

City of Bethel

Finance Committee Agenda

Tuesday May 28, 2019 – 6:30 p.m.

Council Chambers, City Hall-300 State Highway

Cecilia Franko
Finance Committee Chair
Term Ends 2019

Perry Barr
City Council Representative
Term Ends 20

Dave Trantham, Jr.
Finance Committee Member
Term Ends 2021

Jason Brown
Finance Committee Member
Term Ends 2019

Mark Taylor
Term Ends 2019

Joni Beckham
Finance Committee Vice-Chair
Term Ends 2020

Vacant
Term, End 2020

Vacant
Alternate Committee Member

Christine Blake
Finance Director
543-1379
cblake@cityofbethel.net

Christine Amos
Recorder
543-1380
camos@cityofbethel.net

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD Ten minutes per person

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES

a) 04/22/2019 meeting minutes

VI. UNFINISHED BUSINESS

a.) Review the FY19 Budget – continued

b.) Review the City's Investment Policy – continued

VII. NEW BUSINESS

a.) Roles and Responsibilities for committee members

b.) Patty Burley – city attorney

VIII. EX OFFICIO MEMBER REPORT

IX. FINANCE COMMITTEE MEMBER COMMENTS

X. ADJOURNMENT

City of Bethel Annual Budget



FISCAL YEAR 2019

July 1, 2018 through June 30, 2019

Approved: June 14, 2018

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FISCAL YEAR 2019

ANNUAL BUDGET

OF THE

CITY OF BETHEL, ALASKA

For the Period July 1, 2018 ~ June 30, 2019

Richard Robb
MAYOR

Peter Williams
CITY MANAGER

Prepared by the Finance Department
Jim Chevigny
FINANCE DIRECTOR

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CITY WIDE

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CITY OF BETHEL

GOVERNMENT FACT SHEET

FORM OF GOVERNMENT

- The City of Bethel is a second class city with a city manager form of government.
- The City Council is comprised of a mayor and six Council members who are elected from the city at large to serve a two-year term.
- City Council appoints the city manager, city clerk and city attorney.
- City Council generally meets the second and fourth Tuesday of each month in the City Council Chambers located at Bethel City Hall, 300 State Highway.
- City Web Site - <http://www.cityofbethel.org>

COUNCIL MEMBERS

		<u>E-Mail</u>	<u>Phone</u>
Robb, Richard	Mayor	rrobb@cityofbethel.net	907-543-1384
Albertson, Leif	Council Member	lalbertson@cityofbethel.net	907-543-1384
Forbes, Mitchell	Council Member	mforbes@cityofbethel.net	907-543-1384
Henry, Brian	Council Member	bhenry@cityofbethel.net	907-543-1384
Springer, Mark	Council Member	mspringer@cityofbethel.net	907-543-1384
Watson, Fred	Vice Mayor	fwatson@cityofbethel.net	907-543-1384
Williams, Thor	Council Member	twilliams@cityofbethel.net	907-543-1384

CITY DEPARTMENTS

		<u>E-Mail</u>	<u>Phone</u>
Williams, Peter	City Manager	pwilliams@cityofbethel.net	907-543-1373
Waldron, Burke	Police Chief	bwaldron@cityofbethel.net	907-543-2131
Howell, Bill	Fire Chief	bhowell@cityofbethel.net	907-543-3781
Arnold, Bill	Public Works Director	warnold@cityofbethel.net	907-543-3110
Chevigny, Jim	Finance Director	jchevigny@cityofbethel.net	907-543-1376
Henthorn, Keith	HR Director	humanresources@cityofbethel.net	907-543-1371
Jumper, Betsy	Planning Director	bjumper@cityofbethel.net	907-543-5306
Foley, Bo	IT Director	bfoley@cityofbethel.net	907-543-1372
Wold, Allen	Port Director	awold@cityofbethel.net	907-543-2310

CITY CLERK

Strickler, Lori	City Clerk	lstrickler@cityofbethel.net	907-543-1384
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CITY ATTORNEY

Burley, Patty	City Attorney	pburley@cityofbethel.net	907-543-1385
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General Fund

10 - General Fund



GENERAL FUND SUMMARY

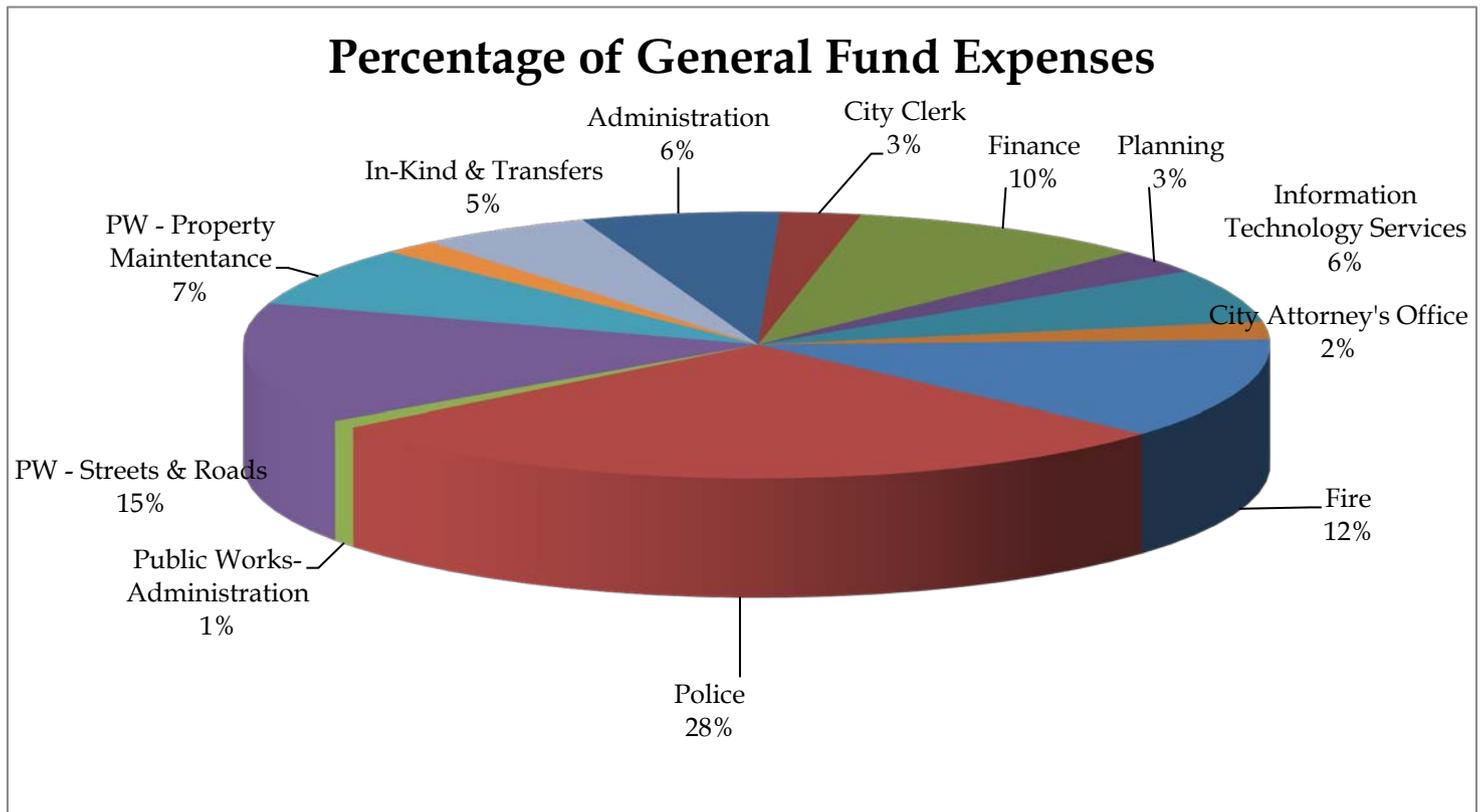
	FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-audit)	FY18 Approved Budget	FY19 Approved Budget
General Fund Revenues	9,992,394	9,364,780	9,613,765	10,349,380	9,965,007
Operating Expenditures:					
10-51 Administration	660,860	555,875	481,448	706,362	707,298
10-52 City Clerk	214,086	178,990	185,487	263,018	287,286
10-53 Finance	994,750	950,848	957,916	1,086,284	1,084,461
10-54 Planning	240,429	188,537	229,664	343,376	329,411
10-55 Information Technology Services	707,794	677,774	622,527	717,746	738,613
10-56 City Attorney's Office	270,772	317,855	236,460	250,014	247,950
10-60 Fire	1,004,602	1,112,665	1,139,267	1,341,918	1,390,616
10-61 Police	3,093,199	2,400,095	2,259,955	3,001,295	3,145,762
10-65 Public Works-Administration	265,355	117,144	162,534	181,236	106,540
10-66 Public Works-Streets & Roads	1,361,259	1,007,722	1,115,929	1,140,571	1,208,595
10-70 Property Maintenance	719,389	695,070	546,839	897,305	825,022
10-71 Parks and Recreation-4-H	539,363	260,772	214,751	-	-
10-72 Community Services	78,382	186,779	125,257	177,700	194,600
10-73 In-Kind & Transfers (YK H&F @ \$535 + Transit @ \$81)	636,805	539,358	443,930	668,975	616,163
SUBTOTAL OPERATING EXPENDITURES	10,787,044	9,189,484	10,491,921	10,775,800	10,882,317
Indirect Cost Recovery	(569,420)	(629,676)	(595,467)	(1,497,631)	(1,785,749)
SUBTOTAL OPERATING EXPENDITURES	10,217,624	8,559,808	9,896,454	9,278,169	9,096,568
Net after Operating Expenditures	(225,229)	804,971	(282,689)	1,071,211	868,439
Project Expenditures:					
10-66 Streets & Roads (\$350 + \$91 + \$18)	321,704	299,271	245,419	416,000	459,200
10-72 Community Services (Cemetery)	3,838	-	636	-	-
TOTAL PROJECT EXPENDITURES	325,542	299,271	246,055	416,000	459,200
Net after Project Expenditures, before Debt & Capex	(550,771)	505,701	(528,744)	655,211	409,239
Payments on Debt:					
Fire - Ladder Truck (15 Yr Lease)				75,000	71,071
Streets & Roads - Water Truck (7 Yr Lease)				84,504	27,356
TOTAL DEBT PAYMENTS				159,504	98,427
Net after Debt Expenditures, before Capex	(550,771)	505,701	(528,744)	495,707	310,812
Capital Expenditures:					
10-53 Finance	5,750	-	-		
10-54 Planning					110,000
10-55 IT Services	-	12,439	10,734	45,000	
10-60 Fire	-	40,000	25,000		8,000
10-61 Police Vehicle	-	-	83,009		50,000
10-70 Property Maintenance (\$28 + \$40)	-	6,491	-	-	68,000
TOTAL CAPITAL EXPENDITURES	5,750	58,930	118,743	45,000	236,000
Net After Operating, Project, Debt & Capex Expenditures	(556,521)	446,771	(647,487)	450,707	74,812

GENERAL FUND REVENUES

		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Budget	FY19 Approved Budget
GENERAL FUND REVENUES:						
Taxes and Interest:						-
400	Transient Lodging Tax	485,212	505,545	431,685	486,004	496,000
401	Sales Tax	6,619,855	5,932,948	5,725,098	6,755,987	6,355,000
403	Sales Tax Interest & Penalties	111,602	50,363	120,302	170,012	50,000
407	Cigarette and Tobacco Tax	512,365	528,929	495,326	462,927	582,000
408	Alcohol Tax		104,728	706,379	609,504	200,000
468	Motor Vehicle Registration Tax	67,219	45,059	49,063	57,087	63,000
	Total	7,796,253	7,167,572	7,527,853	8,541,521	7,746,000
State of Alaska:						
414	Community Revenue Sharing	394,937	406,834	247,489	160,089	193,551
429	SOA Electric Co-Op Tax Share			19,794		
430	SOA - Miscellaneous Receipts			675		
	Total	394,937	406,834	267,958	160,089	193,551
Federal Sources:						
418	PILT (Payment in Lieu of Taxes)	872,624	854,998	860,090	645,067	886,218
	Total	872,624	854,998	860,090	645,067	886,218
Charges for Services:						
422	Ambulance Services	138,322	101,437	321,087	289,510	290,000
424	Police Department PC Fees	1,720	6,911	9,631	9,418	8,000
426	Ambulance/PC Writeoff	185	350	1,517	1,493	1,400
	Total	140,227	108,698	332,235	300,421	299,400
Licenses, Permits & Fees						
450	Gaming Fees	489,058	505,328	346,851	365,340	414,000
451	Taxi Permits	138,015	151,175	144,500	145,948	160,000
452	Business Licenses	38,895	35,412	36,350	30,000	40,000
453	Animal Control Licenses/Fees	3,160	3,320	2,410	2,216	3,500
454	Planning Fees	150	200	1,850	1,343	1,600
455	Plat/Recording Fees	1,590	100	1,100	100	1,400
456	Site Review Fees	6,340	2,650	4,325	4,888	560
457	Parks and Recreation-4th of July	3,225	2,925	4,800	2,125	-
469	Miscellaneous Fees	5,173	7,280	4,756	1,000	5,600
	Total	685,606	708,390	546,942	552,961	626,660
Rental Income						
463	Log Cabin Rental	1,500	3,055	2,690	2,776	1,600
	Total	1,500	3,055	2,690	2,776	1,600
Miscellaneous Revenue						
487	Income from Investments	7,515	22,829	38,294	95,594	154,000
488	Police Department Miscellaneous	18,272	17,811	13,123	16,793	6,000
495	Miscellaneous Revenue	69,038	58,494	17,316	16,868	5,300
497	Restitution Pmts Rec'd for Prior Year	2,957	4,221	7,264	7,815	500
499	Insurance Claim Recovery					26,000
	Total	97,782	103,355	75,997	137,070	191,800
	TOTAL REVENUES	9,988,929	9,352,902	9,613,765	10,339,905	9,945,229
490	Interfund Transfer In - Endowment Fund	-		-	9,475	19,778
490	Interfund Transfer In - Other Funds	3,466	11,878	-	-	-
	Total	3,466	11,878	-	9,475	19,778
	TOTAL REVENUES & OTHER SOURCES	9,992,394	9,364,780	9,613,765	10,349,380	9,965,007

General Fund Expense Summary

		Personnel Expenses	Materials, Supplies & Services	Personnel + MM&S	Project Expense	Total Expenses
10-51	Administration	486,239	221,059	707,298	-	707,298
10-52	City Clerk	170,354	116,932	287,286	-	287,286
10-53	Finance	767,323	317,138	1,084,461	-	1,084,461
10-54	Planning	216,312	113,099	329,411	-	329,411
10-55	Information Technology Services	137,568	601,045	738,613	-	738,613
10-56	City Attorney's Office	187,830	60,120	247,950	-	247,950
10-60	Fire	1,061,035	329,581	1,390,616	-	1,390,616
10-61	Police	2,633,629	512,133	3,145,762	-	3,145,762
10-65	Public Works-Administration	61,121	45,419	106,540	-	106,540
10-66	PW - Streets & Roads	681,812	526,783	1,208,595	459,200	1,667,795
10-70	PW - Property Maintenance	581,092	243,930	825,022	-	825,022
10-72	Community Services	-	194,600	194,600	-	194,600
10-73	In-Kind & Transfers	-	616,163	616,163	-	616,163
Subtotal		6,984,314	3,898,003	10,882,317	459,200	11,341,517
Less: Indirect Cost Recovery						(1,785,749)
Net General Fund Expense						9,555,768



Administration (10-51)		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						-
	Total Personnel	407,265	393,339	293,142	501,574	486,239
MATERIALS, SUPPLIES AND SERVICES:						
522	Recruitment Costs	5,138	500	3,675	-	-
545	Training/Travel	11,929	6,466	10,098	10,000	10,000
561	Supplies	6,588	5,686	3,549	6,700	6,700
602	Gasoline	2,552	833	901	2,000	2,400
621	Electricity	39,758	26,611	15,373	12,000	14,400
622	Telephone	23,350	22,710	21,253	20,000	20,000
623	Heating Fuel	20,550	15,572	17,760	22,000	26,400
626	Water, Sewer & Garbage	14,014	13,858	12,346	11,500	11,500
521	Housing		-	-		
627	Cell Phone				772	660
642	Legal Fees		-	-	2,000	5,000
646	Drug Testing/Background Checks	8,220	10,421	11,686	9,500	9,500
649	Profesional Fees	40,000	40,000	36,667	20,000	50,000
661	Vehicle Maint/Repair (ISF 57)	3,215	546	1,756	1,519	1,391
663	Janitorial Supplies/Services	4,775	4,312	8,800	11,400	11,400
668	Software License	1,360	-	-		
669	Other Purchased Services	34,361	6,528	14,270	6,500	6,500
683	Minor Equipment	4,768	4,007	-	2,000	2,000
721	Insurance	7,880	6,272	5,215	6,500	10,000
724	Dues/Subscriptions	1,813	2,575	1,007	1,200	1,200
727	Advertising	5,465	1,113	3,523	1,000	1,000
732	Equipment Rental	2,368	1,452	1,957	2,000	2,000
733	Postage	9,467	6,224	8,602	10,000	1,000
790	Allowance for Special Events	5,881	12,119	8,506	10,000	10,000
799	Miscellaneous	143	287	1,362	1,000	1,000
996	Administrative Overhead - IT				35,197	17,008
	Total MS&S	253,595	188,092	188,306	204,788	221,059
	Total Operating Expenditures	660,860	581,431	481,448	706,362	707,298
875	Indirect Cost Recovery (I.C.R.)	(144,595)	(130,110)	(111,923)	(282,544)	(283,044)
	Total Operating Expenditures After I.C.R	516,265	451,321	369,525	423,817	424,254

Administration (10-51)

			FY18 Budget	FY19 Budget
PERSONNEL:				
Cont	10501	City Manager	130,000	133,900
R8	10101	Human Resources Manager	99,757	82,400
R7	10103	Grant Development Manager	94,315	99,031
Wages			324,072	315,331
Risk Manager temp			7,000	12,000
Subtotal			7,000	12,000
Total Wages			331,072	327,331
Social Security @ 6.2% of Temp Wages			434	744
Medicare @ 1.45% of Total Wages			4,801	4,746
Unemployment Ins @ 2.23% of Total Wages (W/ \$39,800 cap)			2,819	2,930
Employee Group Benefits			77,760	66,636
Workers' Compensation @ .3783/\$100			1,252	1,238
PERS @ 22% of FTE Wages			69,756	68,933
Utility Benefit @ \$380/mo/FTE @ 3			13,680	13,680
BENEFITS & TAXES			170,502	158,908
TOTAL PERSONNEL			501,574	486,239

City Clerk's Office (10-52)		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	181,163	163,034	146,448	171,358	170,354
541	Training/Travel-City Council	12,890	10,041	11,376	19,000	19,000
545	Training/Travel-City Clerk	582	3,079	2,973	4,500	6,300
561	Supplies	1,861	1,179	890	2,000	3,500
562	Supplies-Council	755	267	2,413	500	500
622	Telephone		3	-	275	275
627	Cell Phone				772	660
642	Legal Fees			168	3,000	5,000
669	Other Purchased Services	3,596	3,628	5,330	18,000	14,000
682	Election Expenses	4,779	4,881	7,730	14,000	15,000
683	Minor Equipment (\$21K + \$5k)	610	1,883	-	500	26,000
684	Donations and Awards	383	528	1,374	500	500
686	Council/Chambers-Equip			-		
721	Insurance	698	581	(224)	1,530	1,589
724	Dues/Subscriptions (includes AML)	6,769	260	6,794	7,000	7,000
727	Advertising			-		
790	Allowance for Special Events			-	600	600
799	Other Miscellaneous Expenses			215		
996	Administrative Overhead - IT			-	19,483	17,008
	Total MS&S	32,923	26,330	39,039	91,660	116,932
	Total Operating Expenditures	214,086	189,364	185,487	263,018	287,286
875	Indirect Cost Recovery (I.C.R.)	(21,670)	(41,843)	(37,579)	(131,510)	(143,643)
	Total Operating Expenditures After I.C.R	192,416	147,521	147,908	131,509	143,643

City Clerk's Office (10-52)

			FY18 Budget	FY19 Approved Budget
PERSONNEL				
Cont	12501	City Clerk	95,077	97,236
	12901	Part Time - City Clerk Assist (18 hours/week @ \$18.89/hr)	17,166	17,681
		Wages	112,243	114,917
		Overtime	500	-
		Total Wages	112,743	114,917
		Leave Cashout/Payout 5% of Union FTE Base Wages	-	-
		Social Security @ 6.2% of Temp Wages	-	-
		Medicare @ 1.45% of Total Wages	1,635	1,666
		Unemployment Ins @ 2.23% of Total Wages (W/ \$39,800 cap)	1,270	1,282
		Employee Group Benefits	25,920	22,212
		Workers' Compensation @ .3783/\$100	427	435
		PERS @ 22% of FTE Wages	24,804	25,282
		Utility Benefit @ \$380/mo/FTE @ 1	4,560	4,560
		BENEFITS & TAXES	58,615	55,437
		TOTAL PERSONNEL	171,358	170,354

Finance Department (10-53)		FY 2015 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	802,025	862,018	674,913	820,448	767,323
MATERIALS, SUPPLIES, & SERVICES						
520	Relocation Expense (1 @ \$10k)			-	10,000	-
545	Training/Travel (18 @ \$2,000)	4,577		12,495	13,200	36,000
561	Supplies	6,241	9,843	9,419	8,000	8,000
602	Gasoline	977	523	757	500	1,200
622	Telephone	536	548	479		1,000
627	Cell Phone				772	660
640	Sales Tax Audits	-	9,460	15,000	15,000	15,000
641	Audit Expense (Altman Rogers)	56,371	73,183	64,490	65,400	75,000
647	Collection/Small Claims			28,600		
648	Outsourced Services - PR (\$1,711*13)	42,172	46,013	41,039	22,243	-
649	Professional Fees -NOC	10,391	84,327	17,734	10,000	71,934
661	Vehicle Maint/Repair (ISF 57)	4,235	5,966	2,688	1,519	1,391
668	Software Support - Caselle (\$2,154*12)	23,002	25,155	25,632	25,848	25,848
669	Purchased Services - NOC	3,011	3,649	3,736	-	8,000
683	Minor Equipment	2,496	1,724	1,248	1,500	4,500
693	Software Upgrade - Caselle	5,750		6,500	6,500	-
720	Insurance Broker Fee			5,300		
721	Insurance	4,781	5,129	364	5,300	3,600
723	City Acct Cleanup Adjustments	-	14,031	11,797	8,605	-
724	Dues/Subscriptions	529		90	1,500	1,500
727	Advertising	207	1,275	-	400	-
735	Finance Charges		1,859	-		5,000
736	Bank Charges	24,533	30,066	35,099	35,343	35,000
738	Bad Debt Expense		(47,478)		-	-
799	Miscellaneous Expense & Fees	2,915	507	536	-	1,000
996	Administrative Overhead - IT	-	-	-	34,206	22,505
	Total MS&S	192,725	265,779	283,003	265,836	317,138
	Total Operating Expenditures	994,750	1,127,797	957,916	1,086,284	1,084,461
	Indirect Cost Recovery (I.C.R.)	(198,725)	(248,501)	(226,746)	(543,142)	(542,215)
	Total Operating Expenditures After I.C.R	796,025	879,297	731,170	543,142	542,246

Finance Department (10-53)

			FY18 Budget	FY19 Approved Budget
PERSONNEL				
MIII	13401	Finance Director	125,000	128,750
MII	13402	Assistant Finance Director	93,198	112,000
R8	13101	General Ledger Accountant/ Analyst	61,039	64,091
R5	13102	Accounting Specialist I	48,469	52,134
R5	13103	Accounting Specialist I	46,160	52,134
R5	13105	Accounting Specialist 1	56,108	48,468
R4	13106	Accounting Clerk 25% (75% @ 51-80)	10,422	11,217
Wages			440,396	468,794
PT - Sales Tax Labor (2 @ \$25)*(1.5*692)			51,900	-
Overtime			2,000	2,000
Subtotal			53,900	2,000
Total Wages			494,296	470,794
Leave Cashout/Payout 5% of Union FTE Base Wages			11,110	11,402
Social Security (6.2% of Temp Salary)				
Medicare @ 1.45% of Total Wages			7,167	6,827
Unemployment Ins @ 2.23% of Total Wages (W/ \$39,800 cap)			6,760	5,620
Employee Group Benefits			162,000	138,825
Workers' Compensation @ .3783/\$100			1,870	1,781
PERS @ 22% of FTE Wages			108,745	103,575
Utility Benefit @ \$380/mo/FTE @ 6.25			28,500	28,500
BENEFITS & TAXES			326,152	296,529
TOTAL PERSONNEL			820,448	767,323

Planning Department (10-54)		FY 2015 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	211,131	246,647	196,163	228,142	216,312
MATERIALS, SUPPLIES, & SERVICES						
545	Training/Travel		3,388	4,735	8,420	5,000
561	Supplies	2,779	3,316	2,029	3,900	5,600
563	Wearing Apparel	-		-	-	300
601	Vehicle Parts					1,000
602	Gasoline	1,691	759	681	1,800	1,800
621	Electricity	1,760	1,638	1,451	1,811	1,440
622	Telephone	508	115	68	1,700	200
623	Heating Fuel	8,264	5,150	7,062	8,000	2,400
626	Water/Sewer/Garbage	1,076	1,205	1,309	1,000	1,400
627	Cell Phone				772	660
642	Legal Fees					5,000
648	Code Enforcement Activities	143			1,000	1,500
649	Professional Fees	1,690		10,210	60,000	50,000
661	Vehicle Maint/Repair (ISF 57)	1,200	498	2,034	1,519	1,391
668	Software License	329		1,900	-	4,500
669	Purchased Services	6,000	10,040	1,486	3,060	3,060
683	Minor Equipment			-	1,000	5,500
721	Insurance	1,633	1,453	195	1,500	1,900
724	Dues & Subscriptions		2,000	-	-	240
727	Advertising	1,310	297	291	1,000	2,000
771	Nuisance Enforcement Expenses					200
799	Miscellaneous Expense	916	306	50	-	1,000
996	Administrative Overhead - IT			-	18,253	17,008
	Total MS&S	29,299	30,165	33,501	114,735	113,099
	Total Operating Expenditures	240,430	276,812	229,664	342,877	329,411
CAPITAL EXPENDITURES (10-54-69X)						
690	Pickup Truck					30,000
690	Land Acquisition					60,000
690	Plotter					20,000
	Total Capital Expenditures					110,000
	Total Operating & Capital Expenditures	240,430	276,812	229,664	342,877	439,411

Planning (10-54)

			FY18 Budget	FY19 Approved Budget
PERSONNEL:				
MIII	14401	City Planner	82,070	77,250
R4	14101	Administrative Assistant	49,465	50,672
Wages			131,535	127,922
Overtime			-	-
Subtotal			-	-
Total Wages			131,535	127,922
Leave Cashout/Payout 5% of Union FTE Base Wages			2,473	2,534
Social Security @ 6.2% of Temp Wages			-	-
Medicare @ 1.45% of Total Wages			1,907	1,855
Unemployment Ins @ 2.23% of Total Wages (W/ \$39,800 cap)			1,831	1,831
Employee Group Benefits			51,840	44,424
Workers' Compensation @ .3783/\$100			498	484
PERS @ 22% of FTE Wages			28,938	28,143
Utility Benefit @ \$380/mo/FTE @ 2			9,120	9,120
BENEFITS AND TAXES			96,607	88,390
TOTAL PERSONNEL			228,142	216,312

Information Technology Services (10-55)		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	290,653	254,905	152,793	138,075	137,568
MATERIALS, SUPPLIES, & SERVICES						
545	Training/Travel	4,275	2,885	751	-	5,000
561	Supplies	3,795	3,534	5,130	4,500	4,500
602	Gasoline	3,389	3,183	2,188	2,000	1,440
622	Telephone	129	412	458	600	-
627	Staff Cellular Phones	33,425	30,680	21,099	5,299	1,600
649	Professional Services*		1,193	8,523	85,000	180,000
661	Vehicle Maint/Repair (ISF 57)	1,187	4,562	3,240	1,519	1,391
667	Connectivity Services*	211,114	199,575	190,806	245,000	245,000
668	Software / Support*	38,484	48,279	85,591	50,000	30,000
669	Other Purchased Services	19,717	12,005	3,433	-	
683	Minor Equipment	23,436	41,176	31,486	10,000	20,000
721	Insurance	2,212	1,495	659		1,500
724	Dues & Subscriptions		293	3,328		
732	Equipment Rental*	75,863	76,292	112,429	120,000	45,000
799	Miscellaneous Expense	115		613	1,000	1,000
996	Administrative IT Overhead				57,863	64,614
	Total MS&S	417,141	425,565	469,734	582,781	601,045
	Total Operating Expenditures	707,794	680,470	622,527	720,349	738,613
CAPITAL EXPENDITURES (10-54-69X)						
690	Capital Expenditures	-	12,439	10,734	45,000	
	Total Capital Expenditures	-	12,439	10,734	45,000	-
	Subtotal Operating & Capex	707,794	692,908	633,261	765,349	738,613
875	Indirect Cost Recovery (I.C.R.)*	(102,304)	(128,863)	(103,973)	(490,432)	(495,000)
	Total Operating Expenditures After I.C.R	605,490	564,045	529,288	274,917	243,613

Information Technology Services (10-55)

			FY18 Budget	FY19 Budget
PERSONNEL:				
MIII	15401	Information Technology Director	86,174	88,759
R6	15101	IT Technician	-	-
Wages			86,174	88,759
Part time hourly wages -780 HRS @ \$20			-	-
Annual Increases			-	-
Overtime			-	-
Subtotal			-	-
Total Wages			86,174	88,759
Leave Cashout/Payout 5% of Union FTE Base Wages			-	-
Social Security @ 6.2% of Temp Wages			-	-
Medicare @ 1.45% of Total Wages			1,250	1,287
Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap) - 1 FTE			888	888
Employee Group Benefits			25,920	22,212
Workers' Compensation @ .3783/\$100			326	336
PERS @ 22% of FTE Wages			18,958	19,527
Utility Benefit @ \$380/mo/FTE @ 1			4,560	4,560
BENEFITS & TAXES			51,901	48,809
TOTAL PERSONNEL			138,075	137,568

City Attorney's Office (10-56)		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	205,281	189,478	191,758	187,628	187,830
MATERIALS, SUPPLIES AND SERVICES:						
520	Relocation Expense	-	-	-	-	-
545	Training/Travel	7,820	8,254	5,420	6,500	6,500
561	Supplies	733	436	1,045	800	3,000
602	Gasoline		17	-		-
627	Cell Phone				772	660
642	Legal Fees	49,301	126,958	23,006	20,000	25,000
649	Professional Services			5,600		
661	Vehicle Maint/Repair (Int. Svc. Fund 57)			-		
669	Other Purchased Services	5,770	7,269	8,327	7,000	7,000
727	Advertising			-		-
721	Insurance	537	447	308	700	1,000
724	Dues/Subscriptions	1,185	1,405	660	1,500	1,500
799	Miscellaneous	145	880	336	500	1,200
996	Administrative Overhead - IT				15,974	14,260
	Total MS&S	65,491	145,666	44,702	53,746	60,120
	Total Operating Expenditures	270,772	335,144	236,460	241,374	247,950
875	Indirect Cost Recovery (I.C.R.)	-		(41,693)	(50,003)	(49,590)
	Total Operating Expenditures After I.C.R	270,772	335,144	194,767	191,371	198,360

City Attorney's Office (10-56)

			FY18 Budget	FY19 Approved Budget
PERSONNEL:				
Cont	A1	City Attorney	128,000	131,840
		Total Wages	128,000	131,840
		Medicare @ 1.45% of Total Wages	1,856	1,912
		Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap) - 1 FTE	888	888
		Employee Group Benefits	25,920	25,920
		Workers' Compensation @ .3783/\$100	484	499
		PERS @ 22% of FTE Wages	25,920	22,212
		Utility Benefit @ \$380/mo/FTE @ 1	4,560	4,560
		BENEFITS & TAXES	59,628	55,990
		TOTAL PERSONNEL	187,628	187,830

Fire Department (10-60)		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	743,130	854,867	868,747	1,045,741	1,061,035
MATERIALS, SUPPLIES, & SERVICES						
545	Training/Travel	8,362	9,997	10,740	10,750	19,878
561	Supplies	21,257	29,535	25,455	22,500	22,500
563	Wearing Apparel	6,216	4,771	8,733	8,266	15,687
567	Fire Prevention Program	5,721	3,910	4,614	5,200	5,200
600	Tires & Wheels	1,173	2,184	2,538	3,200	3,200
601	Vehicle Parts	17,245	16,201	22,539	19,250	19,250
602	Gasoline	11,435	11,833	10,424	12,000	14,400
621	Electricity	11,884	12,318	14,040	12,355	18,720
622	Telephone	4,679	3,610	3,610	6,000	2,500
623	Heating Fuel	28,984	17,063	23,190	25,000	24,000
626	Water/Sewer/Garbage	7,563	9,132	10,078	6,875	8,500
627	Cell Phone (4 @ 660)				3,088	2,640
647	Billing/Collection Service (\$2,600*12)*	31,266	28,756		31,200	31,200
649	Volunteer Stipend			14,977		
660	Vehicle Maint Services	1,486	1,532	14,036	16,440	8,000
661	Vehicle Maint/Repair (ISF 57)	8,157	6,943	20,510	10,125	9,274
662	Property Maintenance	49,325	58,933	19,445	31,500	5,500
669	Other Purchased Services	15,313	30,532	15,499	22,500	22,500
683	Minor Equipment	4,186	11,426	5,797	5,800	16,800
685	Equipment		8,844			
721	Insurance	23,765	25,453	39,518	16,290	53,000
724	Dues/Subscriptions	1,406	2,205	2,394	2,965	7,324
727	Advertising	1,521	696	1,392	1,500	1,500
799	Miscellaneous Expense	532	410	991	1,000	1,000
996	Administrative Overhead - IT				22,374	17,008
	Total Materials, Supplies & Services	261,472	296,283	270,520	296,178	329,581
	Total Operating Expenditures	1,004,602	1,151,150	1,139,267	1,357,213	1,390,616
CAPITAL EXPENDITURES (10-60-699)						
699	Ladder truck lease				75,000	71,218
699	Transmission replacement					8,000
699	Xfer To Fleet Replacement Fund	-	40,000	25,000		
	Total Capex	-	40,000	25,000	75,000	79,218
	Total Operating & Capex	1,004,602	1,191,150	1,164,267	1,432,213	1,469,834

Fire Department (10-60)

			FY18 Budget	FY19 Approved Budget
PERSONNEL				
MIII	16401	Fire Chief	103,673	106,783
PS6	16101	Fire Captain	71,767	77,239
PS2	16102	Fire Fighter/EMT	55,025	57,776
PS2	16103	Fire Fighter/EMT	49,850	53,651
PS2	16104	Fire Fighter/EMT	53,683	56,367
PS2	16105	Fire Fighter/EMT	52,373	54,992
PS2	16106	Fire Fighter/EMT	53,683	56,367
R6	16107	Fire Fighter/EMT		-
R6	16108	Fire Fighter/EMT		-
PS1		Fire Fighter/EMT	48,634	48,634
Wages			488,688	511,809
FLSA Overtime			45,000	49,000
Callback Overtime			37,000	44,000
Volunteers - Stipend			28,540	28,540
Subtotal			110,540	121,540
Total Wages			599,228	633,349
Leave Cashout/Payout 5% of Union FTE Base Wages			19,251	20,251
Social Security (6.2% of Volunteer Wages)			1,769	1,769
Medicare @ 1.45% of Total Wages			8,689	9,184
Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)			7,100	7,100
Employee Group Benefits			207,360	177,696
Workers' Compensation Volunteers			1,800	1,800
Workers' Compensation @ 5.3791/\$100			32,233	34,068
PERS @ 22% of FTE Total Wages			131,830	139,337
Utility Benefit @ \$380/mo/FTE @ 8			36,480	36,480
BENEFITS & TAXES			446,513	427,686
TOTAL PERSONNEL			1,045,741	1,061,035

Police Department (10-61)		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	2,597,014	2,484,977	1,866,729	2,502,340	2,633,629
MATERIALS, SUPPLIES, & SERVICES						
520	Relocation Costs - 2 @ \$3,500		1,166	3,147	7,000	7,000
521	Employee Housing		1,500	-	-	-
522	Recruitment Costs		4,783		-	-
530	Temp Police Off Related Costs		274	148		-
545	Training/Travel	22,668	35,420	31,702	35,000	46,000
561	Supplies	24,721	30,979	31,142	25,500	15,000
563	Wearing Apparel	10,809	12,184	8,620	21,250	21,250
601	Vehicle Parts					6,000
602	Gasoline	64,929	51,055	43,074	47,000	36,000
621	Electricity	89,843	38,483	35,579	30,000	40,800
622	Telephone	17,865	17,791	19,814	20,500	20,500
623	Heating Fuel	39,561	22,468	25,684	25,000	30,000
626	Water/Sewer/Garbage	19,885	17,174	8,678	10,000	10,000
627	Cell Phone (11 @ 660)				6,175	7,260
660	Vehicle Maint Services - Non-COB	4,298	6,283	5,715	5,000	6,000
661	Vehicle Maint/Repair (ISF 57)	39,009	52,874	68,612	20,250	18,547
668	SART Exams		(1,709)	5,650	7,500	10,000
669	Other Purchased Services	22,607	28,255	27,004	25,000	25,000
683	Minor Equipment	43,868	38,888	42,979	42,500	27,900
685	Equipment		557			
721	Insurance	85,481	82,371	15,527	85,000	122,972
722	Insurance Ded Exp & Other	10,000	14,807	20,000	20,000	-
724	Dues/Subscriptions	150		151	-	1,000
799	Miscellaneous Expenses	490	941		-	-
996	Administrative Overhead - IT				66,280	60,904
	Total MS&S	496,185	456,544	393,226	498,955	512,133
	Total Operating Expenditures	3,093,199	2,941,521	2,259,955	3,001,295	3,145,762
CAPITAL EXPENDITURES (10-61-69X)						
699	Xfer to Fleet Replacement Fund(1Vehicles)	-		83,009		50,000
	Total Capital Expenditures	-	-	83,009	-	50,000
	Total Operating & Capital Expenditures	3,093,199	2,941,521	2,342,964	3,001,295	3,195,762

Police Department (10-61)

			FY18 Budget	FY19 Approved Budget
PERSONNEL:				
MIII	17401	Police Chief (90% PD, 10% E911)	113,277	102,848
PS6	17301	Police Lieutenant	-	-
PS5	17302	Police Officer IV (Investigative Sergeant)	95,399	100,169
PS5	17303	Police Officer IV (Sergeant)	93,072	93,016
PS5	17304	Police Officer IV (Sergeant)	86,427	95,342
PS4	17201	Police Officer III (Corporal)	70,746	76,140
PS4	17202	Police Officer III (Corporal)		74,327
PS3	17105	Police Officer II	81,808	88,046
R7	PD9	Investigator		-
PS3	17106	Police Officer II	-	65,000
PS3	17107	Police Officer II	46,160	52,373
PS3	17108	Police Officer II	63,908	51,096
PS3	17109	Police Officer II	68,822	74,069
PS3	17110	Police Officer II	68,822	70,704
PS3	17111	Police Officer II	46,160	48,634
R6	PD13	Police Officer II		-
R6		Police Officer II		-
PS3	17112	Police Officer II	57,898	57,898
R6	17121	Patrol Officer		-
5	17130	Community Service Officer	48,469	47,296
5	17131	Community Service Officer	48,469	45,031
5	17114	Administrative Assistant II	48,469	50,892
6	17115	Public Safety Dispatch II (Manager)	52,348	52,348
5	17116	Public Safety Dispatcher I	43,959	45,031
5	17117	Public Safety Dispatcher I	58,914	61,860
5	17118	Public Safety Dispatcher I	46,160	49,651
5	17119	Public Safety Dispatcher I	46,160	49,651
Wages			1,285,447	1,451,422
Field Training			12,000	12,000
Shift Differential and Overtime			164,309	200,000
Subtotal			176,309	212,000
Total Wages			1,461,756	1,663,422
Leave Cashout/Payout 5% of Union FTE Base Wages			25,000	25,000
Social Security @ 6.2% of Temp Wages				6,377
Medicare @ 1.45% of Total Wages			21,195	24,120
Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)			17,751	19,526
Employee Group Benefits			518,400	399,816
Workers' Compensation @ 3.1094/\$100			45,452	51,722
PERS @ 22% of FTE Total Wages			321,586	343,326
Utility Benefit @ \$380/mo/FTE @ 22			91,200	100,320
BENEFITS & TAXES			1,040,584	970,207
TOTAL PERSONNEL			2,502,340	2,633,629

Public Works Admin. (10-65)		FY 2015 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	239,873	119,813	110,246	122,205	61,121
MATERIALS, SUPPLIES, & SERVICES						
545	Training/Travel	1,184	464	5,998	5,000	5,000
561	Supplies	2,342	968	10,630	2,500	1,000
601	Vehicle Parts					1,000
602	Gasoline	2,044	1,461	1,377	6,500	4,200
621	Electricity	2,094	1,638	6,435	1,810	-
622	Telephone	2,368	1,841	1,431	3,750	150
623	Heating Fuel	1,794	10,248	7,062	8,000	9,600
626	Water/Sewer/Garbage	231	1,205	1,309	1,233	1,233
627	Cell Phone				3,088	1,320
661	Vehicle Maint/Repair (ISF 57)*	3,734	1,281	2,559	3,037	2,782
669	Other Purchased Services	78	192	566		2,500
683	Minor Equipment	257	69	-		
721	Insurance	5,337	4,504	13,243	4,860	-
724	Dues/Subscriptions	50		-	500	500
799	Miscellaneous Expenses	3,970		1,678	500	500
996	Administrative Overhead - IT				18,253	15,634
	Total MS&S	25,482	23,871	52,288	59,031	45,419
	Total Operating Expense	265,355	143,684	162,534	181,236	106,540
875	Indirect Cost Recovery	(21,238)	(16,495)	(12,103)		
	Total Operating Expense	244,117	127,189	150,431	181,236	106,540

Public Works-Admin (10-65)

			FY18 Budget	FY19 Approved Budget
PERSONNEL				
MIII	19401	Public Works Director 15%	16,350	16,841
R4	19101	Admin Assistant 15%	48,259	6,566
		Wages	64,609	23,407
		Annual Increases		
		Overtime	3,000	-
		Subtotal	3,000	-
		Total Wages	67,609	23,407
		Leave Cashout/Payout 5% of Union FTE Base Wages	2,413	328
		Medicare @ 1.45% of Total Wages	980	339
		Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)	1,021	1,021
		Employee Group Benefits	29,808	25,544
		Workers' Compensation @ .3783/\$100	256	89
		PERS @ 22% of FTE Wages	14,874	5,149
		Utility Benefit @ \$380/mo/FTE @ 1.15	5,244	5,244
		BENEFITS & TAXES	54,596	37,714
		TOTAL PERSONNEL	122,205	61,121

Streets & Roads (10-66)		FY 2015 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	707,584	636,113	559,642	671,151	681,812
MATERIALS, SUPPLIES, & SERVICES						
545	Training/Travel	1,175	525	-	1,000	-
561	Supplies	2,330	1,016	4,026	1,000	1,500
562	Signs	2,732	1,766	2,240	2,800	2,800
563	Wearing Apparel	2,487	1,930	2,405	1,500	2,500
567	Calcium Chloride	49,352	26,151	49,920	50,000	50,000
576	Salt	49,869	46,797	49,920	50,000	50,000
577	Asphalt Products & Supplies					10,000
600	Tires/Wheels/Chains	17,500	11,641	7,872	18,000	18,000
601	Vehicle Parts			9,559	500	50,000
602	Gasoline/Diesel/Oil	96,945	70,966	63,942	60,000	72,000
620	Electricity (Street Lights)	95,005	35,509	43,284	50,000	36,000
621	Electricity	2,009	1,870	1,657	2,500	14,400
622	Telephone	185	33	34	650	100
623	Heating Fuel	9,898	6,526	8,458	10,000	3,600
626	Water/Sewer/Garbage	2,958	3,315	3,599	4,500	3,500
627	Cell Phone				1,544	1,320
647	Light Poles Maintenance/Rent	19,331	18,887	18,812	19,000	19,000
649	Engineering Services		3,807			-
661	Vehicle Maint/Repair (ISF 57)*	240,258	169,230	267,138	151,872	139,103
669	Other Purchased Services	4,822	18,161	6,602	1,500	10,000
683	Minor Equipment	2,337	1,561	858	3,000	7,000
721	Insurance	21,223	19,403	14,591	19,400	21,000
727	Advertising	100	78	19	200	200
799	Miscellaneous Expense	33,160	(32,980)	1,351	500	500
996	Administrative Overhead - IT				15,974	14,260
	Total MS&S	653,675	406,192	556,287	465,440	526,783
	Total Operating Expenditures	1,361,259	1,042,305	1,115,929	1,136,591	1,208,595
PROJECT EXPENDITURES (10-66-77X)						
771	Gravel - City-wide	305,043	281,750	227,155	144,000	350,000
772	Culverts	16,661	12,781	18,264	18,000	18,000
773	Ridgecrest Drive (Gravel, match to DOT)	-	4,740	-	254,000	-
774	DeLapp to Lulu Heron					91,200
	Total Project Expenditures	321,704	299,271	245,419	416,000	459,200
	Total Operating & Project Expenditures	1,682,963	1,341,576	1,361,348	1,552,591	1,667,795
CAPITAL EXPENDITURES (10-66-69X)						
691	Water Truck				84,504	27,356
	Total Capital Expenditures				84,504	27,356
	Total Operating & Capital Expenditures	1,682,963	1,341,576	1,361,348	1,637,095	1,695,151

Streets and Roads (10-66)

			FY18 Budget	FY19 Approved Budget
PERSONNEL				
MIII	19401	Public Works Director 5%	5,450	5,614
R4	19101	Admin Assistant 5%		2,189
R6	20101	Foreman	87,345	91,712
R4	20102	Grader Operator	74,855	78,598
R4	20103	Grader Operator	74,855	78,598
R4	20104	Operator/Driver	54,535	58,659
R4	20105	Operator/Driver	51,938	55,865
		Driver (\$47,110 @ 50% HR, 25% S&R, 12.5% HW, 12.5% HS)	11,778	12,366
Wages			360,756	383,601
		Temp Mechanic (5 months @ 4/F - \$22.73)		
		Overtime	20,000	20,000
Subtotal			20,000	20,000
Total Wages			380,756	403,601
		Leave Cashout/Payout 5% of Union FTE Base Wages	18,765	19,899
		Medicare @ 1.45% of Total Wages	5,521	5,852
		Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)	4,745	4,758
		Employee Group Benefits	137,376	117,724
		Workers' Compensation @ 4.2165/\$100	16,055	17,018
		PERS @ 22% of FTE Wages	83,766	88,792
		Utility Benefit @ \$380/mo @ 5.3 FTE	24,168	24,168
BENEFITS AND TAXES			290,396	278,211
TOTAL PERSONNEL			671,151	681,812

Property Maintenance (10-70)		FY 2015 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	523,219	487,981	372,782	613,239	581,092
MATERIALS, SUPPLIES, & SERVICES						
545	Training/Travel	3,373	863	-	3,000	4,000
561	Supplies (Prop Mt.)	17,749	4,805	7,873	1,000	2,000
562	Materials (other depts)	13,191	18,279	7,756	1,000	2,000
563	Wearing Apparel	1,470	1,866	1,226	2,000	2,500
566	Cleanup Greenup Supplies				600	700
580	Boiler Parts	18,046	40,151	23,458	15,000	15,000
590	Glycol Supplies		3,899	4,900	6,000	6,000
591	Carpentry Supplies	7,155	12,520	3,595	10,000	10,000
592	Plumbing Supplies	8,065	9,802	3,770	8,000	6,000
593	Electrical Supplies	16,710	28,310	26,871	27,500	10,000
594	Paint Supplies	384	2,696	1,047	2,500	2,500
595	Boardwalk Supplies	1,255	3,533	1,987	3,000	3,000
601	Vehicle Parts					3,000
602	Gasoline	9,200	6,646	6,134	12,000	7,200
621	Electricity	14,271	10,131	5,784	12,000	14,400
622	Telephone	207	33	52		100
623	Heating Fuel	33,721	20,399	21,464	40,000	36,000
626	Water/Sewer/Garbage	2,021	2,265	2,458	17,400	17,400
627	Cell Phone				772	1,320
661	Vehicle Maint/Repair (ISF 57)	15,411	8,812	9,344	6,075	5,564
662	Contract - Wind Turbine (5 yr)			2,751	5,300	5,300
663	Maintenance - Wind Turbine			2,074		
668	Parks Maintenance				17,500	17,500
669	Other Purchased Services	21,328	51,627	32,167	45,000	30,000
683	Minor Equipment	4,947	6,650	3,732	5,000	5,000
721	Insurance	7,626	8,101	5,516	8,550	7,300
776	4th of July			98	2,000	2,000
799	Miscellaneous	40	532			1,000
996	Administrative Overhead - IT				16,895	27,146
	Total MS&S	196,170	241,920	174,058	268,092	243,930
	Total Operating Expenditures	719,389	729,901	546,839	881,331	825,022
875	Indirect Cost Recovery (33%)	(63,864)	(63,864)	(61,450)		(272,257)
	Total Operating Expenditures after I.C.R.	655,525	666,037	485,389	881,331	552,765
CAPITAL EXPENDITURES (10-70-69X)						
690	Public Work Bathrooms	-	6,491	-	-	-
69X	Wheelchair Ramp Replacement					40,000
69X	Cemeteries					28,000
	Total Capital Expenditures	-	6,491	-	-	68,000
	Total Operating & Capex	655,525	672,528	485,389	881,331	620,765

Property Maintenance (10-70)

			FY18 Budget	FY19 Approved Budget
PERSONNEL				
MIII	19401	Public Works Director 5%	5,450	5,614
R4	19101	Admin Assistant 5%		2,189
R6	22101	Building Maintenance Foreman	81,206	62,078
R4	22102	Maintenance Worker	63,123	48,259
R4	22103	Maintenance Worker	57,272	41,696
R4	22104	Maintenance Worker	54,535	66,279
R4	18104	Maintenance Worker	39,710	53,205
		Wages	301,296	279,320
R1	18901	Temp Maint Worker (5.15 - 10.15, 800 hrs @ 17.60/hr)	13,856	14,080
R1	18902	Temp Maint Worker (5.15 - 10.15, 800 hrs @ 17.60/hr)	11,888	14,080
		Overtime/Shift Differential	20,000	30,000
		Subtotal	45,744	58,160
		Total Wages	347,040	337,480
		Leave Cashout/Payout 5% of Union FTE Base Wages	14,792	13,685
		Social Security (6.2% of Temp Salary)	1,596	1,746
		Medicare @ 1.45% of Total Wages	5,032	4,893
		Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)	4,480	4,781
		Employee Group Benefits	130,896	112,171
		Workers' Compensation @ 4.5210/\$100	15,690	15,257
		PERS @ 22% of FTE Wages	70,685	68,050
		Utility Benefit @ \$380/mo/ FTE @ 5.05	23,028	23,028
		BENEFITS AND TAXES	266,199	243,612
		TOTAL PERSONNEL	613,239	581,092

Community Services (10-72)

		FY 2015 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
MATERIALS, SUPPLIES, & SERVICES						
626	Senior Ctr - W/S/G ONC	3,230	1,767			
657	Senior Ctr Bus-Vehicle Maint/Repair (Int. Svc. Fund 57)	3,256	1,192			
745	Kusko Consortium Library Agreement	67,600	67,600	-	55,700	67,600
746	ONC Bus Senior Donation		4,220	4,220		
747	Camai Donation	4,296		4,037		
755	Bethel Search & Rescue			5,000		
760	Community Action Grant				10,000	15,000
798	UAF 4-H Contribution	-	112,000	112,000	112,000	112,000
		78,382	186,779	125,257	177,700	194,600
	Total Operating Expenditures	78,382	186,779	125,257	177,700	194,600
PROJECT EXPENDITURES (10-72-77X)						
771	Cemetery Improvements	3,838		636	-	-
	Total Project Expenditures	3,838	-	636	-	-
	Total Operating & Project Expenditures	82,220	186,779	125,893	177,700	194,600

In-Kind & Transfers (10-73)		FY 2015 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
TRANSFERS						
550	Cash Xfer- 1/12th* General Sales Tax to YK Pool	601,085	539,358	363,350	562,999	529,583
551	Cash Xfer- 1/30th** Alcohol Sales Tax to YK Pool				25,396	6,000
622	Cash Transfer to Trainsit Bus		59,876	80,580	80,580	80,580
	Total Transfers	601,085	599,234	443,930	668,975	616,163
CAPITAL PROJECTS (10-73-XXX)						
634	Cash Xfer to Land Planning and Development (F25)	35,000				
	Total Capital Expenditures	35,000	-	-	-	-
	Total Transfers & Capex	636,085	599,234	443,930	668,975	616,163

Note: 550-Cash Xfer of Sales Tax to YK Pool was 1% from Jan. 2008 thru Dec. 2009, then changed to .5% until Dec. 2027

* .06/.005 = 1/12th

Special Revenue Funds

39 - Community Service Patrol

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Community Service Patrol Program (27-50)		FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:					
	Total Personnel	199,130	159,914	294,397	275,669
MATERIALS, SUPPLIES AND SERVICES:					
545	Training/Travel	25			
561	Supplies	652	6,517		
563	Wearing Apparel	157	5,229	813	3,000
570	In-Kind Expenses	30,180	17,461		
602	Gasoline/Diesel/Oil	2,243		9,000	9,000
622	Telephone	687	583		
649	Professional Services			7,500	
668	Dispatch Services	24,000			
683	Minor Equipment	34,378	2,413	6,000	2,000
690	Vehicles	32,329	48,223		
721	Insurance	8,183	1,184	9,412	
	Total MS&S	132,809	81,610	32,725	14,000
	Total Operating Expenditures	331,939	241,524	327,122	289,669
875	<i>Indirect Cost Recovery</i>				
	NET Operating, Debt, Project & Capex	331,939	241,524	327,122	289,669

Community Service Patrol Program (27-50)

			FY18 Budget	FY19 Approved Budget
PERSONNEL				
R5	28101	Community Service Patrol	47,287	47,286
R5	28102	Community Service Patrol	45,034	46,157
R5	28103	Community Service Patrol	46,160	45,031
		Wages	138,481	138,474
		Shift differential @ 6% of base wages	8,309	8,308
		Overtime @ \$2,000 x 3 FTE	6,000	-
		Subtotal	14,309	8,308
		Total Wages	152,790	146,782
		Leave Cashout/Payout 5% of Union FTE Base Wages	6,924	6,924
		Medicare @ 1.45% of Total Wages	2,215	2,128
		Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)	2,663	2,663
		Employee Group Benefits @ \$2,160/mo / FTE @ 3	77,760	66,636
		Workers' Compensation @ 5.3791/\$100	4,751	4,564
		PERS @ 22% of FTE Wages	33,614	32,292
		Utility Benefit @ \$380/mo/ FTE @ 3	13,680	13,680
		BENEFITS & TAXES	141,607	128,887
		TOTAL PERSONNEL	294,397	275,669

E-911 Services Fund (41-50)		FY 2015 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
	REVENUE					
411	Surcharge	188,477	152,267	154,066	155,000	144,000
416	Public Safety Dispatch Contract w/SOA	38,000				
	Total Revenue	226,477	152,267	154,066	155,000	144,000
	EXPENSE					
	Total Personnel	53,075	209,251	230,712	105,387	97,632
	MATERIALS, SUPPLIES, & SERVICES					
545	Training/Travel	5,445	3,474	513	-	-
561	Supplies	1,262	1,352	486		
563	Wearing Apparel		1,490	245		
622	911 Phone Lines	1,539	1,297	1,602		
649	Professional Svs.	6,409	16,410	113,375	35,500	35,500
664	Direct IT Purchases			-	-	-
669	Purchased Services	8,383		488	5,000	5,000
683	Minor Equipment		6,889	921	-	-
721	Insurance	403	983	(568)	1,000	1,240
732	Lease - Tower @ \$400 / mo	4,824	4,836	4,806	4,800	4,800
996	Administrative Overhead - IT	21,557	19,825	22,000		
	Total M,S & S	49,822	56,556	143,867	46,300	46,540
	Total Operating Expense	102,897	265,807	374,579	151,687	144,172
	Net Gain (Loss)	123,579	(113,540)	(220,513)	3,313	(172)

E-911 Services Fund (41-50)

			FY18 Budget	FY19 Approved Budget
PERSONNEL:			-	
MIII	17401	Police Chief 10% (90% GF)	11,296	11,428
R6	17114	Police Records & Public Safety Dispatch Manager--10% (90% GF)		
R5	17118	Public Safety Dispatcher	-	-
R5	17119	Public Safety Dispatcher	-	-
R5	17120	Public Safety Dispatcher	46,160	42,887
Wages			57,456	54,315
Annual Increases				
Overtime			-	-
Subtotal			-	-
Total Wages			57,456	54,315
Leave Cashout/Payout (5% of Base Salary)			2,873	2,716
Medicare @ 1.45% of Total Wages			833	788
Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)			888	888
Employee Group Benefits @ \$2,160/mo / FTE @ 1			25,920	22,212
Workers' Compensation @ .3783/\$100			217	205
PERS @ 22% of FTE Wages			12,640	11,949
Utility Benefit @ \$380/mo/FTE @ 1			4,560	4,560
Subtotal Benefits and Taxes			47,931	43,317
TOTAL PERSONNEL			105,387	97,632

Capital Projects Fund

45 - Park Development Fund

46 - Institutional Corridor Fund

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Park Development Fund (26-50)		FY16 Actuals (Pre-Audit)	FY17 Approved Budget	FY18 Approved Budget	FY19 Approved Budget
REVENUE					
46-490	Cash Contribution from General Fund		-		
	Total Revenues	-	-	-	-
PROJECT EXPENSES (26-50-77X)					
	Total Project Expenses		-		
CAPITAL EXPENSES (26-50-69X)					
690	Park Development OWL Park		-		83,000
694	Bike / Walking Paths	86,648	112,852	20,552	20,552
	Total Capital Expense	86,648	112,852	20,552	103,552
Total Revenue over Expense		(86,648)	(112,852)	(20,552)	(103,552)

Note: There was no activity in FY15

Institutional Corridor Project C.I.P. (45-50)		FY19 Approved Budget
	REVENUES:	
45-42-411	SOA Grant	
	Total Revenues	-
PROJECT EXPENDITURES		
646	Contracting Fees (Contingency Budget)	300,000
	Total Project Expenditures	300,000
Total Revenue over Expense		(300,000)

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Enterprise Funds

40 - YK - Pool



50 - Solid Waste Enterprise Fund



51 - Water & Sewer Utility Enterprise Fund



52 - Municipal Dock Enterprise Fund



53 - Leased Properties Enterprise Fund



56 - Bethel Transit System Enterprise Fund



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Yukon Kuskokwim Regional Health and Aquatic Safety Training Center (40-50)		FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
REVENUE					
46-414	Memberships	272,515		372,000	383,160
43-430	Pro Shop	34,475	-	39,675	42,000
43-435	Concessions	40,669	-	49,200	55,000
43-460	Entry Fees	-	-	78,480	81,500
43-463	Facility Rental	7,763	-	12,750	12,750
43-465	Program Fees	59,496	-	90,500	80,500
	Total Operating Revenues	414,918	-	642,605	654,910
46-412	Cash Transfer from GF: Retail Sales Taxes	539,358	363,350	588,375	529,583
46-413	Cash Transfer from GF: Alcohol Sales Taxes				6,000
49-487	Interest Income		390	42,660	50,000
	Total Non-Operating Revenue	539,358	363,740	631,035	585,583
	Total Revenue	954,276	363,740	1,273,640	1,240,493
EXPENSE					
PERSONNEL:					
	Salaries, Benefits & Taxes minus EGHB				
	Overtime				
	Employee Group Health Benefits				
	Total Personnel				
MATERIALS, SUPPLIES, & SERVICES					
602	Gasoline/Diesel/Oil			3,750	2,400
621	Electricity	58,006	80,337	96,000	115,200
623	Heating Fuel	157,914	159,632	200,000	240,000
624	Water/Sewer/Garbage	82,992	64,882	76,350	52,000
646	Contractor's Pass-thru expenses	760,403	260,026	912,534	917,610
649	Professional Services (HealthFit @ \$12,360)	145,110	177,913	140,200	148,320
662	Prop Maint		54		
669	Other Professional Services		258	25,160	25,160
683	Minor Equipment		110		
687	Land Easement Acquisition				
661	Vehicle Maint/Repairs			1,000	1,000
721	Insurance	25,237	27,035	26,000	39,000
996	Indirect Cost Recovery - I.T.	35,685	-	10,770	42,172
997	Indirect Cost Recovery - Property Maintenance - 5%				41,251
998	Indirect Cost Recovery - Administration	16,359		27,682	28,755
	Total Operating Expenses	1,281,706	770,247	1,519,446	1,652,867
	Net Operating Deficit	(327,430)	(406,507)	(245,806)	(412,374)
CAPITAL EXPENDITURES (40-50-699)					
699	Server and Domain Setup		-	-	30,000
	Total Capital Expenditures		-	-	30,000
	Net Operating and Capex	(327,430)	(268,214)	(245,837)	(442,374)

Yukon Kusokwim Regional Health and Aquatic Safety Training Center (40-50)

Healthfit Contractor Expenses

Personnel - Wages & Benefits		701,804		
Housing		37,080		
	Total Personnel		738,884	
545 Travel/Training				
	1st Aid/CPR	3,465		
	Staff Inservice Training	2,266		
			5,731	
561 Supplies				
	Office	4,080		
	Pool Maint	7,350		
	Chemical	28,080		
	Fitness Items	1,591		
	Aquatics Program	2,575		
	Concession Inventory	34,000		
	Pro-Shop Inventory	21,500		
			99,176	
580 Boiler		5,250		
661 Vehicle Maint		500		
663 Janitorial Supplies		18,000		
			23,750	
668 Software licenses				
	POS	6,369		
	Employees Scheduling	500		
			6,869	
683 Minor Equipment		10,500		
684 Donations/Awards		500		
724 Dues/Subscriptions		2,000		
727 Advertising		9,000		
733 Postage		400		
736 Bank fees		14,500		
790 Allowance for Special Events				
	Member Incentives	400		
	Community Events	400		
			37,700	
Misc				
	Bldng Maint Reserve	3,750		
799 Misc		1,750		
			5,500	
	Total Non-Personnel		178,726	
646 Total Contractor Pass-Thru Expense			917,610	
649 Contractor: Healthfit \$12,360			148,320	
	Total Direct Expense		1,065,930	

SOLID WASTE ENTERPRISE FUND SUMMARY

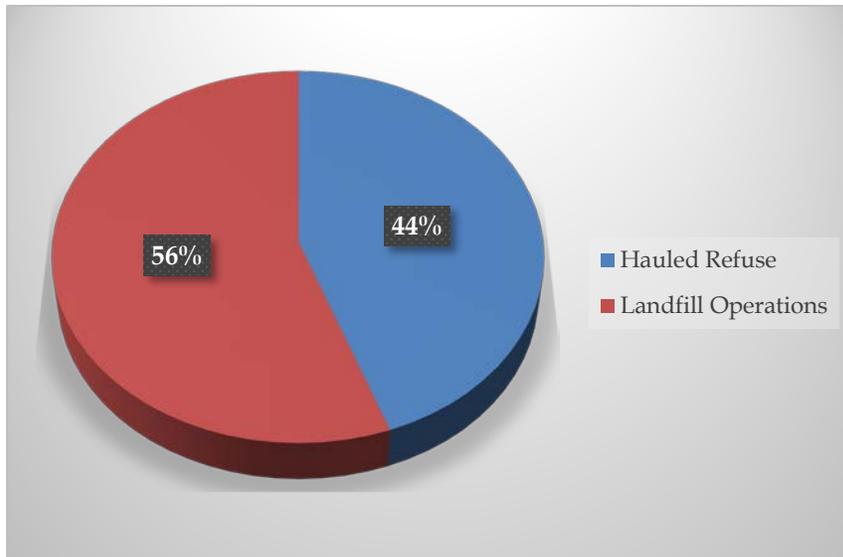
	FY 2015 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 PROPOSED Budget
Operating Revenues:	1,241,873	1,169,459	1,186,561	1,215,000	1,169,000
Operating Expenses for Services:					
Hauled Refuse	238,155	321,336	261,672	409,654	417,753
Landfill Operations	267,080	375,978	348,942	523,975	522,454
TOTAL OPERATING EXPENSES FOR SERVICES	505,235	697,314	610,614	933,629	940,207
<i>Excess of Revenues over Operating Expenses for Services</i>	736,638	472,145	575,948	281,371	228,793
Capital Outlay:					
Capital Expenditure	35,000	35,000	50,000	-	110,000
TOTAL CAPITAL OUTLAY	35,000	35,000	50,000	-	110,000
<i>Excess of Revenue (Expenditures) over Services & CapEx</i>	701,638	437,145	525,948	281,371	118,793
Non-Cash Expense					
Landfill Closure Costs	38,440	38,440	38,440	40,000	40,000
Depreciation and Amortization	57,036	28,465	58,000	58,000	58,000
TOTAL NON-CASH EXPENSES	95,476	66,905	96,440	98,000	98,000
Excess Revenues over Expenses	606,162	370,240	429,508	183,371	20,793
Total Fund Revenues:	1,241,873	1,169,459	1,186,561	1,215,000	1,169,000
Less Total Fund Expenditures net of Non-Cash Expense	(540,235)	(732,314)	(660,614)	(933,629)	(1,050,207)
Less Total Fund Non-Cash Expense	(95,476)	(66,905)	(96,440)	(98,000)	(98,000)
Net Fund Income (Loss)	606,162	370,240	429,508	183,371	20,793

SOLID WASTE ENTERPRISE FUND REVENUES

		FY 2015 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
	Revenue					
50-44-412	Commercial Garbage Pickup	782,026	771,071	761,681	770,000	758,000
50-44-413	Residential Garbage Pickup	327,981	323,077	326,825	325,000	328,000
50-44-416	Landfill Dump Fee	129,257	75,311	98,055	120,000	83,000
	Total Solid Waste Services	1,239,264	1,169,459	1,186,561	1,215,000	1,169,000
50-44-420	Recycling Income	2,609	-	-		
	Total Recycling Operations	2,609	-	-	-	-
	Total Revenue	1,241,873	1,169,459	1,186,561	1,215,000	1,169,000

SOLID WASTE ENTERPRISE FUND EXPENSE SUMMARY

		Personnel Expenses	Materials, Supplies & Services	Total Operating Expenses
50-70	Hauled Refuse	214,011	203,742	417,753
50-71	Landfill Operations	263,272	259,182	522,454
TOTALS		477,283	462,924	940,207



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Hauled Refuse (50-70)		FY 2015 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	126,448	171,478	138,384	210,256	214,011
MATERIALS, SUPPLIES, & SERVICES						
545	Training/Travel	-		-	500	500
561	Supplies	1,440	1,193	1,944	500	500
563	Wearing Apparel	525	2,368	1,648	600	600
600	Tires/Wheels/Chains	6,648	6,534	4,394	8,000	2,000
601	Vehicle Parts			79		20,000
602	Gasoline/Diesel/Oil	10,685	22,532	21,229	18,000	21,600
661	Vehicle Maint/Repair (ISF 57)	36,500	44,869	29,636	75,936	69,551
669	Other Purchased Services	2,608	123	298	3,000	500
683	Minor Equipment	11,456	18,790	14,334	40,000	40,000
721	Insurance	8,474	8,123	5,379	8,700	4,000
722	Insurance - Deductable exp & Other		2,650			
738	Bad Debts Expense		10,138	-	3,000	3,000
799	Miscellaneous	513		-	800	-
997	Administrative Overhead - I.T.	20,825	21,006	31,989	-	-
998	Administrative Overhead - I.C.R.	12,033	11,533	12,358	40,362	41,490
	Total MS&S	111,707	149,858	123,288	199,398	203,742
	Total Operating Expenses	238,155	321,336	261,672	409,654	417,753
CAPITAL EXPENSES (51-70-69X)						
699	Xfer to F58-Fleet Replacement Fund	35,000	35,000	50,000	-	-
	Total Capex	35,000	35,000	50,000	-	-
	Total Operating & Capex	273,155	356,336	311,672	409,654	417,753

Hauled Refuse (50-70)

			FY18 Budget	FY19 PROPOSED Budget
PERSONNEL				
MIII	19401	Public Works Director @ 5%	5,450	5,614
R4	19101	Admin Asst @ 5%		2,189
R6	24101	Utility Foreman (10% of base salary)	5,127	5,235
R4	23104	Driver	73,073	76,727
R4	23105	Driver (\$47,110 @ 50% HR, 25% S&R, 12.5% HW, 12.5% HS)	23,555	24,733
Wages			107,205	114,498
Overtime			10,000	10,000
Subtotal			10,000	10,000
Total Wages			117,205	124,498
Leave Cashout/Payout 5% of Union FTE Base Wages			5,088	5,444
Medicare @ 1.45% of Total Wages			1,699	1,805
Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)			2,011	2,017
Employee Group Benefits			42,768	36,650
Workers' Compensation @ 6.9753/\$100			8,175	8,684
PERS @ 22% of FTE Wages			25,785	27,389
Utility Benefit @ \$380/mo/FTE @ 1.65			7,524	7,524
BENEFITS AND TAXES			93,051	89,514
PERSONNEL			210,256	214,011

Landfill Operations (50-71)		FY 2015 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	166,365	277,190	214,143	260,249	263,272
MATERIALS, SUPPLIES, & SERVICES						
545	Training/Travel	1,037	666	3,720	3,000	3,000
561	Supplies	1,898	2,470	3,331	2,000	2,500
563	Wearing Apparel	429	368	110	1,000	1,500
601	Vehicle Parts			12		25,000
602	Gasoline/Diesel/Oil	19,719	6,601	2,632	25,000	12,000
621	Electricity	3,356	3,379	1,879	2,000	3,000
622	Telephone	1,042	1,053	413	2,000	-
623	Heating Fuel	16,818	4,202	7,192	3,000	3,600
649	Professional Services (Landfill Closure Study)		38,440	14,990	60,000	60,000
650	Lab Tests	10,052	5,332	3,331	12,000	-
661	Vehicle Maint/Repair (ISF 57)	19,693	10,414	73,647	75,936	69,551
669	Other Purchased Services	3,184	3,363	3,375	1,000	500
683	Minor Equipment	505	1,996	1,659	5,000	8,000
721	Insurance	1,615	2,315	91	3,900	4,000
727	Advertising	73	18	-	250	-
738	Bad Debts Expense	1,483	1,503	-	500	-
996	Administrative Overhead - IT				17,181	15,490
998	Administrative Overhead - I.C.R.	19,811	16,669	18,416	49,959	51,040
	Total MS&S	100,715	98,788	134,799	263,726	259,182
	Total Operating Expenses	267,080	375,978	348,942	523,975	522,454
CAPITAL EXPENSES (51-71-69X)						
699	Belly Dump Truck					110,000
	Total Capex					110,000
	Total Operating & Capex	267,080	375,978	348,942	541,156	632,454

Landfill Operations (50-71)

			FY18 Budget	FY19 PROPOSED Budget
PERSONNEL				
MIII	19401	Public Works Director @ 5%	5,450	5,614
R4	19101	Admin Asst @ 5%		2,189
R6	24101	Utility Foreman (20% of base salary)	10,255	10,470
R4	23102	Landfill Manager	81,206	83,186
R3	23103	Landfill Technician	37,688	41,696
Wages			134,599	143,155
Overtime			10,000	10,000
Subtotal			10,000	10,000
Total Wages			144,599	153,155
Leave Cashout/Payout 5% of Union FTE Base Wages			6,457	6,877
Medicare @ 1.45% of Total Wages			2,097	2,221
Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)			1,728	1,817
Employee Group Benefits			58,320	49,977
Workers' Compensation @ 3.4415/\$100 total wages			4,976	5,271
PERS @ 22% of FTE Wages			31,812	33,694
Utility Benefit @ \$380/mo/FTE @ 2.25			10,260	10,260
BENEFITS AND TAXES			115,650	110,117
TOTAL PERSONNEL			260,249	263,272

WATER & SEWER UTILITY FUND SUMMARY

	FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
Operating Revenues:	5,846,189	6,603,235	6,426,745	6,432,237	6,848,919
Operating Expenses for Services:					
51-81 Hauled Water	1,389,515	1,579,706	1,299,876	1,644,964	1,485,225
51-85 Hauled Sewer	1,450,865	1,446,108	1,211,150	1,749,382	1,693,582
51-82 Piped Water	349,767	490,909	381,137	448,233	506,296
51-86 Piped Sewer	561,040	586,793	591,118	676,417	616,092
51-83 Water Treatment - Bethel Heights	875,408	596,755	508,754	573,272	630,304
51-84 Water Treatment - City Subdivision	610,014	558,117	417,491	515,103	746,215
51-87 Sewer Lagoon	98,181	107,080	74,956	160,435	186,086
TOTAL OPERATING EXPENSES FOR SERVICES	5,334,789	5,365,468	4,484,483	5,767,806	5,863,800
Excess of Revenues over Operating Expenses for Services	511,400	1,237,767	1,942,262	664,431	985,119
Less: Operating Expenses for Non-Services:					
51-80 Utility Billing	88,800	125,294	176,254	266,597	667,695
TOTAL OPERATING EXPENSES FOR NON-SERVICES	88,800	125,294	176,254	266,597	667,695
Excess of Revenues over Svs. & Non-Svs. Expenses	422,600	1,112,473	1,766,008	397,834	317,424
Less: Project Expenses:					
TOTAL PROJECT EXPENSES (\$50+\$50+\$34)	687	-	34,740	134,740	169,740
Excess of Rev. over Svs. & Non-Svs. & Project Expenses	421,913	1,112,473	1,731,268	263,094	147,684
Less: Capital Outlay:					
USDA W/S Reserve					382,320
TOTAL CAPITAL OUTLAY	70,000	70,000	394,000	-	382,320
Subtotal	351,913	1,042,473	1,337,268	263,094	(234,636)
Transfers In (Out):					
Interfund Transfer From General Fund	643,350	-	49,125	-	-
Interfund Transfer to W&S Capital Project Fund	-	-	-	-	-
TOTAL TRANSFERS IN (OUT)	643,350	-	49,125	-	-
Net Fund Income (Loss) Before Non-Cash Expense	995,263	1,042,473	1,386,393	263,094	(234,636)
Non-Cash Expense					
Depreciation and Amortization	(1,133,852)	(1,122,280)	(1,150,000)	(1,150,000)	(1,150,000)
TOTAL NON-CASH EXPENSE	(1,133,852)	(1,122,280)	(1,150,000)	(1,150,000)	(1,150,000)
Excess Revenue (Deficit) over All Expense	(138,589)	(79,807)	236,393	(886,906)	(1,384,636)
	856,674	962,666	1,622,786	(623,812)	(1,619,272)
Total Fund Revenue	6,489,539	6,603,235	6,475,870	6,432,237	6,848,919
Total Fund Expenditures B4 Non-Cash Expense	(5,494,276)	(5,560,762)	(5,089,477)	(6,169,143)	(7,083,555)
Total Fund Deficit after Non-Cash Expense	(138,589)	(79,807)	236,393	(886,906)	(1,384,636)
NET FUND INCOME (LOSS)	856,674	962,666	1,622,786	(623,812)	(1,619,272)

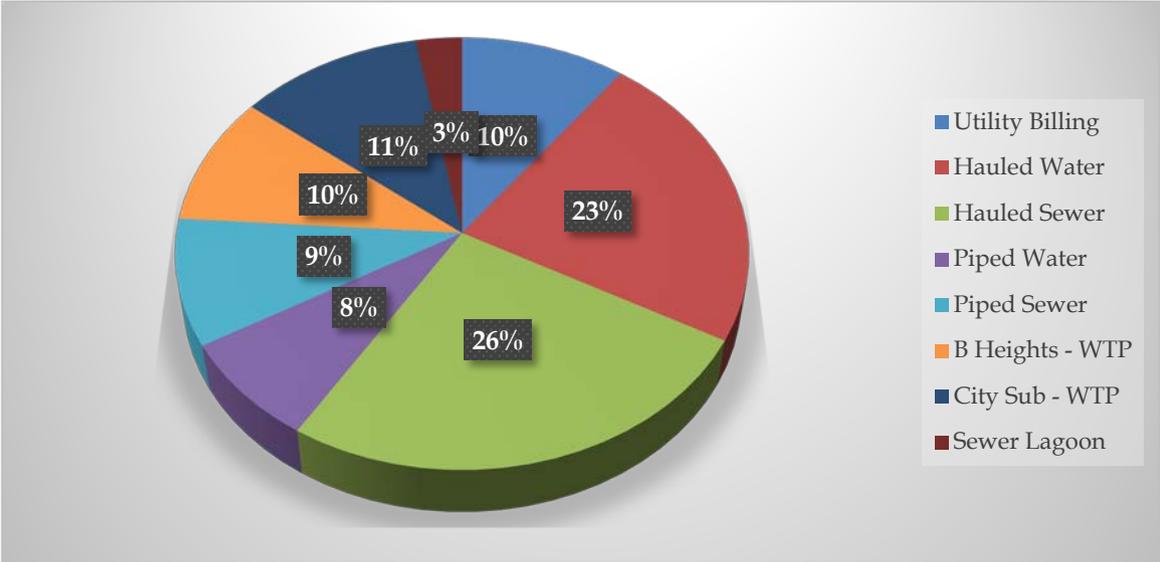
WATER & SEWER UTILITY ENTERPRISE FUND REVENUES

REVENUES		FY 2015 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
51-42-410	Hauled Water	2,354,326	2,685,798	2,678,039	2,497,704	2,854,650
51-42-412	Metered Piped Water (Comm.)	296,217	390,389	457,673	464,397	446,440
51-42-414	Unmetered Piped Water (Res.)	679,360	781,535	765,687	827,502	834,971
51-42-416	Contract Water	9,664	9,617	9,212	7,800	13,075
51-42-436	Pumphouse Water	13,864	16,281	21,271	10,500	17,899
	Total Water Services	3,353,431	3,883,620	3,931,882	3,807,903	4,167,035
51-43-411	Hauled Sewer	1,451,670	1,453,975	1,515,572	1,540,427	1,586,277
51-43-412	Metered Piped Sewer (Comm.)	808,820	1,027,887	732,437	812,104	803,488
51-43-414	Unmetered Piped Sewer (Res.)	212,955	232,983	233,673	248,251	247,195
51-43-416	Contract Sewer & Lagoon Dump	25,208	3,773	9,022	25,000	24,828
	Total Sewer Services	2,498,653	2,718,618	2,490,704	2,625,781	2,661,788
51-45-434	Utility Penalty & Interest	22,165	31,571	37,089	22,000	46,270
51-45-435	Reconnect Fee	3,214	2,755	2,930	7,500	2,677
51-45-450	Senior Discounts	(37,806)	(38,306)	(40,662)	(38,000)	(44,650)
51-45-467	NSF Fees/Credit Card Surcharge	120		30	300	300
51-45-468	Utility Inspection Fee	1,288	1,444	936	1,500	1,500
51-45-471	Water Subscription Fees *	53,141	-	-	-	170,465
51-45-472	Sewer Subscription Fees *	56,624		171,804	176,958	182,267
51-49-466	Cash Over/Short	766		(177)		
51-49-487	Interest Income	5		119	5,254	14,000
51-49-495	Miscellaneous Income	4,354	3,533	3,892		
	Total Miscellaneous	103,869	997	175,962	175,512	372,829
	Total Revenues	5,955,953	6,603,235	6,598,549	6,609,195	7,201,651
	<i>*Designated to Capital Improvements and Depreciation Funding</i>	109,764	-	171,804	176,958	352,732
	TOTAL UNDESIGNATED REVENUES	5,846,189	6,603,235	6,426,745	6,432,237	6,848,919

* Note: Accounts 51-45-471 and 51-45-472 are by Ordinance designated to be used for piped system replacement.

WATER & SEWER UTILITY FUND EXPENSE SUMMARY

		Personnel Expenses	Materials, Supplies & Services	Indirect Expenses	Project & Capital Expenses	Total Operating Expenses
51-80	Utility Billing	160,241	60,000	57,454	390,000	667,695
51-81	Hauled Water	823,404	588,299	73,522		1,485,225
51-85	Hauled Sewer	937,574	536,979	219,029		1,693,582
51-82	Piped Water	307,801	116,242	82,253		506,296
51-86	Piped Sewer	308,585	225,082	82,425		616,092
51-83	B Heights - WTP	252,807	307,982	69,515		630,304
51-84	City Sub - WTP	357,650	294,702	93,864		746,215
51-87	Sewer Lagoon	117,367	43,000	25,719		186,086
TOTALS		3,265,428	2,172,287	703,780	390,000	6,531,495



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Utility Billing (51-80)		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	61,477	105,025	124,011	163,244	160,241
MATERIALS, SUPPLIES, & SERVICES						
545	Training/Travel	93	525	3,000	3,500	2,000
561	Supplies	3,861	2,381	3,109	6,000	4,000
649	Online Bill Pay	2,217	2,733	2,687	3,000	2,000
668	Software Support	1,695		-		
683	Minor Equipment	1,228	774	-		1,500
721	Insurance	670	558	(215)	1,000	1,000
727	Advertising	455	1,310	-	1,000	500
733	Postage	2,725	5,026	5,000	6,000	12,000
736	Bank Charges	24,074	30,066	34,999	36,500	36,500
799	Miscellaneous			-	500	500
875	Indirect Cost Recovery			(31,989)		
996	Administrative Overhead - IT Services	5,389	4,956	5,500	16,566	14,260
998	Administrative Overhead	5,741	5,746	4,561	31,338	39,145
	Total MS&S	48,148	54,076	26,652	105,404	113,405
	Total Operating Expenses	109,625	159,101	150,664	268,648	273,646
PROJECT EXPENSES						
777	Boiler System & HVAC Rebuild					370,000
	Total Project Expenses					370,000
CAPITAL EXPENSES						

Utility Billing (51-80)

			FY18 Budget	FY19 PROPOSED Budget
PERSONNEL				
R5	13104	Accounting Specialist I	50,893	52,134
R4	13106	Accounting Clerk @ 75% w/ 25% to 10-53 (Finance)	31,265	33,650
		Wages	82,158	85,784
		Overtime	2,000	1,000
		Subtotal	2,000	1,000
		Total Wages	84,158	86,784
		Leave Cashout/Payout 5% of Union FTE Base Wages	4,108	4,289
		Medicare @ 1.45% of Total Wages	1,220	1,258
		Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)	1,585	1,638
		Employee Group Benefits	45,360	38,871
		Workers' Compensation @ .3783/\$100 of Total Wages	318	328
		PERS @ 22% of FTE Wages	18,515	19,092
		Utility Benefit @ \$380/mo/FTE @ 1.75	7,980	7,980
		BENEFITS & TAXES	79,086	73,457
		TOTAL PERSONNEL	163,244	160,241

Hauled Water (51-81)		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	680,420	966,363	737,091	906,320	823,404
MATERIALS, SUPPLIES, & SERVICES						
545	Training/Travel	-		-	4,000	
561	Supplies	8,964	11,612	7,692	5,525	5,000
563	Wearing Apparel	8,382	8,069	9,869	12,000	4,000
600	Tires/Wheels/Chains	10,061	12,371	10,517	15,000	6,000
601	Vehicle Parts	3,339	7,000	7,987	5,000	50,000
602	Gasoline/Diesel/Oil	165,285	110,011	95,166	110,000	120,000
621	Electricity	10,040	9,344	8,279	10,000	7,200
622	Telephone	394	55	47	600	100
623	Heating Fuel	32,992	20,559	28,833	30,000	12,000
626	Water/Sewer/Garbage	7,058	7,910	8,587	8,200	8,200
627	Cell Phones - 2					1,320
650	Lab Tests	4,950	1,500	1,100	2,000	5,000
661	Vehicle Maint/Repair (ISF 57)	304,276	280,031	254,692	313,869	287,479
662	Property Maint.-charge back*	8,955	8,955	8,512	-	-
669	Other Purchased Services	1,580	5,278	1,420		5,000
683	Minor Equipment	1,853	1,479	2,234	2,000	4,000
721	Insurance	21,943	20,850	14,840	21,000	53,000
722	Insurance - Ded Exp & Other	35,774	4,533	34,831	10,000	10,000
738	Bad Debts Expense	12,890	9,405	-	9,000	9,000
799	Miscellaneous	538	26,129	967	1,000	1,000
996	Administrative Overhead - IT Services	5,389	4,956	5,500	15,359	13,573
998	Administrative Overhead	64,431	63,297	61,711	173,984	39,145
	Total MS&S	709,095	613,343	562,785	748,537	641,017
	Total Operating Expenses	1,389,515	1,579,706	1,299,876	1,654,857	1,464,421
CAPITAL EXPENSES						
690	Engine					35,000
699	Xfer to F58-Fleet Replacement Fund	35,000	35,000	94,000		
	Total Capex	35,000	35,000	94,000	-	35,000
	Total Operating & Capex	1,424,515	1,614,706	1,393,876	1,654,857	1,499,421

Hauled Water (51-81)

			FY18 Budget	FY19 PROPOSED Budget
PERSONNEL				
MIII	19401	Public Works Director @ 5%	5,450	5,614
R4	19101	Admin Asst @ 5%		2,189
R6	24101	Utility Foreman (50% of base salary)	25,637	26,918
R4	24103	Driver	76,415	78,598
R4	24104	Driver	41,550	41,696
R4	24105	Driver	45,801	42,867
R4	24106	Driver	48,081	50,672
R4	24107	Driver	43,620	41,867
R4	24108	Driver	43,620	41,696
R4	24109	Driver	43,620	44,867
R4	24110	Driver	41,550	57,711
		Driver (\$47,110 @ 50% HR, 25% S&R, 12.5% HW, 12.5% HS)	5,889	6,183
		Wages	415,344	434,695
		Overtime	70,000	80,000
		Subtotal	70,000	80,000
		Total Wages	485,344	514,695
		Leave Cashout/Payout 5% of Union FTE Base Wages	20,495	21,454
		Medicare @ 1.45% of Total Wages	7,037	7,463
		Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)	7,925	7,964
		Employee Group Benefits	224,856	103,841
		Workers' Compensation @ 2.9525/\$100 of Total Wages	14,330	15,196
		PERS @ 22% of FTE Total Wages	106,776	113,233
		Utility Benefit @ \$380/mo/FTE @ 8.675	39,558	39,558
		BENEFITS AND TAXES	420,976	308,709
		TOTAL PERSONNEL	906,320	823,404

Piped Water (51-82)		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	251,012	326,788	255,643	300,390	307,801
MATERIALS, SUPPLIES, & SERVICES						
545	Training/Travel		1,716	934	2,500	2,500
561	Supplies	1,951	22,391	7,286	4,525	5,000
563	Wearing Apparel	1,303	1,141	3,103	2,000	1,000
590	Glycol Supplies		3,576	-		-
592	Plumbing Supplies		11,601	9,787	5,000	2,500
601	Vehicle Parts					3,000
602	Gasoline/Diesel/Oil	21,581	25,681	22,431	20,000	12,000
621	Electricity	6,757	3,536	2,741	7,500	6,000
622	Telephone	1,600	1,168	927	2,750	100
623	Heating Fuel	25,893	24,849	19,620	20,000	24,000
626	Water/Sewer/Garbage	412	475	487	600	600
627	Cell Phone - 1					660
649	Engineering Services	-		-	3,000	50,000
650	Lab Test			510		
661	Vehicle Maint/Repair (ISF 57)	4,368	13,216	14,867	3,037	2,782
662	Property Maint.	896	896	851	-	-
669	Other Purchased Services	-	4,352	6,011	2,500	500
683	Minor Equipment	619	22,969	15,352	3,000	500
721	Insurance	4,842	1,125	(259)	5,400	4,100
722	Insurance-Ded Exp & Other			-	5,000	-
727	Advertising		37	-	1,000	1,000
738	Bad Debts Expense	6,445	4,703	-	5,000	-
799	Miscellaneous	492	228	100		
996	Administrative Overhead - IT Services	5,389	4,956	5,500		14,803
998	Administrative Overhead	16,207	15,505	15,245	57,665	59,673
	Total MS&S	98,755	164,121	125,494	150,477	190,719
	Total Operating Expenses	349,767	490,909	381,137	450,867	498,519

Piped Water (51-82)

			FY18 Budget	FY19 PROPOSED Budget
PERSONNEL				
MIII	19401	Public Works Director @ 10%	10,900	11,227
R4	19101	Admin Asst @ 10%		4,377
R6	25101	Utility Maintenance Foreman (30% of base salary)	18,180	19,089
R4	25102	Utility Maintenance Worker (45% of base salary)	23,372	24,541
R4	25103	Utility Maintenance Worker (45% of base salary)	31,317	32,883
R4	25104	Utility Maintenance Worker (45% of base salary)	33,685	35,369
R4	25105	Utility Maintenance Worker (45% of base salary)	29,826	31,317
Wages			147,280	158,803
Overtime			30,000	30,000
Subtotal			30,000	30,000
Total Wages			177,280	188,803
Leave Cashout/Payout 5% of Union FTE Base Wages			6,819	7,379
Medicare @ 1.45% of Total Wages			2,571	2,738
Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)			3,953	4,210
Employee Group Benefits			55,728	47,756
Workers' Compensation @ 2.9525/\$100 of Total Wages			5,234	5,574
PERS @ 22% of Total Wages			39,002	41,537
Utility Benefit @ \$380/mo/FTE @ 2.15			9,804	9,804
BENEFITS AND TAXES			123,111	118,998
TOTAL PERSONNEL			300,390	307,801

Bethel Heights Water Treatment Facility (51-83)		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	236,129	246,231	219,528	222,051	252,807
MATERIALS, SUPPLIES, & SERVICES						
545	Training/Travel	660	1,300	852	1,500	2,500
561	Supplies	50,883	38,268	31,733	50,000	1,500
563	Wearing Apparel		754	72	800	500
567	Chemicals					50,000
592	Plumbing Supplies	439	823	1,560	4,000	2,500
600	Tires & Wheels			150		
602	Gasoline/Diesel/Oil			771		
621	Electricity	189,182	103,178	71,444	70,000	84,000
622	Telephone	1,204	678	560	1,600	500
623	Heating Fuel	333,366	131,380	113,255	130,000	120,000
649	Engineering Services			-	2,000	2,000
650	Lab Tests	2,800	2,253	1,903	5,000	12,000
661	Vehicle Maint/Repair (ISF 57)	1,485	687	725	3,037	2,782
662	Property Maint.	3,583	3,583	3,405	-	-
669	Other Purchased Services	4,947	8,814	8,062	10,000	3,000
683	Minor Equipment	3,756	370	-	5,000	13,000
721	Insurance	8,261	10,388	9,990	10,380	13,200
727	Advertising	73	17	1,125	500	500
771	Filters		11,475			
996	Administrative Overhead - IT Services	5,389	4,956	5,500	15,822	14,116
998	Administrative Overhead	33,251	31,599	38,118	42,627	49,012
	Total MS&S	639,279	350,524	289,226	352,266	371,110
	Total Operating Expenses	875,408	596,755	508,754	574,316	623,917
PROJECT EXPENSES						
772	Cleaning Water Storage Tank			-	50,000	50,000
	Total Project Expenses	-	-	-	50,000	50,000
	Total Operating & Project Expenditures	875,408	596,755	508,754	624,316	673,917

Bethel Heights Water Treatment (51-83)

			FY18 Budget	FY19 PROPOSED Budget
PERSONNEL				
MIII	19401	Public Works Director @ 5%	5,450	5,614
R4	19101	Admin Asst @ 5%		2,189
R6	25101	Utility Maintenance Foreman (15% of base salary)	9,090	9,545
R4	25106	Water Treatment Operator - Bethel Heights	74,855	78,598
R4	25107	Water Treatment Operator (50% of base salary)	20,844	21,886
		Wages	110,239	117,832
		Overtime	14,000	35,000
		Subtotal	14,000	35,000
		Total Wages	124,239	152,832
		Leave Cashout/Payout 5% of Union FTE Base Wages	11,239	11,611
		Medicare @ 1.45% of Total Wages	1,801	2,216
		Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)	1,989	2,543
		Employee Group Benefits	44,064	37,760
		Workers' Compensation @ 2.9525/\$100 of Total Wages	3,634	4,470
		PERS @ 22% of Total Wages	27,332	33,623
		Utility Benefit @ \$380/mo/FTE @ 1.7	7,752	7,752
		BENEFITS AND TAXES	97,812	99,976
		TOTAL PERSONNEL	222,051	252,807

City Sub Water Treatment Facility (51-84)		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	199,394	251,074	204,299	232,798	357,650
MATERIALS, SUPPLIES, & SERVICES						
545	Training/Travel	480	588	1,216	3,000	3,000
561	Supplies	42,928	33,941	32,261	45,000	1,500
563	Wearing Apparel			-	800	800
567	Chemicals			679		90,000
592	Plumbing Supplies		448	-	2,000	2,000
600	Tires/Chains/Wheels		616	145		
602	Gasoline/Diesel/Oil	99		73	600	720
621	Electricity	111,197	66,717	39,445	50,000	48,000
622	Telephone	964	609	518	1,800	100
623	Heating Fuel	195,953	76,545	76,942	80,000	120,000
649	Engineering Services			-	1,500	-
650	Lab Tests	3,340	6,425	9,065	7,500	7,000
661	Vehicle Maint/Repair (ISF 57)	1,005	465	577	3,037	2,782
662	Property Maint.	3,583	3,583	3,405	-	-
669	Other Purchased Services	7,947	46,171	10,603	15,000	2,000
683	Minor Equipment	4,371	6,189	841	5,000	8,000
721	Insurance	5,688	5,005	4,255	5,700	8,300
727	Advertising		85	1,125	500	500
771	Filters		26,869			
996	Administrative Overhead - IT Services	5,389	4,956	5,500	17,181	15,490
998	Administrative Overhead	27,675	27,832	26,542	44,690	69,337
	Total MS&S	410,620	307,043	213,192	283,308	379,530
	Total Operating Expense	610,014	558,117	417,491	516,105	737,179
PROJECT EXPENSES						
772	Cleaning Water Storage Tank			-	50,000	50,000
	Total Project Expense	-	-	-	50,000	50,000
	Total Operating & Project Expenditures	610,014	558,117	417,491	566,105	787,179

City Sub Water Treatment (51-84)

			FY18 Budget	FY19 PROPOSED Budget
PERSONNEL				
MIII	19401	Public Works Director 5%	5,450	5,614
R4	19101	Admin Asst @ 5%		2,189
R6	25101	Utility Maintenance Foreman (15% of base salary)	9,090	9,545
R5	25108	Water Treatment Facilities Coordinator	75,201	78,961
	25109	Water Treatment Operator (New)		61,583
R4	25107	Water Treatment Operator (50% of base salary)	20,844	21,886
		Wages	110,585	179,778
		Overtime	14,000	35,000
		Subtotal	14,000	35,000
		Total Wages	124,585	214,778
		Leave Cashout/Payout 5% of Union FTE Base Wages	5,257	8,708
		Medicare (1.45% of Salary)	18,065	31,143
		Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)	1,989	3,916
		Employee Group Benefits	44,064	37,760
		Workers' Compensation @ 2.9525/\$100 of Total Wages	3,678	6,341
		PERS @ 22% of Total Wages	27,409	47,251
		Utility Benefit @ \$380/mo/FTE @ 1.7	7,752	7,752
		BENEFITS & TAXES	108,213	142,872
		TOTAL PERSONNEL	232,798	357,650

Hauled Sewer (51-85)		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	859,829	928,118	733,181	933,618	937,574
MATERIALS, SUPPLIES, & SERVICES						
545	Training/Travel	-	-	-	-	-
561	Supplies	6,960	7,946	5,130	5,525	2,000
563	Wearing Apparel	6,258	3,350	9,890	10,000	4,000
600	Tires/Chains/Wheels	10,805	5,473	10,617	12,000	6,000
601	Vehicle Parts	122	4,000	7,295	4,200	50,000
602	Gasoline/Diesel/Oil	111,188	76,377	76,494	110,000	96,000
621	Electricity	10,040	9,344	8,279	8,000	7,200
622	Telephone	1	-	-	350	100
623	Heating Fuel	32,992	20,559	28,193	30,000	12,000
626	Water/Sewer/Garbage	7,058	7,910	8,587	6,500	8,200
661	Vehicle Maint/Repair (ISF 57)	297,379	285,063	226,254	313,869	287,479
662	Property Maint.	8,955	8,955	8,512	-	-
669	Other Purchased Services	2,854	1,767	1,928	-	7,000
683	Minor Equipment	335	685	3,025	2,000	1,000
721	Insurance	17,096	16,002	11,590	17,000	45,000
722	Insurance Ded Exp & Other	-	330	960	10,000	10,000
738	Bad Debts Expense	13,293	9,699	-	12,000	-
799	Miscellaneous	1,138	-	1,046	1,000	1,000
996	Administrative Overhead - IT Services	5,389	4,956	5,500	615	13,573
998	Administrative Overhead	59,171	55,575	64,669	179,224	181,767
	Total MS&S	591,036	517,990	477,969	722,283	732,320
	Total Operating Expenses	1,450,865	1,446,108	1,211,150	1,655,901	1,669,894
CAPITAL EXPENSES						
699	Short Lived Asset Reserve (51-27700)	35,000	35,000	94,000	-	191,160
	Total Capex	35,000	35,000	94,000	-	191,160
	Total Operating, Projects & Capex	1,485,865	1,481,108	1,305,150	1,655,901	1,861,054

Hauled Sewer (51-85)

			FY17 Budget	FY19 PROPOSED Budget
PERSONNEL				
MIII	19401	Public Works Director @ 5%	10,886	5,614
R4	19101	Admin Asst @ 5%		2,189
R6	24101	Utility Foreman (50% of base salary)	17,946	26,918
R4	24112	Driver	41,550	50,672
R4	24113	Driver	64,438	69,594
R4	24114	Driver	64,438	67,896
R4	24115	Driver	71,042	41,687
R4	24116	Driver	43,620	44,867
R4	24117	Driver	41,550	41,687
R4	24118	Driver	41,550	41,687
R4	24119	Driver	41,550	55,313
R4	24120	Driver	43,620	44,867
		Driver (\$47,110 @ 50% HR, 25% S&R, 12.5% HW, 12.5% HS)		6,183
		Wages	482,189	499,174
		Overtime	60,000	80,000
		Subtotal	60,000	80,000
		Total Wages	542,189	579,174
		Leave Cashout/Payout 5% of Union FTE Base Wages	23,565	24,678
		Medicare (1.45% of Salary)	7,862	8,398
		Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)	4,338	10,635
		Employee Group Health Benefit	181,440	126,053
		Workers' Compensation @ 2.9525/\$100 of Total Wages	17,215	17,100
		PERS @ 22% of Total Wages	119,282	127,418
		Utility Benefit @ \$380/mo/FTE @ 9.675	37,727	44,118
		BENEFITS AND TAXES	391,429	358,401
		TOTAL PERSONNEL	933,618	937,574

Piped Sewer (51-86)		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:		6.15				
	Total Personnel	253,102	292,599	254,763	301,360	308,585
MATERIALS, SUPPLIES, & SERVICES						
545	Training/Travel			-	2,000	2,000
561	Supplies	10,159	11,899	3,662	5,525	5,000
563	Wearing Apparel	738	(400)	6,008	2,500	2,500
590	Glycol Supplies		25,812	-		-
592	Plumbing Supplies	1,372	1,094	-	4,000	2,000
601	Vehicle Parts					1,500
602	Gasoline/Diesel/Oil	10,267	23,498	242	25,000	9,600
621	Electricity (Lift Stations & Mt. Bldg)	137,564	92,642	78,041	75,000	90,000
622	Telephone	1,761	1,232	948	2,000	100
623	Heating Fuel	40,659	33,868	31,868	35,000	-
626	Water/Sewer/Garbage	411	475	487	600	600
661	Vehicle Maint/Repair (ISF 57)	7,305	5,596	8,207	3,037	2,782
662	Property Maint.	896	896	851	-	-
669	Other Purchased Services	4,338	17,792	25,124	20,000	10,000
683	Minor Equipment	42,563	31,383	130,154	125,000	80,000
721	Insurance	2,087	1,873	523	4,500	4,000
722	Insurance-Ded Exp & Other			10,000	5,000	-
736	Leased Property - Lift Station	9,720	9,873	9,873	10,000	15,000
738	Bad Debts Expense	7,654	5,584	-		
996	Administrative Overhead - IT Services	5,389	4,956	5,500	615	14,803
998	Administrative Overhead	25,055	26,122	24,868	59,238	59,825
	Total MS&S	307,938	294,194	336,355	379,015	299,711
	Total Operating Expenditures	561,040	586,793	591,118	680,375	608,296
PROJECT EXPENSES						
777	Culverts (3 @ \$70k)					210,000
	Total Project Expenses					210,000
CAPITAL EXPENSES						
699	Short Lived Asset Reserve (51-27700)				-	191,160
	Total Capex	-	-	-	-	191,160
	Total Operating, Projects & Capex	566,429	591,749	596,618	680,990	1,009,456

Piped Sewer (51-86)

			FY18 Budget	FY19 PROPOSED Budget
PERSONNEL				
MIII	19401	Public Works Director @ 10%	10,900	11,227
R4	19101	Admin Asst @ 10%		4,377
R6	25101	Utility Maintenance Foreman (30% of base salary)	18,180	19,089
R4	25102	Utility Maintenance Worker (45% of base salary)	23,372	24,541
R4	25103	Utility Maintenance Worker (45% of base salary)	31,317	32,883
R4	25104	Utility Maintenance Worker (45% of base salary)	33,685	35,369
R4	25105	Utility Maintenance Worker (45% of base salary)	29,826	31,317
		Wages	147,280	158,803
		Overtime	30,000	30,000
		Subtotal	30,000	30,000
		Total Wages	177,280	188,803
		Leave Cashout/Payout 5% of Union FTE Base Wages	6,819	7,379
		Medicare (1.45% of Salary)	2,571	2,738
		Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)	3,953	4,210
		Employee Group Health Benefits	57,024	48,866
		Workers' Compensation @ 2.9525/\$100 of Total Wages	5,234	5,574
		PERS @ 22% of Total Wages	39,002	41,537
		Utility Benefit @ \$359/mo/FTE @ 2.2	9,478	9,478
		BENEFITS AND TAXES	124,080	119,782
		TOTAL PERSONNEL	301,360	308,585

Sewer Lagoon (51-87)		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	75,384	84,866	55,939	103,977	117,367
MATERIALS, SUPPLIES, & SERVICES						
545	Training/Travel			-	1,500	1,500
561	Supplies	391	1,301	722	1,000	1,000
563	Wearing Apparel	786		-	1,200	1,200
592	Plumbing Supplies	-		-	2,500	500
602	Gasoline/Diesel/Oil	6,412	4,923	2,474	15,000	18,000
649	Engineering Services	1,600		-		
650	Lab Tests	6,880	7,112	3,845	12,000	12,000
669	Other Purchased Services	2,182	3,680	7,590	1,000	-
683	Minor Equipment			56	2,000	2,000
721	Insurance	268	246	(95)	800	300
724	Dues & Subscriptions (SOA Permit)			-		6,000
727	Advertising			-	500	500
998	Administrative Overhead	4,277	4,952	4,426	19,960	22,754
	Total MS&S	22,797	22,214	19,017	57,460	65,754
	Total Operating Expenses	98,181	107,080	74,956	161,438	183,121
PROJECT						
	USDA loan pymnt \$913k (51-27600)			34,740	34,740	34,740
	Total Project	-	-	34,740	34,740	34,740
CAPITAL EXPENSE				206,000	-	-
	Total Capex	-	-	206,000	-	-
	Total Operating, Projects & Capex	98,181	107,080	315,696	196,178	217,861

Sewer Lagoon (51-87)

			FY18 Budget	FY19 Budget
PERSONNEL				
MIII	19401	Public Works Director @ 20%	21,800	22,454
R4	19101	Admin Asst @ 20%		8,754
R6	25101	Utility Maintenance Foreman (10% of base salary)	6,060	6,363
R4	25102	Utility Maintenance Worker (10% of base salary)	5,194	5,453
R4	25103	Utility Maintenance Worker (10% of base salary)	6,959	7,307
R4	25104	Utility Maintenance Worker (10% of base salary)	7,486	7,860
R4	25105	Utility Maintenance Worker (10% of base salary)	6,628	6,959
		Wages	54,127	65,150
		Overtime	9,000	10,000
		Subtotal	9,000	10,000
		Total Wages	63,127	75,150
		Leave Cashout/Payout 5% of Union FTE Base Wages	1,616	2,135
		Medicare (1.45% of Salary)	915	1,090
		Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)	1,408	1,676
		Employee Group Health Benefit	18,144	15,548
		Workers' Compensation @ 2.9525/\$100 of Total Wages	1,864	2,219
		PERS @ 22% of Total Wages	13,888	16,533
		Utility Benefit @ \$359/mo/FTE @ 0.7	3,016	3,016
		BENEFITS & TAXES	40,851	42,216
		TOTAL PERSONNEL	103,977	117,367

MUNICIPAL DOCK FUND SUMMARY

	FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
Municipal Dock Revenue	1,194,067	991,493	1,181,167	757,768	704,000
Small Boat Harbor Revenue		158,247	237,599	272,531	273,500
Total Revenue	1,194,067	1,149,740	1,418,766	1,030,299	977,500
Total Operating Expenses:					
Municipal Dock Operations	588,066	668,441	449,157	623,841	618,303
Small Boat Harbor	-	146,495	120,996	182,416	195,808
Total Operating Expenses	588,066	814,936	570,154	806,257	814,111
Net Operating Income	606,001	334,804	848,613	224,042	163,389
Project Expenses	54,857	136,714	135,102	72,000	72,000
Net Before Depreciation	551,144	198,090	713,511	152,042	91,389
Depreciation Expense	(606,173)	(727,560)	(603,173)	(723,000)	(723,000)
Net Fund Income	(55,029)	(529,470)	110,338	(570,958)	(631,611)
Total Capital Expenses	4,237	25,063	303,777	25,000	110,000
Total Transfers Out	50,000	300,000	1,045,322	50,000	50,000
Total Non-Operating Expenditures	54,237	325,063	1,349,099	75,000	160,000
Change in Fund Balance	(109,266)	(854,533)	(1,238,761)	(645,958)	(791,611)

MUNICIPAL DOCK REVENUE (52-50)

		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
	REVENUE:					
52-40-403	City Dock-Penalties & Interest	10,520	2,513	(11,709)	5,000	5,000
52-43-402	City Dock-Storage	71,514	78,961	60,155	70,000	70,000
52-43-404	City Dock-Permits	5,100	4,020	-	3,000	3,000
52-43-405	City Dock-Wharfage	145,365	133,287	169,826	150,000	160,000
52-43-407	City Dock-Dockage	23,251	24,533	26,115	25,000	25,000
52-43-417	Slough Berth-Dockage	12,221		-		
52-43-424	Petro Yard-Storage	5,318	2,601	2,064	2,000	2,000
52-43-426	PetroPort-Fuel Thru-Put (\$.04)	674,964	502,801	551,290	440,000	440,000
52-43-427	PetroPort-Dockage	22,324	20,540	20,822	20,000	20,000
52-43-432	Seawall-Storage	12,065	7,158	9,723	-	-
52-43-433	Seawall-Moorage	32,864	30,236	27,560	31,200	25,000
52-43-434	Seawall Dockage	9,319	23,879	5,806	20,000	10,000
52-43-435	Seawall-Wharfage	-	904	-	1,000	1,000
52-43-454	Beach-Storage	37,355	17,586	40,163	50,000	10,000
52-43-455	Beach-Wharfage	13,028	79,576	103,787	70,000	70,000
52-43-457	Beach-Dockage	8,244	12,978	15,241	17,000	17,000
52-43-462	SBH - Storage	3,380	-	-	-	-
52-43-463	SBH - Moorage	22,696	-	19,718	-	-
52-45-462	SBH - Storage			5,378		
52-45-464	SBH - Permits	17,040	-	20,696	-	-
52-45-467	Extra Water Calls	18,034	19,172	21,008	25,000	25,000
52-44-467	Lease Revenue	24,950	26,180	20,300	24,000	24,000
52-49-487	Interest Income	20,547	10,142	(12,788)	19,568	12,000
52-46-490	Transfers from Other Funds	-		-		
52-49-495	Miscellaneous Revenue	3,968	(1,001)	6,012	5,000	5,000
	Total Revenues	1,194,067	996,066	1,101,167	977,768	924,000
	Seawall Maintenance - Thru-Put@ \$.02			80,000	(220,000)	(220,000)
	Loss On Disposal of Fixed Asset		(4,573)			
	Total Undesignated Revenues	1,194,067	991,493	1,181,167	757,768	704,000

Municipal Dock Expenses (52-50)		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	385,664	305,215	263,379	340,711	306,576
MATERIALS, SUPPLIES, & SERVICES						
545	Training/Travel	2,072	3,092	1,656	5,000	5,000
561	Supplies	5,491	6,344	6,306	5,500	5,500
563	Wearing Apparel	1,262	3,140	1,097	1,300	1,300
600	Tires	962	62	(763)	-	9,000
601	Vehicle Parts	6,934	7,922	4,109	4,000	12,000
602	Gasoline/Diesel/Oil	24,817	22,015	13,642	18,000	18,000
621	Electricity	9,125	6,229	10,440	15,000	12,000
622	Telephone	1,266	505	654	1,000	1,000
623	Heating Fuel	1,462	294	-	2,000	2,400
624	Water/Sewer/Garbage	22,382	5,917	7,928	12,000	12,000
626	Water for Barges	8,553	6,837	7,328	12,000	12,000
627	Cell Phones (2 @ \$660)					1,320
642	Legal Fees	7,689	8,785	12,428	5,000	5,000
643	Engineering Fees		3,984	-	5,000	5,000
661	Vehicle Maint/Repair (ISF 57)	10,598	10,711	17,637	3,037	2,782
666	Municipal Dock Maintenance	4,921	3,530	5,620	5,000	5,000
667	Seawall Maintenance	2,164	9,116	4,425	7,000	7,000
668	Small Boat Harbor Maintenance	14,078	635	1,696	4,000	-
669	Other Purchased Services	9,762	14,385	25,984	24,000	25,000
683	Minor Equipment	1,514	3,736	4,021	19,000	-
687	Land Easement Acquisition	11,933	19,458	-	30,000	50,000
721	Insurance	18,479	17,476	11,858	16,000	16,000
724	Dues & Subscriptions	728	599	998	1,000	1,000
727	Advertising	280	2,753	1,085	1,000	1,000
738	Bad Debts Expense	(9,018)	18,803	-	-	-
732	Office Rent City Hall				-	-
799	Miscellaneous	544	47	40	-	-
801	Pension Expense		136,453	-	-	-
996	Indirect Cost Recovery - I.T.	16,168	15,372	16,500	21,887	18,238
997	Indirect Cost Recovery - Property Maintenance - 3%					24,751
998	Indirect Cost Recovery - Administration	28,237	35,028	31,090	65,406	59,436
	Total MS&S	202,402	363,226	185,778	283,130	311,727
	Total Operating Expenses	588,066	668,441	449,157	623,841	618,303
PROJECT EXPENSES (52-50-77X)						
775	Gravel	29,796	136,714	80,038	55,000	55,000
776	Sand Shed Insulation/Hydro	25,061		40,000	-	-
777	Contaminated Soil Processing	-		-	1,000	1,000
778	Port Facility Improvement Project				-	-
	Total Project Expenses	54,857	136,714	120,038	56,000	56,000
CAPITAL EXPENSES (52-50-69X)						
690	Capital Expenditures	4,237		936	-	-
695	Bank Stabilization Project			2,841		
696	Waterfront Facilities Improvements				25,000	25,000
697	Mini Excavator				-	85,000
699	Transfer to Fleet Replacement Fund	-	25,063	300,000	-	-
	Total Capital Expenses	4,237	25,063	303,777	25,000	110,000
TRANSFERS OUT						
990	Port Office Capital Improvement Fund Capital Improvements (2018)	50,000	300,000	-	-	-
					50,000	50,000
	Total Transfers Out	50,000	300,000	-	50,000	50,000
	Total Non-Operating Expenditures	109,094	461,778	423,815	131,000	216,000
	Total Operating, Projects, Capex & Transfers	697,160	1,130,219	872,972	754,841	834,303

Municipal Dock (52-50)

			FY18 Budget	FY19 Budget
PERSONNEL				
MIII	27401	Port Director 95% w/ 5% to SBH	97,755	77,250
R4	27102	Administrative Assistant @ \$22.10 (67% w/ 33% to SBH)	30,799	32,338
R4	27103	City Dock Attendant (90% w/ 10% to SBH)	45,444	47,716
		Wages	173,997	157,304
R5	27901	Part-time Welder/Mechanic (160 hours @ \$25.00/hr)	4,000	4,000
	27902	Seasonal City Dock Attendant - 6 mo (1,040 hrs) @ \$18.00 @ 90% MD 10% SBH	16,848	16,848
		Overtime	2,000	-
		Subtotal	22,848	20,848
		Total Wages	196,845	178,152
		Leave Cashout/Payout 5% of Union FTE Base Wages	8,700	7,865
		Social Security (6.2% of Temp Wages)	1,417	1,293
		Medicare @ 1.45% of Total Wages	2,854	2,583
		Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)	2,462	2,496
		Employee Group Health Benefit	65,318	55,974
		Workers' Compensation @ 4.2258/\$100 of Total Wages	8,318	7,528
		PERS @ 22% of FTE Wages	43,306	39,193
		Utility Benefit @ \$380/mo/FTE @ 2.52	11,491	11,491
		BENEFITS & TAXES	143,866	128,424
		TOTAL PERSONNEL	340,711	306,576

SMALL BOAT HARBOR (52-55)

		FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
Revenue					
52-43-418	PetroPort-Fuel Thru-Put (\$.02)	111,562	197,186	220,000	220,000
52-43-462	SBH-Storage	5,749	-	3,500	3,500
52-43-463	SBH-Moorage	21,406	19,718	24,000	24,000
52-45-464	SBH-Permits	19,530	20,696	24,000	24,000
	Total Operating Revenue	158,247	237,599	271,500	271,500
52-49-487	Interest Income		(12,788)	1,031	2,000
	Total Revenue	158,247	224,812	272,531	273,500
PERSONNEL:					
	Total Personnel	133,532	104,025	151,166	150,958
MATERIALS, SUPPLIES, & SERVICES					
561	Supplies	2,103	1,707	1,800	1,800
563	Wearing Apparel	80	824	1,700	1,700
602	Gasoline/Diesel/Oil	2,768	8,469	7,000	9,600
621	Electricity		598	2,000	2,400
624	Water/Sewer/Garbage		-	10,500	11,100
668	Small Boat Harbor Maintenance	8,012	5,017	7,000	7,000
683	Minor Equipment		355	1,000	11,000
799	Miscellaneous		-	250	250
998	Administrative Overhead			29,019	29,266
	Total Materials, Supplies & Services	12,963	16,971	31,250	44,850
	Total Operating Expenses	146,495	120,996	182,416	195,808
775	Gravel		15,064	16,000	16,000
	Total Operating & Project Expenditures	146,495	136,060	198,416	211,808
	Net Fund Income	11,752	88,752	74,115	61,692

Small Boat Harbor (52-55)

			FY18 Budget	FY19 PROPOSED Budget
PERSONNEL				
MIII	27401	Port Director @ 5% w/ 95% to Muni Dock	5,145	5,299
R4	27102	Administrative Assistant @ \$22.10 (33% w/ 67% to Muni Dock)	15,169	15,928
R4	27103	City Dock Attendant - 6 mo @ \$18 (10% SBH w/ 90% to Muni Dock)	5,049	5,302
		Subtotal	25,364	26,529
	27902	Seasonal City Dock Attendant - 6 mo (1,040 hrs) @ \$18.00 @ 10% SBH 90% MD	1,872	1,872
	27903	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,088	14,088
	27904	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,088	14,088
	27905	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,088	14,088
	27906	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,088	14,088
	27907	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,088	14,088
		Subtotal Part-time Wages	72,312	72,312
		Overtime	3,000	3,000
		Subtotal	3,000	3,000
		Total Wages	100,676	101,841
		Leave Cashout/Payout 5% of Union FTE Base Wages	1,268	1,326
		Social Security @ 6.2% of PT Wages	4,483	4,483
		Medicare @ 1.45% of Total Wages	1,460	1,477
		Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)	2,245	2,271
		Employee Group Health Benefit	12,442	10,662
		Workers' Compensation @ 4.2258/\$100 of Total Wages	4,254	4,304
		PERS 22% of FTE Wages	22,149	22,405
		Utility Benefit @ \$380/mo/FTE @ .48	2,189	2,189
		BENEFITS & TAXES	50,490	49,117
		TOTAL PERSONNEL	151,166	150,958

Leased Property Enterprise Fund Summary		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
REVENUES:						
	Total Leased Properties Revenue	661,635	616,525	640,120	854,455	850,427
	Total Operating Expenses	389,982	298,413	254,443	212,422	472,918
Excess of Revenues over Operating Expenses		271,653	318,112	385,677	642,033	377,509

DEBT PAYMENTS:						
	Court Complex Loan/Bond Payment	292,973		339,548	85,798	247,498
	Total Debt Payments	292,973	-	339,548	85,798	247,498
CAPITAL EXPENSES (53-55-69X)						
	Capital Expenses	54,245		29,525		10,000
	Total Capital Expenses	54,245	-	29,525	-	10,000
	Total Operating, Debt, & Capex	737,200	298,413	623,516	298,220	730,416
	Net Income (Loss) before Depreciation	(75,565)	318,112	16,604	556,235	120,011
DEPRECIATION EXPENSE						
	Total Depreciation Expense	327,413	319,592	326,906	320,000	320,000
	<i>Change in Net Assets</i>	(402,978)	(1,480)	(310,302)	236,235	(199,989)

Other Leased Properties (53-50)		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
REVENUES:						
53-44-450	Lease - PATC (\$300)	3,600	3,600	3,950	3,600	3,600
53-44-452	Lease - Land - Tower Road (\$450)	8,100	5,850	5,400	5,400	5,400
53-44-453	Lease - Building - YKHC			4,480		
53-44-454	Lease - Teen Center				1	1
53-44-472	Lease - Office - DMV (\$524.80)	6,297	8,922	6,298	6,298	6,298
53-44-479	Lease - Land - AVCP Headstart (\$100)	1,200	1,200	1,200	1,200	1,200
53-44-481	Lease - Land - Swansons H/W (\$1,208)	14,500	14,500	15,708	14,500	14,500
53-44-485	Lease - Land - Eukang Church (\$150)	1,800	1,800	1,650	1,800	1,800
53-44-488	Lease - Land - GCI (\$333)	4,000	4,000	4,000	4,000	4,000
53-44-489	Lease - Land - (near Sammy's Market)					10,000
	Total Revenues	39,497	39,872	42,686	36,799	46,799
EXPENSES:						
53-50-561	Supplies					
53-50-621	Electricity - TC	5,322	15,060			7,540
53-50-623	Heating Fuel - TC	7,550	433			19,382
53-50-626	W/S/G - TC					7,602
53-50-662	Property Maintenance					4,000
53-50-669	Other Purchased Svs.					
53-50-721	Insurance - TC	413	365	355		2,701
53-56-738	Bad Debt Expense	5,305	34,563			
	Total Operating Expenses	18,590	50,421	355		41,225
	Net Income (Loss)	20,907	(10,549)	42,331	36,799	5,574

Leased Property - Court Complex (53-55)		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
REVENUES:						
53-44-443	SoA - Dept of Admin-OCS (\$4,338)			17,170		52,056
53-44-444	SoA - Alaska Court System (\$51,135)	378,972	381,498	385,434	636,000	613,620
53-44-445	SoA - ACS Electricity Reimb.	128,700	79,083	56,456	-	-
53-44-447	SoA - Dept of Law (\$11,496)	94,818	116,072	119,730	181,656	137,952
53-49-487	Bond Interest Revenue	19,648		17,704		
53-49-496	One-time Proceeds from Bond Closing			18,111		
	Total Revenues	622,138	576,653	597,434	817,656	803,628
EXPENSES:						
545	Travel / Training	189		2,677	-	
621	Electricity	175,949	109,402	73,139		82,901
622	Telephone	625	638	652	-	
623	Heating Fuel	95,333	40,621	36,250	120,000	80,312
626	Water, Sewer, Garbage	11,919	11,282	10,331	12,000	
642	Legal Fees			15,791		2,000
662	Property Maintenance	25,364	25,662	34,220	-	15,000
663	Janitorial Services - Contract	32,820	35,548	52,663	61,422	94,536
669	Other Purchased Services	9,940	7,586	9,882		5,000
721	Insurance	19,442	17,253	18,483	19,000	28,191
997	Indirect Cost Recovery - Property Maintenance - 15%					123,753
	Total Operating Expenses	371,392	247,992	254,088	212,422	431,693
	Net Operating Income or (Loss)	250,746	328,661	343,347	605,234	371,935
DEBT PAYMENTS:						
27700	Court Complex Bond Principal	155,000		165,000	-	165,000
714	Court Complex Bond Interest	145,225	134,706	181,800	93,050	89,750
717	Amortization of Bond Premium	(7,252)	(7,252)	(7,252)	(7,252)	(7,252)
	Total Debt Payments	292,973	127,454	339,548	85,798	247,498
CAPITAL EXPENDITURES						
693	Courthouse Interior Upgrade	14,476	679			10,000
694	Generator Repair			29,525		
	Total Capital Expenditures	14,476	679	29,525	-	10,000
	Total Operating, Debt & Capex	678,841	376,125	623,161	298,220	689,191
	Net Income (Loss) before Depreciation	(56,703)	200,528	(25,726)	519,436	114,437
DEPRECIATION EXPENSE						
	Total Depreciation Expense	327,413	319,592	326,906	320,000	320,000
	Net Income (Loss)	(384,116)	(119,064)	(352,632)	199,436	(205,563)

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**Bethel Public Transit System Fund Summary
(56-50)**

		FY 2015 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
Operating Revenues:						
	Local Sources	65,915	73,856	80,580	80,580	80,580
	Grants	228,391	220,621	166,157	250,597	334,764
	Fares	33,030	34,564	32,478	33,000	33,000
		327,337	329,041	357,635	364,177	448,344
Operating Expenses for Services:		320,883	404,610	286,429	406,058	441,592
Operating Income (Loss) B4 Depreciation		6,454	(75,569)	71,206	(41,881)	6,752
Non-Cash Expenses:						
	Depreciation and Amortization	32,643	36,900	17,646	17,646	17,646
	Total Non-cash Expense	32,643	36,900	17,646	17,646	17,646
Income (Loss)		(26,189)	(112,469)	53,560	(59,527)	(10,894)
CAPITAL EXPENDITURES (56-50-69X)						
690	Vehicle Purchase	63,000	63,000	78,420	-	86,120
	Total Capital Expenditures	63,000	63,000	78,420	-	86,120
	Total Operating & Capex	(89,189)	(175,469)	(24,860)	(59,527)	(97,014)
City of Bethel Funding		-	(135,445)	(9,374)	(122,461)	(80,580)

BETHEL PUBLIC TRANSIT SYSTEM REVENUES
(56-50)

Revenue Sources		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
Local Sources:						
40-408	Contributed Support by ONC	65,915	13,980	-	-	-
40-409	Contributed Support by City of Bethel		59,876	80,580	80,580	80,580
	Total	65,915	73,856	80,580	80,580	80,580
Federal Sources:						
41-411	Rev-Federal Transit 5311			90,463		
41-413	Section 5311 Grant	228,391	220,621	75,694	250,597	334,764
	Total	228,391	220,621	166,157	250,597	334,764
Charges for Services:						
43-420	Charges for Services	-	-	-	-	-
43-422	Bus Fares	13,625	12,948	12,799	20,500	20,500
43-423	Bus Fares - Prepaid	19,405	21,616	19,679	12,500	12,500
	Total	33,030	34,564	32,478	33,000	33,000
Misc Revenue:						
49-515	Bus Stop Shelter Reimbursement			78,420		
	Total			78,420		
	TOTAL REVENUE	327,337	329,041	357,635	364,177	448,344

Bethel Public Transit System (56-50)		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	198,813	290,642	207,316	298,627	282,154
MATERIALS, SUPPLIES, & SERVICES						
545	Training/Travel		525	-	500	-
561	Supplies	5,272	6,483	3,202	3,500	2,000
600	Tires/Wheels/Chains	7,192	5,465	2,339	2,500	2,800
602	Gasoline/Diesel/Oil	35,481	29,407	22,445	25,000	30,000
621	Electricity	8,218	6,645	4,613	9,500	11,400
622	Telephone	174	33	34	200	700
623	Heating Fuel	11,916	9,887	8,715	9,000	10,800
626	Water/Sewer/Garbage	6,243	4,452	1,127	1,200	1,200
646	Drug Testing/Background Checks		776	450	1,000	2,000
661	Vehicle Maint/Repair (ISF 57)	16,285	24,743	10,672	20,250	18,547
669	Other Purchased Services	451	497	1,505	3,500	-
683	Minor Equipment	7,162	2,521	2,008	3,000	-
721	Insurance	6,745	7,171	5,503	9,000	9,000
724	Dues & Subscriptions			-	300	300
727	Advertising	689	464	-	1,500	500
799	Miscellaneous	75	30	-	300	-
996	Administrative Overhead - IT	16,168	14,869	16,500	17,181	15,490
998	Administrative Overhead				57,327	54,701
	Total MS&S	122,070	113,968	79,113	107,431	159,438
	Total Operating Expenses	320,883	404,610	286,429	406,058	441,592
CAPITAL EXPENDITURES (56-50-69X)						
690	Vehicle Purchase	63,000	63,000	-	-	86,120
	Bus Shelter			78,420		
	Total Capital Expenditures	63,000	63,000	78,420	-	86,120
	Total Operating & Capex	383,883	467,610	364,849	406,058	527,712

Bethel Public Transit System (56-50)

			FY18 Budget	FY19 Budget
PERSONNEL				
R6I	29101	Transit Manager	70,152	72,257
R4	29102	Driver	42,730	41,696
R4	29103	Driver	39,710	41,696
R4	29201	Driver- Part-Time (25 hours/week)	-	0
R4	29202	Driver- Part-Time (25 hours/week)	-	0
Wages			152,592	155,649
R4	29901	Driver- On Call (budgeted at 12 hours/week)	-	-
		Overtime	-	-
Subtotal			-	-
Total Wages			152,592	155,649
Leave Cashout/Payout @ 5% of Base Wages			7,630	7,431
Social Security @ 6.2% of PT Wages			-	0
Medicare @ 1.45% of Total Wages			2,213	2,155
Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)			2,661	3,314
Employee Group Health Benefit			77,760	66,636
Workers' Compensation @ 6.0803/\$100 of Total Wages			9,278	9,037
PERS 22% of FTE Wages (> 15 hrs)			33,570	32,697
Utility Benefit @ \$380/mo @ 3			12,924	5,235
BENEFITS & TAXES			146,035	126,505
TOTAL PERSONNEL			298,627	282,154

Internal Service Funds

54 - Employee Group Health Benefits



57 - Vehicles & Equipment Maintenance (V&E)



Employee Group Benefits Internal Service Fund (54-50)		FY15 Actuals	FY16 Actual	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
REVENUE						
401	From General Fund-Admin	38,500	37,346	34,743	77,760	66,636
402	From General Fund-City Clerk	13,200	16,572	18,981	25,920	22,212
403	From General Fund-Finance	89,100	128,433	118,667	162,000	138,825
404	From General Fund-Planning	26,400	33,144	37,962	51,840	44,424
463	From General Fund-IT	26,400	33,144	21,962	25,920	22,212
405	From General Fund-Fire	92,400	99,432	118,686	207,360	177,696
406	From General Fund-Police	288,200	328,126	246,044	518,400	399,816
407	From General Fund-PW Admin	26,600	19,886	22,448	29,808	25,544
408	From General Fund-Streets & Roads	66,000	82,860	94,905	137,376	117,724
409	From General Fund-Parks & Recreation	52,800	33,144	28,581	-	-
410	From General Fund-City Attorney	13,200	16,572	23,781	25,920	22,212
411	From General Fund-Property Maintenance	52,800	66,288	59,924	130,896	112,171
424	From Special Rev Fund-E911 Fund	9,323	37,035	44,842	25,920	22,212
425	From Special Rev Fund-CSP Grant	36,300	40,049	34,762	77,760	66,636
449	From Enterprise Fund-Port	39,600	49,716	45,743	68,416	55,974
450	From Enterprise Fund-SBH					10,662
451	From Enterprise Fund-Hauled Water	123,420	156,605	145,749	224,856	103,841
452	From Enterprise Fund-Hauled Sewer	123,420	156,605	136,048	181,440	126,053
453	From Enterprise Fund-Piped Water	28,380	39,881	37,467	55,728	47,756
454	From Enterprise Fund-Piped Sewer	28,380	39,107	36,638	57,024	48,866
455	From Enterprise Fund-Hauled Refuse	14,898	19,886	21,817	42,768	36,650
456	From Enterprise Fund-Landfill Operations	27,720	36,735	37,315	58,320	49,977
457	From Enterprise Fund-Bethel Heights - WTP	21,780	29,001	32,577	44,064	37,760
458	From Enterprise Fund-Sewer Lagoon	7,700	11,379	7,982	18,144	15,548
459	From Enterprise Fund-City Sub - WTP	21,780	28,172	31,708	44,064	37,760
460	From Enterprise Fund-Vehicle & Equip. Mt.	79,200	83,689	72,212	156,816	134,383
461	From Enterprise Fund-Recycling Operations	14,520	1,380	-	-	-
466	From Enterprise Fund-Utility Billing	16,500	20,715	29,962	45,360	38,871
467	From Enterprise Fund-Transit	26,400	33,144	37,962	77,760	66,636
462	COBRA Payments	4,248		803	4,000	-
464	Stop Loss Refunds	640,799	207,820	253,506	80,000	
468	Express Scripts Rebate Payments	2,433	2,520	9,459	3,000	-
	Total Revenue	2,052,401	1,888,386	1,843,236	2,658,640	2,049,057
EXPENSE						
MATERIALS, SUPPLIES, & SERVICES						
644	Brokerage Fees	3,000	1,750	-	-	-
646	Claims Paid (<= \$60,000 + Laser)	1,099,299	990,936	1,640,380	1,586,667	1,136,167
669	Third Party Administrator Fees & Services	31,747	53,519	94,515	96,864	95,026
722	Insurance Premiums - Health	450,037	515,110	499,332	657,816	705,220
723	Insurance Premiums - Life, AD&D, STD & LTD	65,756	76,956	80,690	92,000	68,212
998	Administrative Overhead	50,501	72,629	79,925	-	-
	Total Operating Expenses	1,714,722	1,710,900	2,394,842	2,433,347	2,004,625
Excess of Revenue (Transfers in) over Expense		337,679	177,486	(551,606)	225,293	44,432

Vehicle & Equipment Maintenance (57-50)		FY 2015 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
EXPENSE						
	Total Personnel	496,401	663,521	390,245	670,521	622,763
MATERIALS, SUPPLIES, & SERVICES						
545	Training/Travel	5,561	525	160	15,000	15,000
561	Supplies	8,986	13,522	28,834	10,000	10,000
563	Wearing Apparel	2,791	594	2,040	1,500	1,500
600	Tires & Wheels	2,714	2,708	6,849	1,500	-
601	Vehicle Parts	154,800	164,115	125,098	5,000	4,000
602	Gasoline/Lube Oil Products	23,330	9,268	34,129	40,000	66,000
621	Electricity	17,565	16,346	14,484	18,096	12,000
622	Telephone	1,010	526	413	2,000	500
623	Heating Fuel	57,753	35,988	49,352	50,000	-
626	Water/Sewer/Garbage	5,378	6,027	6,543	6,220	6,220
662	Property Maintenance	8,633	8,665	8,956	8,615	-
669	Other Purchased Services	14,308	8,912	14,373	15,000	8,000
683	Minor Equipment	16,891	11,373	24,097	20,000	23,000
721	Insurance	3,283	2,596	(529)	7,000	22,000
724	Dues & Subscriptions		688	-	1,200	-
799	Miscellaneous	3,049	1,921	115		
996	Administrative Overhead - IT Services	10,688	10,452	10,473	20,532	15,634
998	Administrative Overhead	39,837	49,892	48,690	128,718	120,735
	Total MS&S	376,578	344,118	374,077	350,381	304,589
	Total Operating Expense	872,979	1,007,639	764,322	1,020,902	927,352

ALLOCATIONS TO V&E						
401	From General Fund-City Administration	2,927	546	1,123	1,519	1,391
403	From General Fund-Finance	4,235	3,871	2,220	1,519	1,391
404	From General Fund-Planning	1,200	498	1,280	1,519	1,391
405	From General Fund-Fire	8,157	6,062	19,730	10,125	9,274
406	From General Fund-Police	34,037	35,645	35,394	20,250	18,547
407	From General Fund-PW Admin	3,378	1,435	1,630	3,037	2,782
408	From General Fund-Streets & Roads	240,258	122,072	177,687	151,872	139,103
409	From General Fund-Property Maintenance	15,411	8,134	7,168	6,075	5,564
411	From General Fund-Parks & Recreation	4,344	3,018	4,680		-
412	From General Fund-Community Service	3,256	1,191	-		-
413	From General Fund-IT Services	1,005	2,190	1,866	1,519	1,391
427	From Special Rev-CSP Fund 27	2,894	1,339	1,467		
451	From Enterprise Fund-Hauled Water	304,276	208,568	175,666	313,869	287,479
452	From Enterprise Fund-Hauled Sewer	297,379	183,858	163,052	313,869	287,479
453	From Enterprise Fund-Piped Water	3,982	11,757	10,179	3,037	2,782
454	From Enterprise Fund-Piped Sewer	7,691	3,953	7,227		2,782
455	From Enterprise Fund-Bethel Hgts WTP	1,485	687	725	3,037	2,782
456	From Enterprise Fund-City Sub WTP	1,005	1,650	534	3,037	2,782
460	From Enterprise Fund-Hauled Refuse	36,500	36,710	23,035	75,936	69,551
461	From Enterprise Fund-Landfill Operations	19,693	9,365	41,028	75,936	69,551
470	From Enterprise Fund-Port	10,598	10,605	7,794		2,782
475	From Enterprise Fund-Bethel Transit System	16,285	19,136	7,298	20,250	18,547
	Total Allocations to V&E	1,030,597	679,563	690,783	1,012,480	927,352

Vehicle Maintenance (57-50)

			FY18 Budget	FY19 PROPOSED Budget
PERSONNEL:				
MIII	19401	Public Works Director @ 5%	5,450	5,614
R4	19101	Admin Asst @ 5%		2,189
R6	26101	Foreman	65,181	68,440
R5	26102	Heavy Equipment Mechanic	52,133	54,719
R5	26103	Heavy Equipment Mechanic/Mechanic II	50,893	47,286
R5	26104	Mechanic II/Oiler	54,740	54,740
R5	26105	Mechanic II/Oiler	49,651	52,134
R4	26106	Parts Inventory Clerk	40,703	48,259
Wages			318,751	333,381
Overtime/Shift Differential			45,000	10,000
Subtotal			45,000	10,000
Total Wages			363,751	343,381
Leave Cashout/Payout (5% of Base Salary)			15,665	16,388
Medicare @ 1.45% of Wages			5,274	4,979
Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)			5,325	5,325
Employee Group Health Benefit			156,816	134,383
Workers' Compensation @ 4.4195/\$100 of Total Wages			16,076	15,176
PERS @ 22% of Total Wages			80,025	75,544
Utility Benefit @ \$380/mo/FTE @ 6.05			27,588	27,588
BENEFITS AND TAXES			306,770	279,383
TOTAL PERSONNEL			670,521	622,763

Endowment Fund

90 - Endowment Fund



The monies held in this fund are restricted by ordinance.

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Endowment Fund (90-50)		FY 2015 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
REVENUE						
49-487	Interest Income	16,968	35,282	21,991	13,536	28,254
	Total Revenue	16,968	35,282	21,991	13,536	28,254
46-990	Transfer to General Fund* (70%)	3,465	11,878	15,394	9,475	19,778
	Total Transfers	3,465	11,878	15,394	9,475	19,778
	Net Income (Net Addition to Fund Capital)	13,503	23,404	6,597	4,061	8,476

*Transfer to General Fund is 70% of the Fund's earnings (exclusive of gains and losses recorded for changes in market value on an annual basis.)

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APPENDIX

A

ALASKA STATUTES

TITLE 44. STATE GOVERNMENT

CHAPTER 62. ADMINISTRATIVE PROCEDURE ACT

ARTICLE 6. OPEN MEETINGS OF GOVERNMENTAL BODIES

§ 44.62.310. Government meetings public

(a) All meetings of a governmental body of a public entity of the state are open to the public except as otherwise provided by this section or another provision of law. Attendance and participation at meetings by members of the public or by members of a governmental body may be by teleconferencing. Agency materials that are to be considered at the meeting shall be made available at teleconference locations if practicable. Except when voice votes are authorized, the vote shall be conducted in such a manner that the public may know the vote of each person entitled to vote. The vote at a meeting held by teleconference shall be taken by roll call. This section does not apply to any votes required to be taken to organize a governmental body described in this subsection.

(b) If permitted subjects are to be discussed at a meeting in executive session, the meeting must first be convened as a public meeting and the question of holding an executive session to discuss matters that are listed in (c) of this section shall be determined by a majority vote of the governmental body. The motion to convene in executive session must clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Subjects may not be considered at the executive session except those mentioned in the motion calling for the executive session unless auxiliary to the main question. Action may not be taken at an executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations.

(c) The following subjects may be considered in an executive session:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- (3) matters which by law, municipal charter, or ordinance are required to be confidential;
- (4) matters involving consideration of government records that by law are not subject to public disclosure.

(d) This section does not apply to

- (1) a governmental body performing a judicial or quasi-judicial function when holding a meeting solely to make a decision in an adjudicatory proceeding;
- (2) juries;
- (3) parole or pardon boards;
- (4) meetings of a hospital medical staff;
- (5) meetings of the governmental body or any committee of a hospital when holding a meeting solely to act upon matters of professional qualifications, privileges or discipline;
- (6) staff meetings or other gatherings of the employees of a public entity, including meetings of an employee group established by policy of the Board of Regents of the University of Alaska or held while acting in an advisory capacity to the Board of Regents; or
- (7) meetings held for the purpose of participating in or attending a gathering of a national, state, or regional organization of which the public entity, governmental body, or member of the governmental body is a member, but only if no action is taken and no business of the governmental body is conducted at the meetings; or
- (8) meetings of municipal service area boards established under AS 29.35.450--29.35.490 when meeting solely to act on matters that are administrative or managerial in nature.

(e) Reasonable public notice shall be given for all meetings required to be open under this section. The notice must include the date, time, and place of the meeting and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Subject to the publication required by AS 44.62.175(a) in the Alaska Administrative Journal, the notice may be given by using print or broadcast media. The notice shall be posted at the principal office of the public entity or, if the public entity has no principal office, at a place designated by the governmental body. The governmental body shall provide notice in a consistent fashion for all its meetings.

(f) Action taken contrary to this section is voidable. A lawsuit to void an action taken in violation of this section must be filed in superior court within 180 days after the date of the action. A member of a governmental body may not be named in an action to enforce this section in the member's personal capacity. A governmental body that violates or is alleged to have violated this section may cure the violation or alleged violation by holding another meeting in compliance with notice and other requirements of this section and conducting a substantial and public reconsideration of the matters considered at the original meeting. If the court finds that an action is void, the governmental body may discuss and act on the matter at another meeting held in compliance with this section. A court may hold that an action taken at a meeting held in violation of this section is void only if the court finds that, considering all of the circumstances, the public interest in compliance with this section outweighs the harm that would be caused to the public interest and to the public entity by voiding the action. In making this determination, the court shall consider at least the following:

- (1) the expense that may be incurred by the public entity, other governmental bodies, and individuals if the action is voided;
- (2) the disruption that may be caused to the affairs of the public entity, other governmental bodies, and individuals if the action is voided;
- (3) the degree to which the public entity, other governmental bodies, and individuals may be exposed to additional litigation if the action is voided;
- (4) the extent to which the governing body, in meetings held in compliance with this section, has previously considered the subject;
- (5) the amount of time that has passed since the action was taken;
- (6) the degree to which the public entity, other governmental bodies, or individuals have come to rely on the action;
- (7) whether and to what extent the governmental body has, before or after the lawsuit was filed to void the action, engaged in or attempted to engage in the public reconsideration of matters originally considered in violation of this section;
- (8) the degree to which violations of this section were willful, flagrant, or obvious;
- (9) the degree to which the governing body failed to adhere to the policy under AS 44.62.312(a).

(g) Subsection (f) of this section does not apply to a governmental body that has only authority to advise or make recommendations to a public entity and has no authority to establish policies or make decisions for the public entity.

(h) In this section,

- (1) "governmental body" means an assembly, council, board, commission, committee, or other similar body of a public entity with the authority to establish policies or make decisions for the public entity or with the authority to advise or make recommendations to the public entity; "governmental body" includes the members of a subcommittee or other subordinate unit of a governmental body if the subordinate unit consists of two or more members;
- (2) "meeting" means a gathering of members of a governmental body when
 - (A) more than three members or a majority of the members, whichever is less, are present, a matter upon which the governmental body is empowered to act is considered by the members collectively, and the governmental body has the authority to establish policies or make decisions for a public entity; or
 - (B) the gathering is prearranged for the purpose of considering a matter upon which the governmental body is empowered to act and the governmental body has only authority to advise or make recommendations for a public entity but has no authority to establish policies or make decisions for the public entity;
- (3) "public entity" means an entity of the state or of a political subdivision of the state including an agency, a board or commission, the University of Alaska, a public authority or corporation, a municipality, a school district, and other governmental units of the state or a political subdivision of the state; it does not include the court system or the legislative branch of state government.

§ 44.62.312. State policy regarding meetings

(a) It is the policy of the state that

(1) the governmental units mentioned in AS 44.62.310(a) exist to aid in the conduct of the people's business;

(2) it is the intent of the law that actions of those units be taken openly and that their deliberations be conducted openly;

(3) the people of this state do not yield their sovereignty to the agencies that serve them;

(4) the people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know;

(5) the people's right to remain informed shall be protected so that they may retain control over the instruments they have created;

(6) the use of teleconferencing under this chapter is for the convenience of the parties, the public, and the governmental units conducting the meetings.

(b) AS 44.62.310(c) and (d) shall be construed narrowly in order to effectuate the policy stated in (a) of this section and to avoid exemptions from open meeting requirements and unnecessary executive sessions.

APPENDIX

B

Chapter 2.52

BOARDS, COMMITTEES AND COMMISSIONS

Sections:

- 2.52.010 Applicability.
- 2.52.020 Powers and duties.
- 2.52.025 Committees.
- 2.52.030 Appointments.
- 2.52.035 Composition and voting.
- 2.52.040 Qualifications.
- 2.52.050 Terms.
- 2.52.060 Compensation.
- 2.52.070 Vacancies.
- 2.52.080 Notice of vacancy.
- 2.52.090 Applications.
- 2.52.110 Officers.
- 2.52.120 Quorum and voting requirements.
- 2.52.130 Meetings and notice of meetings.
- 2.52.140 Conflict of interest.
- 2.52.150 Procedure.
- 2.52.160 Reports and minutes.
- 2.52.170 Ex officio members and staff.

2.52.010 Applicability.

A. The provisions of BMC 2.52.020 through 2.52.170 apply to all appointed bodies created by the council unless otherwise specifically provided in this code or in the ordinance creating the body, whether the body is a board, commission, committee, study group, task force or other appointed body, whether advisory or given governmental powers, and whether having a limited or unlimited life. The provisions of this chapter do not apply to bodies consisting entirely of city councilmembers appointed by the mayor nor to bodies created by any municipal officer, department, agency or any

municipal body other than the city council. An appointed body created by an appointed body governed by this chapter, or by a municipal officer, department, or agency may not be delegated or exercise any governmental power, establish city policies or make decisions for the city.

B. Unless a different meaning is indicated by the context, in the remainder of this chapter the words "body" and "appointed body" refer to appointed bodies governed by this chapter whose members are appointed by the mayor and the word "member" refers to a member of such an appointed body.

2.52.020 Powers and duties.

The council may by ordinance establish advisory, administrative, technical or quasi-judicial boards or commissions. The ordinance shall prescribe the duties and additional qualifications of members and the authority of the body.

2.52.025 Committees.

A. There shall be a finance committee, a public works committee, a parks, recreation, aquatic health and safety center committee, and an energy committee for the purposes of gathering information, conducting research, advising the city council regarding matters within their purview, and performing any other such duties as the city council may refer to them from time to time.

B. The authority of these committees shall be advisory and recommendations shall be made to the city council.

C. These committees shall be subject to all provisions of BMC 2.52.020 through 2.52.170.

D. These committees shall use Robert's Rules of Order. Regular meeting of these committees shall be at least quarterly. Special meetings may be called at the discretion of the chairperson or by two (2) members of the committee.

E. These committees shall each be composed of seven (7) members who shall be residents of the city; six (6) of which shall be appointed by the mayor, subject to

confirmation by the city council and the seventh (7th) member shall be appointed by the mayor from the city council as council representative.

F. All seven (7) members of each of the committees shall be voting members.

G. The terms of the appointments to the committees shall be for a period of three (3) years except for the councilmember appointment which shall be for a period of one (1) year. In the event of a vacancy, the mayor shall appoint a person to serve the remaining term and in the case of a citizen member, said appointment shall be subject to confirmation by the city council.

H. If there are a total of seven (7) combined commissions and committees, one (1) of the members of the city council shall serve as a council representative on each of the commissions and committees. If there are less than seven (7) combined commissions and committees, the mayor shall not serve as a council representative to a commission or committee.

I. Committee members can be removed from office for cause only, and removal is subject to an appeal by the member to the city council.

J. A majority of each committee shall constitute a quorum for the transaction of business. Four (4) affirmative votes shall be necessary to carry any question.

K. An agenda of meetings shall be prepared and published according to established rules of the city council.

L. Permanent records, or minutes, shall be kept for all meetings held. All resolutions and minutes of each committee or a similar report shall be presented to the city council by a member of the council appointed to serve on the respective committee or, in their absence, by the city manager. The minutes shall be properly filed in the office of the city clerk and shall be open to inspection by the public.

2.52.030 Appointments.

A. Members shall be appointed by the mayor and confirmed by the council. The mayor may withdraw an appointment at any time prior to confirmation by the council.

B. Alternate Members. For each board or commission, the mayor shall appoint up to two (2) additional members to serve as alternate members, subject to confirmation by the council. An alternate member will be activated as a voting member whenever there is an absence or conflict of interest of another member. At all other times the alternate member shall be an ex officio member.

2.52.035 Composition and voting.

A. Membership. The number of members of each board, committee or commission shall be determined by the city council in the ordinance establishing the body. Unless provided otherwise in the ordinance establishing the body, the city councilmember of the body shall be a voting member of the body.

2.52.040 Qualifications.

In addition to any other qualifications required by this code, a member:

A. Shall have been a resident of the city for six (6) months; and

B. Shall remain a resident of the city while in office.

C. Except as provided in BMC 2.52.170, a city employee shall not be appointed to a committee, commission or board which conducts any business that concerns or relates to the department where the employee works. A city employee may, however, be appointed to a committee, commission or board which conducts business that concerns or relates to another city department.

2.52.050 Terms.

The term of each member is three (3) years, except that the term of a councilmember appointed to a commission or committee shall be for one (1) year. The term of any commission or committee member, including a councilmember, appointed to fill out the term of a vacated seat, shall expire on the regularly scheduled date of that position. The terms of initial appointments shall be staggered so that, as nearly as possible, a pro rata number of members shall be appointed for each year during the regular term of office established for the members. The regular term shall, unless otherwise specified by ordinance, commence on January first (1st) of the year of appointment and shall expire on December thirty-first (31st) of the year the term expires; provided, a member

whose term has expired but seeks reappointment may continue to hold office for a period not longer than thirty (30) days from the date of expiration.

2.52.060 Compensation.

No member shall be compensated for services as a member of the body.

2.52.070 Vacancies.

A. The head of the department clearly associated with the body or the department head's delegate shall keep attendance records and notify the city clerk when a vacancy has been declared. Attendance shall be taken and recorded even in the absence of a quorum. A vacancy shall be declared by the body when a member:

1. Is absent from the city for more than ninety (90) days without first (1st) being excused by the body;
2. Fails to attend three (3) regularly scheduled meetings within any calendar year without being excused by the body;
3. Fails to attend three (3) special meetings within any calendar year without being excused by the body;
4. Fails to attend a minimum of sixty-five (65) percent of regular meetings held within any calendar year whether excused or unexcused;
5. Fails to attend a minimum of sixty-five (65) percent of special meetings held within any calendar year whether excused or unexcused;
6. Submits a written resignation which is accepted by the body or the mayor;
7. Dies;
8. Fails to qualify and give the oath of office within thirty (30) days after city council confirmation of the appointment;
9. Ceases to be a resident of the city;

10. Is convicted of a felony or an offense involving a violation of the oath of office for the body; or

11. Becomes disqualified from holding the seat under other provisions of this code.

B. A member may be removed by the council at any time with or without a stated reason; provided, before or promptly after the removal the person shall first (1st) be given an opportunity to address the council in a public meeting.

C. A member that is appointed or nominated by a private or governmental organization or officer as a representative of that organization on the body may be removed at any time as provided for removal of members appointed by the mayor.

D. An ex officio member may not be removed by the council if the person's membership is based solely upon an office or position occupied by that person within a different organization and is not based in part or in whole upon a nomination or recommendation by the person's organization.

2.52.080 Notice of vacancy.

A. At least thirty (30) days prior to the expiration of the term of a member, the city clerk shall cause notice thereof to be posted within the city. The notice shall set forth the name of the body, the number of terms that are expiring, the length of the terms, any qualifications of members, and the method of applying for consideration for appointment to the body.

B. In the event of a declared vacancy on a body, the city clerk shall post notice of the vacancy for not less than fifteen (15) days. At the earliest possible council meeting after the fifteen- (15-) day posting of the vacancy, the mayor shall appoint a new member for the remaining unexpired term, subject to confirmation of the council.

C. Notwithstanding the posting requirements of this section, the mayor may appoint, and the council may confirm an appointment at any time after the first (1st) day notice is posted.

2.52.090 Applications.

The city clerk shall provide a standard information and application form for interested persons to complete. The application form, letters or other expressions of interest shall be submitted to the city clerk.

2.52.110 Officers.

The members shall annually elect a chair and vice chair. The vice chair shall act in the absence of the chair or in the inability of the chair to act.

2.52.120 Quorum and voting requirements.

A majority of the authorized members shall be a quorum for the transaction of business. The affirmative votes of the majority of the authorized members shall be required to carry a question. In the absence of a quorum for the transaction of business, any number less than a quorum may recess to a later time or date.

2.52.130 Meetings and notice of meetings.

A. Meetings. Regularly scheduled meetings shall be held at a time and place designated by the body. Special meetings may be called by the chair, the city employee designated as an ex officio member pursuant to BMC 2.52.170, and shall be called by the chairperson at the request of two (2) members.

B. Postponing or Rescheduling of Regular Meetings. A regular meeting may be postponed or rescheduled to another date upon a vote of the majority of the members at a previous regular or special meeting. A regular meeting may be postponed or rescheduled because of an expected lack of a quorum of the members at a scheduled regular meeting. Notice of the postponing or rescheduling of a regular meeting shall be given in accordance with subsection C of this section. If a regular meeting is rescheduled, it may not be rescheduled before five (5) days after the last regular meeting in order to give the public notice of the rescheduled date.

C. Notice of Meetings. A notice of the date, time, and place of all meetings of a body shall be prepared and posted in at least three (3) conspicuous public places within the city. Notice of a regular meeting shall be posted no later than five (5) days before the meeting. Notice of a special meeting shall be posted no later than three (3) days before

the meeting. The agenda for the meeting and materials to be considered by the body at the meeting may be posted with the notice, but are not required to be posted. An agenda or other materials posted with the notice do not limit the matters that may be considered and acted upon by the body. The city clerk may delegate to a department head the responsibility for providing public notice of meetings of a body that provides advice primarily to the department or that is otherwise clearly associated with a particular department.

D. Open Meetings. The meetings of all bodies shall be open to the public as required by the Alaska Open Meetings Act.

2.52.140 Conflict of interest.

Every member shall vote on all questions unless the member has a direct or substantial indirect financial interest in the matter being discussed. No member may represent any person before the body of which he or she is a member.

2.52.150 Procedure.

Procedural rules and order of business shall be established by the body, except as otherwise provided by ordinance, subject to approval of the council. An appellate or quasi-judicial body, or a body that hears appeals or otherwise acts in a quasi-judicial capacity shall establish rules governing appeal or other quasi-judicial proceedings before the body, subject to approval by the council. In all matters of procedure not covered by rules approved by the council, Robert's Rules of Order, as revised, shall be applicable and shall govern; provided, rules established by a body shall be promptly submitted to the council for approval and shall govern proceedings of the body until rejected or modified by the council.

2.52.160 Reports and minutes.

The ex officio member, or his or her designee, of the body appointed by the city manager in accordance with BMC 2.52.170 shall keep minutes of the proceedings and such minutes shall record the votes of each member upon every question formally presented for consideration. The signed, original minutes shall be filed in the office of the clerk and shall be a public record, open to inspection by any person.

2.52.170 Ex officio members and staff.

The city manager may appoint a city employee as an ex officio member for the purpose of acting as secretary or clerk to the body or to furnish technical advice and information if not provided for in the specific provisions pertaining to the body. An ex officio member appointed by the manager may take part in discussions of matters before the body but is not entitled to vote on any question and is not counted as a member for the purpose of establishing a quorum. Unless otherwise provided in the ordinance establishing the body, the manager shall provide or designate the staff required to assist the body in discharging its duties. The designated staff remains under the authority of the city manager and no staff member shall work directly for or be controlled by the body.

APPENDIX

C

Examples of Documents

- Ordinance
- Resolution
- Action Memorandum (AM)
- Informative Memorandum (IM)
- Recommendation

Introduced by: Finance Committee
Introduction Date: September 27, 2011
Public Hearing: October 11, 2011
Action: Passed
Vote: 6-0

CITY OF BETHEL, ALASKA

Ordinance #11-21

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING BETHEL MUNICIPAL CODE SECTION 4.16.180 INCREASING PENALTIES UNDER THE SALES AND USE TAX CHAPTER

Whereas, businesses operating within the City of Bethel have a legal obligation to submit sales taxes collected from the consumer in an accurate and timely manner;

Whereas, the Bethel Municipal Code requires businesses to provide a written receipt or invoice to the customer which shows on the receipt or invoice the amount of tax due;

Whereas, it is the responsibility of the Finance Director to inspect sales tax returns submitted by businesses within the City of Bethel for accuracy;

Whereas, the Bethel Municipal Code authorizes the Finance Director to obtain necessary documentation from businesses to conduct an audit of sales tax returns as the director;

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

SECTION 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the Bethel Municipal Code.

SECTION 2. Amendment. The Bethel Municipal Code, Section 4.16.180 Penalties is amended as follow, new language is underlined and old language is stricken.

4.16.180 Penalties.

A. A seller who fails to timely file a return as required under this chapter shall pay a penalty of three and one-half (3 1/2) percent of the taxes due. The penalty shall be imposed for each month or part of a month during which the delinquency of failure to file exists up to a maximum of seventeen and one-half (17 1/2) percent of the initial delinquency. The filing of an incomplete return shall be treated as the filing of no return.

B. A seller who fails to timely pay an amount shown on a return as required under this chapter shall pay a penalty of one and one-half (1 1/2) percent of the taxes not paid. The penalty shall be imposed for each month or part of a month during which the

delinquency of failure to pay exists up to a maximum of seven and one-half (7 1/2) percent of the initial delinquency.

C. A person required to collect a tax under this chapter, who fails to provide a written receipt or invoice setting out the amount of the tax due on the transaction when the amount of the tax is required to be shown on the receipt or invoice, shall pay a penalty to the city equal to twice the amount of the tax due on the sale, minimum penalty is five hundred dollars (\$500).

D. A person required to collect a tax under this chapter, who fails or refuses to produce records demanded or allow inspection at such reasonable time as requested or demanded by the finance director, shall pay to the city a penalty equal to three (3) times any deficiency found or estimated by the finance director to have occurred; provided, the minimum penalty is ~~three hundred dollars (\$300)~~ two thousand five hundred dollars (\$2,500) in addition to penalties violators may be assessed administrative and/or legal cost associated with the city's obtaining the necessary records to complete audit or investigation.

E. A person required to maintain records under the provisions of this chapter shall immediately notify the city of any fire, theft or other casualty that would prevent the person from complying with the provisions of this chapter. Such casualty may be a defense to a civil penalty levied under this section, but does not excuse the person from the liability for payment to the city of taxes required to be collected. The unexplained or accidental loss of records, except by fire, theft or casualty, does not excuse a person from the performance of any of the requirements under this chapter.

F. A penalty imposed under any part except paragraph C. or D. of this chapter may not be waived or reduced except upon a clear showing of reasons beyond the control of the person upon whom the penalty is imposed or a similar strong justification and approval by the city manager of the waiver or reduction.

G. A penalty imposed under paragraph C. or D. of this chapter may be waived or reduced upon a showing of reasons upon whom the penalty is imposed or a similar justification. Discretion by the city manager upon appeal shall determine the waiver or reduction.

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

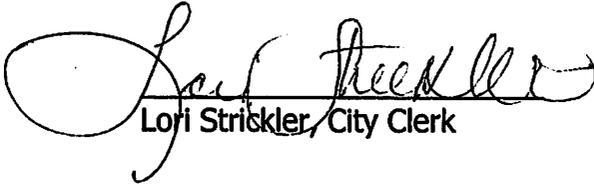
ENACTED THIS 11 DAY OF October 2011, BY A VOTE OF 7 IN FAVOR AND 0 OPPOSED.

Introduced by: Finance Committee
Introduction Date: September 27, 2011
Public Hearing: October 11, 2011
Action: Passed
Vote: 6-0



Richard Robb, Mayor Pro Tem

ATTEST:



Lori Strickler, City Clerk

Introduced by: Council Member Springer
Date: April 28, 2015
Action: Passed
Vote: 7-0

CITY OF BETHEL, ALASKA

Resolution # 15-10

A RESOLUTION BY THE BETHEL CITY COUNCIL AFFIRMING ELIGIBILITY FOR POWER COST EQUALIZATION "COMMUNITY FACILITY" STATUS FOR ITS YUKON-KUSKOKWIM REGIONAL AQUATIC HEALTH AND SAFETY CENTER

Whereas, the City of Bethel is a municipal organization serving its citizens who reside in the community of Bethel;

Whereas, the City of Bethel owns and operates a Regional Aquatic Health and Safety Center that provides benefits to the general public residing in and near its community;

Whereas, the facility is operated using general funds and private donations/fees from users;

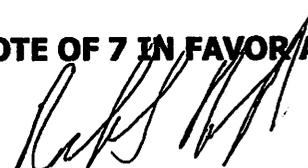
Whereas, the facility is not funded by dedicated support from any state or federal agency or any private commercial organization;

Whereas, the facility is eligible to receive "Community Facility" PCE from the State of Alaska's Power Cost Equalization Program;

Whereas, the Alaska Legislature has mandated, by statute, that the Alaska Energy Authority shall provide PCE to all eligible utility customers, including community facilities;

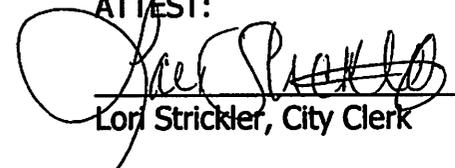
NOW, THEREFORE, BE IT RESOLVED that the City of Bethel hereby certifies that its Regional Aquatic Health and Safety Center meets all requirements for classification as an eligible "Community Facility" and requests that the Alaska Energy Authority provide PCE for all its electricity consumption, subject to the limit of 70 kWh per resident per month, effective with its first date of operations on October 1, 2014.

ENACTED THIS 28th DAY OF APRIL 2015, BY A VOTE OF 7 IN FAVOR AND 0 OPPOSED.



Richard Robb, Mayor
4/28/15

ATTEST:



Lori Strickler, City Clerk

City of Bethel, Alaska

Resolution #15-10
1 of 1

City of Bethel Action Memorandum

Action memorandum No.	14-70		
Date action introduced:	November 25, 2014	Introduced by:	Acting City Manager, Peter Williams
Postponed to:	December 9, 2014 January 27, 2015 March 2, 2015		
Date action taken:	March 2, 2015 (Amended)	X Approved	Denied
Confirmed by:	LS		

SUBJECT/ACTION:

Accept and approve the Section 5309 Bus and Bus Facilities "Ladders of Opportunity" grant award from the Federal Transportation Association in the amount of \$82,318 to purchase bus shelters and provide the required cash match of ~~\$20,579.40~~ \$5,624.

Route to Department/Individual	Initials	Remarks
Administration/John Sargent		The City applied for this grant to purchase one bus and 15 bus shelters and was awarded \$82,318 to purchase the bus shelters only. The cash match required for this grant is \$20,579.40 <u>\$5,624</u> . ONC's previous commitment of \$13,669 for this grant was rescinded. The shelters will be high-quality three-sided shelters permanently installed on City property to provide bus passengers protection from the weather.

Attachment(s):

1. Letter from City of Bethel dated July 29, 2014 committing \$15,791.53 in cash match for the grant application to FTA in which the City requested funding for one bus and bus shelters.

Fiscal Impact Amount	Description	Account information
\$20,579.40 <u>\$5,624</u>	The City submitted a letter in the grant application committing cash match of \$6,910 for this project, but with the ONC match withdrawal, the City must now contribute \$20,579.40 <u>\$5,624</u> .	A new Caselle account number would be set up for this grant.

Summary statement

The City of Bethel applied for and was awarded a "Ladders of Opportunity" grant in the amount of \$82,318 from the Federal Transit Administration to fund the purchase and shipping of 15 three-sided see-through bus shelters. Since ONC withdrew their commitment to fund the cash match for this grant, if the City accepts this grant, the City must provide ~~\$20,579.40~~ \$5,624 in cash match.

These bus shelters would be permanently installed on City property with the help of some in-kind sand deliveries and in-kind labor and expertise to facilitate installation.

City of Bethel Action Memorandum

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Postponed to:	December 9, 2014 January 27, 2015 March 2, 2015		
Date action taken:	March 2, 2015 (Amended)	X Approved	<input checked="" type="checkbox"/> Denied
Confirmed by:			

An idea recently expressed was the additional use of these bus shelters for school children while they wait for the school bus. Strategic placement in town could satisfy both needs.



Introduced by:	City Manager		
Date introduced:	07-27-10	Date action taken	
Amended actions:			
Verified by:			

CITY OF BETHEL CITY COUNCIL INFORMATIVE MEMORANDUM

TITLE: Update on Billing and Payment Processing Outsourcing for Water and Sewer Services.

Agenda Introduction Date: July 27, 2010
 Originator: Finance Director Laurie Walters

Routed to:	Department	Signature/Date
X	Finance	

FISCAL IMPACT: yes \$ _____ X no (not yet) FUNDS AVAILABLE X yes no

Account name/number: _____

Attachments: Email from Caselle regarding Xpress Bill Pay and Advance Info Systems webpage indicating partnership with Caselle.

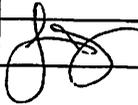
SUMMARY STATEMENT:

The Finance Department has been working toward outsourcing the billing and payment processing for water and sewer bills. On several occasions, the most recent being last fall, pricing information was solicited for these services, but now needs to be updated.

Given the challenges experienced with the payroll outsourcing, it is clearly advantageous to outsource services to companies that already have established integration with our existing accounting software.

Currently, Caselle has partnered with two companies, Xpress Bill Pay, which handles the online payment processing and Advanced Information Systems that provides billing services. While we typically solicit the best price for these services, the City needs to consider the value, ease of transition and other benefits of dealing directly with two companies that already have an established relationship with Caselle. Specifically, Xpress Bill Pay has been announced as

IM No.10-13

Introduced by:	City Manager		
Date introduced:	07-27-10	Date action taken	
Amended actions:			
Verified by:			

Caselle's "authorized and preferred provider for Internet and Electronic payment systems" (www.caselle.com).

More information and a request for action will be provided at the last meeting in August.



City of Bethel

Committees and Commissions

Recommendation to City Council

Prepare MOU to partner with BCSF on Housing Grant for Public Safety Personnel.

Committee/Commission: Public Safety and Transportation Commission	Chairman: Brian Lefferts
Date Submitted: 9/2/14	Council Rep: Sharon Sigmon
Issue/Background: Bethel Community Services Foundation is pursuing a particular grant that will fund renovation of their Norma Jean Center into apartments for use by public safety personnel. The City of Bethel's Police and Fire Departments have an opportunity to support this grant effort and participate by filling one, two, and three-bedroom housing units with public safety personnel at a potentially discounted rate to the market.	
Recommendation: The City of Bethel should prepare a Memorandum of Understanding between the City and Bethel Community Services Foundation in which the City agrees to terms that support the acquisition of grant funding to develop, construct, and manage a renovation project that results in housing exclusively for public safety personnel. The Commission feels confident that City public safety personnel will voluntarily lease at least two one-bedroom units, two two-bedroom units, and two three-bedroom units over the course of the next 15 years.	

Received by: LS
Date: 9-3-2014

APPENDIX

D

Chapter 2.05

CITY OFFICERS GENERALLY

Sections:

- 2.05.010 Definitions.
- 2.05.020 Oath.
- 2.05.030 Resignation.
- 2.05.040 Conflicts of interest and code of ethics – Generally.
- 2.05.050 Improper influence in grants, contracts, or leases.
- 2.05.060 Representative of the city of Bethel.
- 2.05.070 Outside employment restricted.
- 2.05.080 Report of financial and business interests.
- 2.05.090 Contents of statement.
- 2.05.100 Modified requirements for professionals.
- 2.05.110 Administration and inspection.
- 2.05.120 Records, public information.
- 2.05.130 Refusal or failure to disclose.
- 2.05.140 Application of state statutes.
- 2.05.150 Conflict of interest – Elected city officials.
- 2.05.160 Conflict of interest – Municipal employee.
- 2.05.170 Procedure for declaring potential conflicts of interest – City manager.
- 2.05.180 Conflict with collective bargaining agreement.
- 2.05.190 Employment prohibited.
- 2.05.200 Political activity.
- 2.05.210 Procedures for violation reporting.
- 2.05.220 Conformity to law.

2.05.010 Definitions.

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

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

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

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

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

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

1. A financial interest of a person includes a financial interest of any member of the person's household.

2. A person has a financial interest in an organization if the person:

- a. Has an ownership interest in the organization; or

- b. Is a director, officer or employee of the organization.

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

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

G. "Immediate family member" means:

1. The spouse of the person;

2. Another person cohabiting with the person in a conjugal relationship that is not a legal marriage;

3. A child, including a stepchild and an adoptive child, of the person;

4. A parent, sibling, grandparent, aunt or uncle of the person; and

5. A parent or sibling of the person's spouse.

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

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

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

2.05.020 Oath.

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

2.05.030 Resignation.

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

2.05.040 Conflicts of interest and code of ethics – Generally.

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

1. Use their official position or office for the primary purpose of obtaining personal financial gain or financial gain for an immediate family member or business with which the person is associated or in which the person owns stock. This provision does not apply to financial gain from salary under the terms of employment.
2. No city official shall use the implied authority of office or position for the purposes of unduly influencing the decision of others, or promoting a personal interest within the community. City officials will refrain from using their title except when duly representing the city in an authorized capacity. Unless duly appointed by the council to represent the interest of the full council, councilmembers shall refrain from implying their representation of the whole by the use of their title.
3. Solicit or receive money for advice or assistance given in the course of the officer's or employee's employment or relating to that employment.
4. Represent a client before the city council for a fee, except employee members of the unions pursuant to labor agreements.
5. Solicit or accept a gift if it can be reasonably inferred that the gift is intended to influence the elected official's independence of judgment in the exercise of official duties.
 - a. An item is a "gift" under this subsection if it is:
 - i. Money, an item of value, service, loan, travel or hospitality accommodation, entertainment, or employment; and
 - ii. Provided to an elected official, or to another person or entity designated by the elected official, for less than full value.
 - b. Unless rebutted by other factors, food or beverage for immediate consumption is presumed not to be given under circumstances in which it could be reasonably inferred that they are intended to influence the elected official's independence of judgment in the exercise of official duties.

c. The following unsolicited gifts are allowed; provided, that if disclosure is required, the gift disclosure form is timely filed with the municipal clerk within thirty (30) days of the receipt of the gift:

i. Payment for a business meal offered as a courtesy in the context of municipal duties; provided, that such meals shall not be accepted on a basis so frequent from any one (1) source or a combination of sources as to raise an appearance of the use of the person's public position for private gain. No disclosure is required.

ii. A discount or price available to public sector officials generally, or to a large business category of public officials to which the elected officials belong. No disclosure is required.

iii. A monetary gift or award presented in recognition of meritorious, civic, or voluntary service, so long as presented by a recognized civic or nonprofit charitable organization presenting such a gift or award as part of an established tradition, and not given as financial inducement for official action. An elected official shall disclose a recognition gift or award in excess of one hundred fifty dollars (\$150).

iv. A perishable gift for immediate consumption or display, from member(s) of the public expressing general gratitude or holiday cheer. No disclosure is required.

v. In-state travel and hospitality discounts or accommodations offered or provided to an elected official shall be applied to any municipal expense for the travel. No disclosure is required. Out of state gifts of travel and hospitality related to providing or obtaining information primarily of matters related to the duties of the elected official are allowed. Gifts in this category in excess of two hundred fifty dollars (\$250) shall be disclosed to the council prior to acceptance.

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

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

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

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

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

2.05.050 Improper influence in grants, contracts, or leases.

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

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

1. Is employed by the department or division awarding the grant, contract, or lease, or is employed by the department or division for which the grant, contract, or lease is let;
2. Takes official action with respect to the award, execution, or administration of the grant, contract, or lease.

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

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

2.05.060 Representative of the city of Bethel.

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

2.05.070 Outside employment restricted.

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

and, upon a determination that the services or employment are not incompatible or in conflict with official duties, may approve the services or employment in writing.

2.05.080 Report of financial and business interests.

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

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

2.05.090 Contents of statement.

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

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

1. The source of all income of five thousand dollars (\$5,000) during the preceding calendar year, including taxable capital gains, except that a source of income that is a gift must be included if the value of the gift exceeds two hundred fifty dollars (\$250);
2. The name and address of each business entity owned or in which an interest was held during the preceding calendar year, including a statement of the nature of the interest owned or held, except that an interest held in a retirement account or an interest of less than five thousand dollars (\$5,000) in the stock of a publicly traded corporation need not be included;

3. The name and address of each business in which the filer is an officer, director, manager, or employee during the preceding calendar year;
4. The identity and nature of each interest in real property located within the city limits, including an option to buy, owned at any time during the preceding calendar year;
5. A list of all contracts, bids, or offers to contract with the city during the preceding year, including those made through a proprietorship, partnership, or corporation in which the filer or an immediate family member, or a combination of them, holds a controlling interest.

2.05.100 Modified requirements for professionals.

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

2.05.110 Administration and inspection.

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

2.05.120 Records, public information.

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

2.05.130 Refusal or failure to disclose.

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

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

2.05.140 Application of state statutes.

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

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

2.05.150 Conflict of interest – Elected city officials.

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

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

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

1. Whether the financial interest is a substantial part of the consideration;
2. Whether the financial interest directly and substantially varies with the outcome of the official action;

3. Whether the financial interest is immediate and known or conjectural and dependent on the factors beyond the official action;
4. Whether the financial or private interest is monetarily significant;
5. Other factors deemed appropriate by the presiding officer under the specifics of the disclosure and the nature of the action taken before the council body, or commission.

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

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

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

2.05.160 Conflict of interest – Municipal employee.

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

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

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

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

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

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

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

2.05.180 Conflict with collective bargaining agreement.

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

2.05.190 Employment prohibited.

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

2.05.200 Political activity.

The following limitations shall apply to political activity:

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

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

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

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

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

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

2.05.210 Procedures for violation reporting.

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

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

section and identify any documentary or testimonial evidence the person filing the complaint believes is in support of the notification of potential violation.

2.05.220 Conformity to law.

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

APPENDIX

F

MOTIONS CHARTS

	Rank	Second?	Debatable?	Amendable?	Vote?
PRIVILEGED MOTIONS					
Fix time to which to adjourn	13	Yes	No	Yes	Majority
Adjourn	12	Yes	No	No	Majority
Recess	11	Yes	No	Yes	Majority
Raise a question of privilege	10	No	No	No	Chair decides
Call for orders of the day	9	No	No	No	At request of one member
SUBSIDIARY MOTIONS					
Table	8	Yes	No	No	Majority
Previous question or call the question*	7	Yes	No	No	Two-thirds
Limit or extend limits of debate	6	Yes	No	Yes	Two-thirds
Postpone to a certain time	5	Yes	Yes	Yes	Majority
Refer to committee	4	Yes	Yes	Yes	Majority
Secondary amendment		Yes	Yes	No	Majority
Primary amendment		Yes	Yes	Yes	Majority
Amendment*	3	Yes	Yes	Yes	Majority
Postpone indefinitely	2	Yes	Yes	No	Majority
MAIN MOTION					
Main motion	1	Yes	Yes	Yes	Majority

* Amendment and previous question may be applied to motions higher than themselves.

INCIDENTAL MOTIONS				
	Second?	Debatable?	Amendable?	Vote?
Request for information	No	No	No	Chair responds
Point of order	No	No	No	Chair rules

BRING-BACK MOTIONS				
	Second?	Debatable?	Amendable?	Vote?
Reconsider	Yes	It depends	No	Majority
Rescind	Yes	Yes	Yes	§
Amend something previously adopted	Yes	Yes	Yes	§
Take from table	Yes	No	No	Majority

§ Majority with previous notice, two-thirds without notice, or majority of entire membership

Chapter 4.18 BETHEL ENDOWMENT FUND

Sections:

- [4.18.010](#) Fund established.
- [4.18.020](#) Purpose of fund.
- [4.18.021](#) Fund management.
- [4.18.030](#) Investments.
- [4.18.040](#) Accounting for earnings.
- [4.18.050](#) Procedure for repeal.
- [4.18.060](#) Reinvestment proposals.

4.18.010 Fund established.

There is established a separate fund named the Bethel endowment fund. The Bethel endowment fund consists of money originally appropriated to the Bethel endowment fund by the city council, called the principal, plus the accumulation of thirty (30) percent of the annual net income for each year since inception. [Ord. 08-19 § 2; Ord. 93-27 § 1.]

4.18.020 Purpose of fund.

The purpose of the Bethel endowment fund is to maximize income for the continuing operations of general government of the city. Seventy (70) percent of the net income of the previous year shall be deposited in the general fund upon adoption of the annual budget each year. [Ord. 08-19 § 2; Ord. 93-27 § 1.]

4.18.021 Fund management.

- A. A separate single investment account recommended by the finance director with concurrence by the city manager, and approved by the city council by majority vote, will be established for holding the Bethel endowment fund principal.
- B. The city manager is directed to prepare the annual budget for submission to the city council not later than the fifteenth day of March of each calendar year. Concurrently, the city manager shall cause to be introduced an ordinance proposing an appropriation to the general fund of monies in an amount equal to seventy (70) percent of the endowment fund's net income of the previous fiscal year. In the event that there were no earnings from the previous fiscal year, no appropriation to the general fund will be proposed.
- C. The city of Bethel finance director, or the assistant finance director in the absence of the finance director, will submit a complete written disclosure of the status of the Bethel endowment fund monthly to the city council. A copy of this disclosure will be provided to the city manager. [Ord. 08-19 § 2.]

4.18.030 Investments.

- A. The "Prudent Man" Rule shall be applied in the management and investment of the Bethel endowment fund assets. This rule means that in making investments, the same judgment and care under the circumstances then prevailing shall be exercised which an institutional investor of ordinary prudence, discretion, and intelligence exercises in the management of large investments entrusted to it, not in regard to speculation, but in regard to the permanent disposition of funds, considering probable safety of capital as well as probable income.
- B. The Bethel endowment fund assets shall only be used for income-producing investments. [Ord. 08-19 § 2; Ord. 93-27 § 1.]

4.18.040 Accounting for earnings.

The net income of the Bethel endowment fund shall be computed in accordance with generally accepted accounting principles (GAAP). [Ord. 08-19 § 2; Ord. 93-27 § 1.]

4.18.050 Procedure for repeal.

A. The principal of the Bethel endowment fund shall not be invaded unless approved by a majority of the voters at a general or special election called for that purpose by the city council.

B. If a majority of the voters approve an invasion of the Bethel endowment fund, an ordinance will be created to that effect and duly adopted by the Bethel city council.

C. Upon introduction of an ordinance invading the principal of the Bethel endowment fund, the city manager must provide at least one (1) month's public notice of said ordinance. This notice shall include the holding of at least two (2) informational meetings open to the public. At least two (2) such meetings shall be held prior to the public hearing on the proposed ordinance before the city council. [Ord. 08-19 § 2; Ord. 93-27 § 1.]

4.18.060 Reinvestment proposals.

Simultaneous with the submission of the annual budget, the city manager shall cause to be introduced an ordinance proposing appropriation and reinvestment of an amount equal to thirty (30) percent of the Bethel endowment fund's net income of the previous year. [Ord. 08-19 § 2; Ord. 93-27 § 1.]

The Bethel Municipal Code is current through Ordinance 18-18, passed August 14, 2018.

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



GFOA Best Practice

Creating an Investment Policy

Background. A written investment policy is the single most important element in a public funds investment program. An investment policy should describe the most prudent primary objectives for a sound policy: safety, liquidity, and yield. It should also indicate the type of instruments eligible for purchase by a government entity, the investment process, and the management of a portfolio. Such a policy improves the quality of decisions and demonstrates a commitment to the fiduciary care of public funds, with emphasis on balancing safety of principal and liquidity with yield. Adherence to an investment policy signals to rating agencies, the capital markets and the public that a government entity is well managed and is earning interest income suitable to its situation and economic environment.

Recommendation. GFOA recommends that all governing bodies adopt a comprehensive written investment policy and review and update its policies, if necessary on an annual basis.

The process of creating an investment policy should include:

- **Examination of state public funds investment statutes.** Most states have some form of public funds investment statutes. A state's public funds statute defines the parameters of what a government entity may do and serves as a guideline to begin drafting an investment policy. A government entity's policy may be more restrictive than a statute (e.g., limiting the amount (usually a percentage) or prohibiting the purchase of commercial paper, even though state law allows it) but it may not be more expansive.
- **Examination of state public funds collateral statutes.** State collateral laws correlate with public funds investment statutes and define how the government entity's public funds must be protected against depository failure. Government entities should adopt a public funds collateral policy just as they do an investment policy or incorporate such language within its investment policy. Many times a collateral law or policy will reference state investment statutes in establishing what instruments or techniques are eligible for use as collateral.
- **Review of sample investment policies.** Rather than starting an investment policy from scratch, government entities should consider reviewing existing investment policies. The GFOA's sample investment policy provides a format and content that can be modified for an entity's needs. Policies from other jurisdictions or state associations can be similarly useful.
- **Drafting of an investment policy.** The most prudent primary objectives for drafting a sound investment policy should be: safety, liquidity, and yield, in that order. The investment policy should address certain key questions, including:
 - Who are the authorized investment officers?
 - What standard of care will be established?

- What instruments will be eligible for investment?
- How will diversification be ensured?
- How will safekeeping be handled?
- What is the maximum term for any given investment?
- What type of internal controls should be in place?
- Who will comprise the investment committee (internal/external members), if any?
- What type of investment reports/performance reports will be produced?
- What types of benchmarks will be used?
- Will an investment advisor be used (and to what capacity)?
- What are the criteria for beginning or ending an investment relationship?
- **Review by appropriate parties.** Once a draft policy is formulated, seek input from the government entity's proposed investment officer(s), its leadership, including the government entity's legal department or counsel and the proposed investment committee. Colleagues in other jurisdictions might also be willing to review and comment.
- **Adoption by formal action of governing body.** Many states require a government investment policy to be approved by the entity's governing body. The approval process can be by resolution or other official action in a public meeting. By presenting the policy for formal approval, the policy becomes an established part of the government entity's operations, rather than simply serving as an internal guideline.
- **Establishment of written investment procedures.** Just as the investment policy defines the boundaries of an entity's investing program, written procedures document who will do what on a day to day basis. Topics should include: procedures for taking competitive bids, delivering and paying for purchases, recording transactions, and obtaining approval before buying or selling decisions.
- **Annual review of investment policy.** The written investment policy should be a living document that is reviewed each year by a government entity's investment officials and modified as needed. The policy should be presented each year to the governing body for formal review and approval.

References.

Sample Investment Policy (GFOA) (2011)

Investing Public Funds by Girard Miller with M. Corinne Larson and W. Paul Zorn. 2nd edition. Chicago: GFOA, 1998

Approved by the GFOA's Executive Board, October, 2010.

GFOA Sample Investment Policy

The purpose of this sample investment policy is to aid the general membership of the Government Finance Officers Association (GFOA) in the preparation of an investment policy. This sample policy is not intended to supplant an existing policy; rather, it is presented as a model to help investing entities customize a policy to fit their particular needs, constraints and capabilities. In order to accommodate the varying needs of government entities and stimulate conversation at the local level, certain sections of the attached policy include examples of alternative language. These examples may be used *in place of or in addition to* the first paragraph presented for that section, depending on the goals and objectives of the particular investing entity.

For additional information, please read Chapter Three of *Investing Public Funds*, second edition, a text authored by Girard Miller, with M. Corinne Larson and W. Paul Zorn, and published by the Government Finance Officers Association of the United States and Canada. You are also invited to contact current staff of the GFOA Standing Committee on Treasury & Investment Management for assistance in modifying and/or writing your government's investment policy. Governments should obtain counsel to ensure compliance with state and local laws, regulations, and other policies concerning the investment of public funds.

I. Governing Authority

Legality

The investment program shall be operated in conformance with governing legislation and other legal requirements.

II. Scope

This policy applies to the investment of all funds, excluding the investment of employees' retirement funds. *[This section should be modified to specify which assets are excluded from this policy.]*

1. Pooling of Funds

Except for cash in certain restricted and special funds, the [entity] will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Also, per SEC Rule 15B (Municipal Advisor Rule), the policy must clearly state whether or not the cash being pooled/invested includes municipal bond proceeds or not.

Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles. *[This paragraph refers to the pooling of funds within a single governmental entity and implies no reference to local government investment pools. This GFOA Sample Investment Policy is not specifically designed for use by local government investment pools, although certain portions of this sample policy may apply.]*

III. General Objectives

The primary objectives of investment activities shall be safety, liquidity, and return:

1. *Safety*
Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk
The [entity] will minimize credit risk, which is the risk of loss of all or part of the investment due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section VII of this Investment Policy
- Pre-qualifying and conducting ongoing due diligence of the financial institutions, broker/dealers, intermediaries, and advisers with which the [entity] will do business in accordance with Section V
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

The [entity] will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that security maturities match cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting individual security maturity as well as the average maturity of the portfolio in accordance with this policy (see section VIII).

2. *Liquidity*

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

3. *Return*

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal;
- Selling a security and reinvesting the proceeds that would improve the quality, yield, or target duration in the portfolio may be undertaken;
- Unanticipated liquidity needs of the portfolio require that the security be sold.

Alternative sample language:

The [entity's] cash management portfolio shall be designed with the objective of regularly meeting or exceeding an appropriate performance benchmark, which could be the average yield on either three-

month U.S. Treasury bills, the state investment pool, a money market mutual fund (specify) or the average rate on Fed funds. These indicators are considered benchmarks for lower risk investment transactions and therefore comprise a minimum standard for the portfolio's rate of return. The investment program shall seek to augment returns above this threshold, consistent with risk limitations identified herein and prudent investment principles. (See Section IX on performance standards and selecting a benchmark.)

IV. Standards of Care

1. Prudence

The standard of prudence to be used by investment officials shall be the "uniform prudent investor act" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business, in accordance with applicable laws. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the [entity].

3. Delegation of Authority

Authority to manage the investment program is granted to [designated official, hereinafter referred to as investment officer] and derived from the following: [insert code citation, ordinances, charters or statutes]. Responsibility for the operation of the investment program is hereby delegated to the investment officer, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. At a minimum, procedures should include references to the following: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. *[Please refer to GFOA's Investment Procedures Manual, 2003.]* No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

V. Authorized Financial Institutions, Depositories, and Broker/Dealers

1. Authorized Financial Institutions, Depositories, and Broker/Dealers

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness and/or other factors, such as FINRA broker check.

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of Financial Industry Regulatory Authority (FINRA) certification (not applicable to Certificate of Deposit counterparties)
- Proof of state registration
- Completed broker/dealer questionnaire (not applicable to Certificate of Deposit counterparties)
- Certification of having read and understood and agreeing to comply with the [entity's] investment policy.
- Evidence of adequate insurance coverage.

An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the investment officer. (See Appendix for the GFOA Recommended Practice on “Governmental Relationships with Securities Dealers.”)

VI. Safekeeping and Custody

1. *Delivery vs. Payment*

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible custody account prior to the release of funds.

2. *Safekeeping*

Securities will be held by a [centralized] independent third-party custodian selected by the entity as with all securities held in the [entity's] name. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

3. *Internal Controls*

The investment officer shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed annually by the investment committee, where present, and with the independent auditor. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, mis-representation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the [entity.]

VII. Suitable and Authorized Investments

1. *Investment Types – Note: Each entity needs to confirm the investment types allowed by statute or authorized by their government.*

Consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices¹ and other binding documents, the following investments will be permitted by this policy:

- U.S. Treasury obligations which carry the full faith and credit guarantee of the United States government;
- U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value;
- Canadian government obligations (payable in base currency);

¹ <http://gfoa.org/public-policy-statements-treasury-and-investment-management#investmentpractices>



CITY OF BETHEL
Managers Office

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Celebrating 50 Years of Service

DATE: April 30, 2019
TO: Fred Watson, Mayor
FROM: Bill Howell, Acting Manager
SUBJECT: Manager's Report – Month of April, 26 through April 30, 2019

Current Events

- The scope of this report is limited to less than three days in position. City manager duties were assumed on April 26, 2019.
- A meeting was held with our local Union representatives Monday April 30, 2019 to discuss safety and employment conditions for employees. We plan to meet every Tuesday at 10 am to keep an ongoing dialog and to foster better communication.
- The Manager attended the Yuut Elitnurviat Executive Board meeting on April 29th at 1400 hrs. The meeting packet is attached to this report.

Departments

- A department head meeting was held on April 26th at 3 p.m. In the meeting the incoming acting manager was briefed on the status of various department projects

HR

- All department heads and Human resources have been directed to complete all past due evaluations by May 15th 2019
- HR was directed to complete all pay increase as required by the COBEA agreement. Several employees were without evaluations or the required pay increase guaranteed 30-days after their anniversary date.

Finance

- The Finance department is fully staffed. We are enjoying the new energy, experience and knowledge of our new Finance Director, Christine Blake. We warmly welcome Christine to the team and wish her success in her new position with the City of Bethel.

- Finance is working diligently to complete the audit and also get the FY19 budget current.

Public Works

- Avenues water project - bond/loan financing negotiations are ongoing with a reputable Alaskan firm.
- Public works is investigating the feasibility of credit card acceptors at the public fill points. We are also discussing the viability of a public fill at the City Sub treatment plant.
- Public works has been directed to cap the well at the Nicholson's water works lot that was recently leased to Jared Carr and Naim Shabani. The lessor has asked that the well be capped so they can begin improvements.
- Public works is researching "mile markers" for boardwalks in Pinkie's park. The idea is from recommendation received through the public safety commission.

PD

- The Chief of police has been on training. I will meet with him later this week to receive a briefing on current events in the Police Department.

Planning

- A review of the new proposed Tangik Subdivision preliminary Plat by the City's engineering firm Dowl has been approved and is expected to cost less than \$4000.00.

IT/Purchasing agent

- The IT director has updated the City Manager's voice message to a generic City manager response.
- IT is conducting an audit of all City voicemails to ensure they are correct and land in the appropriate office.
- A sole source justification for sewer pump repairs is being prepared to include these services in our sole-source agreement with Alaska Pump and Supply.

Port

- I will be working with the Port on barge renewal.

Fire

- Fire department is in the midst of completing a Fire Fighter one class and has successfully applied to the Fire Standards Council to hold our first ever Fire Fighter 2 class.

- The Acting Fire Chief is out through May 5 for a family funeral.

Budget/Financial

- Having only 2-1/2 days in the position I have not completed a full review of the FY 2019 Budget nor the budget for the manager's office.

Grants

- I received briefing from the grants manager on the status of all City grants.
- The Grants Manager sought my assistance in issuing the RFB for lift station controls. We are waiting for review by Public Works.
- I have assigned the Grant Manager to serve as the liaison for the City's Long Range Transportation Plan (LRTP). There is an open house for the public, in chambers, from 5:00-7:30 p.m. on May 29, 2019. Council members are invited. Snacks will be served.

PLANNING DEPARTMENT



Monthly Manager's Report April 2019

To: Acting City Manager Bill Howell
From: Planning Director, Betsy Jumper

The Planning Department has officially entered the development season. We have received 10 site plan permits for adding fill to properties, relocating houses on existing properties to abide by setback requirements, and the construction of single family dwellings.

We had a Planning Commission meeting on the 11th of April. Our action items included ONC's Ciullkulek Subdivision Development Agreement recommendation. Commissioners also approved land leases with GCI and BTP LLC.

If all goes well we will have AC Liquor Store's Conditional Use Permit (CUP) on the upcoming May agenda. We are also currently reviewing the Bethel Municipal Code on how to change and rewrite codes. We are also looking into commercial parking lots and the backing up onto the highway.

The 1st of April, administration purposed a new Planning budget that will be reviewed by City Council. The proposal is to defund the current administrative assistant position and change my position to assistant planner and a hire a new planner. I have attended three city council budget meetings but they have not gotten to the Planning budget yet.

KYUK's Reporter Anna Rose MacArthur stopped by the Planning Office for an interview with Pauline and I. We discussed the paper process about the removal of junk vehicles. We shared with her details of the process, and gave her a tour of the Public Works yard where the impounded vehicles get stored.

I also have been working with the subdivision developers. I am currently working with Tanqik and waiting to hear back from them so that we can get everything processed to go to the planning commission. Tanqik Subdivision Agreement is scheduled to be on the June's 2019 agenda.

In conclusion, we anticipate a busy summer, and look forward to what the season is going to bring.



CITY OF BETHEL
Fire Department

Daron Solesbee, Acting Fire Chief

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Celebrating 50 Years of Service

DATE: April 29, 2019
TO: Bill Howell, Acting City Manager
FROM: Daron Solesbee, Acting Fire Chief
SUBJECT: Management Report, April 2019

Current Events

- Bethel Firefighters and Utilities personnel tested hydrants on the Institutional Corridor (IC) water system. Several of these hydrants demonstrated flows in excess of 1000 gallons per minute.
- The department is assisting in scheduling hearing testing for May 20-22, 2019.
- We are working with representatives of the Lower Kuskokwim School District to upgrade fire protection systems including a new water storage tank, address signage, hydrant plans, and fire access roads.
- The annual Cama'i Festival was a wonderful success this year. Our staff and volunteers performed safety inspections and alarm tests prior to the commencement. There were no significant EMS or fire incidents during the festival.

Community Planning/Preparedness

- During April, the department ordered 19 address plaques for the community. The department has ordered 769 address signs since inception of the program. For those needing assistance, the department has installed approximately 10% of these signs at the request by property owners. The department also oversees and facilitates ordering of commercial signs with an Anchorage vendor. We are reposting our PSA on social media to rekindle awareness.

- The Department is working with the administration to update the City of Bethel Emergency operations plan.
- The Department is assisting administration with the cleanup and disposal of a release of Muriatic Acid inside a storage container at the pool. The storage container was secured by BFD personnel with a Knox padlock until City personnel receive the proper training to neutralize and dispose of the materials.
- Bethel Fire Department has been selected as a test site for the new Medicaid supplemental reimbursement program (GEMT). Being part of this pilot will allow Bethel to shape the program to meet Bethel's needs. GEMT legislation (HB 176) was signed into law in June of this year. This law allows municipal ambulance services to receive reimbursement of 50% or more of the uncompensated cost (UCC) of providing ambulance service.

Bethel's ambulance service costs the City around \$1500 per transport. The City receives about \$400 from Medicaid per transport. The City would be able to receive reimbursement for at least half of the UCC, \$1100. Current estimates suggest as much as 150K-200K in revenue from this program. These funds must be used for EMS purposes. The Department is waiting for further information on steps needed to participate

Training

- On 04/02/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders reviewed care and treatment for OB/GYN emergencies and practiced the procedure for emergency childbirth.
- On 04/11/19 at 7:00 p.m., a Fire Meeting was held at the fire station. Responders reviewed and conducted drills for vertical ventilation and ground ladders.
- On 04/16/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders reviewed and practiced care and treatment procedures for pain management.
- On 04/25/19 at 7:00 p.m., the Fire Meeting was held at the fire station. Responders reviewed procedures and conducted drills for fire attacks.
- Five candidates are progressing through their Firefighter-1 training. Recent topics of instruction include Ventilation, Water Supply, Fire Attack and Foam, Hose Deployments, Fire Fighter Survival, Salvage and Overhaul, Fire Prevention and Public Education, and Fire Fighter Rehabilitation. The course will conclude on June 8, 2019 with State of Alaska Written and Practical Skills Examinations.
- The State of Alaska Bureau of Fire Accreditation, Standards, and Training (BFAST) and Fire Standards Council (AFSC) approved the department to instruct a Firefighter-2 course in June 2019. This course will deliver advanced training in the

Incident Command System, Foam Application, Coordinating a Fire Attack, and Vehicle Extrication.

- EMI-Alaska, Inc. instructed a 16-hour HAZWOPER course to complete the 40-hour HAZWOPER training for City of Bethel personnel on April 10-11, 2019. There is a 3-day OJT requirement for each person to complete in order to receive their 40-hr HAZWOPER certificate. The department contacted EMI-Alaska, Inc. with a request to assist and provide oversight to the City of Bethel in the clean-up of the hazardous materials site next to the Bethel Pool. This will meet the 3-day requirement.
- Captain Solesbee attended the 34th Annual Alaska Association of Fire and Arson Investigators Training Conference in Ketchikan from April 20-27. This training is essential to the department to ensure the proper investigation of fire and arson related incidents.
- The department is coordinating the delivery of a State of Alaska EMT-2 Initial Course from May 26 – June 1, 2019.

Responses

- Between 04/01/19 and 04/29/19 the Bethel Fire Department responded to 134 EMS and 20 Fire incidents.
- During this period, 53 EMS incidents (39.5%) were alcohol-related.
- On 03/05/19 at 6:27 p.m. firefighters responded to East Avenue for the report of a steam bath fire. Upon arrival, Firefighters observed a fully involved steam bath.
- On 04/02/19 at 9:21 p.m. medics responded to Rav'n Alaska for the report of a person who fractured their hip. The patient was assessed and transported to the hospital.
- On 04/02/19 at 11:08 p.m. firefighters responded to Joe Lomack Beach for the report of a bonfire. Firefighters informed the individuals that open burning on the ground is not allowed within City limits. The individuals were advised that they would be allowed to burn items without a burn permit inside a barrel that has a screen on top.
- On 04/04/19 at 10:30 p.m. firefighters responded to Joe Lomack Beach for the report of a fire with intoxicated people around it. On arrival, there was no one around the fire. Crew then put the fire out and returned to quarters.
- On 04/07/19 at 5:08 p.m. firefighters responded to Ptarmigan Road for the report of a grass fire. Firefighters arrived to find a grass fire that was no longer burning, deployed hose line, and checked the area to ensure there were no embers remaining. Firefighters cleared the scene and returned to quarters.

- On 04/12/19 at 6:00 p.m. firefighters responded to the Old Senior Center for the report of a grass fire. Firefighters deployed hose lines, extinguished the fire, and checked the area to ensure there were no embers remaining. Firefighters cleared the scene and returned to quarters.
- On 04/16/19 at 5:00 p.m. medics responded to the YKHC Prematernal Home for the report of a person in labor. Upon arrival, medics assessed the mother and performed emergency childbirth of a healthy baby. Medics transported both patients to the hospital.

Budget/Financial

- The department is operating within budget.
- The proposed FY 2020 budget was submitted to the manager for review.

Grants

- The Department was awarded funding through the Volunteer Fire Assistance program for \$7,470, for three sets of firefighting turnouts. Due to Federal budget cuts to the VFA program, this award was cut in half.
- The Department applied for and passed the first round of approval the Phase 18 Code blue Grant for \$45,000 for the remount of Medic-5 to a new chassis. Funds have been awarded and will be reimbursed once expenditures are made.
- The Department was awarded \$7,500 in Code Blue grant funding for a new power stretcher for Medic-6. The YKHC EMS Department administers this grant and BVESA has committed matching funds. The stretcher is in service in the new ambulance. We are waiting for invoice to make final payment and close the grant.

Staffing/Recruitment

- The Department has one open Firefighter/EMT position, which is being advertised on the State of Alaska ALEXS website and nation-wide on the IAFC's Daily Dispatch website.
- All employee evaluations are being completed.

Vehicles & Equipment

- A bill of sale and title was provided to administration to dispose of E-28. Once signed the surplus fire vehicle will be property of the Native village of Napaimute.
- The new ladder truck is receiving warranty repair for a problem with the nozzle nesting feature and repairs to the Compressed Air Foam System (CAFS) compressor. We are outfitting the new ladder truck with firefighting and rescue equipment.

FIRE DEPARTMENT VEHICLE STATUS

Vehicle	Type	Year	Status
Medic 4	Ambulance	1999	<i>(Backup ambulance) In service, Airbags repaired.</i>
Medic 5	Ambulance	2003	In service. Frequent no starts/dead batteries. (Plan to remount to new Dodge chassis in 2018/2019)
Medic 6	Ambulance	2017	<i>(Frontline Ambulance) In service.</i>
Engine 4	Pumper	2013	<i>(Frontline pumper) In service, Seat belt sensor silenced but still needing repair by V&E. DEF tank heater malfunction parts on order.</i>
Engine 3	Pumper	1986	<i>Being outfitted as a tender and water supply unit. 3000 feet of LDH. (Poor overall condition needs replacement) Generator mounting parts ordered for installation</i>
Truck 1	Ladder Truck	2017	Outfitting, in service
Com 1	Pickup	2014	In service
Com 2	Pickup	2004	In service.
Tanker 1	Tanker (1500 gallon)	1980	Out of Service
Truck 1	Ladder Truck	1980	Out of Service

Memorandum

Date: April 25, 2019

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



April 2019 Current Events

- **New Finance Director:**

April saw the addition of a new Finance Director, Christine Blank, into the City of Bethel family. She has been added to the City network and has been orientating herself with the workings of the City machine this month.

- **Budget Review with Council:**

Another highlight of the month was getting the chance to discuss the IT department's budget with the City Council and answer any questions they had over the costs of items, justifications, or places we could possibly cut. As the budget process moves forward, more things may need to be fine-tuned before the IT budget is finalized for FY20.

- **Finalized Policies and Procedures:**

April saw, in collaboration with the legal department, the finalization of several policies and procedures that will be used to encompass all City employees as far as network usage and appropriate behavior. All employees will be made to sign these policies as read and acknowledged. The policies that were implemented were the following:

- Computer Use Policy
- Unique ID Policy
- Antivirus Policy
- Media Disposal Policy
- Password Policy

- **New Access Points for Public Works:**

Managed to procure the hardware needed in order to swap out the wireless access points at Public Works. The new access points will be the same model that are used throughout the rest of the city and will complete my endeavor for uniformity. The new models offer a lot more control and security than the currently used hardware and perform better overall as far as range and speed. I hope to have the access points set up and installed within the following month.

- **Video Upgrades for Chambers:**

Managed to obtain and set up some hardware that will allow the City Clerk to more easily present information to both Council and other audiences within Council chambers. We are hoping to replace the projector with large LED televisions that will be easier to see when the room remains lit. Additionally, the Clerk will be able to share on multiple screens at once.

Memorandum

Date: April 25, 2019

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



- **Caselle Update from 2018.11.204 to 2019.2.135:**

Pushed a major Caselle update out to all workstations using it. This took the version from 2018.11.204 to 2019.2.135

- **Business-As-Usual:**

Beyond the above-mentioned items, the month has been spent fixing or helping with run-of-the-mill trouble tickets such as email issues, printing/scanning, Caselle access, cellphone replacement, missing network drives, login problems, etc.

Future Plans

- **Budget Finalization and Projects:**

Pending the finalization of the FY20 budget, I hope to start getting the ball rolling on whatever capital expenditure projects get approved by Council. In this I will obtain hard quotes for hardware and scopes of work and then, in the next few months, schedule purchases of hardware or services.

MEMORANDUM

DATE: 04.30.2019
TO: Bill Howell, Acting City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report –

Programs/Divisions

Public Works Director:

Hauled Utilities:

The Hauled Utilities Dept has been doing great this month besides having trouble with the trucks on maintenance. We'd have four to five trucks both for water and sewer routes running but still get the job done. Thanks to all the drivers that are helping out to keep the services running in the hauled utility department.

A few of the trucks are running slower than they usually are pumping and requires more time to finish the routes. A big thank you to all the drivers who are helping others to finish their route sheets on time.

We are looking forward to all the new trucks for the department that will greatly help save time and hopefully getting more drivers to cover the route sheets to finish on time without overtime.

We are getting by with the drivers that are currently working but still need more drivers to finish the work without too much overtime for some of the drivers that are covering for the other drivers on leave or have called in sick.

The Hauled Utility Dept has a very old company truck that I use for this department. The company truck needs a lot of maintenance done and worn out pretty much. The driver side door can't properly close and the door has to be lifted to properly close but still doesn't close properly. Seem like the door was pryed open when the keys were locked in. There is an inch or a half inch gap on the top of the driver door when closed.

The front wheels seem to be misaligned even after the whole drive line was maintained and upgraded. The truck wobbles when doing tight turns like the wheels would come off.

We could use the fuel tank on the truck but the tank is pretty rusted and the fuel filter shows a lot of rust in the tank. The fuel pump seems to be rusted and worn. We tried to get maintenance done on the fuel tank but V&E doesn't want to maintain the fuel tank.

The cab is too small for the CWS workers when I have three CWS workers on board.

The truck uses a lot of fuel even after both tanks are topped off each fuel up. Sometimes the fuel pumps on the two tanks don't work and shots off the engine to start back up with the other fuel tank.

Some of the drivers need safety gear and the high visible safety clothing with the rain gear for the summer seasons. A lot of the drivers need new boots and some are wearing torn up gear or their own personal clothing to work. The work gear doesn't last three months with all the work the drivers do and get pretty torn up by the fourth or fifth month of use. Especially, the high visibility work jackets used by the drivers and we don't have enough funds for the clothing.

Utility Maintenance:

- Lagoon discharge operations are shut-down until spring. Normal operation for winter is ongoing.
- 12 alarms on residential lift stations were responded to. Multiple issues with grinder pumps, heat trace, and float systems.
- Monthly meter reading and service connections were completed
- Main Lift Station pump work –Pump #1 still in Anchorage for major repair. Pump and parts have arrived. Repairs expected to take 1-2 weeks. Lift Station is running on 2 pumps for now.
- Clean up and organization of shops.
- 18 residential lift station repairs
- Line flushing and leveling activities on low-flow and plugged sewer lines. Non-compliance reports were filled out per DEC requirements.
- Daily safety meeting.
- All 3 Utility Maint. Trucks are having issues that require repairs. Several of these are major safety issues. Continue to work with V&E to repair them, but some issues are arising due to 2 of the vehicles are more than 10 years old.
- FAA lift station is thawed out and operational.

Property Maintenance:

- PW Building
 - Boiler #1 completely removed. Boiler #2 is sole operation of building heating system.
 - Hot water system has been removed from PW building as part of the boiler/mechanical space remodel. PW building will not have hot water until the boiler project is complete.
 - Fire sprinkling system in PW still NON operational.
 - Used oil filtration and water separation system needed complete rebuild. Drained down, removed filtering, cleaned and replaced. Addition of plumbing to aid in water separation.
 - Water trapped under building causing drive and parking to wash out. Cut drainage path, de-iced culverts and began pumping water out from low spots under the building.
 - Foundation piling inspection has revealed sinking and heave of support posts and beams.
 - No smoking sign installed on building in appropriate locations.
- City Hall
 - Manually selecting operation of boiler as the temperatures are fluctuating greatly from day to night.
 - Rear entrance stairs are rotting. Two different expanded metal stairs plates had to be repaired. Project to replace the stairs in entirety as a summer project.
 - Wheel chair ramp section at front entrance is showing signs of degradation and will need to be rebuilt or replaced. Project this for summer. Materials quotes requested.
 - No smoking sign installed on building in appropriate locations.
 - Installed TV mount for Lori.
 - Investigated soft section in floor reported by Tamara.

- Court House
 - No smoking sign installed on building in appropriate locations.
 - OCS is moved out of leased space exit walkthrough
 - **Dry Sprinkler System:**
 - Dry system is back in NORMAL operation minus ONE isolated sprinkler head located on the outside of the building to the left of the front main entrance. Project to have contractor complete repair from break Spring/Summer of 2019. Contractor is in communication with city building maintenance and scheduling a time for the work to be completed.
 - The dry system has a small leak in the dry system piping just above court room 4. Leak is temporarily fixed and holding. Static air pressure is remaining constant with additional help from the fire system air compressor. A plan is being developed to have the dry system evaluated for replacement and repair Spring/Summer 2019 by a contracted service.
 - **Holding Cell Area Door:**
 - Door ordered from AHS, shipped and received. Prep work has begun to add the new wiring, relight vision, latching hardware and paint for install. Door removal and replacement will be coordinated with Alaska State Court System. The area where the door is a sensitive area as inmates are transferred through this area.
 - **Water leak damage remediation survey:**
 - Industrial Hygienist from Advanced Look Solutions in Anchorage completed an Environmental survey off all areas within the court system that was affected by the water leak. Sample have been sent to lab in Lower 48 for testing and results are expected to be returned in April.
 - A plan for remediation/remodel work will begin once results are returned and priority areas have been identified.
 - Reports returned. No hazards present in lab samples tested.
 - **Dirty sprinkler heads and escutcheon plates:**
 - All protruding sprinkler heads have been cleaned and inspected.
- Dog Pound
 - Replaced door latching hardware 3 times from vandalism.
 - Bethel Friends of Canines has transitioned and is using the building more often.
 - Area donated for BFK9 kennel relocation has been scraped clear of ice and debris.
 - Surveyed and staked off pad sight for sand pad prep.
 - BFK9 has been in close communication in the process of relocating their kennel to the property.
- Log Cabin
 - Boiler is consistently found tripped during building rounds. Building is temporary closed to resident use of the building due to a sewer line freeze and boiler reliability

issues. Boiler remains operational with daily rounds to ensure adequate warmth of the building. Water service has been isolated and lines drained to prevent freeze up.

- YKFC - Pool
 - Requests for assistance with the boiler are frequent. The department assists when able.
 - Meeting completed with Pool management staff to determine cause of repeated issues with the boiler system. The issues have primarily been pressure related and high temp limit related. Action plan to evaluate the system in its entirety for correct daily operation is in place.
 - Boiler #1 – complete shutdown and cleaning performed. Function checks completed after and boiler placed back online.
 - Water line failed in the pool chemical dispersing system. Line repaired and system put back in normal operation.
- Police Department
 - Periodic low fuel level alarm activation for the emergency power generator. The issue has been isolated to a set of terminals outside the building that get wet and short causing a false alarm. The alarm will short and activate when the weather is rainy and windy.
- Billy's Water plant
 - Boiler #1 shut down and Boiler #2 fired. To even out boiler usage.
 - Boiler #1 also had a failed fuel pressure gauge. Gauge was replaced Boiler #1 is back in normal operation as needed.
 - No smoking sign installed on building in appropriate locations.
- Sean's Water Plant
 - Boilers monitored daily as they are the main source of heat for the City sub water utility lines.
 - No smoking sign installed on building in appropriate locations.
- Teen Center
 - Boilers are monitored daily as they are a “Boost” of temperatures supporting the heat loop that runs through the City Sub water utility lines.
 - No smoking sign installed on building in appropriate locations.

Parks and Recreation:

- Lions Club Park
 - Picked up trash from entire park location. Emptied ALL trash bins.

As spring is quickly approaches a list of projects for the summer are being developed within the department along with projected timelines.

- Projects so far, more to be considered.
 - Owl Park (projected dates May27th thru June 7th)
 - Install of new playground equipment and play ground material

- All play parks
 - General maintenance and grounds upkeep
- Pinky's Park
 - Softball field refurbish/re-sod/re-seed
 - Dugout repairs, repaint
- Soccer Sports Field
 - Hydro Seed
 - Maintenance contract options for field to be discussed
 - Install bleachers
 - Paint concrete blocks High Vis
 - Install soccer goal posts
 - Place Portable restroom facilities
 - Install bike rack
 - Place information bulletin stand
- Airport Cemetery
 - Ordering additional fencing
 - Installing additional fencing
 - Hydro seeding expanded sections
- Boardwalks
 - Trial Lighting pole project
 - General maintenance and upkeep
 - Vegetation trim back
 - Way finding signage
 - Location marking signage project.

Road Maintenance:

Streets and Roads, now that the city sand pit has been thawing out, we have been out at the pit pushing up sand with the D-8. This will be on-going for the next few weeks as it thaws to strip ground so that we can push up a landfill cover pile, road sand pile, and a road salt sand pile.

Streets and Roads has been hauling cover to the landfill from city sand pit for the last three weeks with one or two dump trucks. We will help as long as we have drivers or dump trucks, and not on other road projects.

Streets and Roads unloaded the four freezer vans of Calcium Chloride 52, 2500lb bags that was on the south side of the city shop. We will start laying this down on the roads when the rain stops and the roads starts drying out.

Streets and Roads is done with the steaming culverts this year, a total of 76, culverts, and in most years we would have to thaw over 150 culverts. The new steamer works great at 350 degrees and higher pressure. It is 2-3 times faster, uses less water and fuel than the old steamer.

Vehicles and Equipment:

This month has been productive besides the fact that we have mechanics gone due to injury. We just had a temporary mechanic yesterday. This will help a lot. We did get a couple of the large projects done that were very time consuming. It is still a fight to try and keep up with other departments issues when 95% of our time is fighting to keep the water and sewer trucks on the road. It is going to be nice when the new sewer trucks arrive. On the other hand, the fact that we need to run these water trucks for another 14 months is quite scary. I know I have said it in the

past months but trying to find parts for these dinosaurs is ridiculous and sometimes impossible. It may come down to buying used parts just get us by, since nothing new is available. We have also done a lot of winter tire swapping and routine services. The V&E team has done a great job despite the lack of man power.

Transit System:

The Bethel Transit System and the City's Finance Department has submitted the monthly Budget Summary Billings, to DOT, for the months of July through March. Currently the State has reimbursed the City \$138,214.12 from the Federal/State Transit System grant. Leaving \$118,206.88 in the grant. As soon as the Finance Department closes April, I will be working on the April Budget Summaries. I need to work with the Finance Department and bring the billing for V & E overhead and parts up to date. So far, we have only claimed it for the months of July, August and September.

The ridership for the month of April has picked up. For the month of April there was 2738 rides. Elders/Seniors (64years old+) 274 rides, who paid the regular fare, 54 rides for youth (3-14 years old), 233 for Disabled and 2400 rides for the general public. General public rides include: 6-10 rides per day for those going to and from work, 25-30 rides per day for those seniors that have monthly and yearly passes, and the remainder are those that go to and from the hospital, post office, stores, and back home. The ridership has increased with ONC purchasing of monthly passes for seniors and caregivers. The revenue for the month of April is \$5,200.00.

The Transit System is currently running one route, the Green Line runs Monday through Friday from 6:30am to 10:30am and 11:30am to 6:15pm and Saturday 9:30 -11:30 and 12:30 -2:30.

Bus 437 was purchased in 2008 and is down with a bad motor. The City Shop recommends not fixing it and if they do they'll have to replace the motor. A couple of years ago the City Shop replace the motor in Bus 436 and it cost between \$12,000 and \$15,000. It was down for over a year. Bus 436 was purchased in 2008 and has over 149,104.6 miles on it. Bus 438 was purchased in 2007 and has 123,865 miles. Our newer bus, Bus 439 purchased in 2014 and has over 145,000 miles. The State's guidelines for replacing cutaway buses was 5 years old and/or 100,000. The City Council and DOT has approved the purchase of a new bus, FY 2019 Grant, it is on order and should be on this summer barge.

Landfill / Recycle Center:

Between landfill personnel and the road crew there has been a lot of cover material that was brought in this month, covering the big stuff (C&D) and keeping the dumpster stuff covered more frequently than normal. Currently, we have two working faces as prescribed by DEC. We have built up a couple of pads with some asphalt that the road crew broke up last summer. Our new road has been properly named Bill's Hill Top Drive as it was his idea and has been a blessing. Nobody stuck this year during breakup.

Water Plant Operations: For the month of April, we continue to make our DMR report for the sewer lagoon. Also our monthly water logs to ADEC for BHWTP and CSWTP. Also our monthly Monitoring Summary test in the field and water plant to OEH and ADEC. ARWA in

process doing our CCRs for BHWTP and CSWTP according to our 2019 Monitoring Summary. Glycol heat for sewer systems at CSWTP in summer mode. Daily safety meeting here at CSWTP.

Institutional Corridor Update:

- Line construction has been completed.
- DEC has issued a letter (11/20/18) with Interim Approval to Operate the line. This is valid until February 22, 2019. Request for final approval must be submitted prior to expiration.
- U.S. Fish & Wildlife was the first customer to apply for and receive services following the receipt of approval to operate.
- To date (2/28/19) only 5 service connections have been turned on. U.S. Fish & Wildlife, Bethel Youth Facility, Correctional Facility and YKHC (hospital and housing units).
- Still waiting on other customers to complete work and apply for services soon.
- Issues with circulation pumps and high demand pump alarms and tripping has been resolved. Valve was left partially closed during commissioning
- Fire hydrant static and flow testing was performed to accommodate requests from multiple customers working on sprinkler designs in their buildings.

Staffing Issues/Concerns/Training:

Streets and Roads daily log:

4/1/19

Graded Ptarmigan Road, Akakeek Street, and Ridgecrest Street.

Hauled gravel with the dump truck to Ptarmigan Road, and Akakeek Street.

The steamer was out steaming culverts on 4th Ave., 260 Alder Street, and Ptarmigan Road 8 hours.

4/2/19

Grader was out 9 hours grading roads throughout Bethel start with Ptarmigan Road and Akakeek Street and back to those roads at the end of the day.

Both steamers where out for 8.5 hours steaming culverts in Tundra Ridge, Ptarmigan Road, and Akakeek Street.

4/3/19

The grader was out for 7 hours grading throughout Bethel roads starting on Ptarmigan Road, and Akakeek Street.

Both steamers were out for 7 hours steaming culverts in Larson Sub, Delapp Street, Housing, and Ridgecrest Street.

We had a dump truck hauling cover to the landfill.

4/4/19

Grader was out for 6 hours grading throughout the Bethel roads starting with Ptarmigan Road and Akakeek Street.

The road maintenance crew was out for 4 hours helping the fire department clean up a fuel spill in trailer court with the 420D backhoe and 950 loader.

We dispersed some gravel on Ptarmigan Street to fill in potholes.

4/5/19

The grader was out 7 hours grading roads starting with Ptarmigan Road and Akakeek Road.

Hauled 4 loads of gravel to fill in pot holes at City Subdivision.

Helped building maintenance take down a wheel chair ramp at the old Kilbuck School and haul it to the piped water shop.

The road maintenance crew was out for 3 hours helping the fire department clean up a fuel spill in trailer court with the 420D backhoe and 950 loader.

4/5/19

Graded roads for 8 hours throughout Bethel roads.

Loosened up gravel on the gravel pile for 2 hours

Back blade gravel in the potholes with the 966F loader 5 hours.

4/6/19

Grade roads throughout Bethel for 4 hours.

4/7/19

Took the 966F out to the city sand pit and hauled 9 loads of road sand utilizing the dump truck to disperse sand onto Mission Lake Roads.

4/8/19

Both of the steamers were out steaming culverts in Blue Berry Sub., City Sub., Mission Lake Road, and the culverts at the city shop.

The grader was out grading Kasayuli Subdivision road, City sand pit road, and Standard Oil Road.

4/15/19

Took the loader out to the city sand pit to load dump trucks and hauled cover to the landfill.

Pushed sand out at the city sand pit with D-8 dozer 7 hours.

4/16/19

Took the loader out to the city sand pit to load dump trucks and hauled cover to the landfill with two dump trucks for 7 hours.

4/17/19

Took the loader out at the city sand pit to load dump trucks and hauled cover to the landfill utilizing two dump trucks for 7 hours.

Pushed at the city sand pit with the D-8 for 4 hours.

4/18/19

Drove the 950G loader out to the city sand pit to load dump trucks and hauled cover to the landfill utilizing two dump trucks for 7 hours.

Graded roads for 6 hours in City Subdivision, Ridgecrest Street, 4th Avenue, 6th Avenue.

Unloaded two freezer vans of calcium chloride, total 37, 2500lb bags

4/19/19

Took the 950G loader back out to the city sand pit to load dump trucks and hauled cover to the landfill utilizing two dump trucks for 7 hours.

Unloaded a freezer van of calcium chloride, total 15, 2500lb bags.

Graded Harrison road for 2 hours

4/22/19

Grease up the 950G loader.

Took the 950G loader to the city sand pit to load dump trucks and hauled cover to the landfill utilizing two dump trucks for 7 hours.

4/23/19

Grease up the 950G loader.

Took the 950G out to the city sand pit to load dump trucks and hauled cover to the landfill utilizing two dump trucks for 7 hours.

The sander truck was out 4 hours sanding roads for the school bus and for the public.

Pushed the pile of cover at the landfill with 966F

4/24/19

Greased up 950G loader and took it out to the City Sand Pit and hauled cover to the landfill utilizing two dump trucks for 7 hours.

Pushed up a pile of sand with the D-8 at the city sand pit 7 hours.

4/25/19

Took the 950G out to the city sand pit to load dump trucks and hauled cover to the landfill with the dump truck for 7 hours.

Pushed up a pile of sand with the D-8 at the city sand pit again for 6.5 hours.

4/26/19

Took the 950G out to the city sand pit to load dump trucks and hauled cover to the landfill for 7 hours.

Pushed up road sand and landfill cover at the city sand pit with D-8 for 7 hours.

4/29/19

Graded BIA Road, City Sand pit road, and H-Marker Lake road with grader

Watered down BIA road, Kasayuli Road with water truck.

Pushed at the city sand pit with D-8 for 7 hours

4/30/19

Pushed at the sand pit with the D-8 for 5 hours.

Hauled two cars to the landfill from 6th Ave.

The grader was out grading Ridgcrest Street, Akakeek Street, Kasayuli Sub. , and Ptarmigan Road

MEMORANDUM

DATE: May 7, 2019

TO: Peter Williams, City Manager

FROM: John Sargent, Grant Manager

SUBJECT: Grant Manager's Report – May 14, 2019 Bethel City Council Meeting



STIP Project Nomination

The City is working with DOWL to nominate the Akakeek, Ptarmigan, and Delapp Heavy Use Road Improvement Project to be included in the 2020-2023 Statewide Transportation Improvement Plan (STIP). A City Council resolution, Public Safety Commission Recommendation, and support letters will accompany the request. STIP applications are now due September 15, 2019.

Grant Projects

Lift Station E-Panels and "New" Bethel Main

The City is out to bid on the Lift Station Controls and Improvements project. The prospective contractor will construct and install electric panels for five lift stations and be prepared to construct two more e-panels for two additional lift stations, if the State comes through with the City's additional funding request. The contractor will also rebuild the Bethel Main Lift Station near AC Quickstop.

Repeaters Purchased

The City prepared all appropriate documents to be able to purchase three public safety repeaters from a NASPO contracted vendor in the amount of \$56,600. Funding is from one of the City's Homeland Security grants. The three repeaters will replace the City's three public safety repeaters in use now that are no longer supported by the manufacturer. The new repeaters will allow for the next anticipated narrowband configuration requirement.

APEI Safety Grant Received

The City of Bethel applied for and was awarded a \$3,000 safety grant from APEI, the City's insurance company. These grant funds will be used to purchase traffic barricades to help direct traffic and keep City road workers safe, public safety uses, and for events like the Fourth of July celebration.

**City of Bethel
Grant Summary
Fiscal Year 2019**

Preparing

Sponsor	Name	Products/Services	City Depts. (Partners)	Date	\$ Grant \$ City Match
AK Dept. of Health and Social Services	CSP Program Grant	Operating costs associated with CSP Program	Police	5/23/19	\$323,081 \$32,308 in-kind
AK Dept. of Transportation & Public Facilities	STIP – Statewide Transportation Improvement Program	Transportation improvements in Bethel (e.g., roads/trails)	Public Works	5/15/19	\$1,075,021 \$175,004
United States Dept. of Agriculture-Rural Development	Water and wastewater grant/loan program	Piped water and sewer system in The Avenues subdivision	Public Works	Target 1/31/19	\$13,321,000 \$306,000

Submitted in Fiscal Year 2019

Most recent first

Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant \$ Match
Village Safe Water Program, AK Dept. of Environmental Conservation	Sanitation Deficiency Database entries	Heat trace, two utility service trucks, lift station safety installs, Avenues proj. design	Public Works	4/1/19	\$1,546,209 \$0 expected
Alaska Division of Homeland Security and Emerg. Mgmt.	State Homeland Security Grant Program	Interoperable Comm. Plan, thermal imager, fencing for water tanks, foam extinguishers, Continuity of Op. Plan.	Fire, Public Works	1/31/18	\$163,732 0
State of Alaska	Capital Budget Requests	Avenues water and sewer project, Bethel Heights Water Loop A, Dust Control, City Hall Roof	Public Works	12/18	\$20,743,645
AK Dept. of Transportation & Public Facilities	Community Transportation Grant	Operate Bethel Transit System	Public Works, Transit Division	12/17/18	\$316,832 \$86,381

Approved in Fiscal Year 2019				Most recent first	
Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant
Alaska Public Entity Insurance	Safety Grant	Traffic safety barricades	Public Works	5/7/19	\$3,000
AK Dept. of Envior. Cons., Village Safe Water Program	Infrastructure Protection Funding	Heat trace from FAA lift station to Q2 lift station.	Public Works	2/8/19	\$127,500 22,500
Alaska Dept. of Environmental Conservation	Alaska Village Safe Water Program	Preliminary Engineering Report & Environmental Report for Bethel Heights Sewer System	Public Works	11/27/18	\$75,000
Not Approved in Fiscal Year 2019				Most recent first	
Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant



CITY OF BETHEL

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

TO: City Manager
 FROM: Human Resources
 SUBJECT: February Managers Report

DATE: 30 April 2019

Position	Number of Vacancies	Number of New Applications	Number Hired During Period	Number of Vacancies Remaining	Applicants in Review
City Manager	1	0	0	1	0
Driver Hauled	5	4	0	5	0
Bldg Maint Wkr	1	0	0	1	0
Util Maint Wkr	1	0	0	1	0
Police Officer III	1	2	1	1	0
Fire Fighter	1	0	0	1	0
TOTALS	10	6	1	10	0

Applications and Hiring:

Currently developing recruiting strategy and coordination with the City Clerk to announce the vacant City Manager position.

HR received a total of 6 **Applications** in April

From those 6 Applicants:

4 applicants were not selected due to failure to meet licensing requirements, pending current criminal charges, or performed poorly during the interview process.

1 applicant was hired as a police officer with a start date of 13 May 2019.

We currently have 6 job positions with a total of 10 openings, with 0 applications under review as follows:

City Manager: Coordinating outreach recruiting.

Driver Hauled Utility (5 positions): Currently announced.

Utility Maint Wkr: Announced.

Building Maint Wkr: Announced

Police Officer III: One hired, one failed background process.

1 firefighter position: Announced

BEACON Programs:

3 Random Beacon test were conducted during the month of April.

2 Post Accident Beacon Test were conducted.

Reports of Injury:

There were two reports of injury

Administrative Actions:

Currently closing out all overdue employee performance evaluations.

Multiple routine PAR actions were executed.

Multiple yearly performance evaluations were submitted and processed.

Employee related announcements:

There were no announcements during the month of April.

<https://akpei.com/fmla-resources-for-employers/>

Training, Conferences and Seminars:

No one currently scheduled

James P. Harris
Human Resources Manager

PORT OF BETHEL

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



TO: Bill Howell, Acting City Manager
FROM: Allen Wold, Port Director
SUBJECT: April 2019 Managers Report

- **Small Boat Harbor**
 - 2019 SBH permits came in.
 - Cleaning around the harbor using Loader and the Dump truck.
 - Repairing floats.
- **City Dock/Beach 1**
 - Customers are in and out of the Dock.
 - Crowley, Faulkner, and Vitus working on the tugs and barges.
 - Using a trash pump to drain ditches around the City Dock.
 - Hauling gravel to the Dock (5 loads)
 - Cleaning up the Dock and repairing the warehouse.
- **Port Office**
 - Property Maintenance checking on building daily.
 - Ordered office furniture.
 - TC Construction sent out a subcontractor to check on the air conditioner.
 - Setting up cameras.
- **Admin**
 - Monthly Storage billing for customers.
 - Had a Port Commission on April 15th 2019 (no quorum).
 - Worked on FY 20 Budget.
 - Hired a temp City Dock Attendant with a class A CDL.
- **Seawall**
 - Consistent clean up.
 - Attached orange fencing along cable fencing across 1st National.
 - Tightened cable fence/welded new posts and strung cable fencing at the East Addition, 1st National and Lower Access.
 - Put gravel down on the Lower Access road on the trail.
- **Misc./Vehicles**
 - Safety checks along the seawall.
 - Safety Meetings.
 - V&E working on our trucks.
 - Helping Public Works haul dirt up to the Landfill.
 - Working on the Water truck and the Grader.

TO: Bill Howell
FROM: Christine Blake, Finance Director
SUBJECT: April 2019 Managers Report

My first month with the City of Bethel has been busy with meeting people and getting a sense of what the Finance Department needs to accomplish in the short and long term. I've developed a fluid list of goals which seems to change and grow daily.

Highest priority items I spent time on:

1. Status of the FY18 Audit- Facilitated the completion of the list of pending items requested by the auditors. The items are needed in order to issue our FY18 Audit Report. Most items needed have now been sent to the auditors. Financial statements are being compiled by the contractor and should be sent to the auditors in the next few weeks.
2. FY20 Budget was already drafted when I arrived. I've been working in the budget documents to become familiar with the numbers and to make revisions requested by Council.
3. Facilitated the update of the majority of our general ledger accounts through March, 2019.
4. Getting to know Finance staff, what they do, and what they need to succeed.



April, 2019 Monthly Report

Personnel:

Two conditional job offers were made to prospective patrol officer applicants. Unfortunately one applicant was not successful in the process. The other applicant was successful and starts on May 13th. One patrol sergeant announced his resignation effective 5/19/2019. An internal candidate has also signed a condition job offer and is continuing through the background process. If successful, he will be required to attend the Academy in Sitka starting in August. The investigator assigned to the AST WAANT unit is reportedly doing well. He is currently attending a narcotics investigator course for 2 weeks.

All Dispatch, administrative, CSP and CSO positions remain fully staffed.

Operations:

There were approximately 1,602 calls for service the month of April, a rise of approximately 230 cases from March and down approximately 150 cases from the same period in 2018. The number of calls requiring investigative reports was at 88, down one from March but up 8 from 2018. There were 520 intoxicated pedestrian calls compared to 590 for the same period last year. The number of domestic violence investigations was 37 this month compared to 23 for the same period in 2018 and 26 in March. There were 9 DUI arrests compared to 3 for the same period last year and 1 arrest in March. There was one death investigation in April, compared to 4 for the same period last year.

BPD investigated an assault at The Long House Hotel that resulted in the victim being sent to Anchorage for treatment of his injuries. That case was forwarded to the District Attorney's Office for review. BPD also

investigated a death at the Sobering Center. No foul play is suspected in that case.

Chief Waldron was confirmed by the Alaska Legislature for his appointment to the Alaska Police Standards Council.

Animal Control:

There were 37 animal control calls for service for the month with no reported with one reported dog bite.