



# City of Bethel Port Commission Agenda

Regular Meeting  
Monday March 18, 2019 - 7 pm  
City Council Chambers, City Hall, Bethel, AK



## **Commissioners**

Alan Murphy  
Chair  
Term Expires 2021  
(907)543-2805

Richard Pope  
Port Commissioner  
Term Expires 2020  
(907)543-1900  
[bethelalaskapc@qci.net](mailto:bethelalaskapc@qci.net)

Thomas Oosterman  
Port Commissioner  
Term Expires 2019  
(907)545-6420

Fred Watson  
Council Rep.  
Term Expires 2019  
(907)545-3755  
[fwatson@cityofbethel.net](mailto:fwatson@cityofbethel.net)

## **Ex-Officio**

Allen Wold  
Port Director  
(907)543-2310  
[awold@cityofbethel.net](mailto:awold@cityofbethel.net)

Ed Flores  
Port Admin  
(907)543-2310  
[eflores@cityofbethel.net](mailto:eflores@cityofbethel.net)

- i. **CALL TO ORDER**
- ii. **ROLL CALL**
- iii. **PEOPLE TO BE HEARD**
- iv. **APPROVAL OF AGENDA**
- v. **APPROVAL OF MINUTES FROM THE REGULAR MEETINGS**  
-APPROVAL OF MINUTES FROM April 2018 May 2018, July 2018, & September 2018, November 2018, December 2018, January 2019, & February 2019
- vi. **SPECIAL ORDER OF BUSINESS**  
-Election of Vice Chair
- vii. **DEPARTMENT HEAD COMMENTS**
- viii. **UNFINISHED BUSINESS**
- ix. **NEW BUSINESS**  
-East Addition Update  
-North Harbor Land Expansion  
-Market Rent Appraisal Warehouse  
-Seawall Fencing/Wire Safety  
-FY20 Proposed Budget
- x. **COMMISSION MEMBER'S COMMENTS**
- xi. **ADJOURNMENT**

Attest: 

Ed Flores – Commission Recorder

# City of Bethel Port Commission Meeting Minutes

February 18, 2019

Regular Meeting 7 p.m.

Bethel, Alaska

**I. CALL TO ORDER**

MEETING CALLED TO ORDER AT 1926 (7:26 P.M.)

**NO QUORUM**

**II. ROLL CALL**

<b>COMMISSIONERS PRESENT:</b>	
Comm. Murphy	
Comm. Pope	
<b>COMMISSIONERS ABSENT:</b>	
Comm. Oosterman	
Comm. Watson	
<b>ALSO IN ATTENDANCE WERE THE FOLLOWING:</b>	
Ed Flores	

**III. PEOPLE TO BE HEARD**

**IV. APPROVAL OF AGENDA**

**V. APPROVAL OF MINUTES**

**VI. SPECIAL ORDER OF BUSINESS**

**VII. PORT DIRECTOR'S REPORT**

**VIII. UNFINISHED BUSINESS**

**IX. NEW BUSINESS**

**X. COMMISSION REPRESENTATIVES COMMENTS**

**XI. ADJOURNMENT**

Respectfully Submitted:

\_\_\_\_\_  
Alan Murphy, Chairman

APPROVED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019

ATTEST: \_\_\_\_\_

# City of Bethel Port Commission Meeting Minutes

January 21, 2019

Regular Meeting 7 p.m.

Bethel, Alaska

- I. CALL TO ORDER**  
MEETING CALLED TO ORDER AT 1917 (7:17 P.M.)  
**NO QUORUM**

**II. ROLL CALL**

<b>COMMISSIONERS PRESENT:</b>	
Comm. Oosterman	
<b>COMMISSIONERS ABSENT:</b>	
Comm. Murphy	Comm. Pope
Comm. Watson	
<b>ALSO IN ATTENDANCE WERE THE FOLLOWING:</b>	
Allen Wold	Ed Flores

- III. PEOPLE TO BE HEARD**
- IV. APPROVAL OF AGENDA**
- V. APPROVAL OF MINUTES**
- VI. SPECIAL ORDER OF BUISNESS**
- VII. PORT DIRECTOR'S REPORT**
- VIII. UNFINISHED BUISNESS**
- IX. NEW BUSINESS**
- X. COMMISSION REPRESENTATIVES COMMENTS**
- XI. ADJOURNMENT**

Respectfully Submitted:

\_\_\_\_\_  
Alan Murphy, Chairman

APPROVED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019

ATTEST: \_\_\_\_\_

# City of Bethel Port Commission Meeting Minutes

April 16, 2018

Regular Meeting 7 p.m.

Bethel, Alaska

**I. CALL TO ORDER**

MEETING CALLED TO ORDER AT 1913 (7:13 P.M.)

**NO QUORUM**

**II. ROLL CALL**

<b>COMMISSIONERS PRESENT:</b>	
Comm. Murphy	Comm. Robb
Comm. Oosterman	Comm. Pope
<b>COMMISSIONERS ABSENT:</b>	
<b>ALSO IN ATTENDANCE WERE THE FOLLOWING:</b>	
Allen Wold	

**III. PEOPLE TO BE HEARD**

None

**IV. APPROVAL OF AGENDA**

<b>MOVED:</b>	Comm. Pope	Approval of agenda
<b>SECONDED:</b>	Comm. Robb	
<b>VOTE ON MAIN MOTION</b>	4-0 All in favor	

**V. APPROVAL OF MINUTES**

<b>MOVED:</b>	Comm. Robb	Approval of Minutes
<b>SECONDED:</b>	Comm. Pope	
<b>VOTE ON MAIN MOTION</b>	4-0 All in favor	

**VI. SPECIAL ORDER OF BUSINESS**

<b>MOVED:</b>	Comm. Oosterman	Motion to make Recommendation to City Council to hold Port Commission Meetings at the Port Office.
<b>SECONDED:</b>	Comm. Pope	
<b>VOTE ON MAIN MOTION</b>	4-0 All in favor	

**VII. PORT DIRECTOR'S REPORT**

**VIII. UNFINISHED BUSINESS**

FY-19 Draft Budget

# City of Bethel Port Commission Meeting Minutes

April 16, 2018

Regular Meeting 7 p.m.

Bethel, Alaska

**IX. NEW BUSINESS**

**X. COMMISSION REPRESENTATIVES COMMENTS**

**XI. ADJOURNMENT**

<b>MOVED:</b>	Comm. Murphy	Motion to Adjourn
<b>SECONDED:</b>	Comm. Pope	
<b>VOTE ON MAIN MOTION</b>	4-0 All in favor	

Respectfully Submitted:

\_\_\_\_\_  
Alan Murphy, Chairman

APPROVED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2018.

ATTEST: \_\_\_\_\_

# City of Bethel Port Commission Meeting Minutes

May 21, 2018

Regular Meeting 7 p.m.

Bethel, Alaska

**I. CALL TO ORDER**

MEETING CALLED TO ORDER AT 1900 (7:00 P.M.)

**NO QUORUM**

**II. ROLL CALL**

<b>COMMISSIONERS PRESENT:</b>	
Comm. Murphy	Comm. Pope
Comm. Oosterman	
<b>COMMISSIONERS ABSENT:</b>	
Comm. Springer	
<b>ALSO IN ATTENDANCE WERE THE FOLLOWING:</b>	
Allen Wold	Edward Flores

**III. PEOPLE TO BE HEARD**

**IV. APPROVAL OF AGENDA**

**V. APPROVAL OF MINUTES**

**VI. SPECIAL ORDER OF BUSINESS**

**VII. PORT DIRECTOR'S REPORT**

**VIII. UNFINISHED BUSINESS**

**IX. NEW BUSINESS**

**X. COMMISSION REPRESENTATIVES COMMENTS**

**XI. ADJOURNMENT**

Respectfully Submitted:

\_\_\_\_\_  
Alan Murphy, Chairman

APPROVED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2018.

ATTEST: \_\_\_\_\_

# City of Bethel Port Commission Meeting Minutes

July 16, 2018

Regular Meeting 7 p.m.

Bethel, Alaska

**I. CALL TO ORDER**

MEETING CALLED TO ORDER AT 1922 (7:22 P.M.)

**NO QUORUM**

**II. ROLL CALL**

<b>COMMISSIONERS PRESENT:</b>	
Comm. Murphy	Comm. Pope
Comm. Oosterman	
<b>COMMISSIONERS ABSENT:</b>	
Comm. Springer	
<b>ALSO IN ATTENDANCE WERE THE FOLLOWING:</b>	
Allen Wold	Edward Flores

**III. PEOPLE TO BE HEARD**

**IV. APPROVAL OF AGENDA**

**V. APPROVAL OF MINUTES**

**VI. SPECIAL ORDER OF BUSINESS**

**VII. PORT DIRECTOR'S REPORT**

**VIII. UNFINISHED BUSINESS**

**IX. NEW BUSINESS**

**X. COMMISSION REPRESENTATIVES COMMENTS**

**XI. ADJOURNMENT**

Respectfully Submitted:

\_\_\_\_\_  
Alan Murphy, Chairman

APPROVED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2018.

ATTEST: \_\_\_\_\_

# City of Bethel Port Commission Meeting Minutes

September 17, 2018

Regular Meeting 7 p.m.

Bethel, Alaska

**I. CALL TO ORDER**

MEETING CALLED TO ORDER AT 1910 (7:10 P.M.)

**NO QUORUM**

**II. ROLL CALL**

<b>COMMISSIONERS PRESENT:</b>	
Comm. Murphy	
Comm. Oosterman	
<b>COMMISSIONERS ABSENT:</b>	
Comm. Springer	
Comm. Pope	
<b>ALSO IN ATTENDANCE WERE THE FOLLOWING:</b>	
Allen Wold	Edward Flores

**III. PEOPLE TO BE HEARD**

**IV. APPROVAL OF AGENDA**

**V. APPROVAL OF MINUTES**

**VI. SPECIAL ORDER OF BUSINESS**

**VII. PORT DIRECTOR'S REPORT**

**VIII. UNFINISHED BUSINESS**

**IX. NEW BUSINESS**

**X. COMMISSION REPRESENTATIVES COMMENTS**

**XI. ADJOURNMENT**

Respectfully Submitted:

\_\_\_\_\_  
Alan Murphy, Chairman

APPROVED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2018.

ATTEST: \_\_\_\_\_

# City of Bethel Port Commission Meeting Minutes

November 19, 2018

Regular Meeting 7 p.m.

Bethel, Alaska

**I. CALL TO ORDER**

**NO QUORUM**

**II. ROLL CALL**

<b>COMMISSIONERS PRESENT:</b>	
<b>COMMISSIONERS ABSENT:</b>	
Comm. Murphy	Comm. Watson
Comm. Oosterman	Comm. Pope
<b>ALSO IN ATTENDANCE WERE THE FOLLOWING:</b>	

**III. PEOPLE TO BE HEARD**

**IV. APPROVAL OF AGENDA**

**V. APPROVAL OF MINUTES**

**VI. SPECIAL ORDER OF BUSINESS**

**VII. PORT DIRECTOR'S REPORT**

**VIII. UNFINISHED BUSINESS**

**IX. NEW BUSINESS**

**X. COMMISSION REPRESENTATIVES COMMENTS**

**XI. ADJOURNMENT**

Respectfully Submitted:

\_\_\_\_\_  
Alan Murphy, Chairman

APPROVED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2018.

ATTEST: \_\_\_\_\_

# City of Bethel Port Commission Meeting Minutes

December 17, 2018

Regular Meeting 7 p.m.

Bethel, Alaska

- I. CALL TO ORDER**  
MEETING CALLED TO ORDER AT 1915 (7:15 P.M.)  
**NO QUORUM**

**II. ROLL CALL**

<b>COMMISSIONERS PRESENT:</b>	
Comm. Oosterman	Comm. Pope
Comm. Watson	
<b>COMMISSIONERS ABSENT:</b>	
Comm. Murphy	
<b>ALSO IN ATTENDANCE WERE THE FOLLOWING:</b>	
Allen Wold	Ed Flores

- III. PEOPLE TO BE HEARD**
- IV. APPROVAL OF AGENDA**
- V. APPROVAL OF MINUTES**
- VI. SPECIAL ORDER OF BUSINESS**
- VII. PORT DIRECTOR'S REPORT**
- VIII. UNFINISHED BUSINESS**
- IX. NEW BUSINESS**
- X. COMMISSION REPRESENTATIVES COMMENTS**
- XI. ADJOURNMENT**

Respectfully Submitted:

\_\_\_\_\_  
Alan Murphy, Chairman

APPROVED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2019

ATTEST: \_\_\_\_\_



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

## MEMORANDUM

DATE: Feb 19- March 5

TO: City Council

FROM: Peter Williams, City Manager

RE: Managers' Report

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**Finance Dept.-** I'm still concerned about the decision not to provide funds for an interim Finance Director and staff support. The personnel in the finance department needs someone with a level of expertise to ensure that their work is completed correctly. Without this oversight, the current general ledger entries are being entered with proper supervision and approval. I suspect that when the FY-19 audit is begun, in November of 2019, the first work that will have to be completed will be to reconcile the general ledger and the fund balances. The odds are that the finance department will not be able to achieve this task on their own. In the past, the auditors or contracted CPA's performed this task at a significant expense.

- All the depts have submitted their budgets and the finance dept. will start creating the FY20 Budget.

- Will interview a candidate for the Finance Directors position on March 7<sup>th</sup>
- The FY 18 audit is underway.
- Ambulance fees are being collected and forwarded to us. Claim Pay of Alaska collected about \$105,000 from billings due to us for a while.
- Amazon .com remitted an estimated \$13,500 from on-line sales tax.

## PROJECTS

**Institutional Corridor** – There are still a few customers that need to be hooked up to the system. There is about \$170,000 left for contingencies. For all practical purposes, this project at the moment will not need the funds. We still are waiting for the Final Drawings. The final walk around will be performed when the snow is gone and the water has drained off of the low spots.

**Jetty/Sewer Lagoon-**The sewer trucks will be the last item to be completed for this project. They should arrive on the first barge in the springtime.

**Long Range Transportation Plan 2020-** Next meeting is on March 8<sup>th</sup>.  
The State Transportation Improvement Plan for 2020-23

**The Avenues-** Discussed the loan needed for this project with our Bond Counsel and at the moment we are leaning towards First National Bank of Alaska to provide the bridge loan needed for this project.

**Bethel Heights Water and Sewer System-** Engineers are exploring alternative methods to resolve the water services in Bethel Heights. The alternates are to replace the Water Main, Main and Service Replacement. Another method is slip lining water and sewer mains and installing a heat trace between the slip line and the existing pipe.

**Tundra Ridge Road Realignment-** Tried to get an update but was told nothing had changed since January.

**PW Building Boilers-** Materials to install the boilers should be on the first barge. PW has installed the beam needed to support the floor in the boiler room at the shop.

**Police Console-** Pro-Com still needs to forward to us the Service Agreement for review and approval.

**Geographic Information System (GIS) –** DOWL has one more trip to Bethel to double check there work.

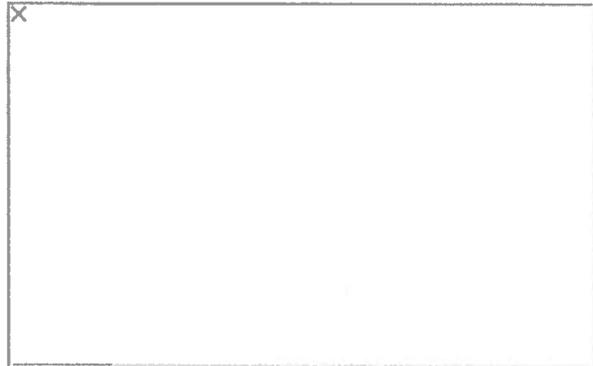
**Asbestos Abatement-** assessment for the old police annex and laundry mat is scheduled for March 18<sup>th</sup> and 19<sup>th</sup>.

Please review the department's managers reports.

Peter Williams  
Bethel City Manager

**2018-2021 Alaska Statewide Transportation Improvement Program  
Amendment 2; Approved January 30, 2019**

**Need ID:** 31489  
**Title:** Tundra Ridge Road Realignment  
**Region:** Central  
**Place Name:** Bethel  
**Highway:** N/A



**Project Description:**  
 Construct Tundra Ridge Road on new alignment that provides a public road connection.

Phase	Funding	FFY19	FFY20	FFY21	After 2021
Design	SM	49,665	36,120	0	
Design	STP	500,335	363,880	0	
Right of Way	SM	0	0	9,030	
Right of Way	STP	0	0	90,970	
<b>Totals:</b>		<b>550,000</b>	<b>400,000</b>	<b>100,000</b>	<b>8,300,000</b>

<b>Program:</b> Alaska Highway System	<b>Sponsor:</b>
<b>Primary Work:</b> New Construction	<b>PEB Score:</b>
<b>2012 Election District:</b>	<b>Criteria:</b>
<b>Borough/Census Area:</b> Bethel	<b>Functional Class:</b> MINOR COLLECTOR
<b>Municipal Planning Org. (MPO):</b> non-MPO	
<b>Performance Measures:</b> Travel Time	



## Memorandum

Date: February 25, 2019

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report

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### February 2019 Current Events

- **Jury Duty:**

For the month of February 2019, I have been on Jury Duty so a portion of the month's time was spent at the courthouse.

- **Janitorial Services ITB:**

Early this month, the janitorial services ITB ended with two companies having submitted bid proposals. One company was disqualified as their proposal was lacking in information that was explicitly requested in the ITB.

- **Policies and Procedures:**

Recently the Police Dept. went through an FBI Criminal Justice Information System (CJIS) audit and was found wanting in documentation for certain areas including IT. While we've been implementing best practices, to be compliant with the FBI CJIS Security Policy, there needs to be documentation that can be produced upon request. Chief Burke has been working to recreate these documents (as for some reason copies of the documents were missing, both electronically and physically). He has been collaborating with legal to make sure the new documents make sense and can be legally enforced and any of these policies and procedures that deal with the network have been forwarded to me for review. We should be in full compliance with the security policy very soon. Additionally, some of the policies and procedures may be adopted on a city-wide scale.

- **Preliminary Budget Prep:**

During the month of February, I came up with my preliminary budget numbers for the city manager. He and I met to discuss various items especially in regards to any capital expenditure projects coming up to which there are several. We may be moving these projects to a different fund which will result in the operational costs of my department remaining more or less the same from last year.

- **Police Dept. File Recovery:**

The new evidence custodian contacted me during the month to inform of missing files on the Police Dept. server. Upon looking into the matter, I found that the files were definitely gone instead of moved or misplaced (possibly deleted). Thanks to our nightly backup system, I was able to retrieve the missing files and restore them. This lends credence to how powerful a tool our backup system can be. All file servers controlled by the City are under this same backup protection for peace-of-mind.

## **Memorandum**

**Date:** February 25, 2019

**To:** Pete Williams, City Manager

**From:** Bo Foley, IT Director

**Subject:** IT Director's Report

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- **Business-As-Usual:**

Beyond the above-mentioned items, the short month has been spent fixing or helping with run-of-the-mill trouble tickets such as email issues, printing/scanning, Caselle access, and login problems to name a few.

### **Future Plans**

- **FY20 Budget Prep:**

I will continue working with my vendors and with the other departments to fine tune my budget preparation as we get closer to the end of FY19.

- **Security+ Certification Training:**

Though it is down the road, our grant manager has secured funding to send me out to a technical class dealing with cyber security. This class, CompTIA's Security+ course, will give me a further in-depth look at places where networks might be vulnerable and how to implement equipment and practices to help shore those vulnerabilities up. The grant funding should take care of all expenses associated with the training. It will last about a week and will fall at the end of April unless the date is changed by the company (if the class doesn't have enough students slated to attend).



## Memorandum

DATE: March 4, 2019  
TO: Pete Williams, City Manager  
FROM: Cynthia Sharp-Assistant Finance Director  
SUBJECT: Manager's Report – February 2019

### Finance Committee

The Finance Committee met on Monday, February 25, 2019 but did not achieve a quorum. Its next regularly scheduled meeting is set for Monday, March 25<sup>th</sup> at 6:30 pm.

### Staffing Issues/Concerns/Training

The Finance Department currently has three vacancies including the Finance Director position, Accounting Clerk and Accounting Specialist. The positions have been posted and recruitment is underway. The General ledger position is literally the one that produces the journal entries, reconciles all bank accounts makes adjustments to account balances, reconciles employee utility accounts, etc. I have been trying to keep this as up to date as possible as well as all the other duties where needed. The General Ledger position has been filled and training is currently underway by Carmen Jackson staff. The shortage of qualified staff continues to be a problem. If any of the staff need the day off it creates hardship on the rest of the staff.

### Project Updates

- FY18 Audit  
Work is continuing on the Audit pending list.
- FY 2020 Annual Budget Preparation  
We are busy preparing the upcoming FY 2020 Proposed Annual Budget. The budget will be submitted to City Council by no later than April 1, 2019.
- Ambulance billing is current and is finally producing revenue for the city.

## MEMORANDUM

**DATE:** 02.28.2019  
**TO:** Peter Williams, City Manager  
**FROM:** Bill Arnold, Public Works Director  
**SUBJECT:** Manager's Report –

### Programs/Divisions

**Public Works Director:** is on vacation and Andy Wakeman is Acting PW Director till he returns in March.

**Hauled Utilities:** The Hauled Utility Dept hasn't had a great month this February 2019. We had three water trucks on the road at times until we got the trucks back from maintenance. We are still having a shortage of water trucks pending maintenance.

We have one driver planning on retiring and we had a few that we lost. We do need more drivers for our Dept.

The Hauled Utility needs a new truck since the foreman truck is old and uses a lot of fuel. When the truck is on the road for inspections or incidents a few times, it needs more fuel in just a week or two.

The drivers are working on their licenses for renewal and some already had them changed. So they are being updated before the dead line for renewal notice.

I have been trying to get clothing for our new drivers that they still never get. Our supply is getting low without the proper sizes for the driver. Some of the drivers are using what they bought personally and they also need rain gear for the summer season. I have turned in a few purchase requisitions for clothing that we still never head of since. We need to know if the drivers are required to buy their own clothing.

The files are slowly catching up from the driving I had to do for the shortage of drivers and we still get by without a driver when they are not here for duty. The drivers are doing a great job providing services as needed but still need more drivers.

### **Utility Maintenance:**

- Lagoon discharge operations are shut-down until spring. Normal operation for winter is ongoing.
- Additional Fire hydrant valves en route for inventory and use if needed.

- 18 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 will be in Anchorage 12-16 weeks (minimum) for repairs before we receive it back. Lift Station is running on 2 pumps for now.
- Multiple service line freeze up calls on customers lines.
- Clean up and organization of shops.
- 18 residential lift station repairs
- Line flushing and leveling activities on low-flow and frozen 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.
- Utility Maint. Crew is assisting BHWTP with repairs from sanitary survey as per DEC requirements. Awaiting Electricians to complete action item list for sanitary survey.
- Issues with FAA lift station freezing up. Heat trace is on and thawing line out slowly.

### **Property Maintenance:**

- City Hall
  - All building Boiler and pressure vessel inspections completed
  - Roof Replace/Rebuild
    - Plans to replace the failing rubber lined roof of the City Hall building has begun. COB's engineering firm DOWL has completed and submitted the "As built" and "current condition" survey. Recommendations have been made for a permanent fix to rebuild a metal flashed, sloped roof versus replacing the existing style roof with same/same build.
- Court House
  - All building Boiler and pressure vessel inspections completed
  - **Dry Sprinkler System:**
    - System Status is same as last report. However action is being made to produce a solution to survey and replace weak, failed or near failure portions of the system. COB will be utilizing a contractor for this scope work.
  - **Holding Cell Area Door:**
    - Issue still remains as reported on previous report, however, the current door has been fixed with a temporary solution until the ordered door arrives and

can be installed. The temporary fix has allowed the door to operate in a normal condition as before. Instructions to use the door carefully have been provided to the court house staff.

- **Bathroom water line near Court Room #4:**
  - Company “Advance Look” is scheduled to send an Industrial Hygienist to Bethel for a deep look into water intrusion and hidden damages from the water leak. The hygienist is expected to arrive March 7<sup>th</sup> and complete a water damage survey of the building by March 9<sup>th</sup>.
- **Cracks in Dry Wall near holding cell entry door:**
  - Update to previous report. COB building maintenance staff made an evaluation of the damage and have completed repairing and painting the areas inside the holding cell area. Cracks are still present near the entry door area, where the door will be replaced upon arrival.
- **Dusty sprinkler heads and escutcheon plates:**
  - **Current Status:** Dusty, dirty in various locations
  - **Summary of Issue:** We have made note of this discrepancy and truthfully it simply is a task that fails to get done. I am not confident that this duty is assigned to a Janitor. I would rather have my staff deal with the issue than an untrained janitorial service.
  - **Solution to Issue:** I can assign the work to be completed this coming week. Plain and simple, I hold ourselves accountable for this issue. It needs to get done and we will see how it goes.
- Public Works Building
  - All building Boiler and pressure vessel inspections completed
  - The Replacement of the structural support laminate beam underneath the building boiler room is approaching fast. Preparations to remove the beam and replace with the engineered steel I-beam is in the works. This will be a project completed by the COB building maintenance staff. Expect to complete removal and install by mid-March.
  - South Side
    - Pioneer Door inspected the cause of the door intermittent failure. It was determined the spring tension clamp was slipping and would need to be replaced. As a solution a shaft has been installed through the spring/shaft coupler. Anticipate completing a door spring shaft rebuild during the summer months. All safety stops and limiting switches are now in normal operation. Door operates normally for now.
    - Fire sprinkler system deep look, awaiting contact with engineering firm DOWL for further data needed ad direction.
- Dog Pound
  - All building Boiler and pressure vessel inspections completed
  - Bethel Friends of Canines have transitioned into the dog pound building. Minor

issues with building maintaining heat have been discovered. Newly installed boiler needed minor adjustment to allow for continued operation.

- BFK9 is planning to relocate their current kennel building from Tundra Ridge area to the Dog pound lot. Site pad work will be happening soon. COB building maintenance will assist in ensuring site is prepped correctly and building is placed within staked region.
- Log Cabin
  - All building Boiler and pressure vessel inspections completed
  - Temporarily closed.
- YKFC - Pool
  - All building Boiler and pressure vessel inspections completed
  - Boiler #1 over pressure relief pop off valve started showing signs of fatigue. Boiler #1 shut down and a full service and flush conducted. Parts ordered to replace pressure relief valve.
  - Water leaks near the windows in the pool deck area were discovered again. This will be addressed again to determine problem and new solution.
- Fire Department
  - Boiler and pressure vessel inspection by State of Alaska complete.
- Police Department
  - All building Boiler and pressure vessel inspections completed
  - Low fuel alarms on the onsite power generator have occurred several times. Each time a full inspection of the Onsite generator fuel system is completed and no issues have been found. Each time the low fuel alarm has activated, the actual fuel levels have been above 75% capacity.
- Bethel Heights Water Treatment Plant
  - All building Boiler and pressure vessel inspections completed
  - Inline circulating fan that provides air to the piping room is repaired and operational.
- City Subdivision Water Treatment Plant
  - All building Boiler and pressure vessel inspections completed
  - Boiler pump line A has been showing signs of declining pressure. Glycol is occasionally added and pressure returns to normal for several days. Leak inspection throughout entire line has been conducted with no leaks found. Suspect air trapped in line as it is part of the new corridor.
- Teen Center
  - All building Boiler and pressure vessel inspections completed
  - Vandalism and theft was reported by program director. Back door latching

mechanism was not latching perfectly due to building shift. Alteration to the door alignment was made to prevent intruders from entering the building again.

### **Parks and Recreation:**

No tasks at this time.

Outlook and preparation for upcoming Summer projects have begun. PRAHSC committee is involved with communication. Proposals for field ad parks grass and sod maintenance has been provided by Codman services.

Images of the damaged floor at the fitness center have been reviewed by the committee and options are being weighed whether to refinish or refurbish the existing floor.

### **Road Maintenance:**

Streets and Roads put in a culvert with the 324E excavator that crosses Akakeek Street at 136 Akakeek. We had to put it in, due to the big thaw, and all the water on the upper side of Akakeek Street flooding at the driveways. It took over two days to get the steamer working due to the steamer being over 36 years old.

Streets and Roads did spend the next three days during the thaw steaming culverts, until it froze back up. We thaw out culverts in City subdivision, Akakeet Street, Ptarmigan Street, Larson Subdivision and in Tundra Ridge.

Streets and Roads did lay gravel down on the roads during the thaw being the frost on the roads were thawed out it turn to mud and would not hold up to grading. We lay gravel in Boat Harbor Road, Avernus, City Sub, BIA Road, Akakeek Street, Ridgecrest Drive, Ptarmigan Street, and Tundra Ridge.

Streets and Roads had to fix some small wash out all culverts crosses due to the thaw, by back blading some gravel in those areas with the loader. Those culverts were in City Sub., Akakeek Street, Ptarmigan Street, H-Marker Road, and Tundra Ridge.

**Vehicles and Equipment:** February was a very productive month. The team has done an excellent job. We got 3 large jobs completed along with over 50 work orders. We had the 160M grader, D8 dozer, and the 324 Excavator all down and in the shop at once. Everything is out the door and back up and running. Again water trucks are our biggest challenge. We finally just got parts in last night 2/27. We should have 2 more water trucks up and running by days end.

**Transit System:** The month of February continued to be a busy month. This past week the full time driver was on leave and it kept us busy filling in. It made for longer days but it was important to keep the bus schedule running to serve our passengers. We sold eight adult monthly passes, 2 senior monthly passes and 2 youth monthly passes. ONC purchase, through the Community Action Grant, 42 senior monthly passes. The total ridership was 1985; 358 seniors, who paid the trip fare, 67 youth, 1560 general, and within that number, there were 179 Disabled Handicapped.

The February weather seems warmer than usual. Which has turned the roads into mud and potholes. Streets and Roads has been busy trying to keep them pass able, however that is almost impossible. The drivers have had a difficult time keeping the time schedule. In addition, do so has taken a toll on the buses.

The condition of our buses are maxing out, the State DOT, recommends that buses be phased out when they are five years old and/or 100,000 miles. Our newest bus was purchased in October of 2014, three years old, but has 146,500+ miles, Bus 438 our oldest and smallest bus was purchased in 2008, nine years old, and has 130,000+ miles. Bus 436, the diesel, was purchased in 2008, nine years old, and has 146,000+ miles. Bus 437, diesel, was purchased in 2008, and has a bad motor and is not being used.

The July, August, September, November and December Budget Summaries have been submitted, accepted and paid by the State. We are working on the January one and as soon as the Finance Department closes out January, we will be able to finish it.

Last spring the State, DOT, was here and did a Compliance and Review we worked on the findings and submitted them last fall. They, DOT, is now review what we have submitted and helping us to meet their requirements. The State Compliance and Review “team” will be coming back out later this spring and going over what was recommended last spring and making “more” recommendations for us to work on.

### **Landfill / Recycle Center:**

The Landfill has been trying to suck up as much water as possible while we have this warm weather to keep the mud down and attempt to make the DEC happy so that the water is not in contact with the trash. We have spent a lot of time working on the budget and attempting to get ready for spring time and all the problems that

time of year brings. Our new road up on top should take care of a lot of problems.

### **Water Plant Operations:**

For the month of February both water plants are in normal operation for winter mode. Monthly water logs to ADEC from BHWTP and CSWTP. Sewage Lagoon DMR report for December. We also hold a safety meeting at CSWTP daily.

### **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.

### **Staffing Issues/Concerns/Training:**

- HazWoper training is scheduled for April.
- There are six driver positions open in the Hauled Water and Sewer dept.



CITY OF BETHEL  
Fire Department

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

*Celebrating 50 Years of Service*

DATE: March 05, 2019  
TO: Pete Williams, City Manager  
FROM: Bill Howell, Fire Chief  
SUBJECT: Management Report, February 2019

### **Current Events**

- During February a total of 123 address plaques were ordered for residents and businesses. The department has ordered 690 address signs since inception of the program. For those needing assistance, the department has installed approximately 55 of these signs at the request of the property owners. Overall, reaction to the updated ordinance has been overwhelmingly positive.
- The department's December 13<sup>th</sup> address order was lost in transit and had to be reordered.
- Initial budget preparation discussions with administration were conducted for the FY 20 budget. The department is preparing it's 2020 budget.
- The Fire Chief was unable to attend the Annual leadership summit due to multiple flight cancellations. Both weather and mechanical issues precipitated the cancellation.

### **Community Planning/Preparedness**

- 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 02/05/19, at 7:00 p.m. EMT Meeting was held at the fire station. Responders conducted several skill drill in various Vehicle Extrication scenarios..
- On 02/14/19 at 7:00 p.m. a Fire Meeting was held at the fire station. Responders practiced C.A.F.S/Foam Training. Responders deployed hose lines, and took turns in operating the C.A.F.S/Foam System at the pump panel.
- On 02/16/19 at 8:00 a.m. Fire Fighter 1 class begin cadets conducted the Fire Department Physical Agility Test. All cadets passed their physical agility test.
- The department is in the process of scheduling an EMT 2 class and HAZWOPR 40 hour.

### **Responses**

- Between 01/30/19 and 02/28/19 the Bethel Fire Department responded to 99 EMS and 10 Fire incidents.
- On 2/1/19 at 7:44 p.m. medics responded to Ptarmigan for the report of an unresponsive person. Patient was assessed and transported to the hospital.
- On 2/3/19 at 12:46 p.m. medics responded to Schwalbe Street for the report of a person who had fainted. Patient was assessed and transported to the hospital.
- On 2/3/19 at 2:02 p.m. Firefighters responded to the area of Chief Eddie Hoffman Hwy. and Alex Hatley for the report of a snow machine fire. Upon Arrival firefighters found no snow machine or fire.
- On 2/4/2019 at 12:21 p.m. medics responded to 6<sup>th</sup> and willow for the report of an motor vehicle accident. The patient was assessed and transported to the hospital
- On 2/13/19 at 2:32 p.m. Firefighters responded to 9228 Tundra Ridge Sub division for the report of smoke plum coming from the building. Firefighters observed no smoke or fire when on scene. Firefighters determined the cause of the smoke was from an unmaintained boiler

- On 2/13/19 at 6:25 p.m. Medics/Firefighters responded behind AC Quick for the report of children falling into the ice. Both children were assessed and released to their parents.
- 2/14/19 at 3:30 p.m. Medics responded to the playground for a report of a person who fell off the play set. Patient was treated and transported to YKER.
- On 2/15/19 at 8:32 p.m. Firefighters responded to BNC apartments for the report of smoke that was smelt on the second floor of the apartments. Firefighters observed initially no smoke or flames and fire alarms were sounding with some residents outside. When firefighters entered the second floor they noticed an excessive amount of marijuana smoke. Firefighters determined that the smoke alarms were set off due to the marijuana smoke. Firefighters reset fire alarms and went back into service.
- On 2/16/19 at 11 a.m. medics responded to Akakeek for a person that took painkillers. Patient assessed and transported to the hospital.
- On 2/18/19 at 3:56 p.m. firefighters responded to Quivik Sub for a baby that was locked inside alone. Firefighters opened the door and returned to the station.
- On 2/19/19 at 3:14 a.m. firefighters responded to behind the Liquor store for a vehicle on fire. On arrival, firefighters found a vehicle fully involved in flames. Firefighters extinguished the fire
- On 2/26/19 at 11:16 p.m. medics responded to second Road Housing for a kid that fell and not breathing. On arrival patient was breathing and transported to the hospital.

### **Budget/Financial**

- The department is operating within budget.

### **Grants**

- The Department received funding through the Volunteer Fire Assistance program for \$7,470, for three sets of firefighting turnouts. This grant has a 10% match. The project total is \$8,300. This project is completed and we are closing out the grant.
- 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 is fully staffed effective November 1, 2018.
- All past due employee evaluations are complete.

## 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 (CAFS) compressor. We are outfitting the new ladder truck with firefighting and rescue equipment.
- The Code Blue committee has approved \$45,000 to remount our 2003 Ford ambulance M-5.

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&amp;E. DEF tank heater malfunction.</i>
Engine 3	Pumper	1986	<i>Being outfitted as a tender and water supply unit. 3000 feet of LDH.</i> (Poor overall condition needs replacement)
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

## Streets and Roads daily dialog

1/30/19

We scarified roads and graded roads starting at 5:30 AM in the morning for 9 hours.

A sander truck been out all day sanding roads for 6 hours.

Dug out the ice at the water pump house in City Sub. , with the 420D backhoe and hauled away with loader.

1/31/19

The grader has been scarifying and grading the Bethel roads 6 hours.

We took the 420D backhoe out to the graveyard at the airport to dig out the left over sand pile from the last grave and level it off.

We took the dump truck with trailer and loader with forks out to Kasayuli Subdivision to load up the old SUV that was, left on the road, to bring back to the shop.

2/1/19

The grader has been scarifying roads throughout Bethel for 6 hours.

The sander has also been out sanding Bethel roads for 7 hours.

We and parked the dump truck of snow with oil in it in the city shop to thaw out into the loader bucket so we could put it in drums.

2/4/19

The grader was out at 6:30 AM scarifying and grading roads for 7 hours

The loader was out pushing the snow berm left Saturday for 5 hours.

The sander been sanding roads for 5 hours.

2/5/19

The grader was out at 5:00 AM scarifying and grading roads for 8 hours.

Both sander was out at 6:00 AM sanding roads for 7 hours.

The Hitachi excavator has been losing up gravel for the roads that we will need being that we will have rain for the next two days.

2/6/19

The grader was out scarifying and grading roads for 8 hours.

Both sander been out sanding roads for 8 hours each.

4 water pumps, pumped water across Akakeek Street due to flooding 12 hours each.

2/7/19

Four water pumps, pumped water across Akakeek Street due to flooding 14 hours each.

A sander was out sanding roads for 4 hours.

The grader was out grading roads for 9 hours.

2/8/19

Dug and added a culvert across Akakeek Street due to flooding 4 hours.

Haul gravel to fix Akakeek Street Ptarmigan Street and Ridgecrest Drive 5 hours.

The grader was out graded roads for 6 hours.

The sander did some sanding on slippery roads.

The steamer was fix and it was steaming culverts for 10 hours.

2/9/10

The grader been out grading roads for 7 hours.

The sander was out sanding roads for 7 hours.

The steamer been out steaming culverts for 10 hours.

2/10/10

When it started to thaw, the grader was out grading for 6 hours.

When it started to thaw, the steamer was out for 7 hours.

2/11/19

We had to go to training for 2 to 3 hours.

The grader was out start at 5:30 am in the morning grading roads for 6 hours.

Sander was out sanding roads for 6 hours.

2/12/19

The grader was out grading at 5:30 in the morning grading and scarifying roads for 8 hours.

The sander out sanding has been sanding roads for 7 hours.

Hauled 5 dump trucks load of gravel to fill in pot holes with grader on Ptarmigan Street and Akakeek Street.

1/22/19

Both graders been out grading and scarifying roads in Bethel Roads 7 hours each.

Sander was out all day sanding roads 8 hours.

Pull out a water truck in Blue Berry Sub. at 240 Black Berry Street.

2/23/19

Saturday

Grader was out all day grading and scarifying roads 8 hours.

The sander was out sanding roads throughout Bethel 8 hours.

2/24/19

Sunday to grader was out grading for 3 hours on Ridgecrest Street, Akakeek Road, and Ptarmigan Street.

2/25/19

The grader was out at 5AM, grader Ridgecrest Drive, Akakeeke Street and Ptarmigan Street before the school buses run.

The steamer was out steaming culverts in H-Marker Lake Road, Ptarmigan Street, and Mallard Line.

Pull out a water truck on 4<sup>th</sup> Ave...

2/26/19

Grader was out grading roads at 5AM starting on Ridgecrest Drive, Akakeek Street, and Ptarmigan Street

In addition, Hauled in 8 dump truck loads of gravel to pot holes on Akakeek Street, Ptarmigan Street and the grader, graded it.

Steamer been out seaming culverts in City Sub. 6 hours.

2/27/19

The grader was out grading roads 12 AM for 3hours during the freezes on Akakeek Street, Ridgecrest Drive, and Ptarmigan Street, so the roads would be smooth for the school buses.

The grader is out today grading and spreading gravel on BIA Road, Akiak Drive, Akakeek Street, and Ptarmigan Street.

The dump truck hauled 8 load for the grader.

The steamer is out in Larson Sub., and Ptarmigan Street steaming culverts.

2/28/19

Grader has out grading at 5 am on Akakeek Road, Ridgecrest Drive, and Ptarmigan Street.

Hauled gravel to Akakeek Street, and Ptarmigan spread it out with loader.

The steamer was out steaming culvert on Ptarmigan Street, Owl Street, Mission Lake road, and Main Street.

3/1/19

Grader was out, 6 am grading Akakeek Street, Ridgecrest Drive, and Ptarmigan.

The other was out grading roads throughout Bethel roads, 7 hours.

The steamer was out steaming culverts in Ptarmigan street, and over the YE center.

We took the D-8 out to the city sand pit so we can start pushing up sand for the landfill.

3/2/19

Saturday

Grader was out for 7 hours grading roads throughout Bethel roads.

The D-8 dozer was out pushing up a pile of sand out at the city sand pit for 8 hours.

3/3/19

Sunday

The grader was out for 3 hours after it started to thaw on Ptarmigan Street, Ridgecrest Drive, and Akakeek Street.

3/4/19

The grader was out for 7 hours grading Akakeek Street, Ptarmigan Street, Ridgecrest Drive, and Tundra Ridgecrest.

We laid gravel on the potholes on Akakeek Street, Ptarmigan Street, and some in Blue Berry Subdivision.

3/5/19

Grader was out, 6 am grading Akakeek Street, Ptarmigan Street, and Ridgecrest Drive, BIA Road, and Tundra Ridgecrest. These roads were graded two to three times today, 9 hours, and when it start freezes at 8 PM tonight, the grader will go out to grade those roads again so it freezes up smoother.

Took the 950G out to the city sand pit to load dump trucks for the landfill, 8 hours

Push the loads that was hauled to the landfill, with D-5, for 8 hours

City of Bethel

Street and Roads Foreman

James Flemings



# 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: 28 February 2019

Position	Number of Vacancies	Number of New Applications	Number Hired During Period	Number of Vacancies Remaining	Applicants in Review
Finance Director	1	1	0	1	1
Driver Hauled	5	1	0	5	1
Account Clerk	1	5	0	1	2
Account Spec I	1	0	0	1	0
Util Maint Wkr	1	1	0	1	1
Police Officer III	2	0	0	2	0
<b>TOTALS</b>	<b>11</b>	<b>8</b>	<b>0</b>	<b>11</b>	<b>5</b>

## Applications and Hiring:

Interview panel being assembled to interview one candidate for the position of Finance Director. Date TBD.

In the interim, the vacancy announcement has been placed to the following:

Indeed.com

<https://www.indeed.com/viewjob?t=finance+director&jk=b73f8e3f1d6d4dc4&qa=2.184662569.101396549.1551461086-950838049.1550081478>

Alaska Municipal League

<http://www.akml.org/wp-content/uploads/2019/02/Bethel-Finance-Director-2.5.2019.pdf>

**Government Finance Officers Association (GFOA, a national organization)**

**<http://www.gfoa.org/employment-ad/34676>**

**The following cities/municipalities have been provided the vacancy announcement:**

**Anchorage  
Cordova  
Fairbanks  
Galena  
Homer  
Juneau  
Kodiak  
Kotzebue  
Nome  
Palmer  
Soldotna  
Seward  
Valdez  
Wrangell  
Wasilla**

**Points of Contact within the State of Alaska Human Resources workforce have also been provided the vacancy announcement.**

HR received a total of 11 **Applications** in February

*From those 11 Applicants:*

One General Ledger Accountant was hired, start date 2 February 2019

One Internal lateral was hired from Hauled Utility to Landfill Technician 15 February

Interview panels were conducted to fill the Accounting Clerk on 22 Feb 2019. Three applicants were interviewed and determined to be non-select. Two more candidates. Two more applications were received 27/28 February and are under review for interview.

One application for hauled utility driver was received 28 Feb and is under review for hire.

One application for Util Maint Wkr was received 27 February and is pending interview for 1 March.

We currently have 6 job positions with a total of 11 openings, with 5 applications under review as follows:

Finance Director: Applicant pending interview by panel for week of 11-15 Feb 2019. This applicant was determined to be unqualified prior to interview. A new applicant is currently pending interview panel.

Driver Hauled Utility (5 positions): Currently announced

Utility Maint Wkr: Pending 1 March interview

Account Clerk: Interviews pending on 2 applicants

Account Spec I: Currently Announced

Police Officer III: Currently announced

Firefighter positions remain as open-continuous regardless of percentage of fill.

### **BEACON Programs:**

2 Post-accident Non-DOT test were conducted due to accidents involving city vehicles.

Results were returned as "Negative."

### **Reports of Injury:**

2 reports of falling

### **Administrative Actions:**

Multiple terminations and resignations occurred simultaneously in both Hauled Utility and Water/Sewer creating an abundance of vacancies in conjunction to already existing vacancies.

Multiple routine PAR actions were executed.

Multiple yearly performance evaluations were submitted and processed.

### **Employee related announcements:**

*Premera:*

*Starting January 1, 2019 as fully insured and OptiFlex groups renew or start a new medical plan. Available as a buy-up option for self-funded groups.*

We've added new features to our Medical Transportation Benefits program to help make healthcare more affordable and accessible for our Blue Cross Blue Shield of Alaska members in Alaska. This program covers certain travel expenses employees with a Premera medical plan may incur in these instances:

- When they are facing a serious medical condition that can't be treated locally.
- If they need to travel to the lower 48 to get elective, non-emergent care at lower prices than they'll find in Alaska. Travel for emergency related conditions are covered according to plan benefits.

### **Training, Conferences and Seminars:**

AEPI instructed the workforce on Prevention of Sexual Harassment and Equal Employment Opportunity practices 11-12 February. All workforce members with the exception of a small handful of emergency services personnel were trained. Emergency service personnel will receive training from HR tentively scheduled for 18 Feb 2019.

James P. Harris  
Human Resources Manager



To: Pete Williams, City Manager  
From: Betsy Jumper, Planner  
Subject: Jan. Manager's Report  
Date: February 28, 2019

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- Research City of Bethel properties-- citywide, on-going.
- Answer public's questions on miscellaneous planning topics/items.
- Removal of junk/abandoned cars in conjunction with Streets and Roads on City rights of way—on-going.
- Had a Planning Commission meeting Feb. 14<sup>th</sup>.
- Staff attended a sexual harassment training.
- Had a meeting with LSKD Staff and City Staff regarding the Ayuprun School project.
- Begin planning budget cycle for FY' 20.
-



# **: BETHEL**

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

TO: Peter Williams, City Manager  
FROM: Allen Wold, Port Director  
SUBJECT: February 2019 Managers Report

- **Small Boat Harbor**
    - Sanded around SBH and the East Addition.
    - Plowed around the Harbor using loader.
  - **City Dock/Beach 1**
    - Customers are still in and out of the Dock.
    - Plowing access for the customer's containers.
    - AML in and out of the Dock
  - **Port Office**
    - Property Maintenance checking on building daily.
    - Ordered office furniture.
    - Working on surveillance system.
    - TC Construction sent out a subcontractor to check on the air conditioner.
  - **Admin**
    - Monthly Storage billing for customers.
    - No quorum for the Port Commission meeting.
    - Worked on FY 20 Budget
  - **Seawall**
    - Consistent clean up.
    - Sanded along the seawall.
    - Tightened cable fence.
    - Repairing damaged fencing.
    - Using loader to vehicles stuck in the overflow
  - **Misc./Vehicles**
    - Safety checks along the seawall.
    - Safety Meetings.
    - V&E working on our trucks.
    - 2 of us are working on our Class A CDL.
    - Getting a quote on a work truck.
-

## RFPs and RFBs in Process

Updated February 19, 2019

<b>Step 1 – Before RFP Written</b>		
<b>Step 2 – Approved to Write</b> <ul style="list-style-type: none"> <li>• Electrician (#1 priority)</li> <li>• Controls-building technologies</li> <li>• Audit services for yearly audits</li> <li>• Audit services for City sales taxes</li> <li>• Monitor fire alarms/lift stations</li> <li>• Calcium Chloride/Sodium Chloride/Chemicals</li> </ul> <b>Step 2 – Sent for Feedback</b> <ul style="list-style-type: none"> <li>• Surveying City Property</li> </ul>	<b>Step 2 – Sent to Legal</b> <ul style="list-style-type: none"> <li>• Surveying City Property</li> </ul>	
<b>Step 3 – RFP/RFBs Issued</b> <ul style="list-style-type: none"> <li>• RFB-Vacant Land (Between Sammy's &amp; Longhouse)</li> </ul>	<b>Issued</b>	<b>Due</b>
	1/28/19	3/5/19
<b>Step 4 – Scoring Proposals/Bids Received</b> <ul style="list-style-type: none"> <li>• RFB-Janitorial Services-Courthouse (AK Court System)</li> </ul>	<b>Date</b>	<b># Received</b>
	2/1/19	2
<b>Step 5 – Council Approval</b>	<b>Date</b>	<b>Status</b>
<b>Contract or RFP/RFB List</b>	<b>Notes</b>	<b>Expiration</b>
Bulk Fuel (Delta Western)		6/30/20
Gravel (KNIK)		6/30/24
Engineer Services (DOWL)		6/30/22
Barge Transportation (AML)	2/1 renewal notice due	10/31/20
Calcium Chloride & Sodium Chloride (Span Alaska)	Annual	
Water Treatment Plant Chemicals (Span Alaska)	Annual	
Auditing Services (Altman Rogers)		3/31/20
Accounting Services (Carmen Jackson, CPA)		6/30/20
Computer/IT Services		6/30/19
YK Fitness Center Mgmt.	Contract renewable	6/30/20
Website Hosting (GovOffice)		4/17/20
Background Checks (Accusource)	Annual – no contract now	
Dog Pound Operation (Bethel Friends of Canines)		12/31/20
Insurance Broker-Gen. Liability (Coombs Ins.)		6/30/22
Insurance Broker-Health (Wilson Agency)	3 yr. renewal option notice due July-not given 2018.	6/30/21
Custodian-City Hall & DMV (Midnight Sun)		6/30/19
Custodian-Dept. of Law (Midnight Sun)		6/30/22
Custodian-Courthouse (Kagista)	Monthly after expiration	
Dumpsters	Annual-check budget	
Bus Barn Repairs		
Senior Center Repairs		
Pinky's Park Lighting Project	DOWL doing design now.	
Public Works Building Assessment	DOWL to do?	

PD Dispatch Center Console	ProComm Alaska, LLC	
City Hall Roof	Architects Alaska did assessment	
Courthouse remove water tank (\$290,000 est.)		

# City of Bethel Police Department

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## February, 2019 Monthly Report

### Personnel:

BPD and the City Manager has signed the Letter of Agreement to facilitate the assignment of a BPD officer to the WAANT unit. The agreement is in the process of being signed at DPS.

Currently all Patrol Officer positions are filled but both the major crimes investigator and the WAANT Unit investigator positions are vacant. An officer has been chosen to fill the WAANT Unit position once the LOA is signed. We are currently in the background investigation process with two applicants to fill the patrol position that will be vacated by the WAANT investigator. One applicant is currently a CSP and the other applicant is a VPSO in a nearby Kuskokwim village. There is no one currently in patrol interested in filling the major crimes investigator position.

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

### Operations:

There were approximately 1,372 calls for service the month of February, a rise of 50 cases from January and down approximately 30 cases from the same period in 2018. The number of calls requiring investigative reports was up one from January to 76 but down 19 from February, 2018. The number of intoxicated pedestrian calls went down 120 from the same period last year and was 10 higher than last month. The number of domestic violence investigations was 31 this month compared to 28 for the same period in 2018 and 19 in January. There were 6 DUI arrests compared to 15 for the same period last year and 3 arrests in December. There were no unattended deaths in February compared to two in January and two in February, 2018.

There remains a missing person case that has been open since December. That individual has not been seen by friends or family since early November. The victim from a domestic assault case in January was released from the hospital and the perpetrator, the victim's son, was indicted for First Degree Assault and other lesser included offenses. The perpetrator remains incarcerated.

Chief Waldron has appeared telephonically at Committee hearings for APSC confirmation but is still awaiting his final confirmation.

**Animal Control:**

There were 45 animal control calls for service for the month with two reported dog bites.

CITY OF BETHEL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

MUNICIPAL DOCK

	ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEARNED	PCNT
<u>INTEREST &amp; PENALTIES</u>						
52-40-403 CITY DOCK-PENALTIES & INT	.00	.00	.00	5,000.00	5,000.00	.C
TOTAL INTEREST & PENALTIES	.00	.00	.00	5,000.00	5,000.00	.C
<u>SOURCE 42</u>						
52-42-430 JURY DUTY REIMBURSEMENT	.00	( 25.00)	( 25.00)	.00	25.00	.C
TOTAL SOURCE 42	.00	( 25.00)	( 25.00)	.00	25.00	.C
<u>CHARGES FOR SERVICES</u>						
52-43-402 CITY DOCK-STORAGE	.00	26,829.78	26,829.78	70,000.00	43,170.22	38.3
52-43-404 CITY DOCK-PERMITS	.00	.00	.00	3,000.00	3,000.00	.C
52-43-405 CITY DOCK-WHARFAGE	.00	140,809.69	140,809.69	160,000.00	19,190.31	88.0
52-43-407 CITY DOCK-DOCKAGE	.00	34,611.81	34,611.81	25,000.00	( 9,611.81)	138.5
52-43-418 SBH PETRO PORT-FUEL THRU-PUT	.00	149,214.78	149,214.78	220,000.00	70,785.22	67.8
52-43-424 PETRO YARD - STORAGE	.00	2,483.20	2,483.20	2,000.00	( 483.20)	124.2
52-43-426 PETRO PORT-FUEL THRU-PUT	.00	298,429.56	298,429.56	440,000.00	141,570.44	67.8
52-43-427 PETRO PORT-DOCKAGE	.00	20,775.59	20,775.59	20,000.00	( 775.59)	103.9
52-43-433 SEAWALL MOORAGE	.00	.00	.00	25,000.00	25,000.00	.C
52-43-434 SEAWALL DOCKAGE	.00	15,696.97	15,696.97	10,000.00	( 5,696.97)	157.0
52-43-435 SEAWALL-WHARFAGE	.00	.00	.00	1,000.00	1,000.00	.C
52-43-454 BEACH-STORAGE	.00	13,652.56	13,652.56	10,000.00	( 3,652.56)	136.5
52-43-455 BEACH-WHARFAGE	.00	69,096.67	69,096.67	70,000.00	903.33	98.7
52-43-457 BEACH-DOCKAGE	.00	12,866.36	12,866.36	17,000.00	4,133.64	75.7
52-43-462 BOAT HARBOR-STORAGE	.00	.00	.00	3,500.00	3,500.00	.C
52-43-463 BOAT HARBOR-MOORAGE	.00	2,528.40	2,528.40	24,000.00	21,471.60	10.5
TOTAL CHARGES FOR SERVICES	.00	786,995.37	786,995.37	1,100,500.00	313,504.63	71.5
<u>LEASE REVENUE</u>						
52-44-467 LEASE REVENUE	.00	12,180.00	12,180.00	24,000.00	11,820.00	50.8
TOTAL LEASE REVENUE	.00	12,180.00	12,180.00	24,000.00	11,820.00	50.8
<u>MISCELLANEOUS</u>						
52-45-462 SMALL BOAT HARBOR STORAGE	.00	1,500.00	1,500.00	.00	( 1,500.00)	.C
52-45-464 SMALL BOAT HARBOR PERMITS	.00	5,850.00	5,850.00	24,000.00	18,150.00	24.4
52-45-467 EXTRA WATER CALLS	.00	25,090.50	25,090.50	25,000.00	( 90.50)	100.4
TOTAL MISCELLANEOUS	.00	32,440.50	32,440.50	49,000.00	16,559.50	66.2
<u>MISCELLANEOUS</u>						

CITY OF BETHEL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

MUNICIPAL DOCK

	ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEARNED	PCNT
52-49-487 INVESTMENT INCOME	.00	.00	.00	2,000.00	2,000.00	.0
52-49-495 MISCELLANEOUS REVENUE	.00	7,325.00	7,325.00	5,000.00	( 2,325.00)	146.5
TOTAL MISCELLANEOUS	.00	7,325.00	7,325.00	7,000.00	( 325.00)	104.6
TOTAL FUND REVENUE	.00	838,915.87	838,915.87	1,185,500.00	346,584.13	70.8

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

MUNICIPAL DOCK

	ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEXPENDED	PCI
<u>DOCK EXPENDITURES</u>						
52-50-501 SALARIES	.00	100,040.31	100,040.31	178,152.00	78,111.69	5
52-50-502 OVERTIME	.00	1,876.24	1,876.24	.00	( 1,876.24)	
52-50-508 LEAVE CASHOUT	.00	1,166.13	1,166.13	7,865.00	6,698.87	1
52-50-510 SOCIAL SECURITY EXPENSE	.00	511.31	511.31	1,293.00	781.69	3
52-50-511 MEDICARE FICA	.00	1,587.07	1,587.07	2,583.00	995.93	6
52-50-512 EMPLOYEE GROUP BENEFITS	.00	23,972.93	23,972.93	55,974.00	32,001.07	4
52-50-515 UNEMPLOYMENT	.00	.00	.00	2,496.00	2,496.00	
52-50-516 WORKERS' COMPENSATION	.00	.00	.00	7,528.00	7,528.00	
52-50-518 PERS	.00	20,607.30	20,607.30	39,193.00	18,585.70	5
52-50-519 UTILITY BENEFIT	.00	2,936.59	2,936.59	11,491.00	8,554.41	2
52-50-545 TRAINING/TRAVEL	.00	115.00	115.00	5,000.00	4,885.00	
52-50-561 SUPPLIES	.00	2,242.47	2,242.47	5,500.00	3,257.53	4
52-50-563 WEARING APPAREL	.00	.00	.00	1,300.00	1,300.00	
52-50-600 TIRES	.00	.00	.00	9,000.00	9,000.00	
52-50-601 VEHICLE MT. (PARTS & TOOLS)	.00	8,032.26	8,032.26	12,000.00	3,967.74	6
52-50-602 GASOLINE/DIESEL/OIL	.00	10,892.35	10,892.35	18,000.00	7,107.65	6
52-50-621 ELECTRICITY	.00	8,164.22	8,164.22	12,000.00	3,835.78	6
52-50-622 TELEPHONE	.00	1,291.13	1,291.13	1,000.00	( 291.13)	12
52-50-623 HEATING FUEL	.00	2,279.65	2,279.65	2,400.00	120.35	9
52-50-624 WATER, SEWER, GARBAGE	.00	1,771.14	1,771.14	12,000.00	10,228.86	1
52-50-626 WATER FOR BARGES	.00	5,451.99	5,451.99	12,000.00	6,548.01	4
52-50-627 STAFF CELLULAR PHONES	.00	465.22	465.22	1,320.00	854.78	3
52-50-642 LEGAL FEES	.00	688.90	688.90	5,000.00	4,311.10	1
52-50-643 PLANNING/ENGINEERING FEES	.00	.00	.00	5,000.00	5,000.00	
52-50-661 VEHICLE MAINT/REPAIR	.00	485.29	485.29	2,782.00	2,296.71	1
52-50-666 MUNICIPAL DOCK MAINT.	.00	49.99	49.99	5,000.00	4,950.01	
52-50-667 MAINT-SEAWALL	.00	119.97	119.97	7,000.00	6,880.03	
52-50-669 OTHER PURCHASED SERVICES	.00	2,139.21	2,139.21	25,000.00	22,860.79	
52-50-683 MINOR EQUIPMENT	.00	3,595.76	3,595.76	6,175.00	2,579.24	5
52-50-687 LAND/EASEMENT ACQUISITION	.00	6,705.00	6,705.00	50,000.00	43,295.00	1
52-50-696 WATERFRONT FACILITIES IMPROV	.00	.00	.00	25,000.00	25,000.00	
52-50-697 HIGHLIFT FORKLIFT	.00	.00	.00	85,000.00	85,000.00	
52-50-721 INSURANCE	.00	.00	.00	16,000.00	16,000.00	
52-50-724 DUES	.00	51.96	51.96	1,000.00	948.04	
52-50-727 ADVERTISING	.00	.00	.00	1,000.00	1,000.00	
52-50-736 BANK CHARGES	.00	538.23	538.23	.00	( 538.23)	
52-50-775 MUNICIPAL DOCK GRAVEL	.00	55,020.00	55,020.00	55,000.00	( 20.00)	10
52-50-777 CONTAMINATED SOIL PROCESSING	.00	439.08	439.08	1,000.00	560.92	4
52-50-990 XFER OUT	.00	.00	.00	50,000.00	50,000.00	
52-50-996 ADMIN OVERHEAD-IT SVCS	.00	6,022.22	6,022.22	18,238.00	12,215.78	3
52-50-997 ICR-PROPERTY MAINTENANCE 5%	.00	.00	.00	24,751.00	24,751.00	
52-50-998 ADMINISTRATIVE OVERHEAD-GF	.00	15,799.00	15,799.00	59,436.00	43,637.00	2
TOTAL DOCK EXPENDITURES	.00	285,057.92	285,057.92	840,477.00	555,419.08	3
TOTAL FUND EXPENDITURES	.00	( 553,857.95)	( 553,857.95)	( 345,023.00)	208,834.95	(16)



17. DIRECTIONS TO THE SITE

Starting from City Hall at 300 Chief Eddie Hoffman Highway, go SE along the highway until you cross the Brown Slough Bridge on Bridge Avenue. Take a left on Hanger Lake Road, then the next right until you hit North Harbor Road entrance on the left.

18. Nature of Activity (Description of project, include all features)

To widen the existing entrance to North Harbor Road. Place infill and extend existing culverts by adding (3) ten foot extensions.

19. Project Purpose (Describe the reason or purpose of the project, see instructions)

This project would help alleviate the summer boat congestion. Project to begin in summer and end in summer of 2018.

USE BLOCKS 20-23 IF DREDGED AND/OR FILL MATERIAL IS TO BE DISCHARGED

20. Reason(s) for Discharge

n/a

21. Type(s) of Material Being Discharged and the Amount of Each Type in Cubic Yards

Type	Type	Type
Amount in Cubic Yards	Amount in Cubic Yards	Amount in Cubic Yards

22. Surface Area in Acres of Wetlands or Other Waters Filled (see instructions)

Acres

or

Linear Feet 840 cubic feet of sand in the unnamed pond, and cap roadways with 120 cubic yards of D-1 gravel.

23. Description of Avoidance, Minimization, and Compensation (see instructions)

Avoidance: the project location is in a region dominated by wetlands, lakes and other aquatic resources; avoidance of all wetlands is impracticable. Minimization: again, since the area is dominated by wetlands, not avoiding or minimizing as impact will be minimal. The applicant believes Compensatory mitigation should not be required as the scope of work requested is minimal.

24. Is Any Portion of the Work Already Complete?  Yes  No IF YES, DESCRIBE THE COMPLETED WORK

25. Addresses of Adjoining Property Owners, Lessees, Etc., Whose Property Adjoins the Waterbody (if more than can be entered here please attach a supplement to this)

a. Address-

City - State - Zip -

b. Address-

City - State - Zip -

c. Address-

City - State - Zip -

d. Address-

City - State - Zip -

e. Address-

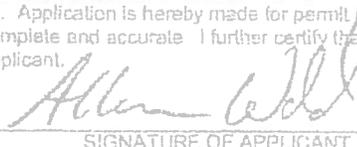
City - State - Zip -

26. List of Other Certificates or Approvals/Denials received from other Federal, State, or Local Agencies for Work Described in This Application

AGENCY	TYPE APPROVAL*	IDENTIFICATION NUMBER	DATE APPLIED	DATE APPROVED	DATE DENIED
--------	----------------	-----------------------	--------------	---------------	-------------

\* Would include but is not restricted to zoning, building, and flood plain permits

27. Application is hereby made for permit or permits to authorize the work described in this application. I certify that this information in this application is complete and accurate. I further certify that I possess the authority to undertake the work described herein or am acting as the duly authorized agent of the applicant.

  
SIGNATURE OF APPLICANT

6/25/18  
DATE

\_\_\_\_\_  
SIGNATURE OF AGENT

\_\_\_\_\_  
DATE

The Application must be signed by the person who desires to undertake the proposed activity (applicant) or it may be signed by a duly authorized agent if the statement in block 11 has been filled out and signed.

18 U.S.C. Section 1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up any trick, scheme, or disguises a material fact or makes any false, fictitious or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both.

VICINITY MAP



Scale:

Sheet No. 1 Of 5

Applicant:

File No.: POA-2018-00248

Waterway:

Sec. 17 T. 5M R. 71W M. T8N

Lat.: 60° 47' 39.6" Long.: W 161° 44' 23.2"

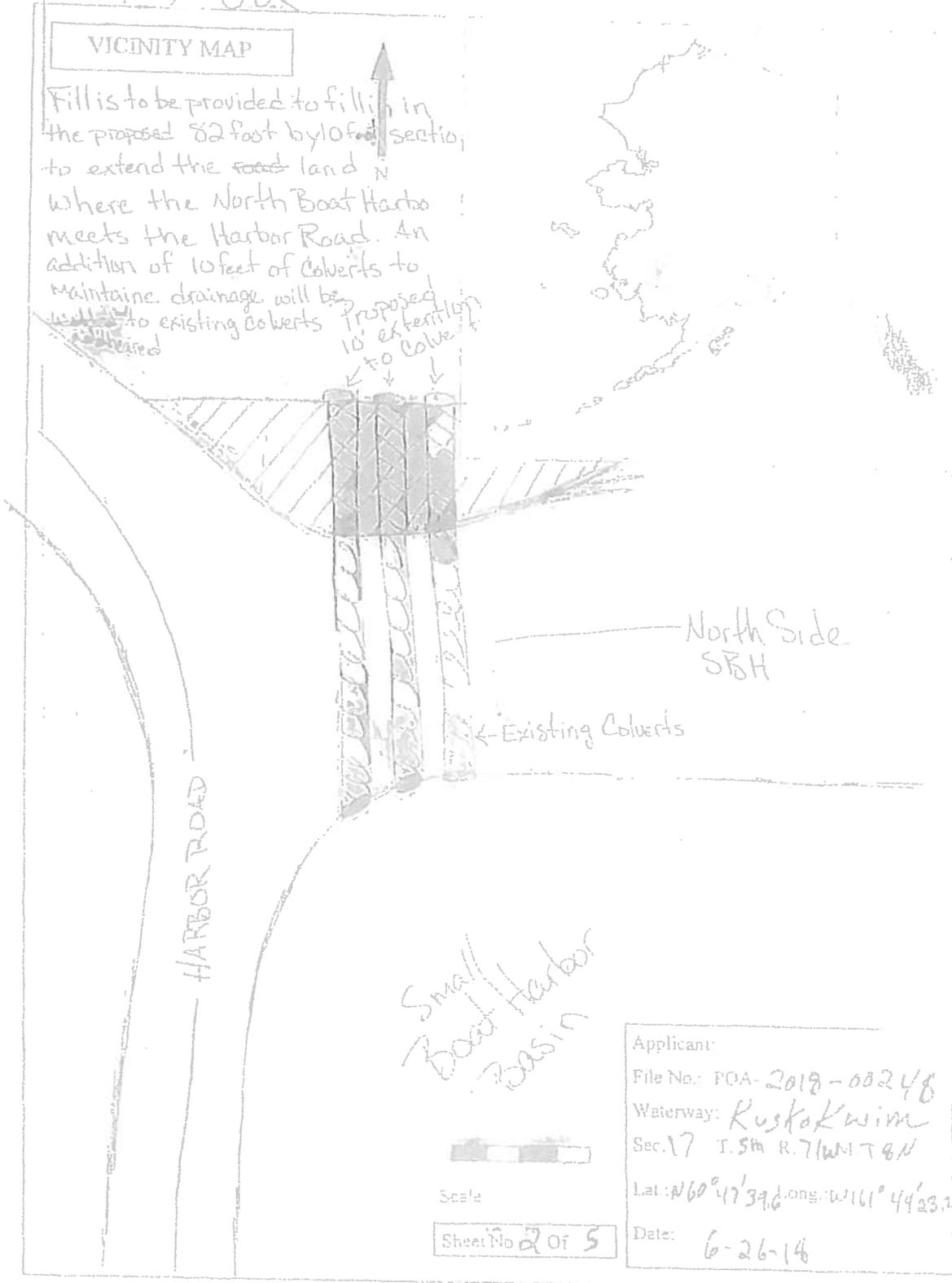
Date:

6-26-18

8x10x82

VICINITY MAP

Fill is to be provided to fill in the proposed 82 foot by 10 foot section to extend the road land where the North Boat Harbor meets the Harbor Road. An addition of 10 feet of Coverts to maintain drainage will be added to existing Coverts



Proposed  
10' extension  
to Coverts

North Side  
SBH

Existing Coverts

HARBOR ROAD

Small  
Boat Harbor  
Basin



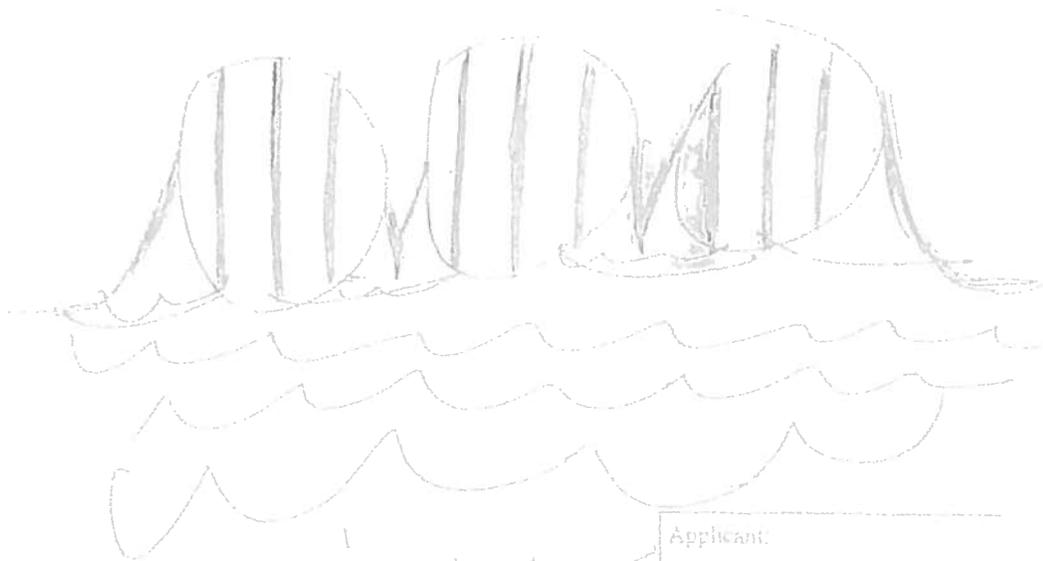
Scale

Sheet No 2 Of 5

Applicant:  
File No.: POA-2018-00248  
Waterway: Kuskokwim  
Sec. 17 T. 5N R. 7W MT 8N  
Lat: N60°47'39.6" Long: W161°44'23.1"  
Date: 6-26-14

# SIDE VIEW

VICINITY MAP



Scale:

Sheet No. 3 of 5

Applicant:

File No.: FDA-2018-00248

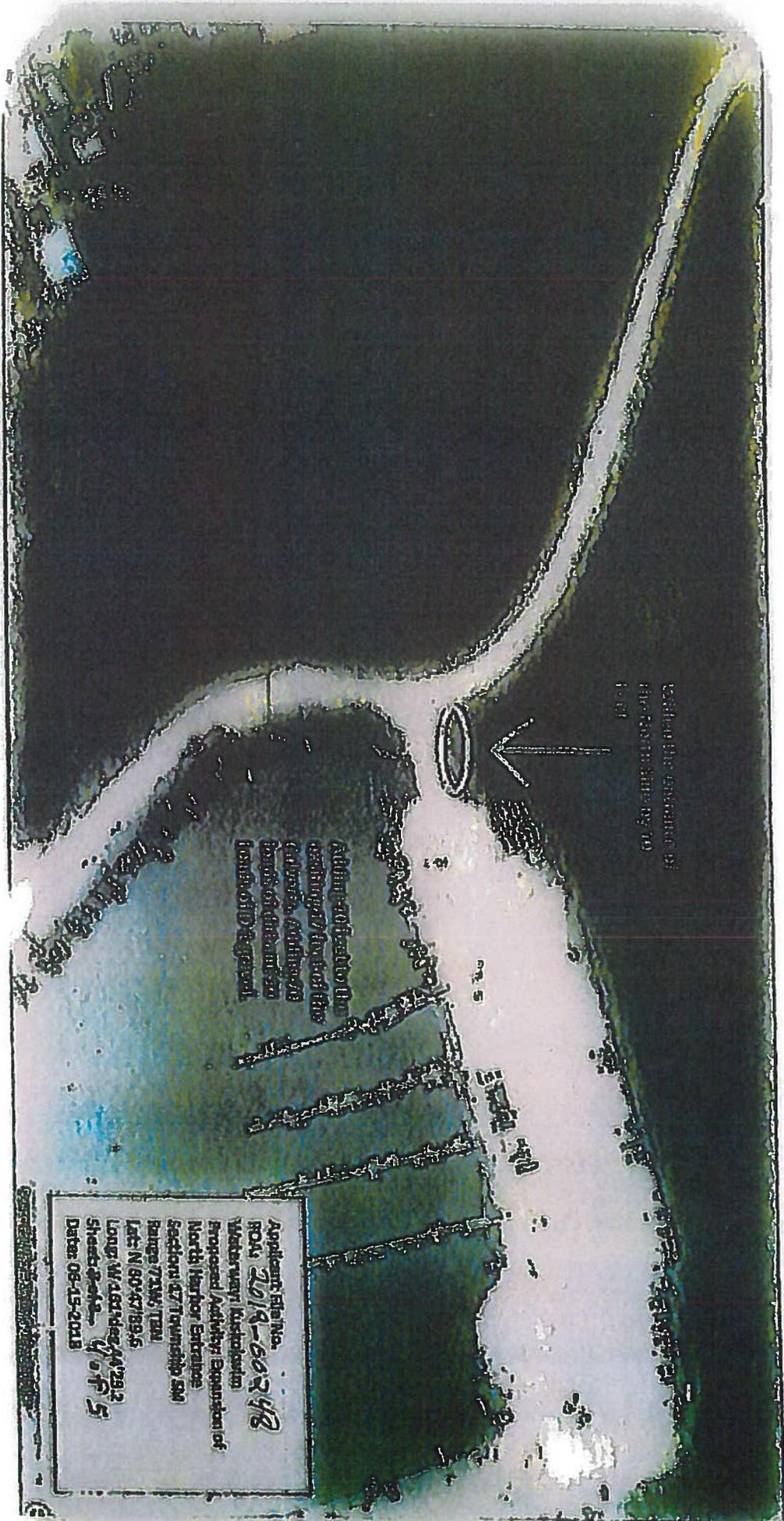
Waterway: Kuskokwim

Sec. 17-1 SPA R 71W.M. T8N

Lat:  $N 60^{\circ} 47' 29.6''$  Long:  $W 141^{\circ} 44' 23.2''$

Date:

6-26-18



Within the boundary of the Fort Simpson No. 10

Adding and located the existing parts of the Columbia, 60th Street, and parts of the area in the north of D-4 general.

Applicant file No. **2019-60242**  
Master way: **Waterway**  
Proposed Activity: **Expansion of North Harbor Entrance**  
Sections: **47 Township 20N Range 72W T20N**  
Lat: **N 60° 47' 19.6**  
Long: **W 103° 42' 44.292**  
Sheet: **4 of 5**  
Date: **08-15-2018**



Applicant File No.  
 POA:  
 Wzstwyng; kuzskokidim  
 Proposed Authority: Department  
 of North Harbor Enterprise  
 Section: 17 Township SM  
 Range: 72W, 17N  
 Lot: N. 07 47 98.6  
 Long: W. 401' 00" 49.29  
 Elevation: 2-4-11  
 Date: 05-15-2013

506 S

**A LIMITED SCOPE  
NARRATIVE APPRAISAL REPORT  
A MARKET RENT ESTIMATE OF  
1169 SECOND AVENUE  
LOT 3, BLOCK 20, USS 3230 A&B  
BETHEL ALASKA**

**FOR**  
MR. PETER WILLIAMS  
PORT DIRECTOR  
CITY OF BETHEL  
PO BOX 1388  
BETHEL, ALASKA 99559

**VALUATION DATE**  
DECEMBER 16, 2015

**BY**

STANLEY D. DUNAGAN

**AFFILIATED APPRAISERS OF ALASKA**  
501 W. NORTHERN LIGHTS BOULEVARD, SUITE 201  
ANCHORAGE, ALASKA 99503

**OUR FILE NO. SDD-15-1062**

## Affiliated Appraisers of Alaska

501 W. Northern Lights Blvd., Suite 201  
Anchorage, Alaska 99503  
(907) 274-1949 / Fax (907) 277-2304  
E-Mail: affappak@ak.net

January 16, 2016

Mr. Peter A. Williams  
Port Director  
City of Bethel  
PO Box 1388, Bethel, Alaska 99559

Re: A Limited Scope Appraisal of 1169 Second Avenue, Bethel, Alaska

Our File No. SDD-15-1062

Dear Mr. Williams,

As requested, the above referenced property has been inspected for the purpose of estimating its market rent. It is appraised on a cash or cash equivalent basis.

Located within this report are descriptive information, valuation data, analyses and conclusions used in estimating the subject's market rent. Values are based on current market conditions and surveys. The value found herein is subject to the Contingent and Limiting Conditions found in the report. This appraisal conforms to Volume 12, Code of Federal Regulations, Part 34, Subpart C (FIRREA) and is in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP).

As a result of my investigation and analyses, it is my opinion the subject's market rent, as of December 16, 2015 is as follows:

**Estimated Monthly Market Rent: \$2,400**

**Estimated Yearly Market Rent: \$28,800**

As instructed, the market rent estimate includes the building and land within the building footprint only, it does not include yard and parking area.

As agreed, this report is a limited scope appraisal report in a summary format. It presents only summary discussions of the data, reasoning, and analyses that were used in the appraisal process to develop the appraiser's opinion of market rent. Supporting documentation concerning the data, reasoning, and analyses is retained in the appraiser's file. The depth of discussion contained in this report is specific to the needs of the client. The appraiser is not responsible for unauthorized use of this report.

Mr. Peter Williams  
January 16, 2016  
Page 2

I hope you find the details of this appraisal relevant to your decisions regarding the subject property. If you have any questions, please call.

Sincerely,

AFFILIATED APPRAISERS OF ALASKA

A handwritten signature in black ink, appearing to read 'Stanley D. Dunagan'. The signature is stylized with a large, sweeping initial 'S' and a horizontal line extending to the right.

Stanley D. Dunagan  
Real Estate Appraiser  
State Certification No. AA-37

## TABLE OF CONTENTS

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Letter of Transmittal  
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### ADDENDA

GU – General Use Zoning Ordinance  
Qualifications of Appraiser

## SUMMARY OF SALIENT FACTS

LOCATION: The subject is located in the east portion of the townsite of Bethel, in the port industrial area. Its street address is 1169 Second Avenue, Bethel, Alaska, 99559.

LEGAL DESCRIPTION: Lot 3, Block 20, USS 3230 A&B, Bethel Recording District, Fourth Judicial District, State of Alaska

LATITUDE/LONGITUDE: 60.792341/161.747454

OSTENSIBLE OWNER (Lessor): City of Bethel

PROPERTY OCCUPANT: Lynden Alaska Marine Lines, who uses it for palletized freight in the summer and storage in the winter.

LAND AREA: Lot 3 contains 20,412 square feet. However, this market rent estimate is for the building and land beneath it only, which is 4,800 square feet.

TYPE OF IMPROVEMENTS: Located on-site is a fair to average quality 4,800 square foot steel frame storage warehouse in average- condition.

ZONING: I - Industrial

DATE OF INSPECTION: December 16, 2015

DATE OF MARKET RENT ESTIMATE: December 16, 2015

DATE OF REPORT: January 16, 2016

PROPERTY RIGHTS APPRAISED: Market rent. As instructed, the market rent estimate includes the building and land within the building footprint only, it does not include yard and parking area.

HIGHEST AND BEST USE: As Improved - Industrial Use

PURPOSE OF APPRAISAL: To estimate the subject's market rent.

CLIENT OF REPORT: Mr. Peter Williams, Port Director, City of Bethel

INTENDED USER: City of Bethel

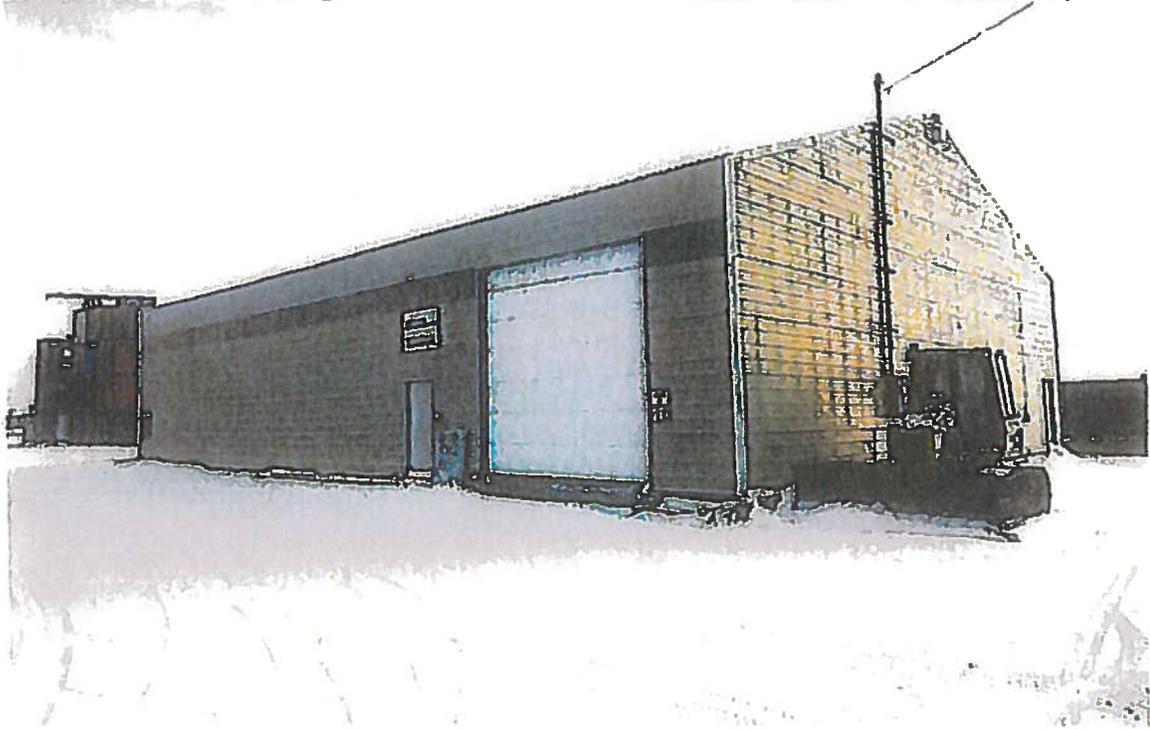
INTENDED USE: The client intends to use this appraisal for internal decisions regarding the subject.

ESTIMATED MARKET RENT: \$2,400 Per Month/\$28,800 Per Year

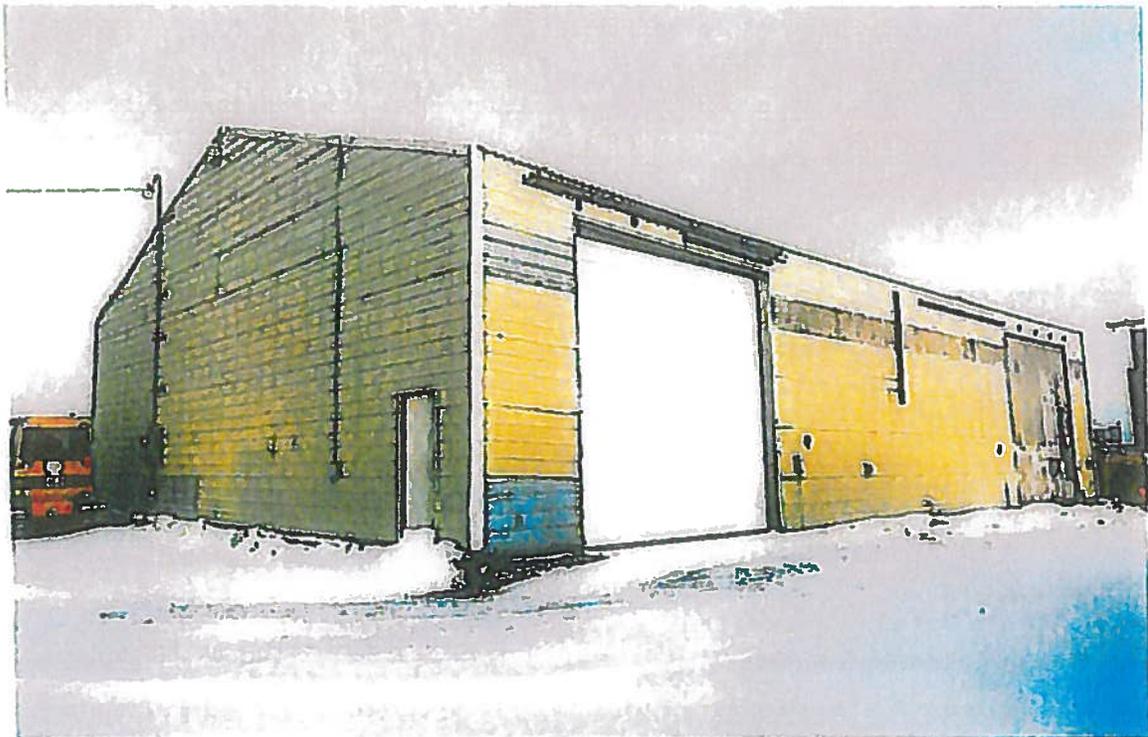
**SUBJECT PHOTOGRAPHS**

TAKEN BY: S.D. Dunagan

DATE TAKEN: December 16, 2015



Southeast view towards the subject.

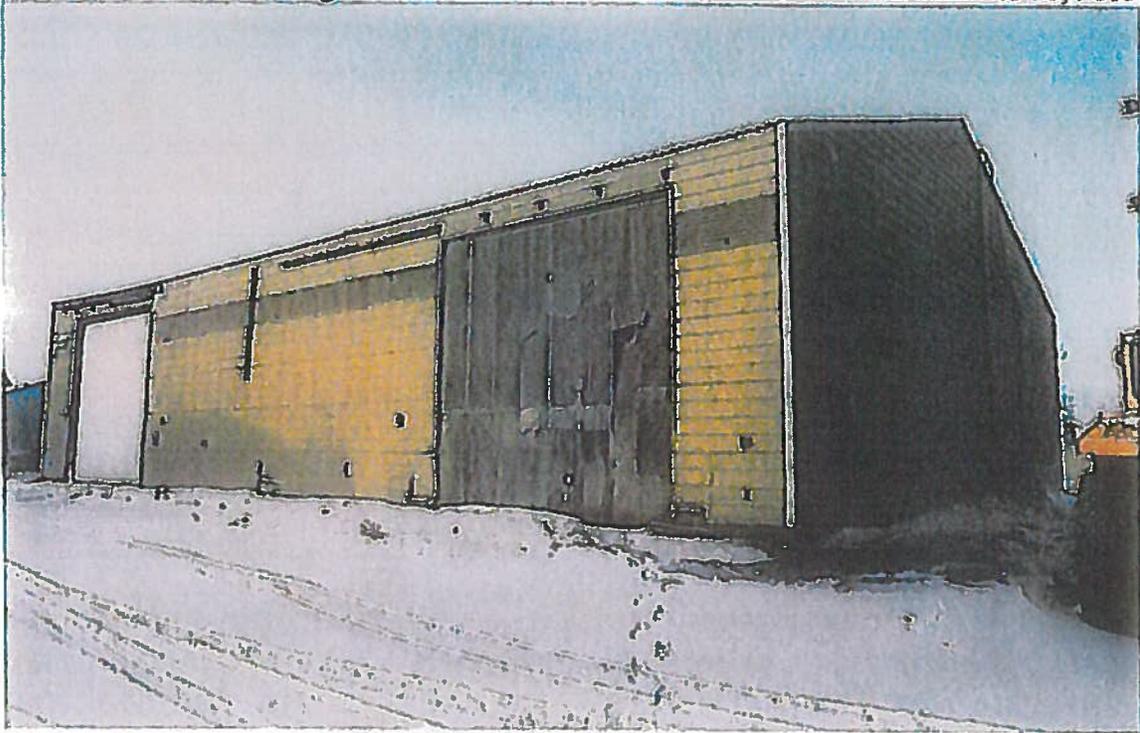


Northeast view towards the subject.

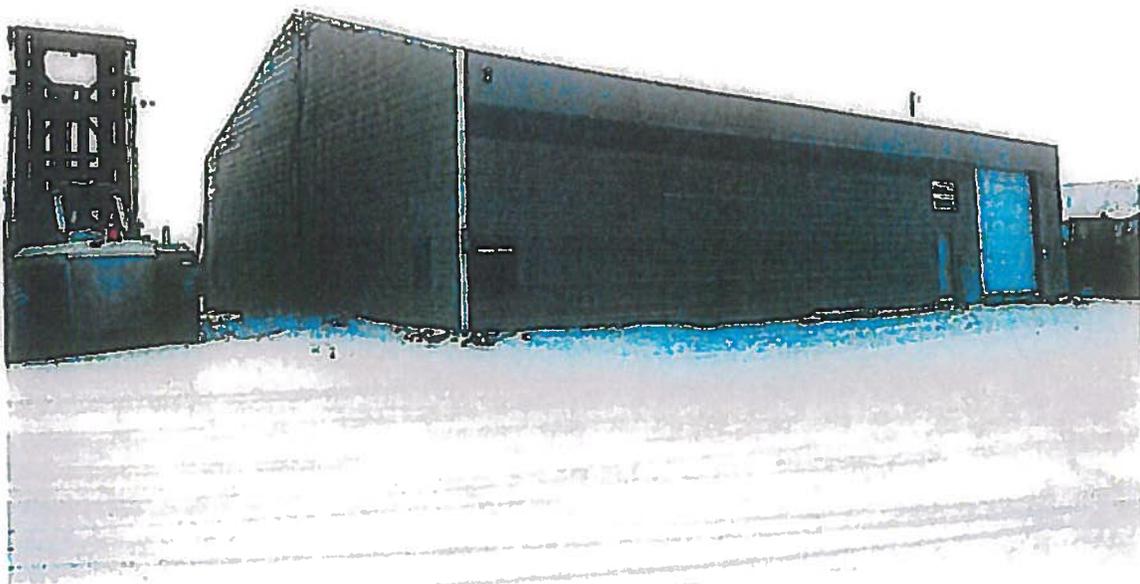
**SUBJECT PHOTOGRAPHS**

TAKEN BY: S.D. Dunagan

DATE TAKEN: December 16, 2015



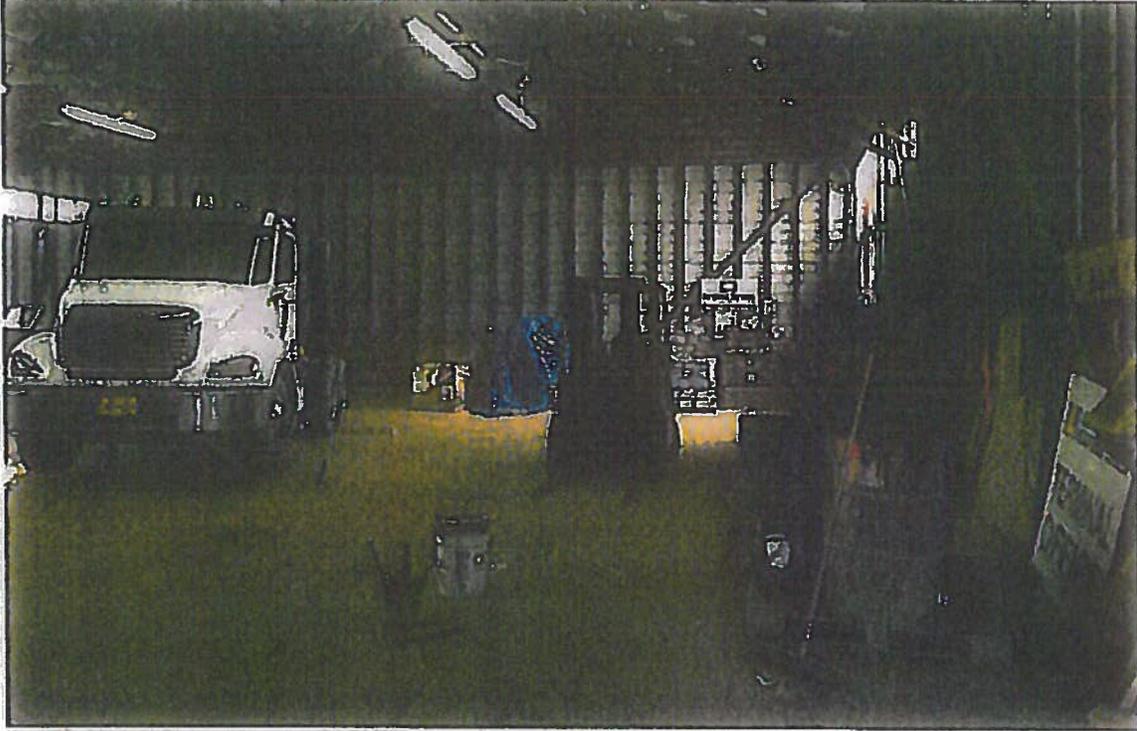
Northwest view towards the subject.



Southwest view towards the subject.

**SUBJECT PHOTOGRAPHS**

**TAKEN BY: Peter Williams**



**Interior view.**

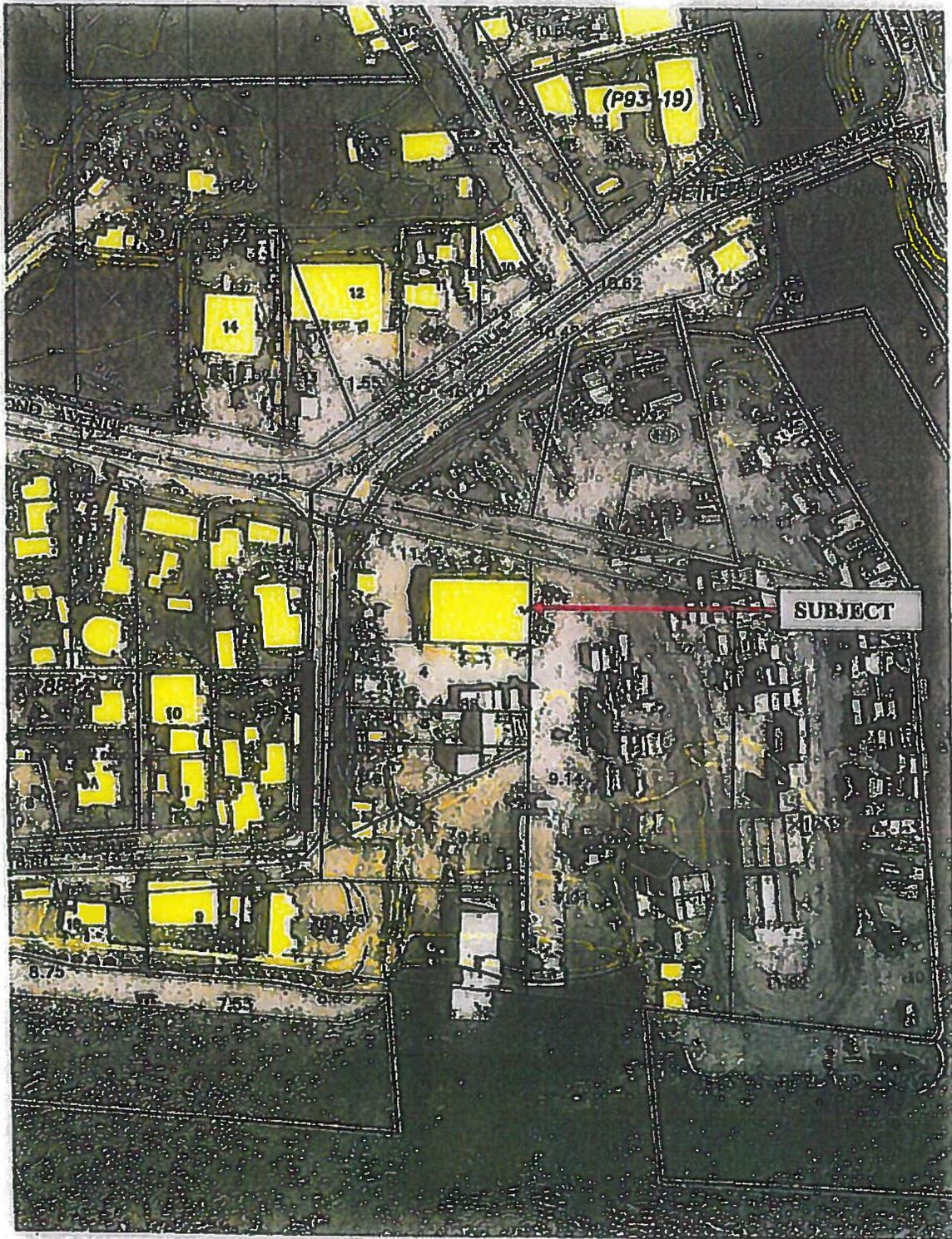


**Interior view.**





**BETHEL 1713 GRID MAP - JUNE 17, 2002**



GOOGLE EARTH AERIAL PHOTOGRAPH – AUGUST 26, 2012



## CONTINGENT AND LIMITING CONDITIONS

The certification of the Appraiser appearing in the appraisal report is subject to the following conditions and to such other specific and limiting conditions as are set forth by the Appraiser in this report.

1. The Appraiser assumes no responsibility for matters of a legal nature affecting the property appraised or the title thereto, nor does the Appraiser render any opinion as to the title, which is assumed to be good and marketable. The property is appraised as though under responsible ownership.

2. Any sketch in the report may show approximate dimensions and is included to assist the reader in visualizing the property. The Appraiser has made no survey of the property.

3. The Appraiser is not required to give testimony or appear in court because of having made the appraisal with reference to the property in question, unless arrangements have been previously made therefore.

4. If applicable, any distribution of the valuation in the report between land and improvements applies only under the existing program or utilization. The separate valuations for land and building must not be used in conjunction with any other appraisal and are invalid if so used.

5. The Appraiser assumes that there are no hidden or unapparent conditions of the property, subsoil, or structures which would render it more or less valuable. The Appraiser assumes no responsibility for such conditions, or for engineering which might be required to discover such factors.

6. Information, estimates, and opinions furnished to the Appraiser, and contained in the report, were obtained from sources considered reliable and believed to be true and correct. However, no responsibility for accuracy of such items furnished the Appraiser can be assumed by the Appraiser.

7. Disclosure of the contents of the appraisal report is governed by the Bylaws and Regulations of the Appraisal Institute.

8. Possession of this report, or a copy thereof, does not carry with it the right of publication. It may not be used for any purpose by any person other than the party to whom it is addressed without the written consent of the appraiser, and in any event only with the proper written qualification and only in its entirety. This appraisal report is incomplete and cannot be relied upon without the letter of transmittal.

9. This appraisal report has been prepared for the exclusive benefit of the client and intended user. Neither all nor any part of the contents of this report shall be conveyed to any person or entity, other than the appraiser's or firm's client, through advertising, solicitation materials, public relations, news, sales, or other media without the written

consent and approval of the author, particularly as to valuation conclusions, the identity of the appraiser or firm with which the appraiser is connected, or any reference to the Appraisal Institute. Further, the appraiser or Affiliated Appraisers of Alaska assumes no obligation, liability, or accountability to any third party. If this report is placed in the hands of anyone but the client, client shall make such party aware of all the assumptions and limiting conditions of the assignment.

10. If applicable, on all appraisals, subject to satisfactory completion, repairs, or alterations, the appraisal report and value conclusion are contingent upon completion of the improvements in a workmanlike manner.

11. The Appraiser is not a qualified expert and makes no statement as to the certification of subject to be free of hazardous conditions. The only way to be certain as to the condition of the property with respect to "environmental hazards" is to have an expert in the field inspect the property. The appraisal should not be relied upon as to whether or not environmental hazards actually exist on the property.

12. Affiliated Appraisers of Alaska is an affiliation of independent appraisers. Unless cosigned, this appraisal is solely the work of the appraiser signing the report.

## GENERAL INFORMATION

LOCATION: The subject is located in the east portion of the townsite of Bethel, in the port industrial area. Its street address is 1169 Second Avenue, Bethel, Alaska, 99559.

LEGAL DESCRIPTION: Lot 3, Block 20, USS 3230 A&B, Bethel Recording District, Fourth Judicial District, State of Alaska

OSTENSIBLE OWNER: City of Bethel

PROPERTY OCCUPANT: Lynden Alaska Marine Lines

DATE OF INSPECTION: December 16, 2015

DATE OF MARKET RENT ESTIMATE: December 16, 2015

DATE OF REPORT: January 16, 2016

PROPERTY RIGHTS APPRAISED: Market rent. As instructed, the market rent estimate includes the building and land within the building footprint only; it does not include yard and parking area.

PURPOSE OF THE APPRAISAL: The purpose of the appraisal is to provide an opinion of the subject's market rent. The *Dictionary of Real Estate Appraisal, Fifth Edition*, Appraisal Institute, defines market rent as follows:

“The most probable rent that a property should bring in a competitive and open market reflecting all conditions and restrictions of the lease agreement, including permitted uses, use restrictions, expense obligations, term, concessions, renewal and purchase options, and tenant improvements (TIs).”

CLIENT OF REPORT: Mr. Peter Williams, Port Director, City of Bethel

INTENDED USER: City of Bethel

INTENDED USE: The client intends to use this appraisal for internal decisions regarding the subject.

SCOPE OF THE APPRAISAL: The scope of the appraisal includes the following:

- 1) Stanley D. Dunagan inspected the subject on December 16, 2015. I was not able to inspect the interior. Information on the building's interior and photographs, were supplied by the client.
- 2) Neighborhood inspection and analysis. Area analysis based primarily on private and government publications, and other economic studies and indicators.
- 3) A sales search for comparable rents that began in the subject neighborhood, and was then expanded until adequate data was found to arrive at a market rent conclusion.
- 4) Sources of data include our files, other appraisers, Alaska Multiple Listing Service, real estate agents and market participants.
- 5) Confirmed and analyzed the data and used a comparative analysis to estimate market rent. The cost, income and sales comparison approaches to estimate market value are not relevant to the appraisal problem.

THREE-YEAR SALES HISTORY: The subject has not sold or been listed for sale over the past three years.

## AREA AND NEIGHBORHOOD ANALYSIS



The subject is located in the east portion of the Bethel townsite. Bethel is located on the north bank of the Kuskokwim River, 40 miles inland from the Bering Sea. It is 400 air miles west of Anchorage and 540 miles southwest of Fairbanks. Because of its central location in Southwestern Alaska, it has become the center of trade, transportation, administration and education for a vast region. Within this area, covering about 100,000 square miles, are 56 villages, with a combined population of about 15,000, most of whom are Eskimo or Athabascan Indian.

The Moravian Brotherhood Mission established a church and school in Bethel in 1884. By the early 1900s Bethel was a well-established trading and distribution center and the logical location for governmental agencies serving the area. Because of the job opportunities offered by them, including the Yukon-Kuskokwim Delta Regional

Hospital, the Yukon-Kuskokwim Health Corporation and the Lower Kuskokwim School District, many people from villages in the area have moved to Bethel. Bethel is a second-class city with a Mayor-Council form of government. It has a 6% city sales tax but no real property tax.

The city site is flat and vegetation is sparse. Soils conditions are typically poorly drained arctic tundra. Most buildings are constructed on pilings or sand pads. The mean summertime temperature is 53 degrees and the mean winter temperature is 11 degrees. Due to harsh climatic conditions, the wind chill factor can drop to more than -70 degrees.

The population of Bethel is 6,241 within the city limits. The 2000 population was 5,471, reflecting an average annual growth rate of approximately 1%. The 2009-2013 American Community Survey (ACS) estimates 2,730 residents as employed, with 30% of those employed working for the public sector. The ACS surveys estimated median household income was \$77,500+/- and per capita income \$29,968+/-.

The state-owned Bethel airport is a regional transportation center, the third busiest airport in the state in regards to flight operations. It has 6,400' and 4,000' asphalt runways and a 1,860' gravel cross-wind runway. Float plane bases are located at Hangar and H-Marker lakes. Within Bethel are 22 miles of paved roads maintained by the State of Alaska, Department of Transportation and Public Facilities and 16 miles of gravel surfaced roads maintained by the City of Bethel.

The Yukon-Kuskokwim Delta Regional Hospital complex was constructed in Bethel in the early 1980s at a cost of approximately \$40 million. The Yukon-Kuskokwim Health Corporation (YKHC) constructed a 66,000 square foot medical office building across the Chief Eddie Hoffman Highway from the hospital in the late 1990s. YKHC is in the planning stages for construction of a 130,000 square foot primary care clinic and renovation of and addition to the existing hospital to serve their health care area, which includes about 25,000 people in a region the size of the state of Kansas. The cost of this project is projected at \$287,000,000. To facilitate this expansion, congress recently

passed legislation to transfer 23 acres of federal land and USDA has approved a \$165,000,000 loan. YKHC is working to fund the remainder. When completed, it is projected to add 200 to 400 new jobs. YKHC is also constructing the 16 bed Phillips Ayagnirvik Treatment Center (PATC) about 400 feet northeast of the subject. This project suffered a setback in 2014, when it was about 90% framed and destroyed by fire. YKHC recently completed construction of the YK Elder's Home about 100 feet northeast of the subject and the Bethel Prematernal Home adjacent to the east side of the subject.

Alaska State Troopers are stationed in Bethel and the city has a local police department. Bethel also has a modern fire department headquarters that was constructed in the early 1980s. A public project that is of significant benefit is the stabilizing of the banks of the Kuskokwim River, which had been eroding within the city. Another significant project is the upgrading of the port area by the City of Bethel. This upgrading has helped to increase the desirability of the port area and nearby commercial and industrial areas. Bethel has the only medium draft port in the region. The port is an area of considerable summertime economic activity. This area is a fueling, boat loading, unloading area, and village purchasing area for boat traffic up and down the Kuskokwim River.

Construction of Phases 1 and 2 of the ten-acre Yuut Elitnaurviat People's Learning Center is complete. It is a three-phase project which is a regional alternative school and vocational training center for teens and adults. It provides on-site housing and social support services, hands on training and employment, secondary curriculum and academics, post-secondary academics geared toward earning a certificate, associate degree or feeding into a four-year program. It is a partnership of the Lower Kuskokwim School District, University of Alaska-Fairbanks, Kuskokwim Campus of the College of Rural Alaska, Association of the Village Council Presidents, Association of the Village Council Presidents Regional Housing Authority, Yukon Kuskokwim Health Corporation, Coastal Villages Region Fund, and Yukon Delta Fisheries Development Association.

The Yukon-Kuskokwim Regional Aquatic Health and Safety Center, adjacent to the Yuut Elitnaurviat People's Learning Center, was completed in late 2014. Facility size is 21,164 square feet. It has a six lane pool, family pool, weight room and fitness room.

Construction of a new elementary school in the northeast corner of the Bethel townsite was completed in 2009. A new Bethel National Guard Readiness Center, in the Bethel Airport area, was completed in late 2011. AVCP Regional Housing completed construction in 2011 of a 32,000 square foot office building in their mixed use complex to accommodate their growing office space needs.

Bethel Native Corporation constructed the Kipusvik shopping center with attached movie theatre, just west of the YKHC Headquarters Office Building. It was intended for long term lease to Omni Enterprises. However, Omni Enterprises, Inc. has defaulted on the lease is in bankruptcy liquidation proceedings. The store area will now house the Ayaprun Yup'ik K-6 immersion school, which had its school, at the Kilbuck campus, destroyed by fire in early November 2015.

Sewer and water utilities are provided by the City of Bethel. Turnkey III Subdivision, Bethel Heights Subdivision, "City Sub" (a portion of USS 3770) and a portion of Ptarmigan Subdivision are served by above ground insulated water and sewer lines. These lines are slowly being extended to other areas. Some private and government buildings have city water and sewer line service but about 75% of the buildings and houses in Bethel are serviced by city tanker trucks delivering water and picking up sewage from on-site holding tanks. Electricity for the area is provided by Bethel Utilities and telephone by United Utilities Inc. Internet, cell phone service and television are supplied by GCI.

A majority of the interim financing for development and loan servicing is provided by First National Bank of Alaska, Wells Fargo Bank and Alaska USA Federal Credit Union, which have bank branches in Bethel. Typical secondary single-family residential financing is provided by Alaska Housing Finance Corporation, a state agency.

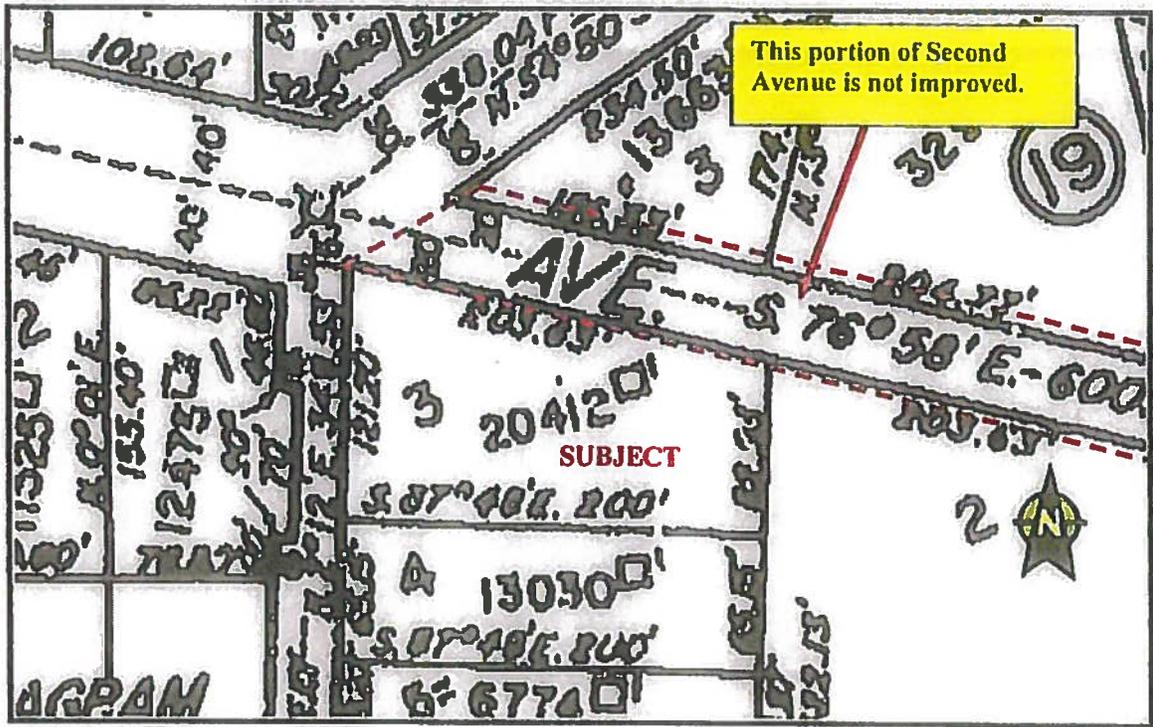
The past high price of oil and tighter financing requirements slowed the residential sales market. However, most Bethel apartment owners recently surveyed report full or near full occupancies. Most habitable retail space is owner occupied; few properties have lease area available. Area wide occupancy for habitable average and above average quality office space is above 90%. A majority of the office space is owner-occupied. Most light industrial space is owner occupied.



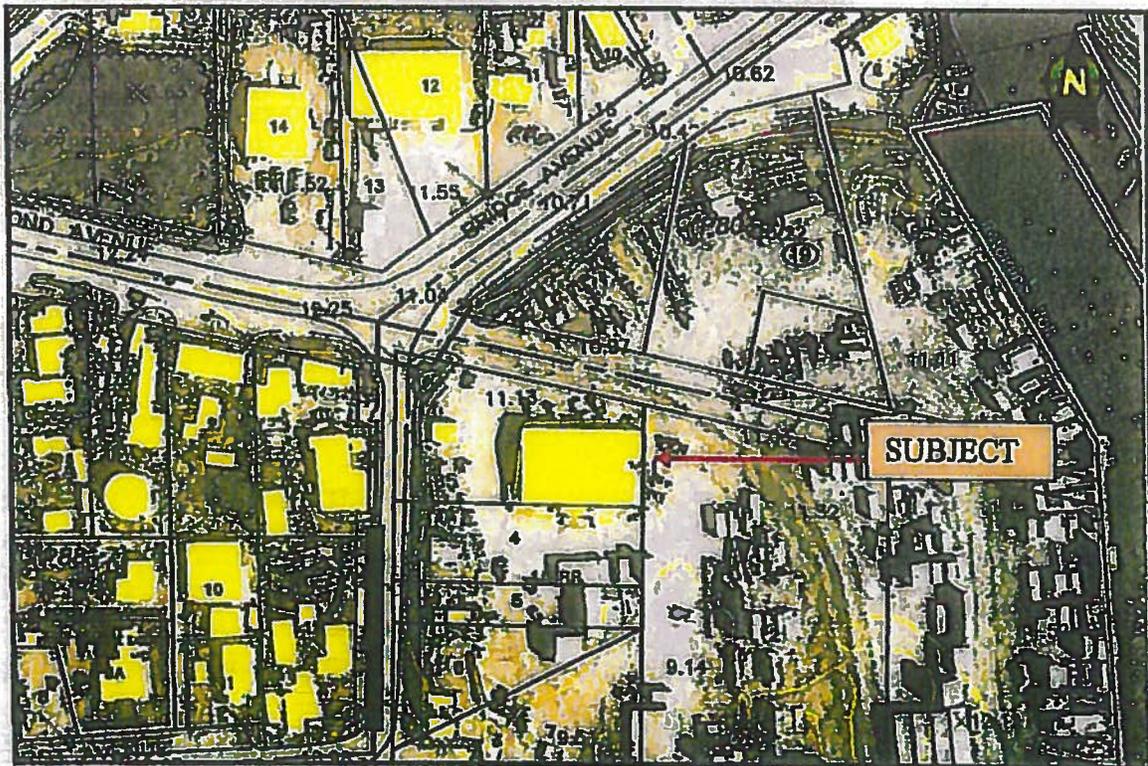
The subject is located in the east portion of the Bethel townsite, at the northwest corner of the nine acre Port of Bethel cargo dock. The port is the receiving and transshipment

center for petroleum products and barged freight for the Yukon-Kuskokwim Delta. The port yard is to the south and east of the subject. Property use to the west and north of the subject is mixed, primarily consisting of residential and commercial. The subject building is leased to Lynden Alaska Marine Lines, who uses it for palletized freight in the summer and storage in the winter. The subject's location is supportive of its present industrial use.

**PROPERTY DESCRIPTION**



**City Grid Map No. 1713 – June 17, 2002**

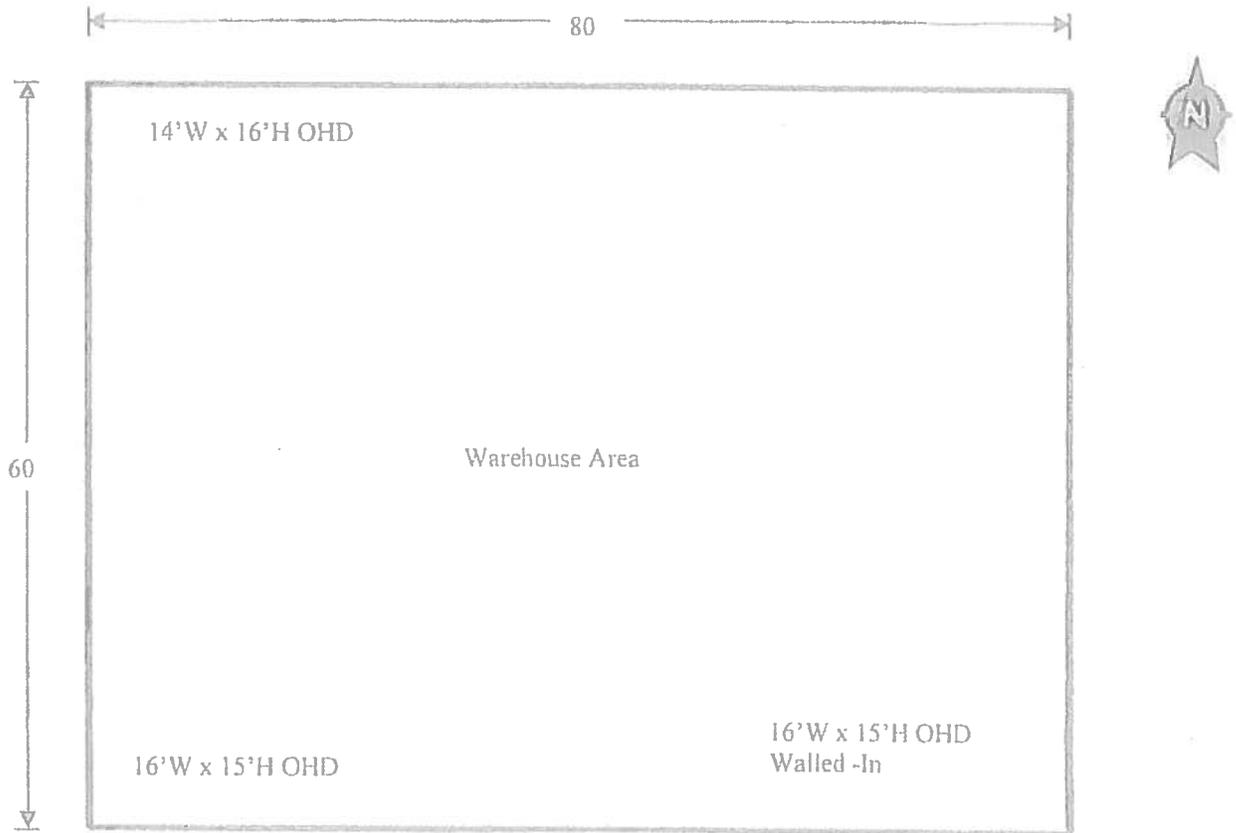


**Land Description:** The market rent includes the building and the 4,800 square feet of land beneath it. It and surrounding land is level, filled, gravel surfaced port yard that is at street grade.

Electricity and telephone are extended to the subject. Public water and sewer lines are not extended to this portion of the Bethel townsite. Buildings in this area have on-site water and septic tanks, routinely serviced by City of Bethel tanker trucks. This is typical of a majority of the buildings in Bethel.

Primary access to the subject is via a driveway at the southeast corner of Bridge Avenue and Second Avenue. Both are two-lane, two-way, paved publicly maintained roads. Bridge Avenue has an average daily traffic count of 3,520 and Second Avenue has an average daily traffic count of 2,670. The Second Avenue right-of-way north of the subject is not improved. FEMA Map No. 0201040061C indicates the site is in a flood zone, as is a majority of the east portion of the Bethel townsite. If flooding occurs, it is usually during the spring breakup of the Kuskokwim River and lasts one week or less.

**Building Description:** Located on-site is a fair quality 4,800 square foot wood frame warehouse. It is 80 feet long and 60 feet wide. It is leased to Lynden Alaska Marine Lines, who uses it for palletized freight in the summer and storage in the winter. The interior is not partitioned. The foundation system consists of perimeter wood beams resting on steel pilings. The floor base is sand, which has a steel plate overlay. The wall construction is wood frame, the siding is lap metal and a semi-transparent fiberglass band to allow natural lighting. Wall eaves and ceiling height is 18 feet. The roof construction is wood frame, coverings are sheet metal. There one 14' wide by 16' high drive-in overhead door at the northwest corner, one 16' wide by 15 foot high drive in overhead door at the southwest corner and one 16' wide by 15 foot high drive in overhead door that has been walled in at the southeast corner. Steel personnel doors are located on the north and west walls. There are no windows. The interior wall and ceilings are not insulated or covered. The building is not heated. Lighting is supplied by hanging fluorescent fixtures. There is no ventilation system, sprinklers or plumbing.



The client indicates the roof covering does not leak and a new overhead door was recently installed at a cost of \$12,000. Most of the foundation system could not be observed. The floor is uneven and siding damage was noted. The building can flex during high winds. The subject was most likely constructed something between 1975 and 1980. The estimated remaining economic life is 15 years, which can be further prolonged by maintenance and upgrades.

**Zoning:** The City of Bethel zoning map The City of Bethel Planners Office indicates the site is zoned I – Industrial District. The City of Bethel’s intent for the I – Industrial zoning district is as follows:

“The industrial district is intended to apply to areas where industrial development is the predominant, or is expected to be the predominant use.”

This zoning allows a wide variety of commercial and industrial uses but prohibits most residential uses. The subject's current use as a warehouse is allowed. An as-built survey was not supplied. Building setback requirements are 15 feet front yard and 10 feet side and rear yard. The subject appears to conform to setback requirements.

Required parking for industrial use is 1 space per employee plus 1 space per commercial vehicle plus 1 space per 700 square feet of patron service area.

**Assessed Values and Real Estate Taxes:** There are no real property taxes in Bethel.

**Environmental Hazards:** An environmental report was not supplied. To the best of my knowledge, there are no buried fuel tanks, hazardous building materials or site contamination present. I am not a qualified environmental engineer, and do not certify the site to be contamination free. The market rent assumes the subject is environmentally sound.

## HIGHEST AND BEST USE

In common appraisal practice, the concept of highest and best use is the premise upon which a value estimate is based. The Fifth Edition of the *Dictionary of Real Estate Appraisal* published by the Appraisal Institute defines highest and best use as follows:

“The reasonably probable and legal use of vacant land or an improved property that is physically possible, appropriately supported, financially feasible, and that results in the highest value. The four criteria the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum productivity. Alternatively, the probable use of land or improved property—specific with respect to the user and timing of the use—that is adequately supported and results in the highest present value”.

**Possible Use:** The subject is located in the east portion of the Bethel townsite at the northwest corner of the port dock area. The land is filled, level and at street grade, with electricity and telephone service available. Possible uses include industrial, commercial, residential and public.

**Permissible Use (Legal):** Legal use as it applies to the subject site is zoning. The I - Industrial zoning allows a wide variety of public, commercial and industrial uses. It prohibits most types of residential use, other than a single dwelling use as an accessory use to a principal allowed use.

**Feasible Uses:** The subject is located within the port dock area. As vacant, the most feasible use is industrial associated with freight shipping operations.

**Maximally Productive:** At this time there is no identified alternative use of the site that would justify the demolition of the existing building. As improved, the maximally productive use of the subject is as improved – industrial.

### MARKET RENT ESTIMATE

The building is not heated or plumbed. The client indicates the tenant has been paying \$2,000 per month plus sales tax and electricity over the past three years. A new two year lease will be at \$2,036 per month plus sales tax and electricity. This contract rent is for the building only and land beneath it only.

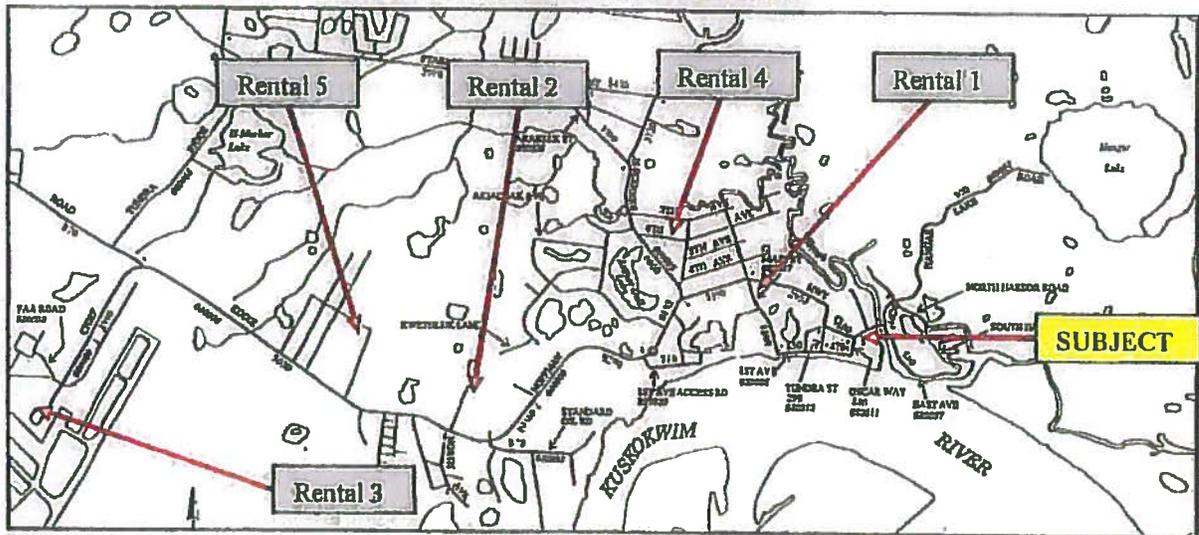
Rental data of light industrial properties in Bethel is very limited, as most are owner occupied. Following is a summary of the comparable rentals used in estimating the subject's market rent.

#### Summary of Comparable Rentals

Comp. No.	Location	Rent	Tenant Expenses	Adjusted Rent/SF
1	290 Third Avenue	\$1.00	H, WSR	\$0.58
2	1380 Kwethluk Lane	\$0.99	U	\$0.88
3	3580 Chief Eddie Hoffman Hwy	\$1.18	H, WSR	\$0.94
4	155-181 Sixth Avenue	\$1.38	U	\$1.23
5	168 Salmonberry Drive	\$1.39	U	\$1.05
Subject	1169 Second Avenue	\$0.42	Assume U	

U = Tenant Pays All Utilities, H = Heating Oil, WSR = Water, Sewer & Refuse

## COMPARABLE RENTALS MAP



As instructed by the client, the market rent analysis includes the building and land beneath it only and assumes the tenant will pay utilities, which consists of electricity only as the building is not heated or plumbed. The adjusted rent column reflects this scenario. The rents of Comparable Rental Nos. 1 and 3 are adjusted  $-\$0.03/\text{SF}$  and  $-\$0.02/\text{SF}$ , respectively, for the lessor paying electricity. The adjustments are based on the lessor's actual electricity expense, which he indicates is very minor as these two comparables are used for storage only. The comparable rentals are also adjusted for yard and parking area included in their rents. The rent paid for yard/parking area is for each comparable is calculated by subtracting the ground floor area of the building from the total site area, which calculates the yard and parking area excluding the building footprint area. The yard and parking area is multiplied times a typical  $\$0.05/\text{sf}$  monthly yard area rental rate to estimate the monthly rent paid for the yard and parking area, which is then divided by the building area to calculate the parking/yard area adjustment. The contract rents are adjusted as follows:

Contract Rent Adjustment Grid

<b>Comparable No</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Contract Rent/SF	\$1.00	\$0.99	\$1.18	\$1.38	\$1.39
Subtract: Utilities Paid by Lessor	\$0.03	\$0.00	\$0.02	\$0.00	\$0.00
Subtract: Rent Paid For Yard/Parking Area	<u>\$0.39</u>	<u>\$0.11</u>	<u>\$0.22</u>	<u>\$0.15</u>	<u>\$0.34</u>
Adjusted Contract Rent	\$0.58	\$0.88	\$0.94	\$1.23	\$1.05

Comparative Analysis

Comparable Rental No. 1 is an eight year old 2,000 square foot heated steel frame warehouse fronting Third Avenue in the east portion of the Bethel central business district. It is located on a 17,619 square foot site that is not fenced. The land to building ratio is 8.8:1. The building has a concrete floor and insulation blanket covered interior wall and ceiling coverings. Wall eaves height is 16 feet. Vehicle access is via a single drive-in overhead door. The interior is not partitioned and it does not have a restroom or any plumbing. There is no water/sewer charge as there is no plumbing. The lessor indicates electricity is about \$30 per month or \$0.02 per square foot per month.



In comparison to the subject, it is adjusted down for its superior quality as it has a concrete floor and is insulated and heated whereas the subject has a steel plate floor laid over a sand base and is not insulated or heated. It is also adjusted down for its superior condition and smaller building size. This adjustment considers smaller buildings are typically more costly to construct on a per square foot basis than larger buildings due to economies of scale and consequently smaller buildings tend to rent for more per square foot than similar smaller buildings. This comparable indicates a market rent for the subject of less than \$0.58 per square foot.

## MUNICIPAL DOCK REVENUE (52-50)

		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
	<b>REVENUE:</b>					
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
52-43-424	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
52-45-467	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
	<b>Total Revenues</b>	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)			
	<b>Total Undesignated Revenues</b>	1,194,067	991,493	1,181,167	757,768	704,000

<b>Municipal Dock Expenses (52-50)</b>		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
<b>PERSONNEL:</b>						
	<b>Total Personnel</b>	385,664	305,215	263,379	340,711	306,576
<b>MATERIALS, SUPPLIES, &amp; SERVICES</b>						
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
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	-	-	-
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
	<b>Total MS&amp;S</b>	202,402	363,226	185,778	283,130	311,727
	<b>Total Operating Expenses</b>	588,066	668,441	449,157	623,841	618,303
<b>PROJECT EXPENSES (52-50-77X)</b>						
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
77X	Multibeam/Hydrographic Survey				-	-
	<b>Total Project Expenses</b>	54,857	136,714	120,038	56,000	56,000
<b>CAPITAL EXPENSES (52-50-69X)</b>						
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	-	-
	<b>Total Capital Expenses</b>	4,237	25,063	303,777	25,000	110,000
<b>TRANSFERS OUT</b>						
990	Port Office Capital Improvement Fund Capital Improvements (2018)	50,000	300,000	-	-	-
	<b>Total Transfers Out</b>	50,000	300,000	-	50,000	50,000
	<b>Total Non-Operating Expenditures</b>	109,094	461,778	423,815	131,000	216,000
	<b>Total Operating, Projects, Capex &amp; Transfers</b>	697,160	1,130,219	872,972	754,841	834,303

## SMALL BOAT HARBOR (52-55)

Revenue		FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
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
	<b>Total Operating Revenue</b>	158,247	237,599	271,500	271,500
52-49-487	Interest Income		(12,788)	1,031	2,000
	<b>Total Revenue</b>	158,247	224,812	272,531	273,500
<b>PERSONNEL:</b>					
	<b>Total Personnel</b>	133,532	104,025	151,166	150,958
<b>MATERIALS, SUPPLIES, &amp; SERVICES</b>					
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
XXX	Cameras				
998	Administrative Overhead			29,019	29,266
	<b>Total Materials, Supplies &amp; Services</b>	12,963	15,264	31,250	44,850
	<b>Total Operating Expenses</b>	12,963	15,264	31,250	44,850
775	Gravel		15,064	16,000	16,000
	<b>Total Operating &amp; Project Expenditures</b>	12,963	30,328	47,250	60,850