



# City of Bethel

P.O. Box 1388

Bethel, Alaska 99559

Phone: 907- 543-2047

Fax: 907-543-3781

**Regular City Council Meeting**

**Tuesday, February 27, 2018**

**6:30 P.M.**

**Council Chambers; Bethel, Alaska**



**City Council Meeting Agenda  
Regularly Scheduled Meeting  
February 27, 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](mailto:rrobb@cityofbethel.net)

Fred Watson  
Vice-Mayor  
Term Expires 2018  
[fwatson@cityofbethel.net](mailto:fwatson@cityofbethel.net)

Leif Albertson  
Council Member  
Term Expires 2019  
[labertson@cityofbethel.net](mailto:labertson@cityofbethel.net)

Mark Springer  
Council Member  
Term Expires 2018  
[msprigner@cityofbethel.net](mailto:msprigner@cityofbethel.net)

Naim Shabani  
Council Member  
Term Expires 2019  
[nshabani@cityofbethel.net](mailto:nshabani@cityofbethel.net)

Thor Williams  
Council Member  
Term Expires 2019  
[twilliams@cityofbethel.net](mailto:twilliams@cityofbethel.net)

Mitchell Forbes  
Council Member  
Term Expires 2019  
[mforbes@cityofbethel.net](mailto:mforbes@cityofbethel.net)

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

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

Patty Burley  
City Attorney

- 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) \*2-13-2018 Regular Meeting Minutes p.5
  - b) \*2-14-2018 Special Meeting Minutes p.15
- VII. REPORTS OF STANDING COMMITTEE**
- VIII. SPECIAL ORDER OF BUSINESS**
  - a) Health Fitness Monthly Report (Mayor Robb) p.25
- IX. UNFINISHED BUSINESS**
  - a) Public Hearing Of Ordinance 18-03: Amending BMC Section 5.20.050(F) To Increase Taxi Cab Rates (Public Safety and Transportation Commission) p.62
  - b) Public Hearing Of Budget Ordinance 17-28(i): Amending The Adopted Annual FY 2018 Budget (City Manager Williams) p.67
- X. NEW BUSINESS**
  - a) \*Introduction Of Ordinance 18-04: Amending Section 4.16.160(p) Of The Bethel Municipal Code, Sales Tax Exemptions For Real Estate Purchases (Council Member Albertson) p.78
  - b) \*Introduction Of Ordinance 18-05: Authorizing The Disposal Of Property Pursuant To BMC 4.08.030(B) Lease Agreement Between The City Of Bethel As Landlord And The Alaska Court System Tenant Of 17,045 Square Feet Of Office Space Within The Nora Guinn Justice Center, Court House Located At 204 Chief Eddie Hoffman Highway (City Manager Williams) p.86
  - c) \*Introduction Of Ordinance 18-06: Amending Chapter 1 Of The Bethel Municipal Code, General Provisions (City Manager Williams) p.102
  - d) AM 18-14: City Of Bethel And City Of Bethel Employees Association Local #6055 Proposed Collective Bargaining Agreement (City Manager Williams) p.114
  - e) \*AM 18-15: Appointment Of Benjamin Anderson Agimuk To The Public Works Committee For A Term Of Three Years (Mayor Robb) p.116
  - f) \*AM 18-16: Appointment of Courtney Trammell to the Public Works Committee for a term of three years (Mayor Robb) p.117
  - g) Confirming The City Manager's Hiring Of Burke Waldron As Chief Of Police (City Manager Williams) p.118

Agenda posted on February 21, 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 March 13, 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  
February 27, 2018 – 6:30 pm  
City Hall 300 State Highway, Bethel, AK  
City of Bethel Council Chambers**

- h) Fili's Pizza- Liquor License Renewal- Council Review (Mayor Robb) p.126
- i) \*Leave Request- City Clerk- March 1-2, 2018 (Mayor Robb)
- j) \*Leave Request- City Attorney- March 8, 9, 12, 2018 (Mayor Robb)
- k) \*IM: 18-02 Financial Report-YTD for the period 7-1-17 to 12-31-17 (City Manager Williams) p.134

**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)2: Subjects That Tend To Prejudice The Reputation And Character Of Any Person, Provided The Person May Request A Public Discussion - Evaluation, City Manager (Vice Mayor Watson)
- b) 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- Union Negotiations (City Manager Williams)
- c) In Accordance with AS 44.62.310(b), Providing Direction To The City Attorney Regarding The Handling Of The AC Quickstop Protest (Mayor Robb)

**XVI. ADJOURNMENT**

Agenda posted on February 21, 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 March 13, 2018**.

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

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**I. CALL TO ORDER**

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

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

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

<b>Comprising a quorum of the Council, the following members were present:</b>	
Vice-Mayor Fred Watson	Council Member Mitchell Forbes
Council Member Leif Albertson	Council Member Thor Williams
<b>Members Absent:</b>	
Council Member Mark Springer	Council Member Naim Shabani
Mayor Rick Robb	
<b>Also in attendance were the following:</b>	
City Manager Pete Williams	City Clerk Lori Strickler
City Attorney Patty Burley	

**IV. PEOPLE TO BE HEARD**

Jared Karr- Explained to the council that he will be present during the Council meeting to provide explanation of Ordinance 18-03, taxi cab rate increase on behalf of the Public Safety and Transportation Commission.

Lorin Bradbury- Spoke in favor of Ordinance 17-46 and encouraged the Council to postpone the document until the next meeting due to the lack in number for the Council.

David E. Trantham- Stated that he is getting bad vibes from something in the City. Further explained that he hopes the council will be as open as they can be with the citizens of Bethel.

Eric Middlebrook- Thanked the Council for the time they have put on the Council, understands the commitment required for the job. Spoke in favor the City's pursuit in updating the City's aging water and sewer truck fleet, but stated concern with the extension of piping down 5<sup>th</sup> and 6<sup>th</sup> Avenue. Suggested that the Bethel Heights water system may need more attention than the Avenue. Stated the importance of getting adequate and accurate financial reports from the City's Administration.

*Council Member Mark Springer arrived at 6:42 p.m.*

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

<b>Main Motion:</b>	Approve the Consent and Regular Agenda.
Moved by:	Springer
Seconded by:	Williams
Action:	Motion carries by a vote of 4-0
In favor:	<input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-0
<b>Removal from Consent:</b>	Remove from the consent agenda New Business Item B, C, D, F, L M.
Moved by:	Williams
<b>Removal from Consent:</b>	Removal from the Consent agenda New Business Item A.
Moved by:	Springer
<b>Primary Amendment:</b>	Postpone Unfinished Business Item A. Public Hearing of Ordinance 17-46.
Moved by:	Springer
Seconded by:	
Action:	Motion does not carry due to a lack of a second.

**VI. APPROVAL OF THE MEETING MINUTES**

**Item A – 1-23-2018 Regular Meeting Minutes**  
*Passed on the Consent Agenda*

**VII. REPORTS OF STANDING COMMITTEES**

**Public Safety and Transportation Commission**  
 No one present to provide a report.

**Port Commission**

No one present to provide a report.

### **Planning Commission**

AVEC Windmill permit was postponed at the last meeting.

### **Parks, Recreation, Aquatic Health and Safety Center Committee**

Judy Wasierski – Explained the Finance Director attended the meeting and provided an update on the finances of the pool as well as an update on the city’s audit. YKFC phase 2 committee is working on a preliminary business plan. A Kasayuli Park Community Meeting is planned for 6pm Monday March 19<sup>th</sup>. Passed a motion for an Action Memorandum requesting the City’s Administration establish a point of contact for the 4<sup>th</sup> Of July. Is looking into privatizing some recreational purposes. Optimistic that Owl Park will be open this Spring. Pool is showing higher number of visits compared to last year. There is an upcoming Swim Meet Fundraiser on Saturday with another scheduled on March 3<sup>rd</sup>.

### **Finance Committee**

A meeting has not been held since the last city council meeting. The Community Action Grant Technical Review Board is online. Applications are due February 23<sup>rd</sup>.

### **Energy Committee**

A meeting has not been held since the last city council meeting.

### **Public Works Committee**

A meeting has not been held since the last city council meeting.

## **VIII. SPECIAL ORDER OF BUSINESS**

**Item A** – Health Fitness Monthly Report.

## **IX. UNFINISHED BUSINESS**

**Item A** – Public Hearing Of Ordinance 17-46: Amending The Bethel Municipal Code Chapter 4.16.160 Tax Exemptions Rental Units Tax Exemption On Fuel And Electricity.

*Council Member Albertson stepped down from the council’s desk with a prior conflict of interest ruled on by the mayor.*

*Vice-Mayor Watson opened the Public Hearing.*

*Lorin Bradbury- Spoke in favor of Ordinance 17-46.*

*David E. Trantham- As a citizen of the City of Bethel, spoke in favor of this ordinance.*

*Vice-Mayor Watson closed the Public Hearing.*

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**Main Motion:** Adopt Ordinance 17-46.

Moved by:	Forbes
Seconded by:	Springer
Action:	Motion does not carry by a vote of 1-3
In favor:	<input checked="" type="checkbox"/> Watson
Opposed:	<input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Forbes <input checked="" type="checkbox"/> Williams

*Council Member Albertson returned to the council desk.*

**Item B – Public Hearing of Budget Ordinance 17-28 (h): Amending The Adopted Annual FY 2018 Budget-Change To Leased Properties- Court Complex Fund**

*Vice-Mayor Watson opened the Public Hearing.*

*No one present to be heard.*

*Vice-Mayor Watson closed the Public Hearing.*

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**Main Motion:** Adopt Ordinance 17-28(h).

Moved by:	Springer
Seconded by:	Forbes
Action:	Motion carries by a vote of 5-0
In favor:	<input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-0

**Item C – Resolution 18-02: Providing Support With Conditions, Of Package Store Liquor License #5418 Renewal For AC Quickstop, Located At 131 Akakeek St., Owned By The North West Company (International) Inc.**

i. AC Quickstop Opportunity To Defend Per 3 AAC 304.145

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**Main Motion:** Adopt Resolution 18-02, motion was made on January 23, 2018.

Moved by:	Forbes
Seconded by:	Williams
Action:	Motion does not carry by a vote of 0-5
In favor:	0
Opposed:	<input checked="" type="checkbox"/> Forbes <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Williams

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**Primary Amendment:** Amend Resolution 18-02 to reflect the changes provided by Mayor Robb.

Moved by:	Williams
Seconded by:	Springer
Action:	Motion does not carry by a vote of 3-2
In favor:	<input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Williams
Opposed:	<input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Forbes

**Secondary  
Amendment:**

Amend the title to move renewal to follow "with conditions"

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Moved by: Springer  
Seconded by: Williams  
Action: Motion carries by a vote of 2-3  
In favor:  Springer  Williams  
Opposed:  Forbes  Albertson  Watson

*Vice-Mayor Watson provided AC Representative an opportunity to defend their license.  
Aaron Sperecek, AC's Representing Attorney addressed the City Council on concerns  
related to AC Quickstop's Application.*

**X. NEW BUSINESS**

**Item A – Introduction of Ordinance 18-03:** Amending BMC Section 5.20.050(F) To Increase Taxi Cab Rates.

**Main Motion:** Introduce Ordinance 18-03.

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Moved by: Forbes  
Seconded by: Albertson  
Action: Motion carries by a vote of 5-0  
In favor:  Albertson  Watson  Springer  Williams  Forbes  
Opposed: -0

**Main Motion:** Suspend the rules to hear from Jared Karr, Representative of the Public Safety and Transportation Commission.

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Moved by: Springer  
Seconded by: Forbes  
Action: Motion carries by a vote of 5-0  
In favor:  Albertson  Watson  Springer  Williams  Forbes  
Opposed: -0

**Primary  
Amendment:**

Strike "Current Rates" and Insert "Maximum Rates".

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Moved by: Albertson  
Seconded by: Williams  
Action: Motion carries by a vote of 5-0  
In favor:  Albertson  Watson  Springer  Williams  Forbes  
Opposed: -0

**Primary  
Amendment:**

Strike "Previous Fares" and Insert "Maximum Senior Citizen Rate" and strike Senior Citizen row.

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Moved by: Springer

Seconded by:	Williams
Action:	Motion carries by a vote of 5-0
In favor:	<input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-0

**Main Motion:** Take a ten minute break.

Moved by:	Williams
Seconded by:	Forbes
Action:	Motion carries by a vote of 5-0
In favor:	<input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-0

**Item B – Introduction Of Budget Ordinance 17-28(i): Amending The Adopted Annual FY 2018 Budget.**

**Main Motion:** Introduce Ordinance 17-28(i).

Moved by:	Springer
Seconded by:	Forbes
Action:	Motion carries by a vote of 4-1
In favor:	<input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Forbes
Opposed:	<input checked="" type="checkbox"/> Williams

**Item C – Resolution 18-03: Protest Of Package Store Liquor License #5418 Renewal For AC Quickstop, Located At 131 Akakeek St., Owned By The North West Company (International) INC.**

- i. AC Quickstop Opportunity To Defend Per 3 AAC 304.145

*Vice-Mayor Watson provided the AC Representative an opportunity to defend their license.*

*Aaron Spereck, AC’s Representing Attorney, addressed the City Council on concerns related to AC Quickstop’s Application.*

*Jerry Rutherford, AC Quickstop Manager, addressed the Council.*

**Main Motion:** Adopt Resolution 18-03.

Moved by:	Albertson
Seconded by:	Springer
Action:	Motion carries by a vote of 4-1
In favor:	<input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Forbes
Opposed:	<input checked="" type="checkbox"/> Williams

**Item D – Resolution 18-04: Support For Tundra Ridge Road Realignment Project Listed In 2018-2021 Draft Of STIP.**

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**Main Motion:** Adopt Resolution 18-04.

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Moved by: Forbes  
Seconded by: Springer  
Action: Motion carries by a vote of 5-0  
In favor:  Albertson  Watson  Springer  Williams  Forbes  
Opposed: -0

**Primary Amendment:** Amend to strike the fifth whereas statement.

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Moved by: Albertson  
Seconded by: Forbes  
Action: Motion carries by a vote of 5-0  
In favor:  Albertson  Watson  Springer  Williams  Forbes  
Opposed: -0

**Item E** – AM 18-08: Appointment Of Benjamin Anderson-Agimuk To The Community Action Grant Technical Review Board As A Member For A Term Of Three Years.

*Passed on the consent agenda.*

**Item F** – AM 18-09: Authorizing Administrative Leave For City Attorney To Attend Training.

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**Main Motion:** Approve AM 18-09.

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Moved by: Albertson  
Seconded by: Forbes  
Action: Motion carries by a vote of 4-1  
In favor:  Albertson  Watson  Springer  Forbes  
Opposed:  Williams

**Item G** – AM 18-10: Direct Administration to prepare and submit a grant/loan application with USDA-RD to obtain approximately \$5,753,098 in funding to pay for 8 new water trucks, 7 new sewer trucks, and construction of a new water and sewer pipe project between 6th and 7th Avenues.

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**Main Motion:** Approve AM 18-10.

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Moved by: Springer  
Seconded by: Albertson  
Action: Motion carries by a vote of 4-1  
In favor:  Albertson  Watson  Springer  Forbes  
Opposed:  Williams

**Item H** – AM- 18-11: Authorize Administration To Spend Up To \$20,000 From The Professional Services Line Item In The Planning Budget For DOWL To Begin Planning

For The Tundra Ridge Road Realignment Project Identified In The 2018-2021 Draft Statewide Transportation Improvement Program.

**Main Motion:** Approve AM 18-11.

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Moved by:	Springer
Seconded by:	Forbes
Action:	Motion carries by a vote of 4-1
In favor:	<input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Forbes
Opposed:	<input checked="" type="checkbox"/> Williams

**Item I – AM 18-12:** Direct Administration obtain valid signatures for the Memorandum of Understanding between ONC and the City of Bethel regarding the Pinky’s Park Boardwalk Lighting Project and carry out the project.

**Main Motion:** Approve AM 18-12.

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Moved by:	Springer
Seconded by:	Albertson
Action:	Motion carries by a vote of 5-0
In favor:	<input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-θ

**Primary Amendment:** Amend the Title to insert “negotiate and” in front of obtain.

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Moved by:	Springer
Seconded by:	Albertson
Action:	Motion carries by a vote of 5-0
In favor:	<input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-θ

**Item J – AM 18-13:** Identifying A Council Person(s) To Attend The Alaska Municipal League Winter Legislative Conference In Juneau, February 21 and 22.

**Main Motion:** Approve AM 18-13.

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Moved by:	Springer
Seconded by:	Williams
Action:	Motion carries by a vote of 5-0
In favor:	<input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-θ

**Primary Amendment:** Amend to insert Council Member Springer and if available, Council Member Shabani.

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Moved by:	Williams
Seconded by:	Forbes
Action:	Motion carries by a vote of 5-0
In favor:	<input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes

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Opposed: | -0

**Item K** – Plans For Lobbying/Legislative Efforts In Juneau For 2018.

**Item L** – Personal Leave Request For City Attorney February 15 & 16, 2018.

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**Main Motion:** Approve the Personal Leave Request for the City Attorney.

Moved by: Springer  
Seconded by: Albertson  
Action: Motion carries by a vote of 5-0  
In favor:  Albertson  Watson  Springer  Williams  Forbes  
Opposed: -0

**Item M** – Personal Leave For The City Manager To Attend The Alaska Municipal League Winter Conference February 20-23, 2018.

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**Main Motion:** Approve the Administrative Leave Request.

Moved by: Springer  
Seconded by: Forbes  
Action: Motion carries by a vote of 4-1  
In favor:  Albertson  Watson  Springer  Forbes  
Opposed:  Williams

**XI. MAYOR'S REPORT**  
**XII. MANAGER'S REPORT**  
**XIII. CLERK'S REPORT**  
**XIV. COUNCIL MEMBER COMMENTS**

Vice-Mayor Fred Watson –  
Appreciates seeing members of the public coming to the City Council meetings and encouraged constituents to come and speak to the City Council at the meeting.

Council Member Leif Albertson –  
Identified that the Local Option Petition booklets are being circulated.

Council Member Mark Springer –  
Acknowledged the council is trying to be diligent in their responsibilities. Thanked the water and sewer workers for their job. Wished a happy birthday to his granddaughter Rose.

Council Member Thor Williams–  
No Comment.

Council Member Mitchell Forbes—  
Encouraged people in House District 38 to apply for the House vacancy.

**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.

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. Those attending Item A were: City Attorney, City Manager and City Clerk.

**Main Motion:**

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Moved by:	Springer
Seconded by:	Forbes
Action:	Motion carries by a vote of 5-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Forbes
Opposed:	∅

**XVI. ADJOURNMENT**

**Main Motion:** Adjournment

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Moved by:	Albertson
Seconded by:	Forbes
Action:	Motion carries by a vote of 5-0
In favor:	<input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	∅

*Council adjourned at 10:51 p.m.*

\_\_\_\_\_  
Fred Watson, Vice-Mayor

ATTEST:

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

**I. CALL TO ORDER**

A Special Meeting of the Bethel City Council was held on February 14, 2018 at 6:30 p.m., in the council chambers, Bethel, Alaska.

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

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

<b>Comprising a quorum of the Council, the following members were present:</b>	
Mayor Rick Robb	
Vice-Mayor Fred Watson	Council Member Leif Albertson
Council Member Naim Shabani	Council Member Thor Williams (Arrived at 6:37 p.m.)
Council Member Mitchell Forbes	Council Member Mark Springer (Arrived at 6:37 p.m.)
<b>Members Absent:</b>	
<b>Also in attendance were the following:</b>	
City Manager Pete Williams	City Clerk Lori Strickler
City Attorney Patty Burley	

**IV. PEOPLE TO BE HEARD**

Christine Johnson- Administrative Director for the Alaska Court System, addressed the Council on the potential of having a short-term lease option between the State of Alaska and the City of Bethel.

**V. APPROVE THE AGENDA**

**Main Motion:** Approve the agenda

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Moved by:	Forbes
Seconded by:	Albertson
Action:	Motion carries by a vote of 5-0

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In favor:  Robb  Albertson  Watson  Shabani  Forbes  
Opposed:

## VI. NEW BUSINESS

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

*Council Member Thor Williams arrived at 6:37 p.m.*  
*Council Member Mark Springer arrived at 6:37 p.m.*

## 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:  
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 Clerk, and City manager.

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**Main Motion:**

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:

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**Main Motion:**

Direct administration to negotiate a two year lease with the Alaska Court system for council's consideration at the next regular meeting.

Moved by: Springer  
Seconded by: Shabani  
Action: Motion carries by a vote of 6-1  
In favor:  Robb  Watson  Springer  Shabani  Williams  Forbes  
Opposed:  Albertson

## VIII. ADJOURNMENT

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**Main Motion:** Adjournment.

Moved by: Williams  
Seconded by: Springer  
Action: Motion carries by a vote of 7-0

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In favor:  Robb  Albertson  Watson  Springer  Shabani  Williams  Forbes  
Opposed:

*Council adjourned at 8:23 p.m.*

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Richard Robb, Mayor

ATTEST:

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Lori Strickler, City Clerk

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# ***Reports of Standing Committees***

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# City of Bethel, Alaska

## Public Safety & Transportation Commission

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February 7<sup>th</sup>, 2018

Regular Meeting

Bethel, Alaska

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### I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on February 7, 2018 in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:32 pm.

### II. ROLL CALL

Present: Eileen Henrikson *Chair*  
 Jared Karr *Vice Chair*  
 Julene Webber  
 Mary Weiss  
 Joan Dewey  
 Monroe Tyler  
 Mary Nanuwak *Alternate*

Absent: Naim Shabani *Council Representative*  
 Burke Waldron *Chief of Police*  
 William Howell III *Fire Chief*

Ex-Officio Present: Jesslyn McGowan *Recorder*

Others Present: Daron Solesbee

### III. PEOPLE TO BE HEARD

No one to be heard

### IV. APPROVAL OF AGENDA

<b>MOVED:</b>	Dewey	Motion to approve the agenda.
<b>SECONDED:</b>	Karr	
<b>VOTE ON MAIN MOTION</b>	All in favor	

### V. APPROVAL OF MINUTES

<b>MOVED:</b>	Webber	Motion to approve the minutes from the regular meeting of January 3, 2018
<b>SECONDED:</b>	Karr	
<b>VOTE ON MAIN MOTION</b>	All in favor	

## **VI. UNFINISHED BUSINESS**

### **A. Discussion of Taxi Cameras**

<b>MOVED:</b>	Karr	Motion to table Unfinished Business Item A, B and New Business Item B to next meeting
<b>SECONDED:</b>	Dewey	
<b>VOTE ON MAIN MOTION</b>	All in favor	

### **B. Discussion of BMC Codes**

<b>MOVED:</b>	Karr	Motion to Unfinished Business Item A, B and New Business Item B to next meeting
<b>SECONDED:</b>	Dewey	
<b>VOTE ON MAIN MOTION</b>	All in favor	

## **VII. NEW BUSINESS**

### **A. Housekeeping**

Eileen Henrikson spoke about some rules to remember that City Clerk Lori Strickler went over during our one-on-one training and some helpful reminders that will help the meetings go by smoother and more productive.

### **B. Potential Opening of New Position for a Transportation Inspector**

<b>MOVED:</b>	Karr	Motion to Unfinished Business Item A, B and New Business Item B to next meeting
<b>SECONDED:</b>	Dewey	
<b>VOTE ON MAIN MOTION</b>	All in favor	

### **C. Update Regarding 911 and Other Cell Phone GPS Tracking Ability in Rural Alaska**

Joan Dewey spoke about talking to GCI and the steps and procedures that are need to be able to track 911 calls from cell phones. Julene was about to make a motion to open discussion and Jesslyn informed them that the Chief and her received emails along with templates to fill out from GCI to get this process started. Julene withdrew her motion for discussion.

## **VIII. CHIEF'S COMMENTS**

Chief Waldron – See Report in Commission Packet

Fire Chief Howell – See Report in Commission Packet

## **IX. TRANSPORTATION INSPECTOR'S REPORT**

See Report in Commission Packet

## **X. COUNCIL REPRESENTATIVE'S COMMENTS**

Council Representative not present

**XI. COMMISSION MEMBER's COMMENTS**

Jared Karr- No comment  
Monroe Tyler- No comment  
Mary Weiss- No comment  
Julene Webber- No comment  
Mary Nanuwak- No comment  
Joan Dewey- No comment  
Eileen Henrikson- Eileen asked someone to attend the next City Council meeting on the behalf of PSTC to talk about the Taxi Rate Increase Ordinance.

**XII. ADJOURNMENT**

<b>MOVED:</b>	Karr	Motion to adjourn.
<b>SECONDED:</b>	Webber	
<b>VOTE ON MAIN MOTION</b>	All in favor.	

*Meeting adjourned at 6:54 pm.*

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

\_\_\_\_\_  
Jesslyn McGowan, Recorder

\_\_\_\_\_  
Eileen Henrikson, Chair

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# City of Bethel, Alaska

## Planning Commission

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February 8, 2018

Regular Meeting

Bethel, Alaska

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### I. CALL TO ORDER:

A regular meeting of the Planning Commission was held on February 08, 2018 at the City of Bethel, Council Chambers in Bethel, Alaska. Co-Chair Lorin Bradbury called the meeting to order at 6:30 PM.

### II. ROLL CALL:

Compromising a quorum of the Commission, the following members were present for roll call: Lorin Bradbury, John Guinn, Jon Cochrane, Alex Wasierski, Shadi Rabi, Elizabeth Williams, and Scott Campbell.

Excused Absence: Kathy Hanson

Unexcused Absence: Thor Williams

Also present: City Planner, Betsy Jumper and Recorder, Pauline Boratko

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

### IV. SPECIAL ORDER OF BUSINESS:

### V. APPROVAL OF THE AGENDA:

<b>MOVED:</b>	Lorin Bradbury	Motion to approve the agenda.
<b>SECONDED:</b>	Shadi Rabi	
<b>VOTE ON MOTION</b>	Unanimous	

### VI. APPROVAL OF THE MINUTES:

<b>MOVED:</b>	Jon Cochrane	Motion to approve the January 11, 2018 meeting minutes
<b>SECONDED:</b>	John Guinn	
<b>VOTE ON MOTION</b>	Unanimous	

### VII. NEW BUSINESS:

- A. **PUBLIC HEARING:** Request for Special Use Permit- The City of Bethel Planning Office received a request for a public hearing for the placement and construction for a tall tower for the Bethel Wind Project. This area is underdeveloped land that is west of Old BIA Road, about 0.3 miles southwest of the BIA Administrative Site and approximately 1.2 miles west of the Bethel Airport. Land Owner: Bethel Native Corporation, P.O. Box 719, Bethel, Alaska. 99559. Contact: Ana Hoffman, 543-2124. Applicant: Alaska

Village Electric Cooperative, 4831 Eagle Street, Anchorage, Alaska. 99503  
 Contact: Forrest Button 561-1818

<b>MOVED:</b>	John Guinn	Motion to postpone new business item "A" to the March 2018 Meeting
<b>SECONDED:</b>	Jon Cochrane	
<b>VOTE ON MOTION</b>	Unanimous	

**VII. PLANNER'S REPORT:** Betsy Jumper gave her monthly report.

**VIII. COMMISSIONER'S COMMENTS:**

- L. Bradbury- no comment.
- J. Guinn- no comment.
- J. Cochrane- I wish to resign.
- A. Wasierski- Thank you Jon for your time.
- S. Rabi- no comment.
- E. Williams- no comment.
- S. Campbell- no comment.

**IX. ADJOURNMENT:**

<b>MOVED:</b>	Jon Cochrane	Motion to adjourn the meeting.
<b>SECONDED:</b>	John Guinn	
<b>VOTE ON MOTION</b>	Unanimous	

With no further business the meeting adjourned at 6:39pm

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018

\_\_\_\_\_  
 ATTEST: Pauline Boratko, Recorder

\_\_\_\_\_  
 Lorin Bradbury, Co- Chair

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# ***Special Order of Business***

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**Events and Schedule**

YKFC Staff Gathering: Friday, February 23<sup>rd</sup>, Facility Open 5:30-5:00pm (pool closes at 4:30pm)

Community Swim Meet: Saturday, February 24<sup>th</sup>, Pool closed 1-4pm

- Community Swim meet open to all participants
- Fundraiser for BRHS Swim Team

YK Delta Lifesavers Fundraiser by David Compton, Saturday March 3<sup>rd</sup>, 10am-8pm

- David Compton will cycle for 10 hours in the Fitness Center lobby to raise funds to support the YK Delta Lifesavers.

Spring Break Sport Club: Monday, March 5<sup>th</sup> – Friday, March 9<sup>th</sup> 8:00am-5:30pm

- Open to ages 5-13 years

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

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

Lifeguard Training: May 29<sup>th</sup> – June 2<sup>nd</sup>, 12-6:30pm

**Staffing**

Operational Staff: Current staffing levels are meeting our needs.

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

- Swim Instructors
- Masters Swim Coach: Swim coach is not required to be American Red Cross Certified, but must have experience with coaching 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](http://ykfitness.org) for information.**

Staff Training: During January we implemented our new schedule of monthly in-service trainings for operational staff.

**Programming**

Fitness and Aquatic Classes: Winter classes started Jan 8<sup>th</sup> and run through March 4<sup>th</sup>.

We added some additional classes that started February 5<sup>th</sup> and run through March 4<sup>th</sup>.

We also added swim clinics which are one time workshops that teach a specific swim skill. Skills covered in February include Efficient Freestyle, Open Turns and Flip turns.

The Spring Session for classes will run March 12<sup>th</sup> – May 6<sup>th</sup>, with registration opening on Feb 24<sup>th</sup>.

We will be offering Sport Club during Spring Break March 5-9. Full day and half-day options for the week or for single days are available.

Rentals: January rentals included 4 parties.

Off Site activities: During January we did not offer off-site activities, but open gym basketball and Ultimate Frisbee resumed Feb 4<sup>th</sup>.



**February 2018 Swim Clinics**



Not able to commit to a session of classes?  
Just want to learn a few basics?  
Try our 1 Day Swim Clinics!

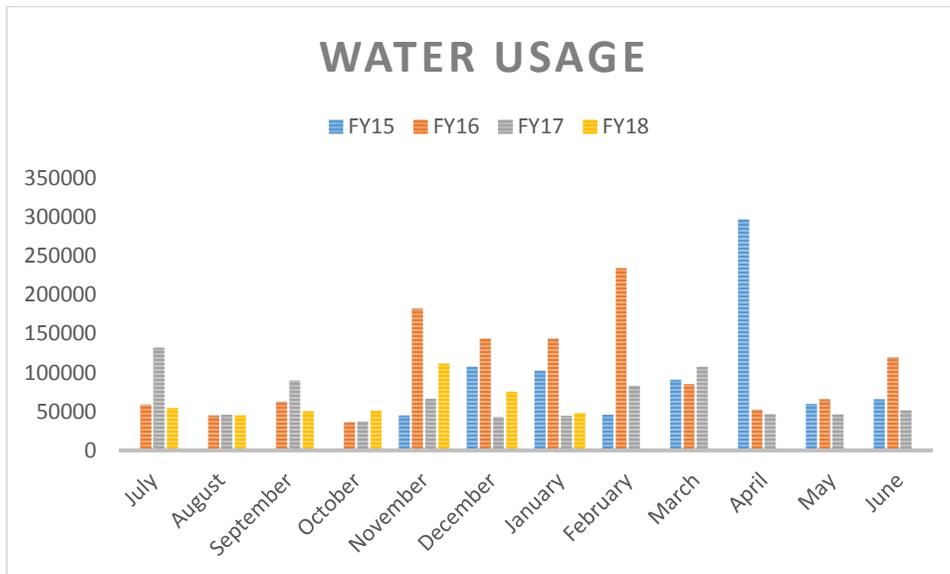
Cost:  
\$10 for Non-Members, \$6.50 for Members; or use a punch from your Fitness Class Pass

CLASS	Day/Time	REQUIREMENTS/PRE-REQUISITES
Efficient Freestyle	Wed, Feb 7th, 7-8pm or Sun, Feb 11th 4-5pm	This class will break down the basic coordination and timing of the freestyle stroke to help swimmers increase overall efficiency. <b>Participants must be able to swim one length of the pool and be comfortable in deep water.</b>
Intro to Open Turns	Wed, Feb 14 <sup>th</sup> , 7-8:00pm Or Sun, Feb 18 <sup>th</sup> , 5-6pm	Enjoy swimming laps but don't know how to turn at the wall? Use open turns with any stroke to quickly, efficiently and safely change directions at the wall and continue swimming. Use open turns to improve your comfort when sharing lanes with other swimmers and to improve your swimming endurance. <b>Participants should be able to swim the full length of the pool and be comfortable in deep water.</b>
Flip Turn Fundamentals	Wed, Feb 28th, 7-8pm or Sun, March 4th 5-6pm	This session will break down the process of a flip turn for freestyle. Time permitting, backstroke flip turns may be covered also. <b>Participant should be able to comfortably swim 50 yards and tread in deep water.</b>

Take one or try them all!

### Facility Maintenance

Water Usage:



\*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: All routine maintenance was completed as scheduled.

Corrective Maintenance:

- Boiler #1
  - Replaced circulation gaskets and seals
  - Replaced ignition transformer
  - Replaced fuel nozzle
- Boiler #2
  - Replaced fuel filter
  - Adjusted flame sensor electrodes to improve boiler performance
- Men’s Locker Room
  - Cleaned shower and sink traps to improve water flow
  - Continued to try to find shut-off valves for water so showers can be shut down and fixed.
- Replaced take up reels on all pool lane lines
- Replaced water sensor in ice machine

Maintenance needed:

- Elliptical #1 is not running smoothly and may need replacement bearings, we are looking into options for repair/replacement.

Previously reported maintenance still pending:

- Lamps for UV system are nearing the end of their use life and will need to be replaced. Due to the delicate and highly technical nature of the work it may be necessary to bring in a contractor. We are looking at options.
- 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. Update – Dec2017 in order to work on the shower handles we have to remove part of the shower wall for access. We are working with City Maintenance to find a replacement for the current shower handles that will help reduce water use. We are holding off cutting into the wall until we have a replacement item on hand. Jan 2018 an additional shower has failed and we planned to go ahead with replacement of the current showers handles, but have not been able to locate the water shutoff valves to be able to isolate the showers. The engineer's schematics have been reviewed and we have found that the valves we need were not installed. We are working with City Maintenance and BSI to have the needed valves installed.
- 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. Jan 2018: City of Bethel is looking into purchasing a lift that will allow access to the fans as well as other maintenance areas in the pool.
- 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. Jan 2018: no further damage has been found, but we continue to monitor and review flooring replacement options.
- 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.

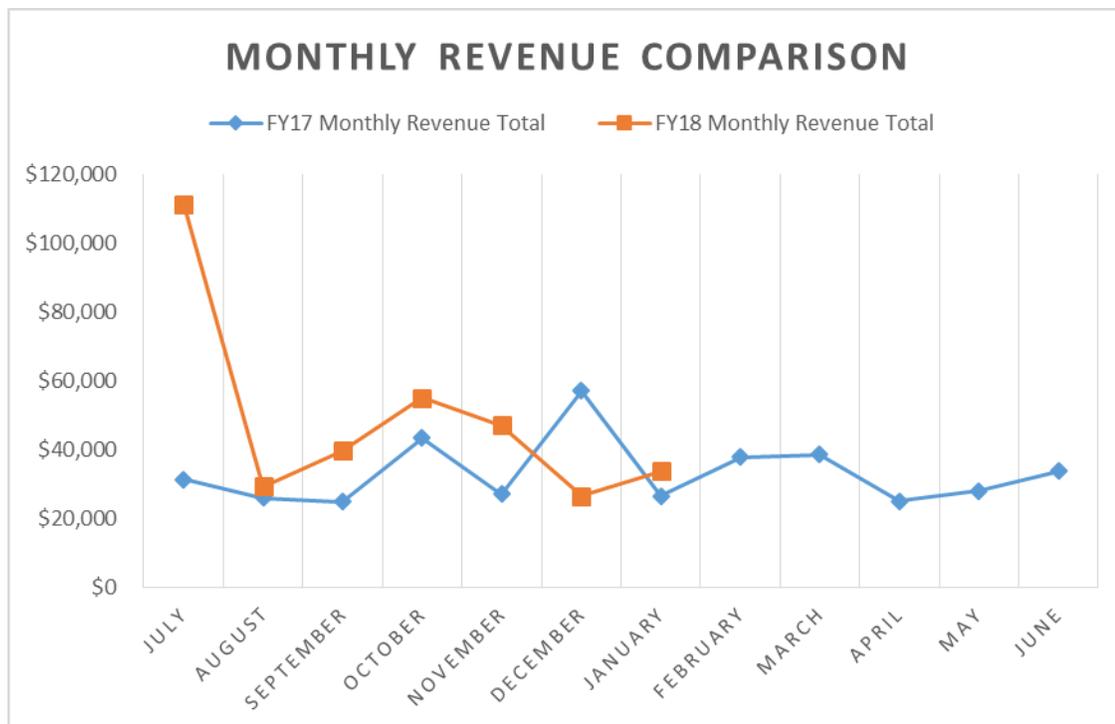
**Revenue**

**FY18 Revenue**

Code	Facility Revenue	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Total	FY18 Budget	%attained
414	Memberships	\$94,430	\$9,948	\$17,239	\$29,334	\$17,032	\$9,462	\$8,715	\$186,160	\$372,000	50.04%
430	Pro Shop	\$3,283	\$3,246	\$3,426	\$5,195	\$3,231	\$3,172	\$2,643	\$24,196	\$39,675	60.99%
435	Concessions	\$4,078	\$4,685	\$5,635	\$7,286	\$5,834	\$5,643	\$5,367	\$38,529	\$49,200	78.31%
460	Entry Fees	\$6,162	\$7,629	\$5,955	\$6,151	\$14,683	\$5,749	\$9,736	\$56,066	\$78,480	71.44%
463	Facility Rental	\$661	\$801	\$542	\$1,434	\$987	\$1,189	\$1,258	\$6,873	\$12,750	53.91%
465	Program Fees	\$2,741	\$3,046	\$7,053	\$5,730	\$5,352	\$1,469	\$6,194	\$31,585	\$90,500	34.90%
	<b>Facility Revenue Total</b>	<b>\$111,356</b>	<b>\$29,355</b>	<b>\$39,850</b>	<b>\$55,131</b>	<b>\$47,120</b>	<b>\$26,685</b>	<b>\$33,914</b>	<b>\$343,410</b>	<b>\$642,605</b>	<b>53.44%</b>

- July Membership Revenue includes payment for LKSD FY18 Contract.

**Revenue Comparisons FY17-FY18**



Revenue for December 2016 (FY17) included the Annual membership payments for the YKHC contract. The FY18 contract has been renewed but funds have not yet been received.

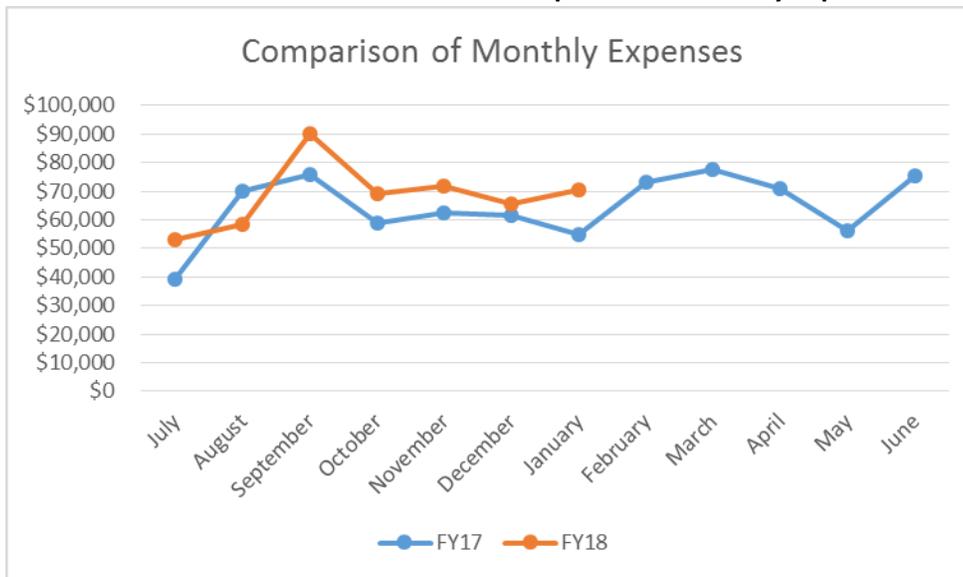
	July	August	September	October	November	December	January
FY17 Monthly Revenue Total	\$31,433	\$26,142	\$24,867	\$43,503	\$27,134	\$57,131	\$26,567
FY18 Monthly Revenue Total	\$111,356	\$29,355	\$39,850	\$55,131	\$47,120	\$26,685	\$33,914
Change	\$79,923	\$3,213	\$14,983	\$11,628	\$19,986	(\$30,446)	\$7,346

**FY18 Expenses**

Expenses	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Total	Budgeted	% used
Salary Wages	\$10,000	\$10,110	\$20,989	\$13,382	\$11,062	\$14,108	\$14,108	\$93,758	\$233,050	40.23%
Hourly Wages	\$17,300	\$18,171	\$29,147	\$20,984	\$23,778	\$23,239	\$22,871	\$155,490	\$331,500	46.91%
Benefits	\$5,527	\$5,957	\$11,198	\$8,187	\$8,677	\$9,286	\$9,312	\$58,144	\$117,310	49.56%
520 Housing	\$3,000	\$3,000	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$21,450	\$37,080	57.85%
545 Travel/Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,731	0.00%
561 Supplies	\$2,520	\$6,925	\$10,929	\$4,807	\$9,966	\$2,458	\$6,302	\$43,908	\$95,696	45.88%
580 Boiler	\$0	\$0	\$0	\$0	\$0	\$187	\$0	\$187	\$5,250	3.56%
646 Contractors	\$11,667	\$11,667	\$11,667	\$11,667	\$11,667	\$11,667	\$11,667	\$81,669	\$144,200	56.64%
661 Vehicle Maintenance/Repair	\$0	\$0	\$0	\$38	\$0	\$0	\$0	\$38	\$750	5.06%
663 Janitorial Supplies/Services	\$219	\$49	\$134	\$3,020	\$574	\$191	\$125	\$4,313	\$20,400	21.14%
668 Software Licenses	\$682	\$308	\$423	\$581	\$491	\$245	\$371	\$3,102	\$6,869	45.16%
683 Minor Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,500	0.00%
684 Donations and Awards	\$90	\$0	\$0	\$0	\$0	\$0	\$0	\$90	\$500	18.00%
721 Insurance	\$1,225	\$1,225	\$1,225	\$1,225	\$1,225	\$1,225	\$1,225	\$8,575	\$15,515	55.27%
724 Dues/Subscriptions	\$169	\$169	\$169	\$169	\$169	\$169	\$169	\$1,185	\$1,965	60.31%
727 Advertising	\$203	\$168	\$0	\$0	\$236	\$269	\$284	\$1,161	\$10,000	11.61%
733 Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	0.00%
736 Bank Charges	\$627	\$699	\$990	\$1,640	\$1,038	\$686	\$1,020	\$6,699	\$14,060	47.65%
790 Allowance for Special Events	\$0	\$0	\$0	\$294	\$0	\$0	\$0	\$294	\$800	36.77%
799 Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,058	0.00%
<b>TOTAL</b>	<b>\$53,231</b>	<b>\$58,448</b>	<b>\$89,960</b>	<b>\$69,086</b>	<b>\$71,974</b>	<b>\$66,821</b>	<b>\$70,546</b>	<b>\$480,065</b>	<b>\$1,056,735</b>	<b>45.43%</b>

\*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**



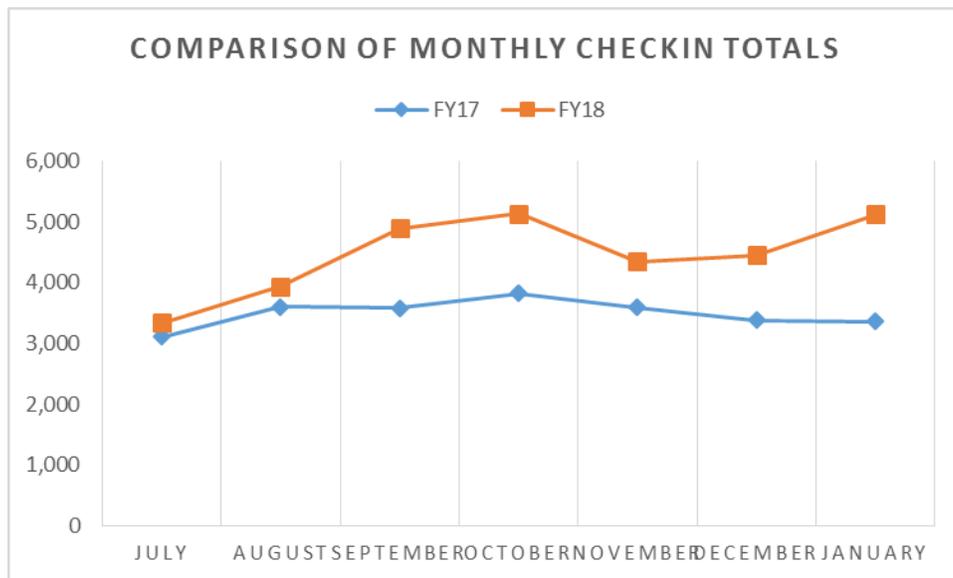
Primary influencer on the increase in expenses starting in September is the additional wages paid out to staff at the move to a 7 day per week schedule.

Monthly Expenses	July	August	September	October	November	December	January
FY17	\$39,145	\$70,114	\$75,717	\$58,716	\$62,335	\$61,668	\$54,949
FY18	\$53,231	\$58,448	\$89,960	\$69,086	\$71,974	\$65,596	\$70,546
Change	\$14,086	(\$11,666)	\$14,242	\$10,369	\$9,638	\$3,927	\$15,597

### 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.

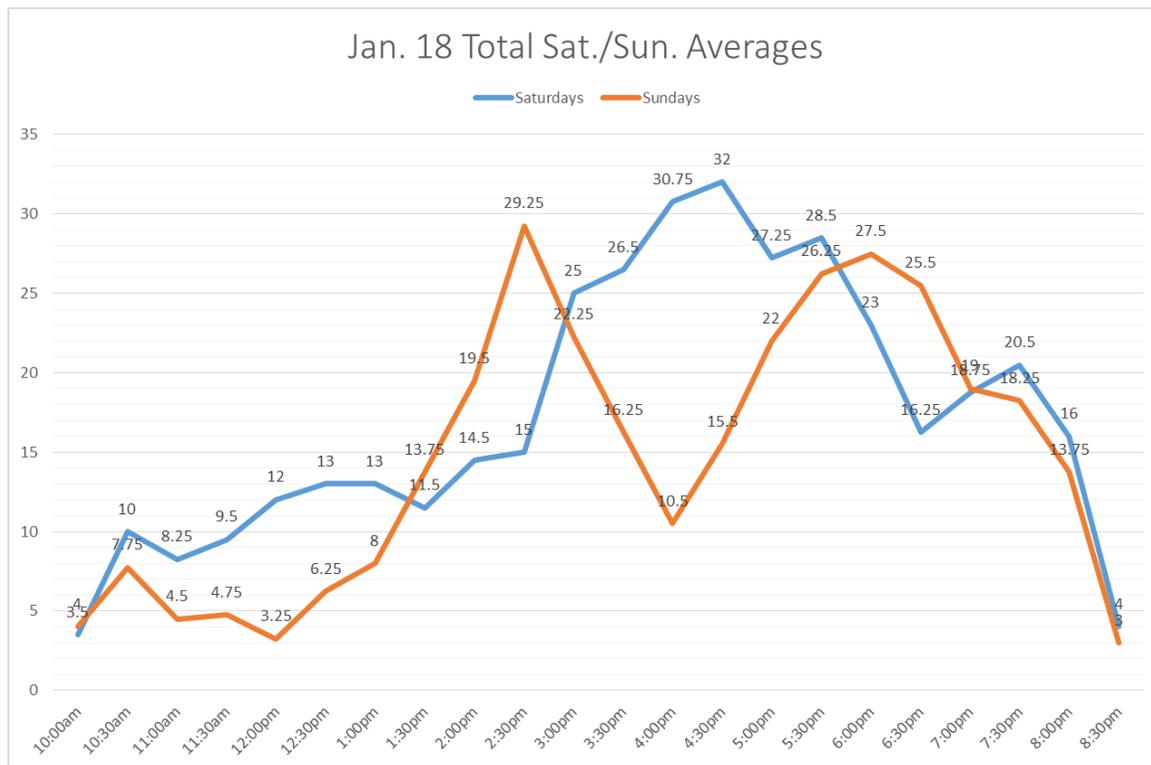
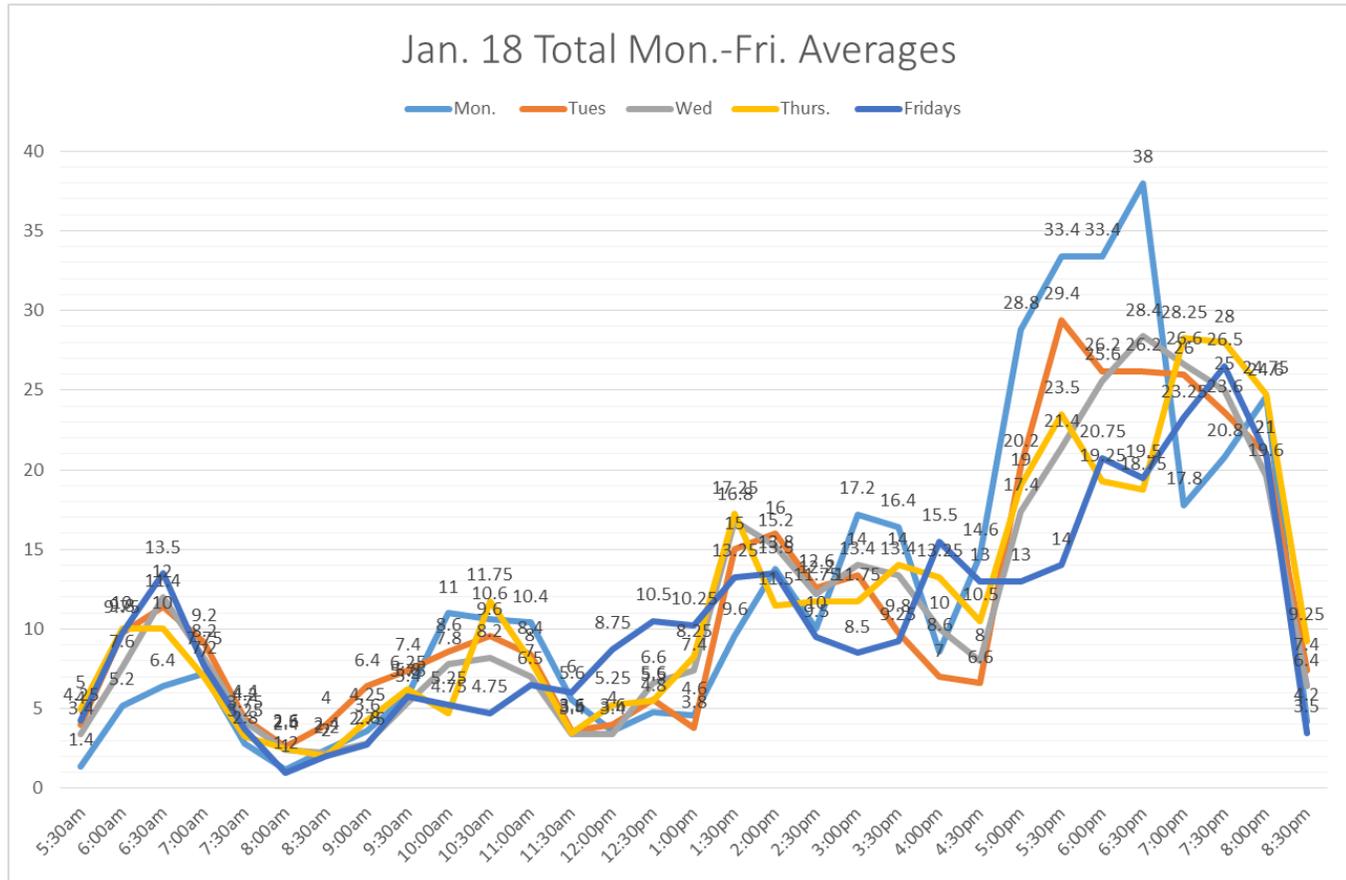
Facility Check-In	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Total
Member Checkins	1,983	2,347	2,737	2,983	2,917	2,639	3,103	18,709
Daily Admissions	1,258	1,432	1,706	1,790	925	1,388	1,607	10,106
Rentals	25	62	105	50	119	215	95	671
Fitness Programming	48	68	249	220	285	152	199	1,221
Aquatics Programming	20	30	98	96	105	55	125	529
Youth Programs	14	34	41	0	0	4	10	103
<b>Monthly Totals</b>	<b>3,334</b>	<b>3,939</b>	<b>4,895</b>	<b>5,139</b>	<b>4,351</b>	<b>4,449</b>	<b>5,129</b>	<b>31,339</b>

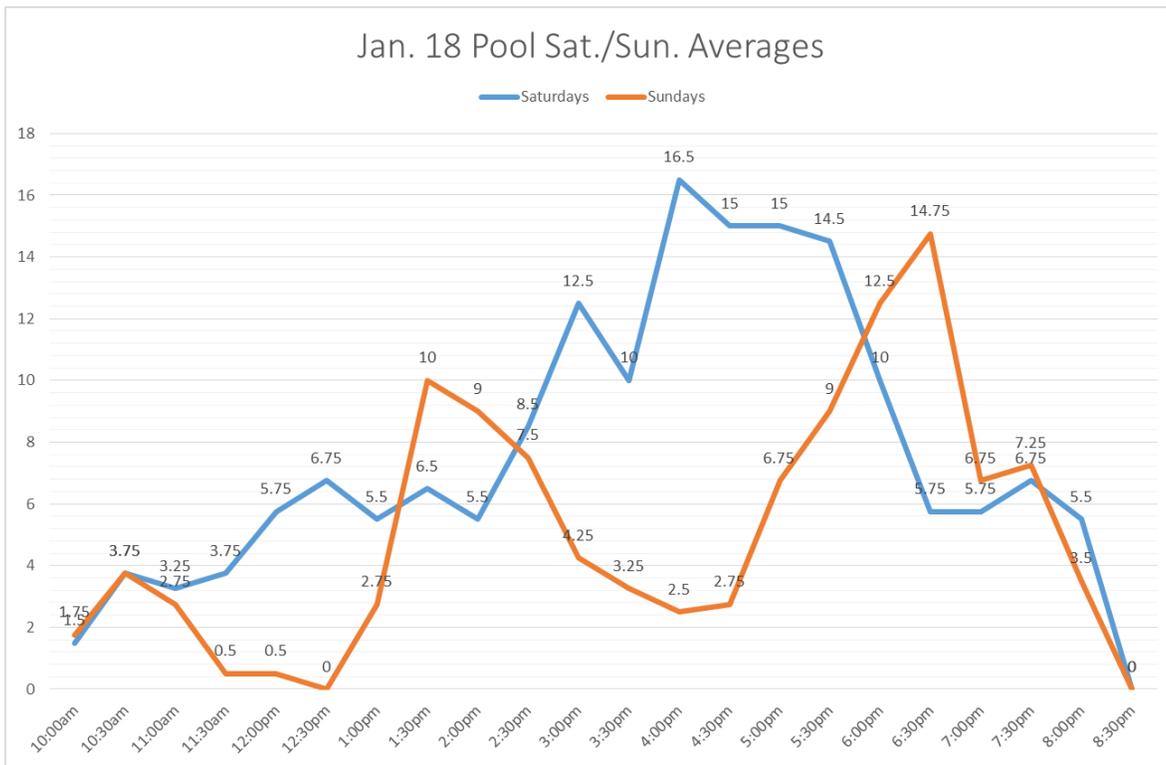
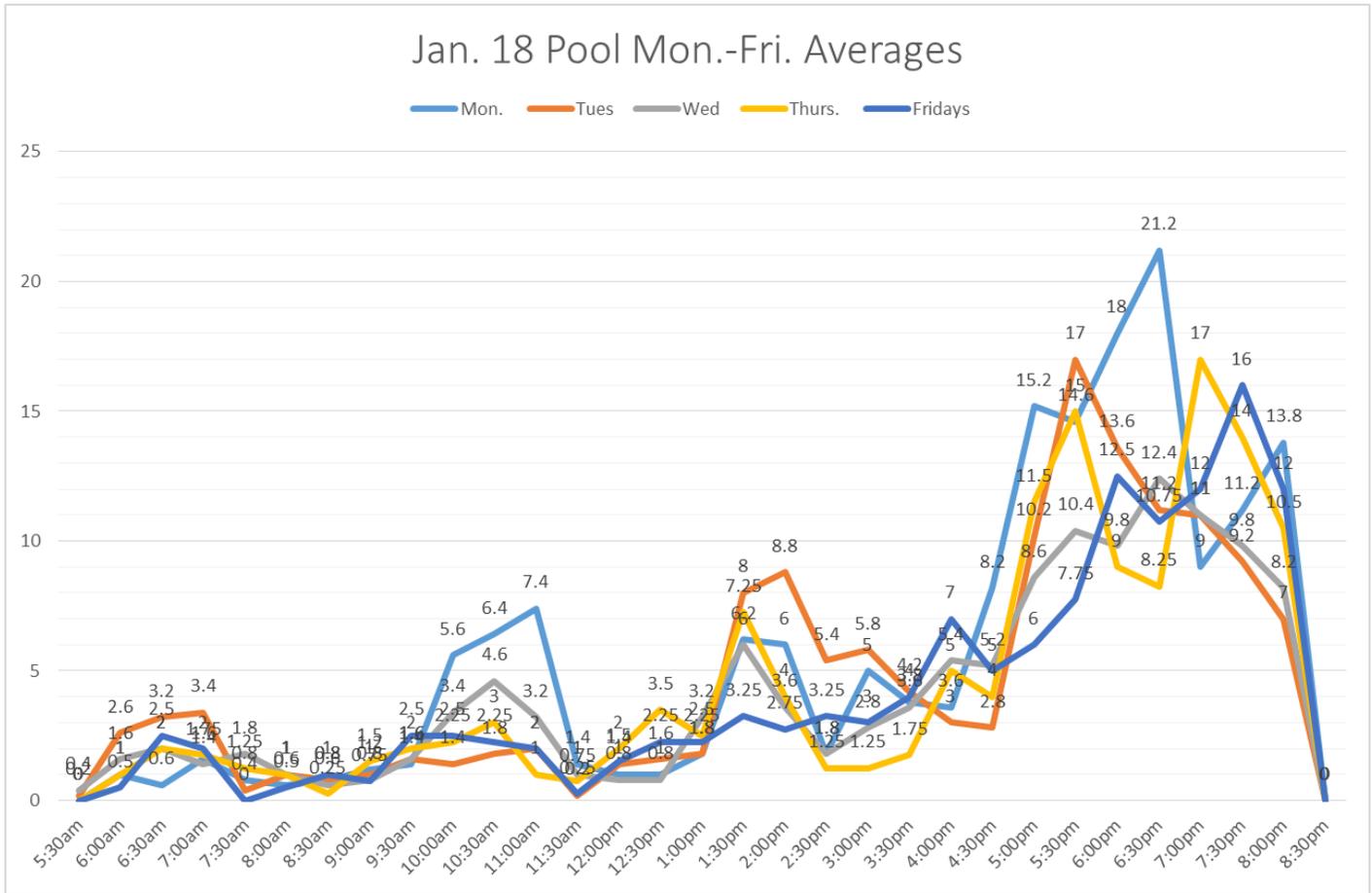


Facility Check-In	July	August	September	October	November	December	January
FY17	3,108	3,596	3,579	3,820	3,594	3,378	3,355
FY18	3,334	3,939	4,895	5,139	4,351	4,449	5,129
Difference	226	343	1,316	1,319	757	1,071	1,774

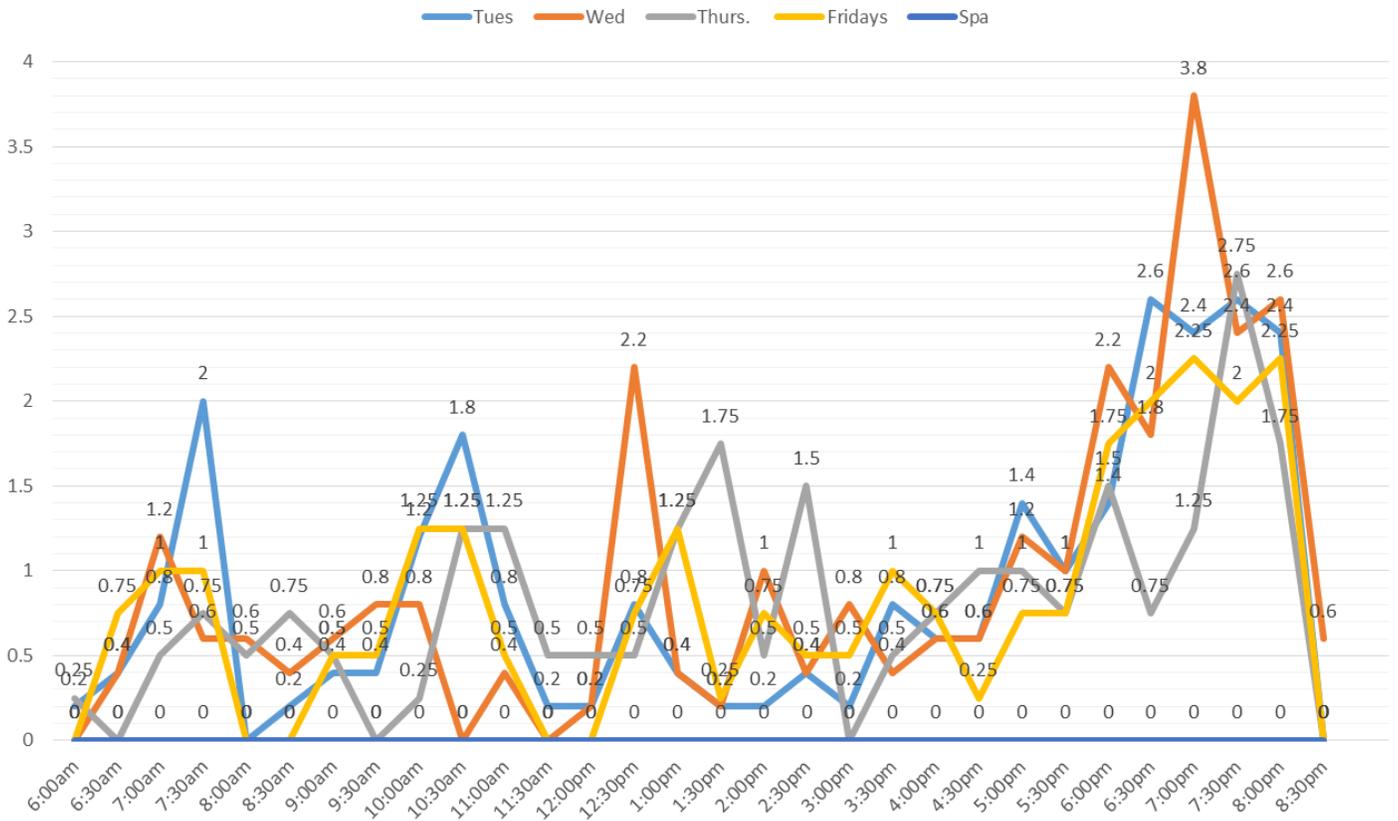
Area Usage: Count of the number of individuals in each area at the top and bottom of each hour. Showing trends and patterns of area usage, these numbers are not an accurate reporting of the overall number of patrons using the facility as patrons who remain in any area for more than 30 minutes are counted 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

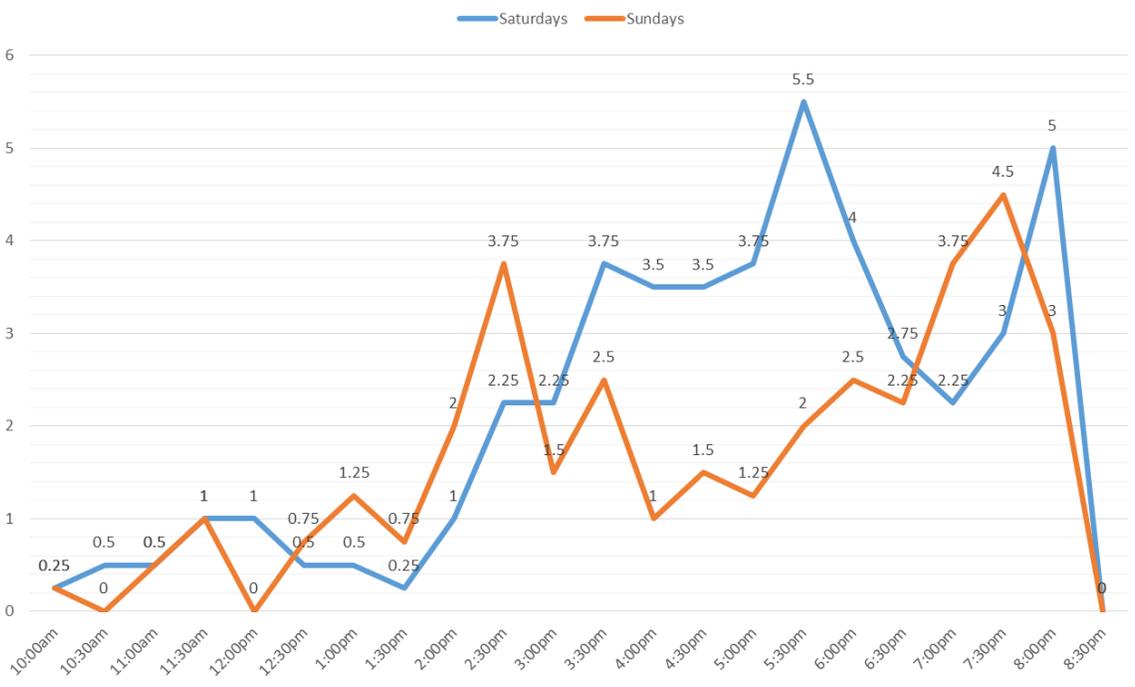




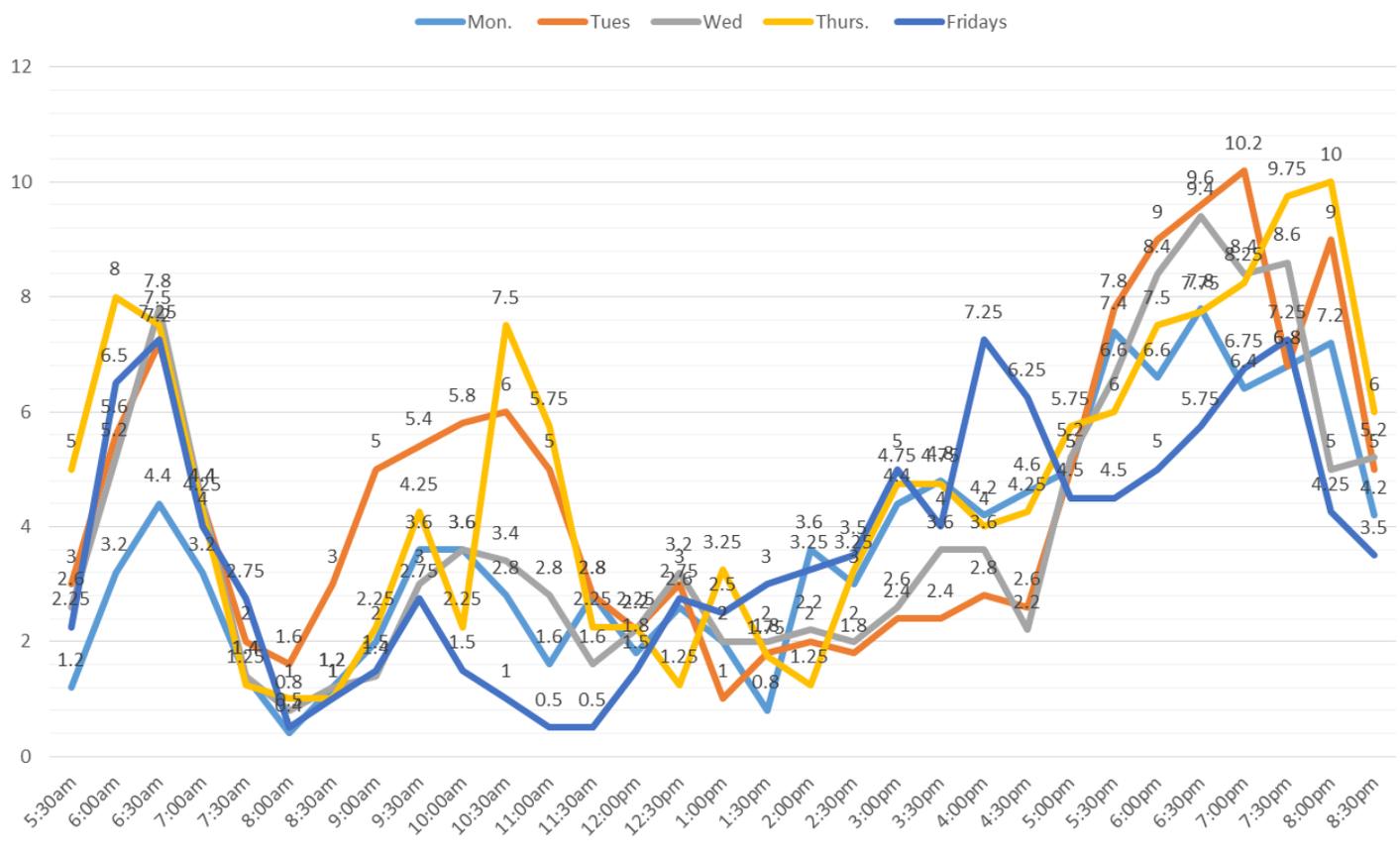
### Jan. 18 Spa Mon.-Fri. Averages



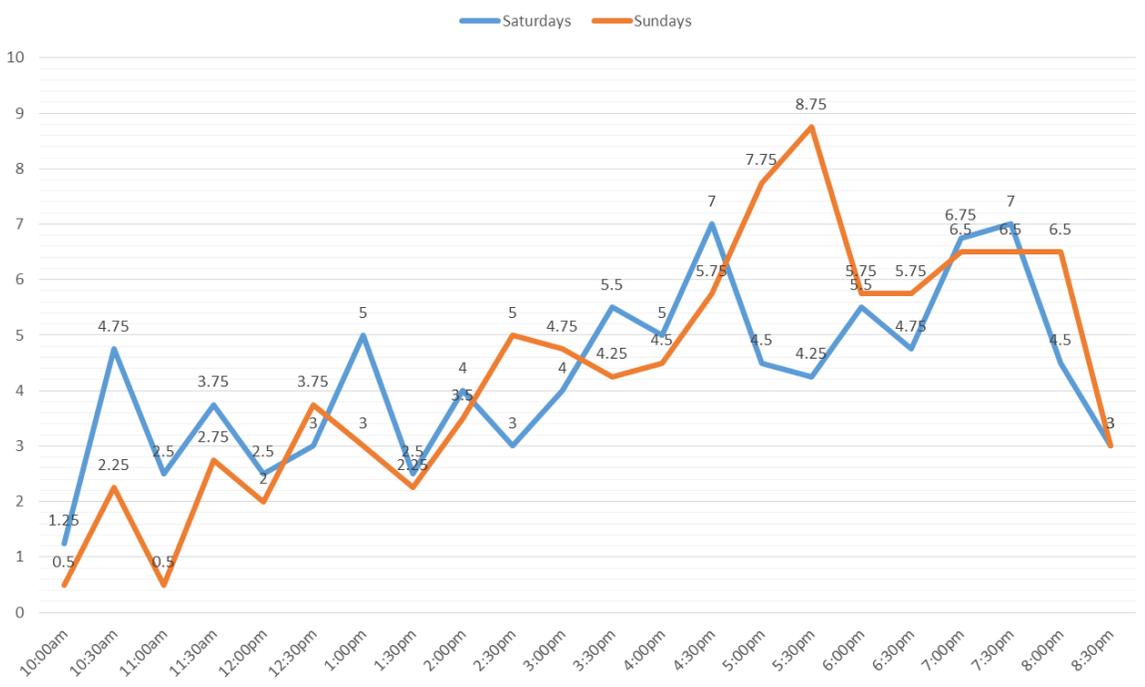
### Jan. 18 Spa Sat./Sun Averages



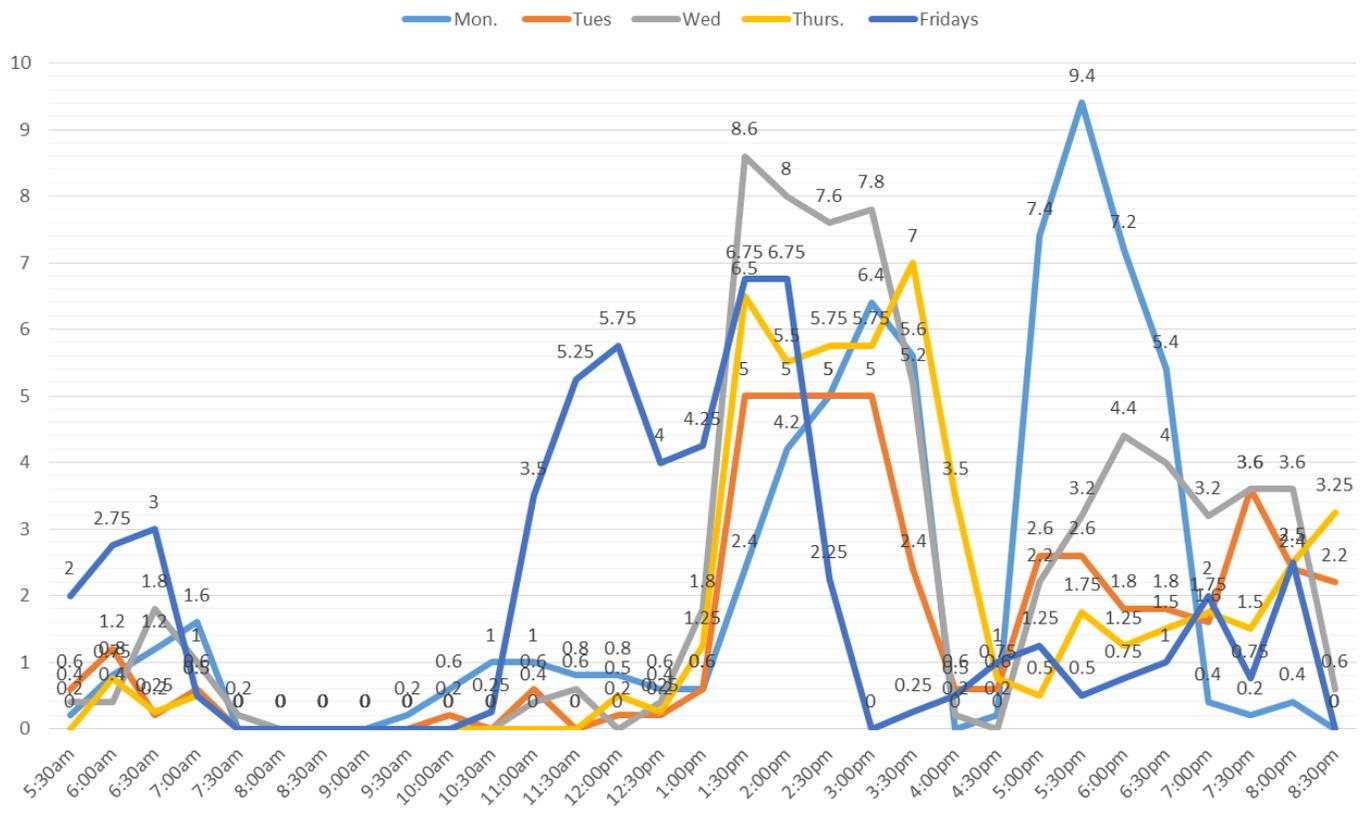
### Jan. 18 Fitness: Mon.-Fri. Averages



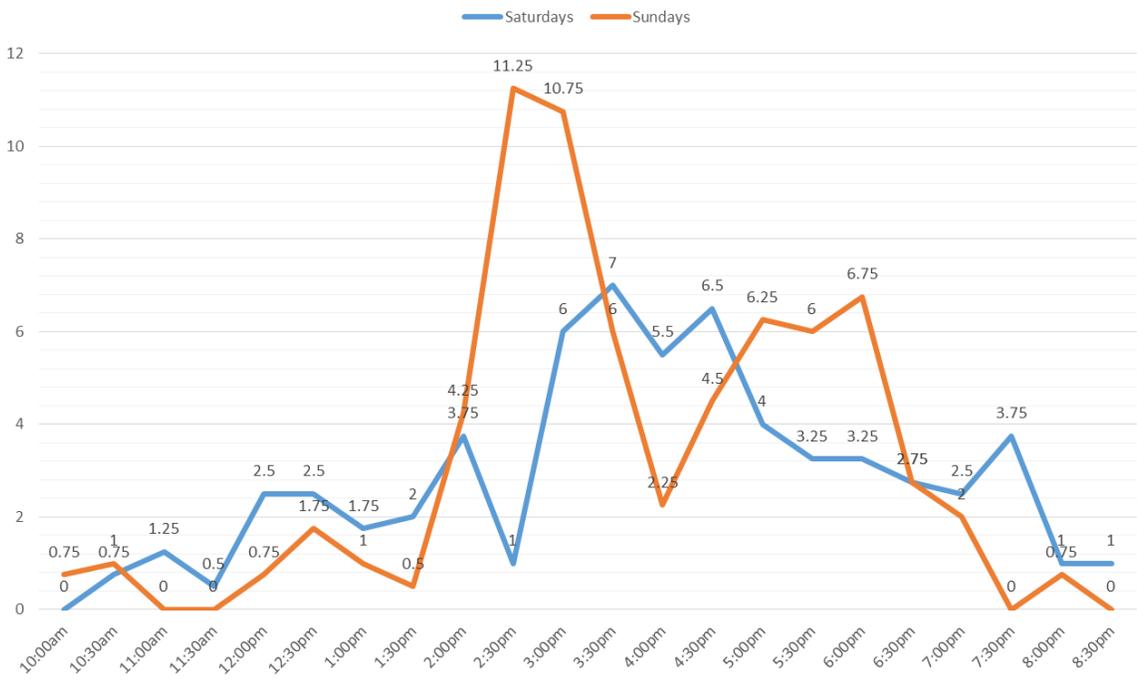
### Jan. 18 Fitness Sat./Sun. Averages



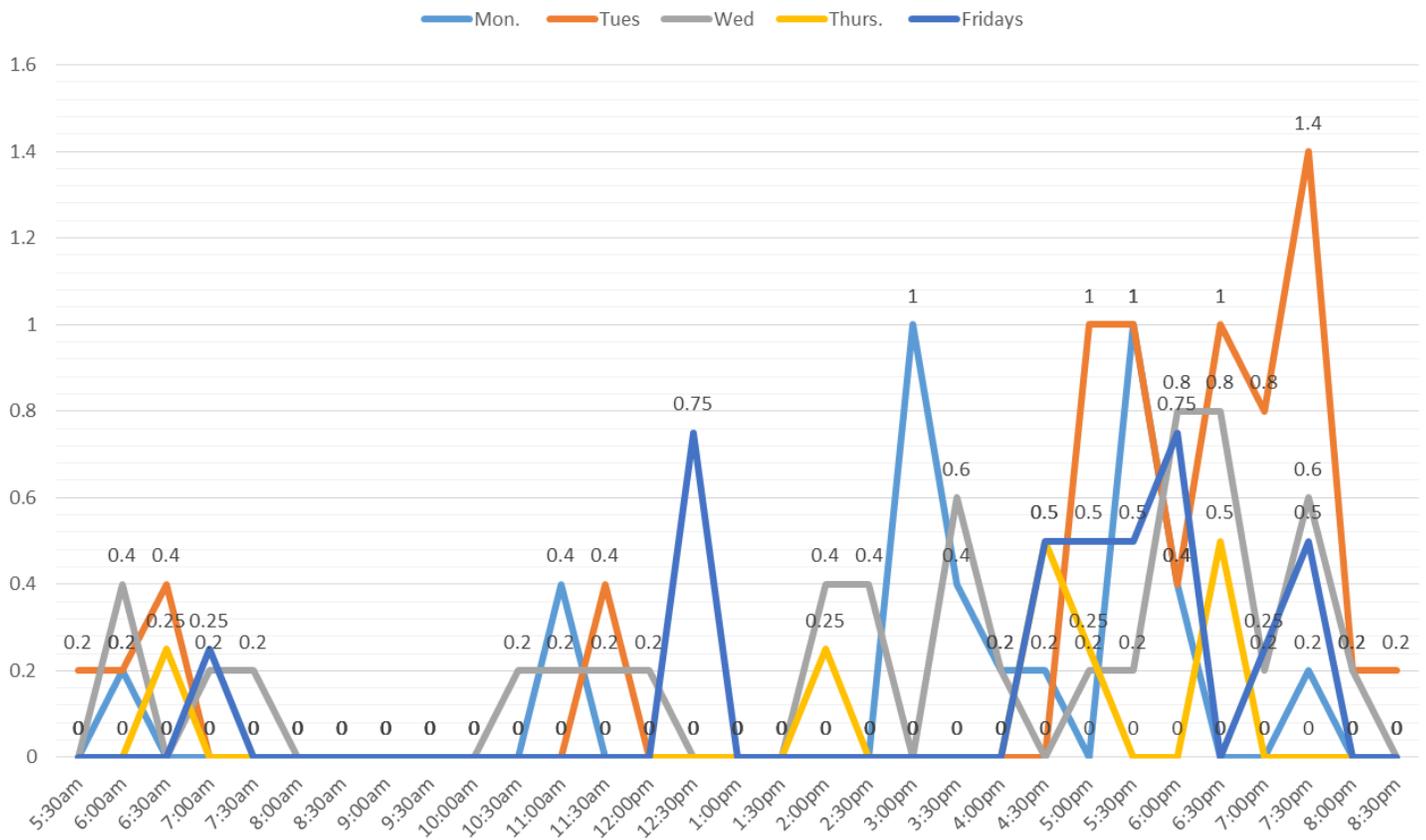
### Jan. 18 Studio Mon.-Fri. Averages



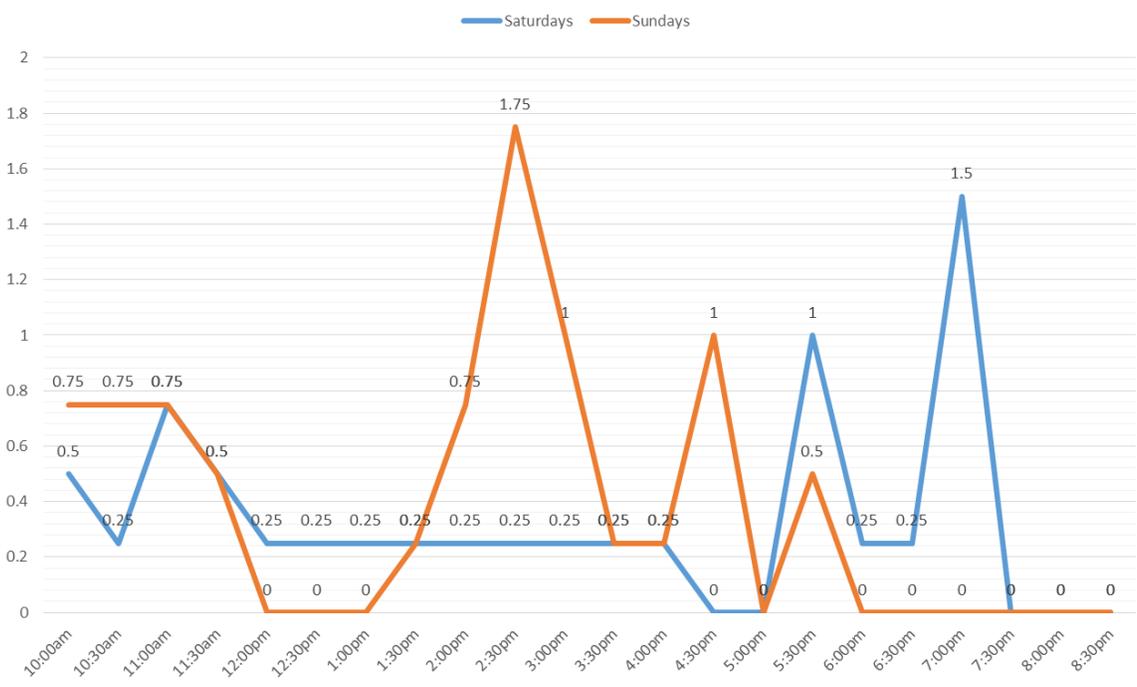
### Jan. 18 Studio Sat./Sun. Averages



### Jan. 18 Bikes Mon.-Fri. Averages



### Jan. 18 Bikes Sat./Sun. Averages



January 2018 Monthly Facility Averages by day of the week

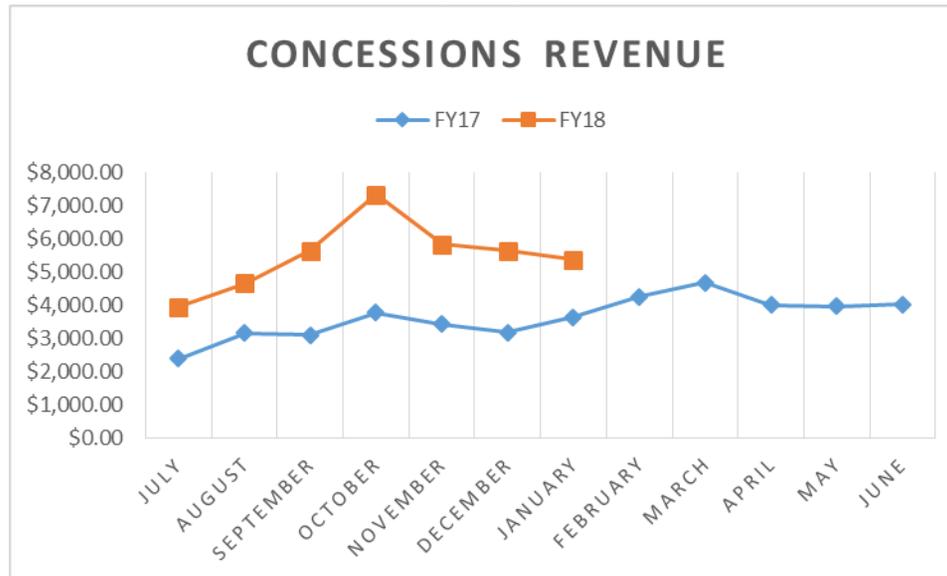
Total:	Mon.	Tues	Wed	Thurs.	Fridays	Total:	Saturdays	Sundays
5:30am	1.4	4	3.4	5	4.25	5:30am		
6:00am	5.2	9.8	7.6	10	9.75	6:00am		
6:30am	6.4	11.4	12	10	13.5	6:30am		
7:00am	7.2	9.2	8.2	7	7.75	7:00am		
7:30am	2.8	4.4	4.2	3.25	3.75	7:30am		
8:00am	1.2	2.6	2.4	2.5	1	8:00am		
8:30am	2.4	4	2.2	2	2	8:30am		
9:00am	3.6	6.4	2.8	4.25	2.75	9:00am		
9:30am	5.8	7.4	5.4	6.25	5.75	9:30am		
10:00am	11	8.6	7.8	4.75	5.25	10:00am	3.5	4
10:30am	10.6	9.6	8.2	11.75	4.75	10:30am	10	7.75
11:00am	10.4	8.4	7	8	6.5	11:00am	8.25	4.5
11:30am	5.6	3.6	3.4	3.5	6	11:30am	9.5	4.75
12:00pm	3.6	4	3.4	5.25	8.75	12:00pm	12	3.25
12:30pm	4.8	5.6	6.6	5.5	10.5	12:30pm	13	6.25
1:00pm	4.6	3.8	7.4	8.25	10.25	1:00pm	13	8
1:30pm	9.6	15	16.8	17.25	13.25	1:30pm	11.5	13.75
2:00pm	13.8	16	15.2	11.5	13.5	2:00pm	14.5	19.5
2:30pm	10	12.6	12.2	11.75	9.5	2:30pm	15	29.25
3:00pm	17.2	13.4	14	11.75	8.5	3:00pm	25	22.25
3:30pm	16.4	9.8	13.4	14	9.25	3:30pm	26.5	16.25
4:00pm	8.6	7	10	13.25	15.5	4:00pm	30.75	10.5
4:30pm	14.6	6.6	8	10.5	13	4:30pm	32	15.5
5:00pm	28.8	20.2	17.4	19	13	5:00pm	27.25	22
5:30pm	33.4	29.4	21.4	23.5	14	5:30pm	28.5	26.25
6:00pm	33.4	26.2	25.6	19.25	20.75	6:00pm	23	27.5
6:30pm	38	26.2	28.4	18.75	19.5	6:30pm	16.25	25.5
7:00pm	17.8	26	26.6	28.25	23.25	7:00pm	18.75	19
7:30pm	20.8	23.6	25	28	26.5	7:30pm	20.5	18.25
8:00pm	24.6	21	19.6	24.75	21	8:00pm	16	13.75
8:30pm	4.2	7.4	6.4	9.25	3.5	8:30pm	4	3

January 2018 Monthly Area Averages

Pool	Mon.	Tues	Wed	Thurs.	Fridays	Pool	Saturdays	Sundays		Spa	Mon.	Tues	Wed	Thurs.	Fridays	Spa	Saturdays	Sundays
5:30am	0	0.2	0.4	0	0	5:30am				5:30am	0	0	0	0	0	5:30am		
6:00am	1	2.6	1.6	1	0.5	6:00am				6:00am	0	0.2	0	0.25	0	6:00am		
6:30am	0.6	3.2	2	2	2.5	6:30am				6:30am	0.2	0.4	0.4	0	0.75	6:30am		
7:00am	1.6	3.4	1.4	1.75	2	7:00am				7:00am	0.8	0.8	1.2	0.5	1	7:00am		
7:30am	0.8	0.4	1.8	1.25	0	7:30am				7:30am	0.6	2	0.6	0.75	1	7:30am		
8:00am	0.6	1	1	1	0.5	8:00am				8:00am	0.2	0	0.6	0.5	0	8:00am		
8:30am	0.8	0.8	0.6	0.25	1	8:30am				8:30am	0.4	0.2	0.4	0.75	0	8:30am		
9:00am	1.2	1	0.8	1.5	0.75	9:00am				9:00am	0.4	0.4	0.6	0.5	0.5	9:00am		
9:30am	1.4	1.6	1.6	2	2.5	9:30am				9:30am	0.6	0.4	0.8	0	0.5	9:30am		
10:00am	5.6	1.4	3.4	2.25	2.5	10:00am	1.5	1.75		10:00am	1.2	1.2	0.8	0.25	1.25	10:00am	0.25	0.25
10:30am	6.4	1.8	4.6	3	2.25	10:30am	3.75	3.75		10:30am	0.4	1.8	0	1.25	1.25	10:30am	0.5	0
11:00am	7.4	2	3.2	1	2	11:00am	3.25	2.75		11:00am	0	0.8	0.4	1.25	0.5	11:00am	0.5	0.5
11:30am	1.4	0.2	1	0.75	0.25	11:30am	3.75	0.5		11:30am	0.6	0.2	0	0.5	0	11:30am	1	1
12:00pm	1	1.4	0.8	2	1.5	12:00pm	5.75	0.5		12:00pm	0	0.2	0.2	0.5	0	12:00pm	1	0
12:30pm	1	1.6	0.8	3.5	2.25	12:30pm	6.75	0		12:30pm	0.6	0.8	2.2	0.5	0.75	12:30pm	0.5	0.75
1:00pm	1.8	1.8	3.2	2.5	2.25	1:00pm	5.5	2.75		1:00pm	0.2	0.4	0.4	1.25	1.25	1:00pm	0.5	1.25
1:30pm	6.2	8	6	7.25	3.25	1:30pm	6.5	10		1:30pm	0.2	0.2	0.2	1.75	0.25	1:30pm	0.25	0.75
2:00pm	6	8.8	3.6	4	2.75	2:00pm	5.5	9		2:00pm	0	0.2	1	0.5	0.75	2:00pm	1	2
2:30pm	1.8	5.4	1.8	1.25	3.25	2:30pm	8.5	7.5		2:30pm	0.2	0.4	0.4	1.5	0.5	2:30pm	2.25	3.75
3:00pm	5	5.8	2.8	1.25	3	3:00pm	12.5	4.25		3:00pm	0.4	0.2	0.8	0	0.5	3:00pm	2.25	1.5
3:30pm	3.8	4.2	3.6	1.75	4	3:30pm	10	3.25		3:30pm	1.8	0.8	0.4	0.5	1	3:30pm	3.75	2.5
4:00pm	3.6	3	5.4	5	7	4:00pm	16.5	2.5		4:00pm	0.6	0.6	0.6	0.75	0.75	4:00pm	3.5	1
4:30pm	8.2	2.8	5.2	4	5	4:30pm	15	2.75		4:30pm	1.4	0.6	0.6	1	0.25	4:30pm	3.5	1.5
5:00pm	15.2	10.2	8.6	11.5	6	5:00pm	15	6.75		5:00pm	1.2	1.4	1.2	1	0.75	5:00pm	3.75	1.25
5:30pm	14.6	17	10.4	15	7.75	5:30pm	14.5	9		5:30pm	1	1	1	0.75	0.75	5:30pm	5.5	2
6:00pm	18	13.6	9.8	9	12.5	6:00pm	10	12.5		6:00pm	1.2	1.4	2.2	1.5	1.75	6:00pm	4	2.5
6:30pm	21.2	11.2	12.4	8.25	10.75	6:30pm	5.75	14.75		6:30pm	3.6	2.6	1.8	0.75	2	6:30pm	2.75	2.25
7:00pm	9	11	11	17	12	7:00pm	5.75	6.75		7:00pm	2	2.4	3.8	1.25	2.25	7:00pm	2.25	3.75
7:30pm	11.2	9.2	9.8	14	16	7:30pm	6.75	7.25		7:30pm	2.4	2.6	2.4	2.75	2	7:30pm	3	4.5
8:00pm	13.8	7	8.2	10.5	12	8:00pm	5.5	3.5		8:00pm	3.2	2.4	2.6	1.75	2.25	8:00pm	5	3
8:30pm	0	0	0	0	0	8:30pm	0	0		8:30pm	0	0	0.6	0	0	8:30pm	0	0

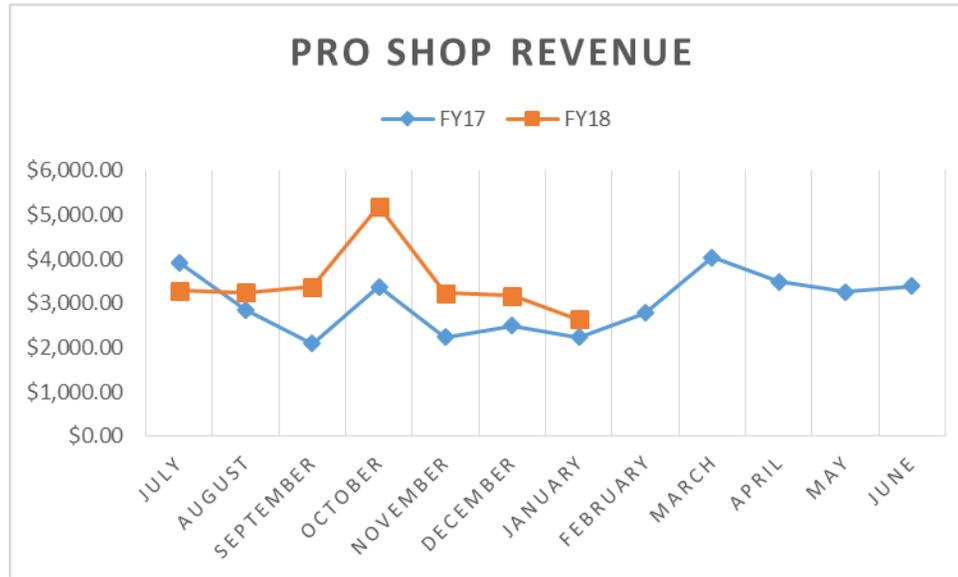
Fitness	Mon.	Tues	Wed	Thurs.	Fridays	Fitness	Saturdays	Sundays	Studio	Mon.	Tues	Wed	Thurs.	Fridays	Studio	Saturdays	Sundays	Bikes	Mon.	Tues	Wed	Thurs.	Fridays	Bikes	Saturdays	Sundays
5:30am	1.2	3	2.6	5	2.25	5:30am			5:30am	0.2	0.6	0.4	0	2	5:30am			5:30am	0	0.2	0	0	0	5:30am		
6:00am	3.2	5.6	5.2	8	6.5	6:00am			6:00am	0.8	1.2	0.4	0.75	2.75	6:00am			6:00am	0.2	0.2	0.4	0	0	6:00am		
6:30am	4.4	7.2	7.8	7.5	7.25	6:30am			6:30am	1.2	0.2	1.8	0.25	3	6:30am			6:30am	0	0.4	0	0.25	0	6:30am		
7:00am	3.2	4.4	4.4	4.25	4	7:00am			7:00am	1.6	0.6	1	0.5	0.5	7:00am			7:00am	0	0	0.2	0	0.25	7:00am		
7:30am	1.4	2	1.4	1.25	2.75	7:30am			7:30am	0	0	0.2	0	0	7:30am			7:30am	0	0	0.2	0	0	7:30am		
8:00am	0.4	1.6	0.8	1	0.5	8:00am			8:00am	0	0	0	0	0	8:00am			8:00am	0	0	0	0	0	8:00am		
8:30am	1.2	3	1.2	1	1	8:30am			8:30am	0	0	0	0	0	8:30am			8:30am	0	0	0	0	0	8:30am		
9:00am	2	5	1.4	2.25	1.5	9:00am			9:00am	0	0	0	0	0	9:00am			9:00am	0	0	0	0	0	9:00am		
9:30am	3.6	5.4	3	4.25	2.75	9:30am			9:30am	0.2	0	0	0	0	9:30am			9:30am	0	0	0	0	0	9:30am		
10:00am	3.6	5.8	3.6	2.25	1.5	10:00am	1.25	0.5	10:00am	0.6	0.2	0	0	0	10:00am	0	0.75	10:00am	0	0	0	0	0	10:00am	0.5	0.75
10:30am	2.8	6	3.4	7.5	1	10:30am	4.75	2.25	10:30am	1	0	0	0	0.25	10:30am	0.75	1	10:30am	0	0	0.2	0	0	10:30am	0.25	0.75
11:00am	1.6	5	2.8	5.75	0.5	11:00am	2.5	0.5	11:00am	1	0.6	0.4	0	3.5	11:00am	1.25	0	11:00am	0.4	0	0.2	0	0	11:00am	0.75	0.75
11:30am	2.8	2.8	1.6	2.25	0.5	11:30am	3.75	2.75	11:30am	0.8	0	0.6	0	5.25	11:30am	0.5	0	11:30am	0	0.4	0.2	0	0	11:30am	0.5	0.5
12:00pm	1.8	2.2	2.2	2.25	1.5	12:00pm	2.5	2	12:00pm	0.8	0.2	0	0.5	5.75	12:00pm	2.5	0.75	12:00pm	0	0	0.2	0	0	12:00pm	0.25	0
12:30pm	2.6	3	3.2	1.25	2.75	12:30pm	3	3.75	12:30pm	0.6	0.2	0.4	0.25	4	12:30pm	2.5	1.75	12:30pm	0	0	0	0	0.75	12:30pm	0.25	0
1:00pm	2	1	2	3.25	2.5	1:00pm	5	3	1:00pm	0.6	0.6	1.8	1.25	4.25	1:00pm	1.75	1	1:00pm	0	0	0	0	0	1:00pm	0.25	0
1:30pm	0.8	1.8	2	1.75	3	1:30pm	2.5	2.25	1:30pm	2.4	5	8.6	6.5	6.75	1:30pm	2	0.5	1:30pm	0	0	0	0	0	1:30pm	0.25	0.25
2:00pm	3.6	2	2.2	1.25	3.25	2:00pm	4	3.5	2:00pm	4.2	5	8	5.5	6.75	2:00pm	3.75	4.25	2:00pm	0	0	0.4	0.25	0	2:00pm	0.25	0.75
2:30pm	3	1.8	2	3.25	3.5	2:30pm	3	5	2:30pm	5	5	7.6	5.75	2.25	2:30pm	1	11.25	2:30pm	0	0	0.4	0	0	2:30pm	0.25	1.75
3:00pm	4.4	2.4	2.6	4.75	5	3:00pm	4	4.75	3:00pm	6.4	5	7.8	5.75	0	3:00pm	6	10.75	3:00pm	1	0	0	0	0	3:00pm	0.25	1
3:30pm	4.8	2.4	3.6	4.75	4	3:30pm	5.5	4.25	3:30pm	5.6	2.4	5.2	7	0.25	3:30pm	7	6	3:30pm	0.4	0	0.6	0	0	3:30pm	0.25	0.25
4:00pm	4.2	2.8	3.6	4	7.25	4:00pm	5	4.5	4:00pm	0	0.6	0.2	3.5	0.5	4:00pm	5.5	2.25	4:00pm	0.2	0	0.2	0	0	4:00pm	0.25	0.25
4:30pm	4.6	2.6	2.2	4.25	6.25	4:30pm	7	5.75	4:30pm	0.2	0.6	0	0.75	1	4:30pm	6.5	4.5	4:30pm	0.2	0	0	0.5	0.5	4:30pm	0	1
5:00pm	5	5	5.2	5.75	4.5	5:00pm	4.5	7.75	5:00pm	7.4	2.6	2.2	0.5	1.25	5:00pm	4	6.25	5:00pm	0	1	0.2	0.25	0.5	5:00pm	0	0
5:30pm	7.4	7.8	6.6	6	4.5	5:30pm	4.25	8.75	5:30pm	9.4	2.6	3.2	1.75	0.5	5:30pm	3.25	6	5:30pm	1	1	0.2	0	0.5	5:30pm	1	0.5
6:00pm	6.6	9	8.4	7.5	5	6:00pm	5.5	5.75	6:00pm	7.2	1.8	4.4	1.25	0.75	6:00pm	3.25	6.75	6:00pm	0.4	0.4	0.8	0	0.75	6:00pm	0.25	0
6:30pm	7.8	9.6	9.4	7.75	5.75	6:30pm	4.75	5.75	6:30pm	5.4	1.8	4	1.5	1	6:30pm	2.75	2.75	6:30pm	0	1	0.8	0.5	0	6:30pm	0.25	0
7:00pm	6.4	10.2	8.4	8.25	6.75	7:00pm	6.75	6.5	7:00pm	0.4	1.6	3.2	1.75	2	7:00pm	2.5	2	7:00pm	0	0.8	0.2	0	0.25	7:00pm	1.5	0
7:30pm	6.8	6.8	8.6	9.75	7.25	7:30pm	7	6.5	7:30pm	0.2	3.6	3.6	1.5	0.75	7:30pm	3.75	0	7:30pm	0.2	1.4	0.6	0	0.5	7:30pm	0	0
8:00pm	7.2	9	5	10	4.25	8:00pm	4.5	6.5	8:00pm	0.4	2.4	3.6	2.5	2.5	8:00pm	1	0.75	8:00pm	0	0.2	0.2	0	0	8:00pm	0	0
8:30pm	4.2	5	5.2	6	3.5	8:30pm	3	3	8:30pm	0	2.2	0.6	3.25	0	8:30pm	1	0	8:30pm	0	0.2	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	\$5,642.99	\$5,366.89						\$38,403.40
Value Change	\$1,569.39	\$1,493.82	\$2,541.15	\$3,551.31	\$2,407.56	\$2,457.44	\$1,718.48						-\$5,169.95

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	\$3,172.30	\$2,643.08						\$24,144.31
Value Change	-\$623.26	\$397.04	\$1,273.23	\$1,828.98	\$1,000.10	\$681.68	\$403.46						-\$11,969.44

**Schedule:**

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: Current staffing levels are meeting our needs.

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

- Swim Instructors
- Masters Swim Coach: Swim coach is not required to be American Red Cross Certified, but must have experience with coaching 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](http://ykfitness.org) for information.**

**Programming**

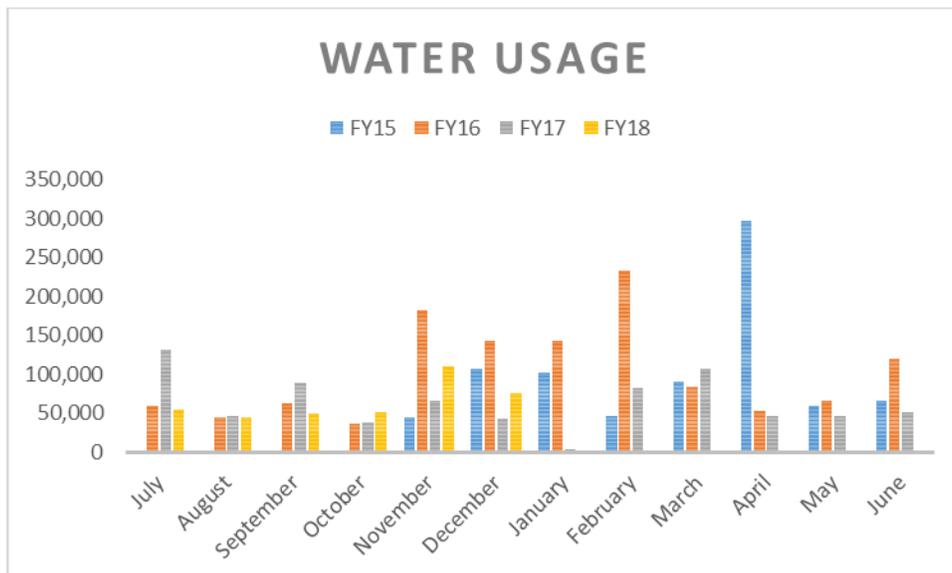
Fitness and Aquatic Classes: Fall 2 classes run October 30<sup>th</sup> – December 17<sup>th</sup>. Winter classes will run Jan 8<sup>th</sup> – March 4<sup>th</sup>. Registration for Winter classes will begin December 11<sup>th</sup>.

Rentals: December rentals included 11 parties.

Off Site activities: December gym activities included league basketball, youth soccer and Ultimate Frisbee at the BRHS gym.

**Facility Maintenance**

Water Usage:



\*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: All routine maintenance was completed as scheduled.

Corrective Maintenance:

- Noticed small leak on pool heat exchanger, tightened connections
- Pressurized secondary water heat system
- Adjusted belts on treadmills #5 and #6
- Replaced Aquastat Hi Limit Pressure Switch on Boiler #1
- Replaced O-ring on Pool Chlorine Booster pump
- Cleaned and checked springs on shower soap dispensers
- 

Maintenance needed:

- Lamps for UV system are nearing the end of their use life and will need to be replaced. Due to the delicate and highly technical nature of the work it may be necessary to bring in a contractor. We are looking at options.
- Experiencing issue with High Limit Switch on Boiler #1. We replaced the Hi- Limit sensor but continue to have issues. We are monitoring the situation and reviewing possible causes and solutions.

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. Update – Dec2017 in order to work on the shower handles we have to remove part of the shower wall for access. We are working with City Maintenance to find a replacement for the current shower handles that will help reduce water use. We are holding off cutting into the wall until we have a replacement item on hand.
- 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.

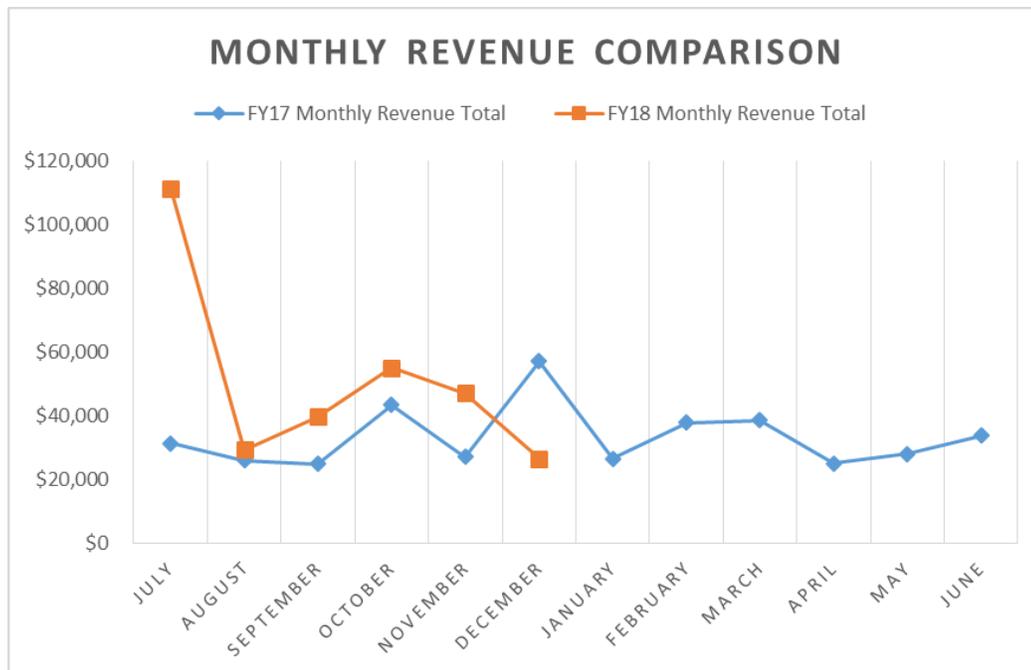
**Revenue**

**FY18 Revenue**

Code	Facility Revenue	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Total	FY18 Budget	%attained
414	Memberships	\$94,430	\$9,948	\$17,239	\$29,334	\$17,032	\$9,462	\$177,445	\$372,000	47.70%
430	Pro Shop	\$3,283	\$3,246	\$3,426	\$5,195	\$3,231	\$3,172	\$21,553	\$39,675	54.32%
435	Concessions	\$4,078	\$4,685	\$5,635	\$7,286	\$5,834	\$5,643	\$33,162	\$49,200	67.40%
460	Entry Fees	\$6,162	\$7,629	\$5,955	\$6,151	\$14,683	\$5,749	\$46,330	\$78,480	59.03%
463	Facility Rental	\$661	\$801	\$542	\$1,434	\$987	\$1,189	\$5,615	\$12,750	44.04%
465	Program Fees	\$2,741	\$3,046	\$7,053	\$5,730	\$5,352	\$1,469	\$25,391	\$90,500	28.06%
	<b>Facility Revenue Total</b>	<b>\$111,356</b>	<b>\$29,355</b>	<b>\$39,850</b>	<b>\$55,131</b>	<b>\$47,120</b>	<b>\$26,685</b>	<b>\$309,497</b>	<b>\$642,605</b>	<b>48.16%</b>

- July Membership Revenue includes payment for LKSD FY18 Contract.

**Revenue Comparisons FY17-FY18**



Revenue for December 2016 (FY17) included the Annual membership payments for the YKHC contract. The FY18 contract has been renewed but funds have not yet been received and will be included in the January 2018 revenue.

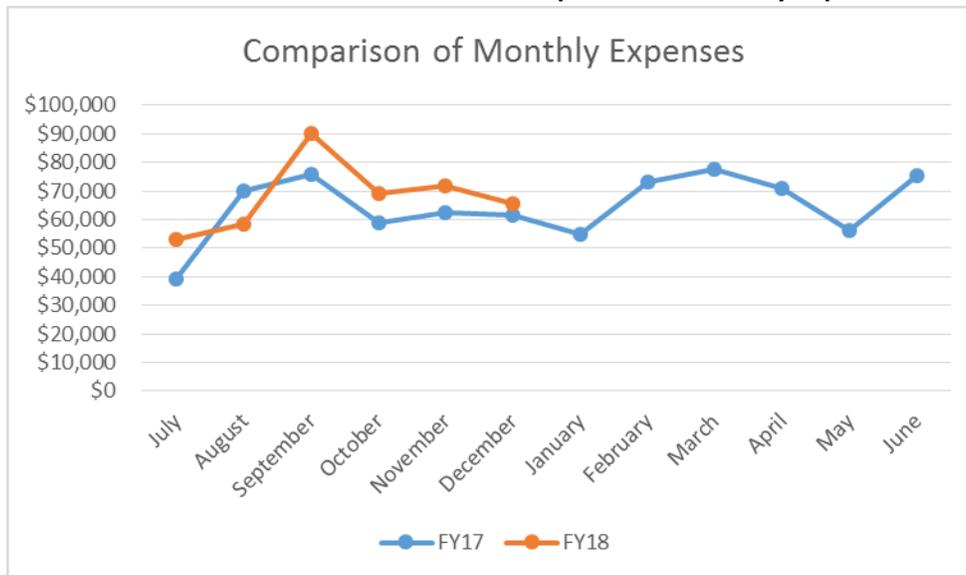
	July	August	September	October	November	December
FY17 Monthly Revenue Total	\$31,433	\$26,142	\$24,867	\$43,503	\$27,134	\$57,131
FY18 Monthly Revenue Total	\$111,356	\$29,355	\$39,850	\$55,131	\$47,120	\$26,685
Change	\$79,923	\$3,213	\$14,983	\$11,628	\$19,986	(\$30,446)

**FY18 Expenses**

	Expenses	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Total	Budgeted	% used
	Salary Wages	\$10,000	\$10,110	\$20,989	\$13,382	\$11,062	\$14,108	\$79,650	\$233,050	34.18%
	Hourly Wages	\$17,300	\$18,171	\$29,147	\$20,984	\$23,778	\$23,239	\$132,619	\$331,500	40.01%
	Benefits	\$5,527	\$5,957	\$11,198	\$8,187	\$8,677	\$9,286	\$48,832	\$117,310	41.63%
521	Housing	\$3,000	\$3,000	\$3,090	\$3,090	\$3,090	\$3,090	\$18,360	\$37,080	49.51%
545	Travel/Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,731	0.00%
561	Supplies	\$2,520	\$6,925	\$10,929	\$4,807	\$9,966	\$2,458	\$37,606	\$95,696	39.30%
580	Boiler	\$0	\$0	\$0	\$0	\$0	\$187	\$187	\$5,250	3.56%
646	Contractors	\$11,667	\$11,667	\$11,667	\$11,667	\$11,667	\$11,667	\$70,002	\$144,200	48.55%
661	Vehicle Maintenance/Repair	\$0	\$0	\$0	\$38	\$0	\$0	\$38	\$750	5.06%
663	Janitorial Supplies/Services	\$219	\$49	\$134	\$3,020	\$574	\$191	\$4,187	\$20,400	20.53%
668	Software Licenses	\$682	\$308	\$423	\$581	\$491	\$245	\$2,732	\$6,869	39.76%
683	Minor Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,500	0.00%
684	Donations and Awards	\$90	\$0	\$0	\$0	\$0	\$0	\$90	\$500	18.00%
721	Insurance	\$1,225	\$1,225	\$1,225	\$1,225	\$1,225	\$0	\$6,125	\$15,515	39.48%
724	Dues/Subscriptions	\$169	\$169	\$169	\$169	\$169	\$169	\$1,016	\$1,965	51.70%
727	Advertising	\$203	\$168	\$0	\$0	\$236	\$269	\$877	\$10,000	8.77%
733	Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	0.00%
736	Bank Charges	\$627	\$699	\$990	\$1,640	\$1,038	\$686	\$5,679	\$14,060	40.39%
790	Allowance for Special Events	\$0	\$0	\$0	\$294	\$0	\$0	\$294	\$800	36.77%
799	Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,058	0.00%
	<b>TOTAL</b>	<b>\$53,231</b>	<b>\$58,448</b>	<b>\$89,960</b>	<b>\$69,086</b>	<b>\$71,974</b>	<b>\$65,596</b>	<b>\$408,294</b>	<b>\$1,056,735</b>	<b>38.64%</b>

\*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**



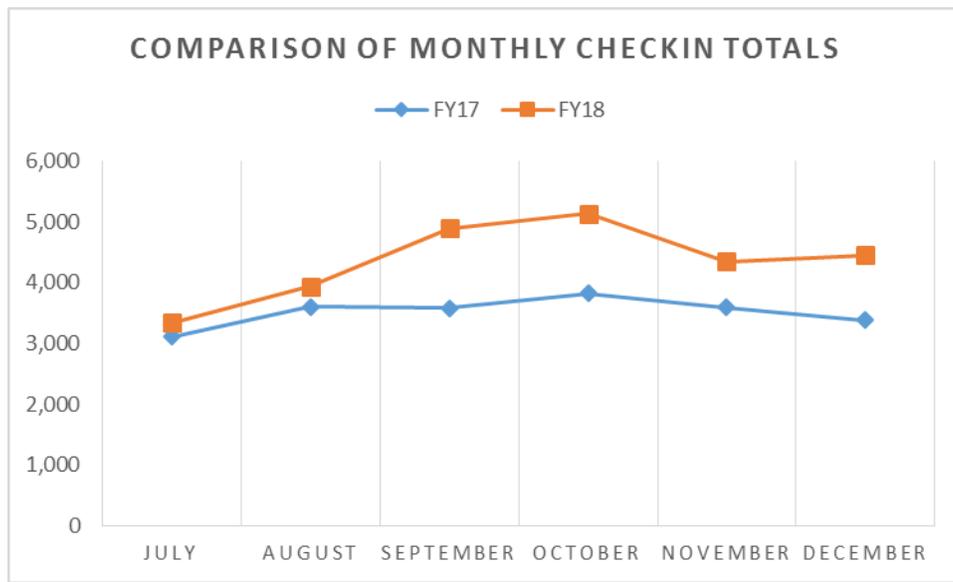
Primary influencer on the increase in expenses starting in September is the additional wages paid out to staff at the move to a 7 day per week schedule.

Monthly Expenses	July	August	September	October	November	December
FY17	\$39,145	\$70,114	\$75,717	\$58,716	\$62,335	\$61,668
FY18	\$53,231	\$58,448	\$89,960	\$69,086	\$71,974	\$65,596
Change	\$14,086	(\$11,666)	\$14,242	\$10,369	\$9,638	\$3,927

### 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.

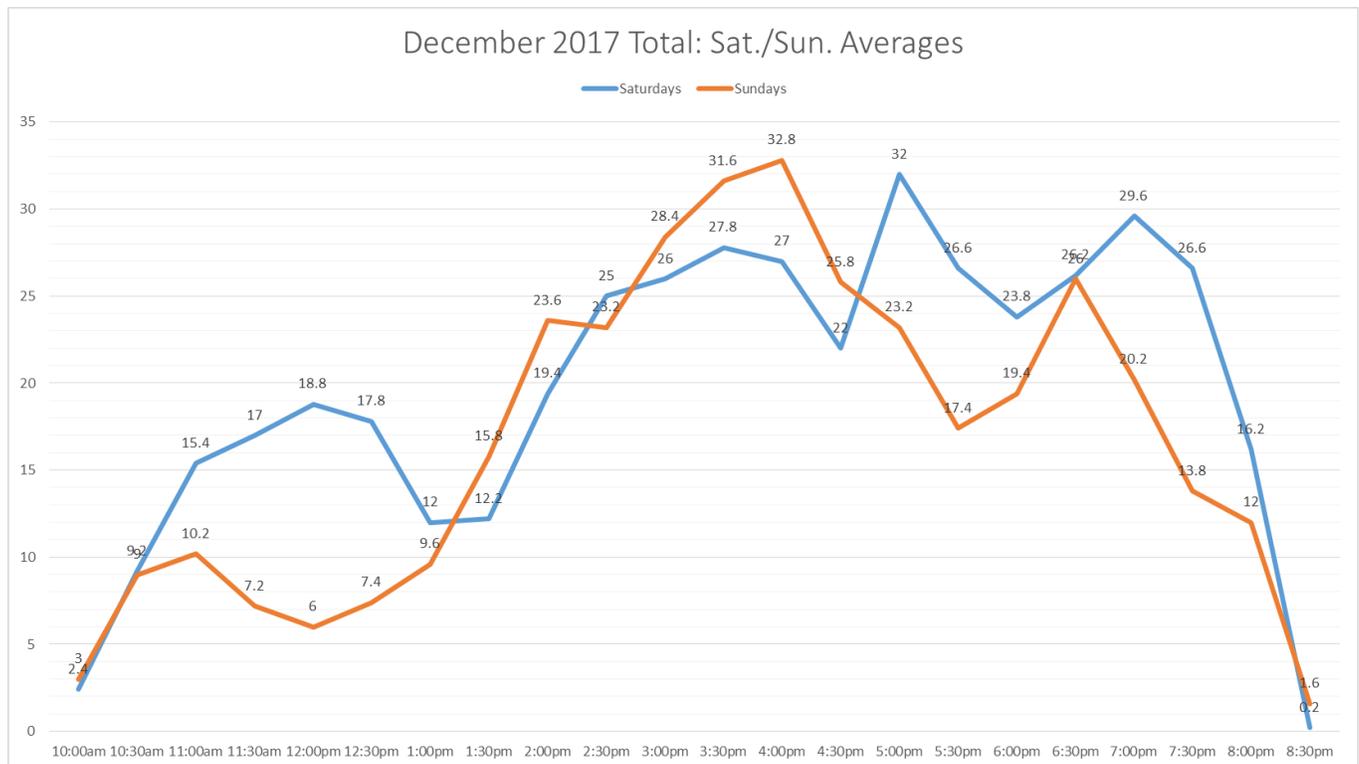
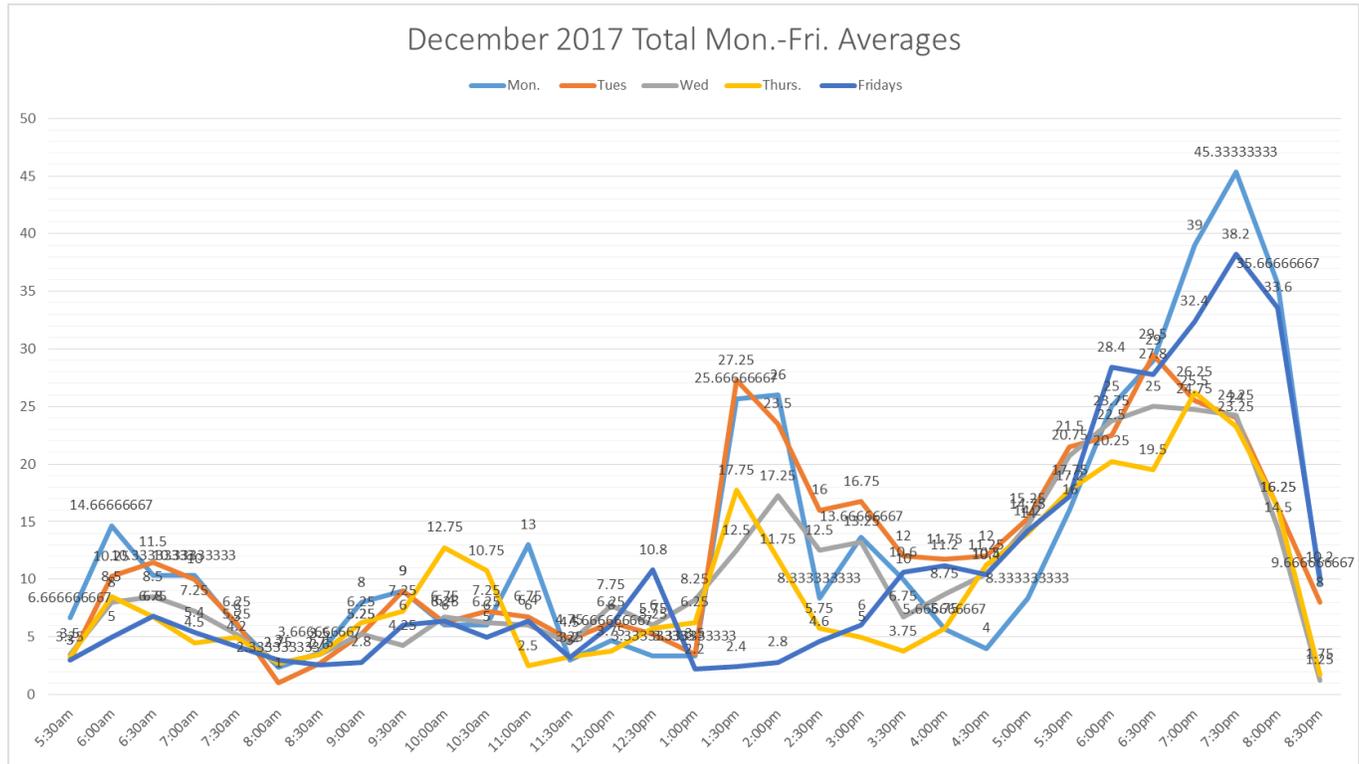
Facility Check-In	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Total
Member Checkins	1,983	2,347	2,737	2,983	2,917	2,639	15,606
Daily Admissions	1,258	1,432	1,706	1,790	925	1,388	8,499
Rentals	25	62	105	50	119	215	576
Fitness Programming	48	68	249	220	285	152	1,022
Aquatics Programming	20	30	98	96	105	55	404
Youth Programs	14	34	41	0	0	4	93
<b>Monthly Totals</b>	<b>3,334</b>	<b>3,939</b>	<b>4,895</b>	<b>5,139</b>	<b>4,351</b>	<b>4,449</b>	<b>26,200</b>

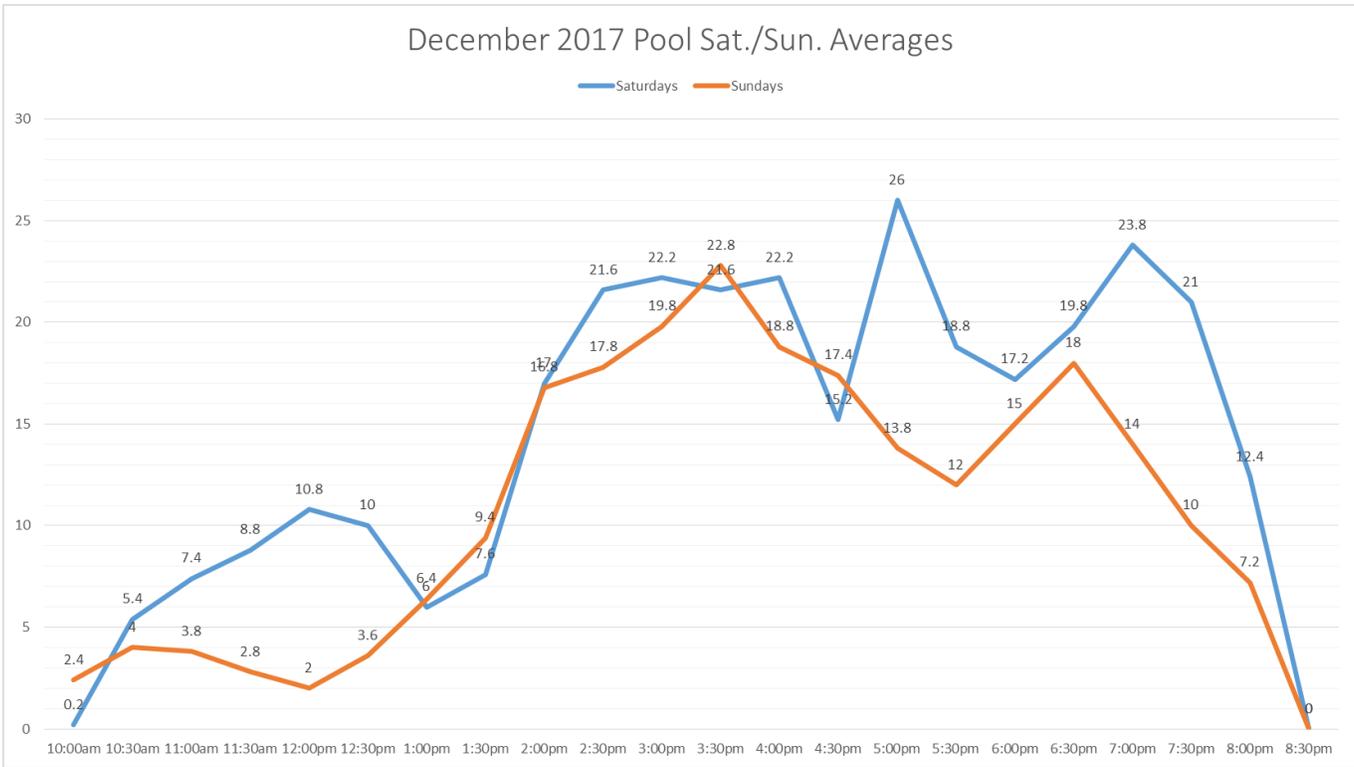
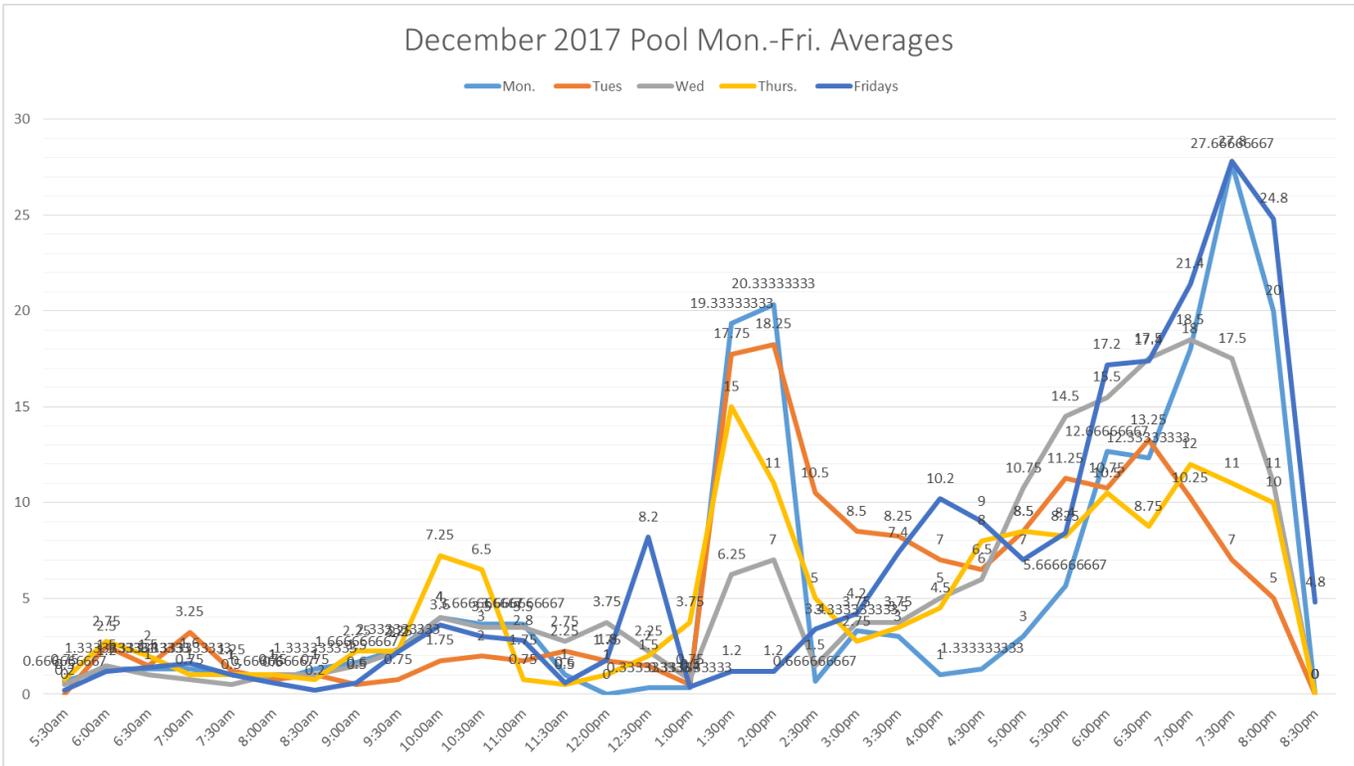


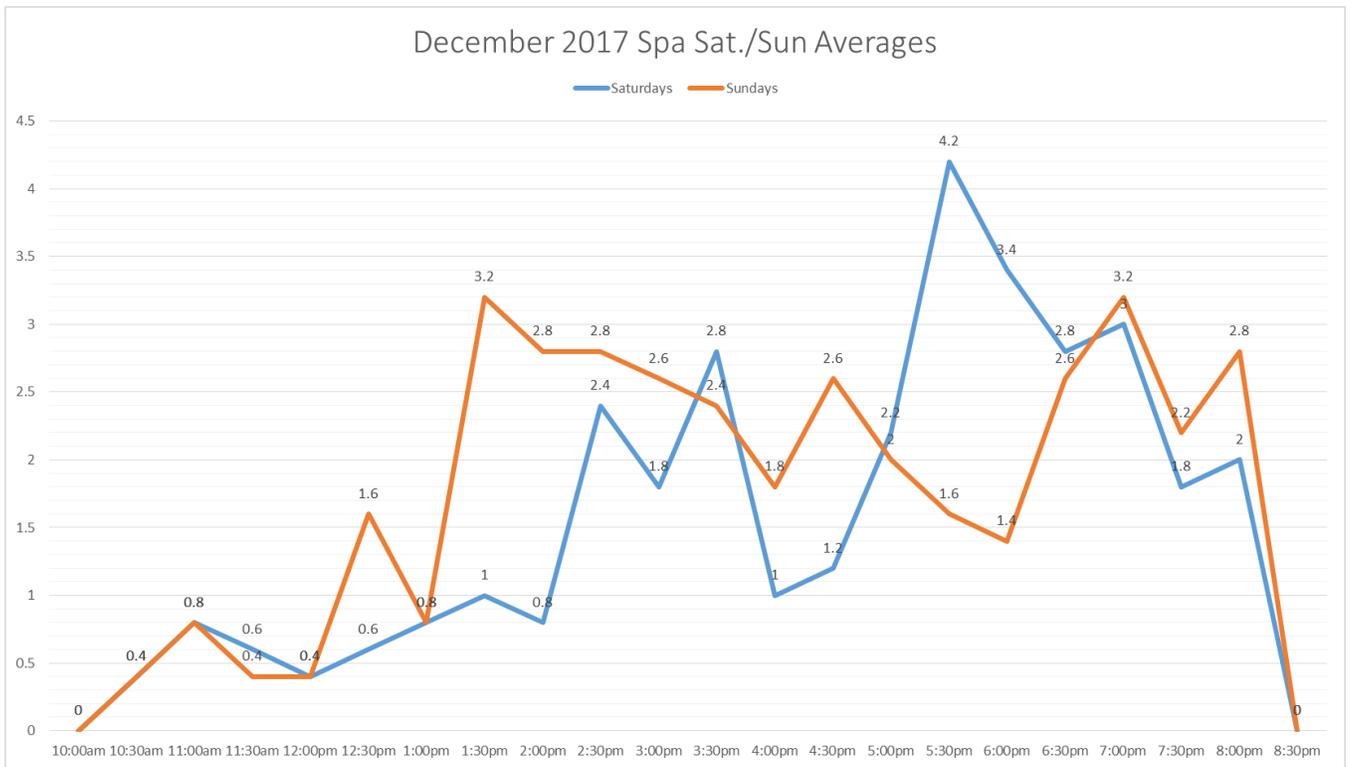
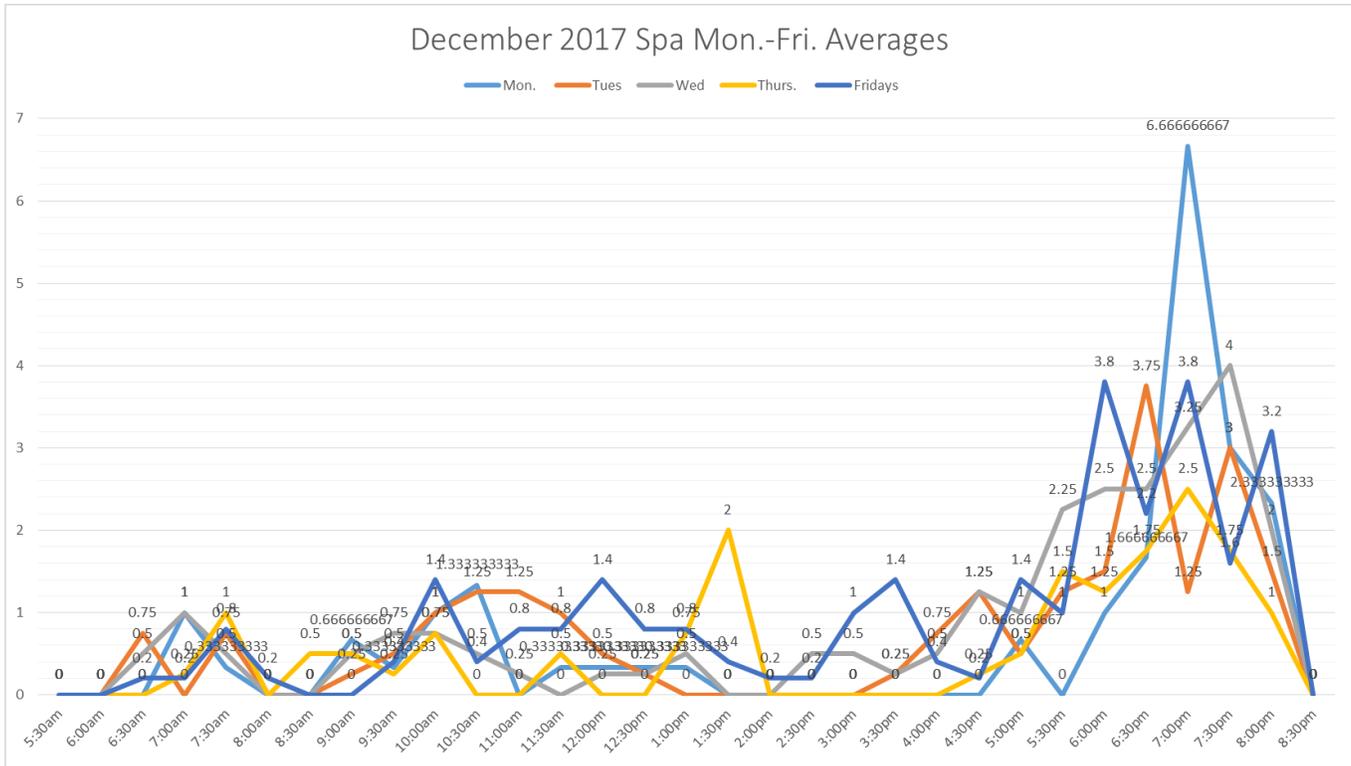
Facility Check-In	July	August	September	October	November	December	Total
FY17	3,108	3,596	3,579	3,820	3,594	3,378	47,936
FY18	3,334	3,939	4,895	5,139	4,351	4,449	26,107
Difference	226	343	1,316	1,319	757	1,071	-21,829

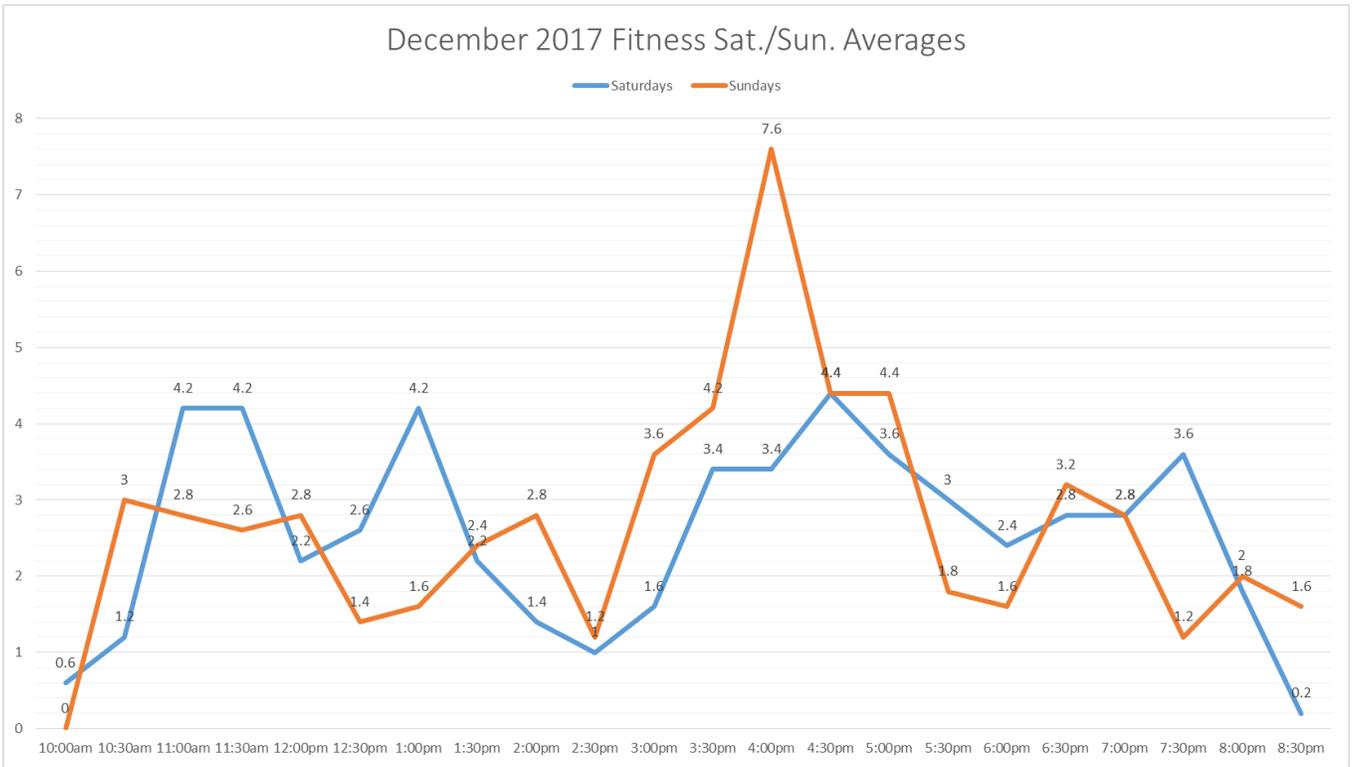
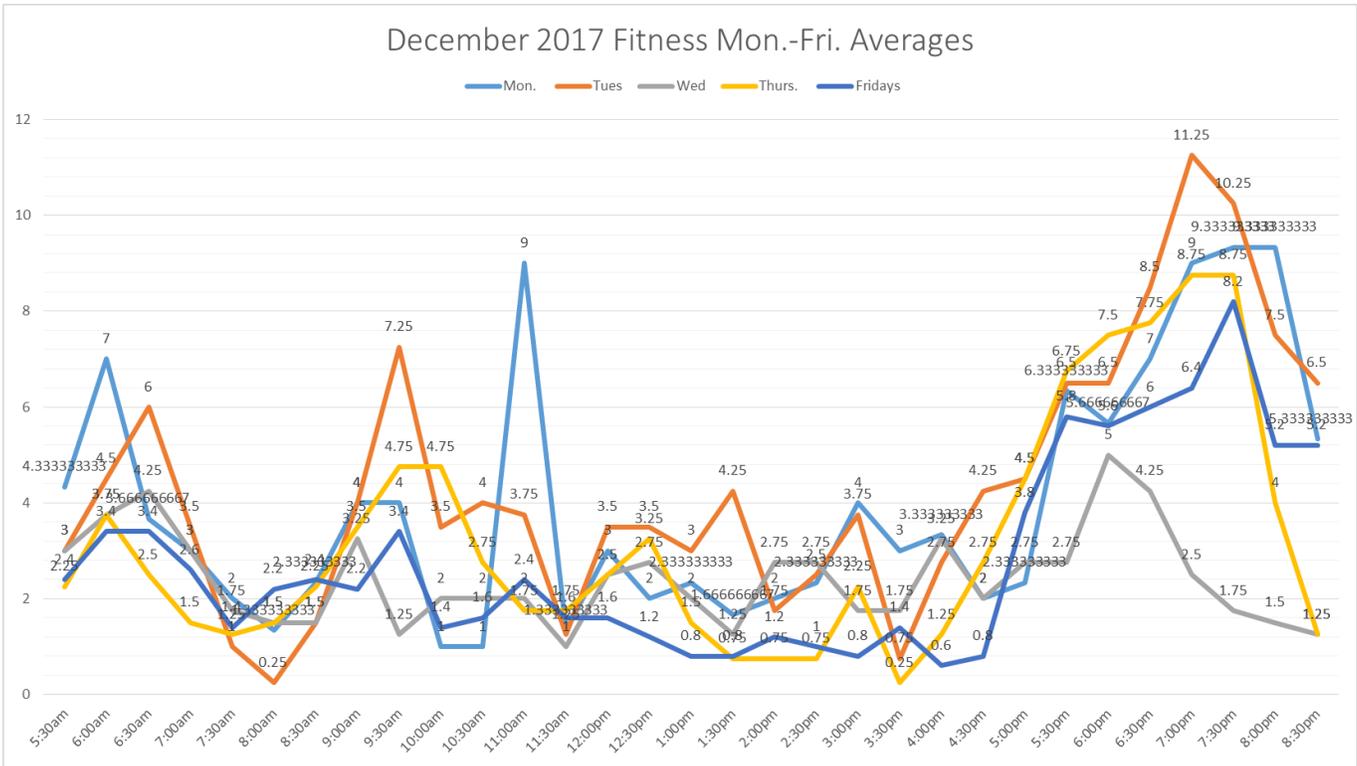
Area Usage: Count of the number of individuals in each area at the top and bottom of each hour. Showing trends and patterns of area usage, these numbers are not an accurate reporting of the overall number of patrons using the facility as patrons who remain in any area for more than 30 minutes are counted 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.

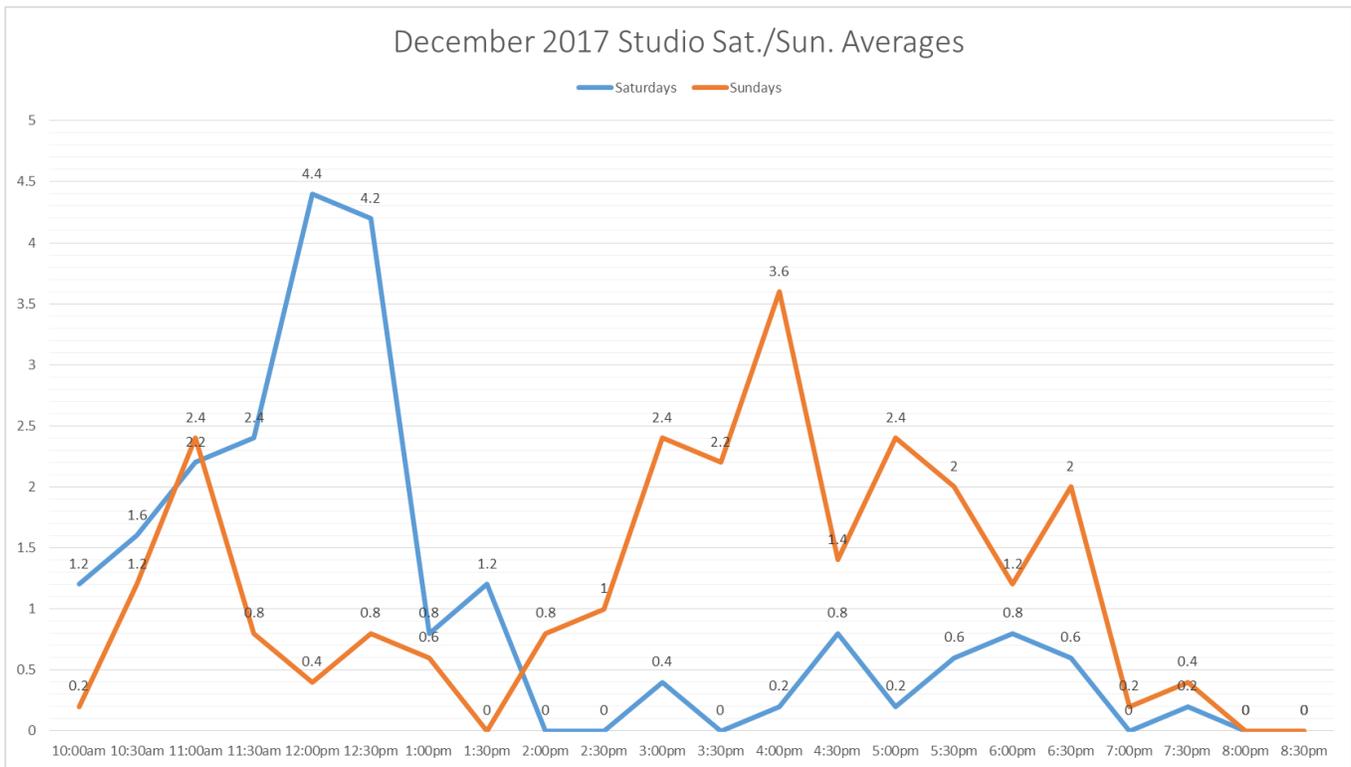
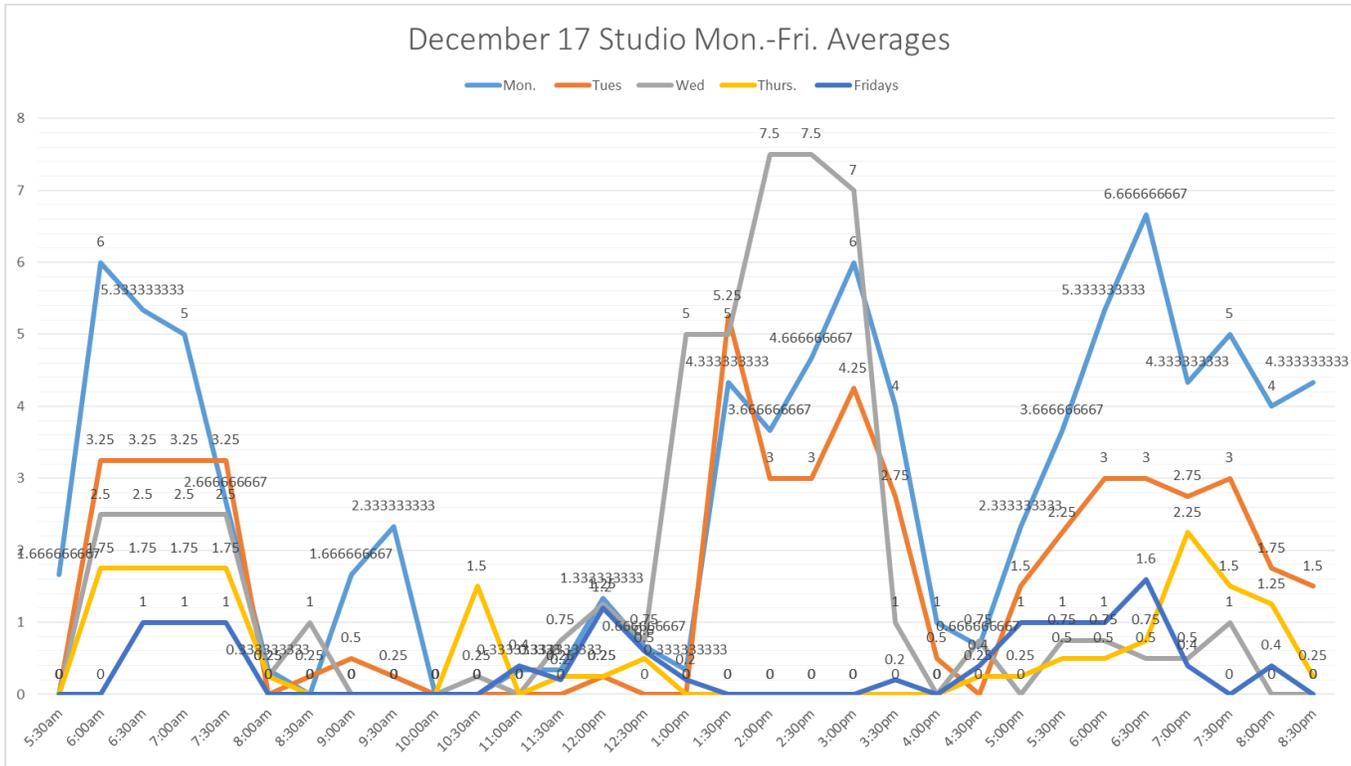
Combined Facility Totals

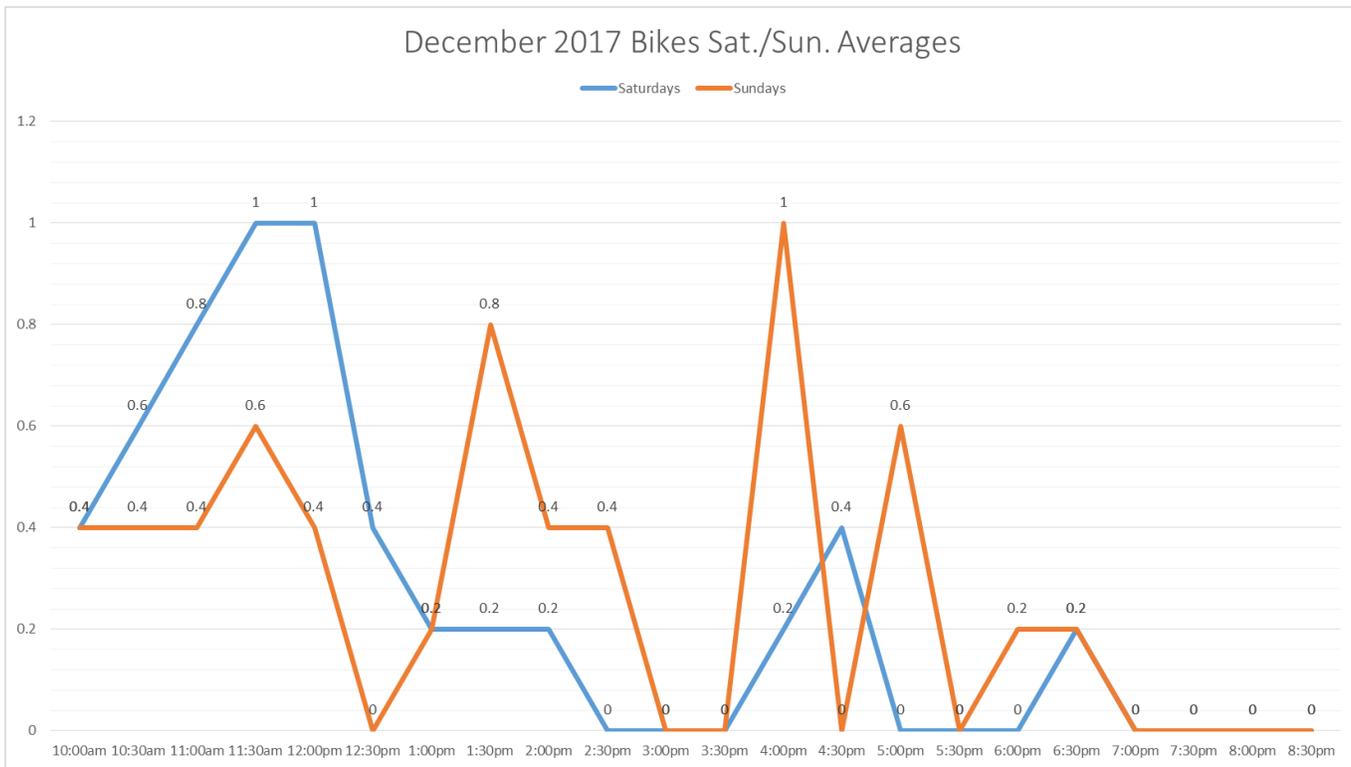
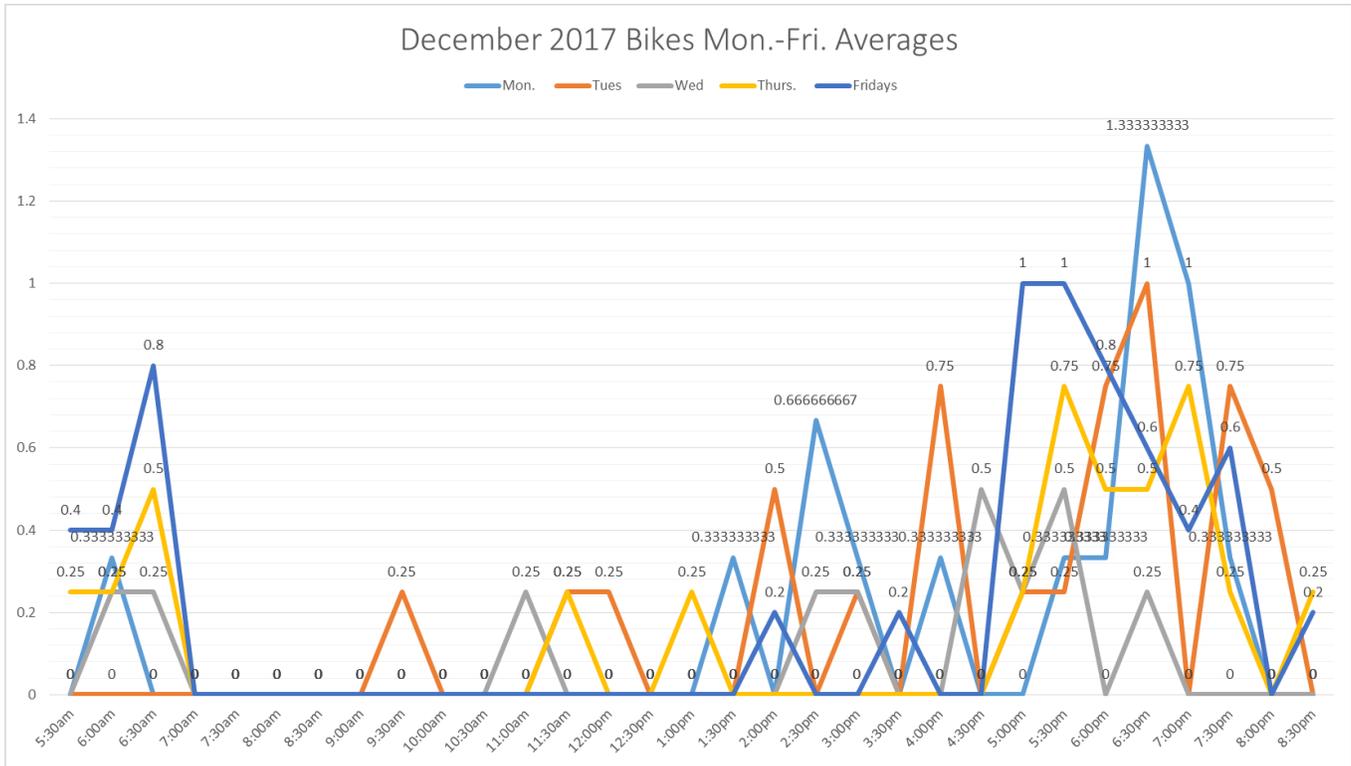












December 2017 Monthly Facility Averages by day of the week

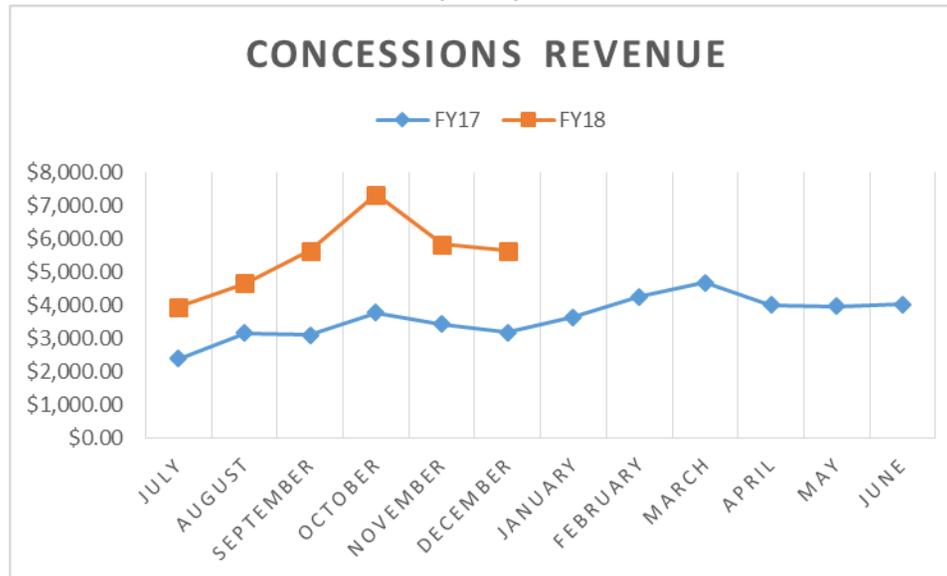
Total:	Mon.	Tues	Wed	Thurs.	Fridays	Total:	Saturdays	Sundays
5:30am	6.67	3	3.5	3.25	3	5:30am		
6:00am	14.67	10.25	8	8.5	5	6:00am		
6:30am	10.33	11.5	8.5	6.75	6.8	6:30am		
7:00am	10.33	10	7.25	4.5	5.4	7:00am		
7:30am	6.00	6.25	5.25	5	4.2	7:30am		
8:00am	2.33	1	2.75	2.75	3	8:00am		
8:30am	3.67	2.75	3.5	3.5	2.6	8:30am		
9:00am	8.00	5.25	5.25	6.25	2.8	9:00am		
9:30am	9.00	9	4.25	7.25	6	9:30am		
10:00am	6.00	6.25	6.75	12.75	6.4	10:00am	2.4	3
10:30am	6.00	7.25	6.25	10.75	5	10:30am	9.2	9
11:00am	13.00	6.75	6	2.5	6.4	11:00am	15.4	10.2
11:30am	3.00	4.75	4.5	3.25	3.2	11:30am	17	7.2
12:00pm	4.67	6.25	7.75	3.75	6	12:00pm	18.8	6
12:30pm	3.33	5.25	6	5.75	10.8	12:30pm	17.8	7.4
1:00pm	3.33	3.5	8.25	6.25	2.2	1:00pm	12	9.6
1:30pm	25.67	27.25	12.5	17.75	2.4	1:30pm	12.2	15.8
2:00pm	26.00	23.5	17.25	11.75	2.8	2:00pm	19.4	23.6
2:30pm	8.33	16	12.5	5.75	4.6	2:30pm	25	23.2
3:00pm	13.67	16.75	13.25	5	6	3:00pm	26	28.4
3:30pm	10.00	12	6.75	3.75	10.6	3:30pm	27.8	31.6
4:00pm	5.67	11.75	8.75	5.75	11.2	4:00pm	27	32.8
4:30pm	4.00	12	10.5	11.25	10.4	4:30pm	22	25.8
5:00pm	8.33	15.25	14.75	14	14.2	5:00pm	32	23.2
5:30pm	16.00	21.5	20.75	17.75	17.2	5:30pm	26.6	17.4
6:00pm	25.00	22.5	23.75	20.25	28.4	6:00pm	23.8	19.4
6:30pm	29.00	29.5	25	19.5	27.8	6:30pm	26.2	26
7:00pm	39.00	25.5	24.75	26.25	32.4	7:00pm	29.6	20.2
7:30pm	45.33	24	24.25	23.25	38.2	7:30pm	26.6	13.8
8:00pm	35.67	16.25	14.5	16.25	33.6	8:00pm	16.2	12
8:30pm	9.67	8	1.25	1.75	10.2	8:30pm	0.2	1.6

December 2017 Monthly Area Averages

Pool	Mon.	Tues	Wed	Thurs.	Fridays	Pool	Saturdays	Sundays	Spa	Mon.	Tues	Wed	Thurs.	Fridays	Spa	Saturdays	Sundays
5:30am	0.666666667	0	0.5	0.75	0.2	5:30am			5:30am	0	0	0	0	0	5:30am		
6:00am	1.333333333	2.5	1.5	2.75	1.2	6:00am			6:00am	0	0	0	0	0	6:00am		
6:30am	1.333333333	1.5	1	2	1.4	6:30am			6:30am	0	0.75	0.5	0	0.2	6:30am		
7:00am	1.333333333	3.25	0.75	1	1.6	7:00am			7:00am	1	0	1	0.25	0.2	7:00am		
7:30am	1	1.25	0.5	1	1	7:30am			7:30am	0.3333333	0.75	0.5	1	0.8	7:30am		
8:00am	0.666666667	0.75	1	1	0.6	8:00am			8:00am	0	0	0	0	0.2	8:00am		
8:30am	1.333333333	1	1	0.75	0.2	8:30am			8:30am	0	0	0	0.5	0	8:30am		
9:00am	1.666666667	0.5	1.5	2.25	0.6	9:00am			9:00am	0.6666667	0.25	0.5	0.5	0	9:00am		
9:30am	2.333333333	0.75	2.25	2.25	2.2	9:30am			9:30am	0.3333333	0.5	0.75	0.25	0.4	9:30am		
10:00am	4	1.75	4	7.25	3.6	10:00am	0.2	2.4	10:00am	1	1	0.75	0.75	1.4	10:00am	0	0
10:30am	3.666666667	2	3.5	6.5	3	10:30am	5.4	4	10:30am	1.3333333	1.25	0.5	0	0.4	10:30am	0.4	0.4
11:00am	3.666666667	1.75	3.5	0.75	2.8	11:00am	7.4	3.8	11:00am	0	1.25	0.25	0	0.8	11:00am	0.8	0.8
11:30am	1	2.25	2.75	0.5	0.6	11:30am	8.8	2.8	11:30am	0.3333333	1	0	0.5	0.8	11:30am	0.6	0.4
12:00pm	0	1.75	3.75	1	1.8	12:00pm	10.8	2	12:00pm	0.3333333	0.5	0.25	0	1.4	12:00pm	0.4	0.4
12:30pm	0.333333333	1.5	2.25	2	8.2	12:30pm	10	3.6	12:30pm	0.3333333	0.25	0.25	0	0.8	12:30pm	0.6	1.6
1:00pm	0.333333333	0.5	0.75	3.75	0.4	1:00pm	6	6.4	1:00pm	0.3333333	0	0.5	0.75	0.8	1:00pm	0.8	0.8
1:30pm	19.333333333	17.75	6.25	15	1.2	1:30pm	7.6	9.4	1:30pm	0	0	0	2	0.4	1:30pm	1	3.2
2:00pm	20.333333333	18.25	7	11	1.2	2:00pm	17	16.8	2:00pm	0	0	0	0	0.2	2:00pm	0.8	2.8
2:30pm	0.666666667	10.5	1.5	5	3.4	2:30pm	21.6	17.8	2:30pm	0	0	0.5	0	0.2	2:30pm	2.4	2.8
3:00pm	3.333333333	8.5	3.75	2.75	4.2	3:00pm	22.2	19.8	3:00pm	0	0	0.5	0	1	3:00pm	1.8	2.6
3:30pm	3	8.25	3.75	3.5	7.4	3:30pm	21.6	22.8	3:30pm	0	0.25	0.25	0	1.4	3:30pm	2.8	2.4
4:00pm	1	7	5	4.5	10.2	4:00pm	22.2	18.8	4:00pm	0	0.75	0.5	0	0.4	4:00pm	1	1.8
4:30pm	1.333333333	6.5	6	8	9	4:30pm	15.2	17.4	4:30pm	0	1.25	1.25	0.25	0.2	4:30pm	1.2	2.6
5:00pm	3	8.5	10.75	8.5	7	5:00pm	26	13.8	5:00pm	0.6666667	0.5	1	0.5	1.4	5:00pm	2.2	2
5:30pm	5.666666667	11.25	14.5	8.25	8.4	5:30pm	18.8	12	5:30pm	0	1.25	2.25	1.5	1	5:30pm	4.2	1.6
6:00pm	12.666666667	10.75	15.5	10.5	17.2	6:00pm	17.2	15	6:00pm	1	1.5	2.5	1.25	3.8	6:00pm	3.4	1.4
6:30pm	12.333333333	13.25	17.5	8.75	17.4	6:30pm	19.8	18	6:30pm	1.6666667	3.75	2.5	1.75	2.2	6:30pm	2.8	2.6
7:00pm	18	10.25	18.5	12	21.4	7:00pm	23.8	14	7:00pm	6.6666667	1.25	3.25	2.5	3.8	7:00pm	3	3.2
7:30pm	27.666666667	7	17.5	11	27.8	7:30pm	21	10	7:30pm	3	3	4	1.75	1.6	7:30pm	1.8	2.2
8:00pm	20	5	11	10	24.8	8:00pm	12.4	7.2	8:00pm	2.3333333	1.5	2	1	3.2	8:00pm	2	2.8
8:30pm	0	0	0	0	4.8	8:30pm	0	0	8:30pm	0	0	0	0	0	8:30pm	0	0

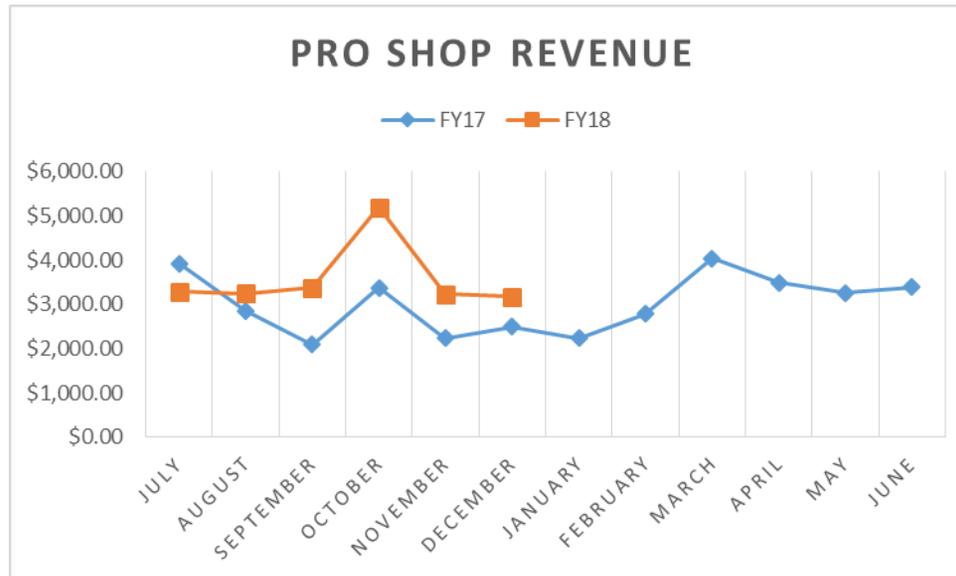
Fitness	Mon.	Tues	Wed	Thurs.	Fridays	Fitness	Saturdays	Sundays	Studio	Mon.	Tues	Wed	Thurs.	Fridays	Studio	Saturdays	Sundays	Bikes	Mon.	Tues	Wed	Thurs.	Fridays	Bikes	Saturdays	Sundays	
5:30am	4.33333333	3	3	2.25	2.4	5:30am			5:30am	1.66666667	0	0	0	0	5:30am			5:30am	0	0	0	0.25	0.4	5:30am			
6:00am	7	4.5	3.75	3.75	3.4	6:00am			6:00am	6	3.25	2.5	1.75	0	6:00am			6:00am	0.33333333	0	0.25	0.25	0.4	6:00am			
6:30am	3.66666667	6	4.25	2.5	3.4	6:30am			6:30am	5.33333333	3.25	2.5	1.75	1	6:30am			6:30am	0	0	0.25	0.5	0.8	6:30am			
7:00am	3	3.5	3	1.5	2.6	7:00am			7:00am	5	3.25	2.5	1.75	1	7:00am			7:00am	0	0	0	0	0	7:00am			
7:30am	2	1	1.75	1.25	1.4	7:30am			7:30am	2.66666667	3.25	2.5	1.75	1	7:30am			7:30am	0	0	0	0	0	7:30am			
8:00am	1.33333333	0.25	1.5	1.5	2.2	8:00am			8:00am	0.33333333	0	0.25	0.25	0	8:00am			8:00am	0	0	0	0	0	8:00am			
8:30am	2.33333333	1.5	1.5	2.25	2.4	8:30am			8:30am	0	0.25	1	0	0	8:30am			8:30am	0	0	0	0	0	8:30am			
9:00am	4	4	3.25	3.5	2.2	9:00am			9:00am	1.66666667	0.5	0	0	0	9:00am			9:00am	0	0	0	0	0	9:00am			
9:30am	4	7.25	1.25	4.75	3.4	9:30am			9:30am	2.33333333	0.25	0	0	0	9:30am			9:30am	0	0.25	0	0	0	9:30am			
10:00am	1	3.5	2	4.75	1.4	10:00am	0.6	0	10:00am	0	0	0	0	0	10:00am	1.2	0.2	10:00am	0	0	0	0	0	10:00am	0.4	0.4	
10:30am	1	4	2	2.75	1.6	10:30am	1.2	3	10:30am	0	0.25	1.5	0	0	10:30am	1.6	1.2	10:30am	0	0	0	0	0	10:30am	0.6	0.4	
11:00am	9	3.75	2	1.75	2.4	11:00am	4.2	2.8	11:00am	0.33333333	0	0	0	0.4	11:00am	2.2	2.4	11:00am	0	0	0.25	0	0	11:00am	0.8	0.4	
11:30am	1.33333333	1.25	1	1.75	1.6	11:30am	4.2	2.6	11:30am	0.33333333	0	0.75	0.25	0.2	11:30am	2.4	0.8	11:30am	0	0.25	0	0.25	0	11:30am	1	0.6	
12:00pm	3	3.5	2.5	2.5	1.6	12:00pm	2.2	2.8	12:00pm	1.33333333	0.25	1.25	0.25	1.2	12:00pm	4.4	0.4	12:00pm	0	0.25	0	0	0	12:00pm	1	0.4	
12:30pm	2	3.5	2.75	3.25	1.2	12:30pm	2.6	1.4	12:30pm	0.66666667	0	0.75	0.5	0.6	12:30pm	4.2	0.8	12:30pm	0	0	0	0	0	12:30pm	0.4	0	
1:00pm	2.33333333	3	2	1.5	0.8	1:00pm	4.2	1.6	1:00pm	0.33333333	0	5	0	0.2	1:00pm	0.8	0.6	1:00pm	0	0	0.25	0	0	1:00pm	0.2	0.2	
1:30pm	1.66666667	4.25	1.25	0.75	0.8	1:30pm	2.2	2.4	1:30pm	4.33333333	5.25	5	0	0	1:30pm	1.2	0	1:30pm	0.33333333	0	0	0	0	1:30pm	0.2	0.8	
2:00pm	2	1.75	2.75	0.75	1.2	2:00pm	1.4	2.8	2:00pm	3.66666667	3	7.5	0	0	2:00pm	0	0.8	2:00pm	0	0.5	0	0	0.2	2:00pm	0.2	0.4	
2:30pm	2.33333333	2.5	2.75	0.75	1	2:30pm	1	1.2	2:30pm	4.66666667	3	7.5	0	0	2:30pm	0	1	2:30pm	0	0.66666667	0	0.25	0	0	2:30pm	0	0.4
3:00pm	4	3.75	1.75	2.25	0.8	3:00pm	1.6	3.6	3:00pm	6	4.25	7	0	0	3:00pm	0.4	2.4	3:00pm	0.33333333	0.25	0.25	0	0	3:00pm	0	0	
3:30pm	3	0.75	1.75	0.25	1.4	3:30pm	3.4	4.2	3:30pm	4	2.75	1	0	0.2	3:30pm	0	2.2	3:30pm	0	0	0	0.2	3:30pm	0	0		
4:00pm	3.33333333	2.75	3.25	1.25	0.6	4:00pm	3.4	7.6	4:00pm	1	0.5	0	0	0	4:00pm	0.2	3.6	4:00pm	0.33333333	0.75	0	0	0	4:00pm	0.2	1	
4:30pm	2	4.25	2	2.75	0.8	4:30pm	4.4	4.4	4:30pm	0.66666667	0	0.75	0.25	0.4	4:30pm	0.8	1.4	4:30pm	0	0	0.5	0	0	4:30pm	0.4	0	
5:00pm	2.33333333	4.5	2.75	4.5	3.8	5:00pm	3.6	4.4	5:00pm	2.33333333	1.5	0	0.25	1	5:00pm	0.2	2.4	5:00pm	0	0.25	0.25	0.25	1	5:00pm	0	0.6	
5:30pm	6.33333333	6.5	2.75	6.75	5.8	5:30pm	3	1.8	5:30pm	3.66666667	2.25	0.75	0.5	1	5:30pm	0.6	2	5:30pm	0.33333333	0.25	0.5	0.75	1	5:30pm	0	0	
6:00pm	5.66666667	6.5	5	7.5	5.6	6:00pm	2.4	1.6	6:00pm	5.33333333	3	0.75	0.5	1	6:00pm	0.8	1.2	6:00pm	0.33333333	0.75	0	0.5	0.8	6:00pm	0	0.2	
6:30pm	7	8.5	4.25	7.75	6	6:30pm	2.8	3.2	6:30pm	6.66666667	3	0.5	0.75	1.6	6:30pm	0.6	2	6:30pm	1.33333333	1	0.25	0.5	0.6	6:30pm	0.2	0.2	
7:00pm	9	11.25	2.5	8.75	6.4	7:00pm	2.8	2.8	7:00pm	4.33333333	2.75	0.5	2.25	0.4	7:00pm	0	0.2	7:00pm	1	0	0	0.75	0.4	7:00pm	0	0	
7:30pm	9.33333333	10.25	1.75	8.75	8.2	7:30pm	3.6	1.2	7:30pm	5	3	1	1.5	0	7:30pm	0.2	0.4	7:30pm	0.33333333	0.75	0	0.25	0.6	7:30pm	0	0	
8:00pm	9.33333333	7.5	1.5	4	5.2	8:00pm	1.8	2	8:00pm	4	1.75	0	1.25	0.4	8:00pm	0	0	8:00pm	0	0.5	0	0	0	8:00pm	0	0	
8:30pm	5.33333333	6.5	1.25	1.25	5.2	8:30pm	0.2	1.6	8:30pm	4.33333333	1.5	0	0.25	0	8:30pm	0	0	8:30pm	0	0	0	0.25	0.2	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	\$5,642.99							\$33,036.51
Value Change	\$1,569.39	\$1,493.82	\$2,541.15	\$3,551.31	\$2,407.56	\$2,457.44							-\$10,536.84

Pro Shop Monthly Comparisons 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	\$3,172.30							\$21,501.23
Value Change	-\$623.26	\$397.04	\$1,273.23	\$1,828.98	\$1,000.10	\$681.68							-\$14,612.52

YK Fitness Center FY18

Expenses

	Expenses	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Total	Budgeted	% used
	Salary Wages	\$10,000	\$10,110	\$20,989	\$13,382	\$11,062	\$14,108	\$79,650	\$233,050	34.18%
	Hourly Wages	\$17,300	\$18,171	\$29,147	\$20,984	\$23,778	\$23,239	\$132,619	\$331,500	40.01%
	Benefits	\$5,527	\$5,957	\$11,198	\$8,187	\$8,677	\$9,286	\$48,832	\$117,310	41.63%
521	Housing	\$3,000	\$3,000	\$3,090	\$3,090	\$3,090	\$3,090	\$18,360	\$37,080	49.51%
545	Travel/Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,731	0.00%
561	Supplies	\$2,520	\$6,925	\$10,929	\$4,807	\$9,966	\$2,458	\$37,606	\$95,696	39.30%
580	Boiler	\$0	\$0	\$0	\$0	\$0	\$187	\$187	\$5,250	3.56%
646	Contractors	\$11,667	\$11,667	\$11,667	\$11,667	\$11,667	\$11,667	\$70,002	\$144,200	48.55%
661	Vehicle Maintenance/Repair	\$0	\$0	\$0	\$38	\$0	\$0	\$38	\$750	5.06%
663	Janitorial Supplies/Services	\$219	\$49	\$134	\$3,020	\$574	\$191	\$4,187	\$20,400	20.53%
668	Software Licenses	\$682	\$308	\$423	\$581	\$491	\$245	\$2,732	\$6,869	39.76%
683	Minor Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,500	0.00%
684	Donations and Awards	\$90	\$0	\$0	\$0	\$0	\$0	\$90	\$500	18.00%
721	Insurance	\$1,225	\$1,225	\$1,225	\$1,225	\$1,225	\$0	\$6,125	\$15,515	39.48%
724	Dues/Subscriptions	\$169	\$169	\$169	\$169	\$169	\$169	\$1,016	\$1,965	51.70%
727	Advertising	\$203	\$168	\$0	\$0	\$236	\$269	\$877	\$10,000	8.77%
733	Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	0.00%
736	Bank Charges	\$627	\$699	\$990	\$1,640	\$1,038	\$686	\$5,679	\$14,060	40.39%
790	Allowance for Special Events	\$0	\$0	\$0	\$294	\$0	\$0	\$294	\$800	36.77%
799	Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,058	0.00%
	<b>TOTAL</b>	<b>\$53,231</b>	<b>\$58,448</b>	<b>\$89,960</b>	<b>\$69,086</b>	<b>\$71,974</b>	<b>\$65,596</b>	<b>\$408,294</b>	<b>\$1,056,735</b>	<b>38.64%</b>

FY18 Revenue

Code	Facility Revenue	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Total	FY18 Budge	%attained
414	Memberships	\$94,430	\$9,948	\$17,239	\$29,334	\$17,032	\$9,462	\$177,445	\$372,000	47.70%
430	Pro Shop	\$3,283	\$3,246	\$3,426	\$5,195	\$3,231	\$3,172	\$21,553	\$39,675	54.32%
435	Concessions	\$4,078	\$4,685	\$5,635	\$7,286	\$5,834	\$5,643	\$33,162	\$49,200	67.40%
460	Entry Fees	\$6,162	\$7,629	\$5,955	\$6,151	\$14,683	\$5,749	\$46,330	\$78,480	59.03%
463	Facility Rental	\$661	\$801	\$542	\$1,434	\$987	\$1,189	\$5,615	\$12,750	44.04%
465	Program Fees	\$2,741	\$3,046	\$7,053	\$5,730	\$5,352	\$1,469	\$25,391	\$90,500	28.06%
	<b>Facility Revenue Total</b>	\$111,356	\$29,355	\$39,850	\$55,131	\$47,120	\$26,685	\$309,497	\$642,605	48.16%

## Invoice

Health Fitness Corporation  
 1700 West 82nd Street  
 Suite 200  
 Minneapolis, MN 55431  
 (952) 831-6830

Tax ID #: 41-1580506



Invoice Number: 0109144-IN

Invoice Date: 12/29/2017

Tax Schedule: 000099559

YUKON KUSKOKWIM REGIONAL  
 AQUATIC SAFETY & FITNESS CTR  
 267 AKIACHAK AVENUE  
 BETHEL, AK 99559 USA

Customer Number:01-H1YK

Customer P.O.:

Contact: PETE WILLIAMS, CITY MANAGER

Terms:NET 30

Item Code	Description	Amount
	*** DECEMBER 2017 ***	
H1YKW	SALARIES & BENEFITS	46,633.10
H1YKW	MONTHLY HOUSING STIPEND	3,090.00
H1YKA	EXPENSES	3,274.83
H1YKM	MANAGEMENT FEE	11,666.67
H1YKZ	MEMBERSHIPS COLLECTED CREDIT	48,640.19-

Net Invoice: 16,024.41

Sales Tax: 0.00

Invoice Total: 16,024.41

REMIT TO: HEALTH FITNESS CORPORATION  
 75 REMITTANCE DRIVE SUITE #1112 CHICAGO IL 60675-1112

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# ***Unfinished Business***

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Introduced by: Public Safety and  
Transportation Commission  
Introduction Date February 13, 2018  
Public Hearing: February, 27 2018  
Action:  
Vote:

## *CITY OF BETHEL, ALASKA*

### **Ordinance # 18-03**

#### **AN ORDINANCE AMENDING SECTION 5.20.050(F) OF THE BETHEL MUNICIPAL CODE TO INCREASE TAXI CAB RATES**

**WHEREAS**, the taxicab industry provides a valuable service to the community of Bethel 24 hours a day, seven days a week;

**WHEREAS**, taxicab rates have remained the same in Bethel for the last ten years—since the passage of Ordinance #07-20 on August 14, 2007;

**WHEREAS**, in the last ten years all expenses such as fuel, insurance, maintenance, taxes and fees have all increased while cab rates have stayed the same;

**NOW, BE IT ORDAINED**, the City Council amends the Bethel Municipal Code, Section 5.20.050(F), by amending the rates for taxi cab fares

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

**SECTION 2. Amendments**. Bethel Municipal Code Section 5.20.050(F), Bethel Public Safety and Transportation Commission – Rates, is amended as follows: (new language is underlined and old language is stricken):

#### **5.20.020 Bethel Public Safety and Transportation Commission – Rates**

- A. The commission:
1. Shall establish maximum rates to be charged for taxicab and river taxi service and may establish minimum rates for such services;
  2. May establish dispatch service, limousine, or bus minimum and/or maximum rates;
  3. May establish maximum lease rates between permittees and lease operators of taxicabs, including daily lease rates for taxicab chauffeurs.
- B. All rates established by the commission shall be nondiscriminatory, just and reasonable.
- C. A statement of actual taxicab rates charged by a taxicab, other than flat or group rates established by contractual agreement between dispatch service companies and

Introduced by: Public Safety and  
 Transportation Commission  
 Introduction Date February 13, 2018  
 Public Hearing: February, 27 2018  
 Action:  
 Vote:

individuals or other businesses, shall be conspicuously posted on the interior and exterior of every taxicab in a manner prescribed by the transportation inspector.

D. No person may require payment of rates other than those established by the commission pursuant to this section.

E. No person may require payment of dispatch service rates other than those established by the commission pursuant to this section.

F. Rates for permitted transportation area as follows:

	<b>Old Rates</b>	<b>Maximum Rates <u>Previous Fares</u> <u>Maximum Senior Citizen Rate</u></b>	<b><u>Current Rates</u> <u>Maximum Rates</u></b>
Cab Fares (within the City (including Bethel Heights))	\$4.00	\$5.00	<u>\$5.00</u>
Fare to the Hospital	\$4.00	\$5.00	<u>\$5.00</u>
Fare to Trailer Court, Hangar Lake, Power Plant	\$4.00	\$5.00	<u>\$5.00</u>
Fare to/from the Airport (to/from all locations except Kasayulie Subdivision)	\$6.00	\$7.00	<u>\$8.00</u>
Fare to B.I.A. and Tundra Ridge	\$6.00	\$7.00	<u>\$8.00</u>
Fare to/from Kasayulie Subdivision	\$10.00	\$10.00	<u>\$12.00</u>
Fare to/from Haroldson Subdivision		\$7.00	<u>\$8.00</u>
Half-hour fare charter	\$25.00	\$30.00	<u>\$35.00</u>
Fare airport to airport	\$4.00	\$4.00	<u>\$5.00</u>
Senior Citizens		The old fare rates	<u>The previous fare rates</u>
En-route Stops	\$1.00 per minute	\$1.00 per stop, plus \$1.00 per minute after three minutes	<u>\$1.00 per stop, plus \$1.00 per minute after three minutes</u>

Introduced by: Public Safety and  
Transportation Commission  
Introduction Date February 13, 2018  
Public Hearing: February, 27 2018  
Action:  
Vote:

**SECTION 3. Effective date.** This ordinance shall become effective ninety (90) days after passage by the Bethel City Council.

**ENACTED THIS \_\_ DAY OF FEBRUARY 2018, BY A VOTE OF \_ IN FAVOR AND \_\_ OPPOSED.**

ATTEST:

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

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

**General Taxi Expenses**

	<b>2007</b>	<b>2012</b>	<b>2017</b>	<b>% Change</b>	<b>Source</b>
Insurance	\$4,857	\$5,509	\$6,602	27.5	Malone Insurance
Mechanic Hr/\$	\$90	\$110	\$130	31	Lumi's Auto/Nicholsons Auto
1 Quart Oil 5w-30	\$5	\$6	\$8	37.5	NAPA
Shipping Vehicle	\$2,208	\$2,577	\$2,963	25.5	Northland Services
Shipping Lbs/\$	\$0.52	\$0.75	\$0.77	32.5	NAC/Evertts/RYAN
Fuel	\$4.59	\$6.29	\$4.69	2.2	Crowley
\$5 Inflation	5.00	5.52	5.94		

Noteworthy:

Since 2007 Northland services has delivered over 2500 vehicles to the Bethel Dock.  
 The city transit system was introduced in 2012  
 Security cameras have been added as required equipment

## Current Rates as of 2/15/2018

	Maximum Rate	Senior Citizen
Cab Fares (within the City (including Bethel Heights)	\$5.00	\$4.00
To Hospital	\$5.00	\$4.00
Tailer Court, Hangar Lake, Power Plant	\$5.00	\$4.00
To and From Airport, To and From all Locations Except Kasayuli	\$7.00	\$6.00
To BIA and Tundra Ridge	\$7.00	\$6.00
To and From Kasayuli	\$10.00	\$10.00
To and From Haroldson	\$7.00	\$7.00
Half Hour Charter	\$30.00	\$25.00
Airport to Airport	\$4.00	\$4.00
Enroute Stops	\$1.00*	\$1.00*

\* \$1.00 per stop, plus \$1.00 per minute after 3 minutes

## Proposed Rates by the Commision

	Maximum Rate	Senior Citizen
Cab Fares (within the City (including Bethel Heights)	\$5.00	\$4.00
To Hospital	\$5.00	\$4.00
Tailer Court, Hangar Lake, Power Plant	\$5.00	\$4.00
To and From Airport, To and From all Locations Except Kasayuli	<b>\$8.00</b>	<b>\$7.00</b>
To BIA and Tundra Ridge	<b>\$8.00</b>	<b>\$7.00</b>
To and From Kasayuli	<b>\$12.00</b>	<b>\$11.00</b>
To and From Haroldson	<b>\$8.00</b>	<b>\$7.00</b>
Half Hour Charter	<b>\$35.00</b>	<b>\$35.00</b>
Airport to Airport	<b>\$5.00</b>	\$4.00
Enroute Stops	<b>\$1.00*</b>	<b>\$1.00*</b>

\* \$1.00 per stop, plus \$1.00 per minute after 3 minutes

All Proposed changes from "Current" graph to "Proposed" graph highlighted in red

Action:  
 Vote:

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

**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:

**WATER & SEWER FUND**

<b>Increases</b>		
51-81-502	OT - HAULED WATER	50,000
51-82-502	OT - PIPED WATER	15,000
51-83-502	OT - BETEL HEIGHTS WTP	17,000
51-84-502	OT - CITY SUB WTP	15,000
51-85-502	OT - HAULED SEWER	25,000
51-86-502	OT - PIPED SEWER	5,000
Total Increases		<b>127,000</b>
<b>Decreases</b>		
51-81-501	WAGES - HAULED WATER	50,000
51-82-501	WAGES - PIPED WATER	15,000
51-83-501	WAGES - BETEL HEIGHTS WTP	17,000
51-84-501	WAGES - CITY SUB WTP	15,000
51-85-501	WAGES - HAULED SEWER	25,000
51-86-501	WAGES - PIPED SEWER	5,000
Total Decreases		<b>127,000</b>
<b>TOTAL</b>	<b>Net Change to WATER &amp; SEWER Fund Appropriations</b>	<b>0</b>

**CSP FUND**

<b>Increases</b>		
27-50-502	OT - CSP	1,000
Total Increases		<b>1,000</b>
<b>Decreases</b>		
27-50-5-1	WAGES - CSP	1,000
Total Decreases		<b>1,000</b>
<b>TOTAL</b>	<b>Net Change to CSP Fund Appropriations</b>	<b>0</b>

**YK H&F FUND (POOL)**

<b>INCREASES</b>		
40-16500	MACHINERY & EQUIPMENT - MAN LIFT	46,000
TOTAL INCREASES		<b>46,000</b>
40-10100	CASH	46,000
TOTAL DECREASES		<b>46,000</b>
<b>TOTAL</b>	<b>Net Change to YK H&amp;F Fund Appropriations</b>	<b>0</b>

**GENERAL FUND**

<b>Increases</b>		
10-51-501	WAGES - ADMINISTRATION	50,000
Total Increases		<b>50,000</b>
<b>Decreases</b>		
10-53-501	WAGES - FINANCE	50,000
Total Decreases		<b>50,000</b>
<b>TOTAL</b>	<b>Net Change to GENERAL Fund Appropriations</b>	<b>0</b>

**GENERAL FUND**

<b>Increases</b>		
10-53-520	RELOCATION EXPENSES	2,000

10-53-545	TRAINING & TRAVEL	16,000
10-43-649	OTHER PROFESSIONAL SERVICES (5 @ 12,000)	60,000
	Total Increases	<b>78,000</b>
	<b>Decreases</b>	
10-53-501	WAGES	44,600
10-53-640	SALES TAX AUDITS	15,000
10-53-648	ADMIN - OUTSOURCES SERVICES - PR	11,900
10-53-693	CASELLE UPGRADE (SOFTWARE)	6,500
	Total Decreases	<b>78,000</b>
<b>TOTAL</b>	<b>Net Change to GENERAL Fund Appropriations</b>	<b>0</b>

	<b>TOTAL CHANGE TO GENERAL FUND REVENUES</b>	
	Total Increases	0
	Total Decreases	0
	<b>Cumulative Change to GENERAL Revenues</b>	<b>0</b>

	<b>TOTAL CHANGE TO GENERAL FUND APPROPRIATIONS</b>	
	Total Increases	0
	Total Decreases	0
	<b>Cumulative Change to APPROPRIATIONS</b>	<b>0</b>

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

**TOTAL CHANGE TO OVERALL CITY BUDGET**

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

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

**PASSED AND APPROVED THIS \_\_\_ DAY OF FEBRUARY 2018 BY A VOTE OF \_\_\_ IN FAVOR AND \_\_\_ OPPOSED.**

ATTEST:

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

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



**City of Bethel**  
**PO Box 1388**  
**Bethel AK 99559**  
**(907) 543-1376 / (907) 543-3817 (fax)**  
**[www.cityofbethel.org](http://www.cityofbethel.org)**

February 6, 2018

To: Pete Williams  
From: Jim Chevigny   
RE: Finance Dept Budget Mod detail

The budget mod that we are submitting for the finance department has the following line items, each of which is explained here:

**Increases:**

- Relocation Expense: The Budget was for my relocation expenses and was set at the agreed to \$10,000. I used only \$6,952, leaving a balance of \$3,048. We extended the offer to the Asst Finance Director, which included \$5,000 relocation, requiring this additional \$2,000 budget mod.
- Training and Travel: We budgeted \$13,200 for sending Finance Dept personel outside for training and also for conferences in Juneau and Anchorage. We have no budget for contractors in this line. I am requesting a budget mod of \$16,000 to bring the line item into balance and to pay for the expected trips for the remained of the fiscal year 2018.
- Other Professional Services: Due to a lack of GL Accountant and a Controller, we will need the help of the Carmen Jackson contractor in order to keep the financial records current and assist with the Altman Rogers' audit field work.

**Decreases:**

- Wages: Wages appear to be under budget by approximately \$150,000 due to vacancies in the department.
- Sales Tax Audits: These will be forwarded into FY19.
- Admin – Outsourced Services: This is the fee to pay Caselle for processing the City's payroll and was budgeted for 6 months. Personnel have been trained to process payroll as of September, so this service fee is no longer incurred, leaving the budget under expended.
- Caselle Upgrade: In reviewing the modules the City has purchased an upgrade is not required in FY17.

# SUMMARY AND FISCAL NOTE

Corresponding Document: Ordinance # 1728(i)

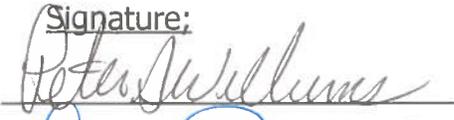
Summary Statement: These budget modifications will enable the COB to provide funds for wages, services and equipment for FY-18.

*Water and Sewer Fund and CSP*, Funds to pay for OT from unexpended Wages due to unfilled positions.

*YKH&F* For the purchase of a scissor lift and the cost of the freight. (Quote and Specs. attached): will have to go out to bid too purchase.

*General Fund* Transferring funds to Administration from unspent wages in the Finance Dept. too hire a Risk Manager on a temporary basis with no benefits. (Attached is a Risk Manger's job description).

*General Fund* --To transfer funds within the Finance Dept. for relocation expenses for the Assistant Finance Director who is scheduled to start work February 15, 2018; Training and Travel with Caselle for two new hires and potentially a third person. Travel expenses for a outside CPA to temporarily help with the General Ledger if needed. Includes eight trips to Bethel and lodging.; Other Professional Services for accounting firm to update, and to keep updated, the General Ledger and to help the auditors with the FY-17 audit.

	<u>Signature:</u>	<u>Remarks:</u>
City Manager		<u>Recommend</u>
City Attorney		_____
City Clerk		_____

## Certification of Funds

See attached Budget Modification.

Director of Finance Signature: 

Attachment(s): Budget Modification 18-

1. Quote for Scissors Lift for the YHK&C.
2. Risk Manger job description.



**# 153455925**

BRANCH 854  
9760 OLD SEWARD HWY  
ANCHORAGE AK 99515-2137  
907-349-4425  
907-336-1900 FAX

**Job Site**

CITY OF BETHEL  
QUOTE  
BETHEL AK 99559

**Office:** 907-545-0157 **Job:** 907-545-0157

CITY OF BETHEL  
QUOTE  
BETHEL AK 99559

Customer #	: 3078886
Quote Date	: 01/04/18
UR Job Loc	: CITY OF BETHEL
UR Job #	:
Customer Job ID:	:
P.O. #	: QUOTE
Ordered By	: JAKE THOMPSON
Written By	: ADRIAN CHAVEZ
Salesperson	: ADRIAN CHAVEZ

**Invoice Amount: \$39,997.80**

**This is not an invoice**  
 Terms: Payment options: Contact our credit office 888-481-2660  
**Please do not pay from this document**  
REMIT TO: UNITED RENTALS EXCHANGE, LLC  
 FILE 51122  
 LOS ANGELES CA 90074-1122

Qty	Equipment #	Price	Amount		
1	3002000 CC: 300-2000 SCISSOR LIFT 19' ELECTRIC New unit lead time 4-6 weeks	10870.00	10870.00		
1	3002515 CC: 300-2515 SCISSOR LIFT 24-26' ELECTRIC 30-36" WIDE New unit lead time 4-6 weeks	15970.00	15970.00		
1	1194435 CC: 300-2995 SCISSOR LIFT 30-33' ELECTRIC 32" WIDE Make: GENIE Model: GS-3232 Model Year: 11 HR OUT: 204.600	10500.00	10500.00		
SALES ITEMS:		Serial #: GS3211A-96632			
Qty	Item number	Stock class	Unit	Price	Amount
1	DELIVERY	MCI	EA	100.00	100.00
	DELIVERY RENTAL CONTRACT				
	UM: (EA) EACH				
				Sub-total:	37440.00
				Tax:	2557.80
				Estimated Total:	39997.80
To be delivered to lynden transport \$100.00					

Customer is hereby notified that United Rentals has assigned its rights (but not its obligations) in the agreement to sell all or any of the used equipment described herein to United Rentals Exchange, LLC., a qualified intermediary, as part of a Section 1031 like-kind exchange program.

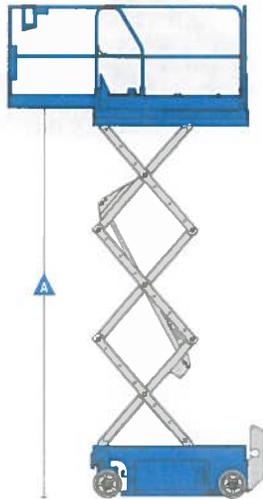
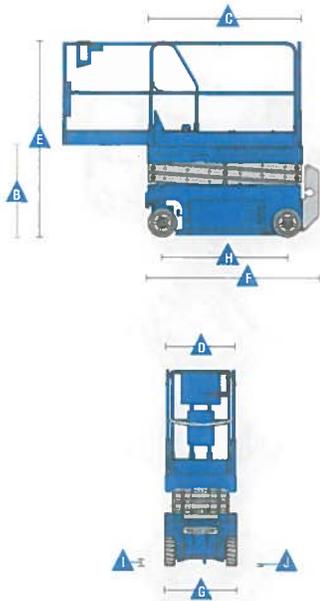
**Note:** This proposal may be withdrawn if not accepted within 30 days.

THIS IS NOT AN EQUIPMENT SALE AGREEMENT/INVOICE. THE SALE OF EQUIPMENT AND ANY OTHER ITEMS LISTED ABOVE IS SUBJECT TO AVAILABILITY AND ACCEPTANCE OF THE TERMS AND CONDITIONS OF UNITED'S EQUIPMENT SALE AGREEMENT/INVOICE, WHICH MUST BE SIGNED PRIOR TO OR UPON DELIVERY OF THE EQUIPMENT AND OTHER ITEMS.

# Self-Propelled Scissor Lifts

## GS™ -1530 & GS-1930

### Specifications



Models	GS-1530		GS-1930	
Measurements	US	Metric	US	Metric
Working height maximum*	21 ft	6.4 m	25 ft	7.6 m
<b>A</b> Platform height maximum	15 ft	4.57 m	19 ft	5.79 m
<b>B</b> Platform height stowed	3 ft 2.2 in	.97 m	3 ft 3.5 in	1.00 m
<b>C</b> Platform length - outside	5 ft 4 in	1.63 m	5 ft 4 in	1.63 m
extended	8 ft 4 in	2.54 m	8 ft 4 in	2.54 m
Slide-out platform extension deck	3 ft	0.91 m	3 ft	0.91 m
<b>D</b> Platform width - outside	2 ft 5 in	0.74 m	2 ft 5 in	0.74 m
Guardrail height: fixed rails	3 ft 3 in	0.99 m	3 ft 3 in	0.99 m
fold down (CE)	3 ft 7 in	1.10 m	3 ft 7 in	1.10 m
Toeboard height	6 in	0.15 m	6 in	0.15 m
<b>E</b> Height-stowed: fixed rails	6 ft 5 in	1.96 m	6 ft 7 in	2.00 m
folding guardrails (CE)	6 ft 8 in	2.03 m	6 ft 11 in	2.11 m
rails folded	5 ft 8 in	1.73 m	5 ft 9 in	1.75 m
<b>A</b> Length-stowed	6 ft	1.83 m	6 ft	1.83 m
Length-stowed extended	8 ft 11 in	2.74 m	8 ft 11 in	2.74 m
<b>G</b> Width	2 ft 6 in	0.76 m	2 ft 6 in	0.76 m
<b>H</b> Wheelbase	4 ft 4 in	1.32 m	4 ft 4 in	1.32 m
<b>A</b> Ground clearance-center	2.4 in	0.06 m	2.4 in	0.06 m
<b>A</b> - with pothole guards deployed	0.75 in	0.02 m	0.75 in	0.02 m

### Productivity

Maximum platform occupancy**	2	2	2	2
Lift capacity	600 lbs	272 kg	500 lbs	227 kg
Lift capacity - extension deck	250 lbs	113 kg	250 lbs	113 kg
Drive height	full height		full height	
Drive speed - stowed	2.5 mph	4.0 km/h	2.5 mph	4.0 km/h
Drive speed - raised	0.5 mph	0.8 km/h	0.5 mph	0.8 km/h
Gradeability - stowed***	30%		25%	
Turning radius - inside	zero	zero	zero	zero
Turning radius - outside	5 ft 1 in	1.55 m	5 ft 1 in	1.55 m
Raise / lower speed	16 / 22 sec	16 / 22 sec	16 / 22 sec	16 / 22 sec
Controls	proportional		proportional	
Drive	dual front wheel		dual front wheel	
Multiple disc brakes	dual rear wheel		dual rear wheel	
Tires - solid non-marking	12 x 4.5 in	30.5 x 11.5 cm	12 x 4.5 in	30.5 x 11.5 cm

### Power

Power source	24 V DC (four 6 V 225 Ah batteries)			
Hydraulic system capacity	3.75 gal	14.2 L	3.75 gal	14.2 L

### Weight\*\*\*\*

ANSI, CSA	2,575 lbs	1,168 kg	2,702 lbs	1,226 kg
CE indoor	2,718 lbs	1,233 kg	3,302 lbs	1,498 kg
AUS indoor	—	—	3,302 lbs	1,498 kg

### Standards Compliance

ANSI A92.6, CSA B354.2, CE Compliance, AS 1418.10

\* The metric equivalent of working height adds 2 m to platform height. U.S. adds 6 ft to platform height.

\*\* CE/AUS markets: GS-1530 and GS-1930 are indoor use only—2 person maximum occupancy.

GS-1532 and GS-1932 are indoor/outdoor use—1 person maximum.

\*\*\* Gradeability applies to driving on slopes, see operator's manual for details regarding slope ratings.

\*\*\*\* Weight will vary depending on options and/or country standards.

# Risk Manager Job Description

## **GENERAL STATEMENT OF RESPONSIBILITIES**

Under minimal supervision, this position coordinates all risk identification and evaluation activities related to City property and operations to include oversight of safety programs and training. This position is also responsible for managing the City's self-insurance claims process. Reports to the City Manager.

## **ESSENTIAL JOB FUNCTIONS**

Manages the City's self-insurance programs and analyzes potential financial exposures; establishes loss prevention standards and evaluates alternative approaches to address losses and exposures; develops, implements, and monitors the adjustment of liability, subrogation, and property loss issues, and develops presentations to communicate risk management policies. Assists with negotiating insurance contracts and financing programs for liability, and workers compensation; monitors the performance of internal and outsourced claims services. Assists in the preparation of, and monitors, requests for proposals for various contracted services, equipment, and consultants. Responsible for the effective execution of Risk Management operations including customer service, budget preparation and monitoring, purchasing and financial transactions, prioritizing and completing work, employee relations, and related activities. Manages claims and loss control activities; coordinates and prioritizes claims workload through ongoing assessment and staff management, and provides assistance as necessary. Maintains the accuracy and confidentiality of data, records, and files. Ensures the development and maintenance of claims handling procedures and program enhancements to streamline claims processing and mitigate loss. Organizes and conducts meetings. Coordinates and implements city-wide safety and health policies, programs and training. Assists departments with specific safety and health related issues pertinent to their operations; ensures compliance with all federal, state and local regulations; ensures regulatory changes that may affect City operations are disseminated, provides recommendations, and monitors compliance. Responsible for ensuring City compliance with the safety and health standards promulgated by the Occupation Safety & Health Administration (OSHA) Office. May develop proposals and reports on liability and insurance related issues and present recommendations to City Management, City Council or others. Negotiates and administers conflict resolution techniques. Composes correspondence and prepares clear and comprehensive reports. Ensures reports and studies are appropriately processed in accordance with federal, state, and city laws and ordinances. Performs other duties as assigned.

## **REQUIRED KNOWLEDGE**

- Risk Management - Thorough knowledge of federal, state and local regulations as they relate to risk management, claims adjusting and loss control. Knowledge of research and analysis

methodologies, legal issues and procedures, economics, municipal finance and related issues. General knowledge of municipal organization and operations, and related federal, state and local agencies and organizations.

- Technology — Knowledge of current trends and practices related to the use of technology in risk management, claims adjusting, loss control and related activities.
- Customer Service — Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

### **REQUIRED SKILLS**

- Computer Skills – Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with city employees and all levels of management to include representatives from other departments and organizations.
- Judgment & Decision Making - Ability to assess most workplace situations and hazards and recommend appropriate corrective measures or strategies. Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.

### **REQUIRED ABILITIES**

- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.
- Communication - Excellent ability to effectively communicate complex ideas and proposals to include preparation of training, reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing.
- Financial Management – Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.

### **EDUCATION AND EXPERIENCE**

Requires a Bachelor's Degree in Business Administration, Occupational Safety or a related field and 5-7 years of progressively responsible experience in Risk Management or insurance claim management, or an equivalent combination of education and experience. Associate in Risk

Management, Fellow in Risk Management, Chartered Property & Casualty Underwriter, or equivalent professional designations preferred.

#### **ADDITIONAL REQUIREMENTS**

An acceptable background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

#### **PHYSICAL AND DEXTERITY REQUIREMENTS**

- Tasks require the ability to exert very moderate physical effort in light work.
- Some combination of stooping, kneeling, crouching and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

IM 18-01

Introduced by:	City Manager Williams
Date:	February 13, 2018

## CITY OF BETHEL CITY COUNCIL INFORMATIVE MEMORANDUM

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TITLE: Monthly Financial Report to the Council.

Routed to:	Department	Signature/Date

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The attached MONTH, YEAR Financial Report was prepared and distributed to the Bethel City Council members for their review. The Monthly Financial Report to the Council contains:

- Rural Utility Business Advisor Program (RUBA) Financial Statement related specifically to the City's Water and Sewer Fund. The Council's review of this summary is required by granting agencies.
- General Financial Statement for the City of Bethel to include the City's Endowment Fund.

The attached Financial Reports reflect financials through December 25, 2017.

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# ***New Business***

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## **Ordinance #18-04**

### **AN ORDINANCE AMENDING SECTION 4.16.160(P) OF THE BETHEL MUNICIPAL CODE, SALES TAX EXEMPTIONS FOR REAL ESTATE PURCHASES**

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

**WHEREAS** while working on the new Sales Tax Code a number of revisions had been made and considered;

**WHEREAS** the process took nearly two (2) years from start to finish and as a result there were a significant number of drafts;

**WHEREAS** the final version that came before the City Council contained an error;

**WHEREAS** the error was that an old and rejected version of the Real Estate exemption (Section P) was inadvertently put in as opposed to the actual approved and recommended language;

**WHEREAS** that error was recently noticed and needs to be corrected;

**NOW, BE IT ORDAINED**, the City Council amends the Bethel Municipal Code, Section 4.16.160(P), Real Estate Sales.

**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, 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) 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

$$\begin{aligned} \$275,000 \times 20\% &= \$55,000 \text{ (first 20\% of the sale price)} \end{aligned}$$

$$\begin{aligned} \$55,000 \times 6\% &= \$3,300 \text{ sales tax due to city} \\ &\text{(sales tax)} \end{aligned}$$

- Home selling for \$450,000

$$\begin{aligned} \$450,000 \times 20\% &= \$90,000 \text{ (first 20\% of the sale price)} \end{aligned}$$

$$\begin{aligned} \$90,000 \times 6\% &= \$5,400 \text{ sales tax due to city} \end{aligned}$$

That portion of the selling price of real property in excess of twenty (20%) percent of the first Two Hundred Seventy-Five Thousand Dollars (\$275,000) of the selling price is exempt.\*

Example: Home selling for \$150,000  
\$150,000 x 20% = \$30,000  
\$30,000 x 6% sales tax = \$1,800 Sales Tax due to City

Home selling for \$275,000  
\$275,000 x 20% = \$55,000 (first 20% of the sale price)

Introduced by: Council Member Albertson  
Introduction Date February 27, 2018  
Public Hearing: March 13, 2018  
Action:  
Vote:

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

Home selling for \$450,000

\$275,000 (maximum amount taxable) x 20% = \$55,000

\$55,000 x 6% sales tax = \$3,300 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:

- 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.

Introduced by: Council Member Albertson  
Introduction Date February 27, 2018  
Public Hearing: March 13, 2018  
Action:  
Vote:

**ENACTED THIS \_\_\_\_\_ DAY OF MARCH 2018, BY A VOTE OF \_\_\_\_ IN FAVOR  
AND \_ OPPOSED.**

ATTEST:

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

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

*CITY OF BETHEL, ALASKA*

**Ordinance #18-05**

**AN ORDINANCE AUTHORIZING THE DISPOSAL OF PROPERTY PURSUANT TO  
BMC 4.08.030(B) LEASE AGREEMENT BETWEEN THE CITY OF BETHEL AS  
LANDLORD AND THE ALASKA COURT SYSTEM TENANT OF 17,045 SQUARE  
FEET OF OFFICE SPACE WITHIN THE NORA GUINN JUSTICE CENTER, COURT  
HOUSE LOCATED AT 204 CHIEF EDDIE HOFFMAN HIGHWAY**

**WHEREAS,** The City of Bethel is owner of property known as the Nora Guinn Justice Center or Court House Building, located at 204 Chief Eddie Hoffman Highway, legally described as Lot 1A, Courthouse Subdivision, ADD #1 Plat 2006-25 and a 29,417 sq. ft. portion of Lot 2;

**WHEREAS,** the Bethel Municipal Code allows for the disposal of an interest in property through a lease agreement to a state entity providing a necessary public service without seeking bids;

**WHEREAS,** the Alaska Court System currently occupies 17,045 square feet of courtroom and office space at the Nora Guinn Justice Center under a lease agreement which expired in 2017 but has been holdover while both agencies negotiate a new lease;

**WHEREAS,** the City of Bethel and the Alaska Court System seek to enter into a lease with an expiration date of December 31, 2019 with one possible extension if agreed upon by both parties to March 31, 2020;

**WHEREAS,** the lease renewal will provide continuity for the Court, better income and planning for the City, and time for the City to prepare a response to the Court's pending Request for Proposal for lease space;

**NOW, BE IT FURTHER ORDAINED,** the City Council authorizes the disposal of the above property via a two (2) year lease and authorizes the City Manager to negotiate and execute an appropriate lease documents.

**SECTION 1. Classification.** This ordinance is of a general nature and shall not become a part of the Bethel Municipal Code.

**SECTION 2. Authorization.** Pursuant to Bethel Municipal Code 04.08.030(B) Disposal to an Entity Providing Necessary Public Service and Bethel Municipal Code.

Introduced by: City Manager Williams  
Introduction Date February 27, 2018  
Public Hearing: March 13, 2018  
Action:  
Vote:

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

**ENACTED THIS \_\_\_\_\_ DAY OF MARCH 2018, BY A VOTE OF \_\_\_\_\_ IN FAVOR AND \_\_\_\_\_ OPPOSED.**

ATTEST:

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

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

## **ALASKA COURT SYSTEM (ACS) LEASE CONTRACT COVER**

**City of Bethel** (Landlord) and the **Alaska Court System** (Tenant) agree to enter into this lease on the 1<sup>st</sup> of March, 2018 under the terms and conditions set out below:

1. PROPERTY ADDRESS: 204 Chief Eddie Hoffman Hwy, Bethel, AK. 99559  
As described on Section F - Building Questionnaire
2. LEASED PREMISES: Multi- Floor  
As Shown on Section H – As-Built (or proposed) Floor Plans
3. LEGAL DESCRIPTION OF PROPERTY: **Lot 1A, Courthouse Subdivision, ADD #1 Plat  
2006-25 and a  
29,417 sq. ft. portion of Lot 2.**
4. TERM: Two (2) Years  
As defined by Section B - Supplementary Lease Conditions
5. COMMENCEMENT DATE: January 1, 2018  
As defined by Section B - Supplementary Lease Conditions
6. EXPIRATION DATE: December 31, 2019  
As defined by Section B - Supplementary Lease Conditions
7. RENEWAL OPTION(S): One (1) Option of Three (3) Months (through  
March 31, 2020)  
As defined by Section B – Supplementary Lease Conditions
8. BASE MONTHLY LEASE RATE: **\$51,135.00 (Fifty-one Thousand One Hundred  
and Thirty  
Five Dollars)**  
Is stipulated in Lease For Courtroom and Office Space
9. USABLE SQUARE FEET: **Seventeen Thousand Forty-Five Square Feet  
(17,045 SF)**  
As defined by Section C – General Lease Requirements and described by Section D - Supplementary Lease Requirements
10. LANDLORD NAME & MAILING ADDRESS: City of Bethel, P.O. Box 1388, Bethel, AK. 99559
11. LANDLORD OTHER PERTINENT INFORMATION: Taxpayer ID #: 92-6001644; Bus. Lic. N/A  
Contact Name: Peter A. Williams  
Contact Title: City Manager  
Phone: (907) 543-1373  
Fax: (907) 543-1394  
E-mail: PWilliams@cityofbethel.net
13. TENANT NAME & MAILING ADDRESS: Alaska Court System  
820 W. 4<sup>th</sup> Ave.  
Anchorage, AK 99501  
Attn: Facilities Dept.

## **ALASKA COURT SYSTEM (ACS) LEASE CONTRACT COVER**

14. SECTIONS: The following Sections are incorporated with the above terms and conditions to constitute the entire master lease. Additionally, these sections will govern over the terms listed in this document.

- A. General Lease Conditions
- B. Lease Space Floor Plans

**Landlord:** CITY OF BETHEL  
SYSTEM

**Tenant:** ALASKA COURT

BY: \_\_\_\_\_

BY: \_\_\_\_\_

PRINTED NAME: PETER A. WILLIAMS

PRINTED NAME: JACK BAILEY

TITLE: CITY MANAGER

TITLE: FACILITIES MANAGER

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**ALASKA COURT SYSTEM (ACS)  
LEASE CONTRACT COVER**

**ACKNOWLEDGEMENT BY LANDLORD: CITY OF BETHEL**  
MUST BE COMPLETED AND NOTARIZED

***For a corporation:***

State of Alaska  
Fourth Judicial District

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by \_\_\_\_\_ Peter A. Williams (name of officer or agent, title of officer or agent) of The City of Bethel (name of corporation acknowledging) a municipal corporation (state or place of incorporation) corporation, on behalf of the corporation.

Signature of Person Taking Acknowledgment \_\_\_\_\_  
Title or Rank \_\_\_\_\_  
Serial Number, if any \_\_\_\_\_

**ACKNOWLEDGEMENT BY TENANT: ALASKA COURT SYSTEM, STATE OF ALASKA**

State of Alaska  
Third Judicial District

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by Jack Bailey, Facilities Manager, on behalf of the Alaska Court System.

Signature of Person Taking Acknowledgment \_\_\_\_\_  
Title or Rank \_\_\_\_\_  
Serial Number, if any \_\_\_\_\_

ALASKA COURT SYSTEM  
LEASE AGREEMENT FOR  
COURTROOM AND OFFICE SPACE

The City of Bethel, a municipal corporation, (Landlord) and the Alaska Court System (Tenant) agree to enter into a lease under the terms set out below. Amendments to this lease must be in writing and be signed by both parties.

This lease is comprised of this lease document, the General Conditions shown as Attachment A; and Lease Space Floor Plans shown as Attachment B.

**SECTION ONE: Description of Premises: Term**

The Landlord leases to the Tenant approximately 17,045 net useable square feet of office and courtroom space located at 1A, Courthouse Subdivision, ADD #1 Plat 2006-25 and a 29,417 sq. ft. portion of Lot 2.

The term of this lease is for a period of two (2) years; beginning on January 1, 2018, and ending on December 31, 2019 with option for One (1) extension of three (3) months (through March 31, 2020).

**SECTION TWO: Rent Rate**

During the initial term of this lease the Tenant will pay the Landlord the following: Fifty-One Thousand, One Hundred Thirty-Five (\$51,135.00) Dollars per month.

The monthly rent will be payable on the first day of every month or in advance at the option of the Tenant. Rent is payable at the office of the Landlord whose address is, P.O. Box 1388, Bethel, AK. 99559.

Payment for any partial month's occupancy will be prorated, based on a thirty (30) day month. Any holding over after the expiration date of this lease or of any extension or renewal will be considered a tenancy from month to month on terms specified in this lease. Each party will provide written notice to the other party of its intent to cancel the month-to-month tenancy at least thirty (30) days before the desired date of cancellation.

**SECTION THREE: Renewal**

The Tenant shall have the option to renew the lease for One (1) additional period of three (3) months (through March 31, 2020) by giving the Landlord notice in writing not less than one hundred and eighty (180) days prior to the expiration of the Lease (no later than July 1, 2019).

The monthly rental rate shall remain firm through the term of the lease, including any renewal.

The Landlord will make every effort to notify Tenant of any current or known upcoming vacancies in the Leased Premises.

All other provisions of this lease will apply to any extensions of the lease term or increased space unless modified by mutual consent.

#### **SECTION FOUR: Parking**

The Landlord will provide thirty (30) non-designated, non-reserved parking spaces located in between the West Rear Parking Lot and the front of the building. Reserved off-street parking for one (1) prisoner transport vehicle shall be located at the North Prisoner Entry adjacent to Stair 1, to allow direct access to Door 128A. This parking will be signed as reserved parking for Staff and Troopers only. Any remaining parking spaces at the building's Front Public Entry Parking Lot and at the West Rear Parking Lot will be available for public parking. Tenant will post signs warning visitors that those parking in designated City parking or on the public streets may be towed at their own expense.

#### **SECTION FIVE: Confidentiality**

- A. Much of the business of the court system is necessarily confidential and not subject to public disclosure. The confidentiality of draft opinions, internal memoranda, conversations regarding pending issues and other court business is essential to the court's function. Records related to personnel issues, procurement proceedings, internal policy discussions, and other administrative issues are also confidential.
- B. Prior to commencing any work under this contract the landlord shall inform all employees and any contractors working on the premises, or who may have access to the premises, that the disclosure of any confidential court business observed or overheard may result in permanent removal from the premises.

#### **SECTION SIX: Premises Fit for Occupancy**

The parties agree that the facilities provided in this lease are fit for occupancy and that they comply with all applicable laws. The Landlord agrees to pay the cost of any building alterations or improvements needed to make the premises comply with all mandatory requirements of law, ordinance, or regulation of any governmental authority, unless noncompliance is a result of the Tenant's occupancy. If the Landlord does not correct the violation in the time prescribed by law, the Tenant may, after providing at least sixty (60) days prior written notice to the Landlord, correct the violation and deduct the cost of labor and materials from the rent.

If all or part of the premises are deemed unfit for occupancy by public authority, or are made unfit for occupancy by fire, the elements, or any other casualty, the Tenant may reduce the rent for the portion of the premises which is unfit until the premises are restored to their former condition by the Landlord. If Tenant determines that all or a substantial part of the premises are unfit for occupancy, Tenant may move from the premises, terminate the lease by written notice to Landlord, and recover from Landlord the costs of relocation.

If the Tenant determines that its use of the premises is threatened by the interruption or severance of utilities or other services required to be provided by Landlord, the Tenant may contract for the utilities and services in the name of the Tenant, and may deduct from the rent the costs of such utilities, services and related deposits.

#### **SECTION SEVEN: Tenant's Use of the Premises**

Tenant will not alter or add to the premises without the written consent of the Landlord. Consent will not be withheld unreasonably.

Tenant will observe all applicable laws and reasonable written regulations that the Landlord establishes for the general convenience, comfort and welfare of persons using the building. Tenant will have access to the leased space 24 hours daily, 7 days a week throughout the year.

### **SECTION EIGHT: Accessibility**

The Landlord certifies that upon the last major construction and remodel, the offered space met applicable American with Disabilities Provisions. Landlord agrees that should it undertake any new construction or remodel that triggers the ADA, Landlord's work will be to such degree that it will comply fully with the ADA.

### **SECTION NINE: Repairs and Renovation**

Landlord is solely responsible for all reasonable maintenance and repair of the premises except for damages arising from the negligent or otherwise actionable conduct of Tenant.

Landlord will maintain the leased premises free of any mechanical, structural, electrical or fire hazards; in compliance with all applicable local and state codes; and in a good state of general repair and maintenance suitable for the tenant's use.

Landlord may enter the premises at all reasonable times to examine the condition of the premises. Landlord will notify the Tenant if it will be making repairs, and will schedule work as described in Section A General Lease Conditions.

If Landlord does not complete necessary repairs within a reasonable timeframe, Tenant may, after providing Landlord with thirty (30) days written notice, hire competent workers to make the repairs at the Landlord's expense. In such situation, bills will be sent directly to the Landlord for payment. Should there be any delay in payment by the Landlord, the Tenant may pay the bills and deduct the cost from the rent.

The Landlord will perform general touch-up painting as needed during the Lease Term. Reference Section A – General Lease Conditions for additional requirements.

### **SECTION TEN: Maintenance Outside the Lease Premises**

Landlord will keep outside steps, parking and storage areas in a clean and safe condition year round as provided in the General Lease Conditions.

### **SECTION ELEVEN: Janitorial Requirements**

Landlord will furnish and pay for janitorial services and supplies. Janitorial Requirements are set forth in Attachment "A" General Lease Conditions.

### **SECTION TWELVE: Fixtures**

All fixtures and equipment that the Tenant has installed in the premises are its property and shall be removed at the end of this lease or any renewal. Tenant will repair any damage to the premises from such removal. Any fixtures and equipment not removed at the end of the Tenancy, will incur a daily storage fee and may be removed from the Premises by Landlord at Tenant's sole risk and expense.

### **SECTION THIRTEEN: Indemnity**

To the extent permitted by Law and subject to legislative appropriation, if necessary, the Tenant shall defend and indemnify the Landlord and save it harmless from and against any and all actions, claims, losses and expenses, including reasonable attorneys' fees, for injury to or death of any person or persons and the loss of or damage to the property of any person or persons in connection with and resulting, either directly or indirectly, from any act or omission of the Tenant, its invitees, agents, contractors, employees, servants, lessees, or concessionaires. Likewise, to the extent permitted by law and subject to City Council appropriation, to which there is currently none, the Landlord shall defend and indemnify the Tenant and save it harmless from and against any and all actions, claims, losses and expenses, including reasonable attorneys' fees, for injury to or death of any person or persons and the loss of or damage to the property of any person or persons in connection with and resulting, either directly or indirectly, from any negligent act or omission of the Landlord, its agents, employees, servants, and assignees.

### **SECTION FOURTEEN: Default**

If the Tenant does not pay the rent, or fails to perform any of the terms of this Lease, and does not remedy the default within sixty (60) days after written notice from the Landlord, the Landlord may repossess the leased space, terminate the lease and recover from the Tenant all rent due. In case of any default by the Tenant and repossession by the Landlord, the Landlord must attempt to relet the premises for the remainder of the term for the highest rent obtainable, and may recover from the Tenant the difference between the amount obtained and the rent amount under this lease.

### **SECTION FIFTEEN: Termination**

Because the payment of rent by the Tenant is subject to appropriation by the legislature of the State of Alaska, the Lease may be terminated upon 120 days' written notice to the Landlord if the legislature enacts an appropriations bill that reduces the operating budget of the Tenant below its adjusted base for the immediately preceding fiscal year. The Supreme Court must authorize lease termination and may do so only after declaring a budget emergency.

The Tenant will leave the premises at the end of this Lease or any renewal or extension in as good a condition as received, excepting reasonable wear and tear, loss or damage caused by fire, explosion, earthquake, or act of God.

### **SECTION SIXTEEN: Assignment; Sale**

Neither party will assign this Lease, nor sublet all or part of the premises, without the written consent of the other party. Consent shall not be unreasonably withheld.

If the leased property is sold during the term or extension of the lease, the sale will be made subject to the lease. This also applies to any sale as a result of any encumbrance on the property that existed prior to the execution of this lease.

This lease is binding upon the successors and assigns of the parties.

**SECTION SEVENTEEN: Eminent Domain**

If the premises are taken for any public or quasi-public use under any statute, or by right of eminent domain, or private purchase by a public body vested with the power of eminent domain, this Lease will terminate and the rent shall be adjusted as of the time of termination so that the Tenant will pay rent up to the time of taking only.

If the taking reduces the area of the premises by at least twenty percent (20%) or materially affects the uses being made by the Tenant of the premises, the Tenant may terminate the Lease after written notice to the Landlord within ninety (90) days after the taking.

Landlord shall be entitled to any condemnation award for the value of the facility and Tenant shall be entitled to any condemnation award for the value of the leasehold.

**SECTION EIGHTEEN: Notices**

All notices between the parties during the lease term shall be sent to the Landlord at:

City of Bethel  
Attn: City Manager  
P.O. Box 1388  
Bethel, AK 99559-1388

with a copy to

City of Bethel  
Attn: Legal Department  
P.O. Box 1388  
Bethel, AK 99559-1388

and to the Tenant

c/o the Facilities Manager  
for the Alaska Court System  
820 West Fourth Avenue  
Anchorage, Alaska 99501

**SECTION NINETEEN: Utilities**

The Landlord will furnish and pay for all utilities as provided in the Attachment "A" General Lease Conditions.

**SECTION TWENTY: Alaska Little Davis Bacon Provisions**

If Lessor contemplates any construction or remodeling of the Leased Premises, the construction or remodeling is subject to the Alaska Little Davis-Bacon Act, AS 36.05.010 – 36.05.120.

LANDLORD: City of Bethel

TENANT: Alaska Court System

BY: \_\_\_\_\_  
PETER A. WILLIAMS  
CITY MANAGER

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

# ALASKA COURT SYSTEM (ACS) GENERAL LEASE CONDITIONS

## LEASE CONTRACT

Procurement per ACS Procurement Guidelines

### INDEX:

1. General Conditions Govern
2. Definitions
3. Landlord's Responsibilities
4. Tenants' Rights and Responsibilities
5. Other Terms and Conditions

**1** GENERAL CONDITIONS shall govern unless expressly modified by a Supplementary Conditions section.

### **2** DEFINITIONS:

**A** ACS – The Alaska Court System. References to Tenant mean “ACS”.

**B** Landlord – The City of Bethel. References to Landlord mean “City”.

**C** Property – The land, building and all site furnishings, parking areas, and utility services located at the legal address which contains the Premises offered by the Landlord for lease.

**D** Premises – The area offered by the Landlord for lease within a building on the Property, including useable space, circulation, dedicated parking areas and other space external to the leased space provided as necessary for the full utilization of the leased space. References to Leased Space mean “Premises”.

### **3** LANDLORD'S RESPONSIBILITIES:

**A** Building Alterations Required by Law: The Premises must be safe for occupancy and must comply with all applicable local, state and federal laws. The Landlord agrees to pay the cost of any alteration or improvements needed for the Premises to comply with all mandatory requirements of present laws, ordinances, orders or regulations of any governmental authority, unless non-compliance is a result of the ACS's actions. Noncompliance with applicable laws shall be an occasion for Maintenance and Repair under Paragraph D, below.

**B** Fire Prevention: The Landlord will maintain the Premises in keeping with Title 13 of the Alaska Administrative Code, Part 2 Fire Prevention. The ACS reserves the right at reasonable times to make inspections of the Premises and notify the Landlord of unsafe conditions. If any fire hazard is detected through inspection of the Property or the Premises, the Landlord shall promptly correct it in compliance with Paragraph G, below.

**C** Accident Hazard: The Landlord will maintain the Premises free of health, structural, electrical, mechanical or fire hazards; in compliance with all applicable local, state and federal codes. If any accident hazard pertaining to the structure or building operating equipment is detected through inspections of the Property or the Premises, the Landlord shall promptly correct the hazard in compliance with Paragraph G, below.

**D** Maintenance and Repair: The Landlord shall retain sole responsibility for the maintenance and repair of the Premises and Property, except for such maintenance and repair as may be required because of damage beyond ordinary wear and tear that results from the negligence or other fault of the ACS or its employees. This responsibility encompasses keeping the Premises and Property in a good state of general repair and tenantable condition. The term "repair" includes repairs of any type, including, but not limited to, exterior and interior, structural and nonstructural, routine or periodic.

# ALASKA COURT SYSTEM (ACS) GENERAL LEASE CONDITIONS

## *LEASE CONTRACT*

Procurement per ACS Procurement Guidelines

Landlord will coordinate all non-emergency repairs with local ACS staff in order to avoid disruption of the ACS activities. As much as reasonably possible, Landlord will schedule work before 8:00 a.m. or after 5:00 p.m., Monday through Friday. In any case, whenever the work is to occur during the customary business hours of Monday through Friday, between 8:00am and 5:00pm, the Landlord will contact the local ACS designee in advance of the work and will coordinate the non-emergency repairs in order to avoid disruption of ACS services.

**E Janitorial Requirements:** Landlord, at Landlord's expense, shall furnish janitorial services, inclusive of all supplies and equipment necessary to perform the services specifically outlined herein.

- 1) **Services:** Landlord will furnish and pay for janitorial services, as listed herein, inclusive of supplies and equipment for the Premises. Janitorial work will be scheduled to avoid interference with the ACS'S business. Landlord must instruct the janitor not to disturb material on desks, drawers or cabinets, or use telephones and computers. Equipment, furniture and wastebaskets, if removed for cleaning, must be replaced in their original locations and all electrical items must be reconnected to their outlets.
- 2) **Defective Work:** Tenant shall notify Landlord of any defect in janitor's work within two (2) hours of discovering the defect.
- 3) **Building Security:** The janitor will lock outside doors at all times except when the Property is normally open to the public. Interior building doors (within the Premises and connecting the Premises to the Property) will remain locked except while work in the immediate area is in progress. All doors will be locked when the janitor(s) leave(s) the building.
- 4) After each performance of cleaning or other services during non-regular office hours the janitor shall:
  - Turn off unnecessary lights.
  - Inspect the area for fire hazards and take appropriate corrective action.
  - Close and lock all outside doors and windows.
- 5) **Services:**
  - Empty all wastebaskets in all offices, cubicles and public areas located within all office spaces and hallways. Place new trash bags as needed.
  - Empty all shredders and replace trash bags as needed.
  - Dispose of all trash off premises;
  - Bathrooms: Mop scrub toilet room floors, clean all plumbing fixtures, disinfect urinals and toilets, damp wipe all dispensers.
  - Provide and restock adequate supplies of toilet paper, paper towels, soap and other janitorial supplies;
  - Vacuum all carpets
  - Dust all visible surfaces of furniture fixtures, and equipment except for desks;
  - Clean kitchen areas to include counters, sinks and all surfaces;
  - Maintain entry mats in a clean, dirt-free and functional condition;
  - Clean air vents and baseboard ensuring they are clear of dust, dirt and grime;
  - Maintain a limited supply of toilet paper and other essential supplies on-site in a location to be designated by the Clerk of Court

Janitor to be responsible for all supplies: paper, soap, cleaning products, etc.

- 6) **Frequency of Services:** Janitorial services will be performed twice per week. One service will be performed on Wednesdays between the hours of 5:00 pm and 7:00 am and the second service will be performed on the weekends between 5:00 pm Friday and 7:00 am on Monday.

# ALASKA COURT SYSTEM (ACS) GENERAL LEASE CONDITIONS

## LEASE CONTRACT

Procurement per ACS Procurement Guidelines

- F Utilities & Other Services:** Landlord shall provide as part of the monthly rent the following utilities: sewage, potable water, electricity, heat, trash removal from the premises, snow removal from walkways, janitorial services and all general building services. The Tenant will provide its own telephone/data service.
- G Maintenance Outside the Lease Premises:** Landlord will maintain stairways, porches, and common hallways used for access to the Premises in a good state of repair and a clean and safe condition year round. Landlord will remove all accumulations of ice and snow from outside steps, parking lot, and sidewalks/pathways on the Property as promptly as reasonably possible. The Landlord shall provide road and parking lot maintenance to include snow removal from the parking area of the space offered to the nearest maintained roadway.
- H. Security Clearance:** In lieu of Landlord conducting security checks, Landlord will provide to the ACS a list of the names and, if available, the social security number and birth date, of all personnel to whom the Landlord gives access to the Premises, including janitorial staff, maintenance personnel, and others. The Landlord understands that the ACS will perform a limited criminal background check of the listed individuals to determine whether the person's background indicates that there is a reasonable risk or threat to the safety of the employees or building, or to the security of the building or its contents. Landlord will apprise the ACS of any new personnel who have access on an ongoing basis. All costs associated with the security check are the sole responsibility of the ACS.

Any person listed by the Landlord may have access to the Premises unless, within five days of receiving the name, ACS notifies Landlord that a listed person poses a reasonable threat or risk, based on information provided in the background check. The Landlord shall then deny access to the Premises to that person. ACS shall not unreasonably identify any listed person as a threat or risk, and may contact Landlord to further discuss any individual; ACS shall limit its determination that a person is a threat that justifies denying access to the Premises to persons with a recent and/or serious history including violence or theft.

- J Replacement of Finishes and Fixtures:** ACS accepts the Premises as they currently are. The Landlord, at Landlord's expense (including all costs to move furniture, equipment, etc.), shall replace finishes and fixtures in accordance with a mutually agreed upon schedule. All work must be scheduled with the designated local ACS representative so as to minimize and/or avoid any interference with ACS business.

- 1) Ceilings: When damage is evident
- 2) Window Coverings: When damage is evident
- 3) Fixtures: When damage is evident

**K Insurance**

1. **Landlord's Insurance:** Landlord shall purchase and/or maintain such insurance or self-insurance as will protect the Landlord and the ACS from claims which may arise out of or as a result of this Lease Agreement.
2. **Tenant's Insurance:** Tenant shall purchase and/or maintain such insurance or self-insurance as will protect Tenant and Landlord from claims which may arise out of or as a result of this Lease Agreement.
3. **Waiver of Subrogation.** Each party waives claims arising in any manner in its ("Injured Party's") favor and against the other party for loss or damage to Injured Party's property

# ALASKA COURT SYSTEM (ACS) GENERAL LEASE CONDITIONS

## LEASE CONTRACT

Procurement per ACS Procurement Guidelines

located within or constituting a part or all of the Building. This waiver applies to the extent the loss or damage is covered by:

- a) *The Injured Party's insurance; or*
- b) The insurance the Injured Party is required to carry under this Section, whichever is greater. The waiver also applies to each party's directors, officers, employees, shareholders, and agents. The waiver does not apply to claims caused by a party's willful misconduct.

4. **Evidence of Insurance**. "By the Rent Commencement Date and upon request, Landlord and Tenant shall give certificates of insurance or self-insurance to each other."

#### **4 TENANT'S RIGHTS & RESPONSIBILITIES:**

**A Default:** If the ACS shall at any time be in default in the payment of rent, or in the performance of any of the terms of the Lease or fails to remedy such default within sixty (60) days after written notice thereof from the Landlord, the Landlord may repossess, terminate the Lease and recover from the ACS all rent due.

In case of any default by the ACS, and repossession by the Landlord, the Landlord must attempt to relet the Premises for the remainder of the term of the lease for the highest rent obtainable and may recover from the ACS any deficiency between the amount so obtained and rent specified by the Lease.

#### **B Tenant's Rights:**

1) **Quiet Enjoyment:** If the ACS shall pay the rent as provided by the Lease and shall keep, observe and perform all of the other covenants of the lease by it to be kept, performed and observed, the ACS shall and may peaceably and quietly have, hold, and enjoy the Premises for the term of such Lease.

2) **Safe For Occupancy:** If, during the term of a Lease, the ACS reasonably determines that all or part of the Premises are unsafe for occupancy because of events not in the control of the ACS, the rent for the unsafe part of the Premises shall be abated until the Premises are returned to their former condition by the Landlord. If the ACS reasonably determines that all or a substantial part of the Premises are so unfit for occupancy that it cannot conduct its business safely, the ACS may move from the Premises, terminate the Lease by written notice to Landlord, and recover from Landlord the costs of relocation.

3) **Interruption of Utilities and Services:** If the ACS reasonably determines that its use of the Premises is threatened by the interruption or severance of utilities or other services provided by the Landlord, the ACS may contract for the utilities and services in the name of the ACS, and may deduct from the rent the costs of such utilities, services and related deposits.

4) ACS will have access to the lease space 24 hours daily, 7 days a week throughout the year.

#### **C Tenant's Responsibilities - The ACS will:**

1) Pay rent at the time and place set forth in the lease to the Landlord on the first day of each month of the term of the Lease or in advance at the option of the ACS. Payment for any partial month's occupancy will be prorated, based on a thirty- (30) day month.

2) Use and occupy the Premises in a careful and appropriate manner.

3) Not use or occupy the Premises for any unlawful purposes.

# ALASKA COURT SYSTEM (ACS) GENERAL LEASE CONDITIONS

## LEASE CONTRACT

Procurement per ACS Procurement Guidelines

- 4) Not use, occupy nor permit the Premises to be occupied or used for any purpose or business deemed hazardous.
- 5) Make no alterations or additions in or to the Premises without the written consent of the Landlord, which consent shall not be unreasonably withheld. Landlord shall have 30 days to respond to such request; if no response is received within that time, ACS may proceed with alterations or additions.
- 6) Permit the Landlord to enter upon the Premises at all reasonable times to examine the conditions of same, provided that the ACS may prohibit entry at such times and in such manner as the general public may be excluded, e.g., during confidential or closed court proceedings and other similar or dissimilar occasions.
- 7) Observe all applicable laws and reasonable written regulations that the Landlord establishes for the general convenience, comfort and welfare of persons using the building.
- 8) ACS shall leave the Premises at the end of this Lease in as good a condition as received, excepting reasonable wear and tear, loss or damage cause by fire, explosion, earthquake or act of God.

**D Fixtures, Furniture and Equipment:** All furniture, fixtures and equipment which the ACS has installed in the Premises shall remain the property of the ACS and shall be removed at the end of this Lease or any extension. ACS will repair any damage to the Premises from such removal.

### **5 OTHER TERMS & CONDITIONS:**

- A Option to Renew:** The ACS may have the option to renew this lease for additional terms as defined in the Lease Agreement.
- B Condition of Premises:** The parties agree that the Premises provided for in this Agreement are fit for occupancy and that they will continue throughout ACS' occupancy to comply with all applicable laws.
- C Assignment/Sublet:** The Lease and all the covenants, provisions and conditions therein contained shall inure to the benefit of and be binding upon the successors and assigns of both parties. Assignment or Subletting of all or part of the leased Premises under this Lease by either party is not permitted without prior written consent of both parties.
- D Holding Over:** Any holding over past the expiration of the term, any extensions or renewals of the Lease, shall be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect. Each party will provide written notice to the other party of its intent to cancel such month-to-month extension at least thirty (30) days prior to the desired date of cancellation.
- E Termination:** Because the payment of rent by the ACS is subject to appropriation by the legislature of the State of Alaska, the Lease may be terminated upon 120 days written notice to the Landlord if the legislature enacts an appropriations bill which reduces the operating budget of the ACS below its adjusted base for the immediately preceding fiscal year. The Supreme Court must authorize lease termination, and may do so only after declaring a budget emergency.
- F Eminent domain:** If the Premises are taken for any public or quasi-public use under any statute, or by right of eminent domain, or private purchase by a public body vested with the power of

# ALASKA COURT SYSTEM (ACS) GENERAL LEASE CONDITIONS

## *LEASE CONTRACT*

Procurement per ACS Procurement Guidelines

eminent domain, this Lease will terminate and the rent shall be adjusted as of the time of termination so that the ACS will pay rent up to the time of taking only. If the taking reduces the area of the Premises by at least twenty percent (20%) or materially affects the uses being made by the ACS of the Premises, the ACS may terminate the Lease after written notice to the Landlord within ninety (90) days after the taking. Landlord shall be entitled to any condemnation award for the value of the facility and ACS shall be entitled to any condemnation award for the value of the leasehold.

- G Sale or Foreclosure:** If the leased Property is sold during the term of the Lease, or any extension thereunder by virtue of a foreclosure (voluntary or involuntary sale), this sale will be made subject to the Lease. This will also apply to a sale as a result of an encumbrance on the Property that existed before the lease agreement was executed. If there is an encumbrance on the Property, a subordination agreement must be obtained by the successful bidder with a copy of the agreement supplied to the ACS.
- H Notices:** All notices between the parties during the lease term will be sent to the mailing addresses listed on the Lease Contract, unless notified in writing of address change from other party.
- I** The terms and conditions of the master Lease shall remain in full force and effect, unless amended or modified and mutually agreed to in writing. All provisions of the Lease shall apply to all extensions of term unless amended.

Introduced by: City Manager Williams  
Introduction Date February 27, 2018  
Public Hearing: March 13, 2018  
Action:  
Vote:

# *CITY OF BETHEL, ALASKA*

## **Ordinance #18-06**

### **AN ORDINANCE AMENDING CHAPTER 1 OF THE BETHEL MUNICIPAL CODE, GENERAL PROVISIONS**

**WHEREAS**, the Bethel Municipal Code was first adopted on February 25, 1985 via Ordinance 157;

**WHEREAS**, Title 1 of the Code has not been re-written since 2007;

**WHEREAS**, since being hired with the City, the City Attorney has been tasked with updating all of the Bethel Municipal Code;

**WHEREAS**, as part of the update, the City Attorney has gone back to the beginning and updated sections 1.01 and 1.02 (previously adopted);

**WHEREAS**, this is a continuation of Title One's update;

**NOW, BE IT FURTHER ORDAINED**, the City Council adopts Sections 1.03, 1.04, 1.05 and 1.06 of the Bethel Municipal Code as outlined in this Ordinance;

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

**SECTION 2. Amendments.** Bethel Municipal Code Section 1.03, Form of Government and General Powers; Section 1.04 City Logo and City Seal; and Section 1.05 City Boundaries; and Section 1.06 Violations and Penalties amended as follows (old language is stricken, new language is underlined):

#### **1.03 Form of Government and General Powers**

- 1.03.010      Form of Government
- 1.03.020      Powers of the City
- 1.03.030      Residual Powers
- 1.03.040      Construction
- 1.03.050      Intergovernmental Relations
- 1.03.060      Eminent Domain
- 1.03.070      Adverse Possession
- 1.03.080      Right of Entry and Inspection
- 1.03.090      Administrative Search Warrants
- 1.03.100      Controlling Chapter

Introduced by: City Manager Williams  
Introduction Date February 27, 2018  
Public Hearing: March 13, 2018  
Action:  
Vote:

**1.03.010 Form of Government**

A. The City of Bethel shall continue as a municipal corporation under the name “The City of Bethel, Alaska.”

B. The form of City government for the City of Bethel shall be known as the manager form of government as defined in AS 29.20.460 through 29.20.520.

C. The City is a general-law, second class City within the State’s unorganized borough.

**1.03.020 Powers of the City**

The City shall have all the powers, functions, rights, privileges, franchises and immunities of every name and nature whatsoever, which a general law, Second-Class City may have under the constitution and laws of the State of Alaska. The City may exercise all legislative powers not otherwise prohibited by law or by this Code.

**1.03.030 Residual Powers**

The enumeration or mention of particular powers by this Code shall not be deemed to be exclusive or limiting; and in addition to the powers enumerated or mentioned herein or implied hereby, the City shall have all powers which, under the State Constitution and law, it would be competent for this Code specifically to enumerate or mention.

**1.03.040 Construction**

The powers of the City shall be liberally construed. The specific enumeration of a particular power in this Code shall not be construed as limiting the powers of the City.

**1.03.050 Intergovernmental Relations**

The City may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by agreement with any one or more local governments, the State, or the United States, or any agency or instrumentality of these governments.

**1.03.060 Eminent Domain**

The city may exercise the powers of eminent domain and declaration of taking in the performance of an authorized power of function of the city, in accordance with AS [09.55.240](#) through [09.55.460](#); provided, that the city may exercise the powers of eminent domain or declaration of taking to acquire property only if the city will own, or if the public will have the legal right to use, the property, and the city may not exercise the powers of eminent domain or declaration of taking to provide property for private economic development. The exercise of the power of eminent domain or declaration of taking shall be by resolution of the council.

**1.03.070 Adverse Possession**

The City cannot be divested of title to real property by adverse possession.

**1.03.080 Right of Entry and Inspection**

- A. Any authorized official of the City may, upon presentation of proper credentials, enter any building, place, structure, vessel or premises within the City at all reasonable times to perform any duty or inspection necessary for enforcement of any ordinance, resolution or Code provision. Except in emergency situations, the official shall give the occupant, if such person can be located after reasonable effort, 24 hours' written notice of the official's intention to inspect. The notice given to such person shall state that the person has the right to refuse entry and that, in the event such entry is refused, inspection may only be made upon issuance of a search warrant by a court of competent jurisdiction. In the event the person refuses entry after such request has been made, or in the event that such persons cannot be located after reasonable efforts to locate the same, the official is empowered to seek assistance from any court of competent jurisdiction in obtaining such entry. If, prior to requesting consent to enter, the official seeking entry has reason to know that the occupant of the property is not the owner or manager of the property, the official shall make a reasonable effort to notify the owner or manager of the property that the officer intends to inspect the property on a specific date.
- B. In circumstances where the official has reasonable cause to believe that a violation of a City ordinance, resolution or Code provision exists with respect to a particular building, place, structure, vessel or premises, or that the owner or authorized local agent is likely to refuse entry, assistance of the court may be sought without prior notice to such person.
- C. For purposes of this section, the owner or authorized local representative shall be deemed to be the occupant in circumstances where there appears to be no occupant.

**1.03.090 Administrative search warrants**

- A. Any court of competent jurisdiction may issue an administrative search warrant pursuant to this chapter commanding any authorized official of the City to conduct any search or inspection necessary for enforcement of any City ordinance, resolution or Code provision upon receipt of an affidavit or testimony under oath of any authorized official of the City. The affidavit or testimony must describe with particularity the place, structure, building, vessel or premises to be searched or inspected, the scope and purpose of the search or inspection, and the objects and places to be searched or inspected, and must show either that there is reason to believe that a violation of a City ordinance, resolution or Code provision exists with respect to the particular building, place, structure, vessel or premises to be searched or inspected or that:
1. There exists a reasonable system of regular inspections which specifies the purpose, frequency, scope and manner of inspections, or that other standards for inspections exist; and
  2. The system or standards established are designed to enforce a City ordinance, resolution or Code provision; and
  3. The building, place, structure, vessel or premises to be searched or inspected comes within the system or standards.

- B. A warrant issued under this section shall be valid for not more than five (5) days after issuance, and must be executed and returned to the court within seven (7) days after issuance. The warrant is valid only between the hours of 8:00 a.m. and 8:00 p.m. unless express authorization to serve the warrant at other times appears on the face of the warrant.
- C. An inspection or search pursuant to a warrant issued under this section shall not be made by means of forcible entry, except that the court may expressly authorize a forcible entry either where facts are shown sufficient to create a reasonable suspicion of a violation of a City ordinance, resolution or Code provision, which, if such violation exists, would be an immediate threat to health or safety or where facts are shown establishing that reasonable attempts to serve a previous warrant have been unsuccessful.

### **1.03.100 Controlling Chapter**

This chapter shall be controlling over any other ordinance or part of an ordinance on the same subject, whether heretofore or hereafter adopted, unless such ordinance or part of an ordinance provides differently by an express reference to this chapter. Notwithstanding any other ordinance of this city, whether heretofore or hereafter adopted, it shall not be a violation of this chapter to refuse or fail to consent to an entry for inspection.

## **1.04 CITY LOGO & CITY SEAL**

- 1.04.010 City Logo  
1.04.020 City Seal  
1.04.030 Custody of City Seal  
1.04.040 Use of City Seal  
1.04.050 Use of City Logo without Permission

### **1.04.010 City Logo**

The logo set forth in this section is adopted as the official logo of the City of Bethel, Alaska.



### **1.04.020 City Seal**

The seal of the City of Bethel, Alaska is a metallic, circular device on which shall be engraved and embossed with the words: "City of Bethel, Alaska" "OFFICIAL". Such device shall be capable of making an impression of the words on paper.

### **1.04.030 Custody of City Seal**

The City Clerk is the custodian of the official City Seal.

**1.04.040 Use of City Seal**

- A. The official seal of the City of Bethel is a symbol of authority and jurisdiction of the City. As a valuable asset of the City and its citizens, the City Council seeks to insure that it is used only for appropriate purposes.
- B. The City Clerk shall have charge of the seal and shall affix the City Seal to all certificates required by law, by this Code, or by Ordinance of the City. The City Clerk may issue written permission for ceremonial or other permitted purposes as deemed appropriate by the City Clerk of the City Council.
- C. The record of any official proceeding of the City, or any ordinance, resolution or Code provision may be placed in any court or tribunal by introduction of a paper or electronic copy thereof certified by the City Clerk under the seal of the City of Bethel as a true and correct copy.
- D. The City Seal shall be affixed to all evidences of indebtedness of the City. The City Council may, by resolution, determine such other uses for the Seal as the Council may deem appropriate.
- E. City officers, employees, members of the Council, and members of City boards and commissions may use stationary and printed materials with the City Seal, or facsimile thereof, only while acting within the scope of their office or employment.

**1.04.050 Use of City Logo without Permission**

- A. Except as provided for in this section, no person other than the City Council, shall reproduce, use, give away, sell or distribute any logo or facsimile thereof purporting to represent to be the City Logo.
- B. A person may not use or make a die, impression, or electronic duplication of the municipal (City) logo for any advertising or commercial purpose, unless written permission has first been obtained from the City Manager or their designee.
  - 1. This section does not impair the authority of City staff from using the logo for official business without the consent of the City Manager.
  - 2. Licensing shall be upon terms and conditions approved by the City Attorney's office.
  - 3. For purposes of this section, advertising means:
    - 1. Communication used to encourage, persuade, or manipulate an audience to take or continue some action, and includes commercial offerings; or
    - 2. Non-commercial communications of any type made for the purpose of conveying, or in a manner reasonably calculated to convey, a false impression of sponsorship or approval by the City or by any Department, agency, or instrumentality thereof.
  - 4. Use of the City Logo in violation of the provisions of this Chapter shall be a violation subject to the proceedings set out in Section 1.06 of this Code. The fine for a violation of this section is Five Hundred (\$500) Dollars.

**1.05 City Boundaries**

1.05.010 Boundaries and Jurisdiction

**1.05.010 Boundaries and Jurisdiction**

The Boundaries of the City are:

1. Beginning at latitude sixty (60°) degrees fifty minutes eight seconds North, longitude one-hundred sixty-one (161°) degrees, forty minutes West;
2. Thence 8.50 miles to latitude sixty (60°) degrees fifty minutes eight seconds North, longitude one-hundred sixty one (161°) degrees fifty-five minutes West;
3. Thence South 5.88 miles to latitude sixty (60°) degrees forty-five minutes North, longitude one-hundred sixty-one (161°) degrees fifty-five minutes West;
4. Thence East 8.50 miles to latitude sixty (60°) degrees forty-five minutes North, longitude one-hundred sixty-one (161°) degrees forty minutes West;
5. Thence North 5.88 miles to latitude sixty (60°) degrees fifty minutes eight seconds North, longitude one-hundred sixty-one (161°) degrees forty seconds West, the point of true beginning. A total of 49.98 square miles, more or less.

**1.06 Violations and Penalties**

1.06.010 Integration Into Other Enactments

1.06.020 Violation of Bethel Municipal Code

1.06.030 Procedure

1.06.040 Aiding or Abetting

1.06.050 Attempted Violation

1.06.060 Solicitation

1.06.070 Minor Offense Fine Schedule

1.06.080 Collection of Fines

1.06.090 Copies to Alaska Court System

**1.06.010 Integration into other enactments**

This penalty provision shall be considered as an integral and organic part of every ordinance, regulation and order that does not contain a specific penalty clause.

**1.06.020 Violation of Bethel Municipal Code**

- A. A person who violates any provision of the Bethel Municipal Code (BMC) or a regulation promulgated thereunder may be guilty of an infraction and may be issued a citation.
- B. A violation is a strict liability offense as to which no culpable mental state need be proved.
- C. A person charged with a violation under the BMC is not entitled to a trial by jury nor representation by counsel at public expense.
- D. Each act of violation and every day upon which any such violation shall occur shall constitute a separate offense.
- E. In addition to issuing citations for violation of any portion of the BMC, the City may bring a civil action to:

Introduced by: City Manager Williams  
Introduction Date February 27, 2018  
Public Hearing: March 13, 2018  
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1. Enjoin a violation of any portion of the BMC. On application for injunctive relief and a finding of a violation or threatened violation, the Superior Court shall enjoin the violation.
  2. Recover a civil penalty of up to One Thousand (\$1,000) Dollars per day for each violation of the BMC.
  3. Foreclose a recorded lien or judgment as provided by law.
- F. All remedies hereunder are cumulative and are in addition to those existing at law or equity.

**1.06.030 Procedure**

- A. A charge for the violation of a Code provision may be brought by any of the following: a City police officer, the City Manager, or that city official responsible for the administration and enforcement of the Code provision which has been violated.
- B. The City shall use the most current version of the Alaska Uniform Citation form to provide notice of an infraction to anyone accused of violating any provision of this code.

**1.06.040 Aiding or Abetting**

The prohibition of any act in this Code, and in any rule or regulation adopted this Code, shall include the causing, securing, aiding or abetting of another person to do such act.

**1.06.050 Attempted Violation**

- A. It is a violation for any person to attempt to disobey any provision of this Code or any rule, order or regulation issued thereunder.
- B. In a prosecution pursuant to this chapter, it is not a defense that it was factually or legally impossible to commit the violation which was the object of the attempt if the conduct engaged in by the defendant would be a violation had the circumstances been as defendant believed them to be.

**1.06.060 Solicitation**

It is a violation for any person to solicit another person to engage in conduct constituting a violation.

**1.06.070 General Penalty**

Unless another penalty is specifically provided by this Code for the violation of any particular provision, any person who violates any of the provisions or fails to comply with any of the mandatory requirements of this Code, upon conviction, shall be punished by a fine not to exceed Four Hundred (\$400) dollars and the violation shall be treated as an infraction.

**1.06.080 Minor Offense Fine Schedule**

- A. In accordance with AS 29.25.070(a), citations for which a fine has been clearly identified may be disposed of as provided in AS 12.25.195 through 12.25.230, without a court appearance, upon payment of the fine amounts listed plus the state surcharge required by AS 12.55.039 and AS 29.25.074. Fines must be paid to the court. The Rules of Minor Offense Procedure in the Alaska Rules of Court apply to all offenses. Citations charging these offenses must meet

the requirements of Minor Offense Rule 3. If an offense is not listed on a fine schedule, or has no fine amount, the defendant must appear in court to answer to the charges. Fines may not be judicially reduced.

- B. If a person charged with one of these offenses appears in court and is found guilty, the penalty imposed for the offense may not exceed the fine amount for that offense plus surcharges.

### **1.06.90      Collection of Fines**

- A. Fines and any other allowable costs and interest may be collected through any legal means including but not limited to:
1. Disqualification from use or receipt of City Services.
  2. Garnishment of Alaska Permanent Fund dividend payments.
  3. Civil suits.
  4. Garnishment of wages.
  5. Lien foreclosure.
- B. Actions for the collection of fines or assessments are independent of any other remedy available for resolution of violations of this code.
- C. Outstanding fines and assessments owed by the same person may be pursued in a single collection action.
- D. Interest on fines and assessments not paid within thirty days of the decision shall accrue at a rate of eight (8%) per year.

## **Chapter 1.08 GENERAL PENALTIES**

### Sections:

~~1.08.010 — General penalty.~~

~~1.08.020 — Penalty surcharge authorization and collection.~~

### ~~1.08.010 General penalty.~~

- ~~A. Penalty. Unless another penalty is specifically provided by this code for the violation of any particular provision, any person who violates any of the provisions or fails to comply with any of the mandatory requirements of this code, upon conviction, shall be punished by a fine not to exceed three hundred dollars (\$300) and the violation shall be treated as an infraction.~~
- ~~B. Procedure. The charge for the violation of a code provision may be brought by a city police officer, or that city official responsible for the administration and enforcement of the code provision which has been violated. A person charged may dispose of an infraction offense by correcting the violation, paying the fine charged and pleading "no contest" in person or by mail. If a person charged with an infraction chooses to contest the charge, the trial date shall be set by the court for a trial with no jury. The person charged for an infraction does not have the right to a court appointed defense council.~~
- ~~C. Separate Violations. Each day of a continuing violation of this code shall constitute a separate offense.~~

Introduced by: City Manager Williams  
Introduction Date February 27, 2018  
Public Hearing: March 13, 2018  
Action:  
Vote:

~~D. Civil Penalties. In addition to any other remedies or penalties which may be provided in this code, or may otherwise be available, the city or any aggrieved person may institute a civil action against a person who violates any provision of the code. In addition to injunctive and compensatory relief, a civil penalty not to exceed one thousand dollars (\$1,000) may be imposed for each violation. An action to enjoin a violation may be brought notwithstanding the availability of any other remedy. On application for injunctive relief and a finding of violation or threatened violation, the Superior Court shall grant the injunction.~~

~~1.08.020 Penalty surcharge authorization and collection.~~

~~The surcharge required to be imposed pursuant to AS [12.55.039](#) is authorized and shall be imposed as a surcharge on penalties imposed for the violation of an ordinance, code provision, or regulation of the city brought under citation or criminal complaint that would require a proceeding in the Alaska court system if the defendant were to enter a plea of not guilty. This surcharge is imposed in addition to any other fine or other penalty provided by law. The court may impose and collect the surcharge on all penalties imposed by the court or fines and bail forfeitures that are paid to the court. The surcharge shall be deposited into the general fund of the state of Alaska in accordance with AS [29.25.072](#).~~

## ***Chapter 1.12*** ***ISSUANCE OF CITATIONS***

Sections:

~~1.12.010 Authority of police.~~

~~1.12.020 Failure to appear.~~

~~1.12.030 Form.~~

### ***1.12.010 Authority of police.***

~~Any police officer within the city of Bethel, Alaska, may, rather than arrest a person, or persons, for the violation of a city ordinance committed in his presence, issue a citation or criminal summons requiring such person or persons to appear before the district court on a day certain to answer charges.~~

### ***1.12.020 Failure to appear.***

~~If any person or persons fails to appear before the district court as directed in the citation or summons, the city police officer issuing the same shall sign a complaint charging the person or persons involved with a misdemeanor, cause a warrant to be issued and forthwith place the offender under arrest.~~

### ***1.12.030 Form.***

~~The form of citation or summons issued may be in substantially the following form and completed in duplicate or triplicate:~~

~~CITY OF BETHEL, ALASKA~~

Introduced by: City Manager Williams  
Introduction Date February 27, 2018  
Public Hearing: March 13, 2018  
Action:  
Vote:

**CRIMINAL SUMMONS**

TO: \_\_\_\_\_

You are hereby commanded to appear before the District Court at Bethel, Alaska, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at the hour of \_\_\_\_\_ o'clock in the \_\_\_\_\_ M. of said day, then and there to answer to charges for the violation of Bethel Municipal Code, Section \_\_\_\_\_, wherein it is alleged that you did, contrary to law:

\_\_\_\_\_  
\_\_\_\_\_

Failure to appear and answer this summons will result in your arrest under a warrant.

DATED This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

POLICE DEPARTMENT  
CITY OF BETHEL

By: \_\_\_\_\_

**Chapter 1.16  
WORK FURLOUGHS FOR PRISONERS**

**Sections:**

- 1.16.010 \_\_\_\_\_ Definitions.
- 1.16.020 \_\_\_\_\_ Authorization.
- 1.16.030 \_\_\_\_\_ Employment.
- 1.16.040 \_\_\_\_\_ Earnings.
- 1.16.050 \_\_\_\_\_ Violation of conditions.
- 1.16.060 \_\_\_\_\_ Failure to return.
- 1.16.070 \_\_\_\_\_ When prohibited.
- 1.16.080 \_\_\_\_\_ Rehabilitation furloughs.

**1.16.010 Definitions.**

In this chapter, unless the context otherwise requires:

- A. "Administrator" means the city manager of the city or his designee.
- B. "Court" means any court established by the state.
- C. "Prison facility" or "facility" means a building, camp, farm, place or area designated by the administrator for detention or confinement of persons accused or convicted of criminal violation or violations of an ordinance or ordinances of the city or held under authority of law by a police officer of the city and includes a facility owned by or leased, loaned or granted to the city by the United States or the state.
- D. "Prisoner" means a person detained or confined for any period of time in a prison facility, whether by arrest, conviction, order of court, or a person held as a witness, or otherwise.
- E. "Temporary commitment" means any detention of a person by authority of law, but does not include confinement upon conviction and judgment of a court of this state.

**1.16.020 Authorization.**

~~When a person is convicted of a violation of an ordinance of the city and is sentenced to a prison facility, or is imprisoned in the prison facility for nonpayment of a fine, for contempt, or as a condition of probation for a criminal offense, the city manager may, if he concludes that the person is a fit subject for a work furlough and is not prohibited from it under BMC 1.16.070, direct that the person be permitted to continue in his regular employment, if that is compatible with the requirements of BMC 1.16.070, or may authorize the person to secure employment for himself, unless the court at the time of sentencing has ordered that the person not be granted work furloughs.~~

#### ~~**1.16.030 Employment.**~~

- ~~A. If the city manager directs that the prisoner be permitted to continue in his regular employment, the city manager shall arrange for a continuation of the employment so far as possible without interruption. If the prisoner does not have regular employment, and the city manager has authorized the prisoner to secure employment for himself, the prisoner may do so, and the city manager may assist him in doing so. Any employment secured must be suitable for the prisoner. The employment must be in accordance with the prevailing working conditions and wages in the area. No employment may be permitted where there is a labor dispute in the establishment of which the prisoner is, or is to be, employed.~~
- ~~B. Whenever the prisoner is not employed and between the hours or period of employment, he shall be confined to the prison facility unless the court directs otherwise.~~

#### ~~**1.16.040 Earnings.**~~

~~The earnings of the prisoner shall be collected by the city manager and the prisoner's employer shall transmit the wages to the city manager at the request of the city manager. Earnings levied upon under a writ of attachment or execution or in other lawful manner may not be transmitted to the city manager. If the city manager has requested transmittal of earnings before the levy, the request shall have priority for those earnings due and payable at that time. When an employer transmits the earnings to the city manager, he has no liability to the prisoner for the earnings. From the earnings, the city manager shall pay the prisoner's board and personal expenses, both inside and outside the prison facility, and shall deduct so much of the costs of administration of this chapter as is allocatable to the prisoner, and, in an amount determined by the city manager, shall pay the support of the prisoner's dependents, if any. If sufficient funds are available after making the foregoing payments, the city manager may, with the consent of the prisoner, pay, in whole or in part, the pre-existing debts of the prisoner. Any balance shall be retained by the city manager and paid to the prisoner at the time of his discharge~~

#### ~~**1.16.050 Violation of conditions.**~~

~~If the prisoner violates the conditions established for his conduct, custody or employment, the city manager may order the balance of the prisoner's sentence to be spent in actual confinement.~~

Introduced by: City Manager Williams  
Introduction Date February 27, 2018  
Public Hearing: March 13, 2018  
Action:  
Vote:

**~~1.16.060 Failure to return.~~**

~~The willful failure of a prisoner to return to the place of confinement not later than the expiration of any period during which he is authorized to be away from the place of confinement under this chapter, is an escape from the place of confinement and is punishable under the laws relating to escape.~~

**~~1.16.070 When prohibited.~~**

~~A work furlough may not be authorized for a prisoner:~~

- ~~A. Identified with large scale, organized criminal activity;~~
- ~~B. With serious emotional or personality problems, as determined by the city manager;~~
- ~~C. Whose presence in the community is likely to evoke adverse public reaction toward the inmate, the institution and the city.~~

**~~1.16.080 Rehabilitation furloughs.~~**

~~The city manager may authorize a prisoner to participate in educational, training, medical, psychiatric, or other rehabilitation programs approved by the city manager. When the prisoner is not participating in a rehabilitation program, he shall be confined in the jail unless the city manager directs otherwise. If the prisoner violates the conditions established for his conduct or custody, the city manager may order the balance of the prisoner's sentence be spent in actual confinement. The willful failure of a prisoner to return to the place of confinement not later than the expiration of any period during which he is authorized to be away from the place of confinement under this chapter, is an escape from the place of confinement and is punishable under the laws relating to escape.~~

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

**ENACTED THIS \_\_\_\_\_ DAY OF MARCH 2018, BY A VOTE OF \_\_\_\_\_ IN FAVOR AND \_\_\_\_\_ OPPOSED.**

ATTEST:

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

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

## City of Bethel Action Memorandum

Action memorandum No.	18-14		
Date action introduced:	Feb 27, 2018	Introduced by:	Peter Williams, City Manager
Date action taken:		Approved	Denied
Confirmed by:			

**Action Title: City of Bethel and City of Bethel Employees Association Local #6055 Proposed Collective Bargaining Agreement**

**Attachment(s): ~~Proposed Collective Bargaining Agreement~~**

Department/Individual:	Initials:	Remarks:
City Attorney		
City Clerk		
Finance Director		
City Manager		

Amount of fiscal impact:		Account information:
	No fiscal impact at this time.	
FY 2018 \$284,226	Funds in City Budget.	
	Funds not in City Budget.	

### Summary Statement

The City of Bethel and the City of Bethel Employees Association Local #6055, APEA/AFT (AFL-CIO) have reached agreement on a proposed Collective Bargaining Agreement (CBA) for the period of July 1, 2017 – June 30, 2020. This CBA is being presented to the Bethel City Council for approval.

### Highlights of Agreement

➤ COLA -

July 1, 2017, all employees will receive a 2.5% pay increase	<b>(\$142,113)</b>
July 1, 2018, all employees will receive a 2.5% pay increase	<b>(\$149,218)</b>
July 1, 2019, all employees will receive a 2.5% pay increase	<b>(\$156,679)</b>

➤ Performance Evaluations - July 1, 2017 to June 30, 2018, Employees who receive a performance evaluation of "Good to average" will be entitled to a one step increase at 2.5% through the salary range. Effective July 1 2018, and continuing throughout the term of the contract, employees who receive a performance evaluation of "very good/meets expectations to excellent" will receive the annual Merit increase of one step (2.5%).

FY 2018	<b>(\$142,113)</b>
FY 2019	<b>(\$149,218)</b>
FY 2020	<b>(\$156,279)</b>

Medical Premiums -

Year 1: Employee pays \$20 per month per covered individual (\$60 Max.)

Year 2: Employee pays \$25 per month per covered individual (\$75 Max.)

Year 3: Employee pays \$30 per month per covered individual (\$90 Max.)

FY 2018	<b>\$41,040</b>
FY 2019	<b>\$51,300</b>
FY 2020	<b>\$61,560</b>

- All Police officers serve 6 months' probation (formally some served 12 months.)
- Discipline or Separation during Probationary Period - Language clarification that newly hired employees serve "at will". Removes language regarding an employee demoted.
- Discipline and Discharge - Mitigating circumstances may be considered when evaluating just cause discipline.
- Paid Time Off –
  - Leave Accrual Rate- Increases mandatory usage of PTO
    - 0-1 years (ineligible/Kelly ineligible)
    - 2 (from 48 hours to 130 hours/Kelly 273);
    - 2-5 (from 72 hours to 143 hours/Kelly 286);
    - 5-10 (from 96 hours to 156 hours/Kelly 299);
    - 10-15 (from 120 hours to 169 hours/Kelly 318.5);
    - more than 15 (136 hours to 182 Hours/Kelly 338)
  - Maximum Accrual - Reduces Maximum Accrual Rate from 720 to 550 hours/Kelly 742.50
- Utility Benefit - Current \$115 max will increase to \$132.62; one extra call per year for water goes away. Charges for utility services will be deducted via payroll monthly.

## City of Bethel Action Memorandum

Action memorandum No.	18-15		
Date action introduced:	February 27, 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:		Account information:
x	No fiscal impact	

Action Memorandum 18-15 is sponsored by Mayor Robb at the request of the City Clerk.

Benjamin Anderson-Agimuk has requested appointment to the Public Works Committee. If appointed, he would be appointed to a term of three years as a regular member with a term expiration of December 31, 2020.

## City of Bethel Action Memorandum

Action memorandum No.	18-16		
Date action introduced:	February 27, 2018	Introduced by:	Mayor Robb
Date action taken:		Approved	Denied
Confirmed by:			

Appointment of Courtney Trammell to the Public Works Committee for a term of three years.

<b>Amount of fiscal impact:</b>		<b>Account information:</b>
x	No fiscal impact	

Action Memorandum 18-16 is sponsored by Mayor Robb at the request of the City Clerk.

Courtney Trammell has requested appointment to the Public Works Committee. If appointed, she would be appointed to a term of three years as a regular member with a term expiration of December 31, 2020.



# CITY OF BETHEL

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

## MEMORANDUM

DATE: February 20, 2018  
TO: City Council  
FROM: Peter Williams, City Manager  
RE: Confirmation of Police Chief.

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Dear Mayor, Vice Mayor, and Council Members,

I would like the city council's confirmation of my selection of Chief Burke Waldron as the Police Chief for the City of Bethel.

We advertised for an intern Police Chief on August 1, 2017. There were two applicants at the time to choose from and one applicant who submitted an application after the administration had hired Chief Waldron. Chief Waldron was the only applicant willing to take the position temporarily. I was impressed by Chief Burke's qualifications and the fact that he was willing to take the position on a long-term temporary basis.

Chief Waldron joined the Alaska State Troopers after graduating from the University of Alaska Fairbanks in 1990. From 2005-2007, he served as the Deputy Commander of the Alaska Bureau of Investigations where he provided oversight and case management for major criminal investigations. During this period, he was sent to the Southern Police Institute at the University of Louisville where he graduated as Valedictorian of the Administrative Officers Course. In 2007 he was advanced to be the Statewide Operations Commander for Alaska Wildlife Troopers where he was responsible for the management of 42 aircraft, and over 40 vessels. In this position, he was also responsible for crafting, negotiating, and executing requests for proposals to purchase and maintain these assets. In 2013, He was selected to be the Detachment Commander for South Central and Interior Alaska where he was responsible for the

day to day operations of approximately 50 troopers and a total staff of 75 people. In this position, he also managed a \$3 million annual budget.

The Administration was aware of some improvements that would benefit the Police Department. After reviewing Chief Waldron's experience and qualifications, it was clear that he was the most capable applicant and could make these critical improvements.

Since Chief Waldron was hired, he has improved the morale of his department with leadership, support and direction. The patrol officers and Chief Waldron established a good working relationship early in his employment. He has been visible to the public, improved the communications and relationships with the Administration and departments, and has improved the Police Department's image in the community.

He has established an excellent working relationship with the District Attorney's Office, Tundra Women's Coalition, Child Advocacy Center, LKSD and the Alaska State Troopers.

Another important area he has taken the lead on is identifying the need for training in domestic violence investigations and search warrants. I have not received any complaints of reports being late nor any formal citizen's complaints.

Following direction of the City Council, the Police Chief position was opened again on Nov 24, 2018 and applications were accepted until Dec 22, 2018. During this time only 2 applications were received and one was subsequently withdrawn, leaving Chief Waldron as the only applicant.

I am confident Chief Burke Waldron will continue to be an outstanding asset to the community and the City of Bethel as the permanent Police Chief and look forward to the Council's confirmation.

Peter Williams

# Burke Waldron

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- waldron4168@gmail.com - (907) 242-4168 -

## PROFESSIONAL SUMMARY

- Temporary Police Chief, Bethel, Alaska
- Captain (retired), Alaska Wildlife Troopers
- Manager up to approximately 75 employees and \$3 million budget.
- Leader, mentor, coach, human resource administrator for employees.
- Law enforcement liaison to professional boards and management groups.
- Honest, self-motivated, confident, forward thinking manager.
- Accomplished outdoorsman

## PROFESSIONAL EXPERIENCE

### **Temporary Police Chief, City of Bethel, Alaska, 8/1/17-Current**

Manage the day to day operations of the Bethel, Alaska Police Department. Responsible for the supervision and administration of up to 13 commissioned officers, 2 Community Service Officers, 3 Community Service Patrol Officers, 5 Public Safety Dispatchers, one Dispatch Supervisor and one Administrative Assistant. Manage and Monitor an annual budget of approximately \$3 million. Responsible for human resource decisions, police equipment and office facilities and equipment.

### **Captain, Detachment Commander, Alaska Wildlife Troopers, 2013-2015**

Manage the day to day operations for South Central and Interior Alaska for the Alaska Wildlife Troopers. Responsible for the supervision and administration of approximately 50 troopers and total staff of 75 people. Managed and monitored an annual budget of approximately \$3 million. Responsible for critical human resource decisions such as training and development, staffing levels and placement, as well as personnel decisions such as discipline and promotion. Also, responsible for facilities and equipment management such as office buildings, patrol vehicles, all-terrain vehicles and patrol boats. Lead trainer of wildlife enforcement

### **Captain, Operations Commander, Alaska Wildlife Troopers, 2007-2013**

Statewide commander of operations for the Wildlife Troopers. Responsible for the management of 42 aircraft, including 5 helicopters, and over 40 vessels ranging in size from 25 feet to 156 feet. Responsible for the crafting, negotiating and execution of requests for proposals (RFP) for all purchase and maintenance of these assets. One such proposal exceeded \$4 million. Serve as the law enforcement liaison to the Board of Game, Board of Fish, and the Commercial Services Board (Big Game Guide Board). Attend Board meetings and evaluate proposals and public testimony to provide board members with an assessment of how proposals will impact enforcement. Participate as a team member on negotiation committees for bargaining unit contracts. Statewide management of personnel investigations for the Division including insuring adherence to bargaining unit contracts.

### **Lieutenant, Deputy Commander, Alaska Bureau of Investigations, 2005-2007**

Provide daily oversight and case management for major criminal investigations such as homicides, sexual assaults and major commercial wildlife investigations including undercover operations. Manage the statewide investigative and support staff to include training and

development, certifications and discipline. Also, act as the statewide manager of personnel investigations insuring adherence to bargaining unit contracts.

### **Sergeant, Wildlife Investigations Unit, 2002-2005**

First line supervisor and team leader of investigative unit of 4 investigators and one support staff. Responsible for case management for the unit's major commercial wildlife investigations including big game and sportfish guiding as well large commercial fishing violations. Also, responsible for investigating and managing my own case load. Responsible for scheduling, overtime management, travel coordination and management, training and employee performance evaluation. Involved in personnel investigations and disciplinary decisions as well as employee performance awards.

### **Alaska State Trooper, 1990-2002**

Patrol Trooper for both the Division of Alaska State Troopers and Alaska Wildlife Troopers at various posts throughout the state. Performed traditional police patrol functions such as traffic enforcement, criminal case investigations, death investigations and search and rescue. Also, served as a wildlife trooper patrolling sport and commercial fisheries and game hunting seasons. Was responsible for the safe operation of patrol vehicles, vessels up to 50 feet, snowmobiles and off-road vehicles. Often conducted extended patrols requiring overnight stays in either patrol vessel or camping. Instructed Hunter Education and firearm safety.

### **Since Retirement in 2015**

#### **Gold Miner**

Operate a one-man placer mine. Write and submit a detailed mining plan and other administrative functions to qualify for necessary permits and licenses for over 1,500 acres. File end of year and other required reports to respective agencies to remain in compliance. Day to day operations include operating equipment such as excavators, trommels, generators, water pumps and limited use of bull dozers. Operations focused on the recovery of fine gold.

#### **Big Game Hunting Guide**

As a contractor to licensed outfitter(s), provide guiding services to paying clients on Alaska Dahl sheep, Alaska Moose and Montana Elk hunts. Hunts conducted both on foot and horseback. Primary responsibility is for client safety throughout the hunt. Guiding services include spotting, and evaluating game animals and appropriate field care of game after taking. Services also include insuring safe gun handling, meal preparation, providing camp facilities, care of horses and even entertainment of clients. Requires excellent communication skills.

### **EDUCATION**

1987- Graduate of Yarmouth Maine High School, inducted into the National Honor Society  
1987-1990- Attend University of Alaska Fairbanks, major in Wildlife Management  
2006 - **University of Louisville, Southern Police Institute**, Graduate Valedictorian of the Administrative Officers Course focusing on advanced police administration and leadership.

### **PROFESSIONAL DEVELOPMENT AND AWARDS**

Supervisor of the Year, Alaska Wildlife Troopers, 2008  
Meritorious Service, Alaska Bureau of Investigation, 2006  
Detachment Trooper of the Year, Division of Fish and Wildlife Protection, 2001  
Lead instructor of Wildlife Enforcement, 2007-2015 Supervisory, leadership, work facilitation  
Qualified expert witness, Alaska wildlife laws and regulations, Province of Alberta, Canada  
Adult/Child first aid, CPR and AED, March, 2016-March, 2018



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

**Department of  
Administration**

DIVISION OF RETIREMENT AND BENEFITS

6th Floor State Office Building  
333 Willoughby Avenue  
P.O. Box 110203  
Juneau, AK 99811-0203  
FAX: (907) 465-3086  
Phone: (907) 465-4460  
Toll-Free: (800) 821-2251

February 6, 2018

Mr. Keith Henthorn  
City of Bethel  
P.O. Box 1388  
Bethel, AK 99559

RE: City of Bethel Termination study & Past Service Cost notification

Dear Mr. Henthorn:

The Division of Retirement and Benefits (DRB) has received Participation Agreement Amendment Number 6 for the City of Bethel. This letter provides notification of the termination liability incurred, as well as the past service cost payable with each payroll.

**TERMINATION LIABILITY**

As determined by Conduent Consultant Services under the City of Bethel Termination Study dated October 16, 2017, the amount due to the Public Employees' Retirement System (PERS) for the termination of positions under Amendment Number 6 effective December 1, 2017 is **\$0.00**.

**PAST SERVICE COST**

In addition, Alaska Statute 39.35.625 (a) requires the City of Bethel to continue to pay the past service cost rate for the terminated positions until the unfunded liability for PERS has been fully paid off. The Past Service Cost rate for fiscal year 2018 is 15.28%. This rate will fluctuate from year to year due to the valuation process that establishes the past service cost rate. You will receive a notice of this change along with your rate notification at the beginning of each fiscal year.

The Past Service cost amount due per pay period is **\$1,164.08**. This amount should be included with every payroll starting with the first payroll in December of 2017.

If you have any questions regarding this letter, please do not hesitate to contact me at 1-800-821-2251 or e-mail me at [doa.drb.activepayroll@alaska.gov](mailto:doa.drb.activepayroll@alaska.gov).

Sincerely,

Mr. Keith Henthorn  
Termination Study & Past Service Cost

February 6, 2018



Erika Burkhouse  
Retirement and Benefits Specialist II



# CITY OF BETHEL

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

Jan 29, 2018

## Re: Offer of Employment

Burke Waldron  
PO Box 2354  
Bethel, AK 99559

Thank you for taking the time out of your schedule to interview for the position of Police Chief with the City of Bethel. We are pleased to offer you that position. This is a full-time overtime-exempt position that reports to the City Manager. We hope you will join the City of Bethel team and be an integral part of our mission, which is to bring reliable and effective services to the citizens of Bethel, Alaska. Should you accept this offer, your expected start date will be Mar 1, 2018 or can be further extended upon the approval of the City Manager.

## Compensation

The annual total compensation for this full-time position is one hundred fourteen thousand two hundred seventy five dollars (\$114,275) per year, which equates to \$54.94 per hour.

## Schedule

You are expected to be at work during normal business hours of Monday to Friday, 8:00am to 5:00pm. In addition, you are expected to respond 7 days a week, 24 hours a day to major incidents within the community that would benefit from your presence, leadership and expertise.

## Benefits

- Health insurance (medical, prescription drug, dental, and vision benefits) for you and qualifying family members. Eligibility begins the first of the month following thirty (30) consecutive days of employment.
- Life insurance, Long Term Disability, Short Term Disability and Accidental Death and Dismemberment insurance. Eligibility begins the first of the month following thirty (30) consecutive days of employment.
- Voluntary participation in a City-sponsored deferred compensation plan with your choice of three (3) vendors. Eligibility begins the first day of hire.
- Paid time off from work equivalent to the plan given to union employees including paid holidays, a floating vacation day, and accrual of annual leave. You will start out with 80 hours of leave in your bank.
- Utility Benefit: You may qualify for a reduced rate for water, sewer, and garbage services.

**Conditional Offer**

This offer is contingent upon the following requirements:

- Successful completion of drug pre-employment screening;
- Successful completion of pre-employment background screen, to include reference and employment checks, criminal background check, and motor vehicle records and/or credit check as applicable.
- Successful verification of employment eligibility (I-9).
- Confirmation by the Bethel City Council pursuant to AS 29.20.360

**Probationary Period**

As a new employee of the City of Bethel, you will be placed on a probationary status for a period of one hundred eighty (180) calendar days, about six (6) months. On the 181<sup>st</sup> day of employment, you shall obtain regular employment status unless prior action is taken, in writing, by the City Manager to extend your probationary period. You will be provided with a written evaluation of your performance sometime shortly before your probationary period expires.

**Joining the City of Bethel**

We look forward to having you join our team. Please note that this letter and previous discussions regarding employment with the City of Bethel do not constitute a contract of employment between you and the City.

If you have any questions, please contact Human Resources at 907-543-1371. Should you find this offer acceptable, please sign and return to the Human Resources office in City Hall (or fax to 907-543-4171).

**OFFER:**

On behalf of the City of Bethel,  
the above offer is MADE BY:

and ACCEPTED BY:



Peter Williams

1/26/2018

Date



1/29/18

Date



**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 Fili's Pizza located in Bethel, AK 99559; 110 Osage St.; Lic.#5445 to State of Alaska Alcohol & Marijuana Control Office and in accordance with AS 04.11.150.

The 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. Originally approved by the Planning Commission on Feb. 2, 2016.
- c) Police Chief- For the calendar year of 2017 there were 28 calls for service in the area of this business, one resulted in an arrest.
- d) Fire Chief- There no calls for service at 110 Osage. There were 20 calls for service between the Teen Center, Tundra Center and the cemetery across the street from Fili's.

City Manager Concerns-

I have no objections to the renewal of Fili's Liquor License.

*Peter Williams, City Manager*



Alaska Alcoholic Beverage Control Board

## Master Checklist: Renewal Liquor License Application

License Type:	REP	License Number:	5445
Doing Business As:	Fili's Pizza		
Examiner:	Carrie	Transaction #:	1017848

Document	Received	Completed	Notes
AB-17: Renewal Application	12/06/2017	1/10	
App and License Fees	12/06/2017	1/10	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
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 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**  
**Restaurant or Eating Place License**  
**Form AB-17a: 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 restaurant or eating place 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:	Mefail Saliu	License #:	5445
License Type:	Restaurant/Eating Place	Statute:	AS 04.11.100
Doing Business As:	Fili's Pizza		
Premises Address:	110 Osage Street		
Local Governing Body:	City of Bethel		
Community Council:	None		

Mailing Address:	PO Box 3051		
City:	Bethel	State:	AK
		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:	Mefail Saliu		
Contact Phone:	(907) 545-2122	Business Phone:	(907) 543-7010
Contact Email:	filispizza@gmail.com		

Seasonal License?  Yes  No

If "Yes", write your six-month operating period: \_\_\_\_\_





Alaska Alcoholic Beverage Control Board

Restaurant or Eating Place License

**Form AB-17a: 2018/2019 Renewal License Application**

Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto: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?

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

Kadri Limani, fluent in English

**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

Name:	Mefail Saliv			
Mailing Address:	PO Box 3051			
City:	Bethel	State:	AK	ZIP: 99559
Email:	filispizza@gmail.com			
Contact Phone:	(907) 545-2122			

This individual is an:  applicant  affiliate

Name:				
Mailing Address:				
City:		State:		ZIP:
Email:				
Contact Phone:				





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

Alaska Alcoholic Beverage Control Board

Restaurant or Eating Place License

**Form AB-17a: 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 #:	1020273
-----------------------	---------

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.

MS

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

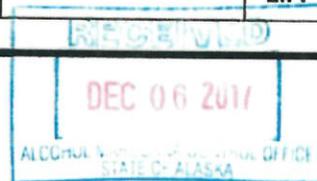
- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following 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:	Mefait Saliu			
Title(s):	Owner	Phone:	(907)545-2122	% Owned: 100%
Mailing Address:	PO Box 3051			
City:	Bethel	State:	AK	ZIP: 99559

MS 1/10/18

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

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





Alaska Alcoholic Beverage Control Board

Restaurant or Eating Place License

Form AB-17a: 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. [X] [X]
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? [ ] [X]
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? [ ] [X]

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. [MS]





Alaska Alcoholic Beverage Control Board  
**Restaurant or Eating Place License**  
**Form AB-17a: 2018/2019 Renewal License Application**

**Section 8 – Gross Receipts**

Enter the dollar amounts of the food and gross (food + alcohol) receipts on the licensed premises, and calculate the percentage of gross receipts that are from food sales on the licensed premises for each calendar year. (Food Receipts ÷ Gross Receipts x 100 = %)

2016 Food Receipts:	\$ 223,156.60	2016 Gross Receipts:	\$ 293,509.35	% From Food:	76.03 %
2017 Food Receipts:	\$ 281,103.20	2017 Gross Receipts:	\$ 401,255.70	% From Food:	70.06 %

**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.

MS

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.

MS

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.

MS

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.

MS

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

Mefail Salva  
 Printed name of licensee



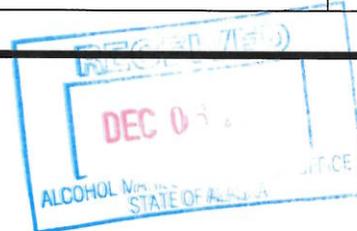
*[Signature]*  
 Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: 19 Dec 2020

Subscribed and sworn to before me this 5 day of December, 2017.

License Fee:	\$ 600.00	Application Fee:	\$ 200.00	TOTAL:	\$ 800.00
Late Fee of \$500.00 – if received or postmarked after 01/02/2018:					
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					





January 17, 2018

City of Bethel  
Attn: Lori Strickler  
VIA Email: [lstrickler@cityofbethel.net](mailto:lstrickler@cityofbethel.net)  
Attn: Patty Burley, City Attorney  
VIA Email: [pburley@cityofbethel.net](mailto:pburley@cityofbethel.net)

<b>License Type:</b>	Restaurant/Eating Place	<b>License Number:</b>	5445
<b>Licensee:</b>	Mefail Saliu		
<b>Doing Business As:</b>	Fili's Pizza		

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](mailto:amco.localgovernmentonly@alaska.gov)

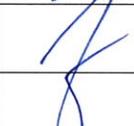
# City of Bethel Informative Memorandum

Informative memorandum No.	18-02	Introduced by Peter Williams/City Manager
Date presented:	February 27, 2018	

**Title: Financial report – YTD for the period 7/1/17 – 12/31/17**

**Attachments: YTD 6 month Budget to Actual Department Financials**

**7/1/17 – 12/31/17 Utilities Department Financial Statement for DEC**

Department/Individual:	Initials:
Administration/ Peter Williams	
Finance/ Jim Chevigny	

Amount of fiscal IMPACT	Impact Area	Account Information
	No Fiscal Impact at this time	NA

**Summary Statement:**

The attached Financial Reports for the period July 1, 2017 to December 31, 2017 were prepared and distributed to the Bethel City Council members for their review.

The RUBA report format has been approved by the Alaska department of Commerce, Community and economic development, Division of Community and Regional Affairs, to be used for the City of Bethel’s Best practices score. This Information memorandum documents the dissemination to Bethel City Council members, as required by the Best Practices rubric.

The City must have a score of 60 or greater out of 100 points in order to be approved for funding from the EPA and the Alaska Department of Environmental conservation (DEC). In other capital grants administered by DEC, the City’s total Best Practices score is part of the application scoring criteria.

The City is currently using EPA/DEC funds for the Sewer Lagoon Rehabilitation project.

## 2017 Best Practices Score

**Bethel**

August 22, 2017

	Category	O&M Scoring Criteria	Possible	Score				
<b>Technical</b>	<b>Operator Certification</b>	Utility has more than one operator certified to the level of the water system	10	10				
		Primary operator is certified to the level of the water system and the backup operator holds some level of certification in water treatment or distribution	7					
		Primary operator is certified to the level of the water system and the backup operator holds no certification or there is no backup operator	5					
		Utility has one or more operators certified at some level in water treatment or distribution	3					
		Utility has no certified operators	0					
	System Classification: Water Treatment 2 Primary Operator: <i>William Stuart</i> Certification Level: <i>WT 2</i> Backup Operator: <i>Shawn Ahlo</i> Certification Level: <i>WT 2</i>							
	<b>Preventive Maintenance Plan</b>	Utility has a written PM plan; PM is performed on schedule; records of completion are submitted on a quarterly basis and have been verified	25	15				
		Utility has a written PM plan; performance of PM and record keeping are not consistent	15					
		Utility has no PM plan or performs no PM	0					
	<b>Compliance</b>	Utility had no Monitoring and Reporting violations during the past year	10	5				
Utility had up to five Monitoring and Reporting violation during the past year		5						
Utility had more than five Monitoring and Reporting violation during the last year		0						
<i>1 Monitoring and Reporting Violations in 2016</i>								
<b>Managerial</b>	<b>Utility Management Training</b>	A person who holds a position of responsibility for management of the utility has completed a DCRA approved Utility Management course or other utility management training course within the last five years	5	0				
	Attendee: Course: Date: <i>N/A</i>							
	<b>Meetings of the Governing Body</b>	The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements and receives a current report from the operator	5	5				
The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements		2						
The utility owner's governing body does not meet		0						
<b>Financial</b>	<b>Budget</b>	Utility owner and the Utility have each adopted a realistic budget and budget amendments are adopted as needed; Accurate monthly budget reports are prepared and submitted to the governing body	15	15				
		Either the Utility or the Utility owner has adopted and implemented a budget, the other has not	13					
		Either the Utility or the Utility owner has adopted a budget, but it is not being implemented	10					
		Utility owner and the Utility have not adopted a budget	0					
	<b>Revenue</b>	Utility is collecting revenue sufficient to cover the Utility's operating expenses and to contribute to a repair and replacement account	20	20				
		Utility is collecting revenue sufficient to cover expenses	15					
		Utility has a fee schedule and a collection policy that is followed	5					
		Utility has no fee structure or collection policy	0					
	<b>Worker's Compensation Insurance</b>	Utility has had a worker's compensation policy for all employees for the past two years and has a current policy in place	5	5				
		Utility has a current worker's compensation policy in place for all employees	2					
Utility has no worker's compensation policy		0						
<b>Payroll Liability Compliance</b>	Utility has no past due tax liabilities and is current with all tax obligations	5	5					
	Utility owes back taxes, but has a signed payment agreement, is current on that agreement, and is up-to-date with all other tax obligations	2						
	Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed	0						
CIP O&M Score		20	SDS O&M Score		13	TOTAL SCORE		80

CITY OF BETHEL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
10-40-400 TAX - TRANSIENT LODGING	255,690.51	255,690.51	486,004.00	230,313.49	52.6
10-40-401 TAX - SALES	3,129,525.14	3,129,525.14	6,755,987.00	3,626,461.86	46.3
10-40-403 PENALTIES & INT - SALES TAX	11,933.74	11,933.74	170,012.00	158,078.26	7.0
10-40-405 TAX - FISH	.00	.00	500.00	500.00	.0
10-40-407 CIGARETTE AND TOBACCO TAX	301,457.56	301,457.56	462,927.00	161,469.44	65.1
10-40-408 TAX - ALCOHOL TAX	378,271.61	378,271.61	609,504.00	231,232.39	62.1
10-40-468 TAX - MOTOR VEH REGISTRATION	31,688.48	31,688.48	57,087.00	25,398.52	55.5
<b>TOTAL TAXES</b>	<b>4,108,567.04</b>	<b>4,108,567.04</b>	<b>8,542,021.00</b>	<b>4,433,453.96</b>	<b>48.1</b>
<u>STATE &amp; 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
<b>TOTAL STATE &amp; FEDERAL REVENUES</b>	<b>886,217.81</b>	<b>886,217.81</b>	<b>805,656.00</b>	<b>( 80,561.81)</b>	<b>110.0</b>
<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	4,474.63	4,474.63	9,418.00	4,943.37	47.5
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
<b>TOTAL CHARGES FOR SERVICES</b>	<b>28,071.44</b>	<b>28,071.44</b>	<b>324,421.00</b>	<b>296,349.56</b>	<b>8.7</b>
<u>RENTAL INCOME</u>					
10-44-463 LOG CABIN RENTAL	860.00	860.00	2,776.00	1,916.00	31.0
<b>TOTAL RENTAL INCOME</b>	<b>860.00</b>	<b>860.00</b>	<b>2,776.00</b>	<b>1,916.00</b>	<b>31.0</b>
<u>LICENSES, PERMITS &amp; FEES</u>					
10-45-450 GAMING TAX	326,208.59	326,208.59	365,340.00	39,131.41	89.3
10-45-451 TAXI PERMITS	79,210.00	79,210.00	145,948.00	66,738.00	54.3
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	1,650.00	1,650.00	2,216.00	566.00	74.5
10-45-454 PLANNING FEES	975.00	975.00	1,343.00	368.00	72.6
10-45-455 PLAT/RECORDING FEES	715.00	715.00	100.00	( 615.00)	715.0
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	3,362.00	3,362.00	1,000.00	( 2,362.00)	336.2
<b>TOTAL LICENSES, PERMITS &amp; FEES</b>	<b>416,820.59</b>	<b>416,820.59</b>	<b>552,960.00</b>	<b>136,139.41</b>	<b>75.4</b>

CITY OF BETHEL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 6 MONTHS ENDING DECEMBER 31, 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	95,963.80	95,963.80	95,594.00	( 369.80)	100.4
10-49-488 POLICE DEPT MISC	1,589.50	1,589.50	16,793.00	15,203.50	9.5
10-49-495 MISCELLANEOUS REVENUE	17,156.09	17,156.09	16,868.00	( 288.09)	101.7
10-49-497 RESTITUTION PMTS RECEIVED	( 320.32)	( 320.32)	7,815.00	8,135.32	( 4.1)
TOTAL MISCELLANEOUS	114,389.07	114,389.07	137,070.00	22,680.93	83.5
TOTAL FUND REVENUE	5,554,925.95	5,554,925.95	10,374,379.00	4,819,453.05	53.5
NET REVENUE OVER EXPENDITURES	5,554,925.95	5,554,925.95	10,374,379.00	4,819,453.05	53.5

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-51-501 SALARIES	174,669.26	174,669.26	331,072.00	156,402.74	52.8
10-51-508 LEAVE CASHOUT	5,377.05	5,377.05	.00	( 5,377.05)	.0
10-51-510 SOCIAL SECURITY EXPENSE	.00	.00	434.00	434.00	.0
10-51-511 MEDICARE FICA	2,627.77	2,627.77	4,801.00	2,173.23	54.7
10-51-512 EMPLOYEE GROUP BENEFITS	42,792.98	42,792.98	77,760.00	34,967.02	55.0
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	37,638.59	37,638.59	69,756.00	32,117.41	54.0
10-51-519 UTILITY BENEFIT	1,784.76	1,784.76	13,680.00	11,895.24	13.1
10-51-545 TRAINING/TRAVEL	5,404.69	5,404.69	10,000.00	4,595.31	54.1
10-51-561 SUPPLIES	868.22	868.22	6,700.00	5,831.78	13.0
10-51-602 GASOLINE / DIESEL / OIL	.00	.00	2,000.00	2,000.00	.0
10-51-621 ELECTRICITY	7,805.57	7,805.57	12,000.00	4,194.43	65.1
10-51-622 TELEPHONE	8,332.86	8,332.86	20,000.00	11,667.14	41.7
10-51-623 HEATING FUEL	6,524.04	6,524.04	22,000.00	15,475.96	29.7
10-51-626 WATER/SEWER/GARB/	5,859.24	5,859.24	11,500.00	5,640.76	51.0
10-51-627 STAFF CELLULAR PHONES	210.81	210.81	772.00	561.19	27.3
10-51-642 LEGAL FEES	135.00	135.00	2,000.00	1,865.00	6.8
10-51-646 DRUG TESTING/BCKGRND CKS	3,484.75	3,484.75	9,500.00	6,015.25	36.7
10-51-649 LOBBYIST	19,999.98	19,999.98	20,000.00	.02	100.0
10-51-661 VEHICLE MAINT/REPAIR	2,221.34	2,221.34	1,519.00	( 702.34)	146.2
10-51-663 JANITORIAL	3,612.50	3,612.50	11,400.00	7,787.50	31.7
10-51-669 OTHER PURCHASED SERVICES	5,291.32	5,291.32	6,500.00	1,208.68	81.4
10-51-683 MINOR EQUIPMENT	169.99	169.99	2,000.00	1,830.01	8.5
10-51-721 INSURANCE	190.00	190.00	6,500.00	6,310.00	2.9
10-51-724 DUES/SUBSCRIPTIONS	200.00	200.00	1,200.00	1,000.00	16.7
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	3,023.29	3,023.29	10,000.00	6,976.71	30.2
10-51-799 MISCELLANEOUS EXPENSES	221.47	221.47	1,000.00	778.53	22.2
10-51-875 INDIRECT COST RECOVERY	( 135,634.00)	( 135,634.00)	( 282,544.00)	( 146,910.00)	( 48.0)
10-51-996 ADMIN OVERHEAD-IT SVCS	16,541.60	16,541.60	35,197.00	18,655.40	47.0
<b>TOTAL ADMINISTRATION</b>	<b>222,885.74</b>	<b>222,885.74</b>	<b>423,818.00</b>	<b>200,932.26</b>	<b>52.6</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CITY CLERKS OFFICE</u>					
10-52-501 SALARIES	55,861.81	55,861.81	112,243.00	56,381.19	49.8
10-52-502 OVERTIME	173.65	173.65	500.00	326.35	34.7
10-52-510 SOCIAL SECURITY EXPENSE	112.63	112.63	.00	( 112.63)	.0
10-52-511 MEDICARE	837.03	837.03	1,635.00	797.97	51.2
10-52-512 EMPLOYEE GROUP BENEFITS	12,655.32	12,655.32	25,920.00	13,264.68	48.8
10-52-515 UNEMPLOYMENT	468.00	468.00	1,270.00	802.00	36.9
10-52-516 WORKERS' COMPENSATION	.00	.00	427.00	427.00	.0
10-52-518 P.E.R.S.	11,928.21	11,928.21	24,804.00	12,875.79	48.1
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	6,074.64	6,074.64	19,000.00	12,925.36	32.0
10-52-545 TRAINING/TRAVEL-CLERK	3,574.51	3,574.51	4,500.00	925.49	79.4
10-52-561 SUPPLIES-CLERK	1,154.66	1,154.66	2,000.00	845.34	57.7
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
10-52-627 STAFF CELLULAR PHONES	210.81	210.81	772.00	561.19	27.3
10-52-642 LEGAL FEES	7,880.00	7,880.00	7,900.00	20.00	99.8
10-52-669 OTHER PURCHASE SERVICES	10,349.17	10,349.17	13,100.00	2,750.83	79.0
10-52-682 ELECTION EXPENSES	13,960.45	13,960.45	14,000.00	39.55	99.7
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	150.00	150.00	7,000.00	6,850.00	2.1
10-52-790 ALLOWANCE FOR SPECIAL EVENTS	.00	.00	600.00	600.00	.0
10-52-875 INDIRECT COST RECOVERY	( 73,616.00)	( 73,616.00)	( 131,509.00)	( 57,893.00)	( 56.0)
10-52-996 ADMIN OVERHEAD-IT SVCS	9,189.77	9,189.77	19,483.00	10,293.23	47.2
<b>TOTAL CITY CLERKS OFFICE</b>	<b>64,038.22</b>	<b>64,038.22</b>	<b>131,510.00</b>	<b>67,471.78</b>	<b>48.7</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FINANCE</u>					
10-53-501 SALARIES	158,525.24	158,525.24	492,296.00	333,770.76	32.2
10-53-502 OVERTIME	1,703.40	1,703.40	2,000.00	296.60	85.2
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	2,291.25	2,291.25	7,167.00	4,875.75	32.0
10-53-512 EMPLOYEE GROUP BENEFITS	33,400.71	33,400.71	162,000.00	128,599.29	20.6
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	32,169.15	32,169.15	108,745.00	76,575.85	29.6
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	2,230.26	2,230.26	.00	( 2,230.26)	.0
10-53-545 TRAINING/TRAVEL	18,951.05	18,951.05	13,200.00	( 5,751.05)	143.6
10-53-561 SUPPLIES	3,223.98	3,223.98	8,000.00	4,776.02	40.3
10-53-602 GASOLINE	418.92	418.92	500.00	81.08	83.8
10-53-627 STAFF CELLULAR PHONES	210.80	210.80	772.00	561.20	27.3
10-53-640 SALES TAX AUDITS	.00	.00	15,000.00	15,000.00	.0
10-53-641 AUDITING EXPENSE	20,054.25	20,054.25	65,400.00	45,345.75	30.7
10-53-648 ADMIN-OUTSOURCED SERVICES	10,286.00	10,286.00	22,243.00	11,957.00	46.2
10-53-649 OTHER PROFESSIONAL SVS	88,882.90	88,882.90	10,000.00	( 78,882.90)	888.8
10-53-661 VEHICLE MAINT/REPAIRS	800.62	800.62	1,519.00	718.38	52.7
10-53-668 HARDWARE/SOFTWARE SUP/669	12,520.50	12,520.50	25,848.00	13,327.50	48.4
10-53-669 OTHER PURCHASED SERVICES	138.90	138.90	.00	( 138.90)	.0
10-53-683 MINOR EQUIPMENT	624.01	624.01	1,500.00	875.99	41.6
10-53-693 CASELLE UPGRADE	.00	.00	6,500.00	6,500.00	.0
10-53-721 INSURANCE	190.00	190.00	5,300.00	5,110.00	3.6
10-53-723 CITY ACCT CLEANUP ADJUSTMENTS	.00	.00	8,605.00	8,605.00	.0
10-53-724 DUES/SUBSCRIPTIONS	30.00	30.00	1,500.00	1,470.00	2.0
10-53-727 ADVERTISING	.00	.00	400.00	400.00	.0
10-53-736 BANK CHARGES	19,150.73	19,150.73	35,343.00	16,192.27	54.2
10-53-875 INDIRECT COST RECOVERY	( 232,137.00)	( 232,137.00)	( 543,142.00)	( 311,005.00)	( 42.7)
10-53-996 ADMIN OVERHEAD-IT SVCS	16,082.11	16,082.11	34,206.00	18,123.89	47.0
<b>TOTAL FINANCE</b>	<b>206,547.68</b>	<b>206,547.68</b>	<b>543,142.00</b>	<b>336,594.32</b>	<b>38.0</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLANNING</u>					
10-54-501 SALARIES	71,298.09	71,298.09	131,535.00	60,236.91	54.2
10-54-508 LEAVE CASHOUT	.00	.00	2,473.00	2,473.00	.0
10-54-511 MEDICARE FICA	1,034.61	1,034.61	1,907.00	872.39	54.3
10-54-512 EMPLOYEE GROUP BENEFITS	25,440.41	25,440.41	51,840.00	26,399.59	49.1
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	13,174.69	13,174.69	28,938.00	15,763.31	45.5
10-54-519 UTILITY BENEFIT	941.29	941.29	9,120.00	8,178.71	10.3
10-54-545 TRAINING/TRAVEL	2,442.01	2,442.01	8,420.00	5,977.99	29.0
10-54-561 SUPPLIES	2,598.84	2,598.84	3,900.00	1,301.16	66.6
10-54-602 GASOLINE	393.40	393.40	1,800.00	1,406.60	21.9
10-54-621 ELECTRICITY	507.60	507.60	1,811.00	1,303.40	28.0
10-54-622 TELEPHONE	34.18	34.18	1,700.00	1,665.82	2.0
10-54-623 HEATING FUEL	1,256.12	1,256.12	8,000.00	6,743.88	15.7
10-54-626 WATER/SEWER/GARBAGE	639.73	639.73	1,000.00	360.27	64.0
10-54-627 STAFF CELLULAR PHONES	349.80	349.80	772.00	422.20	45.3
10-54-648 CODE ENFORCEMENT ACTIVITIES	.00	.00	1,500.00	1,500.00	.0
10-54-649 OTHER PROFESSIONAL FEES	21,924.15	21,924.15	60,000.00	38,075.85	36.5
10-54-661 VEHICLE MAINT/REPAIRS	938.01	938.01	1,519.00	580.99	61.8
10-54-669 PROFESSIONAL SERVICES	2,555.00	2,555.00	3,060.00	505.00	83.5
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
10-54-727 ADVERTISING	969.90	969.90	1,000.00	30.10	97.0
10-54-996 ADMIN OVERHEAD-IT SVCS	8,500.55	8,500.55	18,253.00	9,752.45	46.6
TOTAL PLANNING	154,998.38	154,998.38	343,377.00	188,378.62	45.1

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TECHNOLOGY DEPARTMENTS</u>					
10-55-501 SALARIES	43,086.94	43,086.94	86,174.00	43,087.06	50.0
10-55-511 MEDICARE FICA	653.68	653.68	1,250.00	596.32	52.3
10-55-512 EMPLOYEE GROUP BENEFITS	6,144.06	6,144.06	25,920.00	19,775.94	23.7
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	9,479.08	9,479.08	18,958.00	9,478.92	50.0
10-55-519 UTILITY BENEFIT	2,282.00	2,282.00	4,560.00	2,278.00	50.0
10-55-561 SUPPLIES	2,555.52	2,555.52	4,500.00	1,944.48	56.8
10-55-602 GASOLINE	520.10	520.10	2,000.00	1,479.90	26.0
10-55-622 TELEPHONE	.00	.00	600.00	600.00	.0
10-55-627 STAFF CELLULAR PHONES	1,815.78	1,815.78	5,299.00	3,483.22	34.3
10-55-649 OTHER PROFESSIONAL SERVICES	76,348.80	76,348.80	85,000.00	8,651.20	89.8
10-55-661 VEHICLE MAINT/REPAIRS	654.27	654.27	1,519.00	864.73	43.1
10-55-667 CONNECTIVITY SERVICES	103,339.71	103,339.71	245,000.00	141,660.29	42.2
10-55-668 SOFTWARE/SUPPORT	13,057.91	13,057.91	50,000.00	36,942.09	26.1
10-55-683 MINOR EQUIPMENT	28,336.02	28,336.02	10,000.00	( 18,336.02)	283.4
10-55-732 EQUIPMENT RENTAL	38,630.56	38,630.56	120,000.00	81,369.44	32.2
10-55-799 MISCELLANEOUS EXPENSES	44.25	44.25	1,000.00	955.75	4.4
10-55-875 INDIRECT COST RECOVERY	( 229,744.46)	( 229,744.46)	( 490,432.00)	( 260,687.54)	( 46.9)
10-55-996 ADMIN OVERHEAD-IT SVCS	27,109.84	27,109.84	57,863.00	30,753.16	46.9
<b>TOTAL TECHNOLOGY DEPARTMENTS</b>	<b>124,314.06</b>	<b>124,314.06</b>	<b>230,425.00</b>	<b>106,110.94</b>	<b>54.0</b>
<u>CITY ATTORNEY'S OFFICE</u>					
10-56-501 SALARIES	63,985.64	63,985.64	128,000.00	64,014.36	50.0
10-56-508 LEAVE CASHOUT	.00	.00	6,400.00	6,400.00	.0
10-56-511 MEDICARE	930.61	930.61	1,856.00	925.39	50.1
10-56-512 EMPLOYEE GROUP BENEFITS	12,117.72	12,117.72	25,920.00	13,802.28	46.8
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	14,076.87	14,076.87	28,160.00	14,083.13	50.0
10-56-519 UTILITY BENEFIT	766.40	766.40	4,560.00	3,793.60	16.8
10-56-545 TRAINING/TRAVEL	2,436.94	2,436.94	6,500.00	4,063.06	37.5
10-56-561 SUPPLIES	765.92	765.92	800.00	34.08	95.7
10-56-627 STAFF CELLULAR PHONES	210.81	210.81	772.00	561.19	27.3
10-56-642 LEGAL FEES	20,928.47	20,928.47	20,000.00	( 928.47)	104.6
10-56-661 VEHICLE MAINT/REPAIR	( 25.00)	( 25.00)	.00	25.00	.0
10-56-669 OTHER PURCHASED SERVICES	5,772.96	5,772.96	7,000.00	1,227.04	82.5
10-56-721 INSURANCE	.00	.00	700.00	700.00	.0
10-56-724 DUES AND SUBSCRIPTIONS	1,500.00	1,500.00	1,500.00	.00	100.0
10-56-799 MISCELLANEOUS EXPENSE	500.00	500.00	500.00	.00	100.0
10-56-875 INDIRECT COST RECOVERY	( 29,283.00)	( 29,283.00)	( 50,003.00)	( 20,720.00)	( 58.6)
10-56-996 ADMIN OVERHEAD-IT SVCS	7,581.57	7,581.57	15,974.00	8,392.43	47.5
<b>TOTAL CITY ATTORNEY'S OFFICE</b>	<b>102,265.91</b>	<b>102,265.91</b>	<b>200,011.00</b>	<b>97,745.09</b>	<b>51.1</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPARTMENT</u>					
10-60-501 SALARIES	247,765.77	247,765.77	517,228.00	269,462.23	47.9
10-60-502 FLSA OVERTIME	20,488.78	20,488.78	45,000.00	24,511.22	45.5
10-60-506 CALL BACK OVERTIME	19,603.33	19,603.33	37,000.00	17,396.67	53.0
10-60-508 LEAVE CASHOUT	.00	.00	19,251.00	19,251.00	.0
10-60-510 SOCIAL SECURITY EXPENSE	943.00	943.00	1,769.00	826.00	53.3
10-60-511 MEDICARE FICA	4,389.39	4,389.39	8,689.00	4,299.61	50.5
10-60-512 EMPLOYEE GROUP BENEFITS	81,802.98	81,802.98	207,360.00	125,557.02	39.5
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	59,214.73	59,214.73	131,830.00	72,615.27	44.9
10-60-519 UTILITY BENEFIT	15,758.80	15,758.80	36,480.00	20,721.20	43.2
10-60-545 TRAINING/TRAVEL	1,719.50	1,719.50	10,750.00	9,030.50	16.0
10-60-561 SUPPLIES	14,966.93	14,966.93	22,500.00	7,533.07	66.5
10-60-563 WEARING APPAREL	3,988.96	3,988.96	8,266.00	4,277.04	48.3
10-60-567 FIRE PREVENTION PROGRAM	1,659.22	1,659.22	5,200.00	3,540.78	31.9
10-60-600 VEHICLE MT. (PARTS & TOOLS)	.00	.00	3,200.00	3,200.00	.0
10-60-601 VEHICLE MT. (PARTS & TOOLS)	6,824.18	6,824.18	19,250.00	12,425.82	35.5
10-60-602 GASOLINE/DIESEL/OIL	5,863.42	5,863.42	12,000.00	6,136.58	48.9
10-60-621 ELECTRICITY	7,792.58	7,792.58	12,355.00	4,562.42	63.1
10-60-622 TELEPHONE	927.18	927.18	6,000.00	5,072.82	15.5
10-60-623 HEATING FUEL	9,162.70	9,162.70	25,000.00	15,837.30	36.7
10-60-626 WATER/SEWER/GARBAGE	4,736.32	4,736.32	6,875.00	2,138.68	68.9
10-60-627 STAFF CELLULAR PHONES	760.13	760.13	3,088.00	2,327.87	24.6
10-60-647 COLLECTION/SMALL CLAIMS	10,400.00	10,400.00	31,200.00	20,800.00	33.3
10-60-660 VEHICLE MAINT SERVICES	.00	.00	16,440.00	16,440.00	.0
10-60-661 VEHICLE MAINT/REPAIRS	4,056.06	4,056.06	10,125.00	6,068.94	40.1
10-60-662 PROPERTY MAINT	6,762.38	6,762.38	31,500.00	24,737.62	21.5
10-60-669 OTHER PURCHASED SERVICES	6,137.15	6,137.15	22,500.00	16,362.85	27.3
10-60-683 MINOR EQUIPMENT	922.95	922.95	5,800.00	4,877.05	15.9
10-60-721 INSURANCE	( 1,198.78)	( 1,198.78)	16,290.00	17,488.78	( 7.4)
10-60-724 DUES/SUBSCRIPTIONS	2,965.00	2,965.00	2,965.00	.00	100.0
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	10,568.25	10,568.25	22,374.00	11,805.75	47.2
TOTAL FIRE DEPARTMENT	549,665.95	549,665.95	1,341,918.00	792,252.05	41.0

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE</u>					
10-61-501 SALARIES	617,708.39	617,708.39	1,297,447.00	679,738.61	47.6
10-61-502 OVERTIME	110,902.60	110,902.60	164,309.00	53,406.40	67.5
10-61-508 LEAVE CASHOUT	5,558.70	5,558.70	25,000.00	19,441.30	22.2
10-61-511 MEDICARE	10,940.98	10,940.98	21,195.00	10,254.02	51.6
10-61-512 GROUP HEALTH INSURANCE	219,283.46	219,283.46	518,400.00	299,116.54	42.3
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	143,521.40	143,521.40	321,586.00	178,064.60	44.6
10-61-519 UTILITY BENEFIT	18,347.76	18,347.76	91,200.00	72,852.24	20.1
10-61-520 RELOCATION COSTS	2,749.63	2,749.63	7,000.00	4,250.37	39.3
10-61-545 TRAINING/TRAVEL	19,938.57	19,938.57	35,000.00	15,061.43	57.0
10-61-561 SUPPLIES	10,567.71	10,567.71	25,500.00	14,932.29	41.4
10-61-563 EMPLOYEE WEARING APPAREL	6,690.90	6,690.90	21,250.00	14,559.10	31.5
10-61-602 GASOLINE/DIESEL/OIL	16,880.34	16,880.34	47,000.00	30,119.66	35.9
10-61-621 ELECTRICITY	19,088.29	19,088.29	30,000.00	10,911.71	63.6
10-61-622 TELEPHONE	9,262.68	9,262.68	20,500.00	11,237.32	45.2
10-61-623 HEATING FUEL	9,884.67	9,884.67	25,000.00	15,115.33	39.5
10-61-626 WATER/SEWER/GARBAGE	4,156.92	4,156.92	10,000.00	5,843.08	41.6
10-61-627 STAFF CELLULAR PHONES	1,962.44	1,962.44	6,175.00	4,212.56	31.8
10-61-660 VEHICLE MAINT SERVICES	77.35	77.35	5,000.00	4,922.65	1.6
10-61-661 VEHICLE MAINT/REPAIR	10,218.81	10,218.81	20,250.00	10,031.19	50.5
10-61-668 SART EXAMS	4,280.10	4,280.10	7,500.00	3,219.90	57.1
10-61-669 OTHER PURCHASED SERVICES	15,225.13	15,225.13	25,000.00	9,774.87	60.9
10-61-683 MINOR EQUIPMENT	10,046.96	10,046.96	42,500.00	32,453.04	23.6
10-61-695 VEHICLE - REPLACEMENT	( 2,000.00)	( 2,000.00)	.00	2,000.00	.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
10-61-996 ADMIN OVERHEAD-IT SVCS	31,015.32	31,015.32	66,280.00	35,264.68	46.8
<b>TOTAL POLICE</b>	<b>1,298,449.52</b>	<b>1,298,449.52</b>	<b>3,001,295.00</b>	<b>1,702,845.48</b>	<b>43.3</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS-ADMIN</u>					
10-65-501 SALARIES	37,869.49	37,869.49	64,609.00	26,739.51	58.6
10-65-502 OVERTIME	1,468.20	1,468.20	3,000.00	1,531.80	48.9
10-65-508 LEAVE CASHOUT	.00	.00	2,413.00	2,413.00	.0
10-65-511 MEDICARE FICA	577.53	577.53	980.00	402.47	58.9
10-65-512 EMPLOYEE GROUP BENEFITS	1,583.46	1,583.46	29,808.00	28,224.54	5.3
10-65-515 UNEMPLOYMENT	4,420.97	4,420.97	1,021.00	( 3,399.97)	433.0
10-65-516 WORKERS' COMPENSATION	.00	.00	256.00	256.00	.0
10-65-518 PERS	8,410.65	8,410.65	14,874.00	6,463.35	56.6
10-65-519 UTILITY BENEFIT	766.40	766.40	5,244.00	4,477.60	14.6
10-65-545 TRAINING/TRAVEL	4,383.70	4,383.70	5,000.00	616.30	87.7
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	1,179.53	1,179.53	1,810.00	630.47	65.2
10-65-622 TELEPHONE	76.57	76.57	3,750.00	3,673.43	2.0
10-65-623 HEATING FUEL	5,040.13	5,040.13	8,000.00	2,959.87	63.0
10-65-626 WATER/SEWER/GARBAGE	639.73	639.73	1,233.00	593.27	51.9
10-65-627 STAFF CELLULAR PHONES	183.09	183.09	3,088.00	2,904.91	5.9
10-65-661 VEHICLE MAINT/REPAIRS	1,129.06	1,129.06	3,037.00	1,907.94	37.2
10-65-721 INSURANCE	.00	.00	4,860.00	4,860.00	.0
10-65-724 DUES/SUBSCRIPTIONS	383.98	383.98	500.00	116.02	76.8
10-65-799 MISCELLANEOUS EXPENSES	375.00	375.00	500.00	125.00	75.0
10-65-996 ADMIN OVERHEAD-IT SVCS	8,500.55	8,500.55	18,253.00	9,752.45	46.6
<b>TOTAL PUBLIC WORKS-ADMIN</b>	<b>77,431.80</b>	<b>77,431.80</b>	<b>181,236.00</b>	<b>103,804.20</b>	<b>42.7</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PW-STREETS &amp; ROADS</u>					
10-66-501 SALARIES	184,325.42	184,325.42	363,756.00	179,430.58	50.7
10-66-502 OVERTIME	9,212.00	9,212.00	20,000.00	10,788.00	46.1
10-66-508 LEAVE CASHOUT	.00	.00	18,915.00	18,915.00	.0
10-66-511 MEDICARE FICA	2,912.43	2,912.43	5,564.00	2,651.57	52.3
10-66-512 EMPLOYEE GROUP BENEFITS	67,608.18	67,608.18	137,376.00	69,767.82	49.2
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	40,985.19	40,985.19	84,426.00	43,440.81	48.6
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	369.87	369.87	1,000.00	630.13	37.0
10-66-562 SIGNS	.00	.00	2,800.00	2,800.00	.0
10-66-563 WEARING APPAREL	321.70	321.70	1,500.00	1,178.30	21.5
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
10-66-600 TIRES & WHEELS	5,241.77	5,241.77	18,000.00	12,758.23	29.1
10-66-601 VEHICLE MT. (PARTS & TOOLS)	.00	.00	500.00	500.00	.0
10-66-602 GASOLINE/DIESEL/OIL	34,224.38	34,224.38	60,000.00	25,775.62	57.0
10-66-620 ELECTRICITY (STREET LTS)	23,408.57	23,408.57	50,000.00	26,591.43	46.8
10-66-621 ELECTRICITY	1,865.85	1,865.85	2,500.00	634.15	74.6
10-66-622 TELEPHONE	17.09	17.09	650.00	632.91	2.6
10-66-623 HEATING FUEL	1,504.39	1,504.39	10,000.00	8,495.61	15.0
10-66-626 WATER/SEWER/GARBAGE	1,759.36	1,759.36	4,500.00	2,740.64	39.1
10-66-627 STAFF CELLULAR PHONES	505.18	505.18	1,544.00	1,038.82	32.7
10-66-647 STREET LIGHT MT & POLE RENTAL	.00	.00	19,000.00	19,000.00	.0
10-66-661 VEHICLE MAINT/REPAIR	96,135.60	96,135.60	151,872.00	55,736.40	63.3
10-66-669 OTHER PURCHASED SERVICES	1,400.00	1,400.00	1,500.00	100.00	93.3
10-66-683 MINOR EQUIPMENT	1,244.78	1,244.78	3,000.00	1,755.22	41.5
10-66-721 INSURANCE	.00	.00	19,400.00	19,400.00	.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"	18,674.91	18,674.91	18,000.00	( 674.91)	103.8
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	7,581.57	7,581.57	15,974.00	8,392.43	47.5
<b>TOTAL PW-STREETS &amp; ROADS</b>	<b>750,679.66</b>	<b>750,679.66</b>	<b>1,556,571.00</b>	<b>805,891.34</b>	<b>48.2</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROPERTY MAINTENANCE</u>					
10-70-501 SALARIES	122,942.46	122,942.46	327,040.00	204,097.54	37.6
10-70-502 OVERTIME	17,152.17	17,152.17	20,000.00	2,847.83	85.8
10-70-508 LEAVE CASHOUT	.00	.00	14,792.00	14,792.00	.0
10-70-510 SOCIAL SECURITY EXPENSE	230.95	230.95	1,596.00	1,365.05	14.5
10-70-511 MEDICARE FICA	2,098.38	2,098.38	5,032.00	2,933.62	41.7
10-70-512 EMPLOYEE GROUP BENEFITS	55,606.46	55,606.46	130,896.00	75,289.54	42.5
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	26,158.86	26,158.86	70,685.00	44,526.14	37.0
10-70-519 UTILITY BENEFIT	11,053.90	11,053.90	23,028.00	11,974.10	48.0
10-70-545 TRAINING/TRAVEL	263.95	263.95	3,000.00	2,736.05	8.8
10-70-561 SUPPLIES	6,789.14	6,789.14	1,000.00	( 5,789.14)	678.9
10-70-562 MATERIALS	964.35	964.35	1,000.00	35.65	96.4
10-70-563 WEARING APPAREL	2,363.79	2,363.79	2,000.00	( 363.79)	118.2
10-70-566 CLEANUP GREENUP SUPPLIES	.00	.00	600.00	600.00	.0
10-70-580 BOILER EXPENSE	6,948.14	6,948.14	15,000.00	8,051.86	46.3
10-70-590 GLYCOL SUPPLIES	.00	.00	6,000.00	6,000.00	.0
10-70-591 CARPENTRY EXPENSE	2,544.85	2,544.85	10,000.00	7,455.15	25.5
10-70-592 PLUMBING SUPPLIES	1,204.15	1,204.15	8,000.00	6,795.85	15.1
10-70-593 ELECTRICAL SUPPLIES	3,233.00	3,233.00	27,500.00	24,267.00	11.8
10-70-594 PAINT SUPPLIES	96.83	96.83	2,500.00	2,403.17	3.9
10-70-595 BOARDWALK REPAIR SUPPLIES	.00	.00	3,000.00	3,000.00	.0
10-70-602 GASOLINE/DIESEL/OIL	3,081.42	3,081.42	12,000.00	8,918.58	25.7
10-70-621 ELECTRICITY	7,192.59	7,192.59	12,000.00	4,807.41	59.9
10-70-623 HEATING FUEL	13,469.50	13,469.50	40,000.00	26,530.50	33.7
10-70-626 WATER/SEWER/GARBAGE	8,593.05	8,593.05	17,400.00	8,806.95	49.4
10-70-627 STAFF CELLULAR PHONES	393.93	393.93	772.00	378.07	51.0
10-70-661 VEHICLE MAINT/REPAIR	2,702.45	2,702.45	6,075.00	3,372.55	44.5
10-70-662 WIND TURBINE CONTRACT	.00	.00	5,300.00	5,300.00	.0
10-70-668 PARKS MAINTENANCE	.00	.00	17,500.00	17,500.00	.0
10-70-669 OTHER PURCHASED SERVICES	13,069.23	13,069.23	45,000.00	31,930.77	29.0
10-70-683 MINOR EQUIPMENT	2,238.63	2,238.63	5,000.00	2,761.37	44.8
10-70-721 INSURANCE	.00	.00	8,550.00	8,550.00	.0
10-70-776 4TH OF JULY	.00	.00	2,000.00	2,000.00	.0
10-70-996 ADMIN OVERHEAD-IT SVCS	15,392.90	15,392.90	32,869.00	17,476.10	46.8
<b>TOTAL PROPERTY MAINTENANCE</b>	<b>325,785.08</b>	<b>325,785.08</b>	<b>897,305.00</b>	<b>571,519.92</b>	<b>36.3</b>
<u>COMMUNITY SERVICE</u>					
10-72-745 LIBRARY CONTRIBUTION	94,800.00	94,800.00	55,700.00	( 39,100.00)	170.2
10-72-760 COMMUNITY ACTION GRANT	.00	.00	10,000.00	10,000.00	.0
10-72-798 UAF 4-H CONTRIBUTION	.00	.00	112,000.00	112,000.00	.0
<b>TOTAL COMMUNITY SERVICE</b>	<b>94,800.00</b>	<b>94,800.00</b>	<b>177,700.00</b>	<b>82,900.00</b>	<b>53.4</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

COMMUNITY SERVICE PATROL GRANT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CSP PROGRAM</u>					
27-50-501 SALARIES	61,286.83	61,286.83	146,790.00	85,503.17	41.8
27-50-502 OVERTIME	3,610.85	3,610.85	6,000.00	2,389.15	60.2
27-50-508 LEAVE CASHOUT	.00	.00	6,924.00	6,924.00	.0
27-50-511 MEDICARE FICA	941.03	941.03	2,215.00	1,273.97	42.5
27-50-512 EMPLOYEE GROUP BENEFITS	13,374.37	13,374.37	77,760.00	64,385.63	17.2
27-50-515 UNEMPLOYMENT	.00	.00	2,663.00	2,663.00	.0
27-50-516 WORKMEN'S COMP	.00	.00	4,751.00	4,751.00	.0
27-50-518 PERS	14,277.49	14,277.49	33,614.00	19,336.51	42.5
27-50-519 UTILITY BENEFIT	.00	.00	13,680.00	13,680.00	.0
27-50-563 WEARING APPAREL	251.78	251.78	813.00	561.22	31.0
27-50-570 IN-KIND EXPENSES	( 8,077.00)	( 8,077.00)	.00	8,077.00	.0
27-50-602 GASOLINE / DIESEL / OIL	93.19	93.19	9,000.00	8,906.81	1.0
27-50-649 PROFESSIONAL SERVICES	.00	.00	7,500.00	7,500.00	.0
27-50-683 MINOR EQUIPMENT	.00	.00	6,000.00	6,000.00	.0
27-50-721 INSURANCE	.00	.00	9,412.00	9,412.00	.0
<b>TOTAL CSP PROGRAM</b>	<b>85,758.54</b>	<b>85,758.54</b>	<b>327,122.00</b>	<b>241,363.46</b>	<b>26.2</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>85,758.54</b>	<b>85,758.54</b>	<b>327,122.00</b>	<b>241,363.46</b>	<b>26.2</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

E-911 SYSTEM/SURCHARGE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>E-911 SERVICES</u>					
41-50-501 SALARIES	18,801.11	18,801.11	46,160.00	27,358.89	40.7
41-50-508 LEAVE CASHOUT	.00	.00	2,308.00	2,308.00	.0
41-50-511 MEDICARE FICA	339.88	339.88	669.00	329.12	50.8
41-50-512 EMPLOYEE GROUP BENEFITS	8,447.30	8,447.30	25,920.00	17,472.70	32.6
41-50-515 UNEMPLOYMENT	.00	.00	888.00	888.00	.0
41-50-516 WORKERS' COMPENSATION	.00	.00	175.00	175.00	.0
41-50-518 PERS	4,818.94	4,818.94	10,155.00	5,336.06	47.5
41-50-519 UTILITY BENEFIT	2,498.55	2,498.55	4,560.00	2,061.45	54.8
41-50-622 911 PHONE LINES	806.96	806.96	.00	( 806.96)	.0
41-50-649 OTHER PROFESSIONAL SRVS	35,664.39	35,664.39	35,500.00	( 164.39)	100.5
41-50-669 OTHER PURCHASED SERVICES	.00	.00	5,000.00	5,000.00	.0
41-50-721 INSURANCE	.00	.00	1,000.00	1,000.00	.0
41-50-732 RENTS & LEASES	2,400.00	2,400.00	4,800.00	2,400.00	50.0
<b>TOTAL E-911 SERVICES</b>	<b>73,777.13</b>	<b>73,777.13</b>	<b>137,135.00</b>	<b>63,357.87</b>	<b>53.8</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>73,777.13</b>	<b>73,777.13</b>	<b>137,135.00</b>	<b>63,357.87</b>	<b>53.8</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

SOLID WASTE SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HAULED REFUSE</u>					
50-70-501 SALARIES	51,120.77	51,120.77	107,205.00	56,084.23	47.7
50-70-502 OVERTIME	3,433.15	3,433.15	10,000.00	6,566.85	34.3
50-70-508 LEAVE CASHOUT	.00	.00	5,088.00	5,088.00	.0
50-70-511 MEDICARE FICA	802.15	802.15	1,699.00	896.85	47.2
50-70-512 EMPLOYEE GROUP BENEFITS	14,711.85	14,711.85	42,768.00	28,056.15	34.4
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	11,916.03	11,916.03	25,785.00	13,868.97	46.2
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	6,541.21	6,541.21	8,000.00	1,458.79	81.8
50-70-602 GASOLINE / DIESEL / OIL	7,436.72	7,436.72	18,000.00	10,563.28	41.3
50-70-661 VEHICLE MAINT/REPAIRS	22,402.77	22,402.77	75,936.00	53,533.23	29.5
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
50-70-738 BAD DEBTS EXPENSE	.00	.00	3,000.00	3,000.00	.0
50-70-799 MISCELLANEOUS EXPENSES	30.00	30.00	800.00	770.00	3.8
50-70-997 ADMIN OVERHEAD-UTIL BILLING	.00	.00	31,898.00	31,898.00	.0
50-70-998 ADMINISTRATIVE OVERHEAD-GF	18,008.00	18,008.00	37,722.00	19,714.00	47.7
<b>TOTAL HAULED REFUSE</b>	<b>146,912.98</b>	<b>146,912.98</b>	<b>438,911.00</b>	<b>291,998.02</b>	<b>33.5</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

SOLID WASTE SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LANDFILL OPERATIONS</u>					
50-71-501 SALARIES	67,676.04	67,676.04	134,599.00	66,922.96	50.3
50-71-502 OVERTIME	5,401.99	5,401.99	10,000.00	4,598.01	54.0
50-71-508 LEAVE CASHOUT	.00	.00	6,457.00	6,457.00	.0
50-71-511 MEDICARE FICA	1,072.92	1,072.92	2,097.00	1,024.08	51.2
50-71-512 EMPLOYEE GROUP BENEFITS	24,563.56	24,563.56	58,320.00	33,756.44	42.1
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	15,680.30	15,680.30	31,812.00	16,131.70	49.3
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	1,514.33	1,514.33	2,000.00	485.67	75.7
50-71-563 WEARING APPAREL	441.32	441.32	1,000.00	558.68	44.1
50-71-602 GASOLINE / DIESEL / OIL	5,198.76	5,198.76	25,000.00	19,801.24	20.8
50-71-621 ELECTRICITY	1,499.38	1,499.38	2,000.00	500.62	75.0
50-71-622 TELEPHONE	.00	.00	2,000.00	2,000.00	.0
50-71-623 HEATING FUEL	996.99	996.99	3,000.00	2,003.01	33.2
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	34,204.05	34,204.05	75,936.00	41,731.95	45.0
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
50-71-727 ADVERTISING	.00	.00	250.00	250.00	.0
50-71-738 BAD DEBT EXPENSE	.00	.00	500.00	500.00	.0
50-71-996 ADMIN OVERHEAD-IT SVCS	8,041.04	8,041.04	17,181.00	9,139.96	46.8
50-71-998 ADMINISTRATIVE OVERHEAD-GF	24,249.00	24,249.00	46,691.00	22,442.00	51.9
<b>TOTAL LANDFILL OPERATIONS</b>	<b>192,414.60</b>	<b>192,414.60</b>	<b>520,707.00</b>	<b>328,292.40</b>	<b>37.0</b>
<u>RECYCLING OPERATIONS</u>					
50-72-621 ELECTRICITY	23.87	23.87	.00	( 23.87)	.0
<b>TOTAL RECYCLING OPERATIONS</b>	<b>23.87</b>	<b>23.87</b>	<b>.00</b>	<b>( 23.87)</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>339,351.45</b>	<b>339,351.45</b>	<b>959,618.00</b>	<b>620,266.55</b>	<b>35.4</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITY BILLING</u>					
51-80-501 SALARIES	31,060.04	31,060.04	82,158.00	51,097.96	37.8
51-80-502 OVERTIME	285.82	285.82	2,000.00	1,714.18	14.3
51-80-508 LEAVE CASHOUT	.00	.00	4,108.00	4,108.00	.0
51-80-511 MEDICARE FICA	461.04	461.04	1,220.00	758.96	37.8
51-80-512 GROUP HEALTH INSURANCE	17,930.66	17,930.66	45,360.00	27,429.34	39.5
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	6,230.93	6,230.93	18,515.00	12,284.07	33.7
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	15,642.92	15,642.92	36,500.00	20,857.08	42.9
51-80-799 MISCELLANEOUS EXPENSES	.00	.00	500.00	500.00	.0
51-80-996 ADMIN OVERHEAD-IT SVCS	7,811.31	7,811.31	16,566.00	8,754.69	47.2
51-80-998 ADMINISTRATIVE OVERHEAD-GF	12,024.00	12,024.00	29,287.00	17,263.00	41.1
<b>TOTAL UTILITY BILLING</b>	<b>107,202.21</b>	<b>107,202.21</b>	<b>266,597.00</b>	<b>159,394.79</b>	<b>40.2</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HAULED WATER</u>					
51-81-501 SALARIES	189,303.34	189,303.34	416,344.00	227,040.66	45.5
51-81-502 OVERTIME	60,233.00	60,233.00	70,000.00	9,767.00	86.1
51-81-508 LEAVE CASHOUT	.00	.00	20,495.00	20,495.00	.0
51-81-511 MEDICARE	3,692.51	3,692.51	7,052.00	3,359.49	52.4
51-81-512 EMPLOYEE GROUP BENEFITS	97,452.20	97,452.20	224,856.00	127,403.80	43.3
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	52,357.93	52,357.93	106,996.00	54,638.07	48.9
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	4,804.94	4,804.94	5,525.00	720.06	87.0
51-81-563 WEARING APPAREL	730.40	730.40	12,000.00	11,269.60	6.1
51-81-600 TIRES	13,709.90	13,709.90	15,000.00	1,290.10	91.4
51-81-601 VEHICLE MT. (PARTS & TOOLS)	.00	.00	5,000.00	5,000.00	.0
51-81-602 GASOLINE/DIESEL/OIL	50,482.83	50,482.83	110,000.00	59,517.17	45.9
51-81-621 ELECTRICITY	2,895.38	2,895.38	10,000.00	7,104.62	29.0
51-81-622 TELEPHONE	17.09	17.09	600.00	582.91	2.9
51-81-623 HEATING FUEL	5,014.63	5,014.63	30,000.00	24,985.37	16.7
51-81-626 WATER/SEWER/GARBAGE	4,198.01	4,198.01	8,200.00	4,001.99	51.2
51-81-650 LAB TESTS	350.00	350.00	2,000.00	1,650.00	17.5
51-81-661 VEHICLE MAINT/REPAIR	144,817.26	144,817.26	313,869.00	169,051.74	46.1
51-81-683 MINOR EQUIPMENT	482.10	482.10	2,000.00	1,517.90	24.1
51-81-721 INSURANCE	1,288.56	1,288.56	21,000.00	19,711.44	6.1
51-81-722 INSURANCE-DED EXP & OTHER	.00	.00	10,000.00	10,000.00	.0
51-81-738 BAD DEBT EXPENSE	.00	.00	9,000.00	9,000.00	.0
51-81-799 MISCELLANEOUS	545.55	545.55	1,000.00	454.45	54.6
51-81-996 ADMIN OVERHEAD-IT SVCS	7,122.07	7,122.07	15,359.00	8,236.93	46.4
51-81-998 ADMINISTRATIVE OVERHEAD-GF	94,058.00	94,058.00	162,827.00	68,769.00	57.8
<b>TOTAL HAULED WATER</b>	<b>754,497.45</b>	<b>754,497.45</b>	<b>1,644,965.00</b>	<b>890,467.55</b>	<b>45.9</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PIPED WATER</u>					
51-82-501 SALARIES	57,776.72	57,776.72	148,030.00	90,253.28	39.0
51-82-502 OVERTIME	16,754.93	16,754.93	30,000.00	13,245.07	55.9
51-82-508 LEAVE CASHOUT	2,867.89	2,867.89	6,819.00	3,951.11	42.1
51-82-511 MEDICARE	1,132.99	1,132.99	2,581.00	1,448.01	43.9
51-82-512 EMPLOYEE GROUP BENEFITS	30,019.42	30,019.42	55,728.00	25,708.58	53.9
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	16,111.94	16,111.94	39,167.00	23,055.06	41.1
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	3,173.76	3,173.76	4,525.00	1,351.24	70.1
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	4,131.04	4,131.04	20,000.00	15,868.96	20.7
51-82-621 ELECTRICITY-UTIL MT SHOP	2,138.58	2,138.58	7,500.00	5,361.42	28.5
51-82-622 TELEPHONE	526.23	526.23	2,750.00	2,223.77	19.1
51-82-623 HEATING FUEL	9,900.46	9,900.46	20,000.00	10,099.54	49.5
51-82-626 WATER/SEWER/GARB	248.76	248.76	600.00	351.24	41.5
51-82-649 ENGINEERING SERVICES	.00	.00	3,000.00	3,000.00	.0
51-82-661 VEHICLE MAINT/REPAIR	1,774.07	1,774.07	3,037.00	1,262.93	58.4
51-82-669 OTHER PURCHASED SERVICES	35.00	35.00	2,500.00	2,465.00	1.4
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
51-82-727 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
51-82-998 ADMINISTRATIVE OVERHEAD-GF	27,163.00	27,163.00	54,065.00	26,902.00	50.2
<b>TOTAL PIPED WATER</b>	<b>178,199.94</b>	<b>178,199.94</b>	<b>448,232.00</b>	<b>270,032.06</b>	<b>39.8</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>BETHEL HTS WTR TREATMENT</u>					
51-83-501 SALARIES	54,471.05	54,471.05	111,389.00	56,917.95	48.9
51-83-502 OVERTIME	17,445.77	17,445.77	14,000.00	( 3,445.77)	124.6
51-83-508 LEAVE CASHOUT	.00	.00	11,239.00	11,239.00	.0
51-83-511 MEDICARE	251.86	251.86	1,818.00	1,566.14	13.9
51-83-512 EMPLOYEE GROUP BENEFITS	11,265.64	11,265.64	44,064.00	32,798.36	25.6
51-83-515 UNEMPLOYMENT	.00	.00	2,014.00	2,014.00	.0
51-83-516 WORKERS' COMPENSATION	.00	.00	3,668.00	3,668.00	.0
51-83-518 PERS	15,162.29	15,162.29	27,585.00	12,422.71	55.0
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	46,383.83	46,383.83	50,000.00	3,616.17	92.8
51-83-563 WEARING APPAREL	.00	.00	800.00	800.00	.0
51-83-592 PLUMBING SUPPLIES	.00	.00	4,000.00	4,000.00	.0
51-83-621 ELECTRICITY (PUMPHOUSE)	37,151.20	37,151.20	70,000.00	32,848.80	53.1
51-83-622 TELEPHONE	281.35	281.35	1,600.00	1,318.65	17.6
51-83-623 HEATING FUEL (PUMPHOUSE)	49,928.42	49,928.42	130,000.00	80,071.58	38.4
51-83-649 ENGINEERING SERVICES	.00	.00	2,000.00	2,000.00	.0
51-83-650 LAB TESTS	5,769.84	5,769.84	5,000.00	( 769.84)	115.4
51-83-661 VEHICLE MAINT/REPAIR	1,129.06	1,129.06	3,037.00	1,907.94	37.2
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	7,351.81	7,351.81	15,822.00	8,470.19	46.5
51-83-998 ADMINISTRATIVE OVERHEAD-GF	21,138.00	21,138.00	40,103.00	18,965.00	52.7
<b>TOTAL BETHEL HTS WTR TREATMENT</b>	<b>274,584.39</b>	<b>274,584.39</b>	<b>573,271.00</b>	<b>298,686.61</b>	<b>47.9</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CITY SUB WTR TREATMENT</u>					
51-84-501 SALARIES	51,030.68	51,030.68	111,735.00	60,704.32	45.7
51-84-502 OVERTIME	15,090.69	15,090.69	14,000.00	( 1,090.69)	107.8
51-84-508 LEAVE CASHOUT	.00	.00	5,257.00	5,257.00	.0
51-84-511 MEDICARE	972.62	972.62	18,232.00	17,259.38	5.3
51-84-512 EMPLOYEE GROUP BENEFITS	26,848.72	26,848.72	44,064.00	17,215.28	60.9
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	14,362.30	14,362.30	27,662.00	13,299.70	51.9
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	45,839.14	45,839.14	45,000.00	( 839.14)	101.9
51-84-563 WEARING APPAREL	.00	.00	800.00	800.00	.0
51-84-592 PLUMBING SUPPLIES	.00	.00	2,000.00	2,000.00	.0
51-84-602 GASOLINE/DIESEL/OIL	354.43	354.43	600.00	245.57	59.1
51-84-621 ELECTRICITY (CS WTF)	21,213.28	21,213.28	50,000.00	28,786.72	42.4
51-84-622 TELEPHONE	17.09	17.09	1,800.00	1,782.91	1.0
51-84-623 HEATING FUEL(CS WTF)	44,673.50	44,673.50	80,000.00	35,326.50	55.8
51-84-649 ENGINEERING SERVICES	.00	.00	1,500.00	1,500.00	.0
51-84-650 LAB TESTS	3,960.44	3,960.44	7,500.00	3,539.56	52.8
51-84-661 VEHICLE MAINT (ISF)	1,129.06	1,129.06	3,037.00	1,907.94	37.2
51-84-669 OTHER PURCHASED SERVICES	216.00	216.00	15,000.00	14,784.00	1.4
51-84-683 MINOR EQUIPMENT	763.86	763.86	5,000.00	4,236.14	15.3
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	8,041.04	8,041.04	17,181.00	9,139.96	46.8
51-84-998 ADMINISTRATIVE OVERHEAD-GF	23,428.00	23,428.00	42,058.00	18,630.00	55.7
<b>TOTAL CITY SUB WTR TREATMENT</b>	<b>259,884.50</b>	<b>259,884.50</b>	<b>515,104.00</b>	<b>255,219.50</b>	<b>50.5</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HAULED SEWER</u>					
51-85-501 SALARIES	197,304.48	197,304.48	428,733.00	231,428.52	46.0
51-85-502 OVERTIME	40,866.08	40,866.08	60,000.00	19,133.92	68.1
51-85-508 LEAVE CASHOUT	4,779.81	4,779.81	24,164.00	19,384.19	19.8
51-85-511 MEDICARE	3,503.66	3,503.66	7,957.00	4,453.34	44.0
51-85-512 EMPLOYEE GROUP BENEFITS	102,861.41	102,861.41	250,776.00	147,914.59	41.0
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	50,975.57	50,975.57	120,721.00	69,745.43	42.2
51-85-519 UTILITY BENEFIT	7,287.70	7,287.70	44,118.00	36,830.30	16.5
51-85-561 SUPPLIES	2,218.63	2,218.63	5,525.00	3,306.37	40.2
51-85-563 WEARING APPAREL	720.58	720.58	10,000.00	9,279.42	7.2
51-85-600 TIRES & WHEELS	8,929.40	8,929.40	12,000.00	3,070.60	74.4
51-85-601 VEHICLE MT. (PARTS & TOOLS)	.00	.00	4,200.00	4,200.00	.0
51-85-602 GASOLINE/DIESEL/OIL	41,693.05	41,693.05	110,000.00	68,306.95	37.9
51-85-621 ELECTRICITY	2,895.38	2,895.38	8,000.00	5,104.62	36.2
51-85-622 TELEPHONE	.00	.00	350.00	350.00	.0
51-85-623 HEATING FUEL	5,014.63	5,014.63	30,000.00	24,985.37	16.7
51-85-626 WATER/SEWER/GARBAGE	4,198.01	4,198.01	6,500.00	2,301.99	64.6
51-85-661 VEHICLE MAINT/REPAIR	144,635.49	144,635.49	313,869.00	169,233.51	46.1
51-85-683 MINOR EQUIPMENT	482.10	482.10	2,000.00	1,517.90	24.1
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	339.43	339.43	10,000.00	9,660.57	3.4
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	229.74	229.74	615.00	385.26	37.4
51-85-998 ADMINISTRATIVE OVERHEAD-GF	85,248.00	85,248.00	183,502.00	98,254.00	46.5
<b>TOTAL HAULED SEWER</b>	<b>714,484.28</b>	<b>714,484.28</b>	<b>1,689,381.00</b>	<b>974,896.72</b>	<b>42.3</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PIPED SEWER</u>					
51-86-501 SALARIES	55,142.77	55,142.77	148,080.00	92,937.23	37.2
51-86-502 OVERTIME	16,774.30	16,774.30	30,000.00	13,225.70	55.9
51-86-508 LEAVE CASHOUT	2,867.88	2,867.88	6,819.00	3,951.12	42.1
51-86-511 MEDICARE	1,095.15	1,095.15	2,582.00	1,486.85	42.4
51-86-512 EMPLOYEE GROUP BENEFITS	29,107.50	29,107.50	57,024.00	27,916.50	51.0
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	15,536.71	15,536.71	39,178.00	23,641.29	39.7
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	2,704.12	2,704.12	5,525.00	2,820.88	48.9
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	3,250.21	3,250.21	25,000.00	21,749.79	13.0
51-86-621 ELECTRICITY-LIFTST & BLDG	37,357.47	37,357.47	75,000.00	37,642.53	49.8
51-86-622 TELEPHONE	.00	.00	2,000.00	2,000.00	.0
51-86-623 HEATING FUEL	9,621.82	9,621.82	35,000.00	25,378.18	27.5
51-86-626 WATER/SEWER/GARB	248.77	248.77	600.00	351.23	41.5
51-86-661 VEHICLE MAINT/REPAIR	1,494.38	1,494.38	3,037.00	1,542.62	49.2
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	44,515.98	44,515.98	125,000.00	80,484.02	35.6
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	229.74	229.74	615.00	385.26	37.4
51-86-998 ADMINISTRATIVE OVERHEAD-GF	26,950.00	26,950.00	54,251.00	27,301.00	49.7
<b>TOTAL PIPED SEWER</b>	<b>268,285.53</b>	<b>268,285.53</b>	<b>676,418.00</b>	<b>408,132.47</b>	<b>39.7</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER LAGOON</u>					
51-87-501 SALARIES	14,782.66	14,782.66	54,327.00	39,544.34	27.2
51-87-502 OVERTIME	3,753.67	3,753.67	9,000.00	5,246.33	41.7
51-87-508 LEAVE CASHOUT	637.31	637.31	1,616.00	978.69	39.4
51-87-511 MEDICARE	280.74	280.74	918.00	637.26	30.6
51-87-512 EMPLOYEE GROUP BENEFITS	7,507.44	7,507.44	18,144.00	10,636.56	41.4
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	4,014.57	4,014.57	13,932.00	9,917.43	28.8
51-87-519 UTILITY BENEFIT	481.70	481.70	3,016.00	2,534.30	16.0
51-87-545 TRAINING/TRAVEL	1,500.00	1,500.00	1,500.00	.00	100.0
51-87-561 SUPPLIES	1,045.80	1,045.80	1,000.00	( 45.80)	104.6
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)	.00	.00	12,000.00	12,000.00	.0
51-87-669 OTHER PURCHASED SERVICES	.00	.00	1,000.00	1,000.00	.0
51-87-683 MINOR EQUIPMENT	.00	.00	2,000.00	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	6,722.00	6,722.00	18,700.00	11,978.00	36.0
<b>TOTAL SEWER LAGOON</b>	<b>47,060.10</b>	<b>47,060.10</b>	<b>160,435.00</b>	<b>113,374.90</b>	<b>29.3</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>2,604,198.40</b>	<b>2,604,198.40</b>	<b>5,974,403.00</b>	<b>3,370,204.60</b>	<b>43.6</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

MUNICIPAL DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DOCK EXPENDITURES</u>					
52-50-501 SALARIES	74,613.47	74,613.47	194,845.00	120,231.53	38.3
52-50-502 OVERTIME	1,904.74	1,904.74	2,000.00	95.26	95.2
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	1,137.97	1,137.97	2,854.00	1,716.03	39.9
52-50-512 EMPLOYEE GROUP BENEFITS	18,813.49	18,813.49	65,318.00	46,504.51	28.8
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	14,150.68	14,150.68	43,306.00	29,155.32	32.7
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	2,489.96	2,489.96	5,500.00	3,010.04	45.3
52-50-563 WEARING APPAREL	424.26	424.26	1,300.00	875.74	32.6
52-50-601 VEHICLE MT. (PARTS & TOOLS)	2,441.85	2,441.85	4,000.00	1,558.15	61.1
52-50-602 GASOLINE/DIESEL/OIL	6,239.47	6,239.47	18,000.00	11,760.53	34.7
52-50-621 ELECTRICITY	4,092.88	4,092.88	15,000.00	10,907.12	27.3
52-50-622 TELEPHONE	1,070.99	1,070.99	1,000.00	( 70.99)	107.1
52-50-623 HEATING FUEL	1,110.73	1,110.73	2,000.00	889.27	55.5
52-50-624 WATER, SEWER, GARBAGE	7,355.22	7,355.22	12,000.00	4,644.78	61.3
52-50-626 WATER FOR BARGES	4,438.29	4,438.29	12,000.00	7,561.71	37.0
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	1,129.06	1,129.06	3,037.00	1,907.94	37.2
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	4,599.79	4,599.79	24,000.00	19,400.21	19.2
52-50-683 MINOR EQUIPMENT	2,925.23	2,925.23	19,000.00	16,074.77	15.4
52-50-687 LAND/EASEMENT ACQUISITION	5,588.75	5,588.75	30,000.00	24,411.25	18.6
52-50-696 WATERFRONT FACILITIES 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
52-50-775 MUNICIPAL DOCK GRAVEL	55,947.08	55,947.08	55,000.00	( 947.08)	101.7
52-50-777 CONTAMINATED SOIL PROCESSING	.00	.00	1,000.00	1,000.00	.0
52-50-990 XFER OUT	.00	.00	50,000.00	50,000.00	.0
52-50-996 ADMIN OVERHEAD-IT SVCS	10,338.49	10,338.49	21,887.00	11,548.51	47.2
52-50-998 ADMINISTRATIVE OVERHEAD-GF	24,300.00	24,300.00	61,126.00	36,826.00	39.8
<b>TOTAL DOCK EXPENDITURES</b>	<b>258,086.12</b>	<b>258,086.12</b>	<b>750,561.00</b>	<b>492,474.88</b>	<b>34.4</b>
<u>DOCK ADMINISTRATION</u>					
52-51-721 INSURANCE	815.96	815.96	.00	( 815.96)	.0
<b>TOTAL DOCK ADMINISTRATION</b>	<b>815.96</b>	<b>815.96</b>	<b>.00</b>	<b>( 815.96)</b>	<b>.0</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

MUNICIPAL DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SMALL BOAR HARBOR</u>					
52-55-501 SALARIES	58,399.77	58,399.77	97,676.00	39,276.23	59.8
52-55-502 OVERTIME	1,747.85	1,747.85	3,000.00	1,252.15	58.3
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	859.33	859.33	1,460.00	600.67	58.9
52-55-512 EMPLOYEE GROUP BENEFITS	5,108.05	5,108.05	12,442.00	7,333.95	41.1
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	2,592.42	2,592.42	22,149.00	19,556.58	11.7
52-55-519 UTILITY BENEFIT	228.20	228.20	2,189.00	1,960.80	10.4
52-55-561 SUPPLIES	1,236.98	1,236.98	1,800.00	563.02	68.7
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	16,000.00	16,000.00	16,000.00	.00	100.0
52-55-799 MISCELLANEOUS EXPENSES	.00	.00	250.00	250.00	.0
52-55-998 ADMINISTRATIVE OVERHEAD-GF	17,151.00	17,151.00	27,120.00	9,969.00	63.2
<b>TOTAL SMALL BOAR HARBOR</b>	<b>114,908.25</b>	<b>114,908.25</b>	<b>225,536.00</b>	<b>110,627.75</b>	<b>51.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>373,810.33</b>	<b>373,810.33</b>	<b>976,097.00</b>	<b>602,286.67</b>	<b>38.3</b>

CITY OF BETHEL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

LEASED PROPERTIES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LEASED PROP-COURT COMPLEX</u>					
53-55-621 ELECTRICITY-COURT COMPLEX	35,946.35	35,946.35	.00	( 35,946.35)	.0
53-55-623 HEATING FUEL-COURT COMPLEX	13,462.31	13,462.31	120,000.00	106,537.69	11.2
53-55-626 WATER/SEWER/GARB-COURT COM	6,399.65	6,399.65	12,000.00	5,600.35	53.3
53-55-663 JANITORIAL-COURT COMPLEX	40,104.33	40,104.33	61,422.00	21,317.67	65.3
53-55-714 COURTHOUSE LOAN INTEREST	12,271.00	12,271.00	93,050.00	80,779.00	13.2
53-55-717 AMORT OF BOND PREMIUM	.00	.00	( 7,252.00)	( 7,252.00)	.0
53-55-721 INSURANCE	.00	.00	19,000.00	19,000.00	.0
<b>TOTAL LEASED PROP-COURT COMPLEX</b>	<b>108,183.64</b>	<b>108,183.64</b>	<b>298,220.00</b>	<b>190,036.36</b>	<b>36.3</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>108,183.64</b>	<b>108,183.64</b>	<b>298,220.00</b>	<b>190,036.36</b>	<b>36.3</b>

CITY OF BETHEL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

EMPLOYEE GROUP HEALTH BEN.

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EMPLOYEE GROUP HEALTH BENEFITS</u>					
54-50-646 CLAIMS PAID	467,160.09	467,160.09	1,586,667.00	1,119,506.91	29.4
54-50-669 TPA SERVICES	40,152.00	40,152.00	96,864.00	56,712.00	41.5
54-50-722 STOP LOSS PREMIUM	300,303.27	300,303.27	657,816.00	357,512.73	45.7
54-50-723 PREMIUM LIFE AD&D LTD	34,106.76	34,106.76	92,000.00	57,893.24	37.1
<b>TOTAL EMPLOYEE GROUP HEALTH BENEFITS</b>	<b>841,722.12</b>	<b>841,722.12</b>	<b>2,433,347.00</b>	<b>1,591,624.88</b>	<b>34.6</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>841,722.12</b>	<b>841,722.12</b>	<b>2,433,347.00</b>	<b>1,591,624.88</b>	<b>34.6</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

BETHEL PUBLIC TRANSIT SYSTEM

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSIT SYSTEM EXPENDITURES</u>					
56-50-501 SALARIES	69,348.81	69,348.81	152,592.00	83,243.19	45.5
56-50-508 LEAVE CASHOUT	.00	.00	7,630.00	7,630.00	.0
56-50-510 SOCIAL SECURITY EXPENSE	148.86	148.86	.00	( 148.86)	.0
56-50-511 MEDICARE FICA	1,011.57	1,011.57	2,213.00	1,201.43	45.7
56-50-512 EMPLOYEE GROUP BENEFITS	35,515.90	35,515.90	77,760.00	42,244.10	45.7
56-50-515 UNEMPLOYMENT	168.00	168.00	2,661.00	2,493.00	6.3
56-50-516 WORKERS' COMPENSATION	.00	.00	9,278.00	9,278.00	.0
56-50-518 PERS	14,121.82	14,121.82	33,570.00	19,448.18	42.1
56-50-519 UTILITY BENEFIT	751.15	751.15	12,924.00	12,172.85	5.8
56-50-545 TRAINING/TRAVEL	500.00	500.00	500.00	.00	100.0
56-50-561 SUPPLIES	3,381.65	3,381.65	3,500.00	118.35	96.6
56-50-600 TIRES & WHEELS	.00	.00	2,500.00	2,500.00	.0
56-50-602 GASOLINE	9,134.16	9,134.16	25,000.00	15,865.84	36.5
56-50-621 ELECTRICITY	2,640.97	2,640.97	9,500.00	6,859.03	27.8
56-50-622 TELEPHONE	17.09	17.09	200.00	182.91	8.6
56-50-623 HEATING FUEL	3,141.49	3,141.49	9,000.00	5,858.51	34.9
56-50-626 WTR/SWR/GRB	572.22	572.22	1,200.00	627.78	47.7
56-50-646 DRUG TESTING/BCKGRND CKS	417.00	417.00	1,000.00	583.00	41.7
56-50-661 VEHICLE MAINT/REPAIR	8,828.84	8,828.84	20,250.00	11,421.16	43.6
56-50-669 OTHER PURCHASED SERVICES	477.51	477.51	3,500.00	3,022.49	13.6
56-50-683 MINOR EQUIPMENT	1,086.66	1,086.66	3,000.00	1,913.34	36.2
56-50-721 INSURANCE	.00	.00	9,000.00	9,000.00	.0
56-50-724 DUES/SUBSCRIPTIONS	30.00	30.00	300.00	270.00	10.0
56-50-727 ADVERTISING	.00	.00	1,500.00	1,500.00	.0
56-50-799 MISCELLANEOUS EXPENSES	.00	.00	300.00	300.00	.0
56-50-996 ADMIN OVERHEAD-IT SVCS	8,041.04	8,041.04	17,181.00	9,139.96	46.8
56-50-998 ADMINISTRATIVE OVERHEAD-GF	26,781.00	26,781.00	53,576.00	26,795.00	50.0
<b>TOTAL TRANSIT SYSTEM EXPENDITURES</b>	<b>186,115.74</b>	<b>186,115.74</b>	<b>459,635.00</b>	<b>273,519.26</b>	<b>40.5</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>186,115.74</b>	<b>186,115.74</b>	<b>459,635.00</b>	<b>273,519.26</b>	<b>40.5</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

VEHICLES & EQUIP MAINTENANCE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>VEHICLE &amp; EQUIP MAINT</u>					
57-50-501 SALARIES	134,183.32	134,183.32	318,751.00	184,567.68	42.1
57-50-502 OVERTIME	1,764.42	1,764.42	45,000.00	43,235.58	3.9
57-50-508 LEAVE CASHOUT	.00	.00	15,665.00	15,665.00	.0
57-50-510 SOCIAL SECURITY EXPENSE	24.18	24.18	.00	( 24.18)	.0
57-50-511 MEDICARE FICA	2,082.08	2,082.08	5,274.00	3,191.92	39.5
57-50-512 EMPLOYEE GROUP BENEFITS	53,745.80	53,745.80	156,816.00	103,070.20	34.3
57-50-515 UNEMPLOYMENT	807.00	807.00	5,325.00	4,518.00	15.2
57-50-516 WORKERS' COMPENSATION	.00	.00	16,076.00	16,076.00	.0
57-50-518 PERS	29,908.72	29,908.72	80,025.00	50,116.28	37.4
57-50-519 UTILITY BENEFIT	4,154.08	4,154.08	27,588.00	23,433.92	15.1
57-50-545 TRAINING/TRAVEL	7,832.84	7,832.84	15,000.00	7,167.16	52.2
57-50-561 SUPPLIES	8,001.59	8,001.59	10,000.00	1,998.41	80.0
57-50-563 WEARING APPAREL	1,458.00	1,458.00	1,500.00	42.00	97.2
57-50-600 TIRES & WHEELS	.00	.00	1,500.00	1,500.00	.0
57-50-601 VEHICLE MT. (PARTS & TOOLS)	3,282.42	3,282.42	5,000.00	1,717.58	65.7
57-50-602 GASOLINE / DIESEL / OIL	31,943.49	31,943.49	40,000.00	8,056.51	79.9
57-50-621 ELECTRICITY	5,065.33	5,065.33	18,096.00	13,030.67	28.0
57-50-622 TELEPHONE	210.81	210.81	2,000.00	1,789.19	10.5
57-50-623 HEATING FUEL	8,778.07	8,778.07	50,000.00	41,221.93	17.6
57-50-626 WATER/SEWER/GARBAGE	3,198.88	3,198.88	6,220.00	3,021.12	51.4
57-50-662 PROPERTY MAINT	.00	.00	8,615.00	8,615.00	.0
57-50-669 OTHER PURCHASED SERVICES	859.74	859.74	15,000.00	14,140.26	5.7
57-50-683 MINOR EQUIPMENT	4,420.00	4,420.00	20,000.00	15,580.00	22.1
57-50-721 INSURANCE	.00	.00	7,000.00	7,000.00	.0
57-50-724 DUES/SUBSCRIPTIONS	78.85	78.85	1,200.00	1,121.15	6.6
57-50-996 ADMIN OVERHEAD-IT SVCS	9,419.76	9,419.76	20,532.00	11,112.24	45.9
57-50-998 ADMINISTRATIVE OVERHEAD-GF	47,078.00	47,078.00	120,297.00	73,219.00	39.1
<b>TOTAL VEHICLE &amp; EQUIP MAINT</b>	<b>358,297.38</b>	<b>358,297.38</b>	<b>1,012,480.00</b>	<b>654,182.62</b>	<b>35.4</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>358,297.38</b>	<b>358,297.38</b>	<b>1,012,480.00</b>	<b>654,182.62</b>	<b>35.4</b>

CITY OF BETHEL  
 BALANCE SHEET  
 DECEMBER 31, 2017

WATER & SEWER SERVICES

ASSETS

51-10100	CASH IN COMBINED FUND	1,988,420.69	
51-12200	WATER SEWER SUBSCRIPTION	235.73	
51-13100	ACCOUNTS RECEIVABLE	1,019,303.61	
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	229,741.57	
51-16600	VEHICLES-GENERAL	4,299,040.45	
51-16620	VEHICLES-H SEWER	253,061.57	
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)	
51-18000	W/S CONSTRUCTION IN PROGRESS	2,655,993.76	
51-19000	DEFERRED OUTFLOW-PENSION	459,997.50	
	TOTAL ASSETS		17,019,998.25

LIABILITIES AND EQUITY

LIABILITIES

51-20100	VOUCHERS PAYABLE	100,467.54	
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	349,252.93	
51-27200	WATER SUB. FEE - DEF. MAINT.	437,943.51	
51-27300	SEWER SUB. FEE - DEF. MAINT.	339,110.71	
51-29000	DEFERRED INFLOW-PENSION	51,743.55	
51-29100	PENSION LIABILITY	2,922,660.07	
	TOTAL LIABILITIES		6,317,203.96

FUND EQUITY

51-30100	CONTRIBUTED CAPITAL-STATE	13,959,470.20	
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	954,158.24	
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  
DECEMBER 31, 2017

WATER & SEWER SERVICES

UNAPPROPRIATED FUND BALANCE:	
51-39900 FUND BALANCE	( 14,972,872.73)
REVENUE OVER EXPENDITURES - YTD	<u>701,733.90</u>
BALANCE - CURRENT DATE	<u>( 14,271,138.83)</u>
TOTAL FUND EQUITY	<u>10,877,175.43</u>
TOTAL LIABILITIES AND EQUITY	<u><u>17,194,379.39</u></u>

CITY OF BETHEL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER</u>					
51-42-410 TRUCKED WATER	1,383,940.62	1,383,940.62	2,497,704.00	1,113,763.38	55.4
51-42-412 METERED PIPED WATER COMM.	208,907.20	208,907.20	464,397.00	255,489.80	45.0
51-42-414 UNMETERED PIPED WTR RESID	406,407.42	406,407.42	827,502.00	421,094.58	49.1
51-42-416 CONTRACT WATER	5,869.00	5,869.00	7,800.00	1,931.00	75.2
51-42-436 PUMPHOUSE WATER	8,802.50	8,802.50	10,500.00	1,697.50	83.8
<b>TOTAL WATER</b>	<b>2,013,926.74</b>	<b>2,013,926.74</b>	<b>3,807,903.00</b>	<b>1,793,976.26</b>	<b>52.9</b>
<u>SEWER</u>					
51-43-411 TRUCKED SEWER (EVAC/HB)	774,300.18	774,300.18	1,540,427.00	766,126.82	50.3
51-43-412 METERED PIPED SEWER COMM.	381,035.97	381,035.97	812,104.00	431,068.03	46.9
51-43-414 UNMETERED PIPED SEWER RES	120,415.38	120,415.38	248,251.00	127,835.62	48.5
51-43-416 CONTRACT SEWER	11,466.56	11,466.56	25,000.00	13,533.44	45.9
<b>TOTAL SEWER</b>	<b>1,287,218.09</b>	<b>1,287,218.09</b>	<b>2,625,782.00</b>	<b>1,338,563.91</b>	<b>49.0</b>
<u>MISCELLANEOUS</u>					
51-45-434 UTILITY PENALTY/INTEREST	23,153.28	23,153.28	22,000.00	( 1,153.28)	105.2
51-45-435 RECONNECT FEES	1,330.00	1,330.00	7,500.00	6,170.00	17.7
51-45-450 SENIOR DISCOUNT	( 22,087.95)	( 22,087.95)	( 38,000.00)	( 15,912.05)	( 58.1)
51-45-467 NSF CHECKS AND FEES	.00	.00	300.00	300.00	.0
51-45-468 UTILITY INSPECTION FEES	1,301.16	1,301.16	1,500.00	198.84	86.7
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	.04	.04	.00	( .04)	.0
<b>TOTAL MISCELLANEOUS</b>	<b>3,696.53</b>	<b>3,696.53</b>	<b>335,758.00</b>	<b>332,061.47</b>	<b>1.1</b>
<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	1,071.42	1,071.42	.00	( 1,071.42)	.0
<b>TOTAL MISCELLANEOUS</b>	<b>1,090.94</b>	<b>1,090.94</b>	<b>5,254.00</b>	<b>4,163.06</b>	<b>20.8</b>
<b>TOTAL FUND REVENUE</b>	<b>3,305,932.30</b>	<b>3,305,932.30</b>	<b>6,774,697.00</b>	<b>3,468,764.70</b>	<b>48.8</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITY BILLING</u>					
51-80-501 SALARIES	31,060.04	31,060.04	82,158.00	51,097.96	37.8
51-80-502 OVERTIME	285.82	285.82	2,000.00	1,714.18	14.3
51-80-508 LEAVE CASHOUT	.00	.00	4,108.00	4,108.00	.0
51-80-511 MEDICARE FICA	461.04	461.04	1,220.00	758.96	37.8
51-80-512 GROUP HEALTH INSURANCE	17,930.66	17,930.66	45,360.00	27,429.34	39.5
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	6,230.93	6,230.93	18,515.00	12,284.07	33.7
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	15,642.92	15,642.92	36,500.00	20,857.08	42.9
51-80-799 MISCELLANEOUS EXPENSES	.00	.00	500.00	500.00	.0
51-80-996 ADMIN OVERHEAD-IT SVCS	7,811.31	7,811.31	16,566.00	8,754.69	47.2
51-80-998 ADMINISTRATIVE OVERHEAD-GF	12,024.00	12,024.00	29,287.00	17,263.00	41.1
<b>TOTAL UTILITY BILLING</b>	<b>107,202.21</b>	<b>107,202.21</b>	<b>266,597.00</b>	<b>159,394.79</b>	<b>40.2</b>
<u>HAULED WATER</u>					
51-81-501 SALARIES	189,303.34	189,303.34	416,344.00	227,040.66	45.5
51-81-502 OVERTIME	60,233.00	60,233.00	70,000.00	9,767.00	86.1
51-81-508 LEAVE CASHOUT	.00	.00	20,495.00	20,495.00	.0
51-81-511 MEDICARE	3,692.51	3,692.51	7,052.00	3,359.49	52.4
51-81-512 EMPLOYEE GROUP BENEFITS	97,452.20	97,452.20	224,856.00	127,403.80	43.3
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	52,357.93	52,357.93	106,996.00	54,638.07	48.9
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	4,804.94	4,804.94	5,525.00	720.06	87.0
51-81-563 WEARING APPAREL	730.40	730.40	12,000.00	11,269.60	6.1
51-81-600 TIRES	13,709.90	13,709.90	15,000.00	1,290.10	91.4
51-81-601 VEHICLE MT. (PARTS & TOOLS)	.00	.00	5,000.00	5,000.00	.0
51-81-602 GASOLINE/DIESEL/OIL	50,482.83	50,482.83	110,000.00	59,517.17	45.9
51-81-621 ELECTRICITY	2,895.38	2,895.38	10,000.00	7,104.62	29.0
51-81-622 TELEPHONE	17.09	17.09	600.00	582.91	2.9
51-81-623 HEATING FUEL	5,014.63	5,014.63	30,000.00	24,985.37	16.7
51-81-626 WATER/SEWER/GARBAGE	4,198.01	4,198.01	8,200.00	4,001.99	51.2
51-81-650 LAB TESTS	350.00	350.00	2,000.00	1,650.00	17.5
51-81-661 VEHICLE MAINT/REPAIR	144,817.26	144,817.26	313,869.00	169,051.74	46.1
51-81-683 MINOR EQUIPMENT	482.10	482.10	2,000.00	1,517.90	24.1
51-81-721 INSURANCE	1,288.56	1,288.56	21,000.00	19,711.44	6.1
51-81-722 INSURANCE-DED EXP & OTHER	.00	.00	10,000.00	10,000.00	.0
51-81-738 BAD DEBT EXPENSE	.00	.00	9,000.00	9,000.00	.0
51-81-799 MISCELLANEOUS	545.55	545.55	1,000.00	454.45	54.6

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
51-81-996 ADMIN OVERHEAD-IT SVCS	7,122.07	7,122.07	15,359.00	8,236.93	46.4
51-81-998 ADMINISTRATIVE OVERHEAD-GF	94,058.00	94,058.00	162,827.00	68,769.00	57.8
<b>TOTAL HAULED WATER</b>	<b>754,497.45</b>	<b>754,497.45</b>	<b>1,644,965.00</b>	<b>890,467.55</b>	<b>45.9</b>
<b>PIPED WATER</b>					
51-82-501 SALARIES	57,776.72	57,776.72	148,030.00	90,253.28	39.0
51-82-502 OVERTIME	16,754.93	16,754.93	30,000.00	13,245.07	55.9
51-82-508 LEAVE CASHOUT	2,867.89	2,867.89	6,819.00	3,951.11	42.1
51-82-511 MEDICARE	1,132.99	1,132.99	2,581.00	1,448.01	43.9
51-82-512 EMPLOYEE GROUP BENEFITS	30,019.42	30,019.42	55,728.00	25,708.58	53.9
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	16,111.94	16,111.94	39,167.00	23,055.06	41.1
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	3,173.76	3,173.76	4,525.00	1,351.24	70.1
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	4,131.04	4,131.04	20,000.00	15,868.96	20.7
51-82-621 ELECTRICITY-UTIL MT SHOP	2,138.58	2,138.58	7,500.00	5,361.42	28.5
51-82-622 TELEPHONE	526.23	526.23	2,750.00	2,223.77	19.1
51-82-623 HEATING FUEL	9,900.46	9,900.46	20,000.00	10,099.54	49.5
51-82-626 WATER/SEWER/GARB	248.76	248.76	600.00	351.24	41.5
51-82-649 ENGINEERING SERVICES	.00	.00	3,000.00	3,000.00	.0
51-82-661 VEHICLE MAINT/REPAIR	1,774.07	1,774.07	3,037.00	1,262.93	58.4
51-82-669 OTHER PURCHASED SERVICES	35.00	35.00	2,500.00	2,465.00	1.4
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
51-82-727 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
51-82-998 ADMINISTRATIVE OVERHEAD-GF	27,163.00	27,163.00	54,065.00	26,902.00	50.2
<b>TOTAL PIPED WATER</b>	<b>178,199.94</b>	<b>178,199.94</b>	<b>448,232.00</b>	<b>270,032.06</b>	<b>39.8</b>
<b>BETHEL HTS WTR TREATMENT</b>					
51-83-501 SALARIES	54,471.05	54,471.05	111,389.00	56,917.95	48.9
51-83-502 OVERTIME	17,445.77	17,445.77	14,000.00	3,445.77	124.6
51-83-508 LEAVE CASHOUT	.00	.00	11,239.00	11,239.00	.0
51-83-511 MEDICARE	251.86	251.86	1,818.00	1,566.14	13.9
51-83-512 EMPLOYEE GROUP BENEFITS	11,265.64	11,265.64	44,064.00	32,798.36	25.6
51-83-515 UNEMPLOYMENT	.00	.00	2,014.00	2,014.00	.0
51-83-516 WORKERS' COMPENSATION	.00	.00	3,668.00	3,668.00	.0
51-83-518 PERS	15,162.29	15,162.29	27,585.00	12,422.71	55.0
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	46,383.83	46,383.83	50,000.00	3,616.17	92.8
51-83-563 WEARING APPAREL	.00	.00	800.00	800.00	.0
51-83-592 PLUMBING SUPPLIES	.00	.00	4,000.00	4,000.00	.0
51-83-621 ELECTRICITY (PUMPHOUSE)	37,151.20	37,151.20	70,000.00	32,848.80	53.1

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
51-83-622 TELEPHONE	281.35	281.35	1,600.00	1,318.65	17.6
51-83-623 HEATING FUEL (PUMPHOUSE)	49,928.42	49,928.42	130,000.00	80,071.58	38.4
51-83-649 ENGINEERING SERVICES	.00	.00	2,000.00	2,000.00	.0
51-83-650 LAB TESTS	5,769.84	5,769.84	5,000.00	( 769.84)	115.4
51-83-661 VEHICLE MAINT/REPAIR	1,129.06	1,129.06	3,037.00	1,907.94	37.2
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	7,351.81	7,351.81	15,822.00	8,470.19	46.5
51-83-998 ADMINISTRATIVE OVERHEAD-GF	21,138.00	21,138.00	40,103.00	18,965.00	52.7
<b>TOTAL BETHEL HTS WTR TREATMENT</b>	<b>274,584.39</b>	<b>274,584.39</b>	<b>573,271.00</b>	<b>298,686.61</b>	<b>47.9</b>

CITY SUB WTR TREATMENT

51-84-501 SALARIES	51,030.68	51,030.68	111,735.00	60,704.32	45.7
51-84-502 OVERTIME	15,090.69	15,090.69	14,000.00	( 1,090.69)	107.8
51-84-508 LEAVE CASHOUT	.00	.00	5,257.00	5,257.00	.0
51-84-511 MEDICARE	972.62	972.62	18,232.00	17,259.38	5.3
51-84-512 EMPLOYEE GROUP BENEFITS	26,848.72	26,848.72	44,064.00	17,215.28	60.9
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	14,362.30	14,362.30	27,662.00	13,299.70	51.9
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	45,839.14	45,839.14	45,000.00	( 839.14)	101.9
51-84-563 WEARING APPAREL	.00	.00	800.00	800.00	.0
51-84-592 PLUMBING SUPPLIES	.00	.00	2,000.00	2,000.00	.0
51-84-602 GASOLINE/DIESEL/OIL	354.43	354.43	600.00	245.57	59.1
51-84-621 ELECTRICITY (CS WTF)	21,213.28	21,213.28	50,000.00	28,786.72	42.4
51-84-622 TELEPHONE	17.09	17.09	1,800.00	1,782.91	1.0
51-84-623 HEATING FUEL(CS WTF)	44,673.50	44,673.50	80,000.00	35,326.50	55.8
51-84-649 ENGINEERING SERVICES	.00	.00	1,500.00	1,500.00	.0
51-84-650 LAB TESTS	3,960.44	3,960.44	7,500.00	3,539.56	52.8
51-84-661 VEHICLE MAINT (ISF)	1,129.06	1,129.06	3,037.00	1,907.94	37.2
51-84-669 OTHER PURCHASED SERVICES	216.00	216.00	15,000.00	14,784.00	1.4
51-84-683 MINOR EQUIPMENT	763.86	763.86	5,000.00	4,236.14	15.3
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	8,041.04	8,041.04	17,181.00	9,139.96	46.8
51-84-998 ADMINISTRATIVE OVERHEAD-GF	23,428.00	23,428.00	42,058.00	18,630.00	55.7
<b>TOTAL CITY SUB WTR TREATMENT</b>	<b>259,884.50</b>	<b>259,884.50</b>	<b>515,104.00</b>	<b>255,219.50</b>	<b>50.5</b>

HAULED SEWER

51-85-501 SALARIES	197,304.48	197,304.48	428,733.00	231,428.52	46.0
51-85-502 OVERTIME	40,866.08	40,866.08	60,000.00	19,133.92	68.1
51-85-508 LEAVE CASHOUT	4,779.81	4,779.81	24,164.00	19,384.19	19.8
51-85-511 MEDICARE	3,503.66	3,503.66	7,957.00	4,453.34	44.0
51-85-512 EMPLOYEE GROUP BENEFITS	102,861.41	102,861.41	250,776.00	147,914.59	41.0
51-85-515 UNEMPLOYMENT	9,049.26	9,049.26	10,150.00	1,100.74	89.2

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
51-85-516 WORKERS' COMPENSATION	.00	.00	16,201.00	16,201.00	.0
51-85-518 PERS	50,975.57	50,975.57	120,721.00	69,745.43	42.2
51-85-519 UTILITY BENEFIT	7,287.70	7,287.70	44,118.00	36,830.30	16.5
51-85-561 SUPPLIES	2,218.63	2,218.63	5,525.00	3,306.37	40.2
51-85-563 WEARING APPAREL	720.58	720.58	10,000.00	9,279.42	7.2
51-85-600 TIRES & WHEELS	8,929.40	8,929.40	12,000.00	3,070.60	74.4
51-85-601 VEHICLE MT. (PARTS & TOOLS)	.00	.00	4,200.00	4,200.00	.0
51-85-602 GASOLINE/DIESEL/OIL	41,693.05	41,693.05	110,000.00	68,306.95	37.9
51-85-621 ELECTRICITY	2,895.38	2,895.38	8,000.00	5,104.62	36.2
51-85-622 TELEPHONE	.00	.00	350.00	350.00	.0
51-85-623 HEATING FUEL	5,014.63	5,014.63	30,000.00	24,985.37	16.7
51-85-626 WATER/SEWER/GARBAGE	4,198.01	4,198.01	6,500.00	2,301.99	64.6
51-85-661 VEHICLE MAINT/REPAIR	144,635.49	144,635.49	313,869.00	169,233.51	46.1
51-85-683 MINOR EQUIPMENT	482.10	482.10	2,000.00	1,517.90	24.1
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	339.43	339.43	10,000.00	9,660.57	3.4
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	229.74	229.74	615.00	385.26	37.4
51-85-998 ADMINISTRATIVE OVERHEAD-GF	85,248.00	85,248.00	183,502.00	98,254.00	46.5
<b>TOTAL HAULED SEWER</b>	<b>714,484.28</b>	<b>714,484.28</b>	<b>1,689,381.00</b>	<b>974,896.72</b>	<b>42.3</b>
 <b>PIPED SEWER</b>					
51-86-501 SALARIES	55,142.77	55,142.77	148,080.00	92,937.23	37.2
51-86-502 OVERTIME	16,774.30	16,774.30	30,000.00	13,225.70	55.9
51-86-508 LEAVE CASHOUT	2,867.88	2,867.88	6,819.00	3,951.12	42.1
51-86-511 MEDICARE	1,095.15	1,095.15	2,582.00	1,486.85	42.4
51-86-512 EMPLOYEE GROUP BENEFITS	29,107.50	29,107.50	57,024.00	27,916.50	51.0
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	15,536.71	15,536.71	39,178.00	23,641.29	39.7
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	2,704.12	2,704.12	5,525.00	2,820.88	48.9
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	3,250.21	3,250.21	25,000.00	21,749.79	13.0
51-86-621 ELECTRICITY-LIFTST & BLDG	37,357.47	37,357.47	75,000.00	37,642.53	49.8
51-86-622 TELEPHONE	.00	.00	2,000.00	2,000.00	.0
51-86-623 HEATING FUEL	9,621.82	9,621.82	35,000.00	25,378.18	27.5
51-86-626 WATER/SEWER/GARB	248.77	248.77	600.00	351.23	41.5
51-86-661 VEHICLE MAINT/REPAIR	1,494.38	1,494.38	3,037.00	1,542.62	49.2
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	44,515.98	44,515.98	125,000.00	80,484.02	35.6
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	229.74	229.74	615.00	385.26	37.4
51-86-998 ADMINISTRATIVE OVERHEAD-GF	26,950.00	26,950.00	54,251.00	27,301.00	49.7
<b>TOTAL PIPED SEWER</b>	<b>268,285.53</b>	<b>268,285.53</b>	<b>676,418.00</b>	<b>408,132.47</b>	<b>39.7</b>

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER LAGOON</u>					
51-87-501 SALARIES	14,782.66	14,782.66	54,327.00	39,544.34	27.2
51-87-502 OVERTIME	3,753.67	3,753.67	9,000.00	5,246.33	41.7
51-87-508 LEAVE CASHOUT	637.31	637.31	1,616.00	978.69	39.4
51-87-511 MEDICARE	280.74	280.74	918.00	637.26	30.6
51-87-512 EMPLOYEE GROUP BENEFITS	7,507.44	7,507.44	18,144.00	10,636.56	41.4
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	4,014.57	4,014.57	13,932.00	9,917.43	28.8
51-87-519 UTILITY BENEFIT	481.70	481.70	3,016.00	2,534.30	16.0
51-87-545 TRAINING/TRAVEL	1,500.00	1,500.00	1,500.00	.00	100.0
51-87-561 SUPPLIES	1,045.80	1,045.80	1,000.00	( 45.80)	104.6
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)	.00	.00	12,000.00	12,000.00	.0
51-87-669 OTHER PURCHASED SERVICES	.00	.00	1,000.00	1,000.00	.0
51-87-683 MINOR EQUIPMENT	.00	.00	2,000.00	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	6,722.00	6,722.00	18,700.00	11,978.00	36.0
<b>TOTAL SEWER LAGOON</b>	<b>47,060.10</b>	<b>47,060.10</b>	<b>160,435.00</b>	<b>113,374.90</b>	<b>29.3</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>2,604,198.40</b>	<b>2,604,198.40</b>	<b>5,974,403.00</b>	<b>3,370,204.60</b>	<b>43.6</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>701,733.90</b>	<b>701,733.90</b>	<b>800,294.00</b>	<b>98,560.10</b>	<b>87.7</b>

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# *Mayor's Report*

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William Updegrave  
PO Box 1872  
Bethel, Alaska 99559  
February 14, 2018

Alcohol & Marijuana Control Office  
Alcoholic Beverage Control Board  
550 W 7th AVE, STE 1600  
Anchorage, AK 99501

Re: Bethel Spirits LLC license transfer request

I write in opposition to the transfer of Bethel Spirits LLC liquor license to Caribou Traders Liquor.

The Bethel Native Corporation created the main impetus for the issuing of liquor licenses in the city of Bethel. They gained their license and they should maintain their license in their own name. The business model of beer and wine sales for one month a year in compliance with state liquor statutes may not be a success for Bethel Spirits, but it is a distinct advantage for the Bethel community.

The location of the Caribou Traders Liquor store right on the bank of the Kuskokwim River with its anticipated increase in hours and inventory poses a direct threat to the health and welfare of villages up and down the Kuskokwim River. These villages have voted for local options banning the sale, importation and possession of alcohol. The ABC board should not contribute to this threat to the health and welfare of the Bethel region.

Bethel Spirits LLC is the current license holder and they should be required to maintain their license or surrender it – not transfer it.

Sincerely,

William Updegrave

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

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## CITY OF BETHEL

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

# MEMORANDUM

DATE: February 6 ,2018 to February 20,2018

TO: City Council

FROM: Peter Williams, City Manager

RE: Managers' Report

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## PROJECTS

**Institutional Corridor-** Construction will re-start March 1<sup>st</sup>. Twenty pilings need to be installed and the pipeline installed. The project is on schedule.

**Jetty/Sewer Lagoon-** On Feb.6 the RFP for construction of the jetty was posted and is due March 9, 2018.

Lagoon-We have started to work on how the extra funds we received to dredge the lagoon will be split between the administration fees, project management and the cost of the construction.

**Bethel Bank Stabilization Project (BBSP)** – Nothing new to report.

**The Avenues-** An Application for Federal Assistance in the amount of five-million seven hundred fifty three and ninety eight dollars (\$5,753.098) was forwarded to USDA-RD. AM submitted to council. DOWL is preparing some alternate plans for us to review. They have been in touch with the USDA. After we review alternative plans we will approach the USDA and update the city council with what we have discussed. USDA is prepared to use phased approach for this project. If council were to approve the purchase of the W&S trucks, we could purchase the trucks first and then the installation of the pipeline next.

**Pinkys Park-** We are working utilizing a grant from ONC to provide lighting along the boardwalk from Akeek St along the boardwalk.

**PD Communication Tower-**Nothing has changed from the last report. Received and reviewed the Geo-Tech report. The next steps include permitting and assembling

construction documents. We will have \$100,000 left from the grant for construction and are requesting \$260,000 through a grant from homeland security.

**Ridgecrest Drive-** Ridgecrest drive belongs to the city of Bethel, I mistakenly said otherwise in the Feb. 13 council meeting. Another issue was thought of regarding overweight vehicles.\* Reviewed a utility permit with city attorney and the DOT. There are concerns regarding the language about what the City is responsible for.Feb.12 issue is resolved. Made arrangements with the DOT PM visit the site Feb. 13. He is also the PM for the rehab of the CEH. It is beginning to look like the Ridgecrest Rd. project might not take place until next year. That will mean that the rehab of CEH and the Ridgecrest Rd projects would take place in the same year. We signed the utility permit on Feb 16<sup>th</sup>.

- \*At issue here was if we could drive the overweight W&S trucks that we currently own to service areas that we don't need the CEH for access, mainly ASHA Housing ,Uviq and Tundra Ridge subdivisions. The perception, and practice, is that it is ok to ignore weights restrictions on city roads. This practice does not seem prudent in keeping the roads in the best shape and may if fact violate Chapter 10 of the BMC where the COB adopted all of the traffic laws of the State of Alaska.

**CEH Rehab-** Contacted the DOT about installing six casings under the highway for future water and sewer projects. The casing needed for the Avenues project for sixth and seventh avenues could be the first one needed and can be added to the project costs if it is include in the Preliminary Engineer Report( PER). The USDA pays 45% and the city uses a USDA loan totaling 55% of the project. If we install them after the highway is paved they will cost \$360,000 vs. \$180,000 if they were to be constructed before CEH is repaved. The costs of installing them before hand might be a little less than \$180,000 but we will have a firmer number when we install the casing needed for the Inst. Corridor. The problem with five of the casings is as of now there is no projects to tie any funding to meaning and the COB would have to provide the funding.

**Tundra Ridge Road Realignment-** Feb 8 gave KYUK\* notices about the STIP and informed them about planned work for Chief Eddie Hoffman Highway next year. Began discussions with the city engineers and updated them about the road projects we have in place.

In October of 2018 with COB will have another chance to nominate new road project for the 2018-2021 STIP nominations.

**Landfill Closure-** Nothing new to report.

**PW Boilers-** We should have the scope of work for this task this week. The next step is to request bids for the project.

**Courthouse RFP-** Reviewed the need for an architect to draw up plans as required by the AK. Court System for the bid documents needed to lease the building. We will be working with DOWL to provide the necessary documentation for the RFP.

**Lift Stations-**On Jan 22 that VSW has released \$900,000 to purchase and install four new panels for various lift stations and to replace the Bethel Heights lift station. Not sure at this

time if the funding is adequate for all of the work. We will be working to develop a scope of work with our engineers. The main concern is the lift station adjacent to the AC Quickstop.

\*Arranged for a weekly bi-monthly meeting starting Feb.15, two days after the council meetings with KYUK.

## **DEPARTMENTS**

**YKFC-** Received financial reports. Requested funds to purchase a scissors lift. Received a new invoice for the scissors lift.

**Finance Dept.-** Feb. 8 meet with the Dept. Comm. Reg. Affairs Grant Administrator ,Finance Director, Grant Manager to discuss the findings in audit regarding late filings of the grant reports and on Feb 12 accepted our audit for FY-2015. On Feb 14 discussed

**Public Works-** 12/22- Flow meter for water one water truck ordered, arrived and was the wrong size. Feb12 reviewed with the PW Director two-incident reports of tanks that were overfilled by Hauled water and sewer drivers. The PW building has been without running water for 1 month. Due to other tasks and parts, work did not start till Feb. 20. Water is supplied to flush the toilets and to drink. The Fire Alarm is working. It has been suggested a fire watch be delegated to someone at night.. I do not think that is a good idea to have one person in the building. If a fire broke out he would be instructed to leave the building and not to fight a fire by himself.

**Planning Dept. Jan 1-** discussed the GIS system and what information this system would provide for the police and planning depts.

**Police Dept.-** On February 27 I will ask the City Council to confirm the candidate for the Police Chiefs position. Before the meeting starts, I will introduce the candidate in the council chambers. At the meeting, I will provide a resume and letter stating why I have chosen the candidate. The City Council will then be able to question me about my decision and then vote to confirm, or not too, the candidate.

**ONC-** Signed lease agreement to use the property that the building sits on for the old bowling alley. Feb16 discussed some properties that ONC is developing along East Av. There is on small lot the City owns that ONC may want to purchase in the future.

**Union Negotiations.** – Union is to ratify the contract with their employees Feb.15<sup>th</sup>.

**Electrical Contract-** The old process did not have a contract with each of the vendors on the vendors list. We went to RFP to produce a vendors list and used separate proposals for each task the contractor used. We will issue a new RFP for electrical services to update the vendors list.



# CITY OF BETHEL

## PUBLIC WORKS DEPARTMENT

P.O. Box 1388 • Bethel, Alaska 99559

907-543-3110

Fax # 907-543-2046

### MEMORANDUM

**DATE:** 02.21.2018  
**TO:** Peter Williams, City Manager  
**FROM:** Bill Arnold, Public Works Director  
**SUBJECT:** Manager's Report –

In late January the crew realized that there was a glycol leak which took a week to find it under the ice and then two days to repair it, which in turn caused the sewer main to freeze. Also during that time the City Shop water froze; and sewer main was still too frozen. It took the crew two weeks to get the public service up and running before working on the City Shop.

The crew started working on the Shop water and two days into that on 02/08/2018 the main lift station problem occurred, at that time the crew stopped working on the shop water line to work on the lift station. The crew thought the problem was fixed, and then on 02/10/2018 the lift station problem reoccurred and then went back and worked on the lift station again until it was resolved. Then on 02/12/2018 same problem occurred again and the crew went back and found the #2 pump was not turning on in auto. The crew called an electrician in and found out that some relays were not working, then spent a day and a half locating the parts that are needed to fix the issue in California and currently waiting on parts to arrive.

On 02/17/2018 lift station over flow at that time was the back wash from the water plants that the pump could not keep up with so the crew diverted the back wash water to the tundra (Yes, we can do this and not be in violation of any agency.) On 02/20/2018 the crew has started repair on the City Shop water line.

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# ***Management Team Reports***

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

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# City of Bethel, Alaska

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## City Clerk's Office

### Council Meetings and Events

March 13, 2018

**Committee/Commission Training** - The Office is conducting annual training for the committees and commissions. The office is developing a new training specific to the Planning Commission and the various specific actions required by this commission.

**Public Records/Retention Training-** The Office would like to conduct a training for staff in February 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. – This training was moved back a month due to time constraints.

### **City Clerk's Budget**

Working on finalizing the City Clerk's Annual Budget submission for the Fiscal Year 2018 Budget.

### **Petition**

The City Clerk certified a petition application for local option. Petition Booklets will be issued on February 9, 2018. The Petitioners will have 90 days to collect 248 signatures from Bethel Voters to get the local option question placed on the October ballot.

### **General**

The Community Action Grant is up and going. The office spent a lot of time finalizing the forms and getting the page and forms set up on the website.

The office also placed the City's General Internal Employment Policies on the City's website and will be working on placing all of the City's Leases, Contracts and studies on the website as well.

Reviewed the proposed Election Policy Working Groups modifications to the election processes. There will be another meeting in May to consider vendor selection and future steps for implementation. The office has worked closely with the Division of Election to help ensure adequate language assistance is provided throughout the region when changes to the election process are effectuated. The City Clerk is the only member of the Working Group from this Region of Alaska which faces a number of language assistance challenges.

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# ***Executive Session***

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## *Additional Information*

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