



City of Bethel

P.O. BOX 1388

Bethel, Alaska 99559

Phone: 907- 543-2047

Fax: 907-543-3781

Regular City Council Meeting

January 27, 2015

6:30 P.M.

Council Chambers; Bethel, Alaska



City Council Meeting Agenda Regularly Scheduled Meeting January 27, 2015-6:30 pm City Hall 300 State Highway, Bethel, AK City of Bethel Council Chambers

Rick Robb
Mayor
Term Expires 2015
543-1879
rrobb@cityofbethel.net

Lelf Albertson
Vice-Mayor
Term Expires 2015
543-2819
labertson@cityofbethel.net

Mark Springer
Council Member
Term Expires 2015
545-1450
mspringer@cityofbethel.net

Heather Pike
Council Member
Term Expires 2015
444-7211
hpike@cityofbethel.net

Chuck Herman
Council Member
Term Expires 2016
545-5394
cherman@cityofbethel.net

Zach Fansler
Council Member
Term Expires 2016
545-3300
zfansler@cityofbethel.net

Byron Maczynski
Council Member
Term Expires 2016
545-0970
bmaczynski@cityofbethel.net

Ann Capela
City Manager
543-2047
acapela@cityofbethel.net

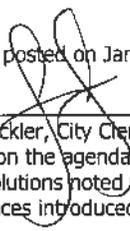
Lori Strickler
City Clerk
543-1384
lstrickler@cityofbethel.net

Patty Burley
City Attorney

Mary Sattler
Lobbyist

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. PEOPLE TO BE HEARD** – Five minutes per person
- V. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA**
- VI. APPROVAL OF MEETING MINUTES**
 - a) * **P3** Regular City Council Meeting January 13, 2015
 - b) * **P13** Special City Council Meeting January 14, 2015
- VII. REPORTS OF STANDING COMMITTEE**
 - a) Public Safety and Transportation Commission
 - b) Port Commission
 - c) Planning Commission
 - d) Parks and Recreation Committee
 - e) Finance Committee
 - f) Public Works Committee
 - g) Energy Committee
 - h) Non Standing Committee Reports
- VIII. SPECIAL ORDER OF BUSINESS**
 - a) USA Pool Update On The YK Regional Aquatic Training and Health Center (Mayor Robb)
- IX. UNFINISHED BUSINESS**
 - a) **P27** AM 15-08: Designating And Approving Two Council Members To Attend The National League of Cities Conference, March 9-12, 2015 (Mayor Robb)
 - b) *Administrative Leave Request For The City Manager To Attend The National League Of Cities Conference, March 7 Through March 11, 2015 (Mayor Robb)
- X. NEW BUSINESS**
 - a) **P31** *Resolution 15-01: Supporting The Funding Of Harbor Facility Grant Programs In The States FY 2016 Capital Budget (City Manager Capela)
 - b) **P33***Resolution 15-02: Supporting A Modification To Alaska Statutes Title 12.55.135 To Include Port Personnel (City Manager Capela)
 - c) **P35** *Introduction Of Ordinance 15-01: Establishing Chapter 12.10 Utility Permits (City Manager Capela)
 - d) **P41** *Introduction Of Ordinance 15-02: Amending Bethel Municipal Code 13.12.290 Landfill Use (City Manager Capela)
 - e) **P43** *Introduction Of Budget Ordinance 14-14 (g): Amending The FY 2015 Budget- Police Personnel (City Manager Capela)
 - f) Strategies To Improve Federal Relations (Mayor Robb)
 - g) *Personal Leave Request For City Clerk February 2 – 6, 2015 (Mayor Robb)
- XI. MAYOR'S REPORT**
- XII. MANAGER'S REPORT**
- XIII. CLERK'S REPORT**
- XIV. COUNCIL MEMBER COMMENTS**
- XV. ADJOURNMENT**

Agenda posted on January 7, 2015, at City Hall, AC Co., Swansons, and the Post Office.


Lori Strickler, City Clerk's Office

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

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

Ordinances introduced with an asterisk (*) on the consent agenda will automatically be introduced and set for **Public Hearing February 10, 2015**

Approval of the Minutes

I. CALL TO ORDER

A Regular Meeting of the Bethel City Council was held on January 13, 2015 at 6:30pm, in the council chambers, Bethel, Alaska.

Mayor Robb called the meeting to order at 6:30 pm.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Comprising a quorum of the Council, the following members were present:

Mayor Rick Robb, Vice-Mayor Leif Albertson, Council Member Chuck Herman, Council Member Heather Pike, Council Member Byron Maczynski, Council Member Mark Springer (arrive after roll call, 6:50p), and Council Member Zach Fansler (arrived after roll call, 8:03p)

Also in attendance were the following:

City Attorney Patty Burley, City Clerk Lori Strickler and City Manager Ann Capela

IV. PEOPLE TO BE HEARD

Daysha Eaton-Spoke in opposition to the discussion of some of the Executive Session items listed on the agenda. Stated it appears some of them should be discussed by the Council in an open session.

Dave Trantham Jr. – Spoke in opposition to the Council’s AM 15-08 which would allow two council members to travel to Washington DC for the National League of City’s Conference only because it would require a budget modification to account for the travel. Suggested the Council instead, provide a donation to the pool facility to allow low income children an opportunity to swim.

V. APPROVAL OF THE CONSENT AND REGULAR AGENDA

Main Motion: To approve the Consent and Regular Agenda.

Moved by: | Pike

Seconded by:	Maczynski
Action:	Motion carried unanimously by a vote of 6-0
In favor:	Albertson, Maczynski, Springer, Pike, Robb and Herman
Opposed:	

Main Motion: Remove AM 15-06 and 15-08 from the Consent Agenda and the Meeting Minutes from December 9, 2014.

Moved by: Robb

VI. APPROVAL OF THE MEETING MINUTES

Item A – Regular City Council Meeting December 9, 2014

Main Motion: To approve the Meeting Minutes from December 9, 2014.

Moved by:	Pike
Seconded by:	Maczynski
Action:	Motion carried unanimously by a vote of 5-0
In favor:	Albertson, Maczynski, Pike, Robb and Herman
Opposed:	None

Item B- Special City Council Meeting December 29, 2014
Passed on the consent agenda.

VII. REPORTS OF STANDING COMMITTEES

Item A - Port Commission –

A meeting will be held next week, the commission will be discussing modification to the Port Chapter in the BMC.

Item B - Planning Commission –

Heather Pike, Council Representative-

Preliminary Plat for the Hoffman property was discussed and approved. The Administration will be working with the developer to develop a Planned Unit Development Agreement.

Chapter updates to the Bethel Municipal Code are being discussed.

Item C - Public Safety and Transportation Commission-
Chuck Herman, Council Representative-

Item D - Energy Committee –

No one available to provide a report.

Item E - Public Works Committee-

Byron Maczynski, Council Representative –
A meeting has not been held since the last City Council Meeting.

Item F - Finance Committee-
Leif Albertson, Council Representative –
A meeting has not been held since the last City Council Meeting.

Item G - Parks and Receptions Committee-
Richard Robb, Council Representative-
Five year parks improvements plan.
Location for the City dog park.

Item H – Non Standing Committee
YUUT Board-
Leif Albertson, City Representative-
The Board elected a Chair and Vice-Chair.
Discussion of Donlin Creek.

Council Member Springer arrived at 6:50p.

VIII. SPECIAL ORDER OF BUSINESS

Item A- USA Pool Update On The YK Regional Aquatic Training and Health Center.

Raunika Ray, USA Pool Representative, reported they have a total of 15 classes in place to include a tiny tots and adult swim class. The facility will be providing Water Zumba classes as well as many others.

IX. UNFINISHED BUSINESS

Item A- Public Hearing Of Ordinance 14-27: Repealing And Replacing Bethel Municipal Code 4.20, Purchasing.

Mayor Robb opened the Public Hearing.
No one wished to be heard.
Mayor Robb closed the Public Hearing.

Main Motion: Motion to approve Ordinance 14-27 was made at the November 11, 2014 Council Meeting.

Moved by:	Pike
Seconded by:	Herman
Action:	Motion carried unanimously by a vote of 6-0
In favor:	Albertson, Maczynski, Pike, Springer, Robb and Herman

Opposed:	None
Incidental Motion:	Suspend the rules to hear from Hansel Mathlaw, Finance Director.
Moved by:	Springer
Seconded by:	Pike
Action:	Motion carried unanimously by a vote of 6-0
In favor:	Albertson, Maczynski, Pike, Springer, Robb and Herman
Opposed:	None

Insert under 4.20.160 Construction,
C. Bonds: All construction contracts exceeding One Hundred Thousand Dollars (\$100,000), shall require the contractor to furnish the following bonds prior to the signing of any final contract:

1. Performance Bond with a corporate surety qualified to do business in the State of Alaska, the amount of the performance bond shall be equivalent to the amount of the payment bond;
2. Payment Bond: A payment bond with a corporate surety qualified to do business in the State of Alaska.
 - a. When the total amount payable by the terms of the contract is not more than One Million Dollars (\$1,000,000), the payment bond shall be in sum equal to one-half (1/2) the total amount payable by the terms of the contract.
 - b. When the total amount payable by the terms of the contract is more than One Million Dollars (\$1,000,000) but not more than Five Million Dollars (\$5,000,000), the payment bond shall be in a sum of forty percent (40%) of the total sum payable by the terms of the contract.
 - c. When the total amount of the payable by the terms of the contract is more than Five Million Dollars (\$5,000,000), the payment bond shall be in the sum of Two Million Five Hundred Thousand Dollars (\$2,500,000).
3. Payment and Performance Bonds shall be for equivalent amounts.

Primary Amendment:

Moved by:	Springer
Seconded by:	Pike
Action:	Motion carried unanimously by a vote of 6-0
In favor:	Albertson, Maczynski, Pike, Springer, Robb and Herman
Opposed:	None

X. NEW BUSINESS

Item A – AM 15-01: Appointment of Wade Ferdig To The Energy Committee.

Passed on the consent agenda.

Item B – AM 15-02 Appointment Of Jody Drew To The Energy Committee.
Passed on the consent agenda.

Item C – AM 15-03: Re-Appointment Of Jennifer Dobson To The Public Works Committee.
Passed on the consent agenda.

Item D- AM 15-04: Re-Appointment Of Susan Taylor To The Parks And Recreation Committee.
Passed on the consent agenda.

Item E- AM 15-05: Re-Appointment Of Cliff Linderoth To The Planning Commission.
Passed on the consent agenda.

Item F- AM 15-06: Approval Of Regular City Council Meeting For Calendar Year 2015.

Main Motion: Approve AM 15-06.

Moved by:	Herman
Seconded by:	Maczynski
Action:	Motion carried unanimously by a vote of 6-0
In favor:	Albertson, Maczynski, Pike, Springer, Robb and Herman
Opposed:	None

Main Motion: Amend the to insert a meeting for December 22, 2015.

Moved by:	Albertson
Seconded by:	Herman
Action:	Motion does not carry by a vote of 3-3
In favor:	Albertson, Maczynski and Robb
Opposed:	Springer, Pike and Herman

Item G- AM 15-07: Approval Of Administrative Leave For City Attorney, February 24 and 25, 2015.
Passed on the consent agenda.

Item H- Personal Leave Request For The City Attorney, January 15 and 16, 2015.
Passed on the consent agenda.

Item I- Personal Leave Request For The City Clerk, January 29 and 30 and May 12-29, 2015.

Passed on the consent agenda.

Item J- AM 15-08: Designating And Approving Two Council Members To Attend The National League of Cities Conference, March 9-12, 2015.

Main Motion: Approve AM 15-08.

Moved by: Maczynski
Seconded by: Albertson
Action: Item postponed

Primary Amendment: To strike two and insert one council members.

Moved by: Springer
Seconded by: Pike
Action: Motion carried unanimously by a vote of 6-0
In favor: Albertson, Maczynski, Pike, Springer, Robb and Herman
Opposed: None

Council Member Fansler arrived at 8:03p.

Main Motion: Postpone until the next regular meeting.

Moved by: Springer
Seconded by: Albertson
Action: Motion carried unanimously by a vote of 6-1
In favor: Albertson, Maczynski, Springer, Fansler, Robb and Herman
Opposed: Pike

Item K- Administrative Leave Request For The City Manager To Attend The National League of Cities Conference, March 7 Through March 11, 2015.

Main Motion: Postpone until the next regular meeting.

Moved by: Albertson
Seconded by: Springer
Action: Motion carried unanimously by a vote of 6-1
In favor: Albertson, Maczynski, Springer, Fansler, Robb and Herman
Opposed: Pike

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

Council Member Zach Fansler-

Excited about the K300, it is an exciting event for our community and the region. Encouraged everyone to use caution when using the river over the next few days, there will be a lot of traffic.

Thanked all of the employees of the City for their hard work during the 2014 calendar year.

Look forward the Washington DC Lobbying discussion which will take place at the next meeting; feels as though it is an untouched resource.

Council Member Chuck Herman-

Appreciated the City Manager for bringing up the new idea to lobby in Washington DC.

The Public Safety and Transpiration Commission is in need of volunteers.

Council Member Heather Pike-

Happy Holidays.

Thanked the city employees and the Council for all of their hard work this year.

Congratulations and thank you to the Planning Commission Chair, Joy Shantz for her election as Chair. Thanked John Guinn for all of his years of service as Chair on the Commission.

Share a meal.

Council Member Mark Springer-

Congratulated Dan Sullivan for his Senate seat.

Encouraged drivers on the highway to be careful while driving.

It was nice to hear the road graders out early this morning, thanked Public Works for their hard work.

Council Member Byron Maczynski-

Happy New Year.

Be safe on the river.

Mayor Richard Robb-

Wished everyone a Happy New Year.

Wished the best of luck to the many mushers in town; thanked all of the volunteers for their efforts in K300 Race.

Vice Mayor Leif Albertson-

Looking forward to the K300.

The lobbying issue was substantive; it is an interesting option for the Council to consider.

XVI. EXECUTIVE SESSION

Item A- AS 44.62.310 (C) 1: Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity-Current Litigation:

- a) City of Bethel vs. Hazel Keezer
- b) City of Bethel vs. Karole Kohl
- c) Juan Sosa vs. City of Bethel

Item B- AS 44.62.310 (C) 1: Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity-Potential Litigation:

- a) Theft Against the City of Bethel
- b) Personal Injury Claims
- c) Honey Bucket Violations
- d) Hold Over Tenant
- e) Businesses Operating Without A Business License
- f) Overdue Sales Taxes
- g) Real-estate Taxes

Move into Executive Session - AS 44.62.310 (C) 1: Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity-Current Litigation:

- a) City of Bethel vs. Hazel Keezer
- b) City of Bethel vs. Karole Kohl
- c) Juan Sosa vs. City of Bethel

Move into Executive Session – AS 44.62.310 (C) 1: Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity-Potential Litigation:

- d) Theft Against the City of Bethel
- e) Personal Injury Claims
- f) Honey Bucket Violations
- g) Hold Over Tenant
- h) Businesses Operating Without A Business License
- i) Overdue Sales Taxes
- Real-estate Taxes

Those participating in the Executive Session, City Attorney, Patty Burley; City Manager, Ann Capela, and City Clerk, Lori Strickler.

Main Motion:

Moved by: Albertson
 Seconded by: Pike

Action:	Motion carried unanimously by a vote of 7-0
In favor:	Albertson, Maczynski, Pike, Springer, Fansler, Robb and Herman
Opposed:	None

XVII. ADJOURNMENT

Main Motion: Adjourn

Moved by:	Albertson
Seconded by:	Pike
Action:	Motion carried unanimously by a vote of 7-0
In favor:	Albertson, Maczynski, Pike, Springer, Fansler, Robb and Herman
Opposed:	None

Council adjourned at 10:50.

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk

I. CALL TO ORDER

A Special Meeting of the Bethel City Council was held on January 14, 2015 at 6:30pm, in the council chambers, Bethel, Alaska.

Mayor Robb called the meeting to order at 6:30pm.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Comprising a quorum of the Council, the following members were present: Mayor Rick Robb, Vice-Mayor Leif Albertson, Council Member Byron Maczynski, Council Member Chuck Herman and Council Member Mark Springer (arrived after roll call)

Members Absent are:
Council Member Heather Pike, Council Member Zach Fansler

Also in attendance were the following:
City Clerk Lori Strickler, City Attorney Patty Burley, City Manager Ann Capela, City Lobbyist Mary Sattler

IV. PEOPLE TO BE HEARD

No one present to be heard.

V. APPROVAL OF THE AGENDA

Main Motion: To approve the Agenda.

Moved by:	Maczynski
Seconded by:	Herman
Action:	Motion carries by a vote of 4-0
In favor:	Herman, Maczynski, Albertson, Robb
Opposed:	None

VI. NEW BUSINESS

Item A – 2015 State Lobbying Efforts

- a) **Priorities**
- b) **Scheduling**
- c) **Plan**

Council Member Springer arrived at 7:05p.

Main Motion: Adjourn.

Moved by:	Herman
Seconded by:	Maczynski
Action:	Motion carries by a vote of 5-0
In favor:	Herman, Maczynski, Albertson, Robb, Springer
Opposed:	None

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk

Reports of Standing Committees



City of Bethel, Alaska

Parks & Recreation Committee Agenda

Regular Meeting

January 12, 2015 – 6:00p.m.

Bethel 4-H Youth Center

Minnie Sallison Fritts
Committee Chair
Term Expires 12/2016

Barbara Mosier
Committee Co Chair
Term Expires 12/2016

Clarence Daniel
Committee Member
Term Expires 12/2017

Margaret Revet
Committee Member
Term Expires 12/2017

Rick Robb
Council Rep 10/2015

Susan Taylor
Committee Member
Term Expires 12/2015

Amanda Colvin
Committee Member
Term Expires 12/2015

Alternate Committee Member
3 Year Term

Ronda Sargent
Director
543-7711

Matthew Ross
Committee Recorder
543-2088

Rachael Pitts
City Planner
545-0114

John Sargent
Grant Development Manager
543-1386

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PEOPLE TO BE HEARD – THREE MINUTES PER PERSON**
- IV. APPROVAL OF AGENDA**
- V. APPROVAL OF MINUTES**
 - A. . December 8th Minutes
 - B. .
 - C. .
- VI. DEPARTMENT HEAD REPORT**
- VII. UNFINISHED BUSINESS**
 - A. Dog Park
 - B.
 - C.
 - D.
- VIII. NEW BUSINESS**
 - A.
 - B.
 - C.
 - D.
- IX. MEMBER COMMENTS**
- X. ADJOURNMENT**



PUBLIC NOTICE
REGULAR MEETING OF THE
Bethel Public Transit Committee
Thursday January 15, 2015 at 6:30pm
Bethel Transit Bus Barn
AGENDA

Members

Glen Watson
Transit Chair

Eric Pavil
Committee Member

Arvin Dull
At Large Committee
Member

Jesse Hunter
Committee Member

Robert Lekander
Committee Member

John Sargent
COB Grant Manager
Committee Member

Ex-Officio Members

Ann Capela
City Manager

Bill Ferguson
Transit Manager

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES FROM THE REGULAR MEETINGS
- VI. TRANSIT MANAGER REPORT
- VII. Old BUSINESS
 - A. Status of the FY 16 Transportation Grant
 - B. Status of the purchase of new bus (#2), FY 15 Grant
- VIII. NEW BUSINESS
 - A. Alternative Matching Funds
- IX. DISCUSSION:
 - A. Ladder of Opportunity Grant / Bus Stop Shelters
- IX. COMMITTEE MEMBER'S COMMENTS
- X. ADJOURNMENT

POSTED: January 9, 2015
AC, SWANSONS, Post Office and CITY HALL
Next meeting will be **February 19, 2015**



City of Bethel Police Dept.

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

PUBLIC NOTICE
REGULAR MEETING OF THE
PUBLIC SAFETY & TRANSPORTATION COMMISSION
Tuesday, January 6, 2015 -7:00 p.m.
157 SALMONBERRY RD— BETHEL POLICE DEPARTMENT
AGENDA

Members

Vacant
Chair

Pat Jennings
Vice Chair

Chuck Herman
Council Representative

Joan Dewey

Naim Shabani

Vacant

Ex-Officio Members

Andre Achee
Chief of Police

William Howell III
Fire Chief

Christina Him
Recorder

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES FROM THE REGULAR MEETING OF 09/02/2014, 10/07/2014, 11/04/2014, and 12/02/2014
- VI. CHIEFS' COMMENTS
Fire Chief
Police Chief
- VII. TRANSPORTATION INSPECTOR'S REPORT
- VIII. COUNCIL REPRESENTATIVE'S COMMENTS
- IX. UNFINISHED BUSINESS
- X. NEW BUSINESS
A. Drug Screening Policy for Chauffeurs
B. Punch-in clocks for Public Safety Personnel
C. Taxi Permit Numbers and Vehicle Numbers
D. Revocation of Vehicle Permit (BMC 5.20.110)
- XI. COMMISSION MEMBER'S COMMENTS
- XII. ADJOURNMENT

Christina Him, *Recorder*

POSTED on December 31, 2014.
POST OFFICE, AC, CORINA'S CASE LOT, CITY HALL, & POLICE DEPT.

Next Public Safety and Transportation Commission Meeting will be February 3, 2015.



City of Bethel

Port Commission Meeting Agenda

Regularly Scheduled Meeting

January 19, 2015 - 7 pm

City Council Chambers, City Hall, Bethel, AK

Amended January 15, 2015

Commissioners

Alan Murphy
Chair

Term Expires 2015
(907)543-2805

Greg Roczicka
Vice-Chair

Term Expires 2017
(907)543-2903
groczicka@hotmail.com

Mark Springer
Council Rep.

Term Expires 2015
(907)543-1297
mspringer@cityofbethel.net

Richard Pope
Port Commissioner
Term Expires 2017

(907)543-1900
bethelalaskapc@qci.net

John Dickens
Port Commissioner
Term Expires 2014

(907)543-0684
mightyjades@gmail.com

Ex-Officio

Peter A. Williams,
Port Director

(907)545-4150
pwilliams@cityofbethel.net

Edward Flores
Port Admin

(907)543-2310
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
- vi. DEPARTMENT HEAD COMMENTS
- vii. UNFINISHED BUSINESS
BMC CHAPTER 14.01-14.03
- viii. NEW BUSINESS
FY-15 BUDGET
AAHRP Resolutions No. 2014-01 and 2014-02
- ix. COMMISSION MEMBER'S COMMENTS
- x. ADJOURNMENT

Unfinished Business

City of Bethel Action Memorandum AMENDED

Action memorandum No.	15-08		
Date action introduced:	01-13-2015	Introduced by:	Mayor Robb
Date action taken:		<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:			

SUBJECT/ACTION: Travel Approval and Determination of ~~Two~~ One City Council Member to Attend the National League of Cities Conference March 8-11, 2015.

Route to:	Department/Individual:	Initials:	Remarks:
X	Finance		

Amount of fiscal impact		Account information:
Approximately \$4,000 Per Person	Funds are budgeted for.	10-56-545 \$8,000 currently in account

The National League of Cities will be hosting their annual Congressional City Conference from March 9, through March 11, 2015, in Washington DC. The Conference schedule consists of General Sessions and Workshops for local government officials. The highlight of the trip would consist of one day of meetings with Federal representatives and their staff to go over the City's priorities and needs. This is a new strategic approach for the City to help bring more federal awareness to important projects such as the City's water and sewer needs as well as property transfers through the Bureau of Indian Affairs.

It has been suggested that two council members attend the conference and work with the City Manager to strategize the meetings and the City's approach.

	Approximate Costs
Airline Ticket	\$1,274 - \$1,877
Hotel Accommodations	\$1,516 (\$379 a night)
Registration	\$425
Per Diem Rate	\$528 (\$88 per day)
Total	\$3,743 - \$4,346

If the Council approves the travel for two people to attend the conference, the Council will need to pass a budget modification prior to the travel. Although there is \$8,000 remaining in the Council travel and training budget, AML will be holding their winter conference in February which is expected to cost approximately \$1,300 per attendee. Both the AML Representative and the Mayor will be attending this conference. Some of the AML Representatives travel costs will be reimbursed by AML.

New Business

CITY OF BETHEL

Resolution # 15-01

THE CITY OF BETHEL SUPPORTS THE FULL FUNDING FOR THE STATE OF ALASKA HARBOR AND FACILITY GRANT PROGRAM IN THE FY-16 STATE CAPITAL BUDGET

Whereas, the Bethel City Council recognizes the majority of the public boat harbors in Alaska where constructed by the State during the 1960s and 1970s;

Whereas, these harbor facilities represent critical transportation links and are the transportation hubs for waterfront commerce and economic development in Alaskan coastal communities;

Whereas, these harbor facilities are ports of refuge and areas for protection for ocean-going vessels and fishermen throughout the State of Alaska, especially in coastal Alaskan communities;

Whereas, the State of Alaska over the past nearly 30 years has transferred ownership of most of these State owned harbors, many of which were at or near the end of their service life at the time of transfer, to local municipalities;

Whereas, the municipalities took over this important responsibility even though they knew that these same harbor facilities were in poor condition at the time of transfer due to the state's failure to keep up with deferred maintenance;

Whereas, consequently, when local municipal harbormasters formulated their annual harbor facility budgets, they inherited a major financial burden that their local municipal governments could not afford;

Whereas, in response to this financial burden, the Governor and the Alaska Legislature passed legislation to create the Harbor Facility Grant program, AS 29.60.800;

Whereas, the Bethel City Council is pleased with the Department of Transportation and Public Facilities administrative process to review, score and rank applicants to the Harbor Facility Grant Program, since state funds may be limited;

Introduced by: City Manager Capela

Date: January 27, 2015

Action:

Vote:

Whereas, for each harbor facility grant application, these municipalities have committed to invest 100% of the design and permitting costs and 50% of the construction cost;

Whereas, the municipalities of the Aleutians East Borough, the City and Borough of Sitka, and the City of Seward, City of Ketchikan, City of Coffman Cove, and Municipality of Anchorage have offered to contribute \$14,262,722 in local match funding for FY2016 towards seven harbor projects of significant importance locally as required in the Harbor Facility Grant Program;

Whereas, completion of these harbor facility projects is all dependent on the 50% match from the State of Alaska's Harbor Facility Grant Program;

Whereas, during the last eight years the Municipal Harbor Facility Grant Program has been fully funded only twice;

Whereas, during the last eight years the backlog of projects necessary to repair and replace these former State owned harbors has increased to over \$90,000,000.

Now therefore be it resolved that the Bethel City Council urges full funding in the amount of \$14,262,722 by the Governor and the Alaska Legislature for the State of Alaska's Municipal Harbor Facility Grant Program in the FY 2016 State Capital Budget in order to ensure enhanced safety and economic prosperity among Alaskan coastal communities.

ENACTED THIS ____ DAY OF JANUARY 2015 BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

Richard Rob, Mayor

ATTEST:

Lori Strickler, City Clerk

Introduced by: City Manager Capela
Date: January 27, 2015
Action:
Vote:

CITY OF BETHEL

Resolution # 15-02

A RESOLUTION BY THE BETHEL CITY COUNCIL SUPPORTING ENHANCED PENALTIES FOR VIOLATION OF ALASKA STATUTE 12.55.135

Whereas, State of Alaska statute AS 12.55.135, Sentences of Imprisonment for Misdemeanors, establishes minimum terms of imprisonment for defendants convicted of assaulting or harassing uniformed or otherwise clearly identified peace officers, fire fighters, correctional employees, emergency medical technicians, paramedics, ambulance attendants or other emergency responders or medical professionals; and

Whereas, port and harbor employees in communities throughout the State of Alaska routinely perform enforcement and emergency response duties commensurate with those performed by peace officers, fire fighters, correctional employees, emergency medical technicians, paramedics, ambulance attendants or other emergency responders or medical professionals; and

Whereas, defendants convicted of assaulting or harassing port and harbor employees in several recent cases have received sentences well below the minimums established in AS 12.55.135; and

Whereas, the City of Bethel desires to strengthen the deterrent to unlawfully assault or harass port and harbor employees throughout the State of Alaska.

NOW THEREFORE BE IT RESOLVED that the Bethel City Council supports the addition of port and harbor employees to the list of employees covered by State of Alaska statute AS 12.55.135, Sentences of Imprisonment for Misdemeanors, which establishes minimum terms of imprisonment for defendants convicted of assaulting or harassing uniformed or otherwise clearly identified peace officers, fire fighters, correctional employees, emergency medical technicians, paramedics, ambulance attendants or other emergency responders or medical professionals.

ENACTED THIS ____ DAY OF FEBRUARY 2015 BY A VOTE OF __ IN FAVOR AND __ OPPOSED.

Richard Robb, Mayor

Introduced by: City Manager Capela
Date: January 27, 2015
Action:
Vote:

ATTEST:

Lori Strickler, City Clerk

Introduced by: City Manager Capela
Date: January 27, 2015
Public Hearing: February 10, 2015
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #15-01

AN ORDINANCE BY THE BETHEL CITY COUNCIL ESTABLISHING CHAPTER 12.10 UTILITY PERMITS

THEREFORE BE IT ORDAINED by the City Council of Bethel, Alaska, that the Bethel Municipal Code shall be amended and revised as follows:

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

SECTION 2. Severability. If any provisions of this ordinance or application thereof to any person or circumstances are held invalid, the remainder of this ordinance and the application to the other persons or circumstances shall not be affected thereby.

SECTION 3. Establishing BMC Chapter 12.10 Utility Permit Chapter 12.10 is added to the Bethel Municipal Code as follows:

12.10.010 Definitions.

A. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

1. "As-built" means a drawing indicating the utility facility with reference to legal property lines.
2. "Public way" means any public right-of-way, street, road, alley, section line easement (that is not maintained by the state of Alaska), public easement, public use easements, drainage easements, public utility easement (not to include private utility easements or easements dedicated to a certain utility), public traveled way, prescriptive right-of-way, and includes those areas used for road maintenance and snow storage or any other public right-of-way over which the borough exercises its jurisdiction.
3. "Utility" means either a person or corporation providing utility services, the utility service provided, or the physical utility or other facilities.

12.10.020 Use of public ways.

Introduced by: City Manager Capela
Date: January 27, 2015
Public Hearing: February 10, 2015
Action:
Vote:

Public utilities may obtain a permit to reasonably use public ways in the City of Bethel. Utilities shall be installed in utility easements to the extent practical.

12.10.030 Permit required.

A. A utility may not place, install or maintain a utility within a public way without a city issued utility permit.

B. Annual permits can be issued for:

1. Service connections, except where road crossings are to be open cut or trenched; and
2. Construction in public utility easements.

C. Temporary Permits can be issued for:

1. Removal, modification, or replacement of any City-owned facilities.
2. Relocation or modification of the existing facilities.
3. Closing a lane of traffic or requires traffic control.
4. Excavating of existing material or placement of fill materials or aggregate in the right of way.
5. The installation of facilities above or below ground for the purposes of expansion or upgrade.
6. Installing facilities, cable, wire, or lines in an existing conduit installed by another utility.

D. Emergency permit can be issued for:

1. Emergency repairs outside the normal business hours of the city of Bethel, when there is a condition of imminent danger to the health, safety, and welfare of property or persons located within the city including, but not limited to, damage to persons or property from natural or manmade consequences.

12.10.040 Application.

A. An application for a permit to use a public way for a utility use shall be submitted in writing to the Public Works Director on forms provided by the City.

B. The application shall contain the following information:

1. Name and location of the public way or ways for the permit being sought;

Introduced by: City Manager Capela
Date: January 27, 2015
Public Hearing: February 10, 2015
Action:
Vote:

2. Type of utility use intended;
3. Nature of any utility to be installed under the permit;
4. Length and location of any utility line to be installed;
5. Plans sufficient to show the applicant's existing utilities, property lines, approximate traveled roadways (except for service connect permits), proposed location, and design. Other utilities and terrain features must be shown where the applicant requests a non-standard utility location.

C. The City may annually require as-built drawings of the utility installations to assure compatibility of the utility locations.

D. The Public Works Director, or Designee, shall grant or deny the permit within 20 calendar days of receipt of the application. Permits issued may include reasonable conditions to protect the property and interests of the city, and the public's health, safety and welfare.

E. Utilities shall make reasonable effort to notify affected property owners prior to application.

12.10.050 Bond or indemnity deposit.

If the Public Works Director determines that there is a possibility of injury, damage or expense to the city, the easement or the public way, arising from an applicant's proposed use of any public way, the applicant for a permit under this chapter shall furnish to the city a surety bond, cash or certified check, payable to the city, to be in an amount not less than \$500.00. The deposit shall be in an amount determined by the public works director at the time of approving the application and shall be used to pay the cost plus overhead charges such as materials, labor or other costs of inspectors, surveys or other services performed by the city above those included within the permit fee, of restoring the street and removing any earth or other debris from the street, of the replacement of any utility interrupted or damaged, and of the completion of any work left unfinished, and any other expense the city may sustain in conjunction with the permitted work. In the case of a cash indemnity deposit, the balance, if any, after the deductions listed in this subsection, shall be returned to the applicant. If the deposit is insufficient the applicant will be liable for the deficiency.

Introduced by: City Manager Capela
Date: January 27, 2015
Public Hearing: February 10, 2015
Action:
Vote:

12.10.060 Appeal.

A. Denial of a permit application by the Public Works Director may be appealed in writing to the City Manager within ten business days of written notice of the denial.

B. All appeals must include the following information:

1. The name, address, telephone number and fax number (if available) of the interested party filing the appeal;
2. The signature of the person authorized to file the appeal;
3. Identification of the permit denial being appealed;
4. A detailed statement of the legal or factual grounds for the appeal;
5. Copies of any relevant documents;
6. A clear and concise statement indicating the form of relief being requested;
7. Certification under oath that the appeal is made in good faith and that any supporting information is accurate and complete to the best of the person's knowledge and belief; and
8. An appeal fee in the amount listed in the most current City of Bethel Schedule of Rates. Charges and Fees shall be paid to the City and must be received by the deadline for filing the written appeal. This fee shall be refundable if the appellant prevails in the appeal to the City Manager.

C. Untimely or incomplete appeals will be automatically denied.

D. The City Manager shall respond, in writing, within twenty (20) business days. The decision of the manager shall be final.

12.10.070 Standards.

A. Utilities shall be located so as to assure compatibility with all present and anticipated future uses of the public way in which the utility is located. The following general standards shall apply:

1. Utilities shall be located outside of the traveled surface and maintenance area of the public way and shall be placed according to the standard utility location diagram established by the public works department, unless an alternate location is authorized by the permit.

Introduced by: City Manager Capela
Date: January 27, 2015
Public Hearing: February 10, 2015
Action:
Vote:

2. Location of the utility shall allow for maintenance of the public way and the utility.
3. Underground utilities shall be installed at the permitted depth to avoid hazards to the public and to allow for maintenance and improvements of the public way.
4. Surface utility fixtures shall be set back from existing or planned traveled surfaces and shall not be located so as to impair sight distance or create a physical obstacle or hazard.

B. Constructed utilities shall meet the most current standard published codes or regulations set forth below:

1. The National Electric Safety Code;
2. The Alaska Administrative Code, Title 17, Chapter 15, Utility Permits;
3. The Alaska Statutes, Chapters 2.15 and 2.25;
4. The Rural Utilities Service Construction Specifications;
5. The American Water Works Association Standards;
6. The Federal Department of Transportation Regulations, CFR 49; and
7. Any other applicable law, statute or regulation.

12.10.080 Existing Utilities.

A. Those utilities in existence as of January 1, 2015, constructed and installed in accordance with all statutes, codes and regulations applicable at the time of construction, may continue to exist and be maintained in public ways in the City subject to this section.

B. The release from compliance granted under this section does not create the presumption that the existing utility was properly installed. This release allows maintenance of existing utilities for their useful life, but does not authorize any change, upgrade or relocation of the utilities without obtaining a permit in accordance with this chapter.

C. This chapter does not affect permits issued prior to the effective date of the ordinance codified in this chapter.

Introduced by: City Manager Capela
Date: January 27, 2015
Public Hearing: February 10, 2015
Action:
Vote:

12.10.090 Relocation expenses.

A. The cost of relocation of any utility located pursuant of a valid permit as required by the City for a public purpose shall be borne by the city, unless listed in subsection below.

B. A utility shall bear the cost of relocation in the following circumstances:

1. Any relocation required as a result of a violation of permit conditions at the time of the original construction; or
2. Installed by a utility without a valid permit; or
3. Installed at a location other than the location authorized in the permit; or
4. Because the utility does not otherwise meet the requirements of this chapter.

SECTION 5. Effective Date. This section shall become effective March 1, 2015.

ENACTED THIS ___ DAY OF _____ 2015, BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED.

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk

Introduced by: City Manager Capela
Date: January 27, 2015
Public Hearing: February 10, 2015
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #15-02

AN ORDINANCE AMENDING BETHEL MUNICIPAL CODE 13.12.290, INCREASING THE COMMERCIAL PERMIT FEES FOR LANDFILL USE

WHEREAS, Bethel Municipal Code Section 13.12.290 requires commercial entities to purchase commercial permits before using the City-owned landfill;

WHEREAS, the commercial permit fees specified in BMC Section 13.12.290 have not been changed since they became effective September 1, 1980;

WHEREAS, the solid waste deposited in the landfill from commercial entities typically requires special handling, treatment and placement, resulting in a higher cost to the City;

WHEREAS, the City of Bethel intends to raise the rates for commercial landfill use permits and provide a new effective date;

NOW, THEREFORE BE IT ORDAINED, that the City of Bethel authorizes a change to the Bethel Municipal Code as described herein.

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

SECTION 2. Amendment. The Bethel Municipal Code is to be amended as follows (new language is underlined and old language is stricken):

Introduced by: City Manager Capela
Date: January 27, 2015
Public Hearing: February 10, 2015
Action:
Vote:

Chapter 13.12.290 Landfill use.

A. After ~~September 1, 1980~~ February 11, 2015, no commercial entity shall be allowed to use the city-owned sanitary landfill ~~except upon acquiring a permit from the city unless a commercial landfill use permit has been purchased from the city.~~ Commercial entities must present permits to the landfill operator at the landfill gate prior to landfill use. The cost of such permit shall be:

1. Commercial single-use permit	\$43.80	<u>\$50.00</u>
2. Commercial monthly use permit	\$131.40	<u>\$150.00</u>
3. Commercial yearly use permit	\$1,393.20	<u>\$1,500.00</u>

B. In no event shall any person, except for the city's fire department, burn garbage, rubbish or waste material at any city-owned sanitary landfill site.

C. Residential and commercial permits issued by the city may be immediately revoked by the public works department if any person who has acquired such permit violates any section of this chapter.

D. The city council may permit free use of the city's sanitary landfill by all persons.

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

BE IT ENACTED BY THE BETHEL CITY COUNCIL THIS ___ DAY OF _____ 2015, BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED.

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk

CITY OF BETHEL, ALASKA

ORDINANCE #14-14 (g)

An Ordinance of the Bethel City Council Amending the Adopted Annual FY 2015 Budget

Section 1. That the following sums of money as may be needed or deemed necessary to provide for increased expenses and liabilities of the City of Bethel are hereby appropriated for the corporate purposes and objects of the City hereinafter specified for Fiscal Year 2015, July 1, 2014 to June 30, 2015.

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

Budget Modification

Police Department

	Increases	
10-61-505	Leave Cashout	24,536
	Total Increases	24,536
	Decreases	
10-61-501	Salaries	(24,536)
	Total Decreases	(24,536)
TOTAL	Net Change to Appropriations	0

TOTAL CHANGE TO OVERALL CITY BUDGET

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

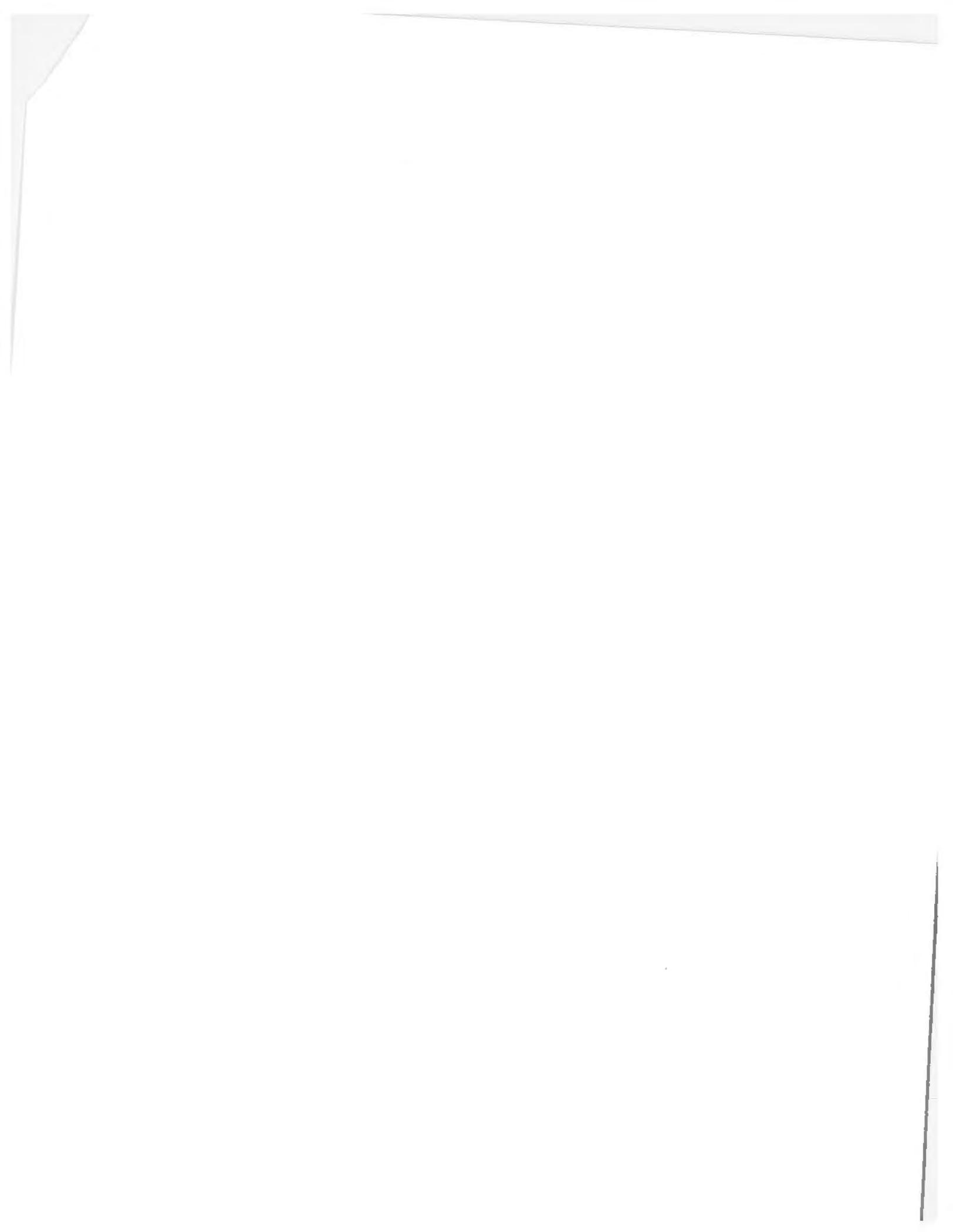
Section 3. Effective Date. This ordinance becomes effective immediately upon adoption.

PASSED AND APPROVED THIS ___ DAY OF -----BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED

ATTEST:

Richard Robb, Mayor

Lori Strickler, City Clerk





CITY OF BETHEL

Finance Director's Office

P.O. Box 1388

Bethel, Alaska 99559

Ph. (907) 543-1376

Fax (907) 543-5294

Memorandum

To: Ann K. Capela, City Manager
Bethel City Council

From: Hansel L Mathlaw, Finance Director

Date: January 20, 2015

Re: Justifications for Budget Modification Request

Listed below is an explanation for the budget modification requested in Ordinance #14-14 (g)

The Police Department turned in two employee's PTO Cash Out's. The PTO cash outs will put the line item in the red. The budget modification will move money from the Salaries Budget into the PTO Cash out.

The net effect to the overall budget is zero.

I talked to the Police Chief about PD Salaries budget and I estimate that Police Department's Salaries Budget at the end of this FY year will be under spent. The savings in the PD salary budget is due to staff turnover.

Mayor's Report

Red Devil Mine

Environmental Investigation Update

January 2015

This newsletter provides updates on the environmental project at the Red Devil Mine, an abandoned cinnabar mine and mercury production facility on the Kuskokwim River. A complete record of documents for this investigation, including previous newsletters, is available at www.blm.gov/ak/red_devil_mine.

Since late 2009, BLM has investigated the Red Devil Mine site to better understand contaminants left by past mining activity and how those contaminants interact with the local soil, water, and sediment to create potential risk to humans and the environment. The investigation uses a process defined under the Comprehensive Environmental Response, Compensation, and Liability Act, known as CERCLA.

Preventing Tailings Erosion (Early Action)



The Remedial Investigation at the Red Devil Mine site showed that tailings piles were eroding into Red Devil Creek, carrying with them high concentrations of mercury, arsenic, and antimony. BLM completed an early action at the Red Devil Mine site this past field season to prevent the mine tailings from further eroding into Red Devil Creek and migrating into the Kuskokwim River.

The action included realigning a portion of Red Devil Creek, moving the largest tailings pile away from the creek, and constructing a retention basin in the creek downstream of the tailings pile to catch future eroded tailings. This action stabilized the movement of tailings until site-wide action can be performed.

BLM coordinated the early action with the U.S. Environmental Protection Agency (EPA), Alaska Department of Environmental Conservation (ADEC), and three other state agencies. We also consulted with interested tribes and Alaska Native corporations.



PHOTO AT TOP: Red Devil Mine ore processing facility, 1943

CENTER: Regraded tailings pile and realigned section of Red Devil Creek

LOWER LEFT: Regraded tailings pile. Tailings moved away from Red Devil Creek are covered in background.

LOWER RIGHT: settling pond downstream of tailings pile



Additional Data Collection in 2015

During review of the draft Feasibility Study in 2014, BLM, EPA and ADEC determined the need for additional data collection at the Red Devil Mine site. The data are needed to better understand the influence of natural ore on groundwater concentrations, provide a more accurate estimate of the volume of tailings to be remediated, and to better understand the potential impacts of tailings in the Kuskokwim River.

Data collection in 2015 will include:

- **Water quality monitoring** in Red Devil Creek (spring and fall 2015)
- **Groundwater monitoring:** BLM will install new wells in the surface mine area and replace wells near Red Devil Creek that were removed as part of the early action. The new wells will provide information to better understand the influence of natural ore on groundwater concentrations. We will also collect samples from existing wells.
- **Soil sampling:** BLM will sample soil in the surface mine area and near Red Devil Creek. Samples from the surface mine area will help us better understand how natural ore affects soil concentrations. Soil samples collected near Red Devil Creek will allow BLM to more accurately estimate the volume of tailings and soil to be remediated.
- **Kuskokwim River sediment:** BLM will collect additional data to help us define the best approach to remedial action in the river.

The results of the additional data collection will be documented in a supplement to the Remedial Investigation report. The results will also inform a supplement to the Feasibility Study, which defines alternatives for site-wide remedial action. The initial Feasibility Study focused on tailings and related contaminated soil. The supplement will focus on groundwater and Kuskokwim River sediment.

When the Remedial Investigation/Feasibility Study is complete, BLM will summarize the document in a non-technical format called the Proposed Plan. This plan will also describe BLM's preferred site-wide remediation alternative. BLM will present the Proposed Plan to interested communities for public comment and ask for feedback on the preferred alternative. We anticipate the Proposed Plan will be ready to present to communities in the fall of 2015 or the following spring.

After we receive and consider public comment, we will develop a Record of Decision to define what action(s) will be taken, applicable cleanup levels, and future monitoring requirements.



Chuathbaluk community meeting, March 2014

How to Stay Informed

If you received this newsletter by regular mail, we will notify you when the Proposed Plan is available for public comment. As in the past, we will contact communities to offer meetings to explain the plan and invite your comments. You may read the plan online and submit comments via the website if you cannot attend a public meeting.

Your comments and suggestions were helpful to BLM during earlier cleanup actions at the site. We invite your continued participation as we move toward a long-term remediation plan for the Red Devil Mine site.



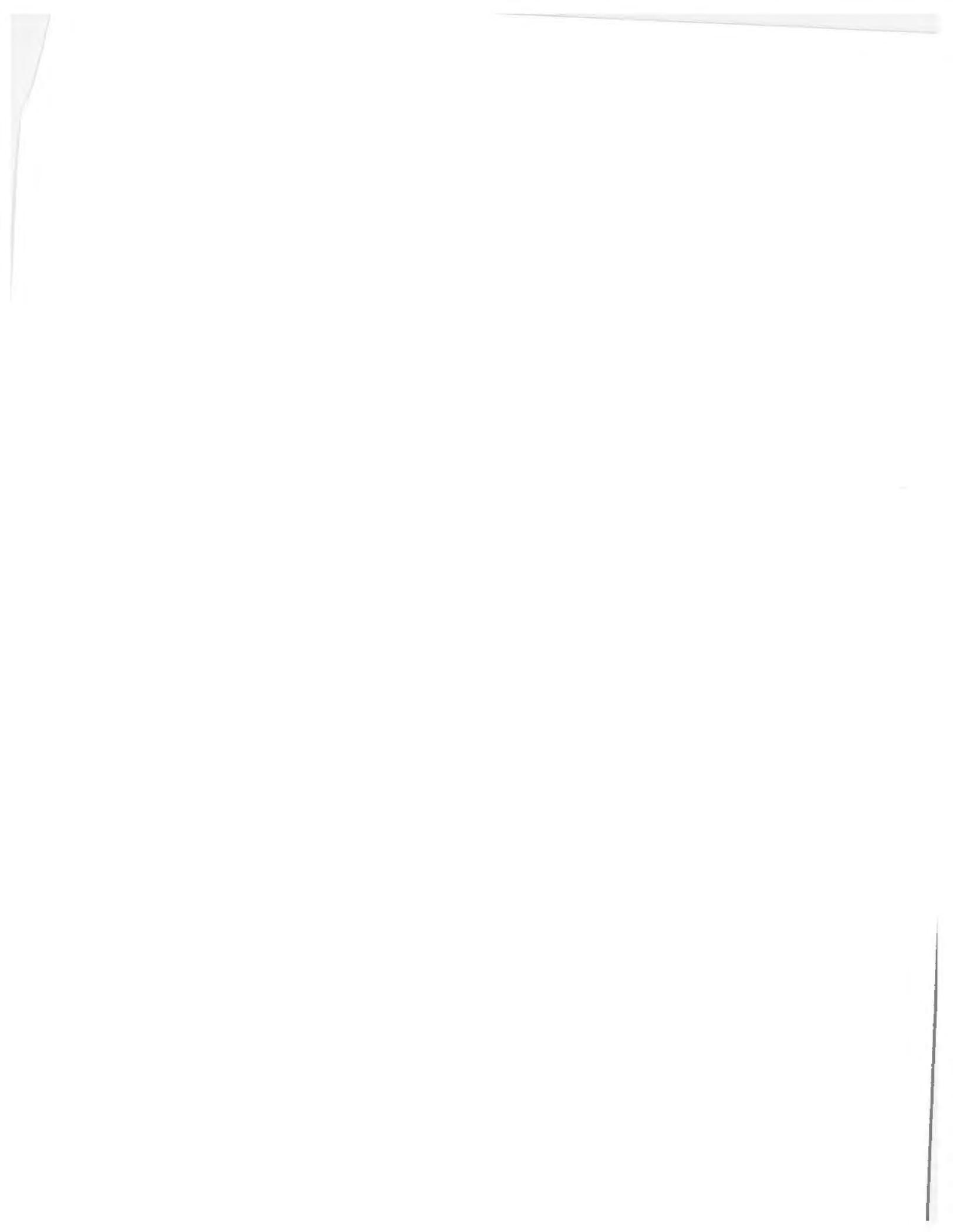
HOW TO CONTACT US:

- **Alan Bittner**, Anchorage Field Manager, (907) 267-1246 or (800) 478-1263
- **Mike McCrum**, Red Devil Mine Project Manager, (907) 271-4426
- **Mail:** BLM Anchorage Field Office, 4700 BLM Road, Anchorage, AK 99507
- **E-mail:** blm_ak_reddevil@blm.gov
- **Web:** www.blm.gov/ak/red_devil_mine

Bethel City Council

Office of the City Manager

Manager's Report



CITY OF BETHEL

P.O. Box 1388
Bethel, Alaska 99559
Voice: 907-543-1373
Email: acapela@cityofbethel.net



Date: January 21, 2015
From: Ann K. Capela, City Manager
To: Bethel City Council
Cc: Lori Strickler, City Clerk
Patty Burley, City Attorney
Re: City Manager's Report

CITY ADMINISTRATION ACTION ITEMS AND ACTIVITIES

• **YK Aquatic Center**

1. Wind turbine continues to be an issue – The internet connectivity by which the unit is being monitored by has been severed and reconnected on a few occasions. The City had an RFP due January 6, 2015 – with no responses from the industry. The RFP will be republished with additional dates. If all else fails, the City will be researching the industry to determine who may be available for this work. You may notice that the wind turbine was operational then it stopped turning and came back on. Sam Blankenship continues to be the main contact for the IT issues related to the wind turbine.
2. YK pool is operational with hours of operations as stipulated in the contract.
3. City continues to work with USA Pools to add stationary bikes to the facility.
4. Parks and Recreation Director met with USA Pools to work on joint programming or some cooperative ventures that would involve youth and teen programs including planning some summer programs.

- **Labor Negotiations** – Held an initial pre-meeting telephone conference with APEA/AFT with the goal to reach a contract agreement.
- **HR Manager** – Laura Cloward has accepted the position of HR Manager and at this time the plans have been made to have Laura in Bethel to introduce her to Council and City staff. Laura's start date is March 2, 2015.
- **Fuel (gas cards) policy has been distributed to City employees who have access to these fuel cards (attached).**
- **Use of City Credit Card policy – has been clarified (attached).**
- **City computer/internet and electronic communication devices policy has been clarified (attached).**
- **City Vehicle Use Policy** – There is a policy in place that was implemented in January 2013 with some updates. I will be reviewing this policy to determine if the policy needs clarification.

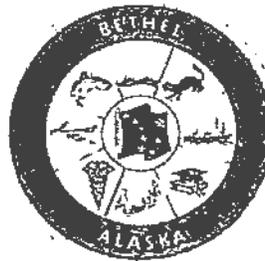
- **Prepare for USDA grant – City lagoon:** The City has been working on the preparation of the USDA grant via the State for replacement and the long term planning of the waste water treatment the “lagoon”. While there have been verbal commitments from the State, the City will be waiting to make any announcements as soon as there is a written commitment.
- **City Lobby Services:** All registration documentation has been completed with Sattler Services and Mary is proceeding with the work. At this time there has been no appointments scheduled for the City Manager to visit in Juno but Mary will be working on this. Previously possible reported appointments were not made and Mary will be following up on any appointments as soon as the new legislators find their way to their new offices.
- **FY 2015/16 Budget** – City Staff has been preparing the budget worksheets and deadlines for staff documentation has been established. I will be working with the City Clerk to set up budget workshops for City Council.
- **General Staffing city wide:** While the turnover of staff, generally, has been high this past year – my goal is to stabilize this trend. With the HR Manager coming aboard, we will be looking at some staff training in internal opportunities for growth in current staff. CDL program has been successful and perhaps other programs can be implemented for internal training.

The staff training for the pool will be more important now that the ProDev contract will conclude at the end of January 2015. As the pool continues to operate the City is faced with more responsibilities with pool issues such as boiler monitoring and the wind turbine. The pool will continue to be a challenge where the City staff will need to step up to fill in various gaps in services. Once the ProDev contract concludes all contact” as builds” will be stored at the Public Works Department and the Public Works Director will be tasked with additional duties of being the maintenance liaison for the pool facility.

FY 2014/15 Audit – It was expected that BDO would present the Council with the Audit by the end of January. BDO’s lead person on this had to go out of stat and with additional review by legal department for a letter that needed to be issued, the Audit presentation was postponed by BDO.

CITY OF BETHEL

Post Office Box 1388
Bethel, Alaska 99559
Voice: 543-2297
Fax: 543-4171



USE OF CITY ISSUED FUEL CARDS

Introduced: January 18, 2015

Effective: January 19, 2015

Revised:

APPLIES TO: All City of Bethel employees who have been issued a Fuel Card or been given access to a Fuel Card.

1. City Fuel (gas) cards can only be used for purchase of fuel for City owned vehicles.
2. Use of City Fuel cards for vehicles not registered to the City of Bethel, shall be subject to progressive discipline, including termination.
3. The current City provider, Delta Western, dispenses fuel at Nicholson's gas station. Please ensure that you purchase fuel for city owned vehicles only at Nicholson's.
4. The Public Works Director (or his designee) will oversee the distribution of all City Fuel (gas) cards. Please contact Mr. Clair Grifka for a fuel card if you have access to a City vehicle and need to fuel up.
5. Do not write the PIN number for your fuel card on the card itself. If a PIN # is found on the actual card, Nicholson's is authorized to confiscate the card.

Recently, the current fuel provider contacted the City to offer discounts to City employees. The City of Bethel does not participate in such a program. If anyone is offered such a "discount" that is entirely between a private merchant and an individual customer – this offer has no relation to the fact that the customer may be a City employee.



MEMORANDUM

From: Ann K. Capela, City Manager

To: All City of Bethel Employees

cc: City Council

Date: January 18, 2015

Re: Use of City Credit Cards

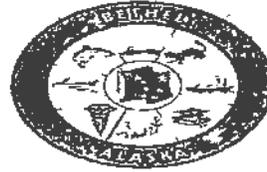
Until such time as the City Council adopts an updated City of Bethel Employee Handbook, please note and ensure compliance with the following City Manager's directive on the use of City of Bethel credit cards/purchase cards:

1. City credit cards shall only be used for City authorized purchases only.
2. City Manager or Department Heads/Managers must approve any and all credit card purchases.
3. Employees should not take City issued credit cards on PTO (leave the City credit card in your office or give it to Finance Director for safe keeping). If an employee is attending an out-of-town conference and continues on PTO – the employee should ensure that the City credit card is not ***accidentally*** utilized, should this occur, the employee may be subject to progressive discipline.
4. No employee is required to purchase items or services for the City on their personal credit card. Upon the approval of a Department Head/Manager, if an employee does purchase an item or service on a personal credit card, the employee must submit the receipt for the purchase (according to the IRS, credit card statement is NOT a receipt) in a timely manner. The City will NOT pay for interest or late fee charges incurred on a personal credit card for the purchase.

Should you have any further questions, please contact the City Manager.

CITY OF BETHEL

Post Office Box 1388
Bethel, Alaska 99559
Voice: 543-2297
Fax: 543-4171



USE OF CITY COMPUTERS/ELECTRONIC COMMUNICATION/INTERNET

Introduced: January 18, 2015
Effective: January 19, 2015
Revised:

APPLIES TO: All City of Bethel employees.

1. Please be advised that the City of Bethel has the right to monitor internet use by City employees on City owned equipment or property. The City's IT Administrator has installed an internet utility use program that tracks employee computer use and monitors what websites are accessed and for how long.
2. Use of social media websites such as Facebook, Twitter, Pinterest, etc., takes time away from employee duties and expose the City to potential leaks of confidential data. Use of any social media websites for other than business use is strictly prohibited. Employee's having a business need to access social websites should make a written request to their supervisor. Such requests **will be** reviewed by the supervisor, IT Director and City Manager. If approved, conditions for accessing social media will be imposed.
3. Surfing the web, shopping and other internet usage, including excessive personal email, which interferes with an employee's ability to complete their assigned tasks, is also prohibited.
4. Violation of this policy is subject to employee discipline under APEA/AFT Local 6055 Agreement, Sec. 8.2, Paragraph C.
5. Please use your privilege of having access to the internet at your workplace responsibly and be aware that the City Manager and/or your supervisor or Department Director can request a specific report on the use of internet access and what websites are being accessed at any given time.



Parks & Recreation 4-H Department
Management Report
Dec 2014/Jan 2015

- **4-H YOUTH PROGRAMS**
 - After school kids received towels from Mrs. Claus for Christmas.
 - Continue to have a steady afterschool numbers of 45 every school day. No School days we are seeing an increase from 12 to 20 per day. (Averages)
- **FOOD PROGRAMS**
 - We are prepared for the CACFP inspector to come. We have been warned they will be coming this year.
- **PARKS/TRAILS**
 - I am drafting RFPs for playground surface material and trail grid.
 - I am working on the park season work book of checklists and projects for the upcoming season. I hope to have a template created to use this year that can be tested and used every year.
- **FITNESS CENTER**
 - I have been discussing and working on programming with Raunicka and Brandon.
- **COMMITTEE**
 - Is working on Dog park location, 5 year plan, connecting with Calista about trail between KuC and Hospital.
 - Will be inviting neighbors of areas the committee are considering to a meeting to discuss dog park.
- **EMPLOYEE MANAGEMENT**
 - I am gathering more detailed history of the City/UAF agreement.
 - I have conducted 2 of 5 employee evaluations. I have 3 scheduled to finish before the end of the month.
- **FINANCE-CITY/SNRE**
 - I am preparing for the submission of both the City and SNRE budgets.
- **PLANNING**
 - Renewing the UAF agreement.
 - Identifying needs that can be met through the expansion of the 4-H club model within the community and reach out to caring adults and teens that would lead club activities outside of the 4-H After School Program.
 - Capital improvements for the Youth Center building.
 - Plan priorities from the 2035 Comp Plan.



Parks & Recreation 4-H Department
Management Report
Dec 2014/Jan 2015

• **PROJECTS/EVENTS**

- December Events went well thanks to Eden who did planning, hosting and debriefing.
- New Year's Eve event we had about 30 people (adults & kids) for dinner and games. Thanks to Cory and Matt for a delicious dinner, Charles for helping to clean and set up, Eden and Maggie for having fun games to play for the kids and adults. Some participants stayed till 10 pm.
- Turkey Bowl went great! Thank you to all of my staff for coming out and doing so well in the cold! Well done! Thank you to the community participants that came and bowled. Thank you to Isa Fredericks for cooking left over turkeys and hens for the Bethel Winter House.

Clerk's Report



City of Bethel, Alaska

City Clerk's Office

Council Meetings and Events

February 10, 2015 Regular City Council Meeting

Contracts/Leases

The City Clerk's Office has been organizing the contracts within the office. This organization consists of scanning, OCR, and filing both electronically and the original paper copies. The Records Retention Schedule requires all original contracts and leases be filed in the City Clerk's Office; the City Clerk is still waiting for many of the standing contracts and leases to be submitted to the office for filing.

Assistant to the City Clerk Vacancy

The City Clerk's Office is still accepting applications for this vacancy.

Recorder/Ex Officio Training

The City Clerk's Office held a training for the city staff on January 20.

Website Training

The Office will be providing the city staff with training on how to navigate the administrative portion of the City's website. We are working on developing a step by step process on how to accomplish specific tasks within the site. The City Clerk's goal is to conduct this training the third week of February.

Committee Commission Training

Every year, the City Clerk's Office provides training to the committees and commission. This year will be the one-on-one training with each committee. These trainings will be provided in the months of January, February and March.

City Website

General cleanup of the City's website is ongoing. The City Clerk has provided the Department Heads with a template of and required items for each department's home page. Additionally, all Committee/Commission packets and agendas should be available prior to each meeting on the City's calendar of events.

Documents

The Office is preparing a resolution supporting the continuation of municipal assistance from the State of Alaska.

Leave Request

The City Clerk is requesting personal time off from Feb. 2 -6. If approved, the office will be closed however, the council packet and agenda material will be prepared by the previous assistant, Bernard Mael. There are currently no Council events scheduled during the requested leave.

Additional Information

