAS, on September 12, 2017, the City of Bethel passed a new and revised Sales Tax Ordinance;

WHEREAS, Section 4.16.160(D) attempted to better define casual and isolated sales;

WHEREAS, an unintended consequence of that definition was that to impede occasional sellers from maximizing the short summer seasons and/or the short holiday season;

WHEREAS, because of the very short summer season, individuals wanting to “Spring Clean” their homes or who are moving out of Bethel, have a very limited window of time to conduct garage sales;

WHEREAS, casual and isolated crafters who try to earn some extra money for the holidays often have a short window of opportunity during the holiday season;

WHEREAS, after a review of the Code, it is clear that due to the issues which the area faces with weather, timing and logistics, five (5) is simply too few and discourages basic casual garage sales or craft sales;

WHEREAS, an increase to ten (10) would allow for casual crafters and people moving out to take advantage of a limited summer or holiday season while still keeping the volume to a hobby level rather than a small business level;

WHEREAS, by the small increase, the intent of the Code amendment is still met;

NOW, THEREFORE BE IT ORDAINED, the City Council amends the Bethel Municipal Code, Section 4.16.160(D) Tax Exemptions, Casual and isolated sales, services or rentals.

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

SECTION 2. Amendments. Bethel Municipal Code Chapter 04.16 Sales and Use Tax, is amended as follows (old language is stricken, new language is underlined):

4.16.160 Tax Exemptions

The following sales and services are exempt from the tax levied under this chapter only in accordance with the limitations provided for in this section:

- A. Admissions: Sales of admission to school entertainments, school athletic events, and events conducted for the benefit of charitable or community organizations. This exemption does not apply to sales of gaming property.
- B. ATVs/Boats: That portion of the selling price of an all-terrain vehicle (ATV), snow machine, boat, or boat motor in excess of Three Thousand Five Hundred (\$3,500) Dollars is exempt regardless of whether or not such items are purchased simultaneously, or are invoiced or otherwise billed on the same billing document.
- C. Banking: The following fees, sales and services charged by banks, savings and loan associations, credit unions and investment banks:
 - 1. Fees for the sale, exchange or transfer of currency, stocks, bonds and other securities
 - 2. Loans: The principal amount of the loan, the interest charged for loaning of money, escrow collection services, and any fees associated with the loaning of money are exempt.
 - 3. Services associated with the sale, exchange or transfer of currency, stocks, bonds and other securities;
 - 4. Pass-through charges on loan transactions which include sales tax;
 - 5. Sale of insurance policies, bonds of guaranty and fidelity (AS 21.09.210).
- D. Casual and isolated sales, services or rentals: Proceeds from casual, occasional or isolated sales which are easily identified as the sale of personal goods or property at such ~~private~~ functions as moving, garage, yard, food and bake sales, markets or fairs (such as flea markets and craft fairs), the sale of private vehicles when the seller is not a dealer in used vehicles, or services such as babysitting or house-sitting provided the seller does not regularly engage in the business of selling such goods or services or rentals but only if:
 - 1. The sales of goods and services do not occur for more than ~~five (5)~~ ten (10) days in a calendar year, and are not made through a dealer, broker, agent or consignee; or
 - 2. The rental of personal tangible property that does not exceed sixty (60) days in a calendar year, whether or not consecutive. The rental of real estate is not exempt.
 - 3. Sales or rentals made pursuant to a business license or by sellers representing themselves to be in the business of making sure sales, rentals or services are not exempt.
- E. Cemetery Plots: The sale of cemetery/burial plots is exempt.
- F. Commerce: Freight and wharfage charges, whether arising out of foreign, interstate or intrastate commerce are exempt. Warehouse and storage services are not exempt. Transportation of goods, equipment, or other property from one point to another within the City limits by commercial movers is not exempt.

G. Compliance with Laws:

1. Gross receipts or proceeds derived from sales or services which the City is prohibited from taxing under the laws of the state or under the laws and the Constitution of the United States, including, but not limited to:
 - a. Sales by the U.S. Postal Service;
 - b. Purchases made under the authority of or made with any type of certificate issued pursuant to 42 U.S.C. Sections 1771-1789 (Child Nutrition Act of 1966);
 - c. Interstate Sales;
 - d. Air transportation including that portion of any chartered fishing or hunting expedition which covers the cost of air transportation;
 - e. Gross receipts or proceeds derived from sales to the United States Government, the state, a city or any political department thereof. However, the exemption shall not apply to the sale of materials and supplies to contractors for the manufacture or production of property or rendering services for sale to such government units or agencies on a contract bid award, in which event the contractor shall be deemed the buyer, subject to the payment of the tax;
 2. A sale or rental to an employee of the state, its political subdivisions, or the federal government is only exempt when the government employee provides proof that the sale is for government business by paying for the sale with a government voucher, purchase order, check, credit card, or warrant, or providing other verifiable documentation to the seller to allow the seller to readily determine that the sale is for government business;
 3. A sale or rental to a federally recognized tribe when the Tribal employee provides proof that the sale is for tribal government business by paying for the sale with a tribal voucher, purchase order, check, credit card, or warrant, or providing other verifiable documentation to the seller to allow the seller to readily determine that the sale is for tribal government business;
- H. Credit Unions: Sales to or by federally chartered credit unions or credit unions organized under AS 06.45;
- I. Dues: Dues or fees paid to clubs, labor unions and other organizations solely for the privilege of membership;
- J. Freight and Wharfage: Freight and wharfage charges, whether arising out of foreign, interstate or intrastate commerce, are exempt. Warehouse, storage services, and delivery services that begin and end within the City of Bethel are taxable, unless such delivery services are included in a through bill of lading in conjunction with interstate commerce.
- K. Maximum Tax: That portion of the selling price for a single piece of equipment or tangible personal property by an individual unit price in excess of Ten Thousand (\$10,000) Dollars is exempt. A single sales unit is any retail merchandise sale where the selling price is totaled on one invoice or on any sales slip, although this exemption does not apply if any portion of the invoice or sales slip refers to more than one calendar day.

L. Medical Services:

1. Services of a person licensed or certified by the State of Alaska as a doctor of medicine and surgery, a doctor of osteopath and surgery, a chiropractor, a dentist, an optometrist, an audiologist, a hospital, an occupational therapist, a physical therapist or a licensed or practical nurse; provided, that the service is within the scope of the state license or certificate;
2. Services of a person licensed or certified by the State of Alaska as a psychologist or psychological associate, a clinical social worker, an alcohol or drug counselor, a marital and family therapist or a licensed professional counselor; provided, that the service is within the scope of the state license or certificate;
3. Fees for supplies, equipment and services provided by a hospital, medical clinic or dental clinic for patient treatment, including laboratory and x-ray services;
4. Assisted living services provided in accordance with an assisted living plan and in an assisted living home licensed as such by the State;
5. Gross receipts or proceeds of the retail sale of prescription drugs;
6. Services rendered by masseurs, even those working for a hospital, chiropractor or other medical provider, are not exempt.

M. Newspapers: Sales of newspapers are exempt.

N. Non-Profits: A sale of goods or services to any entity that, at the time of the sale, is: (1) legally constituted and legitimately acting in accordance with a duly authorized federal tax exempt status pursuant to IRS Regulations, Section 501(c)(3)(4) or (19); (2) provided any income from the exempt sale is exempt from federal taxation and (3) provided the non-profit produces a sales tax exemption card.

Exceptions: Activities provided by the entity where such organization is engaged in business for profit or is competing with other persons engaged in the same manner or in a similar business is not exempt.

O. Public Assistance: Purchases made with food coupons, food stamps, or other type of certificate issued under 7 USC Sections 2011 – 2025 (Food Stamp Act) or other certificates issued under 42 U.S.C 1786 (Special Supplemental Food Program for Women, Infants and Children).

P. Real Estate Sales:

Only the first twenty (20%) percent of the sale price of real property is subject to City sales tax*.

Example: Home selling for \$275,000

$\$275,000 \times 20\% = \$55,000$ (first 20% of the sale price)

$\$55,000 \times 6\%$ (Sales Tax) = \$3,300 Sales Tax due to city

Home selling for \$450,000

$\$450,000 \times 20\% = \$90,000$ (first 20% of the sale price)

$\$90,000 \times 6\% = \$5,400$ Sales Tax due to City

*This exemption does not apply to rentals of real property. This exemption applies to all sales of real property, including casual and isolated sales

- Q. Recreational Vehicles: That portion of the selling price of an all-terrain vehicle (ATV), snow machine, boat, or boat motor in excess of three thousand five hundred dollars (\$3,500) is exempt regardless of whether or not such items are purchased simultaneously, or are invoiced or otherwise billed on the same billing document.
- R. Rental Units: Costs incurred by owners/landlords for rental units, such as included utilities, fuel, or any other expenses, are not exempt.
- S. Retail Sales of Foods: Are exempt in the following circumstances:
1. When served in cafeterias or lunchrooms of elementary, secondary, post-secondary schools, colleges or universities which are operated primarily for students and staff, and are not operated for the public or for profit;
 2. When served to clients and staff, and not to the public or for profit, as part of services provided by a nonprofit hospital or other nonprofit government organization licensed by the State of Alaska for the care of humans;
 3. Meals delivered by a nonprofit organization to handicapped or senior citizens at their place of residence or meals served on the premises of a nonprofit to senior citizens or the homeless or disadvantaged provided that the sale price of such meals does not exceed the cost of delivery or service of such meals;
- T. Sales to Retailers: Are exempt only if the buyer presents to the seller a valid exemption card, issued by the City pursuant to this section, and
1. The sale of goods, wares or merchandise to a retail dealer, manufacturer or contractor is for resale within the City as is or incorporated into a product or commodity to be sold by the dealer, manufacturer or contractor within the City, if the subsequent sale is subject to the City sales tax; and
 2. The product is an item sold as part of the reseller's primary business and must be of such nature that it can be purchased by the general public in a transaction that is not dependent upon the purchase of another product or service.
 3. The exemption card must be for the class of activities involving the resale of the type of goods for which the exemption is sought.
 4. Food products that are purchased for resale must be purchased and sold as is or prepared in a commercial kitchen. If a purchaser buys goods for resale in accordance with this subsection and for personal or other use at the same time, only the goods that are to be sold for resale in accordance with this subsection shall be exempt.
 5. Supplies, services, tools, repair services, equipment or any other goods or services purchased to support a business but not for resale in accordance with this subsection are not exempt.
- U. School:
1. Fees and charges for extracurricular activities or events promoted or undertaken by educational or student organizations;
 2. Sales by any student organization, parent/teacher organization or booster club recognized by the school or educational organization in which it operates, which

- proceeds are utilized to further the purposes for which the organization was formed;
3. Sales and services by schools or other educational organizations made in the course of their regular functions and activities, which proceeds are utilized to further the purposes for which such organization was formed;
 4. Sales of food and beverages at educational lunchrooms which are operated primarily for staff and/or students, and which are not operated for the purpose of sale to the general public for profit;
 5. The service of transporting students to and from a schools in vehicles when in the regular course of that business.
- V. Securities: The sale of insurance and bonds of guaranty and fidelity, and the commission thereon (AS 21.09.210(f), 21.79.130, 21.80.130);
- W. Senior Citizen Exemptions: The following are exempt only if the buyer, or their designee, present a valid senior citizen exemption certificate and the product or service is intended primarily for the senior citizen holding the exemption card:
1. The sale to a senior citizen of food intended for consumption by the senior citizen, his or her spouse or same sex partner living in the same household, or the un-emancipated minor children of either the senior citizen or his or her spouse or same sex partner, who live in the same household. For purposes of this subsection, "food" is defined in accordance with 7 USC Section 2012(g) (definition of "food" for purposes of the Food Stamp Act);
 2. The payment of rent by a senior citizen on a single dwelling occupied as the senior citizen's primary residence and permanent place of abode.
 3. Payment for telephone, electric, water and sewer utility services by a senior citizen on a single dwelling occupied as the senior citizen's primary residence and permanent place of abode.
 4. The payment for heating fuel used by a senior citizen for a single dwelling occupied as the senior citizen's primary residence and permanent place of abode.
 5. The sale of alcohol, tobacco, bingo cards, raffle tickets, pull-tabs, other games of chance and/or marijuana to a senior citizen is not exempt.
- X. Services. That portion of the selling price of a single service that exceeds \$12,000. This amount will be adjusted in 2019 and every two (2) calendar years thereafter consistent with the Consumer Price Index for all urban consumers for Anchorage metropolitan area compiled by the United States Department of Labor, Bureau of Labor Statistics. Adjustments to the amount listed will be rounded to the nearest \$100. For the purposes of this subsection, a single service is interrelated and interdependent function necessary to perform a specified action. For the purposes of this subsection, a single service is an interrelated and interdependent function necessary to perform a specified action. If a single service is performed over a period exceeding one month, the selling price must be apportioned to a monthly or invoice basis, whichever is more frequent, proportionate to the service performed, except for:

Introduced by: Council Member Forbes
Introduction Date: January 9, 2018
Public Hearing: January 23, 2018
Action:
Vote:

- a) a commission paid to an agent for negotiating the sale of real property (the commission is taxed at the first \$12,000 of the sale regardless of the length of time the agent has in selling the property); or
- b) a written contingency fee agreement award or settlement (to be collected on the first \$12,000 of the fee award regardless of the length of time taken to resolve the case).

Y. Transportation:

- 1. The following types of transportation services are exempt:
 - a. The sale of services for transporting passengers by river taxi, taxicab, bus, commercial airline, air charter, air taxi, hover craft; or
 - b. The sale of passenger seat tickets by a commercial airline is exempt; or
 - c. The service of transporting disabled or handicapped individuals when in the regular course of that business.
- 2. The following are not exempt:
 - a. The lease of vehicle for hire permits are not exempt;
 - b. The portions of a sale of flight seeing or air/water/shore excursion travel or adventure services which are not charges for transportation of persons on a federal airway;
 - c. The lease or rental of vehicles is not exempt.

Z. Utilities: Payment for City water, sewer and refuse utility services by any and all persons or entities.

AA. Wholesale: Proceeds from products sold as wholesale sales to businesses designated by the State of Alaska as wholesalers. These include sales of goods, wares or merchandise to a retail dealer, manufacturer or contractor for resale within the City as is or incorporated into a product or commodity to be sold by the dealer, manufacturer or contractor within the City, if the subsequent sale is subject to the City sales tax. In this connection a retailer must stock that merchandise for resale, display the same to the public and hold himself out as regularly engaged in the business of selling such products.

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

ENACTED THIS ___ DAY OF JANUARY 2018, BY A VOTE OF _ IN FAVOR AND ___ OPPOSED.

ATTEST:

Richard Robb, Mayor

Lori Strickler, City Clerk

CITY OF BETHEL, ALASKA
ORDINANCE # 17-28 (f)

An Ordinance of the Bethel City Council Amending the Adopted Annual FY 2018 Budget

Be it Enacted by the Bethel City Council that the FY 2018 Annual Budget be amended as follows:

Section 1. That the following sums of money as may be needed or deemed necessary to provide for increased expenses and liabilities of the City of Bethel are hereby appropriated for the corporate purposes and objects of the City hereinafter specified for Fiscal Year 2018, July 1, 2017 to June 30, 2018.

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

FINANCE DEPT

Change to GENERAL FUND, DEPARTMENT OF FINANCE

ACCOUNT #	Increases	
10-53-641	AUDITING EXPENSE	50,805
10-53-649	OTHER PROFESSIONAL SERVICES	56,712
		0
		0
		0
	Total Increases	107,517
	Decreases	
10-53-501	SALARIES	108,900
	Total Decreases	108,900
	TOTAL	(1,383)

TOTAL CHANGE TO GENERAL FUND REVENUES		
	Total Increases	0
	Total Decreases	0
	Cumulative Change to GENERAL FUND Revenues	0

TOTAL CHANGE TO GENERAL FUND APPROPRIATIONS		
	Total Increases	0
	Total Decreases	0
	Cumulative Change to APPROPRIATIONS	0

TOTAL CHANGE TO GENERAL FUND BALANCE		
	Change to General Fund Revenues	0
	Change to General Fund Appropriations	0
	Cumulative Increase/Decrease to Fund Balance	0

TOTAL CHANGE TO OVERALL CITY BUDGET

	Change to Revenues Increase/(Decrease)	0
	Change to Appropriations Increase/(Decrease)	0
	These changes <u>INCREASE</u> ↑ the overall expenditures/expenses of the City by	0

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

PASSED AND APPROVED THIS ___ DAY OF JANUARY, 2018 BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED.

ATTEST:

Richard Robb, Mayor

Lori Strickler, City Clerk
 City of Bethel

SUMMARY AND FISCAL NOTE

Corresponding Document: Ordinance # 17-24 (f)

Summary Statement: On December 29, 2017, I was made aware by the Finance Dept. that we have paid the accounting firm of Carmen Jackson \$107,516 through Dec. 31, 2017. This should have been brought to the City Council's attention in July of 2017 when the budgeted amount of \$10,000 was exceeded, even though it would have been hard at that time to determine what work and what funds would have been needed to continue the work. Carmen Jackson, CPA provided services for our finance department to provide information to our auditors, Altman Rodgers, for the FY-17 audit for \$50,804. Carmen Jackson also performed the duties of some of the unfilled positions in the Finance Dept. for \$56,712. The attached Finance Director's December Management Report explains the use of these funds. The Administration proposes using the Finance Department's personnel funds to pay for this expense. There will be a savings in personnel costs of approximately \$40,000 for the first six months of FY-17.

33,000

Unclear at this time is how much work will be required of Carmen Jackson to help with the FY-18 audit or to help out with correcting the balances of our various funds.

Carmen Jackson had a contract with the City signed in Jan. 12, 2016 for \$85,000 which will have to be amended.

Originator:

Reviewed Prior to Presentation		
--------------------------------	--	--

	Signature:	Remarks:
City Manager		<u>Peter W approved</u>
City Attorney (compliance with law)		<u>Complies w/ Code to fix previous compliance</u>
City Clerk (Code)	_____	_____

Certification of Funds		
------------------------	--	--

Total amount of funds listed in this legislation: \$ _____

This:

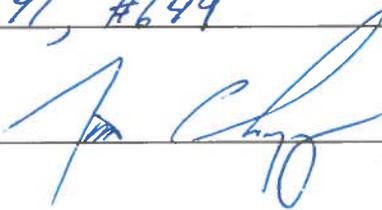
- Creates revenue in the amount of: \$ _____
- Creates expenditures in the amount of: \$ 107,517

SUMMARY AND FISCAL NOTE

Creates a savings in the amount of: \$ 40,000 ~~73,000~~
 Has no fiscal impact

Funds are:

Budget Line item(s) #641, #649
 Not budgeted

Director of Finance Signature: 

Attachment(s):

December Management Memo from Finance Director; spreadsheet of figures;

**Additional NOTE: If you reference the Fiscal Year 2016 Audit from page 88-109 you will find additional explanation of why this request is being made.



CITY OF BETHEL

P.O. Box 1388 Bethel, Alaska 99559
907-543-2047
FAX # 543-3817

December 29, 2017

TO: Pete Williams
FROM: Jim Chevigny 
RE: December Management Letter

December was a month that from the accounting function a number of things came together and were accomplished, most notably the department, for the first time since I have been with the City, has trained, competent personnel in each of the staff positions. I have not been able to say this before December and going forward this will result in more and more timely and accurate financial reports.

We have been working hand-in-hand with our CPA contractor, Carmen Jackson, who has supplied us with personnel who have filled the gap in staff personnel and also the Assistant Finance Director position.

Each member of the department is cross-trained in at least (1) other function for the first time in anyone's memory, so that when a staff person is out, the rest of the department can fill in competently.

The training has been the result of sending personnel to Caselle in Utah, who is our government software company, and the Carmen Jackson on-site person, Cheryl, who is excellent in her knowledge of Caselle, our accounting (she has been working with the City of Bethel's account since 2.16) and our personnel.

The City now has trained, skilled staff in payroll, accounts receivable, accounts payable, utilities, and general ledger, and the staff is working as a team.

Cheryl's duties the past 6 months have been to fill in each position that is open, so she has done monthly utility detail work and billing, training accounts payable and payroll, training the newly hired general ledger person, closing monthly accounting records: She has essentially filled the position of the Assistant Finance Director in the duties that do not require high level (CPA level) accounting.

The Carmen Jackson CPA that has performed the pre-audit work for the FY17 yearend has done an excellent job of preparing the City's records for the independent auditor's field work, which is scheduled for early March. I had planned for their field work to commence in January, yet due to their being backed up with their work load, this has been scheduled for March. This person has audited many of the individual accounts and funds dating back to prior years in order to clean up errors in the records. She has more work to do prior to the auditors and once I understand what remains, I will submit a budget modification for these additional tasks.

"Deep Sea and Transportation Center of the Kuskokwim"

To review the personnel status/changes made in order to develop our new team over the past 6 months, they have been numerous:

- Asst finance director – Unfilled since 7/14/17, 5.5 months
- Accounts payable: Open 7.28 – 10.2.17, 2 months
- General Ledger: Open 6.16. – 10.12.17, 4 months
- Utility billing & collections: Open 9.27 – 12.14.17, 2.5 months

The two remaining staff have been cross-trained and re-trained so they are much more effective.

What this lack of staff has done to the budget has decreased personnel costs by \$150,129 through November, while increasing outside professional services by \$107,516 through December, a net reduction to the Finance Dept budget of \$42,613 for those 6 months. The reduction in Utility billing payroll for this period has been in excess of \$20,000.

I will submit a budget modification for these amounts for the January council meeting.

Looking ahead, with the new General Ledger accountant, we have implemented a number of standard procedures that are being used each month, so the accounting is/will be, much more accurate and up to date. This person has performed very well and is taking on work, such as utility recording and billing, that has been impressive. Now that a Utility accountant has been hired, the GL accountant is training this new person so going forward, for the first time, we have (2) fully trained and capable Utility accountants, including the GL person.

What I observed in my first few months with the City was a critical lack of skills in most of the positions, which greatly impeded timeliness and accuracy, and I set out to rebuild the department. Searching for and finding the right person for each position is critical, as they must be willing to learn and also be a member of the team, as everyone interacts every day with each other several times, and I can say that with the exception of the Asst Finance Director, we have a team that as of the end of December is very qualified, interested in their jobs and as they continue to learn, will result in our producing more accurate financials in a more timely manner.

In another area that has been of concern, is the Sales Tax accounts receivable aging, which originally was considered to be a problem area. I have reviewed the aging and have found it to be very acceptable, that the accounts are being collected and the City is in good standing. The aged accounts that had caused the concern were those that had been addressed, notably accounts that were a combination of those in bankruptcy and should have been written off, and those our attorney has settlements with. As a result, for FY18, I propose we move the sales tax audit labor budget of \$51,900 for FY18 to FY17 “Auditing Expense”, account #641 and to “Other Professional Services”, account #649.

An area we have been managing closely are the cash and investment accounts, where given the rise in interest rates in 2017 and the expected three (3) interest rate increases the Fed is expected to make in 2018, we have been keeping the maturities short-term. The interest earned in FY17 was \$23,000 and the FY18 budget is \$96,000. It appears the City interest earnings will exceed \$200,000 for FY18.

In closing, many positive things have come together in the past few months, and after we are fully staffed, we will be in position to produce the accurate and timely reports the City needs to operate.

MONTH	FY17		TOTAL
	AUDIT	FY18	
July	13,282.25	3,933.00	17,215.25
August	791.50	16,735.95	17,527.45
September	-	7,525.85	7,525.85
October	3,898.25	13,562.00	17,460.25
November	20,054.25	4,901.25	24,955.50
December	12,778.00	10,054.25	22,832.25
	<u>50,804.25</u>	<u>56,712.30</u>	<u>107,516.55</u>



City of Bethel

Administration
P.O. Box 1388 Bethel, Alaska 99559
Phone # 907-543-1371
Fax # 907-543-4171

December 20, 2017

Bethel City Council
P.O. Box 1388
300 state highway
Bethel, AK 99559

Mayor, Vice-Mayor and Members of City Council;

In the matter of renewal of a liquor, license of Bethel Spirits Inc. located in Bethel, AK 99559; 750 Front St.; Lic.#5547 to State of Alaska Alcohol & Marijuana Control Office and in accordance with AS 04.11.150.

Bethel Municipal Code (BMC) 5.08.020(d) requires the City Manager provide a written report to City Council, with a copy to the applicant, listing any objections to the Board issuance of the application.

According to BMC 5.08.020(c) City Planner, City Finance Director, City Fire Chief and Police chief shall forward written statements to the City Manager outlining their findings:

- a) Finance Director- Sales Tax Filings, Utility Bills and City Business License are current.
- b) Planning Director-CUP is in compliance and was originally approved by the Planning Commission on Feb. 2,2016; parking and exterior lighting for safety are adequate
- c) Police Chief- From Dec20, 2016-Dec.20, 2017 there were eight incidents at the Bethel spirts store. Two intoxicated person's calls; two civil problems; one agency assist, one EMT call and two calls for a welfare check.
- d) Fire Chief- There were 11 calls for service in the last 12 mos. None of these calls led any convictions or arrests. The Fire Chief stated that the store is open for one month a year and only one call for service was during the time that it was open and was unrelated to the business. The

business complies with the fire and safety codes. The Fire Dept. has no objection to the renewal of Bethel Spirits liquor license.

City Manager Concerns-

I have no objections to the renewal of the Bethel Spirits Inc. liquor license. Of what I have observed the store has had had no ill effect in the neighborhood.



Peter Williams
City Manager, City of Bethel



December 1, 2017

City of Bethel
Attn: Lori Strickler
VIA Email: lstrickler@cityofbethel.net
Attn: Patty Burley, City Attorney
VIA Email: pburley@cityofbethel.net

License Type:	Package Store	License Number:	5447
Licensee:	Bethel Spirits, LLC		
Doing Business As:	Bethel Spirits		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Erika McConnell, Director
amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

License Type:	PS	License Number:	5447
Doing Business As:	Bethel Spirits		
Examiner:	Carrie	Transaction #:	1020071

Document	Received	Completed	Notes
AB-17: Renewal Application	11/13/17		
App and License Fees	11/13/17		

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation	11/13/17		
Fingerprint Cards & Fees / AB-08a: Crim. History			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No
Selling alcohol in response to written order (package stores)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mailing address different than one in database?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input type="checkbox"/>	<input type="checkbox"/>



Alaska Alcoholic Beverage Control Board

**Package Store License
 Form AB-17b: 2018/2019 Renewal License Application**

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing package store liquor license that will expire on December 31, 2017. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	Bethel Spirits, LLC	License #:	5447
License Type:	Package Store	Statute:	AS 04.11.150
Doing Business As:	Bethel Spirits		
Premises Address:	750 Front Street		
Local Governing Body:	City of Bethel		
Community Council:	None		

Mailing Address:	P.O. Box 719				
City:	Bethel	State:	Alaska	ZIP:	99559

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual must be a licensee who is required to be listed in and authorized to sign this application.

Point of Contact:	Anastasia Hoffman		
Contact Phone:	9075454151	Business Phone:	9075432124
Contact Email:	ahoffman@bncaak.com		

Seasonal License? Yes No If "Yes", write your six-month operating period: _____



Alaska Alcoholic Beverage Control Board

Package Store License

Form AB-17b: 2018/2019 Renewal License Application

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

Section 2 - Authorization

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

Yes: [] No: [X]

If "Yes", disclose the name of the individual and the reason for this authorization:

[Empty text box for disclosure]

Section 3 - Sole Proprietor Ownership Information

This section must be completed by any sole proprietorship who is applying for license renewal. Entities should skip to Section 4. If more space is needed, please attach a separate sheet with the required information. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: [] applicant [] affiliate

Form for individual information: Name, Mailing Address, City, State, ZIP, Email, Contact Phone

This individual is an: [] applicant [] affiliate

Form for individual information: Name, Mailing Address, City, State, ZIP, Email, Contact Phone



Alaska Alcoholic Beverage Control Board

Package Store License

Form AB-17b: 2018/2019 Renewal License Application

Section 4 – Entity Ownership Information

This subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). You may view your entity's status or find your CBPL entity number by visiting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>
 Partnerships may skip to the second half of this page. Sole proprietorships should skip to Section 5.

Alaska CBPL Entity #:	10027473
-----------------------	----------

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

This subsection must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official Name:	Bethel Native Corporation (BNC)			
Title(s):	Member	Phone:	9075432124	% Owned: 100
Mailing Address:	P.O. Box 719			
City:	Bethel	State:	Alaska	ZIP: 99559

Entity Official Name:	Anastasia Hoffman (BNC President/CEO)			
Title(s):	Affiliate	Phone:	9075432124	% Owned: 0
Mailing Address:	P.O. Box 719			
City:	Bethel	State:	Alaska	ZIP: 99559

Entity Official Name:				
Title(s):		Phone:		% Owned:
Mailing Address:				
City:		State:		ZIP:



Alaska Alcoholic Beverage Control Board

Package Store License

Form AB-17b: 2018/2019 Renewal License Application

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

Section 5 - License Operation

Check a single box for each calendar year that best describes how this liquor license was operated:
2016 2017
The license was regularly operated continuously throughout each year, for 8 or more hours each day.
The license was regularly operated during a specific season each year, for 8 or more hours each day.
The license was only operated to meet the minimum requirement of 30 days each year, 8 hours each day.
If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.
The license was not operated at all or was not operated for at least the minimum requirement of 30 days each year, 8 hours each day, during one or both of the calendar years.
If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement.

Section 6 - Violations and Convictions

Applicant violations and convictions in calendar years 2016 and 2017:
Yes No
Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2016 or 2017?
Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2016 or 2017?

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

Section 7 - Alcohol Server Education

Read the line below, and then sign your initials in the box to the right of the statement:
Initials
I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as required under AS 04.21.025 and 3 AAC 304.465.



Alaska Alcoholic Beverage Control Board

Package Store License

Form AB-17b: 2018/2019 Renewal License Application

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

Section 8 – Written Orders

Written orders in calendar years 2016 and 2017:

Yes No

Did you sell alcoholic beverages in response to written orders in calendar years 2016 or 2017?

Section 9 – Certifications

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

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

Jh

I certify that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

Jh

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently on file with the Alcoholic Beverage Control Board.

Jh

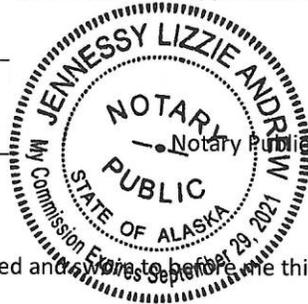
I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

Jh

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

[Signature]
 Signature of licensee

Bethel Spirits, LLC
 Printed name of licensee



[Signature]
 Signature of Notary Public

in and for the State of Alaska

My commission expires: 9/29/21

Subscribed and sworn to before me this 7th day of November, 2017.

License Fee:	\$ 1500.00	Application Fee:	\$ 200.00	TOTAL:	\$ 1700.00
Late Fee of \$500.00 – if received or postmarked after 01/02/2018:					
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional
Licensing

State of Alaska > Commerce > Corporations, Business, & Professional Licensing > Search & Database Download > Corp. > Corporation Details

NAME(S)

Type	Name
Legal Name	Bethel Spirits LLC

ENTITY DETAILS

Entity Type: Limited Liability Company
Entity #: 10027473
Status: Good Standing
AK Formed Date: 3/2/2015
Duration/Expiration: Perpetual
Home State: ALASKA
Next Biennial Report Due: 1/2/2019
Entity Mailing Address: P.O. BOX 719 , BETHEL, AK 99559
Entity Physical Address: 460 RIDGECREST DRIVE, BETHEL, AK 99559

REGISTERED AGENT

Agent Name: Anastasia Hoffman
Registered Mailing Address: P.O. BOX 719 , BETHEL, AK 99559
Registered Physical Address: 460 RIDGECREST DRIVE, BETHEL, AK, AK 99559

OFFICIALS

Show Former

AK Entity #	Name	Titles	Owned
12067D	BETHEL NATIVE CORPORATION	Member	100

FILED DOCUMENTS

Date Filed	Type	Filing	Certificate
3/02/2015	Creation Filing	Click to View	Click to View
4/06/2015	Initial Report	Click to View	
12/14/2016	Biennial Report	Click to View	

Juneau Mailing Address

P.O. Box 110806
 Juneau, AK 99811-0806

Physical Address

333 Willoughby Avenue
 9th Floor
 Juneau, AK 99801-1770

Phone Numbers

Main Phone: (907) 465-2550
 FAX: (907) 465-2974

Anchorage Mailing/Physical Address

550 West Seventh Avenue
 Suite 1500
 Anchorage, AK 99501-3567

Phone Numbers

Main Phone: (907) 269-8160
 FAX: (907) 269-8156



Bethel Native Corporation

Subsidiary Companies

Bethel Services Inc.
Bethel Solutions Inc.
Bethel Builders LLC
Bethel Contracting LLC
Bethel Engineering and Consulting LLC
Bethel Environmental Solutions LLC
Bethel Federal Services LLC



November 7, 2017

Department of Commerce, Community and Economic Development
Alcohol & Marijuana Control Office
550 West 7th Ave, Suite 1600
Anchorage, AK 99501

Dear Sarah Daulton Oates,

Enclosed please find the Bethel Spirits, LLC package store liquor license renewal application for the 2018/2019 calendar years. Attached are the following:

- completed application,
- supplemental forms AB-30,
- all requested supplemental documentation,
- license renewal check in the amount of \$1,700.00.

Please let me know if you need any additional information to process this application.

Thank you kindly for your assistance.

Sincerely,

Ana Hoffman
President/CEO

Bethel Spirits license # 5447

Mailing Address

PO Box 719
Bethel, Alaska 99559

Physical Address

460 Ridgcrest Drive, Suite 211
Bethel, Alaska 99559

Tel: 907.543.2124
Fax: 907.543.2897

www.bethelnativecorp.org



Alaska Alcoholic Beverage Control Board
 Package Store License

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

Form AB-17b: 2018/2019 Renewal License Application

Section 8 - Written Orders

Written orders in calendar years 2016 and 2017:

Yes No

Did you sell alcoholic beverages in response to written orders in calendar years 2016 or 2017?

Section 9 - Certifications

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

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

gh

I certify that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

gh

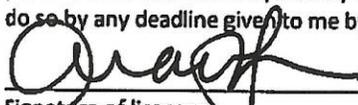
I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently on file with the Alcoholic Beverage Control Board.

gh

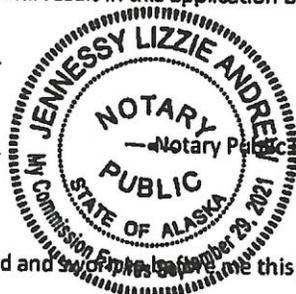
I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

gh

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.


 Signature of licensee

Anastasia Hoffman
 Printed name of licensee




 Signature of Notary Public

and for the State of Alaska

My commission expires: 9/29/21

Subscribed and sworn to before me this 21st day of November, 2017.

License Fee:	\$ 1500.00	Application Fee:	\$ 200.00	TOTAL:	\$ 1700.00
Late Fee of \$500.00 - if received or postmarked after 01/02/2018:					
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					



City of Bethel Action Memorandum

Action memorandum No.	18-01		
Date action introduced:	January 9, 2018	Introduced by:	Mayor Robb
Date action taken:		Approved	Denied
Confirmed by:			

Appointment of Grady Deaton to the Community Action Grant Technical Review Board for a term of three years.

Amount of fiscal impact:	None
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The Mayor has confirmed appointment of Grady Deaton to the Community Action Grant Technical Review Board for a term of three years, with a term expiration of December 31, 2020 and seeks Council's concurrence.

The Board has five members previously appointed.

City of Bethel Action Memorandum

Action memorandum No.	18-02		
Date action introduced:	January 9, 2018	Introduced by:	Mayor Robb
Date action taken:		Approved	Denied
Confirmed by:			

Appointment of Benjamin Anderson-Agimuk to the Public Works Committee for a term of three years.

Amount of fiscal impact:	None
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The Mayor has confirmed appointment of Benjamin Anderson-Agimuk to the Public Works Committee for a term of three years, with a term expiration of December 31, 2020 and seeks Council's concurrence.

The Committee currently has two members.

City of Bethel Action Memorandum

Action memorandum No.	18-03		
Date action introduced:	January 9, 2018	Introduced by:	Mayor Robb
Date action taken:		Approved	Denied
Confirmed by:			

Appointment of Elizabeth Williams to the Planning Commission as an Alternate Member for a term of three years.

Amount of fiscal impact:	None
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The Mayor has confirmed appointment of Elizabeth Williams to the Planning Commission as an Alternate Member for a term of three years, with a term expiration of December 31, 2020 and seeks Council's concurrence.

The Commission currently has two alternate seats vacant.

City of Bethel Action Memorandum

Action memorandum No.	18-04		
Date action introduced:	January 9, 2018	Introduced by:	Peter Williams, City Manager
Date action taken:		Approved	Denied
Confirmed by:			

Action Title: Direct Administration to prepare and submit an FFY 2018 State Homeland Security Program grant application to request approximately \$2,169,450 for five projects as determined by Administration before the grant application deadline.

Attachment(s): 2017 State Homeland Security Grant Program Obligating Award Document (Grant Agreement).

Department/Individual:	Initials:	Remarks:
Administration	PWW	
Finance		
Police	SP	fr BW
Fire	DS	Recommend approval.

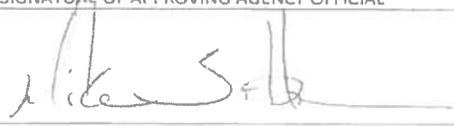
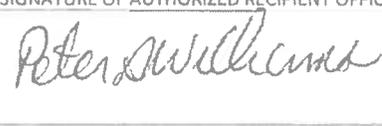
Amount of fiscal impact:		Account information:
√	No fiscal impact at this time.	NA
	Funds in City Budget.	
	Requires funding in FY 2019 Budget.	

Summary Statement

The City of Bethel has an opportunity to apply for FFY 2018 State Homeland Security Program grant funds. The City may request funding for five projects. There is no limit to the amount the City may request. There is no match requirement. The grant application is due January 30, 2018.

The City of Bethel is preparing to ask for the following projects in priority order: (1) Police Dispatch Center consoles and related equipment (\$400,000-Police Chief est.), (2) Servers/storage equipment for body camera video evidence (\$46,000-IT Dept. Director est.), (3) Vehicle extrication gear for new Fire Dept. vehicles (\$70,000-Fire Chief est.), (4) Fencing around City Subdivision Water Treatment Plant water tank (\$11,600-previous purchase est.), (5) video camera equipment purchase and installation for several City buildings (\$1,641,850-TechPro est.).

Last year's grant agreement is attached to convey the expected terms and conditions of the FFY 2018 grant, if awarded.

State of Alaska						Page 1 of 7	
Division of Homeland Security and Emergency Management						FEDERAL AWARD DATE	
Under US Department of Homeland Security Federal Emergency Management Agency Grant Programs Directorate						August 29, 2017	
						FEDERAL GRANT PROGRAM	
						2017 State Homeland Security Program	
OBLIGATING AWARD DOCUMENT						FEDERAL GRANT NUMBER	
						EMW-2017-SS-00048-S01	
RECIPIENT NAME AND ADDRESS		PERFORMANCE PERIOD		AMENDMENT		CFDA: 97.067	
City of Bethel PO Box 1388 Bethel, AK 99559		FROM:	September 01, 2017	AMENDMENT #:		AWARD AMOUNT	
		TO:	September 30, 2019	EFFECTIVE DATE:		\$126,055.00	
		STATE PROGRAM NUMBER				20SHSP-GY17	
DUNS NUMBER		082508458		FUNDING ALLOCATION			
EIN		92-6001644		PLANNING	\$55,000.00	EXERCISE	
METHOD OF PAYMENT		Electronic		TRAINING	\$15,000.00	EQUIPMENT	\$56,055.00
PURPOSE OF AWARD							
The attached Project Budget Details is the funding allocation. Grant program guidelines and federal, state, and local contracting and procurement compliance requirements apply.							
GRANT REQUIREMENTS AND PROGRAM TERMS AND CONDITIONS							
The acceptance of a grant from the United States government creates a legal duty on the part of the recipient to use the funds or property made available in accordance with the conditions of the grant. (GAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8(c)) See attached for continued Grant Requirements and Program Terms and Conditions							
SPECIAL CONDITIONS (Grant funds cannot be expended until these conditions have been met. See Obligating Award for details)							
See Attached							
AGENCY INFORMATION							
ADDRESS	Division of Homeland Security and Emergency Management PO Box 5750 JBER, AK 99505-5750				WEBSITE	http://ready.alaska.gov	
					EMAIL	mva.grants@alaska.gov	
					PHONE	907-428-7000	
					FAX	907-428-7009	
STATE PROJECT MANAGER		PHONE		FAX		EMAIL	
Bill Dennis		(907) 428-7089		(907) 428-7009		bill.dennis@alaska.gov	
AGENCY APPROVAL				RECIPIENT ACCEPTANCE			
NAME AND TITLE OF APPROVING AGENCY OFFICIAL				NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL			
Michael J. Sutton, Deputy Director				Peter Williams, City Manager			
SIGNATURE OF APPROVING AGENCY OFFICIAL				SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL			
			DATE 1/13/17				DATE 10/26/17
FOR STATE USE ONLY							
Division File Number:			1.6.10.2		Date Returned		
Fund	Unit	AR Unit	Object	Activity	Function	Program	PPC
1004	2001	099180010	7001	2012	17 SHSP BET	2SHSP2017	GYSHSP

Program Requirements

(A) Monies may not be obligated outside of the time period as stated on the grant document. An obligation occurs when funds are encumbered, as with a purchase order and/or commitment of salaries and benefits. All obligated and encumbered funds must be liquidated within 45 days of the end of the performance period (unless otherwise specified in the Program Terms and Conditions) when the *Final Performance Progress Reports* are due.

(B) The signature of the signatory officials on this award certifies that all financial expenditures, including all supporting documentation submitted for reimbursement, have been incurred by the jurisdiction, and are eligible and allowable expenditures consistent with the grant guidelines for this project. The jurisdiction shall follow the financial management requirements imposed on them by the Division of Homeland Security and Emergency Management (DHS&EM).

(C) The signature of the signatory officials on this award attests to the jurisdiction's understanding, acceptance, and compliance with Acknowledgement of Federal Funding; Lobbying; Debarment, Suspension and other responsibility matters; Drug-free Workplace; Conflict of Interest, and Non-Supplanting certifications. Federal funds will not be used to supplant state or local funds. Federal funds may be used to supplement existing funds to augment program activities, and not replace those funds which have been appropriated in the budget for the same purpose. Potential supplanting may be the subject of application and pre-award, post-award monitoring, and audit. Any cost allocable to a particular Federal award or cost objectives under the principles provided for in 2 CFR Part 200, subpart E, may not be charged to other Federal awards to overcome fund deficiencies.

(D) The jurisdiction shall ensure the accounting system used allows for separation of fund sources. These grant funds cannot be commingled with funds from other federal, state or local agencies, and each award is accounted for separately.

(E) The jurisdiction shall comply with the requirements under 2 CFR 25.110, to maintain and keep jurisdiction information current within the System of Award Management (SAM). Also the jurisdiction has the requirement to be non-delinquent to the Federal government as required in OMB Circular A-129.

(F) The jurisdiction shall comply with Federal Laws and Regulations: *Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990.* Per *Executive Order 13166*, the jurisdiction will take reasonable steps to ensure Limited English Proficient (LEP) persons have meaningful access to its programs and activities. The jurisdiction is required to comply with any applicable provisions of the Buy American Act (41 U.S.C. Sections 8301 – 8305). *Executive Order 13347 Individuals with Disabilities in Emergency Preparedness* requires government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. *Executive Order 13224* prohibits transactions with and support to organizations associated with terrorism. Energy Policy and Conservation Act, National Environmental Policy Act (NEPA) of 1969 and the Coastal Wetlands Planning, Protection, and Restoration Act of 1990 (as applicable.) The USA PATRIOT Act of 2001, Trafficking Victims Protection Act of 2000, Hotel and Motel Fire Safety Act of 1990, and the Fly America Act of 1974. Subrecipients who collect Personally Identifiable Information (PII) are required to have a publically available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate. All recipients must comply with statutory requirement for whistleblower protections (if applicable) at 10 U.S.C 2409, 41 U.S.C 4712, and 10 U.S.C 2324, 41 U.S.S 4304 and 4310. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R Part 19 and other applicable statues, regulations, and guidance governing the participants of faith-based organizations in individual DHS programs.

(G) The jurisdiction certifies that it has an *Affirmative Action Plan/Equal Employment Opportunity Plan*. An *EEOP* is not required for subrecipients of less than \$25,000.00 or fewer than 50 employees.

(H) The jurisdiction certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.

(I) It is the responsibility of the jurisdiction as the subrecipient of these federal funds to fully understand and comply with the requirements of:

1. Administrative requirements
2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
2. Cost Principles
2 CFR Part 200 Subpart E *Cost Principles*
<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.e>
3. Audit Requirements
2 CFR Part 200 *Subpart F Audit Requirements*
<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.f>
 - a. Federal: The applicant agrees that, as a condition of receiving any federal financial assistance, a Single audit of those federal funds will be performed, if required by law, and further agrees it will comply with all applicable audit requirements.
 - b. State: If the applicant is an entity that received state financial assistance the applicant shall submit to the State coordinating agency, within one year after the end of the audit period, an annual audit report covering the audit period as required by 2 AAC 45.010.
 - c. Subrecipients identified as "non-compliant" by the Alaska Dept. of Administration, Division of Finance, Single Audit

Coordinator shall be subject to the following grant payment restrictions:

- 1) The Division of Homeland Security & Emergency Management (DHS&EM) will not process grant payments of any nature directly to the subrecipient.
 - 2) Subrecipients will be required to fully comply with the Single Audit requirements as specified by the Alaska Dept. of Administration, Division of Finance, Single Audit Coordinator.
 - 3) Subrecipients will provide compliance evidence to DHS&EM from the state audit coordinator before any payment will be processed.
 - 4) DHS&EM may process On-Behalf-Of (OBO) payments to vendors for costs directly associated to the scope of work on approved awards.
 - 5) Performance periods will not be extended due to a subrecipient's failure to comply with Single Audit requirement.
 - 6) Payments made in error to subrecipients that are "non-compliant" must be repaid to the State of Alaska within 90 days of receipt of notice from DHS&EM.
4. Procurement and Contracts. Contracts must be of a reasonable cost, generally be competitively bid, and must comply with Federal, State, and local procurement standards. Detailed requirements for eligible procurement methods and contract types can be found in 2 CFR Part 200 Subpart D. The applicant agrees to review and follow procurement and contract requirements necessary for compliance with the grant program. Further, the applicant understands that failure to comply with these requirements may result of loss of funding for the entire project.
- a. Debarred/Suspended Vendors. As required by Executive Orders 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, the applicant certifies that it and its principals:
- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - 2) Have not within a three-year period preceding this award been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
 - 4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
5. Conflict of Interest
2 CFR Part 200.112 – the jurisdiction must disclose in writing to DHS&EM any potential conflict of interest per the applicable Federal awarding agency policy in the award's performance period.
6. False Claims Act, Program Fraud Civil Remedies, and Mandatory Disclosures
- a. 31 U.S.C. §3729, no recipient of federal payments shall submit a false claim for payment.
 - b. 38 U.S.C. §3801-3812, details the administrative remedies for false claims and statements made.
 - c. 2 CFR Part 200.113 – the jurisdiction must disclose, in a timely manner and in writing to DHS&EM, all violations of Federal criminal law involving fraud, bribery, or gratuity potentially affecting the award.
7. Technology Requirements
28 CFR Part 23, Criminal Intelligence System Operating Policies
8. Research and Development (R&D) Requirements
Grants awarded to DHS&EM are not R&D
9. Duplication of Benefits
2 CFR Part 200, Subpart E, Cost Principles
10. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. §5121-5206, and Related Authorities, where applicable.
11. Reducing Text Messaging while Driving
All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.
12. Reporting of Matters Related to Recipient Integrity and Performance
If the total value recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R Part 200, Appendix XII.
13. Reporting Subawards and Executive Compensation
All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R Part 170, Appendix A.

14. SAFECOM

All recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

15. All recipients must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

16. State Requirements

Alaska State Procurement Code AS 36.30, AS36.30.005--030 www.state.ak.us/local/akpages/ADMIN/dgs/docs/as3630.doc
Alaska Administrative Code Title 2 Chapter 12, 2 AAC 12.74. <http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac>
Alaska Administrative Manual <http://doa.alaska.gov/dof/manuals/aam/index.htm>

SHSP Program Terms and Conditions

The total allocation of the 2017 State Homeland Security Program awarded to the State of Alaska Division of Homeland Security and Emergency Management (DHS&EM) is \$3,752,000.00 under *Federal Grant EMW-2017-SS-00048-S01, CFDA# 97.067*. The City of Bethel has been awarded \$126,055.00, which shall be used to support activities essential to the ability of states, territories, and urban areas to prevent, protect against, mitigate, respond to, and recover from terrorist attacks and other all-hazards events. All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO and State program guidance. The performance period of this grant award is September 1, 2017 through September 30, 2019. Project conditions must be completed by this date. The City of Bethel cannot sub-grant all or any part of this award to any other entity or organization. All awards require confirmation within the first reporting quarter that activities toward projects will be made, or DHS&EM may execute de-obligation of the funds.

(A) Changes to Award: All change requests must be submitted in writing, or electronically to the DHS&EM project manager, accompanied by a justification narrative and budget/spending plan, for review and approval. Changes must be consistent with the scope of the project and grant guidelines. Requests for changes will be considered only if the reporting requirements are current, and if terms and conditions have been met at the time of the request. Changes in the programmatic activities, or purpose of the project, changes in key persons specified on the grant award, contractual services for activities central to the purposes of the award, requests for additional funding, change in project site, or release of special conditions may result in an amendment to this award. No transfers of funds between budget categories will be authorized, only de-obligation of funds, except on a case-by-case basis.

(B) Reporting Requirements: The City of Bethel shall submit timely quarterly *Performance Progress Reports* and *Financial Progress Reports* to the project manager at DHS&EM. Instructions and blank forms are located electronically at <http://ready.alaska.gov/grants>, and may be reproduced. Jurisdictions must check the web site quarterly for the most current forms. Use of outdated forms will not be accepted. Quarterly reports are due:

Number of Scheduled Report Due	Jurisdiction Performance Period	Performance Progress and Financial Progress Report Due Dates
1	09/01/2017-09/30/2017	Waived
2	10/01/2017-12/31/2017	01/20/2018
3	01/01/2018-03/31/2018	04/20/2018
4	04/01/2018-06/30/2018	07/20/2018
5	07/01/2018-09/30/2018	10/20/2018
6	10/01/2018-12/31/2018	01/20/2019
7	01/01/2019-03/31/2019	04/20/2019
8	04/01/2019-06/30/2019	07/20/2019
9	07/01/2019-09/30/2019	10/20/2019
10	Final Report	11/15/2019

Invoices with progress reports will be submitted to DHS&EM by the due date as specified in the above schedule. Should the grant period be extended for any reason, a modified report schedule will accompany the award amendment.

The *Performance Progress Report* (PPR) contains an AK-PPR-A cover page form and an AK-PPR-B Program Indicators form. Both forms must be completed and submitted by the report due date. Requests for grant extensions, budget adjustments, project realignments, and significant problems or delays are reported on the AK-PPR-A. An AK-PPR-A must be submitted even if no additional information is required. The AK-PPR-B shall describe the progress and percent completed of projects and detail any related expenditures submitted on the *Financial Progress Report*. *Financial Progress Reports* shall describe the status of the funds, show encumbrances, and receipts of program income, cash or in-kind contributions to the project, whether or not a local match is required. A final PPR is a summary report, showing project completion, evaluating project activities and measuring performance against project goals for the entire performance period, and is required in addition to the last quarterly PPR. An *After-Action Report/Improvement Plan* (AAR/IP) is required within 30 days of the conduct of an exercise.

(C) Signatory Requirements: The primary signatory official, project manager and financial officer as listed on the *Signatory Authority Form* must sign the original obligating award document and any amendments. Delegates may sign quarterly and final reports, however, the signatures of the project manager, signatory official and the financial officer must be three different signatures.

(D) Reimbursements: Submit on the *Financial Progress Report* form. Reimbursement shall be based upon authorized and allowable expenditures consistent with project narrative and budget detail and grant guidelines, and submission of timely quarterly *Performance Progress* and *Financial Progress Reports*. Payments may be withheld pending correction of deficiencies or for use of outdated forms. Reimbursement of expenditures may be requested at any time within the performance period. Expenditures must be supported with source documentation (e.g. copies of invoices, receipts, timesheets with name/wage/hours, cost allocation, warrants, etc.), method of solicitation must be documented with a *Procurement Method Report* and documentation of payment must be included.

- **Personnel Costs:** Payroll reports signed and certified by the Chief Financial Officer that capture the employee name, position, coded allocation to the project, amount paid, are acceptable. Staff may not self-certify their own time and wages. The City of Bethel shall retain all supporting payroll records, including time and attendance records signed by the employee and supervisor and copies of warrants as per the recordkeeping requirements in Section N. Limited to 50 percent for employees assigned to program management functions, not operational duties. The limit does not apply to contractors.

- **Contracts:** All sole-source procurements, single vendor response to a competitive bid and service contracts of any value require DHS&EM pre-approval prior to implementation. Final signed copies of all contracts are required for submission to DHS&EM with the request for reimbursement. Please review the Procurement Method Report for specific requirements.
- **Program Income and Local Match:** Program income may be used to supplement project costs, reduce project costs, or may be refunded to the federal government, and must be used for allowable program costs and be expended prior to requests for reimbursement. Local matching funds must clearly support the source, the amount, and the timing of all matching contributions.
- **Equipment:** Allowable equipment categories are listed on the web-based Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB). Documentation required per instructions attached to DHS&EM quarterly reports.
- **Travel:** Travel must be listed in the approved budget.
- **Training:** Requires DHS&EM pre-approval prior to registering or participating in training opportunities.
- **Exercise:** Requires submission of an AAR/IP within 30 days after conduct of the exercise.
- **Food and Beverages:** All food and/or beverage expenses require pre-approval by DHS&EM and are only allowable costs if related to a grant funded sheltering exercise, such as a Mass Care Shelter Exercise where food is prepared as part of the exercise objectives in evaluating food preparation capabilities.

(E) **Non-reimbursable Expenses:**

- Reimbursable training and related travel costs not pre-approved by DHS&EM
- Construction and renovation
- Indirect costs
- Management and Administration (M&A) costs to manage sub-contracts
- Supplanting
- Maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances) Maintenance and/or wear and tear costs of general use vehicles and emergency response apparatus during exercises.
- Equipment purchased for an exercise cannot be used for permanent installation and/or beyond the scope of the conclusion of the exercise
- Hiring of sworn public safety officers to fill traditional public safety duties or to supplant traditional public safety positions and responsibilities
- Weapons, weapons accessories, ammunition
- Entertainment and sporting events
- Personal items such as laundry, personal hygiene items, magazines, in-room movies, personal travel
- Travel insurance, visa, and passport charges
- Lodging costs in excess of federal per diem, as appropriate
- Lodging fees associated with violation of the lodging facility's policies, such as smoking in a non-smoking room
- Lunch when travel is wholly within a single day
- Stand-alone working meals
- Bar charges, alcoholic beverages
- Tips
- Finance, late fees, or interest charges
- Lobbying, political contributions, legislative liaison activities
- Organized fund-raising, including salaries of persons while engaged in these activities
- Land acquisition
- Organizational Costs
- Expenditures not supported with appropriate documentation when submitted for reimbursement. Only properly documented expenditures will be processed for payment. Unsupported expenditures will be returned to the jurisdiction for resubmission.

(F) **Property and Equipment Management:** The City of Bethel shall maintain an effective property management system; safeguards to prevent loss, damage or theft; maintenance procedures to keep equipment in good condition; and disposition procedures. A *Property Inventory Report* is available at <http://ready.alaska.gov/grants> shall be submitted to DHS&EM annually each June 20 with the *Financial Progress Report*, and continued submission is required annually until final disposition of the equipment. No equipment purchased with these grant funds may be assigned to other entities or organizations without the expressed approval in writing from DHS&EM, prior to the jurisdiction's encumbrance or expenditure for that equipment. Management of property and equipment shall be in accordance with state laws and procedures as outlined, and 44 CFR Part 13, sections 13.31 and 13.32. For items over \$5,000.00, a Single Equipment Reporting Form must be submitted at the time of reimbursement at the time of reimbursement request

(G) **Procurement:** A *Procurement Method Report* documenting method of solicitation is required for reimbursement for every procurement (with the exception of local advertising, legal notices and travel arrangements). Contractors that develop or draft specifications, requirements, *Statements of Work* (SOW), and/or *Requests for Proposals* (RFP) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Local bidder's preference is not allowed for federally funded procurements. Procurement transactions shall be conducted to provide maximum open and free competition. Pre-approvals may be required at multiple steps in the procurement process. Please see the Procurement Method Report for additional details.

(H) **Contracts:** Any contract entered into during this grant period shall comply with local, state and federal government contracting regulations. To the extent that subrecipients of a grant use contractors, subrecipients shall use small, minority, women-owned or disadvantaged business concerns and contractors to the extent practicable. Contracts for professional and consultant services must include local, state and federal government required contract language, a project budget, and require pre-approval by DHS&EM prior to implementation. Contract deliverables must meet the intent of the grant application and grant requirements. Justification is required for compensation for individual consultant services, which must be reasonable and consistent with the amount paid for similar services in the market place. Detailed invoices and time and effort reports are required for consultants. A *Procurement Method Report* documenting method of solicitation is required for reimbursement for every procurement.

(I) **Use of DHS Seal, Logo and Flags:** All subrecipients must obtain DHS&EM approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

(J) **Publications and Copyright:** All recipients must affix the applicable copyright notices of 17 U.S.C. § 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards, unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations) Publications created with funding under this grant should prominently contain the following statement: *This document was prepared under a grant from the Federal Emergency Management Agency (FEMA)'s Grant Programs Directorate, U.S. Department of Homeland Security and the Alaska Division of Homeland Security and Emergency Management. Points of view or opinions expressed in this document are those of the*

authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate, the U.S. Department of Homeland Security or the State of Alaska.

(K) Acknowledgement of Federal Funding: All subrecipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

(L) Federal Debt Status: All subrecipients are required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129 and form SF-424, item number 17 for additional information and guidance.

(M) False Claims Act and Program Fraud Civil Remedies: All subrecipients must comply with the requirements of 31 U.S.C. § 3729 which set forth that no subrecipient of federal payments shall submit a false claim for payment. See also 38 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.

(N) Recordkeeping Requirements: Grant financial and administrative records shall be maintained for a period of three (3) years following the date of the closure of the grant award, or audit if required. Time and effort, personnel and payroll records for all individuals reimbursed under the award must be maintained. Property and equipment records shall be maintained for a period of three (3) years following the final disposition, replacement or transfer of the property and equipment.

(O) Performance Measures: Quarterly Progress Reports shall demonstrate performance and progress relative to:

1. Acceptable performance on applicable critical tasks in Exercises using approved scenarios
2. Progress in achieving project timelines and milestones identified on the Grant Activities Plan
3. Percent measurable progress toward completion of project
4. How funds have been expended during reporting period, and explains expenditures related to the project

(P) Subrecipient Monitoring Policy: Periodic monitoring is required to ensure that program goals, objectives, timelines, budgets and other related program criteria are being met. DHS&EM reserves the right to periodically monitor, review and conduct analysis of the City of Bethel's financial, programmatic and administrative policies and procedures such as, accounting for receipts and expenditures, cash management, maintaining adequate financial records, means of allocating and tracking costs, contracting and procurement policies and records, payroll records and means of allocating staff costs, property/equipment management system(s), progress of project activities, etc. This may include desk and field audits. Technical assistance is available from DHS&EM staff. The Monitoring Policy is available in the Grants Management Handbook at <http://ready.alaska.gov/grants>.

(Q) Penalty for Non-Compliance: For the reasons listed below, special conditions may be imposed, reimbursements may be partially or wholly withheld, the award may be wholly or partly suspended or terminated, or future awards, reimbursements and award modifications may be withheld. DHS&EM may institute the following, but is not limited to, withholding authority to proceed to the next phase of a project, requiring additional or more detailed financial reports, additional project monitoring, and/or establish additional prior approvals. DHS&EM shall notify the City of Bethel of its decision in writing stating the nature and the reason for imposing the conditions/restrictions, the corrective action required and timeline to remove them, and the method of requesting reconsideration of the imposed conditions/restrictions. The City of Bethel must respond within five (5) days of receipt of notification.

1. Unwillingness or inability to attain project goals
2. Unwillingness or inability to adhere to Special Conditions or Grant Assurances.
3. Failure or inability to adhere to grant guidelines and federal compliance requirements
4. Improper procedures regarding contracts and procurements
5. Inability to submit reliable and/or timely reports
6. Management systems which do not meet federal required management standards

(R) Termination for Cause: If performance is not occurring as agreed, the award may be reduced or terminated without compensation for reduction or termination costs. DHS&EM will provide five (5) days notice to City of Bethel stating the reasons for the action, steps taken to correct the problems, and the commencement date of the reduction or termination. DHS&EM will reimburse City of Bethel only for acceptable work or deliverables, necessary and allowable costs incurred through the date of reduction or termination. Final payment may be withheld at the discretion of DHS&EM until completion of a final DHS&EM review. Any equipment purchased under a terminated grant may revert to DHS&EM at the option of DHS&EM.

(S) Termination for Convenience: Any project may be terminated upon convenience, in whole or in part, for the convenience of the Government. The U.S. Department of Homeland Security and the DHS&EM, by written notice, may terminate this grant, in whole or in part, when it is in the Government's interest. Allowable costs obligated and/or incurred through the date of termination shall be reimbursed. Any equipment purchased under a terminated grant may revert to DHS&EM at the option of DHS&EM.

(T) Project Implementation: Due to the competitiveness of the 2017 State Homeland Security Grant, approved projects must be ready-to-go. Project implementation shall begin within the first reporting quarter.

1. If a project cannot be operational within the first reporting quarter of the approved award date, the subrecipient should provide notice to DHS&EM, stating the implementation delay and expected starting date. At the discretion of DHS&EM, the grant award is subject to cancellation and funds may be de-obligated and reallocated to other projects if project implementation is unjustifiably delayed.

(U) The City of Bethel shall comply with the requirements and restrictions of the Federal Fiscal Year (FFY) 2017 Homeland Security Grant Program (HSGP) Program Guidance, State Overview and Guidelines, State Preparedness Report, and the State Homeland Security Strategy. By signing this obligating award document, the City of Bethel certifies it has read, understood and accepted these documents as binding.

(V) No funds will be reimbursed until City of Bethel fiscal and programmatic representatives attend a 2017 Grant Kick-Off Meeting to be held throughout the state in October, 2017. Activity towards grant acceptance and projects may take place prior to Kick-Off meeting attendance.

(W) The City of Bethel must complete a Quarterly Activities Plan by January 20, 2018. Information on this requirement will be emailed and provided at 2017 Grant Kick-off meetings

(X) The City of Bethel must complete/update the Alaska Assessment annually by December 31.

(Y) The City of Bethel must have programmatic jurisdictional representatives at the annual DHS&EM Multiyear Training and Exercise Plan Workshop (TEPW).

(Z) The signature of the signatory officials on this award attests to the City of Bethel's understanding and acceptance of the National Incident Management System (NIMS) compliance requirements. For FFY 2017, the Alaska Assessment will be the required means to report NIMS compliance for future preparedness award eligibility.

Special Conditions

(A) The City of Bethel shall not undertake any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures and objects that are 50 years old or greater. The City of Bethel must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the City of Bethel must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the City of Bethel will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding. The City of Bethel must submit an Environmental Historic Preservation (EHP) Statement of Work Request for the following project(s):

- 1. Repeaters for Radios
- 2. ALERRT Training

We certify we have read, understood, and accept the Grant Terms and Conditions, the Grant Requirements, and Assurances and Agreements, and Special Conditions in accordance with this Award.


Project Manager's Signature


Chief Financial Officer's Signature


Signatory Official's Signature

City of Bethel Action Memorandum

Action memorandum No.	18-05		
Date action introduced:	01/09/2018	Introduced by:	Peter Williams, City Manager
Date action taken:	01/09/2018	<input type="checkbox"/>	Approved <input type="checkbox"/> Denied
Confirmed by:			

Action Title: Authorizing the City Manager to Enter into a Memorandum of Understanding with Bethel Friends of Canines for Use of the Dog Pound Facility.

Attachment(s): Draft Memorandum of Understanding

Originator: Peter A. Williams, City Manager & Burke Waldron, Police Chief

Certification of Funds

Total amount of funds listed in this legislation	\$
--	----

This legislation (v):

Creates revenue in the amount of:	\$
Creates expenditures in the amount of:	\$
Creates a savings in the amount of:	\$ 6,133.40/annually (salary)
Has no fiscal impact	\$

Funds are (v):

<input type="checkbox"/> Budgeted	Line Item:
<input type="checkbox"/> Not Budgeted	

Signature of Finance Director: _____

Summary Statement:

With the announced retirement of Joan Dewey as President and tireless leader of the Bethel Friends of Canines, the organization finds itself in a legal situation of not having a secure kennel facility for the animals that it rescues.

Until a more permanent solution can be worked out, Bethel Friends of Canines has requested to use the City's Dog Pound Facilities to house rescue animals. In exchange, Bethel Friends of Canines has agreed to be responsible for the feeding, watering and waste control of all animals housed at the Pound.

The City would not lose its responsibility for the care and maintenance of the Facility, nor would it lose its responsibility for enforcement of the Bethel Municipal Code in regards to Loose Dogs. However, the task of caring for the animals at the Pound would shift from City personnel to volunteers of Bethel Friends of Canines. This would free up approximately 1-2 hours of manpower per day at the Police Department.

Mayor's Report

City Manager's Report

BETHEL CITY MANAGERS REPORT

December 6 to January 6, 2017

Safety- Our insurance broker continues to receive the department's attendance sheets of their safety meetings. We have started to work on the depts. SDS program.

Jetty- 12/2 Teleconference with our Project Manager, USDA and City Admin. to discuss the project funding. The bids for construction will go out in Dec; a pre-bid conference will take place in mid-January.

Intuitional Corridor- 12/6-a progress meeting with DOWL, STG, Bethel Builders and the City to discuss schedules, quality control plans and some outstanding submittals. 12/8-Reviewed the Schedule of Values presented to us by STG and Bethel Builders 12/15- All of the ROW's for the project are completed. 12/21- The DOT has requested DOWL to coordinate with Knick the removing and replacing of the asphalt on the CEHH for the crossing of the IC pipeline. DOWL will be Bethel January 11 and 12 to look at hooking the buildings on the Inst. Corridor.

The Avenues Project-DOWL is scheduled to work on the PER/EA starting Jan. and progress report is expected Dec. 7.; 12/29 –This report will be completed between Jan. and March of 2018. The initial draft of the PER will be to the City mid-February. The draft EA will be published after there is some concurrence between the City and DOWL on the alternatives. The PER/EA will focus on piped water between Six and 7^{Senenth} Avenues but will consider implications adjacent to the area. DOWL will physically investigate this project January 12th.

Ridgecrest Dr. – Received the final comments and plans for this project. The State should put this out to bid soon.

Police Dept. 12/23 –Re-opened the application period for the Police Chief's position for two more weeks. We had two applicants but one dropped out on 1/3/2018.

Bethel Spirits Liquor-12/1-Requested concerned depts. to provide the necessary information for Bethel Spirits license renewal.

A.C Quick Stop -12/20- asked to have their liquor license renewed; gathered information from various depts. and to forward their comments to the city council for review.

Port- 12/29-Last invoice was submitted and paid for the new port office; information was forwarded to the insurance company to insure the building; 1/2/18-asked the that

all the ports billing and revues worksheets and invoices be scanned into the City's network in the p-drive.

Finance Dept. – 12/6 Signed the representation letter from the auditors, Altman Rodgers, regarding the finical statements ending June 30, 2018. 12/29- Notified by the Finance Director that we exceeded the amount budgeted for professional services (10-53-649).

Public Works.- DOWL will be accessing the scope of work for installing new boilers for the public works building in mid-January.

Courthouse- 11/29- Sent letter to the Ak Court System regarding their occupancy.12/4- Ron Woods the Court Administrator discussed the current situation and I agreed to discuss the matter of the lease in Executive session. 1/2/18 Sent letter to the ACS extending the use of the courthouse building till April 1, 2018.

YKFC- Reviewed their monthly newsletter.

Planning Dept.-11/29- Reviewed the Planning Depts. COA with DOWL regarding the AVEC's wind tower.

H.R. –Discussed a COA of action to advertise the Police Chiefs position.

ONC-Need still need a MOA regarding the lighting in Pinky's park.

Peter Williams, City Manger

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2017

WATER & SEWER SERVICES

<u>ASSETS</u>		
51-10100	CASH IN COMBINED FUND	1,997,546.37
51-12200	WATER SEWER SUBSCRIPTION	245.72
51-13100	ACCOUNTS RECEIVABLE	561,005.30
51-13900	ALLOWANCE-DOUBTFUL ACCTS	(160,029.62)
51-14200	HEATING FUEL INVENTORY	34,644.50
51-14400	DIESEL FUEL INVENTORY	15,452.50
51-16200	IMPROVEMENTS	12,187.41
51-16300	BUILDINGS	2,869,625.96
51-16400	PLANTS AND LINES-GENERAL	28,727,258.33
51-16500	MACHINERY & EQUIP-GENERAL	199,203.57
51-16600	VEHICLES-GENERAL	3,576,869.45
51-16620	VEHICLES-H SEWER	243,962.58
51-16630	VEHICLES-H WATER	266,401.15
51-16800	ACCUM DEPR-BUILDINGS	(2,868,669.10)
51-16900	ACCUM DEPR-PLANT/LINE-GNL	(19,198,617.83)
51-17000	ACCUM DEP-M&E GENERAL	(75,107.73)
51-17100	ACCUM DEPR-VEHICLES-GENERAL	(3,508,942.20)
51-17800	SEWER COLLECTION SYSTEM	30,538.00
51-18000	W/S CONSTRUCTION IN PROGRESS	2,287,053.57
51-19000	DEFERRED OUTFLOW-PENSION	459,997.50
		15,470,625.43
<u>TOTAL ASSETS</u>		15,470,625.43
 <u>LIABILITIES AND EQUITY</u>		
 <u>LIABILITIES</u>		
51-20100	VOUCHERS PAYABLE	42,046.45
51-22100	ACCRUED VACATION	117,145.58
51-22200	VACATION/SICK LEAVE	2,211.84
51-25900	DUE TO/FROM OTHER FUNDS	1,996,668.23
51-26100	UTILITY DEPOSITS	348,993.83
51-27200	WATER SUB. FEE - DEF. MAINT.	410,462.36
51-27300	SEWER SUB. FEE - DEF. MAINT.	309,569.21
51-29000	DEFERRED INFLOW-PENSION	51,743.55
51-29100	PENSION LIABILITY	2,922,660.07
		6,201,501.12
<u>TOTAL LIABILITIES</u>		6,201,501.12
 <u>FUND EQUITY</u>		
51-30100	CONTRIBUTED CAPITAL-STATE	13,590,530.01
51-30200	CONTRIBUTED CAPITAL-FED	2,137,332.73
51-30300	CONTRIB CAP-CORP ENGR	5,816,281.20
51-30400	CONTRIB CAP-PHS	972,517.00
51-30500	CONTRIB CAP-EDA	311,207.20
51-30600	CONTRIB CAP-U OF A	127,476.00
51-30700	CONTRIBUTED CAPITAL VSW	8,280,868.37
51-30800	CONTRIBUTED CAPITAL-RECD	72,736.71
51-31900	CONTRIB CAP-OTHER	231,987.24
51-31950	CONTRIB CAPITAL-FLEET REP FUND	23,460.12
51-32100	AMORTIZATION CONTRIBUTION	(7,758,406.58)
51-37900	DESIGNATED-CAP IMPROV & DEPREC	251,213.07

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2017

WATER & SEWER SERVICES

UNAPPROPRIATED FUND BALANCE:		
51-39900 FUND BALANCE	(14,958,672.73)	
REVENUE OVER EXPENDITURES - YTD	<u>170,593.97</u>	
BALANCE - CURRENT DATE	(14,788,078.76)	
TOTAL FUND EQUITY		<u>9,269,124.31</u>
TOTAL LIABILITIES AND EQUITY		<u><u>15,470,625.43</u></u>

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER</u>					
51-42-410 TRUCKED WATER	928,402.62	928,402.62	2,497,704.00	1,569,301.38	37.2
51-42-412 METERED PIPED WATER COMM.	133,687.38	133,687.38	464,397.00	330,709.62	28.8
51-42-414 UNMETERED PIPED WTR RESID	270,532.20	270,532.20	827,502.00	556,969.80	32.7
51-42-416 CONTRACT WATER	4,029.00	4,029.00	7,800.00	3,771.00	51.7
51-42-436 PUMPHOUSE WATER	7,681.50	7,681.50	10,500.00	2,818.50	73.2
TOTAL WATER	1,344,332.70	1,344,332.70	3,807,903.00	2,463,570.30	35.3
<u>SEWER</u>					
51-43-411 TRUCKED SEWER (EVAC/HB)	522,943.69	522,943.69	1,540,427.00	1,017,483.31	34.0
51-43-412 METERED PIPED SEWER COMM.	236,561.63	236,561.63	812,104.00	575,542.37	29.1
51-43-414 UNMETERED PIPED SEWER RES	80,203.16	80,203.16	248,251.00	168,047.84	32.3
51-43-416 CONTRACT SEWER	6,599.87	6,599.87	25,000.00	18,400.13	26.4
TOTAL SEWER	846,308.35	846,308.35	2,625,782.00	1,779,473.65	32.2
<u>MISCELLANEOUS</u>					
51-45-434 UTILITY PENALTY/INTEREST	13,762.86	13,762.86	22,000.00	8,237.14	62.6
51-45-435 RECONNECT FEES	1,330.00	1,330.00	7,500.00	6,170.00	17.7
51-45-450 SENIOR DISCOUNT	(14,717.61)	(14,717.61)	38,000.00	52,717.61	(38.7)
51-45-467 NSF CHECKS AND FEES	.00	.00	300.00	300.00	.0
51-45-468 UTILITY INSPECTION FEES	1,161.16	1,161.16	1,500.00	338.84	77.4
51-45-471 WATER SUBSCRIPTION FEES	.00	.00	165,500.00	165,500.00	.0
51-45-472 SEWER SUBSCRIPTION FEES	.00	.00	176,958.00	176,958.00	.0
51-45-487 INVESTMENT INCOME	.03	.03	.00	(.03)	.0
TOTAL MISCELLANEOUS	1,536.44	1,536.44	411,758.00	410,221.56	.4
<u>MISCELLANEOUS</u>					
51-49-466 CASH OVER/SHORT	19.52	19.52	.00	(19.52)	.0
51-49-487 INVESTMENT INCOME	.00	.00	5,254.00	5,254.00	.0
51-49-495 MISCELLANEOUS INCOME	714.28	714.28	.00	(714.28)	.0
TOTAL MISCELLANEOUS	733.80	733.80	5,254.00	4,520.20	14.0
TOTAL FUND REVENUE	2,192,911.29	2,192,911.29	6,850,697.00	4,657,785.71	32.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITY BILLING</u>					
51-80-501 SALARIES	25,029.14	25,029.14	82,158.00	57,128.86	30.5
51-80-502 OVERTIME	267.92	267.92	2,000.00	1,732.08	13.4
51-80-508 LEAVE CASHOUT	.00	.00	4,108.00	4,108.00	.0
51-80-511 MEDICARE FICA	373.34	373.34	1,220.00	846.66	30.6
51-80-512 GROUP HEALTH INSURANCE	16,348.54	16,348.54	45,360.00	29,011.46	36.0
51-80-515 UNEMPLOYMENT	.00	.00	1,585.00	1,585.00	.0
51-80-516 WORKERS' COMPENSATION	.00	.00	318.00	318.00	.0
51-80-518 PERS	5,424.04	5,424.04	18,515.00	13,090.96	29.3
51-80-519 UTILITY BENEFIT	751.15	751.15	7,980.00	7,228.85	9.4
51-80-545 TRAINING/TRAVEL	.00	.00	3,500.00	3,500.00	.0
51-80-561 SUPPLIES	.00	.00	6,000.00	6,000.00	.0
51-80-648 OUTSOURCED SERVICES	13,883.04	13,883.04	.00	(13,883.04)	.0
51-80-649 ONLINE BILL PAY	1,121.30	1,121.30	3,000.00	1,878.70	37.4
51-80-721 INSURANCE	.00	.00	1,000.00	1,000.00	.0
51-80-727 ADVERTISING	.00	.00	1,000.00	1,000.00	.0
51-80-733 POSTAGE	.00	.00	6,000.00	6,000.00	.0
51-80-736 BANK CHARGES	15,632.92	15,632.92	36,500.00	20,867.08	42.8
51-80-799 MISCELLANEOUS EXPENSES	.00	.00	500.00	500.00	.0
51-80-996 ADMIN OVERHEAD-IT SVCS	.00	.00	16,566.00	16,566.00	.0
51-80-998 ADMINISTRATIVE OVERHEAD-GF	10,889.00	10,889.00	29,287.00	18,398.00	37.2
TOTAL UTILITY BILLING	89,720.39	89,720.39	266,597.00	176,876.61	33.7
<u>HAULED WATER</u>					
51-81-501 SALARIES	153,113.37	153,113.37	486,344.00	333,230.63	31.5
51-81-502 OVERTIME	40,877.58	40,877.58	.00	(40,877.58)	.0
51-81-508 LEAVE CASHOUT	.00	.00	20,495.00	20,495.00	.0
51-81-511 MEDICARE	2,942.74	2,942.74	7,052.00	4,109.26	41.7
51-81-512 EMPLOYEE GROUP BENEFITS	84,841.95	84,841.95	224,856.00	140,014.05	37.7
51-81-515 UNEMPLOYMENT	3,225.22	3,225.22	7,925.00	4,699.78	40.7
51-81-516 WORKERS' COMPENSATION	.00	.00	14,359.00	14,359.00	.0
51-81-518 PERS	41,900.87	41,900.87	106,996.00	65,095.13	39.2
51-81-519 UTILITY BENEFIT	15,913.02	15,913.02	39,558.00	23,644.98	40.2
51-81-545 TRAINING/TRAVEL	1,803.51	1,803.51	4,000.00	2,196.49	45.1
51-81-561 SUPPLIES	2,523.45	2,523.45	5,525.00	3,001.55	45.7
51-81-563 WEARING APPAREL	730.40	730.40	12,000.00	11,269.60	6.1
51-81-600 TIRES	4,454.30	4,454.30	15,000.00	10,545.70	29.7
51-81-601 VEHICLE PARTS	5,255.65	5,255.65	5,000.00	(255.65)	105.1
51-81-602 GASOLINE/DIESEL/OIL	39,400.34	39,400.34	110,000.00	70,599.66	35.8
51-81-621 ELECTRICITY	2,230.64	2,230.64	10,000.00	7,769.36	22.3
51-81-622 TELEPHONE	14.24	14.24	600.00	585.76	2.4
51-81-623 HEATING FUEL	3,166.81	3,166.81	30,000.00	26,833.19	10.6
51-81-626 WATER/SEWER/GARBAGE	3,497.50	3,497.50	8,200.00	4,702.50	42.7
51-81-627 STAFF CELLULAR PHONES	150.81	150.81	.00	(150.81)	.0
51-81-650 LAB TESTS	150.00	150.00	2,000.00	1,850.00	7.5
51-81-661 VEHICLE MAINT/REPAIR	112,177.73	112,177.73	313,869.00	201,691.27	35.7
51-81-669 OTHER PURCHASED SERVICES	2,409.14	2,409.14	.00	(2,409.14)	.0
51-81-683 MINOR EQUIPMENT	482.10	482.10	2,000.00	1,517.90	24.1
51-81-699 XFER TO F-58 FLEET REPLACEMENT	50.00	50.00	.00	(50.00)	.0
51-81-721 INSURANCE	1,288.56	1,288.56	21,000.00	19,711.44	6.1

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
51-81-722 INSURANCE-DED EXP & OTHER	.00	.00	10,000.00	10,000.00	.0
51-81-724 DUES/SUBSCRIPTIONS	75.00	75.00	.00	(75.00)	.0
51-81-738 BAD DEBT EXPENSE	.00	.00	9,000.00	9,000.00	.0
51-81-799 MISCELLANEOUS	486.95	486.95	1,000.00	513.05	48.7
51-81-996 ADMIN OVERHEAD-IT SVCS	.00	.00	15,359.00	15,359.00	.0
51-81-998 ADMINISTRATIVE OVERHEAD-GF	77,047.00	77,047.00	162,827.00	85,780.00	47.3

TOTAL HAULED WATER	600,208.88	600,208.88	1,644,965.00	1,044,756.12	36.5
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PIPED WATER

51-82-501 SALARIES	45,004.37	45,004.37	178,030.00	133,025.63	25.3
51-82-502 OVERTIME	11,687.76	11,687.76	.00	(11,687.76)	.0
51-82-508 LEAVE CASHOUT	.00	.00	6,819.00	6,819.00	.0
51-82-511 MEDICARE	863.54	863.54	2,581.00	1,717.46	33.5
51-82-512 EMPLOYEE GROUP BENEFITS	24,462.23	24,462.23	55,728.00	31,265.77	43.9
51-82-515 UNEMPLOYMENT	.00	.00	3,970.00	3,970.00	.0
51-82-516 WORKERS' COMPENSATION	.00	.00	5,256.00	5,256.00	.0
51-82-518 PERS	12,187.22	12,187.22	39,167.00	26,979.78	31.1
51-82-519 UTILITY BENEFIT	2,430.55	2,430.55	9,804.00	7,373.45	24.8
51-82-545 TRAINING/TRAVEL	.00	.00	2,500.00	2,500.00	.0
51-82-561 SUPPLIES	2,829.73	2,829.73	4,525.00	1,695.27	62.5
51-82-563 WEARING APPAREL	664.45	664.45	2,000.00	1,335.55	33.2
51-82-592 PLUMBING SUPPLIES	.00	.00	5,000.00	5,000.00	.0
51-82-602 GASOLINE/DIESEL/OIL	3,834.45	3,834.45	20,000.00	16,165.55	19.2
51-82-621 ELECTRICITY-UTIL MT SHOP	1,522.02	1,522.02	7,500.00	5,977.98	20.3
51-82-622 TELEPHONE	28.48	28.48	2,750.00	2,721.52	1.0
51-82-623 HEATING FUEL	6,471.58	6,471.58	20,000.00	13,528.42	32.4
51-82-626 WATER/SEWER/GARB	207.14	207.14	600.00	392.86	34.5
51-82-627 STAFF CELLULAR PHONES	308.73	308.73	.00	(308.73)	.0
51-82-649 ENGINEERING SERVICES	.00	.00	3,000.00	3,000.00	.0
51-82-650 LAB TESTS	840.00	840.00	.00	(840.00)	.0
51-82-661 VEHICLE MAINT/REPAIR	1,530.80	1,530.80	3,037.00	1,506.20	50.4
51-82-669 OTHER PURCHASED SERVICES	55.00	55.00	2,500.00	2,445.00	2.2
51-82-683 MINOR EQUIPMENT	1,350.15	1,350.15	3,000.00	1,649.85	45.0
51-82-721 INSURANCE	.00	.00	5,400.00	5,400.00	.0
51-82-722 INSURANCE-DED EXP & OTHER	.00	.00	5,000.00	5,000.00	.0
51-82-724 DUES & SUBSCRIPTION	12.00	12.00	.00	(12.00)	.0
51-82-727 ADVERTISING	.00	.00	1,000.00	1,000.00	.0
51-82-738 BAD DEBT EXPENSE	.00	.00	5,000.00	5,000.00	.0
51-82-799 MISCELLANEOUS	10.00	10.00	.00	(10.00)	.0
51-82-998 ADMINISTRATIVE OVERHEAD-GF	21,686.00	21,686.00	54,065.00	32,379.00	40.1

TOTAL PIPED WATER	137,986.20	137,986.20	448,232.00	310,245.80	30.8
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BETHEL HTS WTR TREATMENT

51-83-501 SALARIES	43,730.61	43,730.61	125,389.00	81,658.39	34.9
51-83-502 OVERTIME	8,395.60	8,395.60	.00	(8,395.60)	.0
51-83-508 LEAVE CASHOUT	.00	.00	11,239.00	11,239.00	.0
51-83-511 MEDICARE	213.74	213.74	1,818.00	1,604.26	11.8
51-83-512 EMPLOYEE GROUP BENEFITS	9,817.97	9,817.97	44,064.00	34,246.03	22.3
51-83-515 UNEMPLOYMENT	.00	.00	2,014.00	2,014.00	.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
51-83-516 WORKERS' COMPENSATION	.00	.00	3,668.00	3,668.00	.0
51-83-518 PERS	10,808.36	10,808.36	27,585.00	16,776.64	39.2
51-83-519 UTILITY BENEFIT	5,027.75	5,027.75	7,752.00	2,724.25	64.9
51-83-545 TRAINING/TRAVEL	.00	.00	1,500.00	1,500.00	.0
51-83-561 SUPPLIES	8,501.11	8,501.11	50,000.00	41,498.89	17.0
51-83-563 WEARING APPAREL	.00	.00	800.00	800.00	.0
51-83-567 CHEMICALS	37,882.72	37,882.72	.00	(37,882.72)	.0
51-83-592 PLUMBING SUPPLIES	.00	.00	4,000.00	4,000.00	.0
51-83-602 GASOLINE/DIESEL/OIL	359.84	359.84	.00	(359.84)	.0
51-83-621 ELECTRICITY (PUMPHOUSE)	19,436.59	19,436.59	70,000.00	50,563.41	27.8
51-83-622 TELEPHONE	234.31	234.31	1,600.00	1,365.69	14.6
51-83-623 HEATING FUEL (PUMPHOUSE)	29,077.32	29,077.32	130,000.00	100,922.68	22.4
51-83-649 ENGINEERING SERVICES	.00	.00	2,000.00	2,000.00	.0
51-83-650 LAB TESTS	600.00	600.00	5,000.00	4,400.00	12.0
51-83-661 VEHICLE MAINT/REPAIR	895.64	895.64	3,037.00	2,141.36	29.5
51-83-669 OTHER PURCHASED SERVICES	1,710.00	1,710.00	10,000.00	8,290.00	17.1
51-83-683 MINOR EQUIPMENT	116.52	116.52	5,000.00	4,883.48	2.3
51-83-721 INSURANCE	.00	.00	10,380.00	10,380.00	.0
51-83-727 ADVERTISING	.00	.00	500.00	500.00	.0
51-83-996 ADMIN OVERHEAD-IT SVCS	.00	.00	15,822.00	15,822.00	.0
51-83-998 ADMINISTRATIVE OVERHEAD-GF	17,574.00	17,574.00	40,103.00	22,529.00	43.8
TOTAL BETHEL HTS WTR TREATMENT	194,382.08	194,382.08	573,271.00	378,888.92	33.9
 <u>CITY SUB WTR TREATMENT</u>					
51-84-501 SALARIES	40,910.61	40,910.61	127,735.00	86,824.39	32.0
51-84-502 OVERTIME	9,200.77	9,200.77	.00	(9,200.77)	.0
51-84-508 LEAVE CASHOUT	.00	.00	5,257.00	5,257.00	.0
51-84-511 MEDICARE	740.44	740.44	18,232.00	17,491.56	4.1
51-84-512 EMPLOYEE GROUP BENEFITS	22,499.71	22,499.71	44,064.00	21,564.29	51.1
51-84-515 UNEMPLOYMENT	.00	.00	2,014.00	2,014.00	.0
51-84-516 WORKERS' COMPENSATION	.00	.00	3,712.00	3,712.00	.0
51-84-518 PERS	10,840.10	10,840.10	27,662.00	16,821.90	39.2
51-84-519 UTILITY BENEFIT	1,643.65	1,643.65	7,752.00	6,108.35	21.2
51-84-545 TRAINING/TRAVEL	300.00	300.00	3,000.00	2,700.00	10.0
51-84-561 SUPPLIES	7,956.42	7,956.42	45,000.00	37,043.58	17.7
51-84-563 WEARING APPAREL	.00	.00	800.00	800.00	.0
51-84-567 CHEMICALS	37,882.72	37,882.72	.00	(37,882.72)	.0
51-84-592 PLUMBING SUPPLIES	.00	.00	2,000.00	2,000.00	.0
51-84-602 GASOLINE/DIESEL/OIL	266.52	266.52	600.00	333.48	44.4
51-84-621 ELECTRICITY (CS WTF)	13,630.46	13,630.46	50,000.00	36,369.54	27.3
51-84-622 TELEPHONE	14.24	14.24	1,800.00	1,785.76	.8
51-84-623 HEATING FUEL(CS WTF)	34,958.83	34,958.83	80,000.00	45,041.17	43.7
51-84-649 ENGINEERING SERVICES	.00	.00	1,500.00	1,500.00	.0
51-84-650 LAB TESTS	670.60	670.60	7,500.00	6,829.40	8.9
51-84-661 VEHICLE MAINT (ISF)	895.64	895.64	3,037.00	2,141.36	29.5
51-84-669 OTHER PURCHASED SERVICES	216.00	216.00	15,000.00	14,784.00	1.4
51-84-683 MINOR EQUIPMENT	377.83	377.83	5,000.00	4,622.17	7.6
51-84-721 INSURANCE	.00	.00	5,700.00	5,700.00	.0
51-84-727 ADVERTISING	.00	.00	500.00	500.00	.0
51-84-996 ADMIN OVERHEAD-IT SVCS	.00	.00	17,181.00	17,181.00	.0
51-84-998 ADMINISTRATIVE OVERHEAD-GF	19,275.00	19,275.00	42,058.00	22,783.00	45.8

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL CITY SUB WTR TREATMENT	202,279.54	202,279.54	517,104.00	314,824.46	39.1
<u>HAULED SEWER</u>					
51-85-501 SALARIES	149,472.46	149,472.46	488,733.00	339,260.54	30.6
51-85-502 OVERTIME	22,868.82	22,868.82	60,000.00	37,131.18	38.1
51-85-508 LEAVE CASHOUT	.00	.00	24,164.00	24,164.00	.0
51-85-511 MEDICARE	2,587.86	2,587.86	7,957.00	5,369.14	32.5
51-85-512 EMPLOYEE GROUP BENEFITS	84,025.26	84,025.26	250,776.00	166,750.74	33.5
51-85-515 UNEMPLOYMENT	9,049.26	9,049.26	10,150.00	1,100.74	89.2
51-85-516 WORKERS' COMPENSATION	.00	.00	16,201.00	16,201.00	.0
51-85-518 PERS	37,372.74	37,372.74	120,721.00	83,348.26	31.0
51-85-519 UTILITY BENEFIT	7,287.70	7,287.70	44,118.00	36,830.30	16.5
51-85-545 TRAINING/TRAVEL	253.69	253.69	.00	(253.69)	.0
51-85-561 SUPPLIES	957.60	957.60	5,525.00	4,567.40	17.3
51-85-563 WEARING APPAREL	720.58	720.58	10,000.00	9,279.42	7.2
51-85-600 TIRES & WHEELS	4,454.30	4,454.30	12,000.00	7,545.70	37.1
51-85-601 VEHICLE PARTS	10,040.46	10,040.46	4,200.00	(5,840.46)	239.1
51-85-602 GASOLINE/DIESEL/OIL	32,321.11	32,321.11	110,000.00	77,678.89	29.4
51-85-621 ELECTRICITY	2,230.64	2,230.64	8,000.00	5,769.36	27.9
51-85-622 TELEPHONE	.00	.00	350.00	350.00	.0
51-85-623 HEATING FUEL	3,166.81	3,166.81	30,000.00	26,833.19	10.6
51-85-626 WATER/SEWER/GARBAGE	3,497.50	3,497.50	6,500.00	3,002.50	53.8
51-85-661 VEHICLE MAINT/REPAIR	101,571.56	101,571.56	313,869.00	212,297.44	32.4
51-85-669 OTHER PURCHASED SERVICES	3,103.12	3,103.12	.00	(3,103.12)	.0
51-85-683 MINOR EQUIPMENT	482.10	482.10	2,000.00	1,517.90	24.1
51-85-699 XFER TO F-58 FLEET REPLACEMENT	27.00	27.00	.00	(27.00)	.0
51-85-721 INSURANCE	1,216.87	1,216.87	17,000.00	15,783.13	7.2
51-85-722 INSURANCE-DED EXP & OTHER	.00	.00	10,000.00	10,000.00	.0
51-85-724 DUES/SUBSCRIPTIONS	30.00	30.00	.00	(30.00)	.0
51-85-738 BAD DEBT EXPENSE	.00	.00	12,000.00	12,000.00	.0
51-85-799 MISCELLANEOUS	35.00	35.00	1,000.00	965.00	3.5
51-85-996 ADMIN OVERHEAD-IT SVCS	.00	.00	615.00	615.00	.0
51-85-998 ADMINISTRATIVE OVERHEAD-GF	70,341.00	70,341.00	183,502.00	113,161.00	38.3
TOTAL HAULED SEWER	547,113.44	547,113.44	1,749,381.00	1,202,267.56	31.3
<u>PIPED SEWER</u>					
51-86-501 SALARIES	43,030.73	43,030.73	178,080.00	135,049.27	24.2
51-86-502 OVERTIME	11,707.17	11,707.17	.00	(11,707.17)	.0
51-86-508 LEAVE CASHOUT	.00	.00	6,819.00	6,819.00	.0
51-86-511 MEDICARE	835.31	835.31	2,582.00	1,746.69	32.4
51-86-512 EMPLOYEE GROUP BENEFITS	23,762.10	23,762.10	57,024.00	33,261.90	41.7
51-86-515 UNEMPLOYMENT	.00	.00	3,971.00	3,971.00	.0
51-86-516 WORKERS' COMPENSATION	.00	.00	5,258.00	5,258.00	.0
51-86-518 PERS	11,757.25	11,757.25	39,178.00	27,420.75	30.0
51-86-519 UTILITY BENEFITS	4,911.70	4,911.70	9,478.00	4,566.30	51.8
51-86-545 TRAINING/TRAVEL	.00	.00	2,000.00	2,000.00	.0
51-86-561 SUPPLIES	1,294.76	1,294.76	5,525.00	4,230.24	23.4
51-86-563 WEARING APPAREL	2,136.90	2,136.90	2,500.00	363.10	85.5
51-86-592 PLUMBING SUPPLIES	.00	.00	4,000.00	4,000.00	.0
51-86-602 GASOLINE/DIESEL/OIL	2,401.10	2,401.10	25,000.00	22,598.90	9.6

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
51-86-621 ELECTRICITY-LIFTST & BLDG	18,524.28	18,524.28	75,000.00	56,475.72	24.7
51-86-622 TELEPHONE	.00	.00	2,000.00	2,000.00	.0
51-86-623 HEATING FUEL	5,044.19	5,044.19	35,000.00	29,955.81	14.4
51-86-626 WATER/SEWER/GARB	207.14	207.14	600.00	392.86	34.5
51-86-661 VEHICLE MAINT/REPAIR	1,088.20	1,088.20	3,037.00	1,948.80	35.8
51-86-669 OTHER PURCHASED SERVICES	2,135.98	2,135.98	20,000.00	17,864.02	10.7
51-86-683 MINOR EQUIPMENT	42,117.98	42,117.98	125,000.00	82,882.02	33.7
51-86-685 EQUIPMENT	2,398.00	2,398.00	.00	(2,398.00)	.0
51-86-721 INSURANCE	.00	.00	4,500.00	4,500.00	.0
51-86-722 INSURANCE-DED EXP & OTHER	.00	.00	5,000.00	5,000.00	.0
51-86-736 LEASED PROPERTY-LIFT STATIONS	12,204.15	12,204.15	10,000.00	(2,204.15)	122.0
51-86-996 ADMIN OVERHEAD-IT SVCS	.00	.00	615.00	615.00	.0
51-86-998 ADMINISTRATIVE OVERHEAD-GF	21,535.00	21,535.00	54,251.00	32,716.00	39.7
TOTAL PIPED SEWER	207,091.94	207,091.94	676,418.00	469,326.06	30.6
SEWER LAGOON					
51-87-501 SALARIES	11,577.49	11,577.49	63,327.00	51,749.51	18.3
51-87-502 OVERTIME	2,627.62	2,627.62	.00	(2,627.62)	.0
51-87-508 LEAVE CASHOUT	.00	.00	1,616.00	1,616.00	.0
51-87-511 MEDICARE	215.53	215.53	918.00	702.47	23.5
51-87-512 EMPLOYEE GROUP BENEFITS	6,154.85	6,154.85	18,144.00	11,989.15	33.9
51-87-515 UNEMPLOYMENT	.00	.00	1,412.00	1,412.00	.0
51-87-516 WORKERS' COMPENSATION	.00	.00	1,870.00	1,870.00	.0
51-87-518 PERS	3,061.78	3,061.78	13,932.00	10,870.22	22.0
51-87-519 UTILITY BENEFIT	481.70	481.70	3,016.00	2,534.30	16.0
51-87-545 TRAINING/TRAVEL	2,685.60	2,685.60	1,500.00	(1,185.60)	179.0
51-87-561 SUPPLIES	451.98	451.98	1,000.00	548.02	45.2
51-87-563 WEARING APPAREL	.00	.00	1,200.00	1,200.00	.0
51-87-592 PLUMBING SUPPLIES	.00	.00	2,500.00	2,500.00	.0
51-87-602 GASOLINE	6,334.21	6,334.21	15,000.00	8,665.79	42.2
51-87-650 LAB TESTS (SAMPLES)	3,969.52	3,969.52	12,000.00	8,030.48	33.1
51-87-661 VEHICLE MAINT/REPAIR	567.57	567.57	.00	(567.57)	.0
51-87-669 OTHER PURCHASED SERVICES	.00	.00	1,000.00	1,000.00	.0
51-87-683 MINOR EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
51-87-721 INSURANCE	.00	.00	800.00	800.00	.0
51-87-727 ADVERTISING	.00	.00	500.00	500.00	.0
51-87-998 ADMINISTRATIVE OVERHEAD-GF	5,407.00	5,407.00	18,700.00	13,293.00	28.9
TOTAL SEWER LAGOON	43,534.85	43,534.85	160,435.00	116,900.15	27.1
TOTAL FUND EXPENDITURES	2,022,317.32	2,022,317.32	6,036,403.00	4,014,085.68	33.5
NET REVENUE OVER EXPENDITURES	170,593.97	170,593.97	814,294.00	643,700.03	21.0

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2017

GENERAL FUND

ASSETS

10-10100	CASH IN COMBINED FUND	9,802,117.59	
10-11000	CASH IN TILL - YOUTH SERVICES	70.00	
10-11200	PETTY CASH - POLICE DEPT	256.18	
10-11300	CASH IN TILL - FINANCE	250.00	
10-12800	ACCRUAL - TAXES	1,428,888.46	
10-13000	A/R EMPLOYEE ADVANCES	(1,596.63)	
10-13100	ACCOUNTS RECEIVABLE	317,639.61	
10-13400	MISC RECEIVABLES - GENERAL FUN	2,925,628.46	
10-13900	ALLOWANCE FOR DOUBTFUL ACCT	(330,005.94)	
10-14200	INVENTORY - HEATING FUEL	32,141.20	
10-14600	PREPAID INSURANCE	378,816.78	
10-14700	PREPAID WORKERS COMP	161,796.55	
10-14800	INVENTORY-TREATED LUMBER	8,700.00	
10-14900	PREPAID - OTHER EXPENSES	25,985.67	
10-15600	INVENTORY - CALCIUM CHLORIDE	35,100.00	
10-15700	INVENTORY - SODIUM CHLORIDE	1,248.00	
10-19900	SUSPENSE	(211,998.12)	
10-19901	SUSPENSE - BULK DIESEL FUEL	12,680.82	
	TOTAL ASSETS		14,587,718.63

LIABILITIES AND EQUITY

LIABILITIES

10-20100	VOUCHERS PAYABLE	(279,389.46)	
10-21150	RETURNED STALE DATED PAYROLL	3,858.25	
10-21600	PAYABLE - PERS	(1,369.91)	
10-21900	PAYABLE - UNION DUES	79.88	
10-22700	PAYABLE - AFLAC	(483.21)	
10-22800	PAYABLE - HEALTH INSURANCE	134,400.00	
10-23200	UNCLAIMED PROPERTY PAYABLE	15,156.01	
10-23650	DEFERRED REVENUE - F10 GRANTS	19,984.04	
10-23700	DEFERRED REVENUE - SALES TAX	186,040.81	
	TOTAL LIABILITIES		78,276.41

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
10-39900	FUND BALANCE	13,698,798.35	
	REVENUE OVER EXPENDITURES - YTD	1,445,372.55	
	BALANCE - CURRENT DATE		15,144,170.90
	TOTAL FUND EQUITY		15,144,170.90
	TOTAL LIABILITIES AND EQUITY		15,222,447.31

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
10-40-400 TAX - TRANSIENT LODGING	245,562.71	245,562.71	486,004.00	240,441.29	50.5
10-40-401 TAX - SALES	2,695,502.34	2,695,502.34	6,755,987.00	4,060,484.66	39.9
10-40-403 PENALTIES & INT - SALES TAX	9,542.24	9,542.24	170,012.00	160,469.76	5.6
10-40-405 TAX - FISH	.00	.00	500.00	500.00	.0
10-40-407 CIGARETTE AND TOBACCO TAX	250,332.17	250,332.17	462,927.00	212,594.83	54.1
10-40-408 TAX - ALCOHOL TAX	322,939.59	322,939.59	609,504.00	286,564.41	53.0
10-40-468 TAX - MOTOR VEH REGISTRATION	27,157.48	27,157.48	57,087.00	29,929.52	47.6
TOTAL TAXES	3,551,036.53	3,551,036.53	8,542,021.00	4,990,984.47	41.6
<u>STATE & FEDERAL REVENUES</u>					
10-42-414 COMMUNITY DIVIDEND	.00	.00	160,089.00	160,089.00	.0
10-42-418 PILT PROGRAM - STATE	886,217.81	886,217.81	645,067.00	(241,150.81)	137.4
10-42-430 SOA - JURY DUTY REIMB.	.00	.00	500.00	500.00	.0
TOTAL STATE & FEDERAL REVENUES	886,217.81	886,217.81	805,656.00	(80,561.81)	110.0
<u>CHARGES FOR SERVICES</u>					
10-43-422 AMBULANCE REVENUE	22,796.81	22,796.81	289,510.00	266,713.19	7.9
10-43-424 POLICE DEPT PC FEES	3,618.88	3,618.88	9,418.00	5,799.12	38.4
10-43-426 AMBULANCE/PC COLLECTIONS	800.00	800.00	1,493.00	693.00	53.6
10-43-427 DISPATCH SERVICES FOR CSP GRT	.00	.00	24,000.00	24,000.00	.0
TOTAL CHARGES FOR SERVICES	27,215.69	27,215.69	324,421.00	297,205.31	8.4
<u>RENTAL INCOME</u>					
10-44-463 LOG CABIN RENTAL	470.00	470.00	2,776.00	2,306.00	16.9
TOTAL RENTAL INCOME	470.00	470.00	2,776.00	2,306.00	16.9
<u>LICENSES, PERMITS & FEES</u>					
10-45-450 GAMING TAX	315,853.90	315,853.90	365,340.00	49,486.10	86.5
10-45-451 TAXI PERMITS	70,300.00	70,300.00	145,948.00	75,648.00	48.2
10-45-452 BUSINESS LICENSES	4,250.00	4,250.00	30,000.00	25,750.00	14.2
10-45-453 ANIMAL CONTROL LICENSES	1,445.00	1,445.00	2,216.00	771.00	65.2
10-45-454 PLANNING FEES	225.00	225.00	1,343.00	1,118.00	16.8
10-45-455 PLAT/RECORDING FEES	400.00	400.00	100.00	(300.00)	400.0
10-45-456 SITE REVIEWS	350.00	350.00	4,888.00	4,538.00	7.2
10-45-457 PARKS & REC JULY 4TH FEES	.00	.00	2,125.00	2,125.00	.0
10-45-458 PARKS & REC - OTHER	100.00	100.00	.00	(100.00)	.0
10-45-469 MISC PERMITS/LICENSES/FEE	1,248.50	1,248.50	1,000.00	(248.50)	124.9
TOTAL LICENSES, PERMITS & FEES	394,172.40	394,172.40	552,960.00	158,787.60	71.3

CITY OF BETHEL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OTHER FINANCING SOURCES</u>					
10-46-490 XFRS IN FROM OTHER FUNDS	.00	.00	9,475.00	9,475.00	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	9,475.00	9,475.00	.0
<u>MISCELLANEOUS</u>					
10-49-487 INVESTMENT INCOME	86,044.88	86,044.88	95,594.00	9,549.12	90.0
10-49-488 POLICE DEPT MISC	892.50	892.50	16,793.00	15,900.50	5.3
10-49-495 MISCELLANEOUS REVENUE	17,056.09	17,056.09	16,868.00	(188.09)	101.1
10-49-497 RESTITUTION PMTS RECEIVED	(320.32)	(320.32)	7,815.00	8,135.32	(4.1)
TOTAL MISCELLANEOUS	103,673.15	103,673.15	137,070.00	33,396.85	75.6
TOTAL FUND REVENUE	4,962,785.58	4,962,785.58	10,374,379.00	5,411,593.42	47.8

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-51-501 SALARIES	131,531.21	131,531.21	331,072.00	199,540.79	39.7
10-51-510 SOCIAL SECURITY EXPENSE	.00	.00	434.00	434.00	.0
10-51-511 MEDICARE FICA	1,919.73	1,919.73	4,801.00	2,881.27	40.0
10-51-512 EMPLOYEE GROUP BENEFITS	39,803.40	39,803.40	77,760.00	37,956.60	51.2
10-51-515 UNEMPLOYMENT	.00	.00	2,819.00	2,819.00	.0
10-51-516 WORKERS' COMPENSATION	.00	.00	1,252.00	1,252.00	.0
10-51-518 PERS	28,148.23	28,148.23	69,756.00	41,607.77	40.4
10-51-519 UTILITY BENEFIT	1,784.76	1,784.76	13,680.00	11,895.24	13.1
10-51-545 TRAINING/TRAVEL	3,871.32	3,871.32	10,000.00	6,128.68	38.7
10-51-561 SUPPLIES	332.94	332.94	6,700.00	6,367.06	5.0
10-51-602 GASOLINE / DIESEL / OIL	.00	.00	2,000.00	2,000.00	.0
10-51-621 ELECTRICITY	4,744.70	4,744.70	12,000.00	7,255.30	39.5
10-51-622 TELEPHONE	6,613.42	6,613.42	20,000.00	13,386.58	33.1
10-51-623 HEATING FUEL	4,282.82	4,282.82	22,000.00	17,717.18	19.5
10-51-626 WATER/SEWER/GARB/	4,881.55	4,881.55	11,500.00	6,618.45	42.5
10-51-627 STAFF CELLULAR PHONES	105.70	105.70	772.00	666.30	13.7
10-51-642 LEGAL FEES	135.00	135.00	2,000.00	1,865.00	6.8
10-51-646 DRUG TESTING/BCKGRND CKS	2,458.75	2,458.75	9,500.00	7,041.25	25.9
10-51-649 LOBBYIST	16,666.65	16,666.65	20,000.00	3,333.35	83.3
10-51-661 VEHICLE MAINT/REPAIR	2,444.06	2,444.06	1,519.00	(925.06)	160.9
10-51-663 JANITORIAL	7,462.50	7,462.50	11,400.00	3,937.50	65.5
10-51-669 OTHER PURCHASED SERVICES	4,062.96	4,062.96	6,500.00	2,437.04	62.5
10-51-683 MINOR EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
10-51-721 INSURANCE	190.00	190.00	6,500.00	6,310.00	2.9
10-51-724 DUES/SUBSCRIPTIONS	457.75	457.75	1,200.00	742.25	38.2
10-51-727 ADVERTISING	256.36	256.36	1,000.00	743.64	25.6
10-51-732 EQUIPMENT RENTAL	489.30	489.30	2,000.00	1,510.70	24.5
10-51-733 POSTAGE	2,787.00	2,787.00	10,000.00	7,213.00	27.9
10-51-790 ALLOWANCE SPECIAL EVENTS	.00	.00	10,000.00	10,000.00	.0
10-51-799 MISCELLANEOUS EXPENSES	150.00	150.00	1,000.00	850.00	15.0
10-51-875 INDIRECT COST RECOVERY	(110,924.00)	(110,924.00)	(282,544.00)	(171,620.00)	(39.3)
10-51-996 ADMIN OVERHEAD-IT SVCS	.00	.00	35,197.00	35,197.00	.0
TOTAL ADMINISTRATION	154,656.11	154,656.11	423,818.00	269,161.89	36.5

CITY CLERKS OFFICE

10-52-501 SALARIES	42,974.39	42,974.39	112,743.00	69,768.61	38.1
10-52-502 OVERTIME	173.65	173.65	.00	(173.65)	.0
10-52-510 SOCIAL SECURITY EXPENSE	112.63	112.63	.00	(112.63)	.0
10-52-511 MEDICARE	644.97	644.97	1,635.00	990.03	39.5
10-52-512 EMPLOYEE GROUP BENEFITS	14,601.54	14,601.54	25,920.00	11,318.46	56.3
10-52-515 UNEMPLOYMENT	468.00	468.00	1,270.00	802.00	36.9
10-52-516 WORKERS' COMPENSATION	10.00	10.00	427.00	417.00	2.3
10-52-518 P.E.R.S.	9,092.96	9,092.96	24,804.00	15,711.04	36.7
10-52-519 UTILITY BENEFIT	2,282.00	2,282.00	4,560.00	2,278.00	50.0
10-52-541 TRAVEL/TRAINING-COUNCIL	6,248.00	6,248.00	19,000.00	12,752.00	32.9
10-52-545 TRAINING/TRAVEL-CLERK	3,402.51	3,402.51	4,500.00	1,097.49	75.6
10-52-561 SUPPLIES-CLERK	1,075.29	1,075.29	2,000.00	924.71	53.8
10-52-562 SUPPLIES-COUNCIL	77.24	77.24	500.00	422.76	15.5
10-52-622 TELEPHONE	72.56	72.56	275.00	202.44	26.4

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-52-627 STAFF CELLULAR PHONES	105.70	105.70	772.00	666.30	13.7
10-52-642 LEGAL FEES	7,880.00	7,880.00	3,000.00	(4,880.00)	262.7
10-52-669 OTHER PURCHASE SERVICES	2,803.00	2,803.00	18,000.00	15,197.00	15.6
10-52-682 ELECTION EXPENSES	14,360.45	14,360.45	14,000.00	(360.45)	102.6
10-52-683 MINOR EQUIPMENT	.00	.00	500.00	500.00	.0
10-52-684 DONATIONS & AWARDS	451.76	451.76	500.00	48.24	90.4
10-52-721 INSURANCE	190.00	190.00	1,530.00	1,340.00	12.4
10-52-724 DUES/SUBSCRIPTIONS	50.00	50.00	7,000.00	6,950.00	.7
10-52-727 ADVERTISING	55.00	55.00	.00	(55.00)	.0
10-52-790 ALLOWANCE FOR SPECIAL EVENTS	.00	.00	600.00	600.00	.0
10-52-875 INDIRECT COST RECOVERY	(56,814.00)	(56,814.00)	(131,509.00)	(74,695.00)	(43.2)
10-52-996 ADMIN OVERHEAD-IT SVCS	.00	.00	19,483.00	19,483.00	.0
TOTAL CITY CLERKS OFFICE	50,317.65	50,317.65	131,510.00	81,192.35	38.3

FINANCE

10-53-501 SALARIES	123,345.90	123,345.90	494,296.00	370,950.10	25.0
10-53-502 OVERTIME	1,644.85	1,644.85	.00	(1,644.85)	.0
10-53-508 LEAVE CASHOUT	.00	.00	11,110.00	11,110.00	.0
10-53-510 SOCIAL SECURITY EXPENSE	99.98	99.98	.00	(99.98)	.0
10-53-511 MEDICARE FICA	1,766.35	1,766.35	7,167.00	5,400.65	24.7
10-53-512 EMPLOYEE GROUP BENEFITS	30,702.59	30,702.59	162,000.00	131,297.41	19.0
10-53-515 UNEMPLOYMENT	3,777.63	3,777.63	6,760.00	2,982.37	55.9
10-53-516 WORKERS' COMPENSATION	.00	.00	1,870.00	1,870.00	.0
10-53-518 PERS	24,416.82	24,416.82	108,745.00	84,328.18	22.5
10-53-519 UTILITY BENEFIT	5,969.40	5,969.40	28,500.00	22,530.60	21.0
10-53-520 RELOCATION EXPENSES	6,952.89	6,952.89	10,000.00	3,047.11	69.5
10-53-522 RECRUITMENT COSTS	553.19	553.19	.00	(553.19)	.0
10-53-545 TRAINING/TRAVEL	18,024.84	18,024.84	13,200.00	(4,824.84)	136.6
10-53-561 SUPPLIES	2,019.87	2,019.87	8,000.00	5,980.13	25.3
10-53-602 GASOLINE	438.03	438.03	500.00	61.97	87.6
10-53-622 TELEPHONE	56.96	56.96	.00	(56.96)	.0
10-53-627 STAFF CELLULAR PHONES	105.70	105.70	772.00	666.30	13.7
10-53-640 SALES TAX AUDITS	.00	.00	15,000.00	15,000.00	.0
10-53-641 AUDITING EXPENSE	18,985.00	18,985.00	65,400.00	46,415.00	29.0
10-53-648 OUTSOURCED SERVICES	10,266.00	10,266.00	22,243.00	11,977.00	46.2
10-53-649 OTHER PROFESSIONAL SVS	59,729.40	59,729.40	10,000.00	(49,729.40)	597.3
10-53-661 VEHICLE MAINT/REPAIRS	457.81	457.81	1,519.00	1,061.19	30.1
10-53-668 HARDWARE/SOFTWARE SUP/669	10,278.50	10,278.50	25,848.00	15,569.50	39.8
10-53-669 OTHER PURCHASED SERVICES	3,715.15	3,715.15	.00	(3,715.15)	.0
10-53-683 MINOR EQUIPMENT	357.08	357.08	1,500.00	1,142.92	23.8
10-53-693 CASELLE UPGRADE	.00	.00	6,500.00	6,500.00	.0
10-53-721 INSURANCE	26,690.00	26,690.00	5,300.00	(21,390.00)	503.6
10-53-723 CITY ACCT CLEANUP ADJUSTMENTS	.00	.00	8,605.00	8,605.00	.0
10-53-724 DUES/SUBSCRIPTIONS	50.00	50.00	1,500.00	1,450.00	3.3
10-53-727 ADVERTISING	770.17	770.17	400.00	(370.17)	192.5
10-53-733 POSTAGE	7.08	7.08	.00	(7.08)	.0
10-53-735 FINANCE CHARGES/PENALTIES	3,290.00	3,290.00	.00	(3,290.00)	.0
10-53-736 BANK CHARGES	15,582.93	15,582.93	35,343.00	19,760.07	44.1
10-53-875 INDIRECT COST RECOVERY	(194,629.00)	(194,629.00)	(543,142.00)	(348,513.00)	(35.8)
10-53-996 ADMIN OVERHEAD-IT SVCS	.00	.00	34,206.00	34,206.00	.0
TOTAL FINANCE	175,425.12	175,425.12	543,142.00	367,716.88	32.3

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLANNING</u>					
10-54-501 SALARIES	55,801.60	55,801.60	131,535.00	75,733.40	42.4
10-54-502 OVERTIME	522.04	522.04	.00	(522.04)	.0
10-54-508 LEAVE CASHOUT	.00	.00	2,473.00	2,473.00	.0
10-54-511 MEDICARE FICA	815.78	815.78	1,907.00	1,091.22	42.8
10-54-512 EMPLOYEE GROUP BENEFITS	21,200.14	21,200.14	51,840.00	30,639.86	40.9
10-54-515 UNEMPLOYMENT	.00	.00	1,831.00	1,831.00	.0
10-54-516 WORKERS' COMPENSATION	.00	.00	498.00	498.00	.0
10-54-518 PERS	9,880.30	9,880.30	28,938.00	19,057.70	34.1
10-54-519 UTILITY BENEFIT	941.29	941.29	9,120.00	8,178.71	10.3
10-54-545 TRAINING/TRAVEL	530.41	530.41	8,420.00	7,889.59	6.3
10-54-561 SUPPLIES	2,424.92	2,424.92	3,900.00	1,475.08	62.2
10-54-602 GASOLINE	312.31	312.31	1,800.00	1,487.69	17.4
10-54-621 ELECTRICITY	391.06	391.06	1,811.00	1,419.94	21.6
10-54-622 TELEPHONE	28.48	28.48	1,700.00	1,671.52	1.7
10-54-623 HEATING FUEL	793.26	793.26	8,000.00	7,206.74	9.9
10-54-626 WATER/SEWER/GARBAGE	532.98	532.98	1,000.00	467.02	53.3
10-54-627 STAFF CELLULAR PHONES	244.70	244.70	772.00	527.30	31.7
10-54-648 CODE ENFORCEMENT ACTIVITIES	.00	.00	1,500.00	1,500.00	.0
10-54-649 OTHER PROFESSIONAL FEES	17,313.75	17,313.75	60,000.00	42,686.25	28.9
10-54-661 VEHICLE MAINT/REPAIRS	821.30	821.30	1,519.00	697.70	54.1
10-54-669 PROFESSIONAL SERVICES	455.00	455.00	3,060.00	2,605.00	14.9
10-54-683 MINOR EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
10-54-721 INSURANCE	.00	.00	1,500.00	1,500.00	.0
10-54-724 DUES & SUBSCRIPTION	25.00	25.00	.00	(25.00)	.0
10-54-727 ADVERTISING	1,069.90	1,069.90	1,000.00	(69.90)	107.0
10-54-996 ADMIN OVERHEAD-IT SVCS	.00	.00	18,253.00	18,253.00	.0
TOTAL PLANNING	114,104.22	114,104.22	343,377.00	229,272.78	33.2
<u>TECHNOLOGY DEPARTMENTS</u>					
10-55-501 SALARIES	33,143.80	33,143.80	86,174.00	53,030.20	38.5
10-55-511 MEDICARE FICA	503.58	503.58	1,250.00	746.42	40.3
10-55-512 EMPLOYEE GROUP BENEFITS	5,120.05	5,120.05	25,920.00	20,799.95	19.8
10-55-515 UNEMPLOYMENT	.00	.00	888.00	888.00	.0
10-55-516 WORKERS' COMPENSATION	.00	.00	326.00	326.00	.0
10-55-518 PERS	7,291.60	7,291.60	18,958.00	11,666.40	38.5
10-55-519 UTILITY BENEFIT	2,282.00	2,282.00	4,560.00	2,278.00	50.0
10-55-561 SUPPLIES	1,533.04	1,533.04	4,500.00	2,966.96	34.1
10-55-602 GASOLINE	433.25	433.25	2,000.00	1,566.75	21.7
10-55-622 TELEPHONE	.00	.00	600.00	600.00	.0
10-55-627 STAFF CELLULAR PHONES	1,710.67	1,710.67	5,299.00	3,588.33	32.3
10-55-649 OTHER PROFESSIONAL SERVICES	65,159.80	65,159.80	85,000.00	19,840.20	76.7
10-55-661 VEHICLE MAINT/REPAIRS	509.07	509.07	1,519.00	1,009.93	33.5
10-55-667 CONNECTIVITY SERVICES	66,083.40	66,083.40	245,000.00	178,916.60	27.0
10-55-668 SOFTWARE/SUPPORT	10,797.91	10,797.91	50,000.00	39,202.09	21.6
10-55-669 OTHER PURCHASED SERVICES	555.00	555.00	.00	(555.00)	.0
10-55-683 MINOR EQUIPMENT	28,129.85	28,129.85	10,000.00	(18,129.85)	281.3
10-55-724 DUES & SUBSCRIPTION	461.00	461.00	.00	(461.00)	.0
10-55-732 EQUIPMENT RENTAL	31,807.38	31,807.38	120,000.00	88,192.62	26.5

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-55-799 MISCELLANEOUS EXPENSES	44.25	44.25	1,000.00	955.75	4.4
10-55-875 INDIRECT COST RECOVERY	.00	.00	490,432.00	490,432.00	.0
10-55-996 ADMIN OVERHEAD-IT SVCS	.00	.00	57,863.00	57,863.00	.0
TOTAL TECHNOLOGY DEPARTMENTS	255,565.65	255,565.65	1,211,289.00	955,723.35	21.1

CITY ATTORNEY'S OFFICE

10-56-501 SALARIES	49,216.40	49,216.40	128,000.00	78,783.60	38.5
10-56-508 LEAVE CASHOUT	.00	.00	6,400.00	6,400.00	.0
10-56-511 MEDICARE	715.62	715.62	1,856.00	1,140.38	38.6
10-56-512 EMPLOYEE GROUP BENEFITS	10,090.10	10,090.10	25,920.00	15,829.90	38.9
10-56-515 UNEMPLOYMENT	.00	.00	888.00	888.00	.0
10-56-516 WORKERS' COMPENSATION	.00	.00	484.00	484.00	.0
10-56-518 PERS	10,827.63	10,827.63	28,160.00	17,332.37	38.5
10-56-519 UTILITY BENEFIT	766.40	766.40	4,560.00	3,793.60	16.8
10-56-545 TRAINING/TRAVEL	2,111.94	2,111.94	6,500.00	4,388.06	32.5
10-56-561 SUPPLIES	609.80	609.80	800.00	190.20	76.2
10-56-627 STAFF CELLULAR PHONES	105.70	105.70	772.00	666.30	13.7
10-56-642 LEGAL FEES	39,977.17	39,977.17	20,000.00	(19,977.17)	199.9
10-56-669 OTHER PURCHASED SERVICES	3,766.09	3,766.09	7,000.00	3,233.91	53.8
10-56-721 INSURANCE	.00	.00	700.00	700.00	.0
10-56-724 DUES AND SUBSCRIPTIONS	1,029.00	1,029.00	1,500.00	471.00	68.6
10-56-799 MISCELLANEOUS EXPENSE	742.40	742.40	500.00	(242.40)	148.5
10-56-875 INDIRECT COST RECOVERY	(25,057.00)	(25,057.00)	50,003.00	75,060.00	(50.1)
10-56-996 ADMIN OVERHEAD-IT SVCS	.00	.00	15,974.00	15,974.00	.0
TOTAL CITY ATTORNEY'S OFFICE	94,901.25	94,901.25	300,017.00	205,115.75	31.6

FIRE DEPARTMENT

10-60-501 SALARIES	186,428.95	186,428.95	599,228.00	412,799.05	31.1
10-60-502 FLSA OVERTIME	15,103.71	15,103.71	.00	(15,103.71)	.0
10-60-506 CALL BACK OVERTIME	15,001.89	15,001.89	.00	(15,001.89)	.0
10-60-508 LEAVE CASHOUT	.00	.00	19,251.00	19,251.00	.0
10-60-510 SOCIAL SECURITY EXPENSE	682.79	682.79	1,769.00	1,086.21	38.6
10-60-511 MEDICARE FICA	3,311.66	3,311.66	8,689.00	5,377.34	38.1
10-60-512 EMPLOYEE GROUP BENEFITS	68,206.65	68,206.65	207,360.00	139,153.35	32.9
10-60-515 UNEMPLOYMENT	.00	.00	7,100.00	7,100.00	.0
10-60-516 WORKERS' COMPENSATION	.00	.00	34,033.00	34,033.00	.0
10-60-518 PERS	44,446.94	44,446.94	131,830.00	87,383.06	33.7
10-60-519 UTILITY BENEFIT	15,758.80	15,758.80	36,480.00	20,721.20	43.2
10-60-545 TRAINING/TRAVEL	1,369.50	1,369.50	10,750.00	9,380.50	12.7
10-60-561 SUPPLIES	10,735.34	10,735.34	22,500.00	11,764.66	47.7
10-60-563 WEARING APPAREL	3,083.15	3,083.15	8,266.00	5,182.85	37.3
10-60-567 FIRE PREVENTION PROGRAM	1,659.22	1,659.22	5,200.00	3,540.78	31.9
10-60-600 TIRES & WHEELS	(1,409.19)	(1,409.19)	3,200.00	4,609.19	(44.0)
10-60-601 VEHICLE MT. (PARTS & TOOLS)	6,101.13	6,101.13	19,250.00	13,148.87	31.7
10-60-602 GASOLINE/DIESEL/OIL	4,563.63	4,563.63	12,000.00	7,436.37	38.0
10-60-621 ELECTRICITY	5,080.64	5,080.64	12,355.00	7,274.36	41.1
10-60-622 TELEPHONE	636.99	636.99	6,000.00	5,363.01	10.6
10-60-623 HEATING FUEL	7,447.47	7,447.47	25,000.00	17,552.53	29.8
10-60-626 WATER/SEWER/GARBAGE	3,945.82	3,945.82	6,875.00	2,929.18	57.4

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-60-627 STAFF CELLULAR PHONES	380.04	380.04	3,088.00	2,707.96	12.3
10-60-647 COLLECTION/SMALL CLAIMS	7,800.00	7,800.00	.00	(7,800.00)	.0
10-60-660 VEHICLE MAINT SERVICES	.00	.00	16,440.00	16,440.00	.0
10-60-661 VEHICLE MAINT/REPAIRS	3,663.50	3,663.50	10,125.00	6,461.50	36.2
10-60-662 PROPERTY MAINT	914.57	914.57	31,500.00	30,585.43	2.9
10-60-669 OTHER PURCHASED SERVICES	6,011.21	6,011.21	22,500.00	16,488.79	26.7
10-60-683 MINOR EQUIPMENT	532.44	532.44	5,800.00	5,267.56	9.2
10-60-699 XFER TO F-58 FLEET REPLACEMENT	214,839.00	214,839.00	.00	(214,839.00)	.0
10-60-721 INSURANCE	.00	.00	16,290.00	16,290.00	.0
10-60-724 DUES/SUBSCRIPTIONS	5,848.00	5,848.00	2,965.00	(2,883.00)	197.2
10-60-727 ADVERTISING	575.00	575.00	1,500.00	925.00	38.3
10-60-799 MISCELLANEOUS EXPENSES	110.04	110.04	1,000.00	889.96	11.0
10-60-996 ADMIN OVERHEAD-IT SVCS	.00	.00	22,374.00	22,374.00	.0
TOTAL FIRE DEPARTMENT	632,828.89	632,828.89	1,310,718.00	677,889.11	48.3

POLICE

10-61-501 SALARIES	435,473.28	435,473.28	1,461,756.00	1,026,282.72	29.8
10-61-502 OVERTIME	69,734.90	69,734.90	.00	(69,734.90)	.0
10-61-508 LEAVE CASHOUT	.00	.00	25,000.00	25,000.00	.0
10-61-511 MEDICARE	7,583.58	7,583.58	21,195.00	13,611.42	35.8
10-61-512 GROUP HEALTH INSURANCE	162,026.90	162,026.90	518,400.00	356,373.10	31.3
10-61-515 UNEMPLOYMENT	.00	.00	17,751.00	17,751.00	.0
10-61-516 WORKERS' COMPENSATION	.00	.00	45,452.00	45,452.00	.0
10-61-518 PERS	99,950.95	99,950.95	321,586.00	221,635.05	31.1
10-61-519 UTILITY BENEFIT	18,347.76	18,347.76	91,200.00	72,852.24	20.1
10-61-520 RELOCATION COSTS	2,874.63	2,874.63	7,000.00	4,125.37	41.1
10-61-530 TEMP POLICE OFF RELATED COSTS	187.56	187.56	.00	(187.56)	.0
10-61-545 TRAINING/TRAVEL	18,026.93	18,026.93	35,000.00	16,973.07	51.5
10-61-561 SUPPLIES	8,816.17	8,816.17	25,500.00	16,683.83	34.6
10-61-563 EMPLOYEE WEARING APPAREL	6,229.21	6,229.21	21,250.00	15,020.79	29.3
10-61-602 GASOLINE/DIESEL/OIL	13,866.94	13,866.94	47,000.00	33,133.06	29.5
10-61-621 ELECTRICITY	12,435.69	12,435.69	30,000.00	17,564.31	41.5
10-61-622 TELEPHONE	7,446.28	7,446.28	20,500.00	13,053.72	36.3
10-61-623 HEATING FUEL	6,468.74	6,468.74	25,000.00	18,531.26	25.9
10-61-626 WATER/SEWER/GARBAGE	3,680.62	3,680.62	10,000.00	6,319.38	36.8
10-61-627 STAFF CELLULAR PHONES	890.63	890.63	6,175.00	5,284.37	14.4
10-61-660 VEHICLE MAINT SERVICES	77.35	77.35	5,000.00	4,922.65	1.6
10-61-661 VEHICLE MAINT/REPAIR	7,430.48	7,430.48	20,250.00	12,819.52	36.7
10-61-668 SART EXAMS	2,671.72	2,671.72	7,500.00	4,828.28	35.6
10-61-669 OTHER PURCHASED SERVICES	10,739.33	10,739.33	25,000.00	14,260.67	43.0
10-61-683 MINOR EQUIPMENT	9,966.97	9,966.97	42,500.00	32,533.03	23.5
10-61-695 VEHICLE - REPLACEMENT	(1,000.00)	(1,000.00)	.00	1,000.00	.0
10-61-721 INSURANCE	2,130.41	2,130.41	85,000.00	82,869.59	2.5
10-61-722 INSURANCE-DED EXP & OTHER	10.00	10.00	20,000.00	19,990.00	.1
10-61-724 DUES/SUBSCRIPTIONS	140.00	140.00	.00	(140.00)	.0
10-61-996 ADMIN OVERHEAD-IT SVCS	.00	.00	66,280.00	66,280.00	.0
TOTAL POLICE	906,207.03	906,207.03	3,001,295.00	2,095,087.97	30.2

PUBLIC WORKS-ADMIN

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-65-501 SALARIES	29,328.07	29,328.07	67,609.00	38,280.93	43.4
10-65-502 OVERTIME	856.13	856.13	.00	(856.13)	.0
10-65-508 LEAVE CASHOUT	.00	.00	2,413.00	2,413.00	.0
10-65-511 MEDICARE FICA	444.65	444.65	980.00	535.35	45.4
10-65-512 EMPLOYEE GROUP BENEFITS	7,947.49	7,947.49	29,808.00	21,860.51	26.7
10-65-515 UNEMPLOYMENT	4,851.35	4,851.35	1,021.00	(3,830.35)	475.2
10-65-516 WORKERS' COMPENSATION	.00	.00	256.00	256.00	.0
10-65-518 PERS	6,640.50	6,640.50	14,874.00	8,233.50	44.7
10-65-519 UTILITY BENEFIT	766.40	766.40	5,244.00	4,477.60	14.6
10-65-545 TRAINING/TRAVEL	5,615.71	5,615.71	5,000.00	(615.71)	112.3
10-65-561 SUPPLIES	358.13	358.13	2,500.00	2,141.87	14.3
10-65-602 GASOLINE/DIESEL/OIL	85.63	85.63	6,500.00	6,414.37	1.3
10-65-621 ELECTRICITY	(1,336.50)	(1,336.50)	1,810.00	3,146.50	(73.8)
10-65-622 TELEPHONE	48.51	48.51	3,750.00	3,701.49	1.3
10-65-623 HEATING FUEL	793.25	793.25	8,000.00	7,206.75	9.9
10-65-626 WATER/SEWER/GARBAGE	532.98	532.98	1,233.00	700.02	43.2
10-65-627 STAFF CELLULAR PHONES	91.43	91.43	6,175.00	6,083.57	1.5
10-65-661 VEHICLE MAINT/REPAIRS	895.64	895.64	3,037.00	2,141.36	29.5
10-65-669 OTHER PURCHASED SERVICES	154.09	154.09	25,000.00	24,845.91	.6
10-65-683 MINOR EQUIPMENT	89.89	89.89	42,500.00	42,410.11	.2
10-65-721 INSURANCE	.00	.00	4,860.00	4,860.00	.0
10-65-724 DUES/SUBSCRIPTIONS	140.00	140.00	500.00	360.00	28.0
10-65-799 MISCELLANEOUS EXPENSES	.00	.00	500.00	500.00	.0
10-65-996 ADMIN OVERHEAD-IT SVCS	.00	.00	66,280.00	66,280.00	.0
TOTAL PUBLIC WORKS-ADMIN	58,303.35	58,303.35	299,850.00	241,546.65	19.4

PW-STREETS & ROADS

10-66-501 SALARIES	144,268.31	144,268.31	383,756.00	239,487.69	37.6
10-66-502 OVERTIME	6,019.18	6,019.18	.00	(6,019.18)	.0
10-66-508 LEAVE CASHOUT	.00	.00	18,915.00	18,915.00	.0
10-66-511 MEDICARE FICA	2,263.77	2,263.77	5,564.00	3,300.23	40.7
10-66-512 EMPLOYEE GROUP BENEFITS	54,172.47	54,172.47	137,376.00	83,203.53	39.4
10-66-515 UNEMPLOYMENT	.00	.00	4,745.00	4,745.00	.0
10-66-516 WORKERS' COMPENSATION	.00	.00	16,181.00	16,181.00	.0
10-66-518 PERS	31,470.21	31,470.21	84,426.00	52,955.79	37.3
10-66-519 UTILITY BENEFIT	8,377.90	8,377.90	24,168.00	15,790.10	34.7
10-66-545 TRAINING/TRAVEL	.00	.00	1,000.00	1,000.00	.0
10-66-561 SUPPLIES	359.91	359.91	1,000.00	640.09	36.0
10-66-562 SIGNS	.00	.00	2,800.00	2,800.00	.0
10-66-563 WEARING APPAREL	.00	.00	1,500.00	1,500.00	.0
10-66-567 CALCIUM CHLORIDE	49,243.68	49,243.68	50,000.00	756.32	98.5
10-66-576 SALT	49,497.04	49,497.04	50,000.00	502.96	99.0
10-66-578 STREET MAINT GRAVEL	200,021.20	200,021.20	.00	(200,021.20)	.0
10-66-600 TIRES & WHEELS	5,137.97	5,137.97	18,000.00	12,862.03	28.5
10-66-601 VEHICLE PARTS	1,256.93	1,256.93	500.00	(756.93)	251.4
10-66-602 GASOLINE/DIESEL/OIL	30,111.00	30,111.00	60,000.00	29,889.00	50.2
10-66-620 ELECTRICITY (STREET LTS)	12,662.13	12,662.13	50,000.00	37,337.87	25.3
10-66-621 ELECTRICITY	446.33	446.33	2,500.00	2,053.67	17.9
10-66-622 TELEPHONE	14.24	14.24	650.00	635.76	2.2
10-66-623 HEATING FUEL	950.04	950.04	10,000.00	9,049.96	9.5
10-66-626 WATER/SEWER/GARBAGE	1,465.78	1,465.78	4,500.00	3,034.22	32.6
10-66-627 STAFF CELLULAR PHONES	321.86	321.86	1,544.00	1,222.14	20.9

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-66-647 STREET LIGHT MT & POLE RENTAL	.00	.00	19,000.00	19,000.00	.0
10-66-648 CONTRACT HAULING	10.00	10.00	.00	(10.00)	.0
10-66-661 VEHICLE MAINT/REPAIR	71,519.52	71,519.52	151,872.00	80,352.48	47.1
10-66-669 OTHER PURCHASED SERVICES	1,636.70	1,636.70	1,500.00	(136.70)	109.1
10-66-683 MINOR EQUIPMENT	1,244.78	1,244.78	3,000.00	1,755.22	41.5
10-66-699 VEHICLE-FORD PICKUP FY00	5.00	5.00	.00	(5.00)	.0
10-66-721 INSURANCE	.00	.00	19,400.00	19,400.00	.0
10-66-724 DUES/SUBSCRIPTIONS	115.00	115.00	.00	(115.00)	.0
10-66-727 ADVERTISING	.00	.00	200.00	200.00	.0
10-66-771 GRAVEL (WAS #578)	144,247.80	144,247.80	144,000.00	(247.80)	100.2
10-66-772 CULVERTS 18"	22,787.21	22,787.21	18,000.00	(4,787.21)	126.6
10-66-773 RIDGECREST DRIVE	.00	.00	254,000.00	254,000.00	.0
10-66-799 MISCELLANEOUS EXPENSES	15.00	15.00	500.00	485.00	3.0
10-66-996 ADMIN OVERHEAD-IT SVCS	.00	.00	15,974.00	15,974.00	.0
TOTAL PW-STREETS & ROADS	839,640.96	839,640.96	1,556,571.00	716,930.04	53.9

PROPERTY MAINTENANCE

10-70-501 SALARIES	87,783.46	87,783.46	347,040.00	259,256.54	25.3
10-70-502 OVERTIME	9,705.82	9,705.82	.00	(9,705.82)	.0
10-70-508 LEAVE CASHOUT	.00	.00	14,792.00	14,792.00	.0
10-70-510 SOCIAL SECURITY EXPENSE	.00	.00	1,596.00	1,596.00	.0
10-70-511 MEDICARE FICA	1,472.01	1,472.01	5,032.00	3,559.99	29.3
10-70-512 EMPLOYEE GROUP BENEFITS	44,116.70	44,116.70	130,896.00	86,779.30	33.7
10-70-515 UNEMPLOYMENT	.00	.00	4,480.00	4,480.00	.0
10-70-516 WORKERS' COMPENSATION	.00	.00	15,690.00	15,690.00	.0
10-70-518 PERS	18,530.40	18,530.40	70,685.00	52,154.60	26.2
10-70-519 UTILITY BENEFIT	6,710.45	6,710.45	23,028.00	16,317.55	29.1
10-70-545 TRAINING/TRAVEL	263.95	263.95	3,000.00	2,736.05	8.8
10-70-561 SUPPLIES	5,651.97	5,651.97	1,000.00	(4,651.97)	565.2
10-70-562 MATERIALS	1,364.35	1,364.35	1,000.00	(364.35)	136.4
10-70-563 WEARING APPAREL	114.03	114.03	2,000.00	1,885.97	5.7
10-70-580 BOILER EXPENSE	6,327.44	6,327.44	15,000.00	8,672.56	42.2
10-70-590 GLYCOL SUPPLIES	.00	.00	6,000.00	6,000.00	.0
10-70-591 CARPENTRY EXPENSE	756.43	756.43	10,000.00	9,243.57	7.6
10-70-592 PLUMBING SUPPLIES	369.15	369.15	8,000.00	7,630.85	4.6
10-70-593 ELECTRICAL SUPPLIES	3,182.82	3,182.82	27,500.00	24,317.18	11.6
10-70-594 PAINT SUPPLIES	.00	.00	2,500.00	2,500.00	.0
10-70-595 BOARDWALK REPAIR SUPPLIES	.00	.00	3,000.00	3,000.00	.0
10-70-602 GASOLINE/DIESEL/OIL	2,243.07	2,243.07	12,000.00	9,756.93	18.7
10-70-621 ELECTRICITY	2,539.40	2,539.40	12,000.00	9,460.60	21.2
10-70-622 TELEPHONE	14.24	14.24	.00	(14.24)	.0
10-70-623 HEATING FUEL	3,141.96	3,141.96	40,000.00	36,858.04	7.9
10-70-626 WATER/SEWER/GARBAGE	1,001.35	1,001.35	17,400.00	16,398.65	5.8
10-70-627 STAFF CELLULAR PHONES	197.15	197.15	772.00	574.85	25.5
10-70-661 VEHICLE MAINT/REPAIR	1,245.27	1,245.27	6,075.00	4,829.73	20.5
10-70-662 WIND TURBINE CONTRACT	.00	.00	5,300.00	5,300.00	.0
10-70-669 OTHER PURCHASED SERVICES	4,145.94	4,145.94	45,000.00	40,854.06	9.2
10-70-683 MINOR EQUIPMENT	1,847.04	1,847.04	5,000.00	3,152.96	36.9
10-70-721 INSURANCE	.00	.00	8,550.00	8,550.00	.0
10-70-724 DUES/SUBSCRIPTIONS	20.00	20.00	.00	(20.00)	.0
10-70-776 CITY SHOP GENERATOR INSTALL	.00	.00	2,000.00	2,000.00	.0
10-70-996 ADMIN OVERHEAD-IT SVCS	.00	.00	32,869.00	32,869.00	.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL PROPERTY MAINTENANCE	202,744.40	202,744.40	879,205.00	676,460.60	23.1
<u>PARKS & REC/BYC</u>					
10-71-501 SALARIES	7,756.22	7,756.22	.00	(7,756.22)	.0
10-71-502 OVERTIME	332.88	332.88	.00	(332.88)	.0
10-71-511 MEDICARE FICA	117.30	117.30	.00	(117.30)	.0
10-71-512 EMPLOYEE GROUP BENEFITS	2,109.49	2,109.49	.00	(2,109.49)	.0
10-71-518 PERS	854.40	854.40	.00	(854.40)	.0
10-71-519 UTILITY BENEFIT	4,343.45	4,343.45	.00	(4,343.45)	.0
10-71-602 GASOLINE/DIESEL/OIL	252.19	252.19	.00	(252.19)	.0
10-71-621 ELECTRICITY	1,887.81	1,887.81	.00	(1,887.81)	.0
10-71-622 TELEPHONE	41.42	41.42	.00	(41.42)	.0
10-71-623 HEATING FUEL	2,668.44	2,668.44	.00	(2,668.44)	.0
10-71-624 WATER/SEWER/GARB	6,459.16	6,459.16	.00	(6,459.16)	.0
10-71-661 VEHICLE MAINT/REPAIR	895.64	895.64	.00	(895.64)	.0
TOTAL PARKS & REC/BYC	27,718.40	27,718.40	.00	(27,718.40)	.0
<u>COMMUNITY SERVICE</u>					
10-72-745 LIBRARY CONTRIBUTION	5,000.00	5,000.00	55,700.00	50,700.00	9.0
10-72-798 UAF 4-H CONTRIBUTION	.00	.00	112,000.00	112,000.00	.0
TOTAL COMMUNITY SERVICE	5,000.00	5,000.00	167,700.00	162,700.00	3.0
<u>IN KIND MATCH & TRANSFERS</u>					
10-73-550 CASH XFER-REC CENTER (F40)	.00	.00	562,999.00	562,999.00	.0
10-73-622 CASH XFER- FUND	.00	.00	80,580.00	80,580.00	.0
TOTAL IN KIND MATCH & TRANSFERS	.00	.00	643,579.00	643,579.00	.0
TOTAL FUND EXPENDITURES	3,517,413.03	3,517,413.03	10,812,071.00	7,294,657.97	32.5
NET REVENUE OVER EXPENDITURES	1,445,372.55	1,445,372.55	(437,692.00)	(1,883,064.55)	330.2

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2017

SOLID WASTE SERVICES

<u>ASSETS</u>		
50-10100	CASH IN COMBINED FUND	3,994,027.17
50-13100	ACCOUNTS RECEIVABLE	126,083.11
50-13900	ALLOWANCE FOR DOUBTFUL ACCTS	(48,920.76)
50-14200	INVENTORY - HEATING FUEL	803.53
50-14400	INVENTORY - DIESEL	2,472.40
50-16100	LAND	18,252.00
50-16300	BUILDINGS	96,066.04
50-16400	PLANTS AND LINES-GENERAL	22,428.30
50-16500	MACHINERY & EQUIP-GENERAL	838,580.91
50-16600	VEHICLES-GENERAL	711,654.22
50-16800	ACCUM DEPR-BUILDINGS	(56,731.04)
50-16900	ACCUM DEPR-PLANT/LINE-GNL	(16,044.05)
50-17000	ACCUM DEP-M&E GENERAL	(676,218.25)
50-17100	ACCUM DEPR-VEHICLES-GENERAL	(392,689.22)
50-19000	DEFERRED OUTFLOW-PENSION	50,790.44
		4,670,554.80
	TOTAL ASSETS	4,670,554.80
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
50-20100	VOUCHERS PAYABLE	3,045.73
50-22100	ACCRUED VACATION	38,151.42
50-22200	VACATION/SICK LEAVE	744.28
50-28500	LANDFILL CLOSURE.POSTCLOS	2,457,167.09
50-29000	DEFERRED INFLOW-PENSION	5,712.60
50-29100	PENSION LIABILITY	322,698.64
		2,827,519.76
	TOTAL LIABILITIES	2,827,519.76
<u>FUND EQUITY</u>		
UNAPPROPRIATED FUND BALANCE:		
50-39900	FUND BALANCE	1,720,599.09
	REVENUE OVER EXPENDITURES - YTD	122,435.95
		1,843,035.04
	BALANCE - CURRENT DATE	1,843,035.04
	TOTAL FUND EQUITY	1,843,035.04
	TOTAL LIABILITIES AND EQUITY	4,670,554.80

CITY OF BETHEL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

SOLID WASTE SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOLID WASTE & RECYLING</u>					
50-44-412 COMMERCIAL GARBAGE PICKUP	253,987.43	253,987.43	770,000.00	516,012.57	33.0
50-44-413 RESIDENTIAL GARBAGE PICKUP	108,713.54	108,713.54	325,000.00	216,286.46	33.5
50-44-416 LANDFILL DUMP FEE	30,900.00	30,900.00	120,000.00	89,100.00	25.8
TOTAL SOLID WASTE & RECYLING	393,600.97	393,600.97	1,215,000.00	821,399.03	32.4
TOTAL FUND REVENUE	393,600.97	393,600.97	1,215,000.00	821,399.03	32.4

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

SOLID WASTE SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HAULED REFUSE</u>					
50-70-501 SALARIES	38,701.64	38,701.64	117,205.00	78,503.36	33.0
50-70-502 OVERTIME	2,351.75	2,351.75	.00	(2,351.75)	.0
50-70-508 LEAVE CASHOUT	.00	.00	5,088.00	5,088.00	.0
50-70-511 MEDICARE FICA	604.14	604.14	1,699.00	1,094.86	35.6
50-70-512 EMPLOYEE GROUP BENEFITS	13,264.18	13,264.18	42,768.00	29,503.82	31.0
50-70-515 UNEMPLOYMENT	.00	.00	2,011.00	2,011.00	.0
50-70-516 WORKERS' COMPENSATION	.00	.00	8,175.00	8,175.00	.0
50-70-518 PERS	9,031.71	9,031.71	25,785.00	16,753.29	35.0
50-70-519 UTILITY BENEFIT	897.90	897.90	7,524.00	6,626.10	11.9
50-70-545 TRAINING/TRAVEL	.00	.00	500.00	500.00	.0
50-70-561 SUPPLIES	494.92	494.92	500.00	5.08	99.0
50-70-563 WEARING APPAREL	239.52	239.52	600.00	360.48	39.9
50-70-600 TIRES & WHEELS	6,185.88	6,185.88	8,000.00	1,814.12	77.3
50-70-601 VEHICLE PARTS	37.94	37.94	.00	(37.94)	.0
50-70-602 GASOLINE / DIESEL / OIL	6,291.10	6,291.10	18,000.00	11,708.90	35.0
50-70-661 VEHICLE MAINT/REPAIRS	13,501.31	13,501.31	75,936.00	62,434.69	17.8
50-70-669 OTHER PURCHASED SERVICES	27.99	27.99	3,000.00	2,972.01	.9
50-70-683 MINOR EQUIPMENT	8,850.00	8,850.00	40,000.00	31,150.00	22.1
50-70-721 INSURANCE	.00	.00	8,700.00	8,700.00	.0
50-70-724 DUES & SUBSCRIPTION	30.00	30.00	.00	(30.00)	.0
50-70-738 BAD DEBTS EXPENSE	.00	.00	3,000.00	3,000.00	.0
50-70-799 MISCELLANEOUS EXPENSES	.00	.00	800.00	800.00	.0
50-70-997 ADMIN OVERHEAD-UTIL BILLING	.00	.00	31,898.00	31,898.00	.0
50-70-998 ADMINISTRATIVE OVERHEAD-GF	14,692.00	14,692.00	37,722.00	23,030.00	39.0
TOTAL HAULED REFUSE	115,201.98	115,201.98	438,911.00	323,709.02	26.3
<u>LANDFILL OPERATIONS</u>					
50-71-501 SALARIES	53,541.15	53,541.15	144,599.00	91,057.85	37.0
50-71-502 OVERTIME	1,273.78	1,273.78	.00	(1,273.78)	.0
50-71-508 LEAVE CASHOUT	.00	.00	6,457.00	6,457.00	.0
50-71-511 MEDICARE FICA	804.83	804.83	2,097.00	1,292.17	38.4
50-71-512 EMPLOYEE GROUP BENEFITS	20,064.09	20,064.09	58,320.00	38,255.91	34.4
50-71-515 UNEMPLOYMENT	.00	.00	1,728.00	1,728.00	.0
50-71-516 WORKERS' COMPENSATION	.00	.00	4,976.00	4,976.00	.0
50-71-518 PERS	11,662.42	11,662.42	31,812.00	20,149.58	36.7
50-71-519 UTILITY BENEFIT	1,010.70	1,010.70	10,260.00	9,249.30	9.9
50-71-545 TRAINING/TRAVEL	.00	.00	3,000.00	3,000.00	.0
50-71-561 SUPPLIES	1,219.24	1,219.24	2,000.00	780.76	61.0
50-71-563 WEARING APPAREL	441.32	441.32	1,000.00	558.68	44.1
50-71-600 TIRES & WHEELS	7,679.00	7,679.00	.00	(7,679.00)	.0
50-71-601 VEHICLE PARTS	1,036.73	1,036.73	.00	(1,036.73)	.0
50-71-602 GASOLINE / DIESEL / OIL	5,097.62	5,097.62	25,000.00	19,902.38	20.4
50-71-621 ELECTRICITY	685.29	685.29	2,000.00	1,314.71	34.3
50-71-622 TELEPHONE	.00	.00	2,000.00	2,000.00	.0
50-71-623 HEATING FUEL	390.63	390.63	3,000.00	2,609.37	13.0
50-71-627 STAFF CELLULAR PHONES	91.43	91.43	.00	(91.43)	.0
50-71-649 ENGINEERING SERVICES	.00	.00	60,000.00	60,000.00	.0
50-71-650 LAB TESTS	.00	.00	12,000.00	12,000.00	.0
50-71-661 VEHICLE MAINT/REPAIRS	27,321.90	27,321.90	75,396.00	48,074.10	36.2

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

SOLID WASTE SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
50-71-669 OTHER PURCHASED SERVICES	86.90	86.90	1,000.00	913.10	8.7
50-71-683 MINOR EQUIPMENT	265.56	265.56	5,000.00	4,734.44	5.3
50-71-721 INSURANCE	511.76	511.76	3,900.00	3,388.24	13.1
50-71-724 DUES & SUBSCRIPTION	12.00	12.00	.00	(12.00)	.0
50-71-727 ADVERTISING	.00	.00	250.00	250.00	.0
50-71-738 BAD DEBT EXPENSE	.00	.00	500.00	500.00	.0
50-71-799 MISCELLANEOUS EXPENSES	100.00	100.00	.00	(100.00)	.0
50-71-996 ADMIN OVERHEAD-IT SVCS	.00	.00	17,181.00	17,181.00	.0
50-71-998 ADMINISTRATIVE OVERHEAD-GF	19,978.00	19,978.00	46,691.00	26,713.00	42.8
TOTAL LANDFILL OPERATIONS	153,274.35	153,274.35	520,167.00	366,892.65	29.5
 RECYCLING OPERATIONS					
50-72-621 ELECTRICITY	172.09	172.09	.00	(172.09)	.0
50-72-623 HEATING FUEL	2,516.60	2,516.60	.00	(2,516.60)	.0
TOTAL RECYCLING OPERATIONS	2,688.69	2,688.69	.00	(2,688.69)	.0
TOTAL FUND EXPENDITURES	271,165.02	271,165.02	959,078.00	687,912.98	28.3
 NET REVENUE OVER EXPENDITURES	 122,435.95	 122,435.95	 255,922.00	 133,486.05	 47.8

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2017

MUNICIPAL DOCK

<u>ASSETS</u>		
52-10100	CASH IN COMBINED FUND	2,350,305.62
52-11100	CASH IN TILL - PORT	50.00
52-12300	TVI-SEAWALL MAINT ACCT	968,216.48
52-12500	TVI-DOCK DEF MAINT	616,255.34
52-13100	ACCOUNTS RECEIVABLE	92,348.14
52-13300	ACCOUNTS RECEIVABLE - MISC	355.00
52-13900	ALLOWANCE DOUBTFUL ACCTS	(44,845.02)
52-14200	INVENTORY-HEATING FUEL	1,267.10
52-14400	PIPE INVENTORY	48,106.80
52-15500	SEAWALL LAND NON-DEPREC	1,001,356.00
52-15600	SEAWALL DEPRECIABLE	22,716,644.00
52-16100	LAND	1,205,999.66
52-16200	IMPROVEMENTS	7,340,341.48
52-16500	MACHINERY AND EQUIPMENT	926,856.46
52-16600	VEHICLES	291,972.55
52-16700	ACCUM DEPR-IMPROVEMENTS	(1,680,988.24)
52-17000	ACCUM DEPR- MACH & EQUIP	(560,312.31)
52-17100	ACCUM DEPR-ME	(263,726.50)
52-17300	ACCUM DEP-SEAWALL	(6,814,993.20)
52-18000	CONSTRUCTION IN PROGRESS	919,266.85
52-19000	DEFERRED OUTFLOW-PENSION	74,910.16
		29,189,386.37
	TOTAL ASSETS	29,189,386.37
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
52-20100	VOUCHERS PAYABLE	8,602.56
52-22100	ACCURED VACATION	11,031.39
52-23700	DEFERRED REV-DOCK DEFER MAINT	603,598.05
52-25000	SALES TAX PAYABLE	5,042.21
52-29000	DEFERRED INFLOW-PENSION	8,425.60
52-29100	PENSION LIABILITY	475,952.64
		1,112,652.45
	TOTAL LIABILITIES	1,112,652.45
<u>FUND EQUITY</u>		
52-30100	CONTRIBUTED CAPITAL-STATE	4,671,805.00
52-30200	CONTRIB FOR CONSTRUCTION	24,440,371.38
52-30300	CONTRIBUTED CAPITAL-FED	15,123.00
52-30400	CONTRIB CAP-FLEET REP FUND	58,105.90
52-37500	DESIGNATED RE-BANK STAB.	3,560,441.77
	UNAPPROPRIATED FUND BALANCE:	
52-39900	UNDESIGNATED RET EARNINGS	(3,507,849.47)
	REVENUE OVER EXPENDITURES - YTD	(801,539.25)
		(4,309,388.72)
	BALANCE - CURRENT DATE	(4,309,388.72)
	TOTAL FUND EQUITY	28,436,458.33

CITY OF BETHEL
BALANCE SHEET
NOVEMBER 30, 2017

MUNICIPAL DOCK

TOTAL LIABILITIES AND EQUITY

29,549,110.78

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

MUNICIPAL DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INTEREST & PENALTIES</u>					
52-40-403 CITY DOCK-PENALTIES & INT	.00	.00	5,000.00	5,000.00	.0
TOTAL INTEREST & PENALTIES	.00	.00	5,000.00	5,000.00	.0
<u>CHARGES FOR SERVICES</u>					
52-43-402 CITY DOCK-STORAGE	14,877.44	14,877.44	70,000.00	55,122.56	21.3
52-43-404 CITY DOCK-PERMITS	.00	.00	3,000.00	3,000.00	.0
52-43-405 CITY DOCK-WHARFAGE	140,719.43	140,719.43	150,000.00	9,280.57	93.8
52-43-407 CITY DOCK-DOCKAGE	11,903.04	11,903.04	25,000.00	13,096.96	47.6
52-43-418 SBH PETRO PORT-FUEL THRU-PUT	113,853.86	113,853.86	220,000.00	106,146.14	51.8
52-43-424 PETRO YARD - STORAGE	1,536.00	1,536.00	2,000.00	464.00	76.8
52-43-426 PETRO PORT-FUEL THRU-PUT	227,167.78	227,167.78	440,000.00	212,832.22	51.6
52-43-427 PETRO PORT-DOCKAGE	10,965.29	10,965.29	20,000.00	9,034.71	54.8
52-43-433 SEAWALL MOORAGE	.00	.00	31,200.00	31,200.00	.0
52-43-434 SEAWALL DOCKAGE	7,067.13	7,067.13	20,000.00	12,932.87	35.3
52-43-435 SEAWALL-WHARFAGE	.00	.00	1,000.00	1,000.00	.0
52-43-454 BEACH-STORAGE	5,410.56	5,410.56	50,000.00	44,589.44	10.8
52-43-455 BEACH-WHARFAGE	74,431.58	74,431.58	70,000.00	(4,431.58)	106.3
52-43-457 BEACH-DOCKAGE	15,072.22	15,072.22	17,000.00	1,927.78	88.7
52-43-462 BOAT HARBOR-STORAGE	.00	.00	3,500.00	3,500.00	.0
52-43-463 BOAT HARBOR-MOORAGE	724.56	724.56	24,000.00	23,275.44	3.0
TOTAL CHARGES FOR SERVICES	623,728.89	623,728.89	1,146,700.00	522,971.11	54.4
<u>LEASE REVENUE</u>					
52-44-467 LEASE REVENUE	6,090.00	6,090.00	24,000.00	17,910.00	25.4
TOTAL LEASE REVENUE	6,090.00	6,090.00	24,000.00	17,910.00	25.4
<u>MISCELLANEOUS</u>					
52-45-464 SMALL BOAT HARBOR PERMITS	1,020.00	1,020.00	24,000.00	22,980.00	4.3
52-45-467 EXTRA WATER CALLS	9,624.00	9,624.00	25,000.00	15,376.00	38.5
TOTAL MISCELLANEOUS	10,644.00	10,644.00	49,000.00	38,356.00	21.7
<u>MISCELLANEOUS</u>					
52-49-487 INVESTMENT INCOME	.00	.00	20,599.00	20,599.00	.0
52-49-495 MISCELLANEOUS REVENUE	1,950.00	1,950.00	5,000.00	3,050.00	39.0
TOTAL MISCELLANEOUS	1,950.00	1,950.00	25,599.00	23,649.00	7.6
TOTAL FUND REVENUE	642,412.89	642,412.89	1,250,299.00	607,886.11	51.4

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

MUNICIPAL DOCK

<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
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CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

MUNICIPAL DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DOCK EXPENDITURES</u>					
52-50-501 SALARIES	58,355.88	58,355.88	196,845.00	138,489.12	29.7
52-50-502 OVERTIME	1,538.48	1,538.48	.00	(1,538.48)	.0
52-50-508 LEAVE CASHOUT	.00	.00	8,700.00	8,700.00	.0
52-50-510 SOCIAL SECURITY EXPENSE	402.38	402.38	1,417.00	1,014.62	28.4
52-50-511 MEDICARE FICA	891.29	891.29	2,854.00	1,962.71	31.2
52-50-512 EMPLOYEE GROUP BENEFITS	15,508.06	15,508.06	65,318.00	49,809.94	23.7
52-50-515 UNEMPLOYMENT	.00	.00	2,462.00	2,462.00	.0
52-50-516 WORKERS' COMPENSATION	.00	.00	8,318.00	8,318.00	.0
52-50-518 PERS	10,493.43	10,493.43	43,306.00	32,812.57	24.2
52-50-519 UTILITY BENEFIT	2,053.80	2,053.80	11,491.00	9,437.20	17.9
52-50-545 TRAINING/TRAVEL	996.93	996.93	5,000.00	4,003.07	19.9
52-50-561 SUPPLIES	1,968.66	1,968.66	5,500.00	3,531.34	35.8
52-50-563 WEARING APPAREL	249.41	249.41	1,300.00	1,050.59	19.2
52-50-601 VEHICLE MT	637.77	637.77	4,000.00	3,362.23	15.9
52-50-602 GASOLINE/DIESEL/OIL	6,128.90	6,128.90	18,000.00	11,871.10	34.1
52-50-621 ELECTRICITY	2,090.80	2,090.80	15,000.00	12,909.20	13.9
52-50-622 TELEPHONE	404.89	404.89	1,000.00	595.11	40.5
52-50-623 HEATING FUEL	463.58	463.58	2,000.00	1,536.42	23.2
52-50-624 WATER, SEWER, GARBAGE	6,559.03	6,559.03	12,000.00	5,440.97	54.7
52-50-626 WATER FOR BARGES	4,438.29	4,438.29	12,000.00	7,561.71	37.0
52-50-627 STAFF CELLULAR PHONES	374.11	374.11	.00	(374.11)	.0
52-50-642 LEGAL FEES	.00	.00	5,000.00	5,000.00	.0
52-50-643 PLANNING/ENGINEERING FEES	.00	.00	5,000.00	5,000.00	.0
52-50-661 VEHICLE MAINT/REPAIR	2,687.75	2,687.75	3,037.00	349.25	88.5
52-50-666 MUNICIPAL DOCK MAINT.	1,534.50	1,534.50	5,000.00	3,465.50	30.7
52-50-667 MAINT-SEAWALL	6,989.06	6,989.06	7,000.00	10.94	99.8
52-50-668 MAINT SMALL BOAT HARBOR	.00	.00	4,000.00	4,000.00	.0
52-50-669 OTHER PURCHASED SERVICES	664.57	664.57	24,000.00	23,335.43	2.8
52-50-683 MINOR EQUIPMENT	1,809.02	1,809.02	19,000.00	17,190.98	9.5
52-50-687 LAND/EASEMENT ACQUISITION	5,588.75	5,588.75	30,000.00	24,411.25	18.6
52-50-690 CAPITAL EXPENDITURES	1,125,000.00	1,125,000.00	.00	(1,125,000.00)	.0
52-50-696 WATERFRONT FACILIITIES IMPROV	.00	.00	25,000.00	25,000.00	.0
52-50-721 INSURANCE	827.45	827.45	16,000.00	15,172.55	5.2
52-50-724 DUES	.00	.00	1,000.00	1,000.00	.0
52-50-727 ADVERTISING	169.60	169.60	1,000.00	830.40	17.0
52-50-736 BANK CHARGES	91.09	91.09	.00	(91.09)	.0
52-50-775 MUNICIPAL DOCK GRAVEL	69,848.04	69,848.04	55,000.00	(14,848.04)	127.0
52-50-777 CONTAMINATED SOIL PROCESSING	.00	.00	1,000.00	1,000.00	.0
52-50-799 MISCELLANEOUS EXPENSES	97.62	97.62	.00	(97.62)	.0
52-50-996 ADMIN OVERHEAD-IT SVCS	.00	.00	21,887.00	21,887.00	.0
52-50-998 ADMINISTRATIVE OVERHEAD-GF	20,103.00	20,103.00	61,126.00	41,023.00	32.9
TOTAL DOCK EXPENDITURES	1,348,966.14	1,348,966.14	700,561.00	(648,405.14)	192.6
<u>SMALL BOAR HARBOR</u>					
52-55-501 SALARIES	55,757.77	55,757.77	100,676.00	44,918.23	55.4
52-55-502 OVERTIME	1,630.93	1,630.93	.00	(1,630.93)	.0
52-55-508 LEAVE CASHOUT	.00	.00	1,268.00	1,268.00	.0
52-55-510 SOCIAL SECURITY	2,917.27	2,917.27	4,483.00	1,565.73	65.1
52-55-511 MEDICARE FICA	819.03	819.03	1,460.00	640.97	56.1

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

MUNICIPAL DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
52-55-512 EMPLOYEE GROUP BENEFITS	4,255.90	4,255.90	12,442.00	8,186.10	34.2
52-55-515 UNEMPLOYMENT	292.62	292.62	2,245.00	1,952.38	13.0
52-55-516 WORKERS' COMPENSATION	.00	.00	4,254.00	4,254.00	.0
52-55-518 PERS	1,985.45	1,985.45	22,149.00	20,163.55	9.0
52-55-519 UTILITY BENEFIT	228.20	228.20	2,189.00	1,960.80	10.4
52-55-561 SUPPLIES	1,199.03	1,199.03	1,800.00	600.97	66.6
52-55-563 WEARING APPAREL	1,135.59	1,135.59	1,700.00	564.41	66.8
52-55-602 GASOLINE	6,474.67	6,474.67	7,000.00	525.33	92.5
52-55-621 ELECTRICITY	.00	.00	2,000.00	2,000.00	.0
52-55-624 WATER/SEWR/GARBAGE	.00	.00	10,500.00	10,500.00	.0
52-55-668 SMALL BOAT HARBOR MAINTENANCE	537.48	537.48	7,000.00	6,462.52	7.7
52-55-683 MINOR EQUIPMENT	227.02	227.02	1,000.00	772.98	22.7
52-55-775 SMALL BOAT HARBOR GRAVEL	2,099.04	2,099.04	16,000.00	13,900.96	13.1
52-55-799 MISCELLANEOUS EXPENSES	.00	.00	250.00	250.00	.0
52-55-998 ADMINISTRATIVE OVERHEAD-GF	15,426.00	15,426.00	27,120.00	11,694.00	56.9
TOTAL SMALL BOAR HARBOR	94,986.00	94,986.00	225,536.00	130,550.00	42.1
TOTAL FUND EXPENDITURES	1,443,952.14	1,443,952.14	926,097.00	(517,855.14)	155.9
NET REVENUE OVER EXPENDITURES	(801,539.25)	(801,539.25)	324,202.00	1,125,741.25	(247.2)



Yuut Elitnaurviat

P E O P L E ' S L E A R N I N G C E N T E R

Striving to prepare local workers for higher wage jobs through career preparation and employment training programs

Executive Director Summary

Happy Holidays to all,

We are continuing to pursue funding for the expansion of Yuut Elitnaurviat. As all of you know, we have had a few road blocks because of the caveat written into the Deed Restriction when the City of Bethel turned over the land for our campus. We are working hard through our Congressional leaders to see if they can help us in securing a guarantee of a loan through USDA from our bank. We feel this is the most promising avenue for us at this time.

We have been meeting with AVCP and EDA on the transfer of the Airframe and Powerplant School to YE. We will be meeting with the FAA mid-January to walk through the school to see if we have all the equipment for the start of the school. We are having an issue with one of the grants that EDA gave the school and may decide not to accept that grant because of the 20 percent match that they require.

We have filled our two of our vacant positions, ABE Instructor and Program Coordinator, and are currently looking for an instructor for our CDL Classes.

We have been meeting with the Alaska Police Standards Council, and Director Griffiths to discuss the potential of Yuut Elitnaurviat assuming operation of the Village Police Officer academy. This is exciting and very much needed at this time of declining budgets at the State level. We are helping deliver the VPO curriculum and to help seek out alternate funding sources to support the training.

We have been working hard on updating and strengthening our policies. We have found that it is important to go back and review policies that have become obsolete with our changing non-profit corporation.

Again I would like to thank you all for the opportunity and challenge of working in workforce development at Yuut Elitnaurviat.

Quyana Cakneq

Mike



Yuut Elitnaurviat

P E O P L E ' S L E A R N I N G C E N T E R

Striving to prepare local workers for higher wage jobs through career preparation and employment training programs

Operations Director Summary

● **Grant Funding & Revenue Streams for FY18**

FY18 grant activity:

- TVEP: We have a FY18 TVEP grant, there is a slight reduction from FY17 but the program is reauthorized for the next 3 years.
- STEP: We have a state STEP grant for CDL Training for FY18. We have not expended any grant funds to date because we are not having any luck hiring a new CDL Instructor.
- ANE: We were awarded a 4th year no-cost extension for GED Works. We will use the remaining funding to deliver training programs to GED students and recent graduates.
- ANE – LPN: We were recently awarded an Alaska Native Education grant that is intended to get an LPN certificate program up and running in Bethel.

Contracts & MOAs:

- DHAT: Yuut is continuing our relationship with the DHAT Program. We provide student support and they rent clinic space. They have agreed to a new 10 year lease for the program. We will be moving the program into its own stand alone facility as part of our campus expansion project.
- LKSD: We continue to lease dormitory space, shop usage, and meal services for students in residential programs. KLA is leasing approximately half of the TESS Building and all three of our permanent dorms. We are working on a build-out for additional class and dorm space so that the school can stay permanently. LKSD has agreed to a 20 year lease for the improved space.
- AVCP: We have MOAs to deliver a full year's worth of classes in FY18. We are thrilled with the increased activity.
- Food Service: Arctic Catering is providing all meal services to KLA and Residential LKSD Programs. We have MOAs for FY18 to provide all residential and school meals for the LKSD programs on our campus. We have finally gotten some stability with our kitchen staff and are now working to make sure we are in compliance with the USDA school lunch program. We have also been working on the residential meal MOA and have been slowly working out a better plan.



Yuut Elitnaurviat

P E O P L E ' S L E A R N I N G C E N T E R

Striving to prepare local workers for higher wage jobs through career preparation and employment training programs

- Kilbuck Dorm: Yuut is in year 2 of the Denali Construction Man Camp lease so that we have enough housing space to deliver adult programs. We upgraded the beds to increase capacity in the building; all rooms are now quads instead of doubles. The building is not ideal and is proving difficult to maintain. We will get the Yukon Dorm back for adult programs once we get the new student dorm completed.
- We continue to use Midnight Sun Cleaning for our janitorial services.
- **Finance**
 - **Financial Statements:** Attached is an income statement and balance sheet for FY17 through June 30, 2017. These are the numbers that should be on the audited statement. The audit took place the 2nd week of September and went well. We did not have any findings again this year and our auditor was pleased with how clean the accounting software change has gone. Also attached are the financial statements through October 31, 2017. While it looks like we have lost money to date, these are actually the funds we have already spent on the campus expansion project. We can recoup these funds once we get our commercial loan in place.
- **Capital Projects**
 - **TESS Expansion:** We are working on 30 year leases and financing packages for TESS expansion, Modular Dorms, a second Trades Shop, and a new Modular unit for the DHAT Clinic. The appraisal has been received and we are working with FNBA, the City, and EDA to get all approvals in place. We have opted to not revise our deed as a lease with the city. The volatility we encountered when we went before council left the option not viable. We are now working with USDA to guarantee the loan. We are getting assistance from Rep. Young to help ensure USDA responds to our application so in a timely manner so that we do not miss our 2018 construction window.
 - **A&P Facilities:** We are working with EDA and AVCP to transition the assets of the A&P School to Yuut, which included the training and housing facilities. Once approvals are complete the two duplexes will be relocated to campus. The one source of contention has been the open equipment grant. Yuut is willing to take over the grant, but EDA has the budget highly restricted. If they cannot be more flexible we will pass on accepting that funding but will still move forward with the rest of the A&P package so that we can start delivering programs.



Yuut Elitnaurviat

PEOPLE'S LEARNING CENTER

Striving to prepare local workers for higher wage jobs through career preparation and employment training programs

Programs Director Summary

FY18 Q2 (October - December, 2017)

Adult Basic Education

	2nd Quarter	Year to Date
ABE Services	172	292
GED Graduates	1	1
ABE Intensive	6	6
Pearson Vue Testing	5	15
DEVS 120 - Quick Books Training	13	13

Our first GED graduate of FY18 was Dominick Lang of Aniak. Our twelve village facilitators are offering tutoring in the region, and we are expanding our partnership to include AVCP's Tribal Workforce Development department too. We are also delivering computer based testing on numerous different competencies through our Pearson Vue Testing Center.



Construction Trades

	2nd Quarter	Year to Date
RFMT 109 - Boiler Troubleshooting	12	12
WELD 101 - Welding Safety and Theory	11	11
WELD 102 - Arc Welding and Basic Layout	9	9
WELD 203 - MIG Welding and Fabrication	7	7
YK Delta Apprenticeship Program	5	5

The Fall Construction Trades training went very well this quarter. We held a 5 day Boiler Troubleshooting class and will wrap up our Structural Welding and Fabrication Certificate program on 12/19/17. Students who participated in the Welding training were chosen from villages that have upcoming DOT construction projects scheduled.





Yuut Elitnaurviat

PEOPLE'S LEARNING CENTER

Striving to prepare local workers for higher wage jobs through career preparation and employment training programs

Driver Education

	2nd Quarter	Year to Date
Class D Written Test	0 (Not offered this quarter)	10
Permit Class	0 (Not offered this quarter)	0
Defensive Driving Class	0 (Not offered this quarter)	0
Winter Driving Class	0 (Not offered this quarter)	0
Road Test	12	33
Driving Academy	3	7
DRIV 150 - Commercial Driver License	0 (Not offered this quarter)	0
CDL Road Test	1	9

Our driving program continues to train local commercial and Class D drivers for jobs that exist in the region. We are still trying to find a Commercial Driving Instructor so that we can hold three DRIV 150 classes in 2018. Our recently hired Programs Coordinator will do some Class D Driving Instruction as well.



Healthcare

	2nd Quarter	Year to Date
KuC/YE/YKHC CNA	8	8
HLTH F107 - Nurse Aide Training	0 (Not offered this quarter)	0
State CNA Testing	8	8

KuC finished up a semester-long CNA course in December. They are planning to hold another semester long course in January and YE will hold our final 6-week CNA intensive funded by the GED Works grant from April - May 2018. We were recently awarded another ANE grant which gives us funding to start up a Licensed Practical Nurse (LPN) program here at YE. We are currently working on doing so and will be updating as we make progress.





Yuut Elitnaurviat

PEOPLE'S LEARNING CENTER

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Public Safety

	2nd Quarter	Year to Date
SAFT 100 - VPO/TPO Academy	0 (Not offered this quarter)	0
VPSO Regional Training	0 (Not offered this quarter)	0

Yuut Elitnaurviat and AVCP Inc. are planning to hold another training at the end of FY18 in partnership with the AK Department of Public Safety. The VPO/TPO Academies are very needed in the region, and offer a way to professionalize rural Public Safety positions while exposing participants to amazing instructors and other officers from around the state.



2017 Trainings (Bold are Yuut Elitnaurviat Trainings)

UAA Nursing	Jan. 17-Mar. 8
ABE-GED Intensive	Jan. 15-20
HLTH F107	Jan. 19-April 6
LKSD-Inservice Lodging	Jan. 30-Feb. 2
NorthStar Gas-Board Meeting	Jan. 31
DRIV 150	Feb. 6-Mar. 17
UAA-Child Welfare Academy- Strengthening Families	Feb. 14-15
OCS-Technical Assistance Training	Feb. 16
RFMT 100	Feb.15-23
WELD 101	Feb. 21-Mar. 13
AVCP-VPSO Regional Training	Feb. 26-Mar. 4
3 Star Enterprises-ANA Pre-App Training	Mar. 6-7
AVCP-New Employee Training	Mar. 8-10
RFMT 109	Mar. 12-17
YKHC/ARWA- Intermediate Water Treatment	Mar. 13-17
Donlin Gold-Barge Comm. Plan	Mar. 13
Donlin Gold-YK workforce Development	Mar. 14
AVCP- 2nd Employee Training	Mar. 21-24
WELD 102	Mar. 21-April 10
ABE-GED Intensive	Mar. 26-31
NorthStar Gas-Board Meeting	Mar. 30
HLTH F107	April 3-May 19



Yuut Elitnaurviat

PEOPLE'S LEARNING CENTER

Striving to prepare local workers for higher wage jobs through career preparation and employment training programs

Northstar Gas Board Meeting

DRIV 150

YKHC-OEH Intro To Small Water

Bethel Chamber of Commerce - Annual Dinner

WELD 203

YKHC-CHAP Graduation Dinner

Calista- Workforce Development

SAFT 100

DHAT Tour

Yuut- Driving CDL class

LKSD- Summer Camps *Meals only*

GED Intensive

LKSD- RFMT 100

UAA-Strengthening Families

UAA Economic Dev. Entrepreneur

Hays Focus Group

UAA- Nursing

HLTH F107

Hays Focus Group

RFMT 109

WELD 101

WELD 102

DEVS 120

WELD 203

April 3

April 5-May 16

April 17-20

April 22

April 25-May 15

May 4

May 9

May 19-June 3

May 22-23

May 22-June 30

May 23-June 16

June 4-9

June 5-15

June 27-29

July 13-14

July 26

Aug. 23-Dec. 1

Aug. 29-Dec. 9

Oct. 1

Oct. 2-6

Oct. 3-23

Nov. 1-21

Nov. 6-9

Nov. 28-Dec. 19

Holiday Schedule:

In reviewing the schedule I realized there was a typo. On New Year's Eve we will open at our regular time of 10am, not at 9am as was posted.

Christmas Day: 12/25/17 Closed

New Year's Eve: 12/31/17 Open ~~9am~~10am-4pm

New Year's Day: 1/1/18 Open 2pm-9pm

YKFC Staff Gathering TBD Friday in February Open 5:30-4:30pm

Easter: 4/1/18 Open 2pm-9pm

Memorial Day: 5/28/18 2pm-9pm

Staffing

Operational Staff:

- Lifeguards: Looking for 2-3 certified lifeguards able to work daytime and weekend hours.
 - **Free Lifeguard training will be offered January 2-6, 12-7pm**

Programming Staff: We are still looking for programming staff to fill the below roles:

- Swim Instructors
- Swim Coach: Swim coach is not required to be American Red Cross Certified, but must have experience with competitive swimming and an interest in coaching Adult Masters Swimming and Youth advanced through competitive swimming.
- Fitness Instructors and Certified Personal Trainers
- Instructors for any activity, craft or music patrons might be interested in learning.

Anyone interested in working with us can call 543-0390 or visit ykfitness.org for information.

Programming

Fitness and Aquatic Classes: Fall 2 classes run October 30th – December 17th. Winter classes will run Jan 8th – March 4th. Registration for Winter classes will begin December 11th.

Sport Camp: During Winter Break we will be holding our Sport Camp. Camp will be available Dec 27th – 29th and Jan 2nd-8th. Registration for Sport Camp will begin December 11th.

Rentals: November rentals included 5 parties.

Off Site activities: In November we started hosting league basketball, youth soccer and Ultimate Frisbee at the BRHS gym.

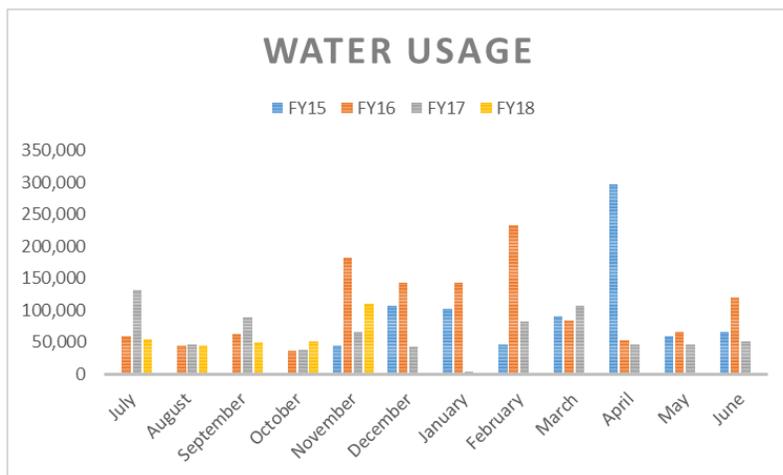
Memberships

November 1st we started a new contract with KYUK. This contract was negotiated for an in-kind exchange of services with KYUK Employees receiving memberships in exchange for marketing services for the Fitness Center.

The Yukon Kuskokwim Health Corporation is renewing their corporate contract. The current membership period ends November 30th and new memberships begin December 1st.

Facility Maintenance

Water Usage: November Water Use was slightly higher than our regular average due to an extra pool backwash falling during the month. The pool is backwashed based on differential pressure readings.



*Note: Facility opened in November of 2014 (FY15)

Warranty Maintenance: Bethel Contracting has completed work on the roof and has sealed the windows. We continue to have a few small leaks and they are working to find the source and seal. Interior repairs and corrections have not yet been started.

Routine Maintenance:

- Pool
 - Clean hair strainers and backwash
 - Cleaned chlorine feeder
 - Clean overflow deck grates
- Spa
 - Clean hair strainers and backwash
- Water/Ice Machine – clean interior components
- Boiler #2 – pressurized expansion tank

Corrective Maintenance:

- Pump #5 – replaced fuse
- Boiler #1 – replaced flame detector
- Fitness – Clean and lubricate treadmill belts

Maintenance needed:

Previously reported maintenance still pending:

- Men's Locker room gaskets on handle to shower #2 need to be replaced to prevent leaking inside the wall. Facility maintenance has disassembled the unit to determine best corrective actions.
- Airlocks – we are finding that both the pool and spa regularly develop airlocks when being backwashed. While the airlocks are easy to release, we are trying to determine why they are occurring to avoid them. Update: We have found an air leak in pool filter tank #2 that seems to be the cause of the air leak for the pool. We are looking at best options for correcting the leak.
- Overhead fans in pool area need maintenance. Working with City Facilities Department to develop a plan for safe access to trouble shoot the fans.
- Solenoid controlling the relay locking mechanism for the Family Locker room door has malfunctioned. The part was special made for that relay assembly, we are working with the company attempting to get a replacement part.
- While moving cardio machines we found that the treadmills are wearing groves into the linoleum in some places and causing the linoleum to bubble in others. Need to look into alternative flooring options for under these pieces.
- Experiencing leaking from shower handles, need to replace gaskets and seals. Update: review of the shower system is underway to determine if a different shower handle assembly would be in the best interest of the facility in the long run. Working with City Staff to gather information.
- Experiencing difficulties with BIAMP Interface modules for playing music in the cardio/weight room and studio. We are reviewing system to determine whether they can be fixed or will need to be replaced.

Revenue

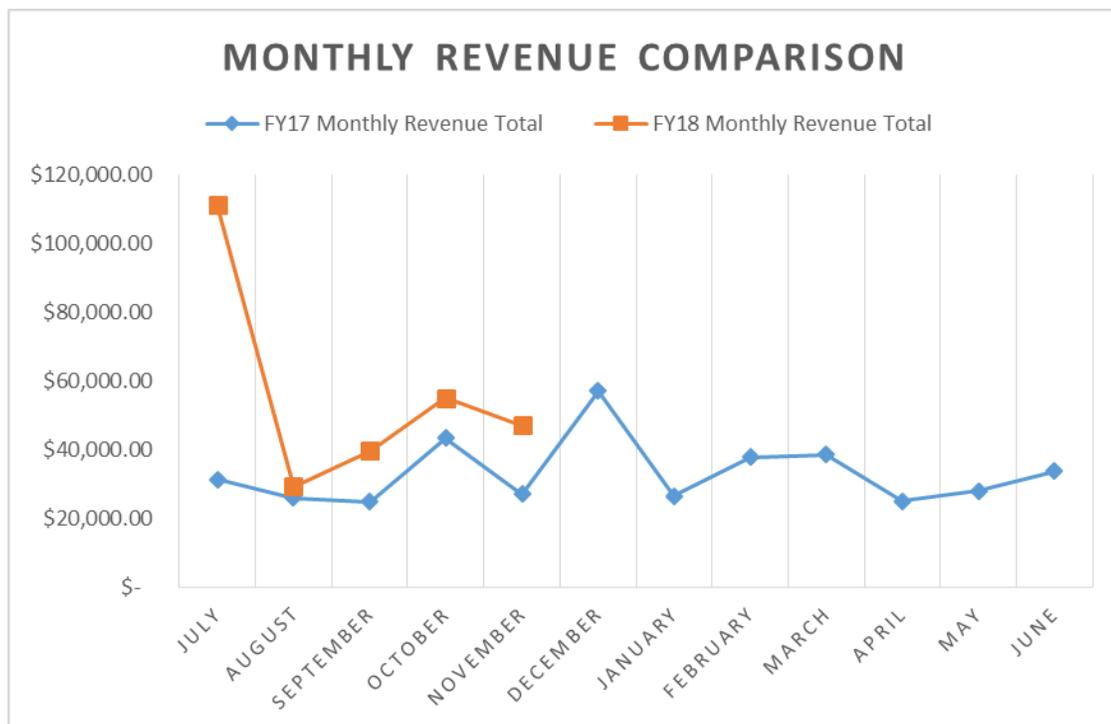
FY18 Revenue

Code	Facility Revenue	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Total	FY18 Budget	%attained
414	Memberships	\$94,430	\$9,948	\$17,239	\$29,334	\$17,032	\$167,983	\$372,000	45.16%
430	Pro Shop	\$3,283	\$3,246	\$3,426	\$5,195	\$3,231	\$18,381	\$39,675	46.33%
435	Concessions	\$4,078	\$4,685	\$5,635	\$7,286	\$5,834	\$27,519	\$49,200	55.93%
460	Entry Fees	\$6,162	\$7,629	\$5,955	\$6,151	\$14,683	\$40,581	\$78,480	51.71%
463	Facility Rental	\$661	\$801	\$542	\$1,434	\$987	\$4,426	\$12,750	34.71%
465	Program Fees	\$2,741	\$3,046	\$7,053	\$5,730	\$5,352	\$23,922	\$90,500	26.43%
	Facility Revenue Total	\$111,356	\$29,355	\$39,850	\$55,131	\$47,120	\$282,812	\$642,605	44.01%

- July Membership Revenue includes payment for LKSD FY18 Contract.

Revenue Comparisons FY17-FY18

	July	August	September	October	November
FY17 Monthly Revenue Total	\$ 31,432.99	\$ 26,142.38	\$ 24,866.93	\$ 43,502.82	\$ 27,134.06
FY18 Monthly Revenue Total	\$ 111,355.68	\$ 29,355.49	\$ 39,850.34	\$ 55,130.52	\$ 47,119.84
Change	\$ 79,922.69	\$ 3,213.11	\$ 14,983.41	\$ 11,627.70	\$ 19,985.78

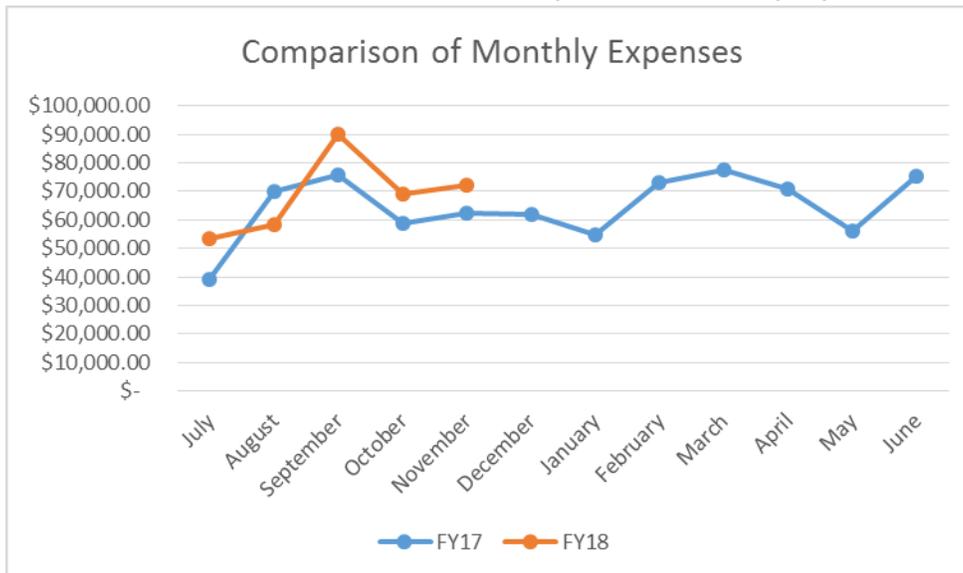


FY18 Expenses

	Expenses	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Total	Budgeted	% used
	Salary Wages	\$10,000	\$10,110	\$20,989	\$13,382	\$11,062	\$65,542	\$233,050	28.12%
	Hourly Wages	\$17,300	\$18,171	\$29,147	\$20,984	\$23,778	\$109,380	\$331,500	33.00%
	Benefits	\$5,527	\$5,957	\$11,198	\$8,187	\$8,677	\$39,546	\$117,310	33.71%
521	Housing	\$3,000	\$3,000	\$3,090	\$3,090	\$3,090	\$15,270	\$37,080	41.18%
545	Travel/Training	\$0	\$0	\$0	\$0	\$0	\$0	\$5,731	0.00%
561	Supplies	\$2,520	\$6,925	\$10,929	\$4,807	\$9,966	\$35,148	\$95,696	36.73%
580	Boiler	\$0	\$0	\$0	\$0	\$0	\$0	\$5,250	0.00%
646	Contractors	\$11,667	\$11,667	\$11,667	\$11,667	\$11,667	\$58,335	\$144,200	40.45%
661	Vehicle Maintenance/Repair	\$0	\$0	\$0	\$38	\$0	\$38	\$750	5.06%
663	Janitorial Supplies/Services	\$219	\$49	\$134	\$3,020	\$574	\$3,996	\$20,400	19.59%
668	Software Licenses	\$682	\$308	\$423	\$581	\$491	\$2,486	\$6,869	36.20%
683	Minor Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$10,500	0.00%
684	Donations and Awards	\$90	\$0	\$0	\$0	\$0	\$90	\$500	18.00%
721	Insurance	\$1,225	\$1,225	\$1,225	\$1,225	\$1,225	\$6,125	\$15,515	39.48%
724	Dues/Subscriptions	\$169	\$169	\$169	\$169	\$169	\$847	\$1,965	43.08%
727	Advertising	\$203	\$168	\$0	\$0	\$236	\$608	\$10,000	6.08%
733	Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$500	0.00%
736	Bank Charges	\$627	\$699	\$990	\$1,640	\$1,038	\$4,993	\$14,060	35.52%
790	Allowance for Special Events	\$0	\$0	\$0	\$294	\$0	\$294	\$800	36.77%
799	Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$5,058	0.00%
	TOTAL	\$53,231	\$58,448	\$89,960	\$69,086	\$71,974	\$342,698	\$1,056,735	32.43%

*Wages are paid every 2 weeks. Most months include 2 pay periods, September includes 3. During September the facility schedule also shifted to a 7 day per week schedule adding an additional operational day per week of wages.

Comparison of Monthly Expenses



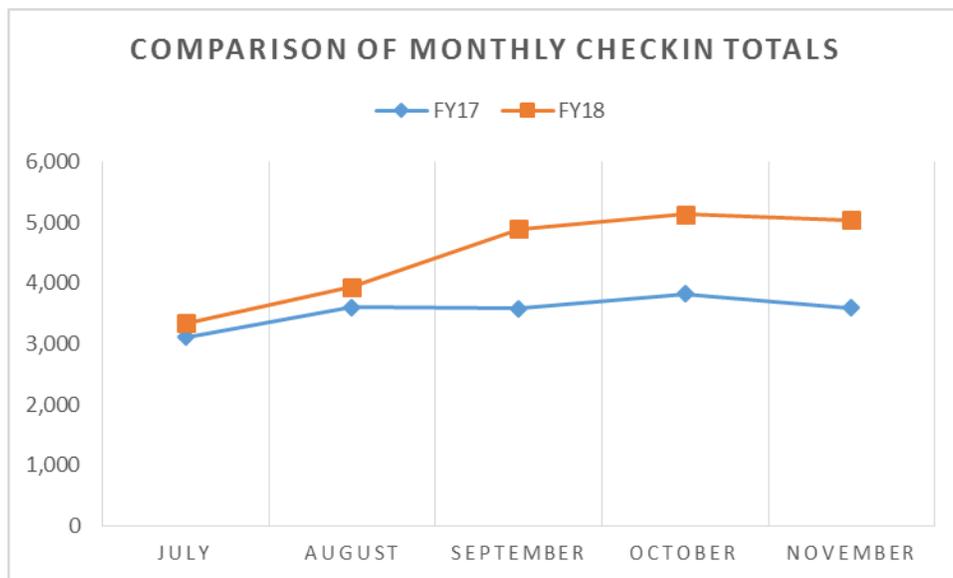
Primary influencer on the increase in expenses starting in September is the additional wages paid out to staff at the move to a 7 day per week schedule.

Monthly Expenses	July	August	September	October	November
FY17	\$ 39,144.81	\$ 70,113.85	\$ 75,717.39	\$ 58,716.46	\$ 62,335.12
FY18	\$ 53,230.93	\$ 58,448.26	\$ 89,959.78	\$ 69,085.54	\$ 71,973.53

Facility Utilization

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

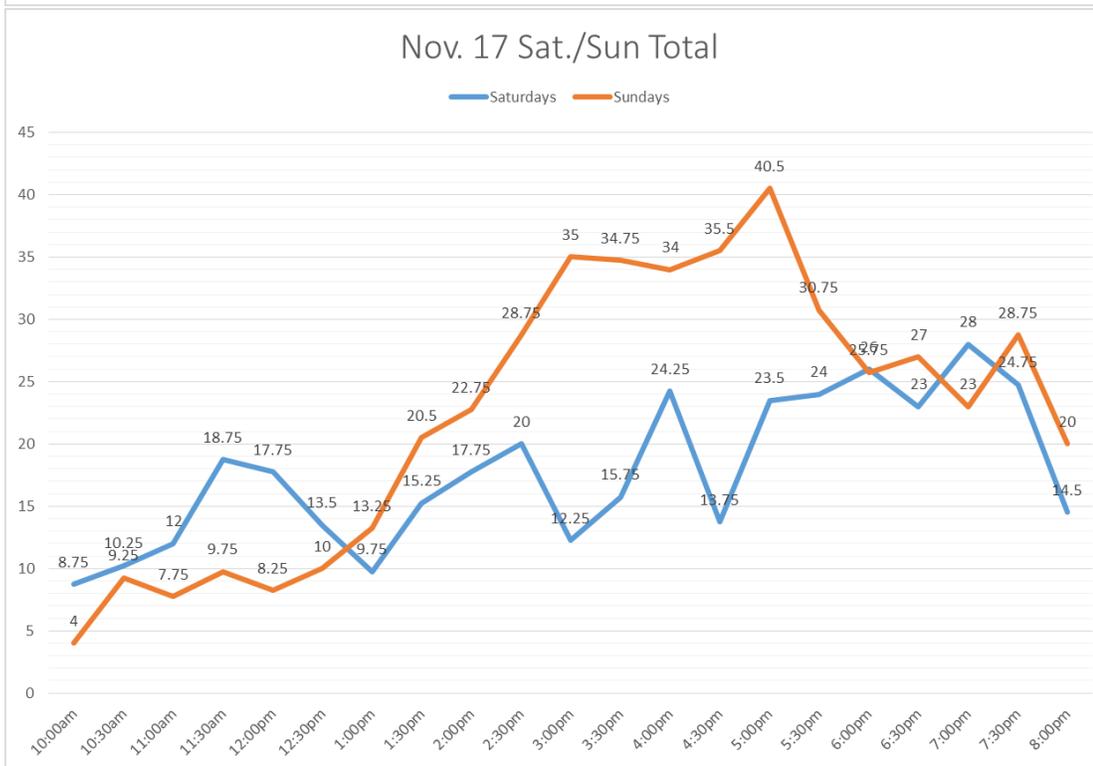
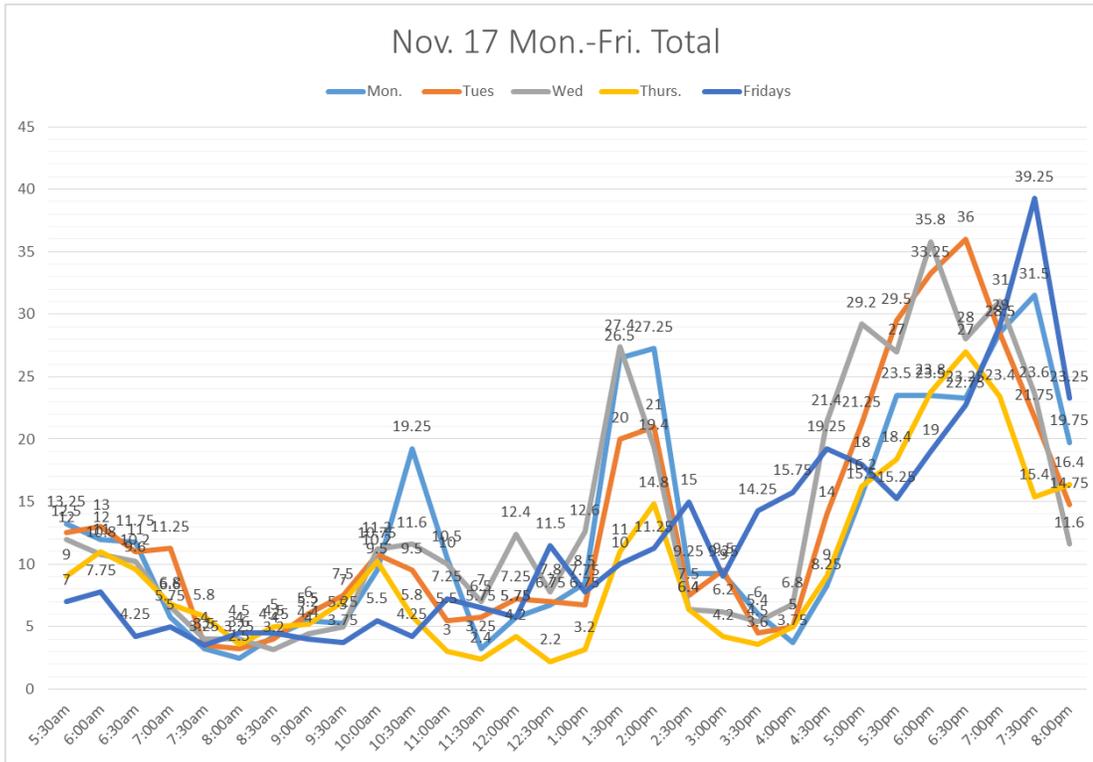
Facility Check-In	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Total
Member Checkins	1,983	2,347	2,737	2,983	2,917	12,967
Daily Admissions	1,258	1,432	1,706	1,790	1,611	7,797
Rentals	25	62	105	50	119	361
Fitness Programming	48	68	249	220	285	870
Aquatics Programming	20	30	98	96	105	349
Youth Programs	14	34	41	0	0	89
Monthly Totals	3,334	3,939	4,895	5,139	5,037	22,433

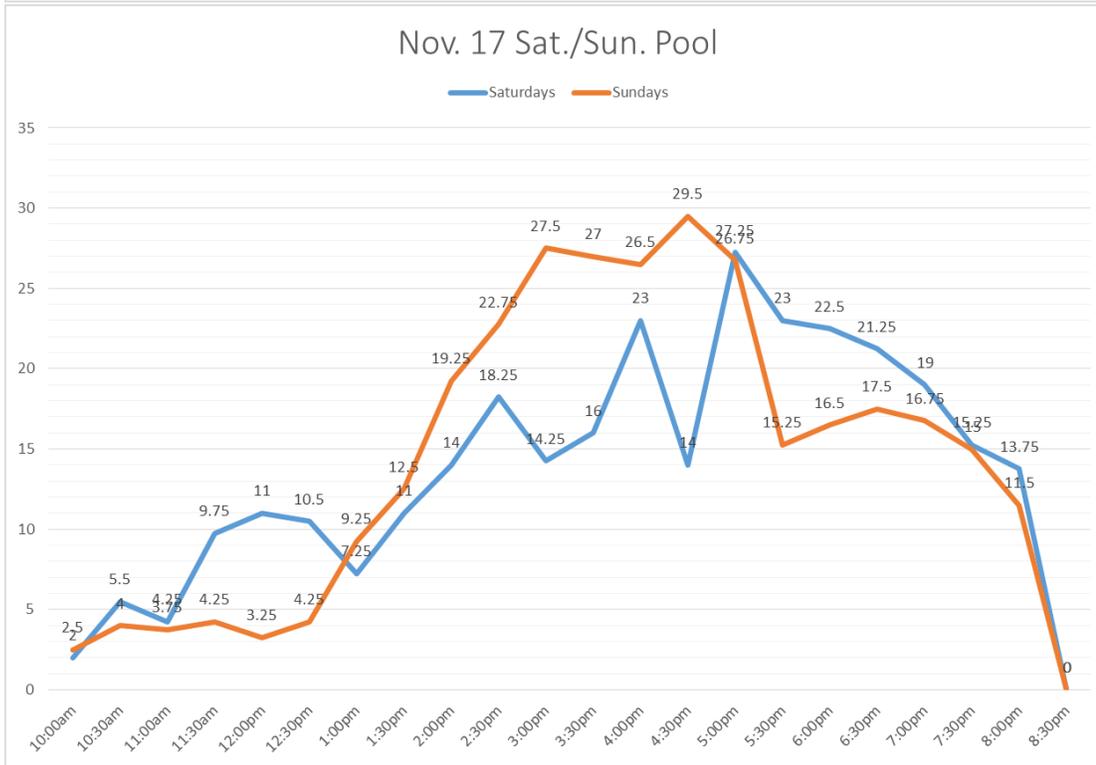
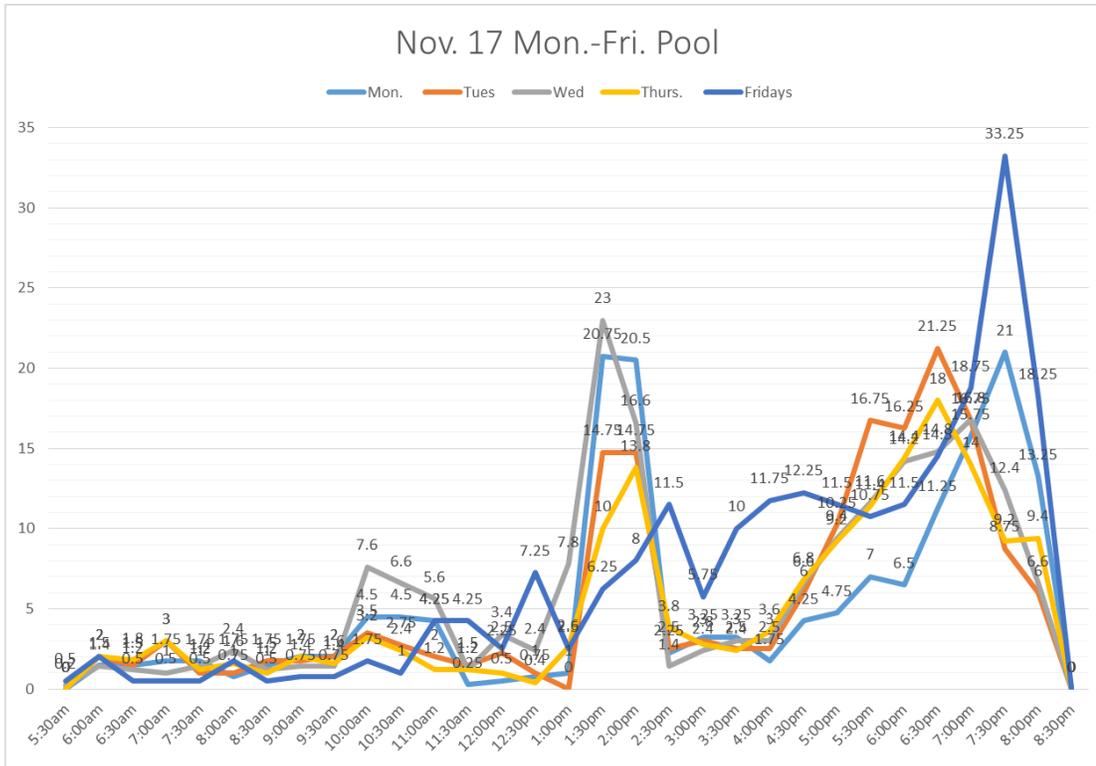


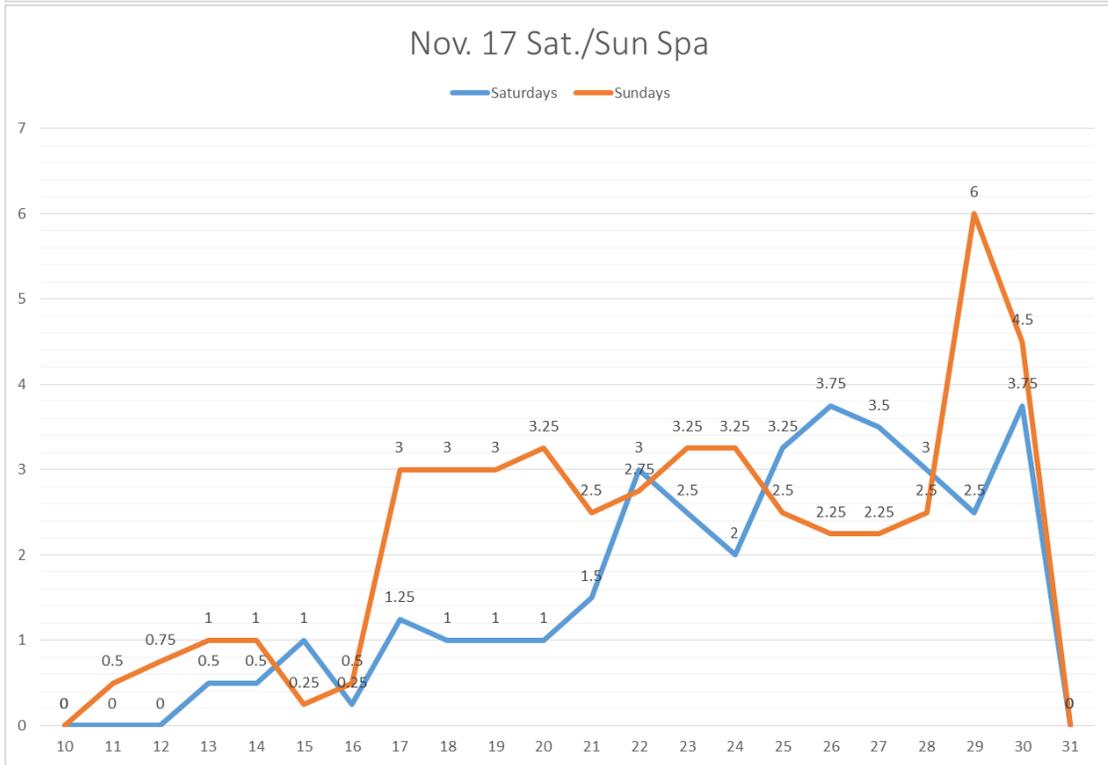
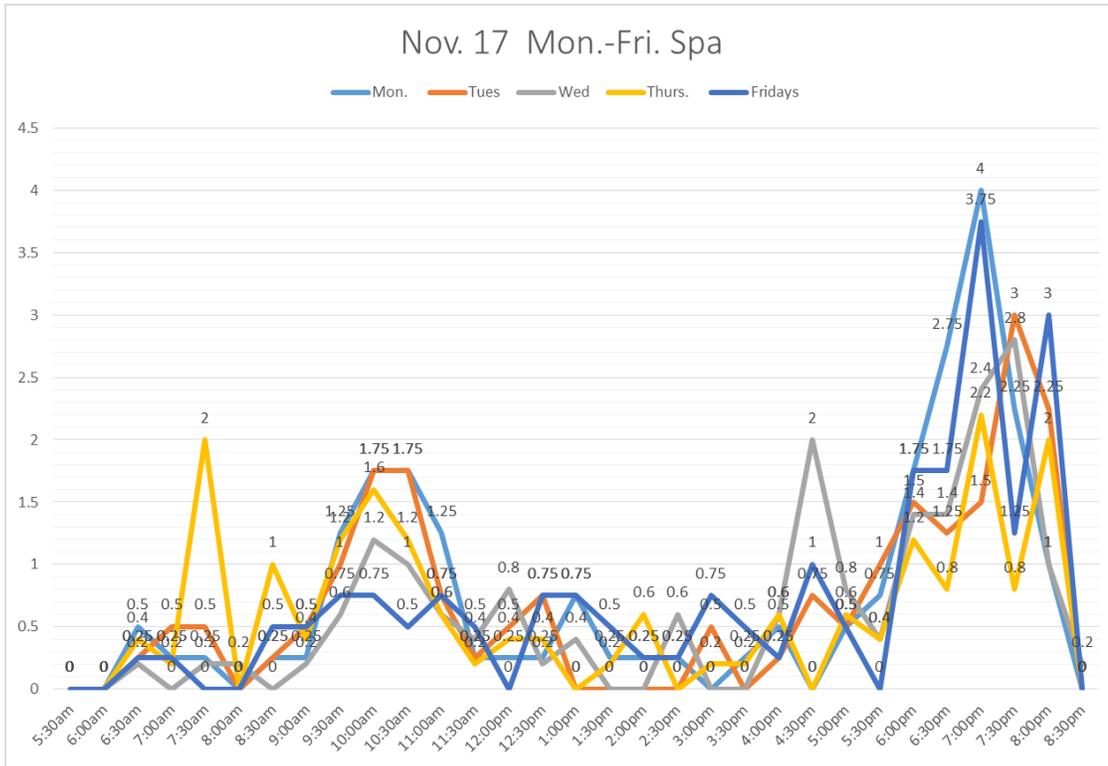
Facility Check-In	July	August	September	October	November	Total
FY17	3,108	3,596	3,579	3,820	3,594	17,697
FY18	3,334	3,939	4,895	5,139	5,037	22,344
Difference	226	343	1,316	1,319	1,443	4,647

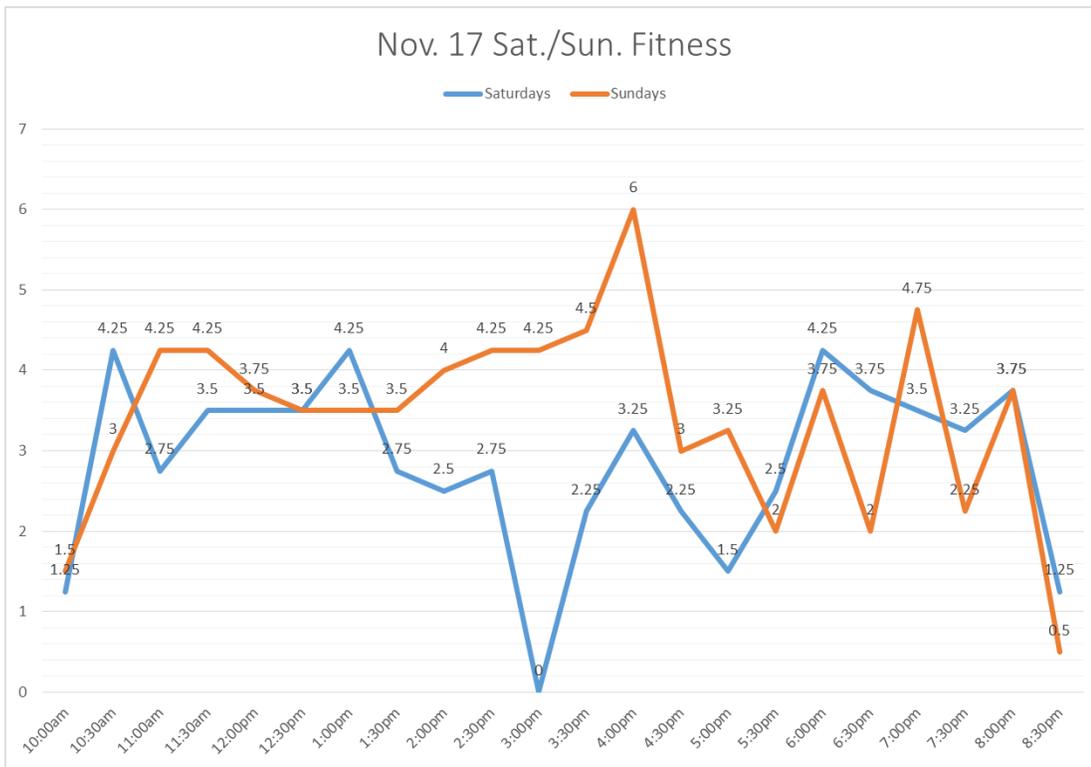
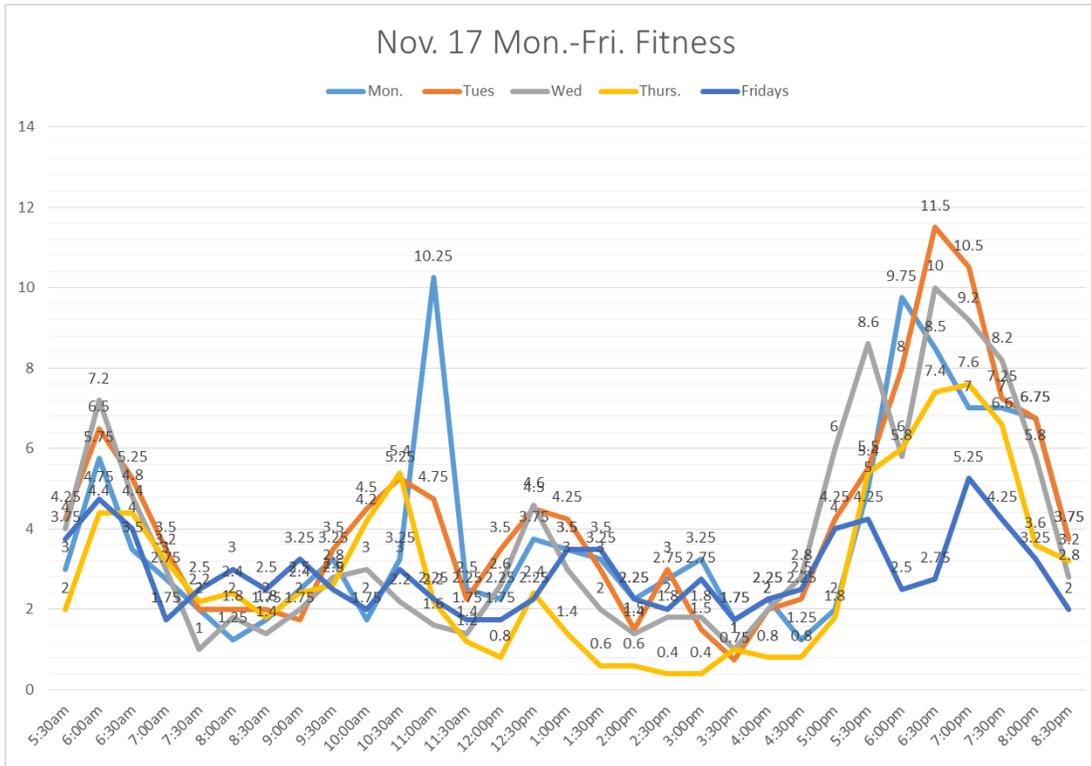
Area Usage: Count of the number of individuals in each area at the top and bottom of each hour. Showing trends and patterns of area usage, these numbers are not an accurate reporting of the overall number of patrons using the facility as patrons who remain in any area for more than 30 minutes are counted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

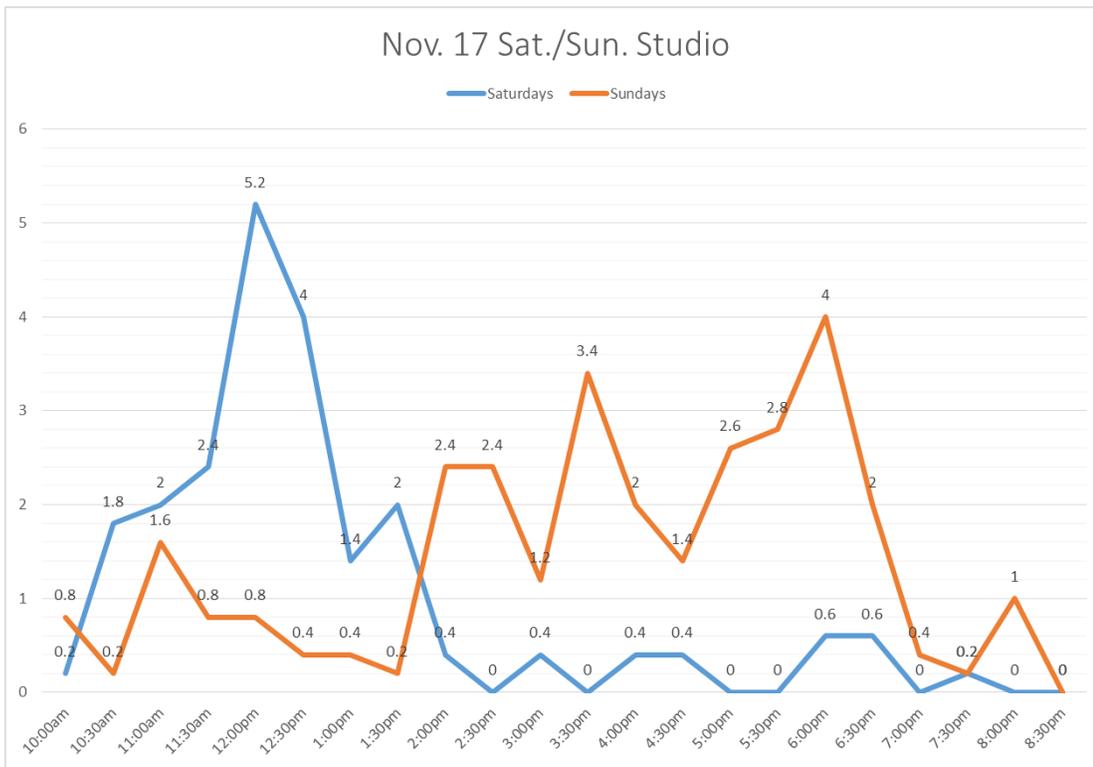
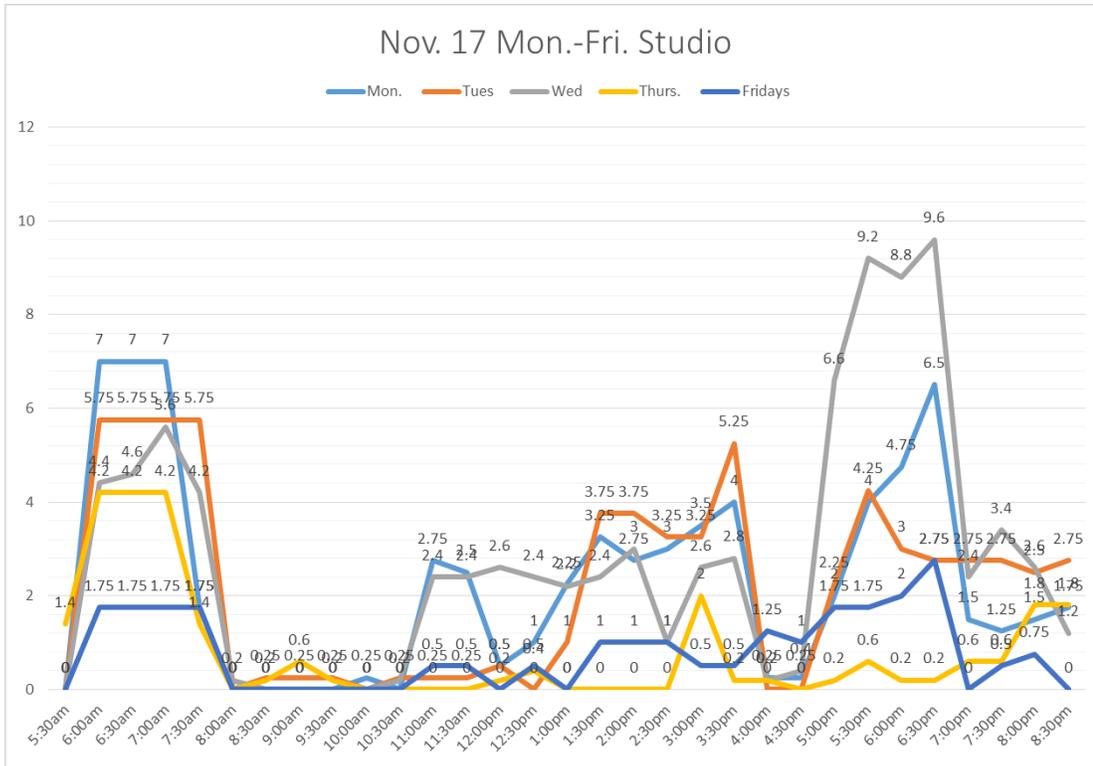
Combined Facility Totals

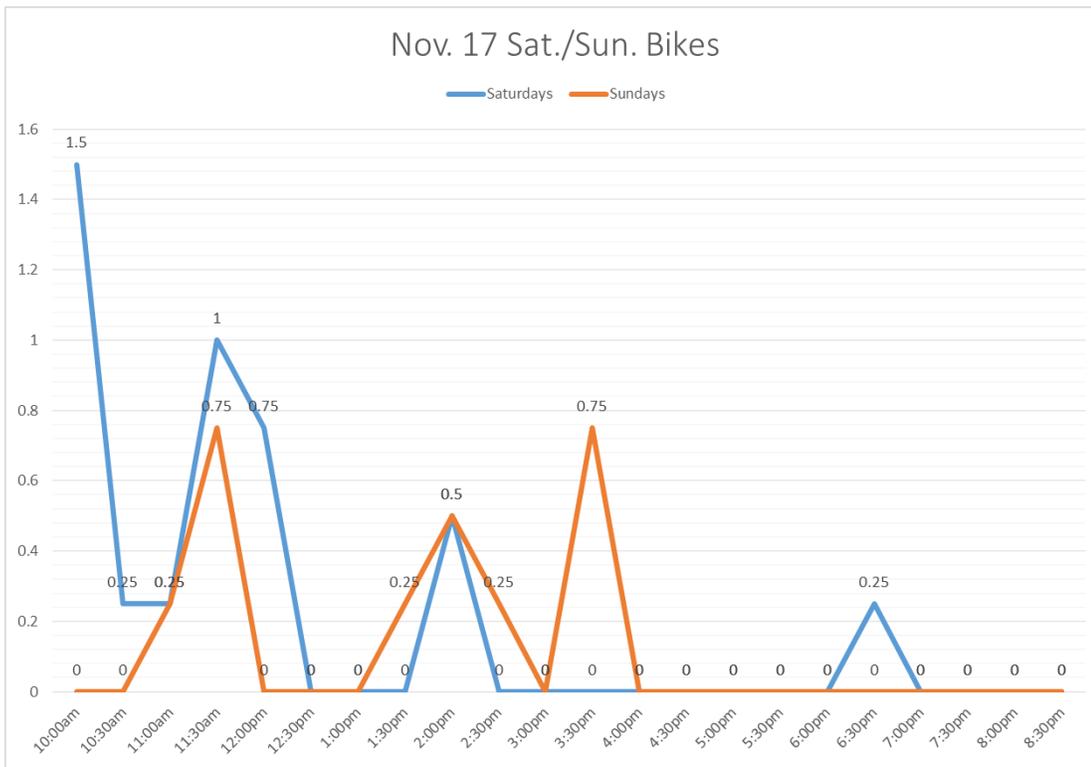
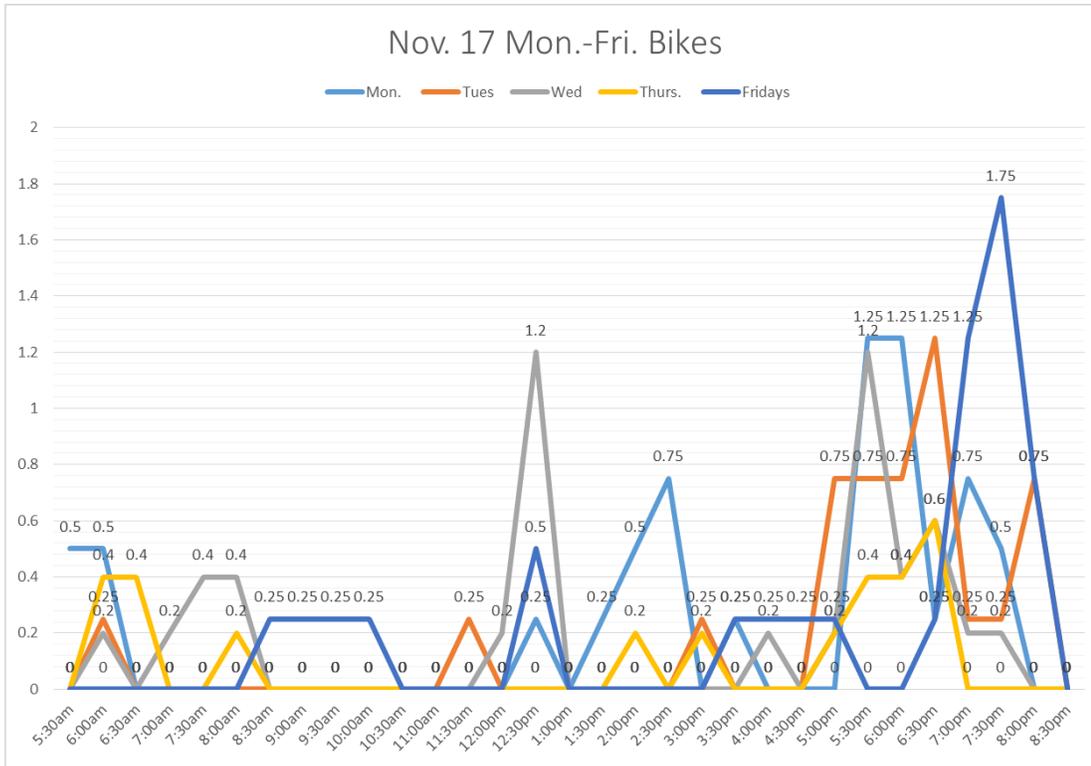












November 2017 Monthly Facility Averages by day of the week

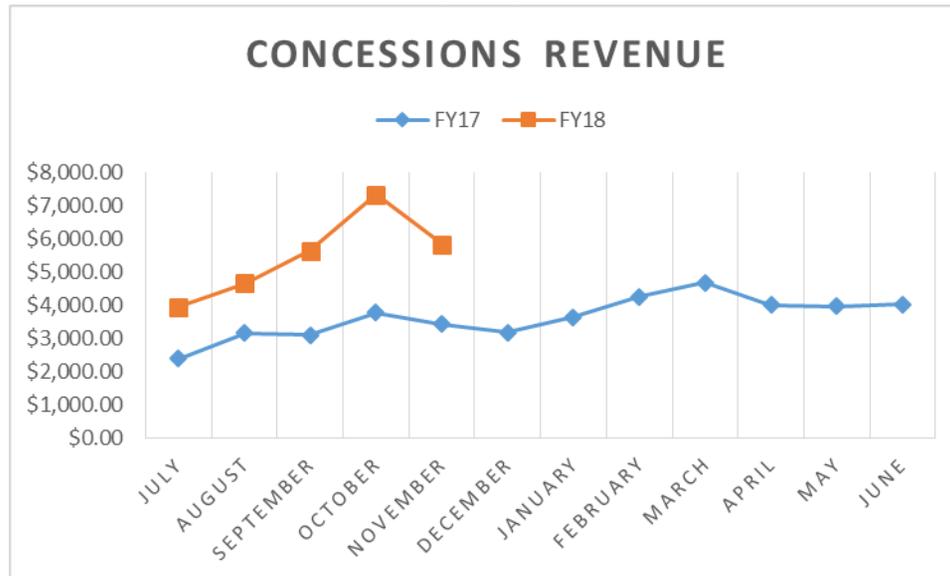
Total:	Mon.	Tues	Wed	Thurs.	Fridays	Total:	Saturdays	Sundays
5:30am	13.25	12.5	12	9	7	5:30am		
6:00am	12	13	10.8	11	7.75	6:00am		
6:30am	11.75	11	10.2	9.6	4.25	6:30am		
7:00am	5.75	11.25	6.6	6.8	5	7:00am		
7:30am	3.25	3.5	4	5.8	3.5	7:30am		
8:00am	2.5	3.25	4	3.6	4.5	8:00am		
8:30am	4.25	4	3.2	5	4.5	8:30am		
9:00am	5.5	6	4.4	5.2	4	9:00am		
9:30am	5.25	7.5	5	7	3.75	9:30am		
10:00am	9.5	10.75	11.2	10.2	5.5	10:00am	8.75	4
10:30am	19.25	9.5	11.6	5.8	4.25	10:30am	10.25	9.25
11:00am	10.5	5.5	10	3	7.25	11:00am	12	7.75
11:30am	3.25	5.75	7	2.4	6.5	11:30am	18.75	9.75
12:00pm	5.75	7.25	12.4	4.2	5.75	12:00pm	17.75	8.25
12:30pm	6.75	7	7.8	2.2	11.5	12:30pm	13.5	10
1:00pm	8.5	6.75	12.6	3.2	7.75	1:00pm	9.75	13.25
1:30pm	26.5	20	27.4	11	10	1:30pm	15.25	20.5
2:00pm	27.25	21	19.4	14.8	11.25	2:00pm	17.75	22.75
2:30pm	9.25	7.5	6.4	6.4	15	2:30pm	20	28.75
3:00pm	9.25	9.5	6.2	4.2	9	3:00pm	12.25	35
3:30pm	6	4.5	5.4	3.6	14.25	3:30pm	15.75	34.75
4:00pm	3.75	5	6.8	5	15.75	4:00pm	24.25	34
4:30pm	8.25	14	21.4	9	19.25	4:30pm	13.75	35.5
5:00pm	15.5	21.25	29.2	16.2	18	5:00pm	23.5	40.5
5:30pm	23.5	29.5	27	18.4	15.25	5:30pm	24	30.75
6:00pm	23.5	33.25	35.8	23.8	19	6:00pm	26	25.75
6:30pm	23.25	36	28	27	22.75	6:30pm	23	27
7:00pm	28.5	28.5	31	23.4	29	7:00pm	28	23
7:30pm	31.5	21.75	23.6	15.4	39.25	7:30pm	24.75	28.75
8:00pm	19.75	14.75	11.6	16.4	23.25	8:00pm	14.5	20
8:30pm						8:30pm		

November 2017 Monthly Area Averages

Pool	Mon.	Tues	Wed	Thurs.	Fridays	Pool	Saturdays	Sundays		Spa	Mon.	Tues	Wed	Thurs.	Fridays	Spa	Saturdays	Sundays
5:30am	0	0	0.2	0	0.5	5:30am				5:30am	0	0	0	0	0	5:30am		
6:00am	1.5	2	1.4	2	2	6:00am				6:00am	0	0	0	0	0	6:00am		
6:30am	1.5	1.5	1.2	1.8	0.5	6:30am				6:30am	0.5	0.25	0.2	0.4	0.25	6:30am		
7:00am	1.75	3	1	3	0.5	7:00am				7:00am	0.25	0.5	0	0.2	0.25	7:00am		
7:30am	1.75	1	1.4	1.2	0.5	7:30am				7:30am	0.25	0.5	0.2	2	0	7:30am		
8:00am	0.75	1	2.4	1.6	1.75	8:00am				8:00am	0	0	0.2	0	0	8:00am		
8:30am	1.5	1.75	1.2	1	0.5	8:30am				8:30am	0.25	0.25	0	1	0.5	8:30am		
9:00am	2	1.75	1.4	2	0.75	9:00am				9:00am	0.25	0.5	0.2	0.4	0.5	9:00am		
9:30am	2	2	1.4	1.6	0.75	9:30am				9:30am	1.25	1	0.6	1.2	0.75	9:30am		
10:00am	4.5	3.5	7.6	3.2	1.75	10:00am	2	2.5		10:00am	1.75	1.75	1.2	1.6	0.75	10:00am	0	0
10:30am	4.5	2.75	6.6	2.4	1	10:30am	5.5	4		10:30am	1.75	1.75	1	1.2	0.5	10:30am	0	0.5
11:00am	4.25	2	5.6	1.2	4.25	11:00am	4.25	3.75		11:00am	1.25	0.75	0.6	0.6	0.75	11:00am	0	0.75
11:30am	0.25	1.5	1.2	1.2	4.25	11:30am	9.75	4.25		11:30am	0.25	0.25	0.4	0.2	0.5	11:30am	0.5	1
12:00pm	0.5	2.25	3.4	1	2.5	12:00pm	11	3.25		12:00pm	0.25	0.5	0.8	0.4	0	12:00pm	0.5	1
12:30pm	0.75	1	2.4	0.4	7.25	12:30pm	10.5	4.25		12:30pm	0.25	0.75	0.2	0.4	0.75	12:30pm	1	0.25
1:00pm	1	0	7.8	2.6	2.5	1:00pm	7.25	9.25		1:00pm	0.75	0	0.4	0	0.75	1:00pm	0.25	0.5
1:30pm	20.75	14.75	23	10	6.25	1:30pm	11	12.5		1:30pm	0.25	0	0	0.2	0.5	1:30pm	1.25	3
2:00pm	20.5	14.75	16.6	13.8	8	2:00pm	14	19.25		2:00pm	0.25	0	0	0.6	0.25	2:00pm	1	3
2:30pm	2.25	2.5	1.4	3.8	11.5	2:30pm	18.25	22.75		2:30pm	0.25	0	0.6	0	0.25	2:30pm	1	3
3:00pm	3.25	3	2.4	2.8	5.75	3:00pm	14.25	27.5		3:00pm	0	0.5	0	0.2	0.75	3:00pm	1	3.25
3:30pm	3.25	2.5	3	2.4	10	3:30pm	16	27		3:30pm	0.25	0	0	0.2	0.5	3:30pm	1.5	2.5
4:00pm	1.75	2.5	3	3.6	11.75	4:00pm	23	26.5		4:00pm	0.5	0.25	0.6	0.6	0.25	4:00pm	3	2.75
4:30pm	4.25	6	6.6	6.8	12.25	4:30pm	14	29.5		4:30pm	0	0.75	2	0	1	4:30pm	2.5	3.25
5:00pm	4.75	10.25	9.4	9.2	11.5	5:00pm	27.25	26.75		5:00pm	0.5	0.5	0.8	0.6	0.5	5:00pm	2	3.25
5:30pm	7	16.75	11.6	11.4	10.75	5:30pm	23	15.25		5:30pm	0.75	1	0.4	0.4	0	5:30pm	3.25	2.5
6:00pm	6.5	16.25	14.2	14.4	11.5	6:00pm	22.5	16.5		6:00pm	1.75	1.5	1.4	1.2	1.75	6:00pm	3.75	2.25
6:30pm	11.25	21.25	14.8	18	14.5	6:30pm	21.25	17.5		6:30pm	2.75	1.25	1.4	0.8	1.75	6:30pm	3.5	2.25
7:00pm	15.75	16.75	16.8	14	18.75	7:00pm	19	16.75		7:00pm	4	1.5	2.4	2.2	3.75	7:00pm	3	2.5
7:30pm	21	8.75	12.4	9.2	33.25	7:30pm	15.25	15		7:30pm	2.25	3	2.8	0.8	1.25	7:30pm	2.5	6
8:00pm	13.25	6	6.6	9.4	18.25	8:00pm	13.75	11.5		8:00pm	1	2.25	1	2	3	8:00pm	3.75	4.5
8:30pm	0	0	0	0	0	8:30pm	0	0		8:30pm	0	0	0.2	0	0	8:30pm	0	0

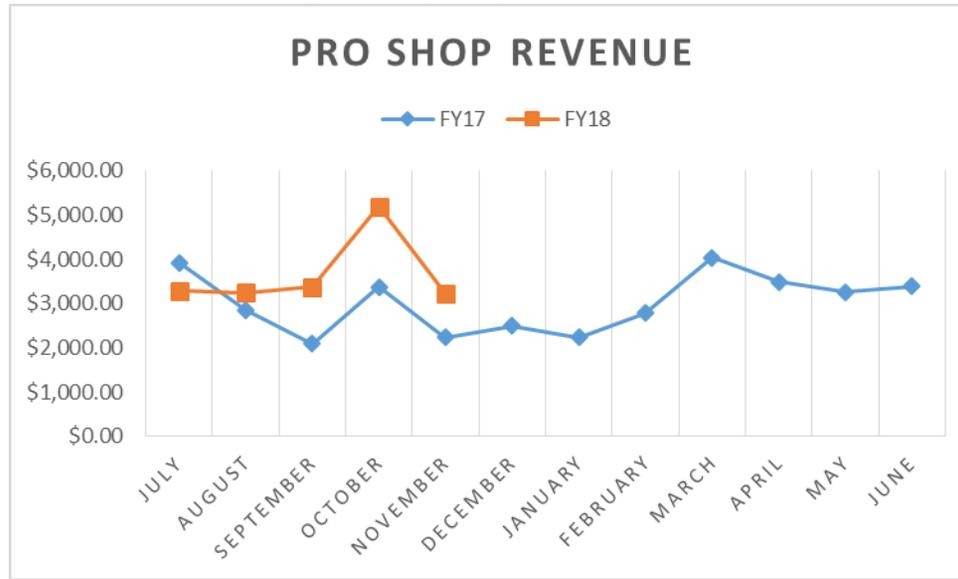
Fitness	Mon.	Tues	Wed	Thurs.	Fridays	Fitness	Saturdays	Sundays	Studio	Mon.	Tues	Wed	Thurs.	Fridays	Studio	Saturdays	Sundays	Bikes	Mon.	Tues	Wed	Thurs.	Fridays	Bikes	Saturdays	Sundays
5:30am	3	4.25	4	2	3.75	5:30am			5:30am	0	0	0	1.4	0	5:30am			5:30am	0.5	0	0	0	0	5:30am		
6:00am	5.75	6.5	7.2	4.4	4.75	6:00am			6:00am	7	5.75	4.4	4.2	1.75	6:00am			6:00am	0.5	0.25	0.2	0.4	0	6:00am		
6:30am	3.5	5.25	4.8	4.4	4	6:30am			6:30am	7	5.75	4.6	4.2	1.75	6:30am			6:30am	0	0	0	0.4	0	6:30am		
7:00am	2.75	3.5	3	3.2	1.75	7:00am			7:00am	7	5.75	5.6	4.2	1.75	7:00am			7:00am	0	0	0.2	0	0	7:00am		
7:30am	2	2	1	2.2	2.5	7:30am			7:30am	1.75	5.75	4.2	1.4	1.75	7:30am			7:30am	0	0	0.4	0	0	7:30am		
8:00am	1.25	2	1.8	2.4	3	8:00am			8:00am	0	0	0.2	0	0	8:00am			8:00am	0	0	0.4	0.2	0	8:00am		
8:30am	1.75	2	1.4	1.8	2.5	8:30am			8:30am	0	0.25	0	0.2	0	8:30am			8:30am	0	0	0	0	0.25	8:30am		
9:00am	2.5	1.75	2	2.4	3.25	9:00am			9:00am	0	0.25	0	0.6	0	9:00am			9:00am	0	0	0	0	0.25	9:00am		
9:30am	3.25	3.5	2.8	2.6	2.5	9:30am			9:30am	0	0.25	0	0.2	0	9:30am			9:30am	0	0	0	0	0.25	9:30am		
10:00am	1.75	4.5	3	4.2	2	10:00am	1.25	1.5	10:00am	0.25	0	0	0	0	10:00am	0.2	0.8	10:00am	0	0	0	0	0.25	10:00am	1.5	0
10:30am	3.25	5.25	2.2	5.4	3	10:30am	4.25	3	10:30am	0	0.25	0.2	0	0	10:30am	1.8	0.2	10:30am	0	0	0	0	0	10:30am	0.25	0
11:00am	10.25	4.75	1.6	2.2	2.25	11:00am	2.75	4.25	11:00am	2.75	0.25	2.4	0	0.5	11:00am	2	1.6	11:00am	0	0	0	0	0	11:00am	0.25	0.25
11:30am	2.5	2.25	1.4	1.2	1.75	11:30am	3.5	4.25	11:30am	2.5	0.25	2.4	0	0.5	11:30am	2.4	0.8	11:30am	0	0.25	0	0	0	11:30am	1	0.75
12:00pm	2.25	3.5	2.6	0.8	1.75	12:00pm	3.5	3.75	12:00pm	0.5	0.5	2.6	0.2	0	12:00pm	5.2	0.8	12:00pm	0	0	0.2	0	0	12:00pm	0.75	0
12:30pm	3.75	4.5	4.6	2.4	2.25	12:30pm	3.5	3.5	12:30pm	1	0	2.4	0.4	0.5	12:30pm	4	0.4	12:30pm	0.25	0	1.2	0	0.5	12:30pm	0	0
1:00pm	3.5	4.25	3	1.4	3.5	1:00pm	4.25	3.5	1:00pm	2.25	1	2.2	0	0	1:00pm	1.4	0.4	1:00pm	0	0	0	0	0	1:00pm	0	0
1:30pm	3.25	3	2	0.6	3.5	1:30pm	2.75	3.5	1:30pm	3.25	3.75	2.4	0	1	1:30pm	2	0.2	1:30pm	0.25	0	0	0	0	1:30pm	0	0.25
2:00pm	2.25	1.5	1.4	0.6	2.25	2:00pm	3.5	4	2:00pm	2.75	3.75	3	0	1	2:00pm	0.4	2.4	2:00pm	0.5	0	0	0.2	0	2:00pm	0.5	0.5
2:30pm	2.75	3	1.8	0.4	2	2:30pm	2.75	4.25	2:30pm	3	3.25	1	0	1	2:30pm	0	2.4	2:30pm	0.75	0	0	0	0	2:30pm	0	0.25
3:00pm	3.25	1.5	1.8	0.4	2.75	3:00pm	0	4.25	3:00pm	3.5	3.25	2.6	2	0.5	3:00pm	0.4	1.2	3:00pm	0	0.25	0	0.2	0	3:00pm	0	0
3:30pm	1.75	0.75	1	1	1.75	3:30pm	2.25	4.5	3:30pm	4	5.25	2.8	0.2	0.5	3:30pm	0	3.4	3:30pm	0.25	0	0	0	0.25	3:30pm	0	0.75
4:00pm	2.25	2	2	0.8	2.25	4:00pm	3.25	6	4:00pm	0.25	0	0.2	0.2	1.25	4:00pm	0.4	2	4:00pm	0	0	0	0.2	0.25	4:00pm	0	0
4:30pm	1.25	2.25	2.8	0.8	2.5	4:30pm	2.25	3	4:30pm	0.25	0	0.4	0	1	4:30pm	0.4	1.4	4:30pm	0	0	0	0	0.25	4:30pm	0	0
5:00pm	2	4.25	6	1.8	4	5:00pm	1.5	3.25	5:00pm	2	2.25	6.6	0.2	1.75	5:00pm	0	2.6	5:00pm	0	0.75	0.2	0.2	0.25	5:00pm	0	0
5:30pm	5	5.5	8.6	5.4	4.25	5:30pm	2.5	2	5:30pm	4	4.25	9.2	0.6	1.75	5:30pm	0	2.8	5:30pm	1.25	0.75	1.2	0.4	0	5:30pm	0	0
6:00pm	9.75	8	5.8	6	2.5	6:00pm	4.25	3.75	6:00pm	4.75	3	8.8	0.2	2	6:00pm	0.6	4	6:00pm	1.25	0.75	0.4	0.4	0	6:00pm	0	0
6:30pm	8.5	11.5	10	7.4	2.75	6:30pm	3.75	2	6:30pm	6.5	2.75	9.6	0.2	2.75	6:30pm	0.6	2	6:30pm	0.25	1.25	0.6	0.6	0.25	6:30pm	0.25	0
7:00pm	7	10.5	9.2	7.6	5.25	7:00pm	3.5	4.75	7:00pm	1.5	2.75	2.4	0.6	0	7:00pm	0	0.4	7:00pm	0.75	0.25	0.2	0	1.25	7:00pm	0	0
7:30pm	7	7.25	8.2	6.6	4.25	7:30pm	3.25	2.25	7:30pm	1.25	2.75	3.4	0.6	0.5	7:30pm	0.2	0.2	7:30pm	0.5	0.25	0.2	0	1.75	7:30pm	0	0
8:00pm	6.75	6.75	5.8	3.6	3.25	8:00pm	3.75	3.75	8:00pm	1.5	2.5	2.6	1.8	0.75	8:00pm	0	1	8:00pm	0	0.75	0	0	0.75	8:00pm	0	0
8:30pm	3.75	3.75	2.8	3.2	2	8:30pm	1.25	0.5	8:30pm	1.75	2.75	1.2	1.8	0	8:30pm	0	0	8:30pm	0	0	0	0	0	8:30pm	0	0

Concessions Monthly Comprisons FY17 and FY18



Concessions Sales Totals	July	August	September	October	November	December	January	February	March	April	May	June	Total
FY17	\$2,384.89	\$3,157.11	\$3,092.41	\$3,769.41	\$3,426.47	\$3,185.55	\$3,648.41	\$4,247.30	\$4,669.61	\$4,009.62	\$3,958.30	\$4,024.27	\$43,573.35
FY18	\$3,954.28	\$4,650.93	\$5,633.56	\$7,320.72	\$5,834.03								\$27,393.52
Value Change	\$1,569.39	\$1,493.82	\$2,541.15	\$3,551.31	\$2,407.56								-\$16,179.83

Pro Shop Monthly Comprisons FY17 and FY18



Pro Shop Sales Totals	July	August	September	October	November	December	January	February	March	April	May	June	Total
FY17	\$3,913.00	\$2,850.50	\$2,092.54	\$3,365.62	\$2,231.18	\$2,490.62	\$2,239.62	\$2,777.95	\$4,032.94	\$3,483.89	\$3,253.72	\$3,382.17	\$36,113.75
FY18	\$3,289.74	\$3,247.54	\$3,365.77	\$5,194.60	\$3,231.28								\$18,328.93
Value Change	-\$623.26	\$397.04	\$1,273.23	\$1,828.98	\$1,000.10								-\$17,784.82

Management Team Reports



CITY OF BETHEL

Post Office Box 1388
 Bethel, Alaska 99559
 Phone: 907-543-2047

TO: City Manager
 FROM: Human Resources
 SUBJECT: November 2017 Manager Report

DATE: December 29, 2017

The following identifies significant projects that were in addition to general personnel action-based activities (hiring, terminations, disciplinary, etc.):

Applications and Hiring

Job Description was updated for Assistant Finance Director (Controller).

A total of 49 applications were received during December for advertised vacancies.

Position	Number of Vacancies	(Average) Days Vacant	Number of New Applications	Number Hired During Period	Number of Vacancies Remaining	Applicants Still in Department Review Process
Police Chief			2			2
Assistant Finance Director	1	169	1	0	1	1
Water and Wastewater Foreman	1	390	0	0	1	0
Property (Facilities, Land, Parks) Maintenance Worker	1	315	5	0	1	Conditional offer accepted, to start Jan 2nd
Dispatch Supervisor	1	168	0	0	1	0
Dispatcher	1	32	1	0	1	1Temp Hire
Driver – Hauled Utility	5	N/A	4	2	5	
Police Officer	2	N/A	2	0	1	2
CSP	1	22	4			
TOTALS	13	182	19	6	11	7

Transit Driver, Accounting Specialist, and Firefighter/EMT were removed from the list as they have been filled and are fully staffed. Those positions are included in the 6 hired during this period column.

The position of Police Chief was advertised for 2 weeks and only 2 applications were received. Both were good viable candidates, but the decision was made by the City Manager to post the position for 2 more weeks in an attempt to attract additional qualified applicants.

Program Updates

The Federal Department of Transportation has amended its Drug and Alcohol Policy effective Jan 1, 2018. The new policy requires four new opioids be added to the drug testing panel, adds to the list of “fatal flaws”, and requires the medical review officer (MRO) to notify the employer when prescriptions or combinations of prescriptions might lead to impaired driving.

PORT OF BETHEL



Post Office Box 1388
Bethel, Alaska 99559
Voice: 907-543-2310
Fax: 907-543-2311

TO: Peter Williams, City Manager
FROM: Allen Wold, Port Director
SUBJECT: December 2017 Managers Report

- **Small Boat Harbor**
 - Cleaned embankments and everywhere else in the SBH.
 - Put notices on vehicles left in the SBH. SBH is not a storage area.
- **City Dock/Beach 1**
 - Customers are still in and out of the Dock getting to their stored containers.
 - Plow snow off the Dock with loader.
- **Port Office**
 - TC Construction came out in December to finish touch up work.
 - Waiting on Pro Dev on the amount we have left over.
 - Plow snow off parking lot and sand icy areas.
 - Working around the Port Office (Cut the lid off the overflow for the water, getting all the essentials, getting quotes on furniture)
- **Admin**
 - Monthly Storage billing for customers.
 - 1 Worker has been helping out the Public Works Department to help with the water and sewer.
 - Brought a connex donated by the City to Covenant Church with Dumptruck and Trailer and also used loader.
 - Checking mail daily at 3pm.
 - Left Ed Flores as acting Port Director while on vacation.
- **Seawall**
 - Fixing Cable Fencing/Welding new posts for cable fencing.
 - Picking up around dumpsters daily.
 - Cleared the Float Plane Area of boats and drift for access to the river.
- **East Addition**
 - Utility poles are being uses as barricades. People have knocked over the poles.

- **Misc./Vehicles**
 - Safety checks along the seawall
 - Picking up as needed where needed.
 - Safety Meetings.
 - Winterizing vehicles.



CITY OF BETHEL
Fire Department

William F. Howell III, Fire Chief
P.O. Box 1388, Bethel, Alaska 99559
Phone: (907)-543-2131
Fax: (907)-543-2702
bhowell@cityofbethel.net

Celebrating 50 Years of Service

DATE: December 28, 2017
TO: Pete Williams, City Manager
FROM: Bill Howell, Fire Chief
SUBJECT: Manager's Report December 1, 2017 through December 28, 2017

Current Events

- A ribbon cutting ceremony for the new ambulance Medic-6 was held on December 15 at noon. Many of the sponsors of the project, council and management team members attended. Medic Six was placed in service the following Friday on December 22.
- The Department is hosted a Community Open House on Saturday, December 16 from 4 p.m. to 6 p.m. to celebrate the new ambulance and thank the community for supporting the Medic 6 project.
- Data is being input into the Department's new Records Management System (RMS) "Emergency Reporting". This new RMS places all important documents and records within quick reach of any member authorized to access it. A significant improvement in efficiency and operational picture is expected from the use of the new RMS.
- The specifications for the new ladder truck are in the final stages of review. We are working with the Finance Department to secure a lease company for the purchase.
- The RFP for ambulance billing and collection services is undergoing final review by the City Attorney and Finance department and should be issued soon.
- The Department's administrative staff continues work on a new Policies, Procedures, S.O.P. Rules and Regulations manual for the department.

Community Planning/Preparedness

- The Department is working with Dowl Engineering to determine removal of two hydrants from the Institution Corridor water project.
- The Department attended the Alaska Fire Chiefs Association teleconference on December 7.
- We await arrival of the community ISO rating letter for fire protection. Our survey was completed in August of this year and should be released soon. Insurance companies determine risk and the premiums paid by home and business owners using ISO ratings.

Training

- On 12/05/17 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders reviewed intravenous fluid therapy and drip rate formulas.
- On 12/14/17 at 7:00 p.m., a Fire Meeting was held at the fire station. Responders reviewed and practiced deploying fire hose in different situations.
- On 12/19/17 at 7:00 p.m., a Combination Fire/EMT Meeting was held at the fire station. Responders received their annual influenza vaccinations and TB Skin Tests. Staff and volunteers were instructed to go to the YKDRH Lab to request HIV blood tests.
- The Fire Department's EMT-1 class started on 11/18/17 with 13 students. Currently, 10 remain enrolled in the program. Some recent topics of instruction include; Obstetrical Emergencies, Environmental Emergencies, Poisoning and Overdose Emergencies, and Immunological Emergencies.
- The Driver Training program information has been assigned to staff and volunteers. Multiple staff and volunteers have completed the online training and safety cone course with our ambulances.
- A Fire Meeting is scheduled for 12/28/17 at 7:00 p.m.

Responses

- Between 11/30/17 and 12/26/17, the Bethel Fire Department responded to 130 EMS and 4 Fire incidents.
- During this period, 71 EMS incidents (54.6%) were alcohol-related.

- On 11/30/17 at 8:08 pm medics responded to the area of Fifth Avenue for the report of a person with lacerations to their wrists. The patient was assessed and transported to the hospital.
- On 12/01/17 at 1:04 a.m. medics responded to the area of Ptarmigan Road for the report of a person having a seizure. The patient was assessed and transported to the hospital.
- On 12/02/17 at 9:22 a.m. medics responded to Kusko Court for the report of a person who was unable to walk after suffering a leg injury. The patient was assessed and transported to the hospital.
- On 12/06/17 at 6:22 p.m. medics responded to the area of Weber Circle for the report of a person with injuries to their wrist and rib cage. The patient was assessed and transported to the hospital.
- On 12/09/17 at 8:29 p.m. medics responded to Akiak Street for the report of a person who was not breathing. Upon arrival, medics performed CPR on one female while transporting her to the hospital.
- On 12/10/17 at 6:28 a.m. medics responded to the area of the Covenant Church for the report of a person experiencing chest pain. The patient was assessed and transported to the hospital.
- On 12/14/17 at 10:55 a.m. medics responded to the LKSD District Office for the report of a person who had been electrocuted. The patient was assessed and transported to the hospital.
- On 12/18/17 at 6:16 a.m. medics responded to Ptarmigan Road for the report of a person experiencing chest pain, nausea, and vomiting. The patient was assessed and transported to the hospital.
- On 12/22/17 at 9:20 a.m. firefighters responded to Hanger Lake Road for the report of a fuel exhaust smell in a residence. Firefighters checked for carbon monoxide, but found none. Firefighters installed one carbon monoxide alarm in the home.
- On 12/22/17 at 8:26 p.m. firefighters responded to Ptarmigan Road for the report of a vehicle fire. Upon arrival, the fire was already extinguished. Firefighters checked for hot spots, gathered information, and returned to quarters.
- On 12/23/17 8:05 a.m. medics responded to the area of Ptarmigan Road for the report of a person not breathing. The patient was pronounced deceased as obvious signs of death were observed.

Budget/Financial

- All Department accounts are within budget.

- The department is developing budget figures for future capital needs, firefighting foam and firefighter turnouts.

Grants

- The Department was awarded \$7,500 in Code Blue grant funding for a new power stretcher for the new ambulance. This grant is administered by YKHC's EMS office. Matching funds have been committed by the Volunteer fire fighters association (BVESA).
- The Department received \$7,500 in funding for portable radios through the 2017 VFA grant.
- The Grants Manager reported that a Homeland Security reallocation request was approved to supply the fire department with 3 new mobile radios and 12 new portables. A purchase order will be submitted for this purchase soon.

Staffing/recruitment

- The Department welcomes its newest member Matthew Cochrane. Matt is a BRHS graduate and member of the departments volunteer core.

Vehicles & Equipment

- Engine 3, our 1986 Grumman reserve pumper, is still out of service but most major repairs are complete and it can be used in an emergency. The vehicle is being restocked with equipment.
- Medic Six is in service! The crew is enjoying the new rig.

FIRE DEPARTMENT VEHICLE STATUS			
Vehicle	Type	Year	Status
Medic 4	Ambulance	1999	<i>(Backup ambulance) In service. Leaking airbags. Undergoing repairs of air suspension by local shop.</i>
Medic 5	Ambulance	2003	<i>(Frontline Ambulance) In service. Frequent no starts/dead batteries. Batteries changed by V&E (Plan to remount to new chassis in 2018)</i>
Medic 6	Ambulance	2017	<i>In service. Tires need to be studded.</i>
Engine 4	Pumper	2013	<i>(Frontline pumper) In service, Seat belt sensor silenced but still needing repair by V&E. Ground and marker lights changed to LED to reduce maintenance.</i>

Engine 3	Pumper	1986	<i>(Back up pumper)</i> Out of service, Tank repair complete. Awaiting pump test. In service for emergencies (Poor overall condition needs replacement)
Truck 1	Ladder Truck	1980	<i>(Frontline ladder truck)</i> Out of service, Pump and ladder need repair. Decertified. No work order, equipment is obsolete. (Scheduled for replacement in 2018.)
Tanker 1	Tanker (1500 gallon)	1980	In service, runs poorly, needs tune up, Work order issued. (Undersized for Bethel, poor condition, needs replacement).
Com 1	Pickup	2014	In service. Plow repaired.
Com 2	Pickup	2004	In service, plow parts ordered, running board needs repair.

MEMORANDUM



DATE: December 29, 2017

TO: Peter Williams, City Manager

FROM: John Sargent, Grant Manager

SUBJECT: Grant Manager's Report – January 9, 2018 Bethel City Council Meeting

Grant Projects

Police Dispatch Center

The City's request for an extension was approved until June 30, 2019. The remaining part of this project is the design, purchase, and installation of a communication tower on the Police Station site. Then, antennas on the KYUK Tower will be moved to the City's tower. Lastly, radio equipment from the GCI Communications Shack at the KYUK Tower site will be moved to the Police Station server room.

Institutional Corridor

The City's request for an extension was approved until June 30, 2019. The contracts are in place for the pilings to be driven and water pipe to be installed. All work should be completed by September 30, 2018.

Sewer Lagoon Rehabilitation

Dredging

The City is evaluating the prospect of taking advantage of the dredge, mixer, and belt presses still in Bethel to remove more sludge from the lagoon, but funding is scarce. The City is considering the idea of purchasing a dredge, but without belt presses, the City would have to use geobags that sit on the ground for two years to dewater.

Jetty Repair

The City and USDA-RD are in receipt of the 95% design and bid documents. USDA-RD is anxious to see the final bid documents and to review and approve them for issuance.

Grant Applications

Transit Grant

Per Bethel City Council approval, I am preparing the FY 2019 Community Transit Grant application that is due January 19, 2018. The prospective transit budget was approved by Bethel City Council.

State Homeland Security Grant

This grant application is due January 30, 2018. Prospective projects that will be brought to City Council for approval are: Video Cameras and scada system, Police Dispatch Center consoles, extraction gear for use by Firefighter/EMTs, fencing around City

Subdivision water tank, and servers and hard drive storage for police body camera images. No match is required.

Request for Bids/Proposals

Water Tank Cleaning RFP Issued 3rd Time

The City prepared and issued a Request for Proposals document to hire a company to clean, inspect, and make recommendations regarding the condition of the City's two 500,000 gallon water tanks. The City received two responses on the December 29, 2017 deadline.

YK Fitness Center Utility Management Software

I am preparing an RFP to hire a company to manage the City's utility management software at the YK Fitness Center.

Boilers for Public Works Building

As soon as DOWL evaluates the City Shop and informs me on the preferred boilers we should purchase to warm the City Shop, I will prepare and Request for Bids/Proposals documents.

Lowboy and Semi Truck

The original RFP for the City's purchase of a Semi Truck and Lowboy Trailer was pulled from circulation at the request of the City Attorney. The RFP was revised, approved by the attorney, and subsequently reissued.

Bucket Lift

I am preparing a Request for Bids document for the City to purchase one bucket lift that allows City personnel to access high places easily and safely.

**City of Bethel
Grant Summary
Calendar Year 2017**

Preparing

Sponsor	Name	Products/Services	City Depts. (Partners)	Date	\$ Grant \$ City Match
DOT&PF	Community Transit Grant	Transit System Operations	Public Works – Transit	1/19/17	\$408,553 \$70,100
AK Division of Homeland Security and Emerg. Mgmt.	State Homeland Security Grant	Video cameras, Police Dispatch Center consoles, fencing, extraction gear, servers/storage.	Police, Fire, Public Works	1/30/18	2,172,850 0
USDA-RD	Water and Sewer grants and loan	Sewer Lagoon Rehabilitation Project – Jetty Repair	Public Works	Ongoing	\$3,332,358

Submitted in Calendar Year 2017

Most recent first

Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant \$ Match
Federal Government	President Trump’s Infrastructure Improvement Program	Water Loop A Water Loop B Water Loop C	Public Works	6/20/17	\$23,167,254 \$5,791,814

Approved in Calendar Year 2017

Most recent first

Sponsor	Name	Products/Services	City Depts.	\$ Grant \$ Match	Status
Village Safe Water, DEC	Water and Sewer Infrastructure Grant	Dredging Sewer Lagoon	Public Works	\$500,000 0	Open
Alaska Public Entity Insurance	Safety Supplies Grant	Ear plugs, safety vests, warm jackets	Water & Sewer/Prop Maint.	\$3,000 0	Closed
Rasmuson Foundation	Grant	YK Fitness Center operating & maint.	YK Fitness Ctr.	\$500 0	Closed
U.S. Forest Service	Volunteer Firefighter Assistance	Turnouts	Fire	\$7,453 ?	Closed

Approved in Calendar Year 2017

Most recent first

Sponsor	Name	Products/Services	City Depts.	\$ Grant \$ Match	Status
AK Div. of Homeland Security and Emerg. Mgmt.	State Homeland Security Program	GIS Mapping, repeaters for radios, ALERRT active shooter training	Police, Fire	\$126,055 0	Open
Village Safe Water-DEC	Wastewater Grant #16EP29	Engineering & dredging sewer lagoon	Public Works	\$2,230,851 0	Open
Village Safe Water-DEC	Wastewater Grant #14EP70	Engineering & dredging sewer lagoon	Public Works	\$2,233,816 0	Open
Village Safe Water-DEC	Wastewater Grant #17EP77	Engineering & dredging sewer lagoon	Public Works	\$300,037 0	Open
AK Div. of Homeland Security and Emerg. Mgmt.	FFY15 State Homeland Security Program	Portable & Mobile radios, coverage of previous over-expenditure	Police, Fire	\$103,987 0	Open
AK Dept. of Health & Social Services	Community Service Patrol Grant	Fund 3 CSPs, gasoline, minor equipment	Police	\$323,081	Open
AK Dept. of Environmental Cons., Village Safe Water Program	Sanitation Deficiency Database	Lift station replacement; five new lift station electric panels	Public Works	\$900,000 0	Open
AK Dept. of Transportation & Public Facilities	FY 2018 Community Transit Grant	Bethel Transit System operations.	Public Works	\$250,597 \$80,580	Open
Alaska Public Entity Insurance	Surface Material Grant	Playground surface material (woodchips)	Parks & Rec.	\$10,000 \$10,000	Closed
Total				\$6,989,377	

Not Approved				Most recent first	
Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant \$ Match
EPA, IHS, USDA, ANTHC	Sanitation Deficiency Database	Sewer pipe to connect 18 homes on 6th & 7th Aves.	Public Works	3/14/17	\$1,800,000
EPA, IHS, USDA, ANTHC	Sanitation Deficiency Database	Sewer pipe to connect 33 homes on 6th & 7th Aves.	Public Works	3/14/17	\$2,150,000
Village Safe Water	Planning Grant as part of: Capital Improvement Project List	Preliminary engineering report and environmental report for Avenues piped W&S project.	Public Works	6/2/17	\$75,000
AK Division of Homeland Security & Emergency Mgmt.	State Homeland Security Program	Video camera system, repeaters for radio signals, police active shooter training.	Police, Fire, Port, Public Works	2/17/17	\$1,696,850 \$126,055 was funded
State of Alaska	State Capital Requests	Inst. Corridor, Road Around H-Marker Lake, Ladder Truck, Small Boat Harbor.	PW, Fire, Port	12/16	\$9,670,752 0

Holiday Schedule:

In reviewing the schedule I realized there was a typo. On New Year's Eve we will open at our regular time of 10am, not at 9am as was posted.

Christmas Day: 12/25/17 Closed

New Year's Eve: 12/31/17 Open ~~9am~~10am-4pm

New Year's Day: 1/1/18 Open 2pm-9pm

YKFC Staff Gathering TBD Friday in February Open 5:30-4:30pm

Easter: 4/1/18 Open 2pm-9pm

Memorial Day: 5/28/18 2pm-9pm

Staffing

Operational Staff:

- Lifeguards: Looking for 2-3 certified lifeguards able to work daytime and weekend hours.
 - **Free Lifeguard training will be offered January 2-6, 12-7pm**

Programming Staff: We are still looking for programming staff to fill the below roles:

- Swim Instructors
- Swim Coach: Swim coach is not required to be American Red Cross Certified, but must have experience with competitive swimming and an interest in coaching Adult Masters Swimming and Youth advanced through competitive swimming.
- Fitness Instructors and Certified Personal Trainers
- Instructors for any activity, craft or music patrons might be interested in learning.

Anyone interested in working with us can call 543-0390 or visit ykfitness.org for information.

Programming

Fitness and Aquatic Classes: Fall 2 classes run October 30th – December 17th. Winter classes will run Jan 8th – March 4th. Registration for Winter classes will begin December 11th.

Sport Camp: During Winter Break we will be holding our Sport Camp. Camp will be available Dec 27th – 29th and Jan 2nd-8th. Registration for Sport Camp will begin December 11th.

Rentals: November rentals included 5 parties.

Off Site activities: In November we started hosting league basketball, youth soccer and Ultimate Frisbee at the BRHS gym.

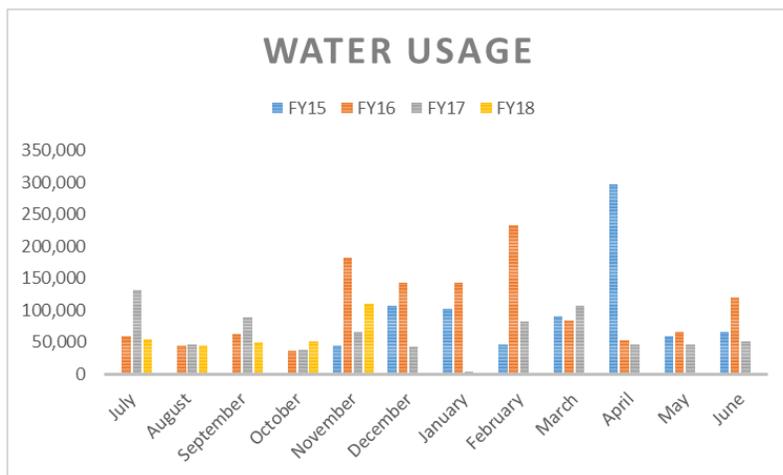
Memberships

November 1st we started a new contract with KYUK. This contract was negotiated for an in-kind exchange of services with KYUK Employees receiving memberships in exchange for marketing services for the Fitness Center.

The Yukon Kuskokwim Health Corporation is renewing their corporate contract. The current membership period ends November 30th and new memberships begin December 1st.

Facility Maintenance

Water Usage: November Water Use was slightly higher than our regular average due to an extra pool backwash falling during the month. The pool is backwashed based on differential pressure readings.



*Note: Facility opened in November of 2014 (FY15)

Warranty Maintenance: Bethel Contracting has completed work on the roof and has sealed the windows. We continue to have a few small leaks and they are working to find the source and seal. Interior repairs and corrections have not yet been started.

Routine Maintenance:

- Pool
 - Clean hair strainers and backwash
 - Cleaned chlorine feeder
 - Clean overflow deck grates
- Spa
 - Clean hair strainers and backwash
- Water/Ice Machine – clean interior components
- Boiler #2 – pressurized expansion tank

Corrective Maintenance:

- Pump #5 – replaced fuse
- Boiler #1 – replaced flame detector
- Fitness – Clean and lubricate treadmill belts

Maintenance needed:

Previously reported maintenance still pending:

- Men's Locker room gaskets on handle to shower #2 need to be replaced to prevent leaking inside the wall. Facility maintenance has disassembled the unit to determine best corrective actions.
- Airlocks – we are finding that both the pool and spa regularly develop airlocks when being backwashed. While the airlocks are easy to release, we are trying to determine why they are occurring to avoid them. Update: We have found an air leak in pool filter tank #2 that seems to be the cause of the air leak for the pool. We are looking at best options for correcting the leak.
- Overhead fans in pool area need maintenance. Working with City Facilities Department to develop a plan for safe access to trouble shoot the fans.
- Solenoid controlling the relay locking mechanism for the Family Locker room door has malfunctioned. The part was special made for that relay assembly, we are working with the company attempting to get a replacement part.
- While moving cardio machines we found that the treadmills are wearing groves into the linoleum in some places and causing the linoleum to bubble in others. Need to look into alternative flooring options for under these pieces.
- Experiencing leaking from shower handles, need to replace gaskets and seals. Update: review of the shower system is underway to determine if a different shower handle assembly would be in the best interest of the facility in the long run. Working with City Staff to gather information.
- Experiencing difficulties with BIAMP Interface modules for playing music in the cardio/weight room and studio. We are reviewing system to determine whether they can be fixed or will need to be replaced.

Revenue

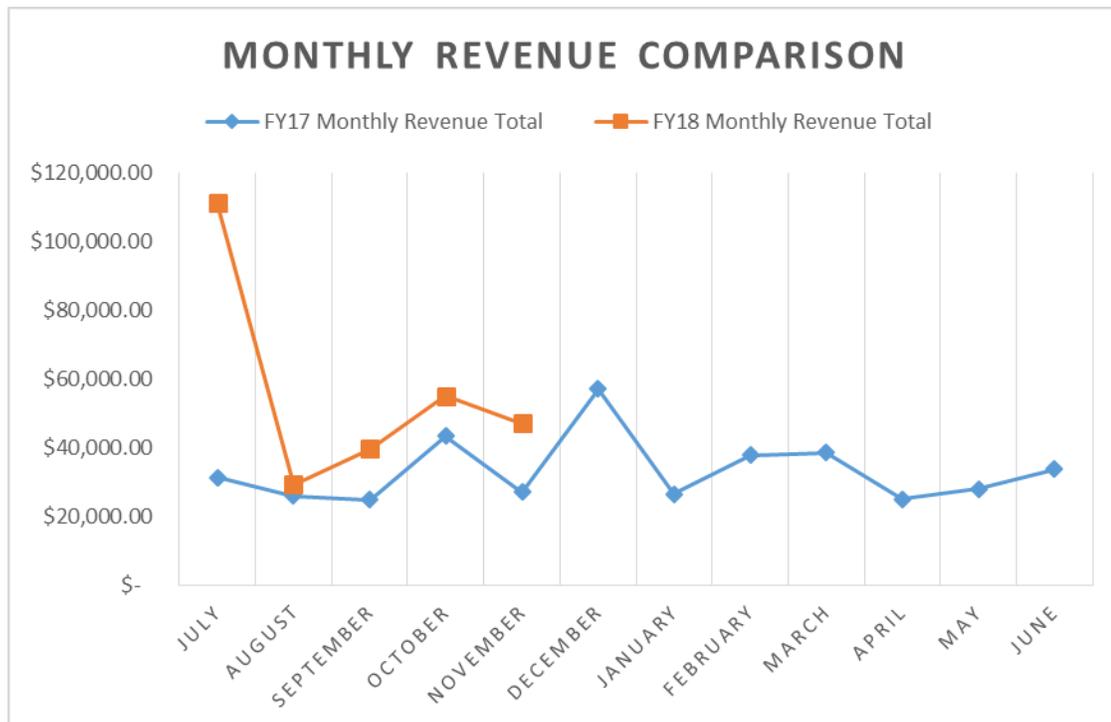
FY18 Revenue

Code	Facility Revenue	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Total	FY18 Budget	%attained
414	Memberships	\$94,430	\$9,948	\$17,239	\$29,334	\$17,032	\$167,983	\$372,000	45.16%
430	Pro Shop	\$3,283	\$3,246	\$3,426	\$5,195	\$3,231	\$18,381	\$39,675	46.33%
435	Concessions	\$4,078	\$4,685	\$5,635	\$7,286	\$5,834	\$27,519	\$49,200	55.93%
460	Entry Fees	\$6,162	\$7,629	\$5,955	\$6,151	\$14,683	\$40,581	\$78,480	51.71%
463	Facility Rental	\$661	\$801	\$542	\$1,434	\$987	\$4,426	\$12,750	34.71%
465	Program Fees	\$2,741	\$3,046	\$7,053	\$5,730	\$5,352	\$23,922	\$90,500	26.43%
	Facility Revenue Total	\$111,356	\$29,355	\$39,850	\$55,131	\$47,120	\$282,812	\$642,605	44.01%

- July Membership Revenue includes payment for LKSD FY18 Contract.

Revenue Comparisons FY17-FY18

	July	August	September	October	November
FY17 Monthly Revenue Total	\$ 31,432.99	\$ 26,142.38	\$ 24,866.93	\$ 43,502.82	\$ 27,134.06
FY18 Monthly Revenue Total	\$ 111,355.68	\$ 29,355.49	\$ 39,850.34	\$ 55,130.52	\$ 47,119.84
Change	\$ 79,922.69	\$ 3,213.11	\$ 14,983.41	\$ 11,627.70	\$ 19,985.78

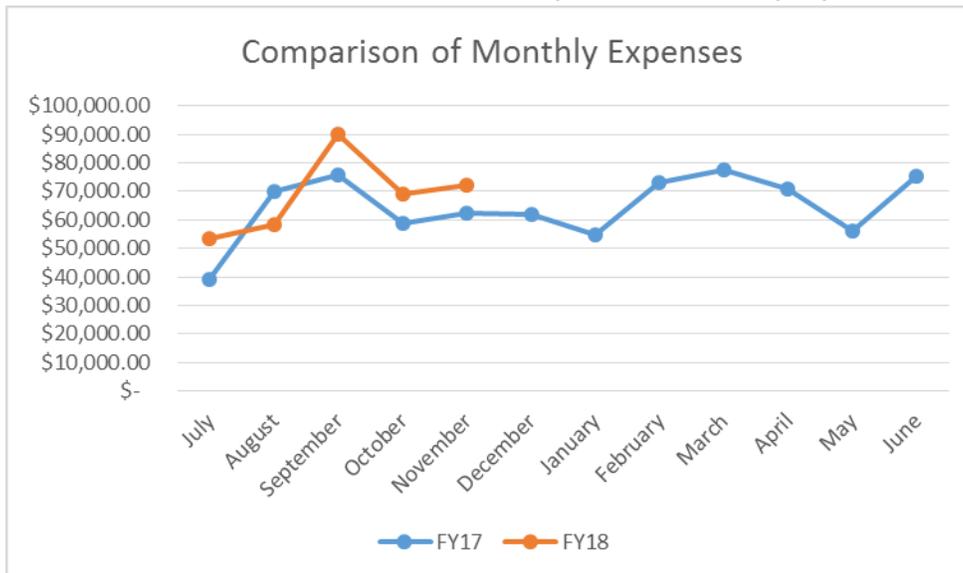


FY18 Expenses

	Expenses	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Total	Budgeted	% used
	Salary Wages	\$10,000	\$10,110	\$20,989	\$13,382	\$11,062	\$65,542	\$233,050	28.12%
	Hourly Wages	\$17,300	\$18,171	\$29,147	\$20,984	\$23,778	\$109,380	\$331,500	33.00%
	Benefits	\$5,527	\$5,957	\$11,198	\$8,187	\$8,677	\$39,546	\$117,310	33.71%
521	Housing	\$3,000	\$3,000	\$3,090	\$3,090	\$3,090	\$15,270	\$37,080	41.18%
545	Travel/Training	\$0	\$0	\$0	\$0	\$0	\$0	\$5,731	0.00%
561	Supplies	\$2,520	\$6,925	\$10,929	\$4,807	\$9,966	\$35,148	\$95,696	36.73%
580	Boiler	\$0	\$0	\$0	\$0	\$0	\$0	\$5,250	0.00%
646	Contractors	\$11,667	\$11,667	\$11,667	\$11,667	\$11,667	\$58,335	\$144,200	40.45%
661	Vehicle Maintenance/Repair	\$0	\$0	\$0	\$38	\$0	\$38	\$750	5.06%
663	Janitorial Supplies/Services	\$219	\$49	\$134	\$3,020	\$574	\$3,996	\$20,400	19.59%
668	Software Licenses	\$682	\$308	\$423	\$581	\$491	\$2,486	\$6,869	36.20%
683	Minor Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$10,500	0.00%
684	Donations and Awards	\$90	\$0	\$0	\$0	\$0	\$90	\$500	18.00%
721	Insurance	\$1,225	\$1,225	\$1,225	\$1,225	\$1,225	\$6,125	\$15,515	39.48%
724	Dues/Subscriptions	\$169	\$169	\$169	\$169	\$169	\$847	\$1,965	43.08%
727	Advertising	\$203	\$168	\$0	\$0	\$236	\$608	\$10,000	6.08%
733	Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$500	0.00%
736	Bank Charges	\$627	\$699	\$990	\$1,640	\$1,038	\$4,993	\$14,060	35.52%
790	Allowance for Special Events	\$0	\$0	\$0	\$294	\$0	\$294	\$800	36.77%
799	Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$5,058	0.00%
	TOTAL	\$53,231	\$58,448	\$89,960	\$69,086	\$71,974	\$342,698	\$1,056,735	32.43%

*Wages are paid every 2 weeks. Most months include 2 pay periods, September includes 3. During September the facility schedule also shifted to a 7 day per week schedule adding an additional operational day per week of wages.

Comparison of Monthly Expenses



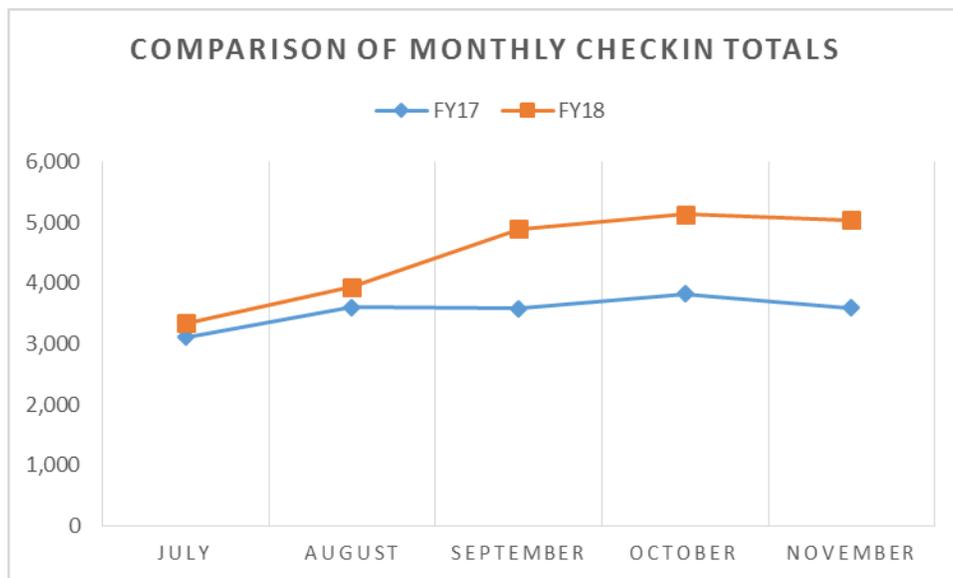
Primary influencer on the increase in expenses starting in September is the additional wages paid out to staff at the move to a 7 day per week schedule.

Monthly Expenses	July	August	September	October	November
FY17	\$ 39,144.81	\$ 70,113.85	\$ 75,717.39	\$ 58,716.46	\$ 62,335.12
FY18	\$ 53,230.93	\$ 58,448.26	\$ 89,959.78	\$ 69,085.54	\$ 71,973.53

Facility Utilization

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

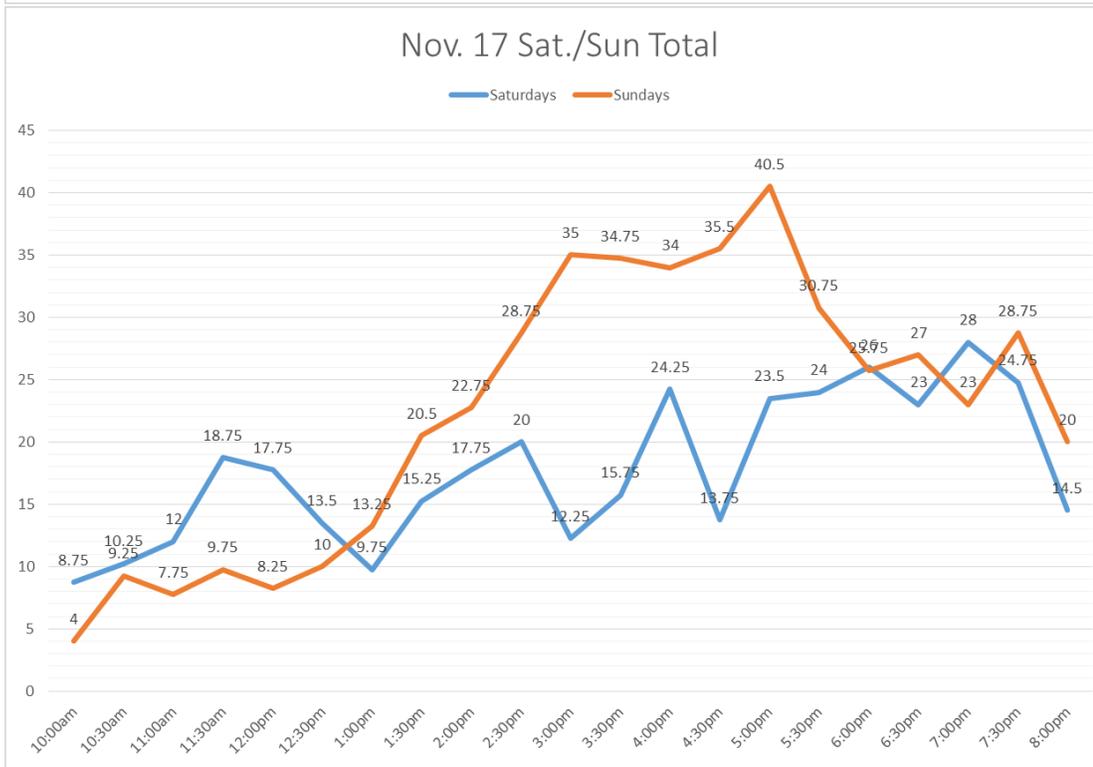
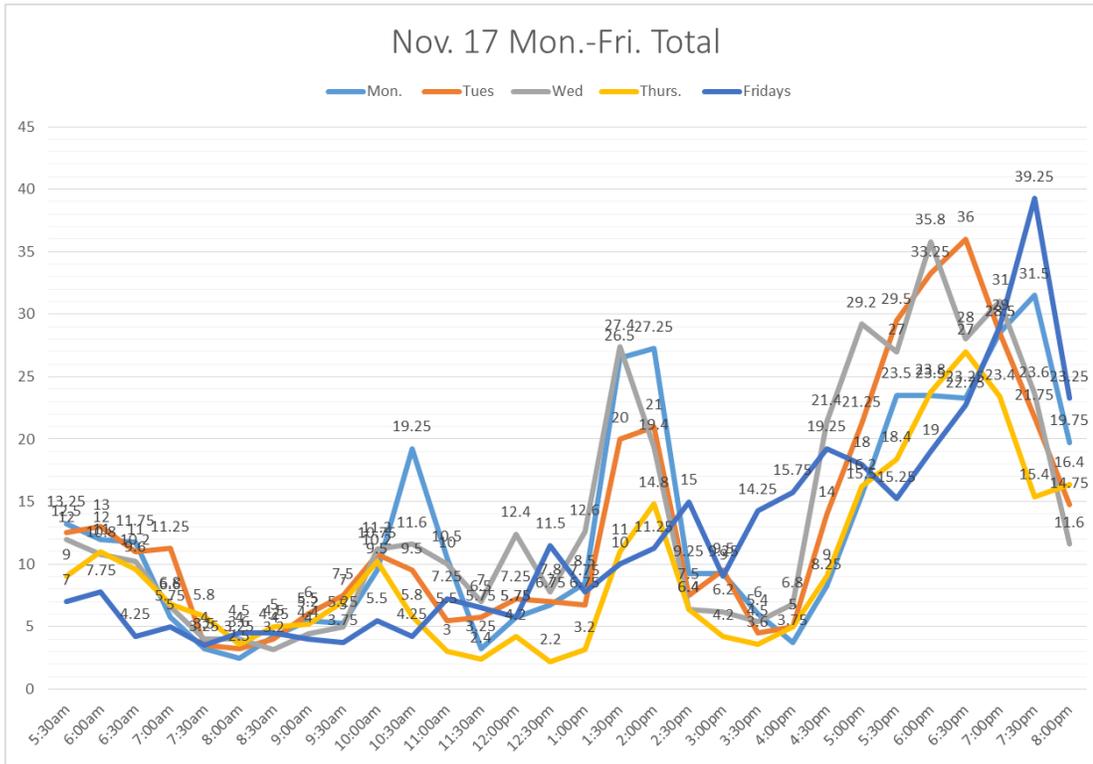
Facility Check-In	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Total
Member Checkins	1,983	2,347	2,737	2,983	2,917	12,967
Daily Admissions	1,258	1,432	1,706	1,790	1,611	7,797
Rentals	25	62	105	50	119	361
Fitness Programming	48	68	249	220	285	870
Aquatics Programming	20	30	98	96	105	349
Youth Programs	14	34	41	0	0	89
Monthly Totals	3,334	3,939	4,895	5,139	5,037	22,433

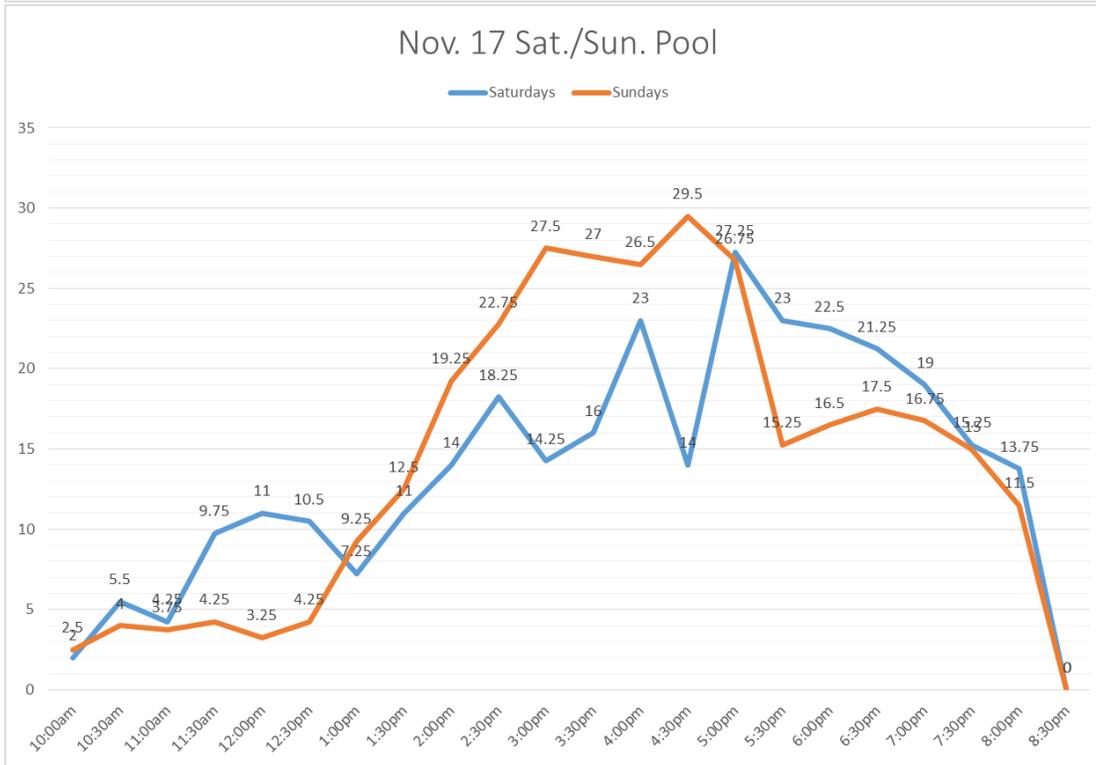
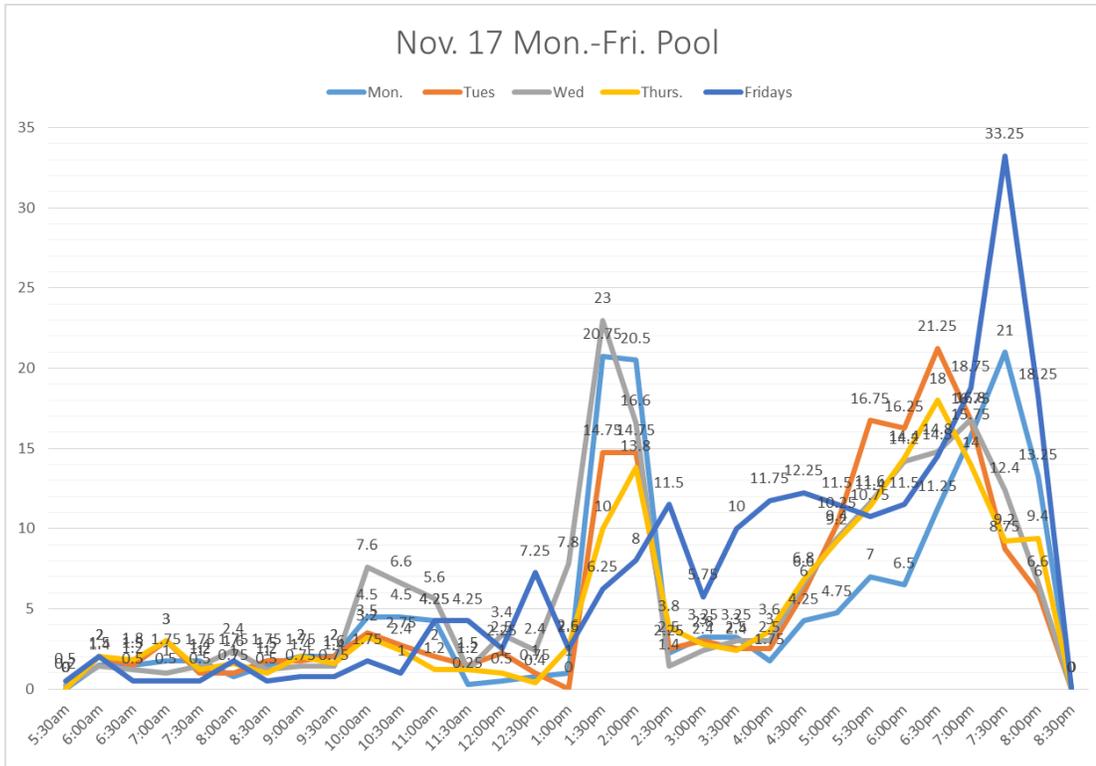


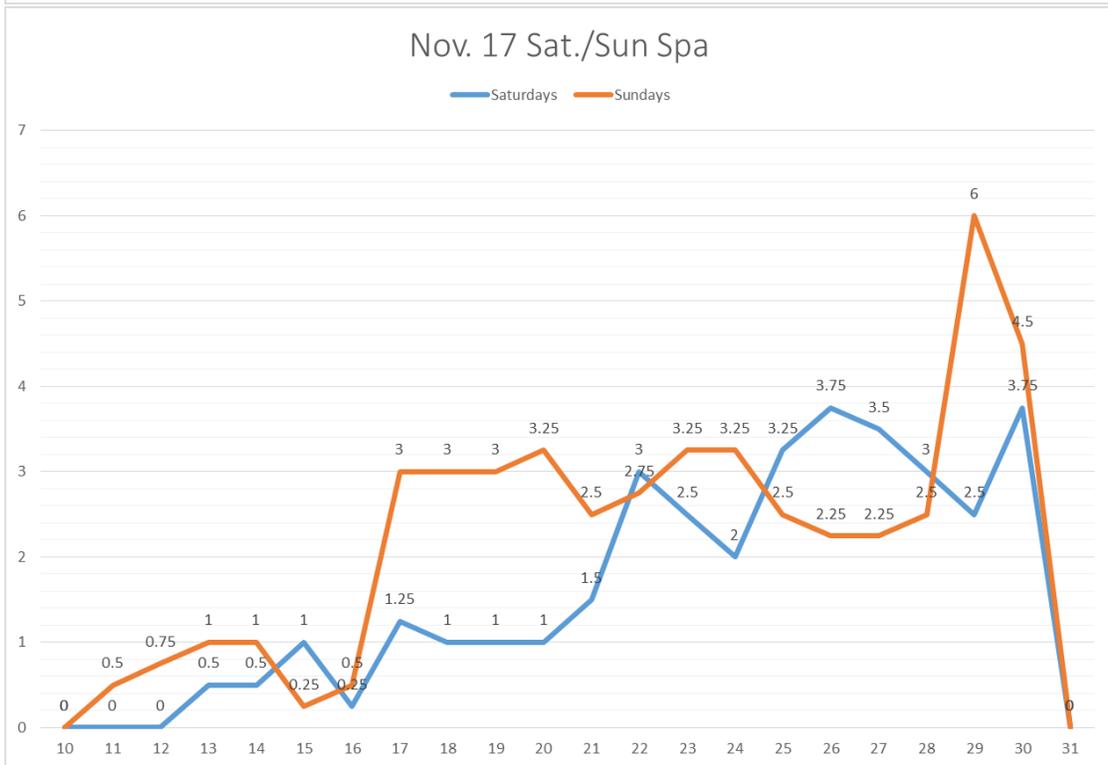
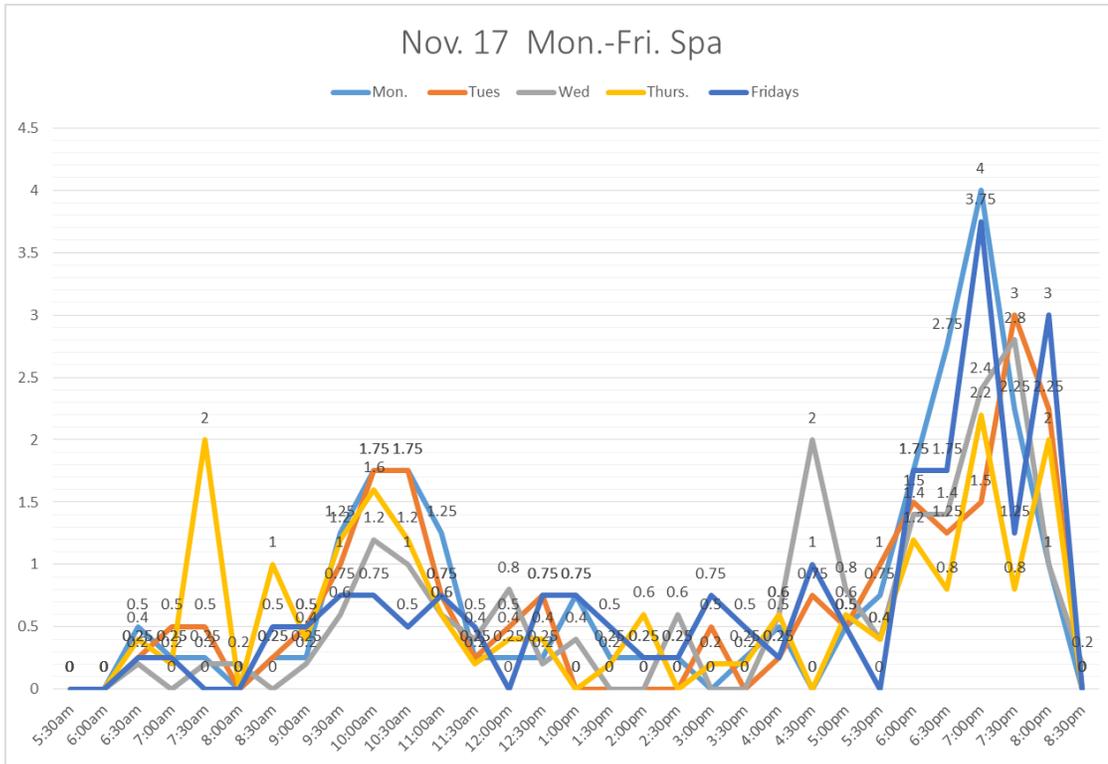
Facility Check-In	July	August	September	October	November	Total
FY17	3,108	3,596	3,579	3,820	3,594	17,697
FY18	3,334	3,939	4,895	5,139	5,037	22,344
Difference	226	343	1,316	1,319	1,443	4,647

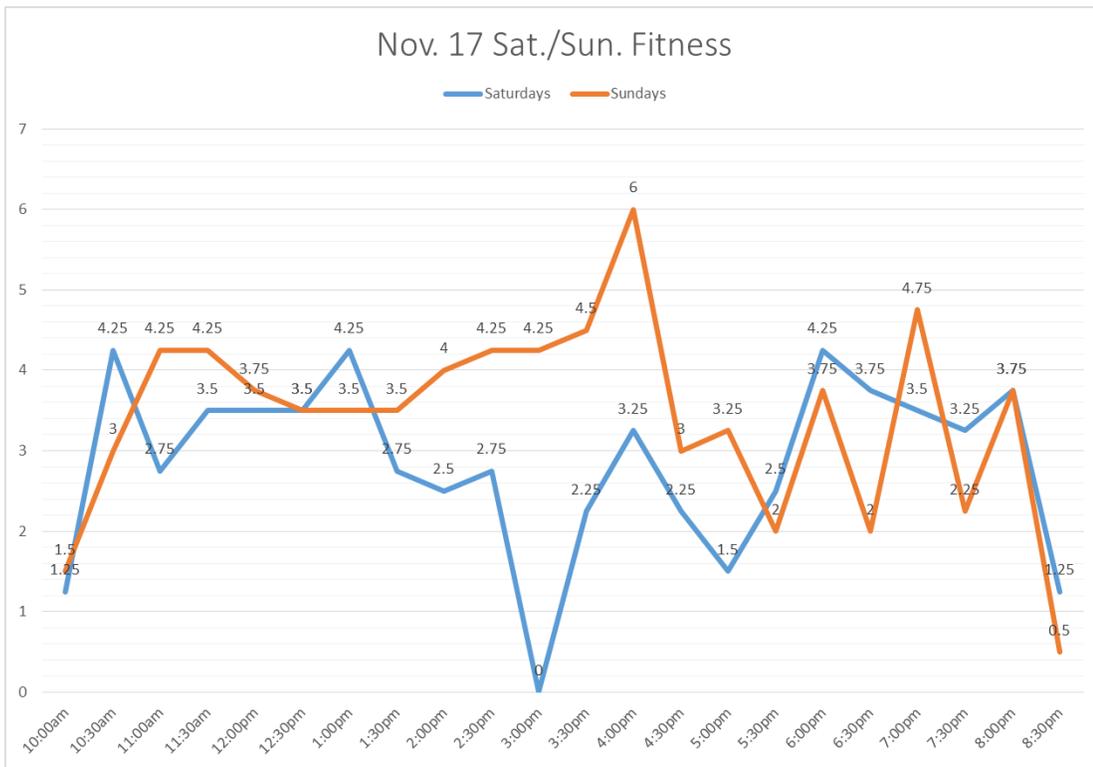
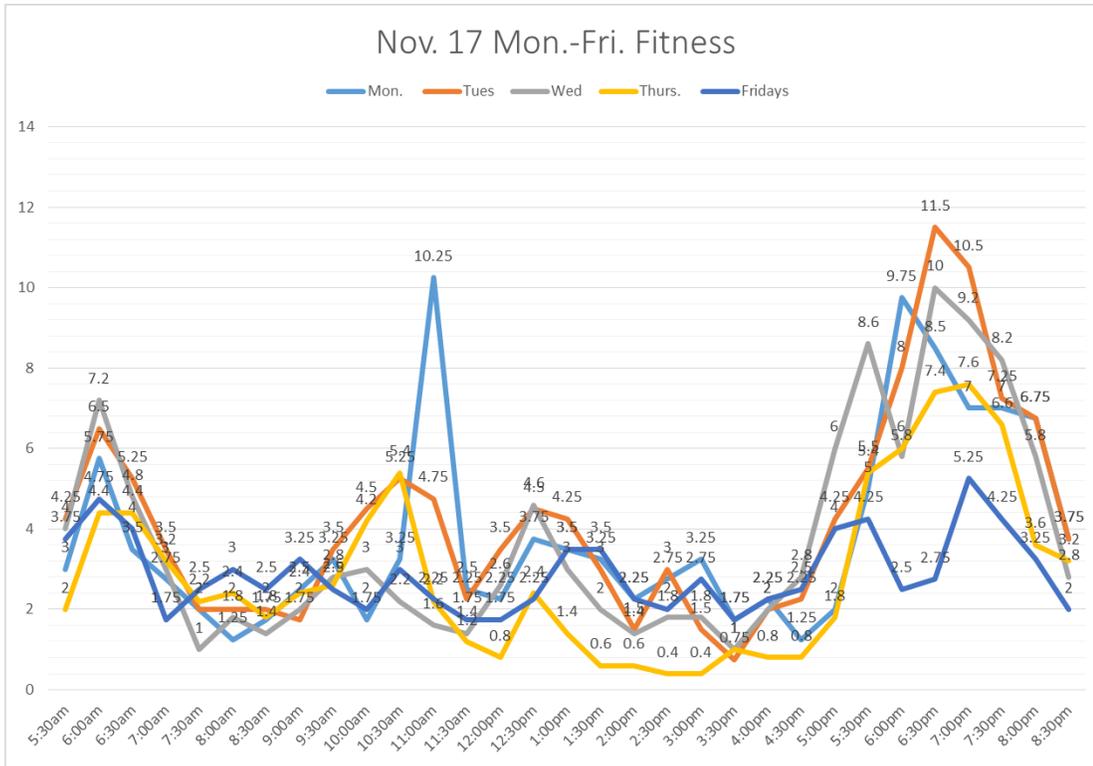
Area Usage: Count of the number of individuals in each area at the top and bottom of each hour. Showing trends and patterns of area usage, these numbers are not an accurate reporting of the overall number of patrons using the facility as patrons who remain in any area for more than 30 minutes are counted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

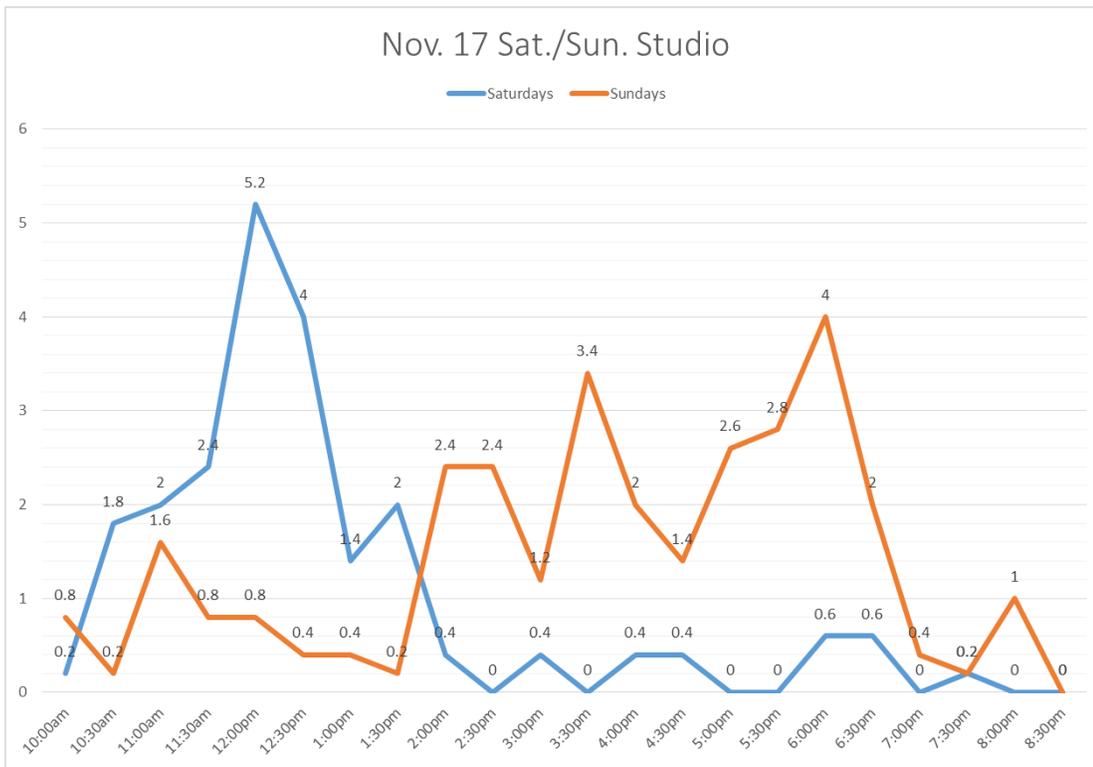
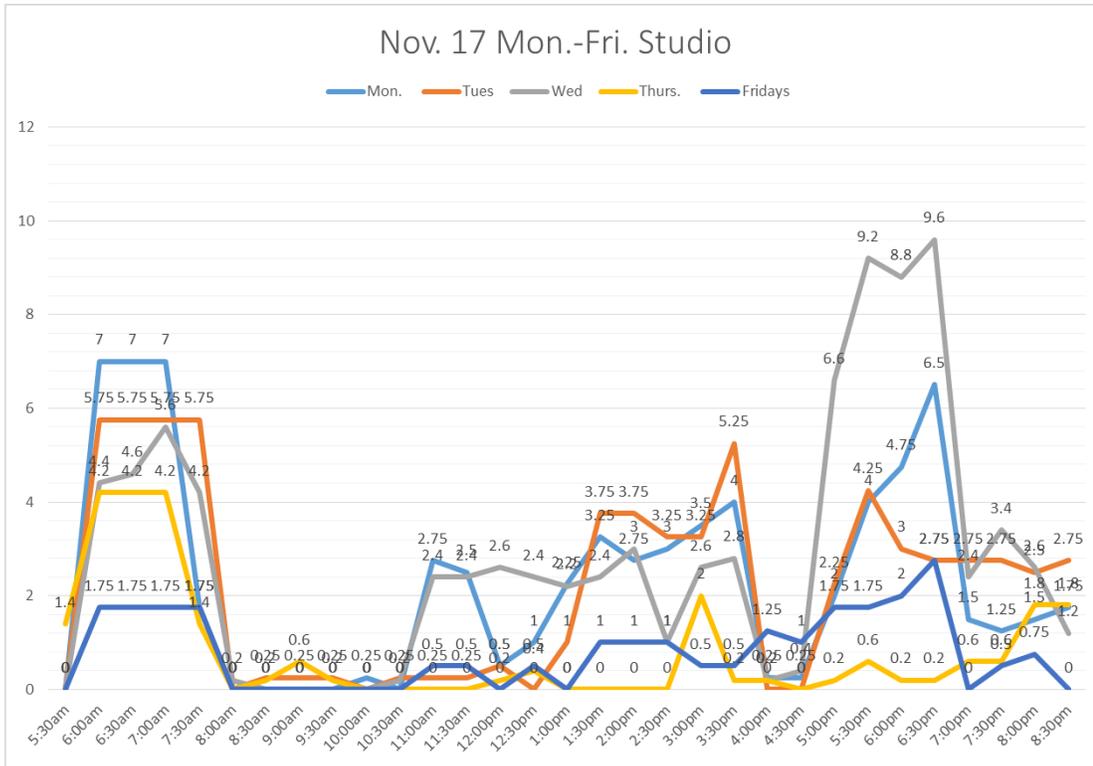
Combined Facility Totals

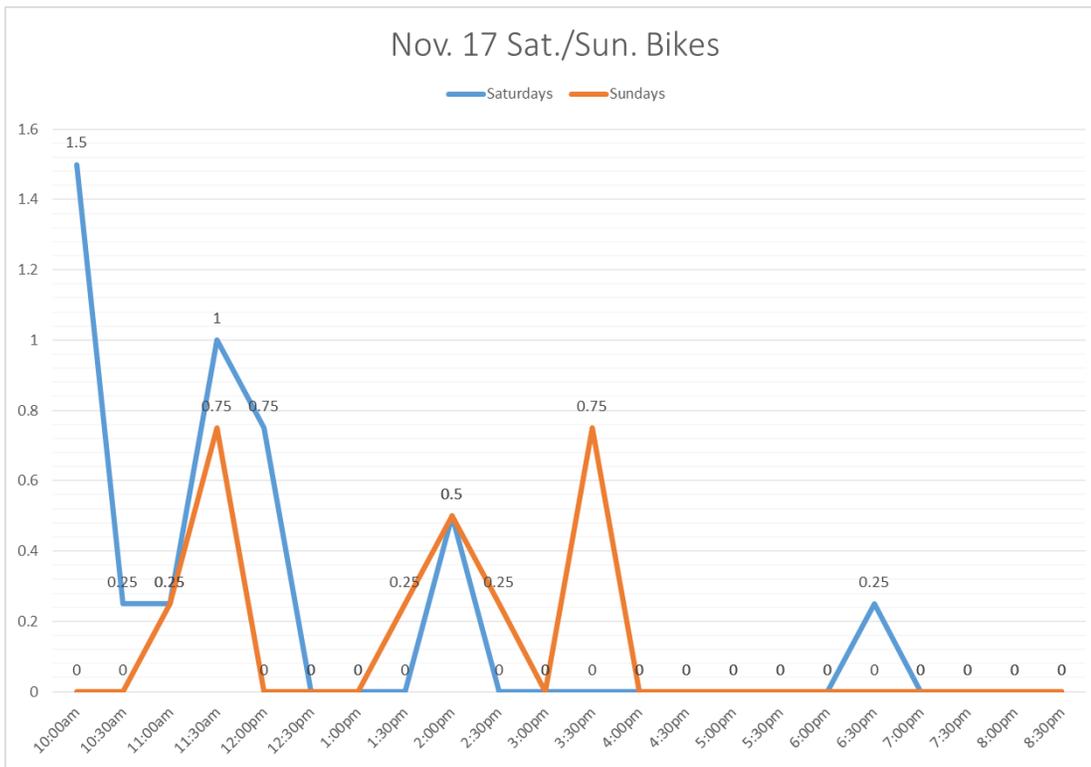
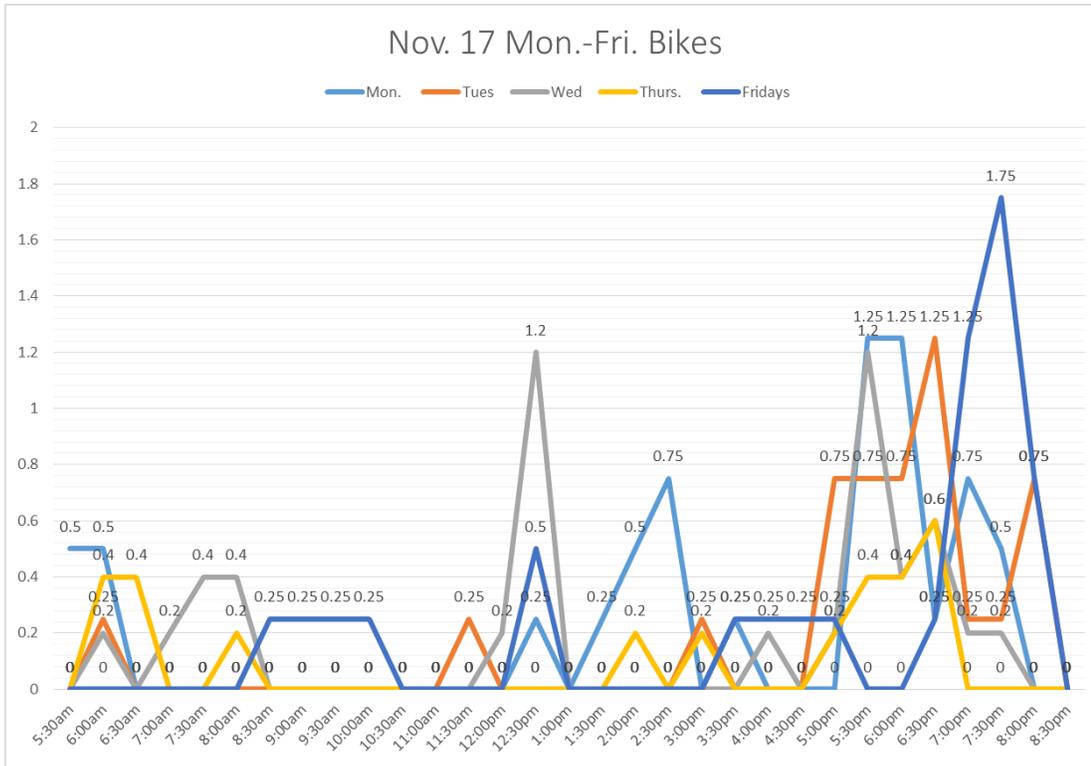












November 2017 Monthly Facility Averages by day of the week

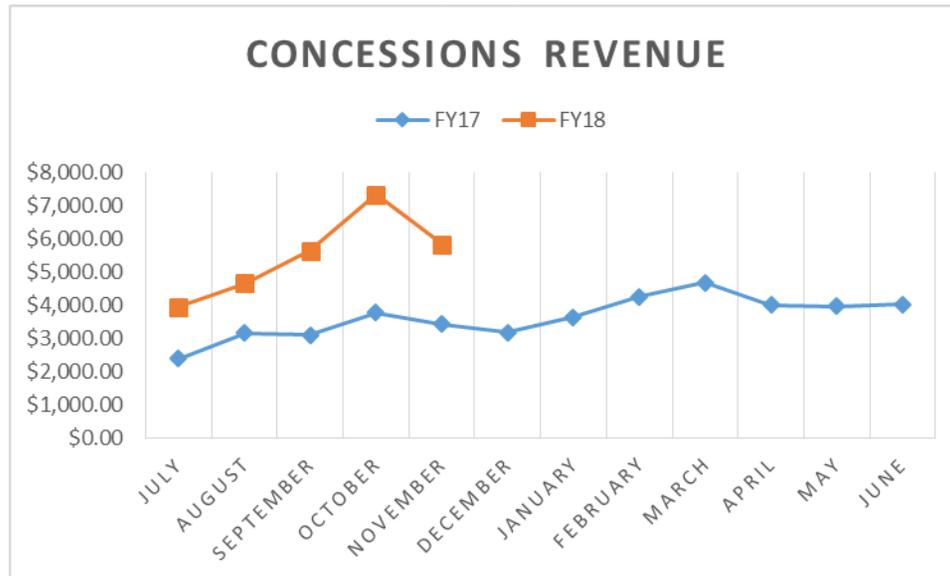
Total:	Mon.	Tues	Wed	Thurs.	Fridays	Total:	Saturdays	Sundays
5:30am	13.25	12.5	12	9	7	5:30am		
6:00am	12	13	10.8	11	7.75	6:00am		
6:30am	11.75	11	10.2	9.6	4.25	6:30am		
7:00am	5.75	11.25	6.6	6.8	5	7:00am		
7:30am	3.25	3.5	4	5.8	3.5	7:30am		
8:00am	2.5	3.25	4	3.6	4.5	8:00am		
8:30am	4.25	4	3.2	5	4.5	8:30am		
9:00am	5.5	6	4.4	5.2	4	9:00am		
9:30am	5.25	7.5	5	7	3.75	9:30am		
10:00am	9.5	10.75	11.2	10.2	5.5	10:00am	8.75	4
10:30am	19.25	9.5	11.6	5.8	4.25	10:30am	10.25	9.25
11:00am	10.5	5.5	10	3	7.25	11:00am	12	7.75
11:30am	3.25	5.75	7	2.4	6.5	11:30am	18.75	9.75
12:00pm	5.75	7.25	12.4	4.2	5.75	12:00pm	17.75	8.25
12:30pm	6.75	7	7.8	2.2	11.5	12:30pm	13.5	10
1:00pm	8.5	6.75	12.6	3.2	7.75	1:00pm	9.75	13.25
1:30pm	26.5	20	27.4	11	10	1:30pm	15.25	20.5
2:00pm	27.25	21	19.4	14.8	11.25	2:00pm	17.75	22.75
2:30pm	9.25	7.5	6.4	6.4	15	2:30pm	20	28.75
3:00pm	9.25	9.5	6.2	4.2	9	3:00pm	12.25	35
3:30pm	6	4.5	5.4	3.6	14.25	3:30pm	15.75	34.75
4:00pm	3.75	5	6.8	5	15.75	4:00pm	24.25	34
4:30pm	8.25	14	21.4	9	19.25	4:30pm	13.75	35.5
5:00pm	15.5	21.25	29.2	16.2	18	5:00pm	23.5	40.5
5:30pm	23.5	29.5	27	18.4	15.25	5:30pm	24	30.75
6:00pm	23.5	33.25	35.8	23.8	19	6:00pm	26	25.75
6:30pm	23.25	36	28	27	22.75	6:30pm	23	27
7:00pm	28.5	28.5	31	23.4	29	7:00pm	28	23
7:30pm	31.5	21.75	23.6	15.4	39.25	7:30pm	24.75	28.75
8:00pm	19.75	14.75	11.6	16.4	23.25	8:00pm	14.5	20
8:30pm						8:30pm		

November 2017 Monthly Area Averages

Pool	Mon.	Tues	Wed	Thurs.	Fridays	Pool	Saturdays	Sundays		Spa	Mon.	Tues	Wed	Thurs.	Fridays	Spa	Saturdays	Sundays
5:30am	0	0	0.2	0	0.5	5:30am				5:30am	0	0	0	0	0	5:30am		
6:00am	1.5	2	1.4	2	2	6:00am				6:00am	0	0	0	0	0	6:00am		
6:30am	1.5	1.5	1.2	1.8	0.5	6:30am				6:30am	0.5	0.25	0.2	0.4	0.25	6:30am		
7:00am	1.75	3	1	3	0.5	7:00am				7:00am	0.25	0.5	0	0.2	0.25	7:00am		
7:30am	1.75	1	1.4	1.2	0.5	7:30am				7:30am	0.25	0.5	0.2	2	0	7:30am		
8:00am	0.75	1	2.4	1.6	1.75	8:00am				8:00am	0	0	0.2	0	0	8:00am		
8:30am	1.5	1.75	1.2	1	0.5	8:30am				8:30am	0.25	0.25	0	1	0.5	8:30am		
9:00am	2	1.75	1.4	2	0.75	9:00am				9:00am	0.25	0.5	0.2	0.4	0.5	9:00am		
9:30am	2	2	1.4	1.6	0.75	9:30am				9:30am	1.25	1	0.6	1.2	0.75	9:30am		
10:00am	4.5	3.5	7.6	3.2	1.75	10:00am	2	2.5		10:00am	1.75	1.75	1.2	1.6	0.75	10:00am	0	0
10:30am	4.5	2.75	6.6	2.4	1	10:30am	5.5	4		10:30am	1.75	1.75	1	1.2	0.5	10:30am	0	0.5
11:00am	4.25	2	5.6	1.2	4.25	11:00am	4.25	3.75		11:00am	1.25	0.75	0.6	0.6	0.75	11:00am	0	0.75
11:30am	0.25	1.5	1.2	1.2	4.25	11:30am	9.75	4.25		11:30am	0.25	0.25	0.4	0.2	0.5	11:30am	0.5	1
12:00pm	0.5	2.25	3.4	1	2.5	12:00pm	11	3.25		12:00pm	0.25	0.5	0.8	0.4	0	12:00pm	0.5	1
12:30pm	0.75	1	2.4	0.4	7.25	12:30pm	10.5	4.25		12:30pm	0.25	0.75	0.2	0.4	0.75	12:30pm	1	0.25
1:00pm	1	0	7.8	2.6	2.5	1:00pm	7.25	9.25		1:00pm	0.75	0	0.4	0	0.75	1:00pm	0.25	0.5
1:30pm	20.75	14.75	23	10	6.25	1:30pm	11	12.5		1:30pm	0.25	0	0	0.2	0.5	1:30pm	1.25	3
2:00pm	20.5	14.75	16.6	13.8	8	2:00pm	14	19.25		2:00pm	0.25	0	0	0.6	0.25	2:00pm	1	3
2:30pm	2.25	2.5	1.4	3.8	11.5	2:30pm	18.25	22.75		2:30pm	0.25	0	0.6	0	0.25	2:30pm	1	3
3:00pm	3.25	3	2.4	2.8	5.75	3:00pm	14.25	27.5		3:00pm	0	0.5	0	0.2	0.75	3:00pm	1	3.25
3:30pm	3.25	2.5	3	2.4	10	3:30pm	16	27		3:30pm	0.25	0	0	0.2	0.5	3:30pm	1.5	2.5
4:00pm	1.75	2.5	3	3.6	11.75	4:00pm	23	26.5		4:00pm	0.5	0.25	0.6	0.6	0.25	4:00pm	3	2.75
4:30pm	4.25	6	6.6	6.8	12.25	4:30pm	14	29.5		4:30pm	0	0.75	2	0	1	4:30pm	2.5	3.25
5:00pm	4.75	10.25	9.4	9.2	11.5	5:00pm	27.25	26.75		5:00pm	0.5	0.5	0.8	0.6	0.5	5:00pm	2	3.25
5:30pm	7	16.75	11.6	11.4	10.75	5:30pm	23	15.25		5:30pm	0.75	1	0.4	0.4	0	5:30pm	3.25	2.5
6:00pm	6.5	16.25	14.2	14.4	11.5	6:00pm	22.5	16.5		6:00pm	1.75	1.5	1.4	1.2	1.75	6:00pm	3.75	2.25
6:30pm	11.25	21.25	14.8	18	14.5	6:30pm	21.25	17.5		6:30pm	2.75	1.25	1.4	0.8	1.75	6:30pm	3.5	2.25
7:00pm	15.75	16.75	16.8	14	18.75	7:00pm	19	16.75		7:00pm	4	1.5	2.4	2.2	3.75	7:00pm	3	2.5
7:30pm	21	8.75	12.4	9.2	33.25	7:30pm	15.25	15		7:30pm	2.25	3	2.8	0.8	1.25	7:30pm	2.5	6
8:00pm	13.25	6	6.6	9.4	18.25	8:00pm	13.75	11.5		8:00pm	1	2.25	1	2	3	8:00pm	3.75	4.5
8:30pm	0	0	0	0	0	8:30pm	0	0		8:30pm	0	0	0.2	0	0	8:30pm	0	0

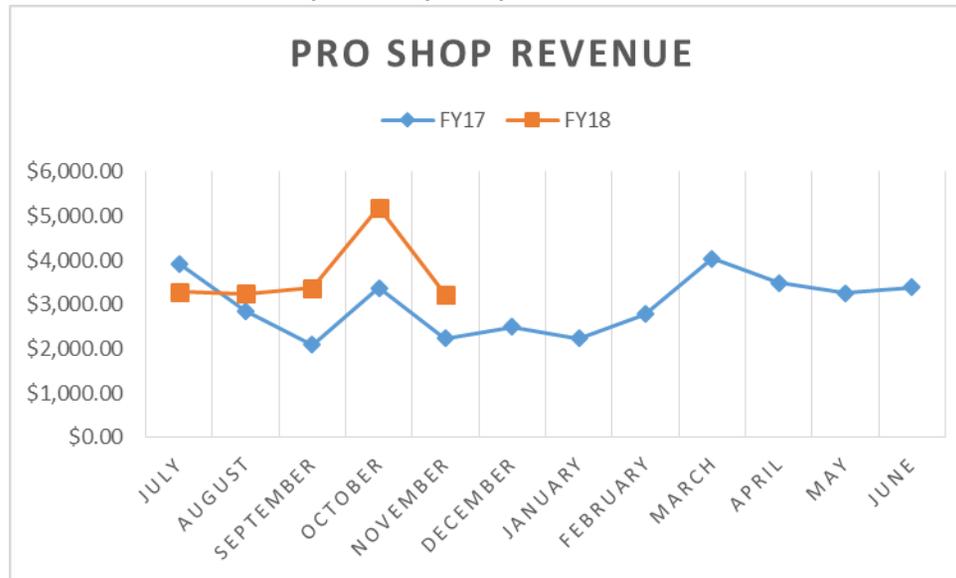
Fitness	Mon.	Tues	Wed	Thurs.	Fridays	Fitness	Saturdays	Sundays	Studio	Mon.	Tues	Wed	Thurs.	Fridays	Studio	Saturdays	Sundays	Bikes	Mon.	Tues	Wed	Thurs.	Fridays	Bikes	Saturdays	Sundays
5:30am	3	4.25	4	2	3.75	5:30am			5:30am	0	0	0	1.4	0	5:30am			5:30am	0.5	0	0	0	0	5:30am		
6:00am	5.75	6.5	7.2	4.4	4.75	6:00am			6:00am	7	5.75	4.4	4.2	1.75	6:00am			6:00am	0.5	0.25	0.2	0.4	0	6:00am		
6:30am	3.5	5.25	4.8	4.4	4	6:30am			6:30am	7	5.75	4.6	4.2	1.75	6:30am			6:30am	0	0	0	0.4	0	6:30am		
7:00am	2.75	3.5	3	3.2	1.75	7:00am			7:00am	7	5.75	5.6	4.2	1.75	7:00am			7:00am	0	0	0.2	0	0	7:00am		
7:30am	2	2	1	2.2	2.5	7:30am			7:30am	1.75	5.75	4.2	1.4	1.75	7:30am			7:30am	0	0	0.4	0	0	7:30am		
8:00am	1.25	2	1.8	2.4	3	8:00am			8:00am	0	0	0.2	0	0	8:00am			8:00am	0	0	0.4	0.2	0	8:00am		
8:30am	1.75	2	1.4	1.8	2.5	8:30am			8:30am	0	0.25	0	0.2	0	8:30am			8:30am	0	0	0	0	0.25	8:30am		
9:00am	2.5	1.75	2	2.4	3.25	9:00am			9:00am	0	0.25	0	0.6	0	9:00am			9:00am	0	0	0	0	0.25	9:00am		
9:30am	3.25	3.5	2.8	2.6	2.5	9:30am			9:30am	0	0.25	0	0.2	0	9:30am			9:30am	0	0	0	0	0.25	9:30am		
10:00am	1.75	4.5	3	4.2	2	10:00am	1.25	1.5	10:00am	0.25	0	0	0	0	10:00am	0.2	0.8	10:00am	0	0	0	0	0.25	10:00am	1.5	0
10:30am	3.25	5.25	2.2	5.4	3	10:30am	4.25	3	10:30am	0	0.25	0.2	0	0	10:30am	1.8	0.2	10:30am	0	0	0	0	0	10:30am	0.25	0
11:00am	10.25	4.75	1.6	2.2	2.25	11:00am	2.75	4.25	11:00am	2.75	0.25	2.4	0	0.5	11:00am	2	1.6	11:00am	0	0	0	0	0	11:00am	0.25	0.25
11:30am	2.5	2.25	1.4	1.2	1.75	11:30am	3.5	4.25	11:30am	2.5	0.25	2.4	0	0.5	11:30am	2.4	0.8	11:30am	0	0.25	0	0	0	11:30am	1	0.75
12:00pm	2.25	3.5	2.6	0.8	1.75	12:00pm	3.5	3.75	12:00pm	0.5	0.5	2.6	0.2	0	12:00pm	5.2	0.8	12:00pm	0	0	0.2	0	0	12:00pm	0.75	0
12:30pm	3.75	4.5	4.6	2.4	2.25	12:30pm	3.5	3.5	12:30pm	1	0	2.4	0.4	0.5	12:30pm	4	0.4	12:30pm	0.25	0	1.2	0	0.5	12:30pm	0	0
1:00pm	3.5	4.25	3	1.4	3.5	1:00pm	4.25	3.5	1:00pm	2.25	1	2.2	0	0	1:00pm	1.4	0.4	1:00pm	0	0	0	0	0	1:00pm	0	0
1:30pm	3.25	3	2	0.6	3.5	1:30pm	2.75	3.5	1:30pm	3.25	3.75	2.4	0	1	1:30pm	2	0.2	1:30pm	0.25	0	0	0	0	1:30pm	0	0.25
2:00pm	2.25	1.5	1.4	0.6	2.25	2:00pm	3.5	4	2:00pm	2.75	3.75	3	0	1	2:00pm	0.4	2.4	2:00pm	0.5	0	0	0.2	0	2:00pm	0.5	0.5
2:30pm	2.75	3	1.8	0.4	2	2:30pm	2.75	4.25	2:30pm	3	3.25	1	0	1	2:30pm	0	2.4	2:30pm	0.75	0	0	0	0	2:30pm	0	0.25
3:00pm	3.25	1.5	1.8	0.4	2.75	3:00pm	0	4.25	3:00pm	3.5	3.25	2.6	2	0.5	3:00pm	0.4	1.2	3:00pm	0	0.25	0	0.2	0	3:00pm	0	0
3:30pm	1.75	0.75	1	1	1.75	3:30pm	2.25	4.5	3:30pm	4	5.25	2.8	0.2	0.5	3:30pm	0	3.4	3:30pm	0.25	0	0	0	0.25	3:30pm	0	0.75
4:00pm	2.25	2	2	0.8	2.25	4:00pm	3.25	6	4:00pm	0.25	0	0.2	0.2	1.25	4:00pm	0.4	2	4:00pm	0	0	0	0.25	4:00pm	0	0	
4:30pm	1.25	2.25	2.8	0.8	2.5	4:30pm	2.25	3	4:30pm	0.25	0	0.4	0	1	4:30pm	0.4	1.4	4:30pm	0	0	0	0	0.25	4:30pm	0	0
5:00pm	2	4.25	6	1.8	4	5:00pm	1.5	3.25	5:00pm	2	2.25	6.6	0.2	1.75	5:00pm	0	2.6	5:00pm	0	0.75	0.2	0.2	0.25	5:00pm	0	0
5:30pm	5	5.5	8.6	5.4	4.25	5:30pm	2.5	2	5:30pm	4	4.25	9.2	0.6	1.75	5:30pm	0	2.8	5:30pm	1.25	0.75	1.2	0.4	0	5:30pm	0	0
6:00pm	9.75	8	5.8	6	2.5	6:00pm	4.25	3.75	6:00pm	4.75	3	8.8	0.2	2	6:00pm	0.6	4	6:00pm	1.25	0.75	0.4	0.4	0	6:00pm	0	0
6:30pm	8.5	11.5	10	7.4	2.75	6:30pm	3.75	2	6:30pm	6.5	2.75	9.6	0.2	2.75	6:30pm	0.6	2	6:30pm	0.25	1.25	0.6	0.6	0.25	6:30pm	0.25	0
7:00pm	7	10.5	9.2	7.6	5.25	7:00pm	3.5	4.75	7:00pm	1.5	2.75	2.4	0.6	0	7:00pm	0	0.4	7:00pm	0.75	0.25	0.2	0	1.25	7:00pm	0	0
7:30pm	7	7.25	8.2	6.6	4.25	7:30pm	3.25	2.25	7:30pm	1.25	2.75	3.4	0.6	0.5	7:30pm	0.2	0.2	7:30pm	0.5	0.25	0.2	0	1.75	7:30pm	0	0
8:00pm	6.75	6.75	5.8	3.6	3.25	8:00pm	3.75	3.75	8:00pm	1.5	2.5	2.6	1.8	0.75	8:00pm	0	1	8:00pm	0	0.75	0	0	0.75	8:00pm	0	0
8:30pm	3.75	3.75	2.8	3.2	2	8:30pm	1.25	0.5	8:30pm	1.75	2.75	1.2	1.8	0	8:30pm	0	0	8:30pm	0	0	0	0	0	8:30pm	0	0

Concessions Monthly Comprisons FY17 and FY18



Concessions Sales Totals	July	August	September	October	November	December	January	February	March	April	May	June	Total
FY17	\$2,384.89	\$3,157.11	\$3,092.41	\$3,769.41	\$3,426.47	\$3,185.55	\$3,648.41	\$4,247.30	\$4,669.61	\$4,009.62	\$3,958.30	\$4,024.27	\$43,573.35
FY18	\$3,954.28	\$4,650.93	\$5,633.56	\$7,320.72	\$5,834.03								\$27,393.52
Value Change	\$1,569.39	\$1,493.82	\$2,541.15	\$3,551.31	\$2,407.56								-\$16,179.83

Pro Shop Monthly Comprisons FY17 and FY18



Pro Shop Sales Totals	July	August	September	October	November	December	January	February	March	April	May	June	Total
FY17	\$3,913.00	\$2,850.50	\$2,092.54	\$3,365.62	\$2,231.18	\$2,490.62	\$2,239.62	\$2,777.95	\$4,032.94	\$3,483.89	\$3,253.72	\$3,382.17	\$36,113.75
FY18	\$3,289.74	\$3,247.54	\$3,365.77	\$5,194.60	\$3,231.28								\$18,328.93
Value Change	-\$623.26	\$397.04	\$1,273.23	\$1,828.98	\$1,000.10								-\$17,784.82

Memorandum

Date: December 28, 2017

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



December 2017 Current Events

- **Return from Vacation:** I returned to the office after the first week of December. Most of the first week has been playing catchup on any tickets that were submitted and not addressed during my absence.
- **Police Dept CJIS/APSIN Compliance:** Recently the PD rehired an employee who will be focused on creating the internal policies and procedures regarding APSIN/CJIS usage. Once these policies are in place, I will be able to have Arctic IT take the appropriate actions on the network side to make sure we can meet those policies. After which, the PD should be brought back under compliance as far as APSIN/CJIS data.
- **Business-As-Usual:** Beyond the above mentioned items, the month has mostly been fixing or helping with run-of-the-mill trouble tickets such as email, printing, Caselle access, and login problems.

Future Plans

- **Server Room Cable Management:** I am expecting TecPro on a return trip soon to assist me with some cable management for the server room change. This shouldn't be an issue to get completed in a single day, possibly after-hours.

MEMORANDUM

DATE: 01.01.2018
TO: Peter Williams, City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report –

Programs/Divisions

Public Works Director:

Hauled Utilities: December 2017 - Hauled Foreman – Harry Pavilla

We have been very short handed this month of December 2017. Utility truck drivers who are willing to work overtime have saved us a lot of trouble getting behind on route sheets. But we have been able to keep up working on the route sheets even putting in a lot of overtime.

Safety has been a priority for myself and the Utility Truck Drivers. Safety Meetings in the morning and watching safety on Target Solutions has given drivers a heads up on what's going on besides our work duties. Incidents and accidents have decreased in the last month. Having drivers learn to work with the Road Crew in all areas where safety is concerned really helps workers to communicate and be alert in safety from day to day.

All route sheets are up to date now since I first started. Workers are more willing to help each other even working on their days off to get the routes done on time.

The new hires are getting into the work schedule more easily and also have helped a lot of work being done even with the after hour call outs. But we still need a lot of help even with a full crew just covers all route sheets that have to be done.

Even I have to drive to cover up for being shorthanded, paperwork to be filed and the route sheets to be made I have been keeping up with the work just as route sheets and files being done on time besides being stacked up. The work phone has really helped to keep up with the extra calls being made on time with email connected to my work place computer. Saves a lot of time running back to the office to check faxes and email extra calls.

Utility Maintenance:

This month we had a broken 4" check valve at BHWTP. This happened after

hours. Also at the BHWTP we had shut down to repair a busted pipe on A-loop. BHWTP is up and running to full capacity. Also no freeze ups due to this warm weather. We also replaced two leaky Fire Hydrants.

Property Maintenance: December 2017 – Luis Lemus

For the current month of December Property Maintenance Crew has worked in 53 work orders, call outs and emergence calls; to maintain the City of Bethel buildings; I will describe some of the most important ones and I have a Work Orders Report list attached to this report.

- Fire Department Bay #2 adjusted.
- Public Works new office renovation is work in progress from the graphic design for new wall and door, bars for windows, new floors, counter top and paint, emergency lights and exit door signs.
- Wing Turbine 00078 reset the SCB board a few times.
- Highway Lift Station replaced the stared helper kit from a boiler; changed two industrial thermometers.
- Water plant broken pipe repaired; changed a pressure gauge.
- Teen Center glycol leak on main line repaired, B loop alarm changed gaskets.
- Transit Station pumped glycol.
- Police Department Service boiler pumped glycol and reset boiler. Also we changed nozzle, cleaned electrodes and parts.
- Recycle building reset the boiler.

Parks and Recreation: December 2017 – Luis Lemus

The City of Bethel Parks and Recreation is closed for the season. Property Maintenance will periodically check the board walks, benches and picnic tables for repairs and prune or remove over grow trees and shrub.

Road Maintenance:

Streets and Roads has now been helping at the landfill all December when we are not working on the roads, hauling cover. We have been using one and sometime two dump trucks as we have drivers. We hauled in a enough cover to cover one large area on top were the public is dumping trash and now hauling to were the dumpster truck is damping trash.

Streets and Roads with all the thawing and rain that we had in December, we have to do a lot of scarifying on the roads with the grader and sanding the roads with the sander in order to keep the roads from being to slippery. We had to start earlier, morning, hours in order to get, most of this done on the school bus route, before

school starts.

Streets and Roads also laid down some more D-1 gravel on Akakeek Street and Ptarmigan Street with the grader after we hauled it with the dump truck. This was froze in those four areas that was two rough, and had big holes, to grade it. By, doing, this, we was able to smooth those areas out for the traffic.

Vehicles and Equipment:

Been a productive month replaced the Trans on 727 waiting on the engine for 725. We have been approved to get the work done on some of the yellow iron we will be moving forward with that soon. Have had a skeleton crew for the past couple weeks so have not been able to get to some of the projects I have planned however with the holiday season coming to an end I assume or hopeful we will be getting back to business as usual.

Transit System:

The month of December continued to be a busy month. For the first three weeks, we were down one full time driver but were able to maintain the running of both the Green and Red Lines. It made for longer days but it was important to keep them both running to serve our passengers. The last week of December the City hired a full time driver and she has picked up the slack.

We sold 12 adult monthly passes, 2 senior monthly passes and 2 youth monthly passes. The total ridership was 1810; 342 seniors, 100 youth, 1368 general, and within that number, there were 211 Disabled Handicapped.

With the cold weather, finally coming the Transit Bus Barn is playing a critical role in helping us to maintain the buses and having them ready for the daily bus runs. Both drivers drive their full eight hours per day. Getting the buses ready for the day, daily bus checks, gassing up, and washing them adds to the workday of the Transit Manager.

The July, August, September and November Budget Summaries have been submitted and accepted by the State. It has been a challenge, it seems as if either the State or Federal Grant requirements have changed or someone is just drawing new lines for acceptance. I hope that the November Budget Summaries will go smoother.

The condition of our buses are maxing out, the State, DOT, recommends that buses be phased out when they are five years old and/or 100,000 miles. Our newest bus was purchased in October of 2014, three years old, but has 108,000 miles, Bus 438

our oldest and smallest bus was purchased in 2008, nine years old, and has 114,000 miles. Bus 436, the diesel, was purchased in 2008, nine years old, and has 140,000 miles. Bus 437, diesel, was purchased in 2008, and has a bad motor and is not being used.

Landfill / Recycle Center:

With the help of the Streets and Roads crew we are continuing to get sand to stock pile for cover and actually covering trash, which should make DEC happy.

I had to let my landfill tech. go for not calling in or showing up for work on time.

However fortunately I was able to hire a guy that had worked at the Port all summer as a temp. His name is Caleb Sleepy and I have high hopes for him.

Water Plant Operations:

This month we repaired A-loop in our BHWTP. Both water plants are now running to full capacity. Thanks to warm weather we had no other major issues. Final results are in from our 2017 monitoring summary. We are also looking into training for certification for water operators.

Staffing Issues/Concerns/Training:



December 2017 Monthly Report

Personnel:

Both Officer M. Shawgo and M. Oulton are progressing through their field training program. Public Safety Dispatcher Bosgal also continues to progress with her field training and get more comfortable with all the tasks happening concurrently that the job requires.

There are two applicants for police officer and three applicants for the one vacant Community Service Patrol position. Oral boards for the police officer applicants and interviews for the CSP applicants are scheduled for the first week of January. If the candidates pass the oral board, they will then be scheduled for polygraph and psychology examinations. If successful, both applicants will have to attend the Public Safety Academy. Due to state budget cuts, the Alaska Police Standards Council has stopped funding academy slots for municipal police departments. This will result in approximately \$10,400 per recruit passed to the department.

Operations:

There were 1,526 calls for service between December 1st and December 28th. This is down approximately 400 calls compared to November but close to the average for this time of year. 110 of those calls resulted in police case reports being generated. This is similar to November and significantly higher than September and October numbers.

A total of 71 misdemeanor and 12 felony cases were investigated. The felony case load is consistent with previous month(s) and years. However, the misdemeanor case load is a significant jump. This is, in part, because of SB 54 recriminalizing the offense of Violating Conditions of Release. There also is a significant increase in Criminal Trespass and Disorderly Conduct cases.

On the evening of 11/30 to morning of 12/1, a search and rescue was launched for a reported woman nearly unconscious on a trail about 5 miles out from Tundra Ridge. The woman was located and transported to Bethel and then YKHC where she later died. Autopsy results showed that she died as a result of foul play. The case is still under investigation and charges are anticipated to be forwarded to the District Attorney's Office. On the early morning hours of 12/27 a robbery was reported at the AC Quick Stop. Three members of the public chased down the suspect and secured him with bungee cords awaiting officer's arrival. The suspect was incarcerated and charged with Robbery and Theft. Great Job!

There were a total of 368 reports of intoxicated pedestrians in this period. That is down nearly 100 reports from last month and 200 from October. The colder weather is pushing some of these people inside, another contributor to the rise in Criminal Trespass and Disorderly Conduct arrests.

Animal Control:

There were 42 animal control calls for service for the month and 40 calls for service for pound duties. These numbers are fairly consistent. However, Bethel Friends of K9 is losing their kennel facility effective January 1, 2018 so there will be an increased demand and use of the animal pound and associated tasks until other arrangements are made.

City Clerk's Report

City of Bethel, Alaska

City Clerk's Office

Council Meetings and Events

January 23, 2018 Regular City Council Meeting

January 31, 2018 Joint Task Force Meeting

Committee/Commission Training - The Office will start the annual training for the Committee/Commission Members January 3, 2018.

Public Records/Retention Training- The Office would like to conduct a training for staff in January to go over the City's responsibility to respond to public requests for information and the processes we take to ensure proper storage of public records.

Passports- The City Clerk's Office processed 145 passports in the 2016 reporting year (Oct. 2016-September 2017).

Cemetery- The Office conducted their annual audit of the cemetery permits and is preparing to send out letters at the end February for outstanding balances due on permits.

Bethel Municipal Code –Working with the City Attorney to identify an outline for titles 1, 2, 3 with the goal of amending the titles to be more explanatory and orderly.

Website – Finalized a directory on the website and continue to make updates to the department pages as time will allow.

City of Bethel

Timeline for Review/Action of Liquor License Renewals

Doing Business As	License Type	Contact Person
Bethel Spirits	Package Store	Anastasia Hoffman
Mailing Address	Location of Premises	Business Telephone Number
PO Box719	750 Front Street	907-543-2124

Date Notice Received by City Clerk's Office	12-1-2017
Date City Manager Sends Application Notice to Directors	12-1-2017
Deadline for Department Head Reports (14 days from Notice from City Manager)	12-15-2017
Date Written Report Sent to City Council from City Manager (20 days from Date Notice received by the City Clerk's Office)	12-21-2017
Date of Council Review (30-40 calendar days from Date Notice received by City Clerk)	1-9-2018
Date of Council's Regular Meeting Prior to Protest Deadline*	1-23-2018
Deadline for Protest	1-30-2018

Doing Business As	License Type	Name of Applicant
AC Quickstop	Package Store	The North West Company (International), Inc.
Mailing Address	Location of Premises	Business Telephone Number
77 Main Street Attention: Legal Department Winnipeg, Manitoba R3C1A3	131 Akakeek St.	(907)273-4642

Date Notice Received by City Clerk's Office	12-20-2017
Date City Manager Sends Application Notice to Directors	12-20-2017
Deadline for Department Head Reports (14 days from Notice from City Manager)	1-3-2018
Date Written Report Sent to City Council from City Manager (20 days from Date Notice received by the City Clerk's Office)	1-9-2018
Date of Council Review (30-40 calendar days from Date Notice received by City Clerk)	1-23-2018
Date of Council's Regular Meeting Prior to Protest Deadline*	2-13-2018
Deadline for Protest	2-18-2018

*The City Clerk's Office has notice requirements to the applicants if the Council intends to consider a protest of the issuance or renewal of liquor licenses. If a council member is interested in protesting the issuance or renewal of any licenses, the City Clerk should be notified at least 14 days in advance of the date of the Council's last meeting before the protest deadline to ensure there is time to draft the protest, have it reviewed and sufficient notification provided to the applicant.

The City Clerk's Office on behalf of a Council Member, preparing a protest of AC Quickstop to be presented to the Council on January 23rd.

The following is the list of when the Liquor Licenses were issued in Bethel.

Bethel Spirits Package Store	June 9, 2016
AC Package Store	April 5, 2016
Fili's Pizza	March 15, 2016
Snack Shack	Sept. 19, 2016

Executive Session

Additional Information
