



City of Bethel

P.O. Box 1388

Bethel, Alaska 99559

Phone: 907- 543-2047

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Regular City Council Meeting

Tuesday, December 13, 2016

6:30 P.M.

Council Chambers; Bethel, Alaska



**City Council Meeting Agenda
Regularly Scheduled Meeting
December 13, 2016 – 6:30 pm
City Hall 300 State Highway, Bethel, AK
City of Bethel Council Chambers**

Rick Robb
Mayor
Term Expires 2017
543-1879
rrobb@cityofbethel.net

Byron Maczynski
Vice-Mayor
Term Expires 2018
545-8010
bmaczynski@cityofbethel.net

Leif Albertson
Council Member
Term Expires 2017
543-2819
lalbertson@cityofbethel.net

Fred Watson
Council Member
Term Expires 2018
545-3755
fwatson@cityofbethel.net

Nikki C. Hoffman
Council Member
Term Expires 2017
543-2608
nhoffman@cityofbethel.net

Alisha Welch
Council Member
Term Expires 2017
545-6026
arwelch@cityofbethel.net

Norman Ayagalria
Council Member
Term Expires 2018
545-5759
nayagalria@cityofbethel.net

Pete Williams
Acting City Manager
543-2047
pwilliams@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) *11-1-2016 Special Meeting Minutes
 - b) *11-22-2016 Regular Meeting Minutes
- VII. REPORTS OF STANDING COMMITTEE**
- VIII. SPECIAL ORDER OF BUSINESS**
 - a) State Legislative Update Provided By Senator Hoffman and Representative Fansler (Mayor Robb)
- IX. NEW BUSINESS**
 - a) *Resolution 16-33: Requesting The Alaska Department Of Environmental Conservation To Allow The City Of Bethel To Use The Alternative Management Method For Its Village Safe Water-Funded Project To Dredge Sewer Lagoon (Acting City Manager Williams)
 - b) *Resolution 16-34: Authorizing The City Manager To Appoint The Human Resources Manager As Personnel Officer (Acting City Manager Williams)
 - c) *Introduction Of Budget Modification 16-17 (f): Amending The Fiscal Year 2017 Annual Budget For Port Office Building (Acting City Manager Williams)
 - d) *AM 16-77: Appointment Of Mary Weiss To The Public Safety And Transportation Commission (Mayor Robb)
 - e) AM 16-78: Adopt The Title VI Nondiscrimination Program Plan For The Bethel Transit System (Acting City Manager Williams)
 - f) *Personal Leave Request For The City Attorney December 13, 2016 and January 13-16, 2017 (Mayor Robb)
 - g) *Personal Leave Request For The City Clerk February 10-20, 2017 (Mayor Robb)
 - h) AM 16-80: Confirming A Fiscal Year 2018 Additional Allocation Of \$5,000 To Support The University Of Alaska Consortium Library (Council Member Albertson)
 - i) *AM 16-81: Appointment Of Sharon Neth To The Energy Committee (Mayor Robb)

Agenda posted on December 7, 2016, at City Hall, AC Co., Swanson's, and the Post Office.

Dyane Chung , Assistant to the City Clerk

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

All Resolutions noted with an asterisk (*) will automatically be adopted on the consent agenda unless removed from the consent agenda by Council. Ordinances introduced with an asterisk (*) on the consent agenda will automatically be introduced and set for **Public Hearing January 10, 2017**)



**City Council Meeting Agenda
Regularly Scheduled Meeting
December 13, 2016 – 6:30 pm
City Hall 300 State Highway, Bethel, AK
City of Bethel Council Chambers**

- X. MAYOR'S REPORT**
- XI. MANAGER'S REPORTS**
- XII. CLERK'S REPORT**
- XIII. COUNCIL MEMBER COMMENTS**
- XIV. EXECUTIVE SESSION**
 - 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-City of Bethel, Collective Bargaining Agreement And Discussion Of Negotiation Actions (Acting City Manager Williams)
 - b) Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity – Employment Contract Review, City Manager (Mayor Robb)
- XV. ADJOURNMENT**

Agenda posted on December 7, 2016, at City Hall, AC Co., Swanson's, and the Post Office.

Dyane Chung , Assistant to the City Clerk

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

All Resolutions noted with an asterisk (*) will automatically be adopted on the consent agenda unless removed from the consent agenda by Council.
Ordinances introduced with an asterisk (*) on the consent agenda will automatically be introduced and set for **Public Hearing January 10, 2017**)

Approval of the Meeting Minutes

I. CALL TO ORDER

A Special Meeting of the Bethel City Council was held on November 1, 2016 at 6:30pm in the Council Chambers, Bethel, Alaska.

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

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Comprising a quorum of the Council, the following members were present:	
<input checked="" type="checkbox"/> Mayor Rick Robb	<input checked="" type="checkbox"/> Council Member Norman Ayagalria
<input checked="" type="checkbox"/> Council Member Fred Watson	<input checked="" type="checkbox"/> Vice-Mayor Byron Maczynski (arrived after roll call)
<input checked="" type="checkbox"/> Council Member Leif Albertson	
<input checked="" type="checkbox"/> Council Member Alisha Welch	
Those Absente are:	
<input checked="" type="checkbox"/> Council Member Nikki Hoffman	
Also in attendance were the following:	
<input checked="" type="checkbox"/> City Attorney Patty Burley	<input checked="" type="checkbox"/> Acting City Manager Williams

IV. PEOPLE TO BE HEARD

V. APPROVAL OF THE AGENDA

Main Motion: Approve the agenda.

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

VI. NEW BUSINESS

Item A- Discussion With City Manager Candidate Bernie Brown.

Council Member Maczynski arrived at 6:42p.

VII. EXECUTIVE SESSION

Item A- Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity – Employment Contract Review, City Manager.

Move into Executive Session to discuss Matters, the immediate knowledge of which would clearly have an adverse effect upon the Finances of the public entity- employment contract review, city manager.

Main Motion:	
Moved by:	Welch
Seconded by:	Albertson
Action:	Motion carries by a vote of 6-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria <input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Welch

Council came out of executive session and presented a contract offer to Bernie Brown of which was countered.

Move into Executive Session to discuss Matters, the immediate knowledge of which would clearly have an adverse effect upon the Finances of the public entity- employment contract review, city manager.

Main Motion:	
Moved by:	Welch
Seconded by:	Albertson
Action:	Motion carries by a vote of 6-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria <input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Welch

Council came out of executive session and presented a new counter offer which was again countered.

Move into Executive Session to discuss Matters, the immediate knowledge of which would clearly have an adverse effect upon the Finances of the public entity- employment contract review, city manager.

Main Motion:	
Moved by:	Welch
Seconded by:	Albertson
Action:	Motion carries by a vote of 6-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria <input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Welch

Council came back on the record and presented Mr. Brown with an amended offer. Mr. Brown declined the Council's offer and provided the Council with his final offer.

Move into Executive Session to discuss Matters, the immediate knowledge of which would clearly have an adverse effect upon the Finances of the public entity- employment contract review, city manager.

Main Motion:

Moved by:	Welch
Seconded by:	Ayagalria
Action:	Motion carries by a vote of 6-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria <input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Watson

Council presented Bernie Brown with their final offer and provided Mr. Brown until close of business on Thursday to make a determination on the Council's final offer.

VIII. ADJOURNMENT

Main Motion: Adjourn.

Motion:	Welch
Seconded by:	Ayagalria
Action:	Motion carries by a vote of 6-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Welch <input checked="" type="checkbox"/> Ayagalria <input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Watson
Opposed:	0

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk

I. CALL TO ORDER

A Regular Meeting of the Bethel City Council was held on November 22, 2016 at 6:30 p.m., in the council chambers, Bethel, Alaska.

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

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Comprising a quorum of the Council, the following members were present:	
<input checked="" type="checkbox"/> Mayor Rick Robb	<input checked="" type="checkbox"/> Council Member Norman Ayagalria
<input checked="" type="checkbox"/> Council Member Alisha Welch	<input checked="" type="checkbox"/> Council Member Nikki Hoffman
<input checked="" type="checkbox"/> Council Member Fred Watson	
<input checked="" type="checkbox"/> Council Member Leif Albertson	
Members Absent:	
<input checked="" type="checkbox"/> Vice-Mayor Byron Maczynski	
Also in attendance were the following:	
<input checked="" type="checkbox"/> City Attorney Patty Burley	<input checked="" type="checkbox"/> City Clerk Lori Strickler
<input checked="" type="checkbox"/> City Manager Pete Williams	

IV. PEOPLE TO BE HEARD

No one present to be heard.

V. APPROVAL OF THE CONSENT AND REGULAR AGENDA

Main Motion: Approve the Consent and Regular Agenda.

Moved by:	Welch
Seconded by:	Albertson
Action:	Motion carries by a vote of 6-0

In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Ayagalria <input checked="" type="checkbox"/>
	Hoffman <input checked="" type="checkbox"/> Welch
Opposed:	∅

**Removal from
the Consent**

Agenda: Budget Ordinance 16-17 (e).

Moved by:	Robb
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Primary

Amendment: Postpone the November 1, 2016 Meeting Minutes.

Moved by:	Welch
Seconded by:	Hoffman
Action:	Motion carries by a vote of 6-1
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Hoffman <input checked="" type="checkbox"/> Welch
Opposed:	<input checked="" type="checkbox"/> Ayagalria

**Primary
Amendment:**

Amend the agenda to postpone Item B under Unfinished Business and Item A, under New Business to follow the Executive Session.

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

VI. APPROVAL OF THE MEETING MINUTES

Item A – 11-1-2016 Special Meeting Minutes
Postponed.

Item B – 11-7-2016 Special Meeting Minutes
Passed on the consent agenda.

Item C – 11-8-2016 Regular Meeting Minutes
Passed on the consent agenda

VII. REPORTS OF STANDING COMMITTEES

Public Safety and Transportation Commission –

Council Representative, Norman Ayagalria–

A quorum of the body was not established.

Port Commission –

Council Representative, Alisha Welch –

A quorum of the body was not established.

Planning Commission –

Council Representative, Nikki Hoffman –

Nothing to report.

Parks and Recreation Committee –

Council Representative, Fred Watson –

Nothing to report.

Finance Committee –

Council Representative, Leif Albertson –

They continue to go over the sales tax code.

Energy Committee –

Council Representative, Rick Robb –

A meeting has not been held since the last City Council Meeting.

Public Works Committee –

Council Representative, Byron Maczynski –

No one present to provide a report.

Marijuana Advisory Committee –

Council Representative, Byron Maczynski –

No one present to provide a report.

VIII. SPECIAL ORDER OF BUSINESS

Item A – Health Fitness Monthly Update On The YK Fitness Center Operations.

IX. UNFINISHED BUSINESS

Item A – Public Hearing Of Budget Ordinance 16-17 (d): Cost Associated With The Bonds.

Mayor Robb opened the Public Hearing.

*No One present to be heard.
Mayor Robb closed the Public Hearing.*

Main Motion: Adopt Ordinance 16-17 (d).

Moved by: Welch
Seconded by: Hoffman
Action: Motion carries by a vote of 6-0
In favor: Robb Albertson Watson Ayagalria
Hoffman Welch
Opposed: 0

Subsidiary Motion : Suspend the rules to hear from the Acting Finance Director Hansel Mathlaw.

Moved by: Welch
Seconded by: Hoffman
Action: Motion carries by a vote of 6-0
In favor: Robb Albertson Watson Ayagalria
Hoffman Welch
Opposed: 0

Item B – AM 16-70: Direct City Administration To Prepare And Submit An FY 2018 Alaska Community Transit Grant Application With \$80,580 Included From The City's Fiscal Year 2018 Budget As A Local Match.

Postponed to follow Executive Session.

X. NEW BUSINESS

Item A – Introduction Of Budget Modification 16-17 (e): Approving The Transfer Of Money To Purchase A Transit Buses.

Postponed to follow Executive Session.

Item B – IM 16-09: Revision Of The City's Vehicle Policy, Response To AM 16-71.

Item C – IM 16-10: City Of Bethel October Monthly Financial Statements.

Main Motion: Suspend the rules to go to Special Orders of Business.

Moved by: Albertson

Seconded by: Hoffman
 Action: Motion carries by a vote of 6-0
 In favor: Robb Albertson Watson Ayagalria
 Hoffman Welch
 Opposed: 0

Special Orders of Business

Item A- Health Fitness Monthly Update On The YK Fitness Center Operations.

New Business

Item D – City Manager Recruitment Process.

Main Motion: Postpone until after the Executive Session.

Moved by: Hoffman
 Seconded by: Welch
 Action: Motion carries by a vote of 6-0
 In favor: Robb Albertson Watson Ayagalria
 Hoffman Welch
 Opposed: 0

Item E – Personal Leave Request For City Attorney November 28 & 29.
Passed on the consent agenda.

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

Mayor Richard Robb –
 The ice is still thin, thanked Search and Rescue for their hard work.
 Wished everyone a Happy Thanksgiving.

Council Member Albertson –
 Its cold and dark out, please use reflective gear. The YKHC and the Fire Department,
 and he, has reflective tape.

Council Member Norman Ayagalria –
 No comment.

Council Member Fred Watson –
Reiterated the Bethel Search and Rescue’s suggestion to keep vehicles off the river.

Council Member Nikki Hoffman –
No comment.

Council Member Alisha Welch –
No comment.

XV. EXECUTIVE SESSION

Item A – Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity – Employment Contract Review, City Manager.

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: Legal Liability For The Transit System.

Go into Executive Session Subjects That Tend To Prejudice The Reputation And Character Of Any Person – City Manager Candidates (Note: All City Manager Candidates May Be Discussed During The Executive Session).

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: Legal Liability For The Transit System Members, Acting City Manager Williams , City Attorney Burley and City Clerk, Strickler.

Main Motion:

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

Council Member Hoffman departed the meeting at 8:45p.

Item B – AM 16-70: Direct City Administration To Prepare And Submit An FY 2018 Alaska Community Transit Grant Application With \$80,580 Included From The City’s Fiscal Year 2018 Budget As A Local Match.

Main Motion: Motion to approve was made at the October 11th Meeting.

Moved by: Maczynski
Seconded by: Welch
Action: Motion carries by a vote of 5-0
In favor: Robb Albertson Watson Ayagalria Welch
Opposed: 0

Item A – Introduction Of Budget Modification 16-17 (e): Approving The Transfer Of Money To Purchase A Transit Buses.

New Business

Item D – City Manager Recruitment Process.

Direct Administration and City Clerk to contact Robert Vollmer to see if he is available for a teleconference interview.

Direct Administration and City Clerk to repost the application period nationally.

Main Motion:

Moved by: Albertson
Seconded by: Welch
Action: Motion carries by a vote of 5-0
In favor: Robb Albertson Watson Ayagalria Welch
Opposed: 0

XVI. ADJOURNMENT

Main Motion: Adjourn

Moved by: Welch
Seconded by: Albertson
Action: Motion carries by a vote of 5-0
In favor: Robb Albertson Watson Ayagalria Welch
Opposed: -0

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk

Reports of Standing Committees



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, December 6th, 2016 -7:00 p.m.
300 STATE HIGHWAY – CITY COUNCIL CHAMBERS
AGENDA

Members

Joan Dewey
Chair

Eileen Henrikson
Vice Chair

Norman Ayagalria
Council Representative

Naim Shabani

Julene Webber

Daniel Maczynski

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 October 4th, 2016, and November 1st, 2016
- VI. SPECIAL ITEM OF BUSINESS
 - A. PUBLIC HEARING: On the price and quality of service provided by all regulated vehicles, chauffeurs and dispatch services.
- VII. UNFINISHED BUSINESS
 - A. Consideration of a “Neighborhood Watch” program (Commission Member Maczynski)
 - B. Statewide Task Force Update on Heroin (Byron Maczynski, *Council Member*)
 - C. BMC 5.30.120: Insurance Requirements for taxi cabs (Commission Member Shabani)
 - D. Western Alaska Alcohol & Narcotics Team (WAANT): Regional update report
- VIII. NEW BUSINESS
 - A. School Zones
- IX. CHIEFS’ COMMENTS
 - Fire Chief
 - Police Chief
- X. TRANSPORTATION INSPECTOR’S REPORT
- XI. COUNCIL REPRESENTATIVE’S COMMENTS
- XII. COMMISSION MEMBER’S COMMENTS
- XIII. ADJOURNMENT

Christina Him, *Recorder*

POSTED on November 30th, 2016

POST OFFICE, AC QUICKSTOP, CORINA’S CASE LOT, CITY HALL, & POLICE DEPT.

Next Public Safety and Transportation Commission Meeting will be **January 3rd, 2017.**

“Deep Sea Port and Transportation Center of the Kuskokwim”



City of Bethel, Alaska

Parks, Recreation, Aquatic, Health & Safety Center Committee Agenda
Regular Meeting **December 12, 2016, 2016 – 6:00pm** City Hall 300 State Highway

Michelle DeWitt
Committee Chair
Term Expires 12/2017

Judy Wasierski
Committee Co Chair
Term Expires 12/2018

Kathy Hanson
Committee Member
Term Expires 12/2018

Barbara Mosier
Committee Member
Term Expires 12/2018

Beverly Hoffman
Committee Member
Term Expires 12/2018

Brian Lefferts
Committee Member
Term Expires 12/2017

Kathryn Baldwin
Alternate Committee Member
Term Expires 12/2017

Mark Jones
Alternate Committee Member
Term Expires 12/2017

Fred Watson
Council Rep.
Term Expires 10/2017

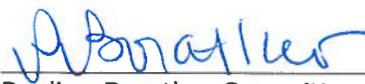
Stacey Reardon
YK Fitness Facility Director

Shadi Rabi
YK Fitness Program Mgr.

Matt Ross
Parks and Recreation Rep.

Pauline Boratko
Committee Recorder

- I. CALL TO ORDER:**
- II. ROLL CALL:**
- III. PEOPLE TO BE HEARD – THREE MINUTES PER PERSON:**
- IV. APPROVAL OF AGENDA:**
- V. APPROVAL OF THE MINUTES:**
November 14, 2016- regular meeting
- VI. SPECIAL ORDER OF BUSINESS:**
A. Energy Committee Joint Meeting
- VII. DEPARTMENT HEAD REPORT:**
Stacey Reardon, YK Fitness Center Director
- VIII. UNFINISHED BUSINESS:**
A. Individual to provide report to December 13 City Council meeting
B. Updates: Owl Park and Dog Park
C. Pinky's Park Grant project update
D. Log Cabin/4H Building
E. Fiscal Year 2017 Parks and Recreation Budget
F. Signs in Parks to notify staff of maintenance problems
G. Balance on dedicated Pool Fund
H. YK Health Fitness Center Director Report
I. Fiscal Year 2017 YK Fitness Center Budget
J. Sub Committee Reports: Water Temp, Marketing, Physical Facility
K. City of Bethel Employee Wellness Program
L. Facility Name
M. Arts at the YK Fitness Center
- IX. NEW BUSINESS:**
A. Present Amended Agenda to committee
- X. MEMBER COMMENTS:**
- XI. ADJOURNMENT:**



Pauline Boratko, Committee Recorder

Special Order of Business

Introduced by: Pete Williams, Acting City Manager
Date: November 8, 2016
Action: Passed
Vote: 7-0

CITY OF BETHEL

Resolution # 16-32

CITY OF BETHEL PRIORITIES FOR THE FY 2018 STATE OF ALASKA CAPITAL BUDGET

WHEREAS, the City of Bethel is proactively pursuing funding strategies with Federal and State agencies as well as private funding sources;

WHEREAS, the City partners with other entities, such as the local tribe, Orutsararmuit Native Council, to work collaboratively for residents' needs;

WHEREAS, Bethel has had several recent community needs successfully funded by collaborating with Federal, State, and Tribal entities, including the Sewer Lagoon Rehabilitation Project and Water and Sewer truck replacement;

WHEREAS, Bethel takes pride in self-sufficiency; Bethel City sales tax and the Port of Bethel generate revenue used to fund the City's operating budget and many major maintenance needs;

WHEREAS, in recent years, the City of Bethel raised its water and sewer subscription rate fees to fund capital depreciation and to better meet basic human health and sanitation needs;

WHEREAS, the community of Bethel takes its responsibility as a hub community for a region of 30,000 people seriously; many projects the City has championed benefit tens of thousands of Alaskans who do not reside in City limits;

WHEREAS, the Bethel City Council is a seven-member body elected by resident voters of Bethel to act in the best interest of the community and that intends to exhibit transparency, oversight, and accountability for all funds awarded through this request;

WHEREAS, the priorities established herein are rank-ordered and vital to the well-being of the community and municipality of Bethel;

Introduced by: Pete Williams, Acting City Manager
Date: November 8, 2016
Action: Passed
Vote: 7-0

WHEREAS, a summary of the City of Bethel’s priorities and requested funding amounts are listed in the following table:

Four Priorities	Request
1. Institutional Corridor Water Delivery System – Phase 2	\$4,500,000
2. Emergency Response Ladder Truck – Fire	\$850,000
3. Road Around H-Marker Lake	\$1,820,752
4. Bethel Small Boat Harbor	\$2,500,000
TOTAL	\$9,670,752

#1 Institutional Corridor Water Delivery System–Phase 2 \$4,500,000

WHEREAS, the State of Alaska provided the City of Bethel with \$7,000,000 from the FY 2014 Alaska Capital Budget to fund more than half of the Institutional Corridor Water Delivery System project, which left the City with a shortfall of \$4,500,000;

WHEREAS, the City worked with DOWL engineers to design the project, such that the project now requires less linear feet of pipe at less cost to accomplish the same number of institutional connections;

WHEREAS, once the entire project is completed, the City will receive a net gain from water sales to the institutions and three of the institutions will be able to close their water plants for good, eliminating the hardship of well management and proper water treatment.

#2 Emergency Response/Fire Ladder Truck \$850,000

WHEREAS, the Bethel Fire Chief determined the Fire Department’s ladder truck no longer meets mission requirements, safety requirements or the needs of the community;

WHEREAS, the current Fire Department’s ladder truck is in poor condition after 36 years of continual service, and failed to achieve certification in each of the last three years;

Introduced by: Pete Williams, Acting City Manager
Date: November 8, 2016
Action: Passed
Vote: 7-0

- WHEREAS,** parts and service for the 1980 ladder truck have become obsolete or exceedingly difficult to find, though significant repairs are needed;
- WHEREAS,** Bethel's ladder truck does not meet current NFPA, DOT, or EPA standards;
- WHEREAS,** the City of Bethel recently provided money for ambulance replacement and received numerous donations from individual citizens and private parties to self-fund a new ambulance; delivery of the ambulance is expected in the summer of 2017;
- WHEREAS,** the City of Bethel responded to two major fires in the last three years, as well as numerous smaller fires, and the last fire damaged the ladder truck, rendering it no longer operational.
- WHEREAS,** the Bethel Fire Department strives to comply with NFPA, DOT and EPA standards for the safety of its members and service for the citizens it protects;
- WHEREAS,** the community of Bethel is experiencing development of several buildings exceeding the reach of its current ladder truck;
- WHEREAS,** the City of Bethel needs a ladder truck capable of reaching the third floor of a building to rescue trapped or endangered building occupants;
- WHEREAS,** a ladder truck with greater reach and greater pumping capability will help to lower home insurance rates in Bethel;

#3	Road Around H-Marker Lake	\$1,820,752
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- WHEREAS,** the community of Bethel has been severely hampered by the closure of Tundra Ridge Road in 2008 because it broke the circuit, causing all traffic to flow in a "U" pattern from the State Highway to Ptarmigan Street;
- WHEREAS,** the City worked diligently with the State and private landowners to re-open the road, but after seven years, the impasse remains;
- WHEREAS,** the community continues to suffer in terms of increased response time for emergency response vehicles to reach the Tundra Ridge Subdivision and residents of the subdivision are enduring additional time and cost to get to work, to the store, to the airport, and other places;

Introduced by: Pete Williams, Acting City Manager
Date: November 8, 2016
Action: Passed
Vote: 7-0

WHEREAS, the City's proposed solution is to construct a new gravel road around H-Marker Lake that will connect the public part of Tundra Ridge Road with Ptarmigan Street to complete the circuit again;

WHEREAS, the new road will follow the shortest route from existing road to existing road;

WHEREAS, the City of Bethel is willing and able to provide sand, heavy equipment, and personnel to assist in the development of the new road;

WHEREAS, a new road between the state highway and Ptarmigan Street is expected to save lives and reduce injuries as a result of faster emergency vehicle response times, less drive time to town, lower fuel cost, and reduced vehicle maintenance cost;

#4	Bethel Small Boat Harbor	\$2,500,000
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WHEREAS, the City of Bethel received funding from the U.S. Army Corps of Engineers, Denali Commission, and State of Alaska for improvements to the Bethel Small Boat Harbor over the last five years;

WHEREAS, three sections of bank encompassing 1,300 feet are all that are left to improve with webbing and gravel in order to stabilize 100% of the banks, thereby reducing slough-off and the need for dredging;

WHEREAS, several culverts are needed to improve the parking lot and road access to the harbor;

WHEREAS, the Harbor allows Bethel residents easy, convenient, and inexpensive access to the Kuskokwim River for subsistence harvest of fish and game, access to fish camps, recreational uses, commercial fishing, commercial birding/guiding, wood gathering, and transportation to and from villages on the river;

WHEREAS, nearby villagers depend on the Harbor when they travel by boat to Bethel for medical appointments, vocational training, college attendance, conferences/workshops, government services, shopping, employment, air transportation to Anchorage and points beyond, and to visit friends and relatives;

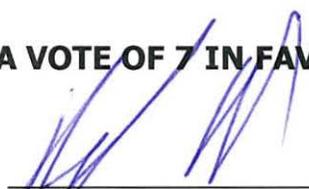
WHEREAS, the Bethel Small Boat Harbor was officially designated a "harbor of refuge" by the U.S. Army Corps of Engineers and provides protection for small boaters from storms, high seas, and other natural hazards;

Introduced by: Pete Williams, Acting City Manager
Date: November 8, 2016
Action: Passed
Vote: 7-0

WHEREAS, great strides have been made to improve the Harbor over the last five years and this project represents the final bank stabilization effort needed to complete the Harbor;

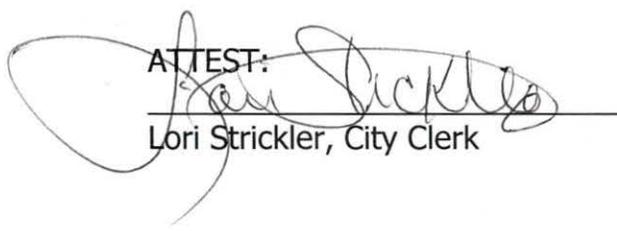
NOW, THEREFORE BE IT RESOLVED that the Bethel City Council hereby requests that the State of Alaska provide \$9,670,752 in its FY 2018 Capital Budget to fund the four priority projects described herein.

ENACTED THIS 8 DAY OF NOVEMBER 2016 BY A VOTE OF 7 IN FAVOR AND 0 OPPOSED.



Richard Robb, Mayor

ATTEST:



Lori Strickler, City Clerk

New Business

Introduced by: Peter Williams, Acting
City Manager

Date: December 13, 2016

Action:

Vote:

CITY OF BETHEL

Resolution # 16-33

REQUEST TO ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION TO ALLOW THE CITY OF BETHEL TO USE THE ALTERNATIVE MANAGEMENT METHOD FOR ITS VILLAGE SAFE WATER-FUNDED PROJECT TO DREDGE SEWER LAGOON AND MAKE LAGOON UPGRADES

WHEREAS, Bethel is a community with a population of 6,205;

WHEREAS, the 43 square mile community is governed by the City of Bethel, a municipality formed and in operation since 1957;

WHEREAS, the City of Bethel is a second class city in which seven City Council members hire a City Manager to serve as the top administrative position;

Whereas, the City will receive funding from the State of Alaska, Department of Environmental Conservation, Village Safe Water Program to assist in the sewer lagoon rehabilitation project;

WHEREAS, the City has two full-time management positions in the Finance Department, Finance Director and Assistant Finance Director, and five full-time staff members;

WHEREAS, the City has procurement procedures specified in the Bethel Municipal Code, which governs how the city performs procurement activities;

WHEREAS, the City of Bethel has the capability and capacity to perform project administration without technical and administrative support from Village Safe Water Program staff members;

WHEREAS, the City of Bethel has successfully managed millions of dollars in federal, state, and private foundation funds from project inception to project completion;

Introduced by: Peter Williams, Acting
City Manager

Date: December 13, 2016

Action:

Vote:

WHEREAS, the City of Bethel is currently administering a \$7 million State of Alaska Designated Legislative Grant to complete the Institutional Corridor Project, a project to pipe water from the City Subdivision Water Treatment Plan to large organizations;

WHEREAS, the City uses Caselle Accounting software to manage all of its financial transactions, including budget preparation, sales taxes, payroll, accounts payable, accounts receivable, general ledger activity, and report generation;

WHEREAS, independent accounting firms examined the City of Bethel's financial records and provided an unmodified opinion related to the financial statements for the City's FY 2012, FY 2013, FY 2014, and FY 2015 audits;

WHEREAS, the City of Bethel has a 54-person Public Works Department with a hauled utility division and piped utility maintenance division from which trained, experienced, water and sewer personnel can oversee the sewer lagoon rehabilitation project;

WHEREAS, the City understands that the Village Safe Water Program typically provides technical, administrative, and procurement services as well as project management to recipient communities, but that communities may request to manage their own projects under an agreement known as "Alternative Management."

WHEREAS, when the alternative management approach is approved, the community will be responsible for managing its own project without technical and administrative assistance from the Village Safe Water Program staff;

NOW, THEREFORE BE IT RESOLVED that the City of Bethel is aware of the difference between traditional and alternative management procedures and chooses to request that the Alaska Department of Environmental Conservation allow it to use the Alternate Management procedure for its VSW project.

Introduced by: Peter Williams, Acting
City Manager

Date: December 13, 2016

Action:

Vote:

**ENACTED THIS 13th DAY OF DECEMBER 2016 BY A VOTE OF ____ IN FAVOR
AND ____ OPPOSED.**

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk

Introduced by: Acting City Manager Williams
Date: December 13, 2016
Action:
Vote:

CITY OF BETHEL, ALASKA

Resolution #16-34

A RESOLUTION BY THE BETHEL CITY COUNCIL AUTHORIZING THE CITY MANAGER TO APPOINT THE HUMAN RESOURCES MANAGER AS THE PERSONNEL OFFICER

WHEREAS, Section 3.08.030 of the Bethel Municipal Code designates the City Manager as the Personnel Director and Director of the Personnel Office with overall authority and responsibility for personnel administration.;

WHEREAS, this section of the Code states a specific intent towards accomplishing several objectives including, but not limited to, recruitment, retention, accomplishing equal employment opportunity objectives, informing employees about their benefits, etc.;

WHEREAS; both BMC 2.21.050 and Title 29 of Alaska Statute places the Human Resources authority upon the City Manager unless the City Council authorizes the City Manager to appoint a Personnel Officer (AS 29.20.500);

WHEREAS, an investigation conducted into City affairs in 2014 specifically recommended that the City: "Hire a trained and experienced Human Resources/Risk Manager staff person;"

WHEREAS, the City accomplished that goal in part but has failed to make the position separate with sufficient autonomy to be able to function independently with overall authority and without control by the City Manager;

WHEREAS, a clear separation would ensure better protection of due process for employees, would minimize the City's risk related to personnel matters, and would guarantee that confidential documents pertaining to City employees are appropriately safeguarded and released only to authorized parties;

WHEREAS, placing authority with a properly trained Human Resources Director, would allow for more efficient development of the procedures which the City Council has been insisting upon;

Introduced by: Acting City Manager Williams
Date: December 13, 2016
Action:
Vote:

NOW, THEREFORE, BE IT RESOLVED THAT the City Council authorizes the City Manager to appoint the Human Resources Manager as the Personnel Officer for the City of Bethel pursuant to Bethel Municipal Code Section 2.21.050 and Alaska Statute, Title 29.

PASSED AND APPROVED THIS ____ DAY OF DECEMBER 2016, BY A ____ VOTE IN FAVOR AND A ____ VOTE IN OPPOSITION.

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk

Introduced by: Peter Williams, Acting City Manager
 Introduction Date: December 13, 2016
 Public Hearing:

Action:
 Vote:

CITY OF BETHEL, ALASKA
ORDINANCE # 16-17 (f)

An Ordinance of the Bethel City Council Amending the Adopted Annual FY 2017 Budget

Be it Enacted by the Bethel City Council that the FY 2017 Annual Budget be amended as follows:

Section 1. That the following sums of money as may be needed or deemed necessary to provide for increased expenses and liabilities of the City of Bethel are hereby appropriated for the corporate purposes and objects of the City hereinafter specified for Fiscal Year 2017, July 1, 2016 to June 30, 2017.

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

PORT OFFICE FUND (47)

Change to Port Office Fund

Increases Expenditures		
47-50-690	CAPITAL PROJECT - PORT OFFICE FUND	643,322
	Total Increases	643,322
Increase Revenues		
47-46-490	Transferred from Port Enterprise Fund	1,045,322
	Total Increase	1,045,322

MUNICIPAL DOCK (52)

Increases Expenditures		
52-46-990	Port Office Capital Improvement Fund - Transfer to Port Office	1,045,322
	Total Increases	1,045,322
Increase		
		0
	Total Decreases	0
TOTAL	Net Change to Municipal Dock Appropriations	1,045,322

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

PASSED AND APPROVED THIS ___ DAY OF JANUARY 2017 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: Bethel City Council
Cc: Peter Williams, Acting City Manager
From: Hansel L Mathlaw, Acting Finance Director
Date: December 6, 2016
Re: Justifications for Budget Port Office Building

Listed below is an explanation for the budget modification requested in Ordinance #16-17 (f)

The Municipal Dock Enterprise Fund has been saving funds since FY 2012 to build a new port office building. The following transfers were made from the Dock to the Port Office Capital Projects Fund:

FY12	\$50,000
FY13	\$50,000
FY14	\$50,000
FY15	\$50,000
FY16	\$300,000
FY17	\$48,000

TOTAL Transferred: \$548,000

The estimate for the new office building is expected to be \$1,593,322. The difference between the expected cost and total amount transferred equals \$1,045,322. Thus, \$1,045,322 is the additional amount necessary from the Dock to cover the Port Office

The current FY17 budget for the Port Office Budget is \$950,000 (Page 48). The new Port Office construction estimate \$1,593,322. An additional \$643,322 is needed to cover the new estimate.

City of Bethel Action Memorandum

Action memorandum No.	16-77		
Date action introduced:	12/13/16	Introduced by:	Mayor Robb
Date action taken:		Approved	Denied
Confirmed by:			

Approve the Mayor's appointment of Mary Weiss to the Public Safety and Transportation Commission for a term of three years

Route to:	Department/Individual:	Initials:	Remarks:
	Mary Weiss, Public Safety and Transportation Commission		

Attachment(s):

Amount of fiscal impact:	Account information:
No fiscal impact	
Funds are budgeted for.	
Funds are not budgeted. Budget modification is required.	

Action Memorandum 16-77 is sponsored by Mayor Robb, at the request of the City Clerk.

Mary Weiss has requested appointment to the Public Safety and Transportation Commission. If appointed, she would be appointed to a term of three years as a regular member with a term expiration of December 31, 2018.

City of Bethel Action Memorandum

Action memorandum No.	16-78		
Date action introduced:	12-13-2016	Introduced by:	Peter Williams
Date action taken:		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:			

Action Title

Approve and adopt the Title VI Nondiscrimination Program Plan for the Bethel Public Transit System.

Route to:	Department/Individual:	Initials:	Remarks:
<input checked="" type="checkbox"/>	Administration	PW	Recommend approval.
<input checked="" type="checkbox"/>	Public Works	ML	Recommend approval.
<input type="checkbox"/>			
<input type="checkbox"/>			

Attachment(s): 1. Title VI Nondiscrimination Program Plan.
2. Copy of Email from Jacquie Braden indicating ADOT&PF approval.

Amount of fiscal impact:	Account information:
No fiscal Impact.	
Funds budgeted.	
Funds not budgeted. Budget Modification Required.	

Summary Statement

The City of Bethel is required to prepare and have the Bethel City Council approve and adopt the Title VI Nondiscrimination Program Plan for the Bethel Transit System. Federal Transit Administration Circular C 4702.1B outlines the requirements needed to comply with Title VI of the Civil Rights Act of 1964, which protects people from discrimination based on race, color, or national origin in programs or activities that receive federal financial assistance.

The City of Bethel's Title VI Nondiscrimination Program Plan was reviewed and approved by the Alaska Department of Transportation and Public Facilities Title VI Specialist and ADA Coordinator Jacquie Braden. The City is in possession of an email from Ms. Braden indicating her approval.

Good Morning Bill,

This all looks great. I made a few slight changes (to the Title VI Notice, some of the categories you added don't apply to your program) and deleted the comments so it's all ready for adoption. After the council meeting, the Title VI Approval section will need to be updated with the date it was adopted and then we can upload it into Blackcat.

In terms of ongoing needs for Civil Rights, Alaska Community Transit will review it when they visit and make sure we don't need to do any updates or address any issues. When the next census data comes out I'll go through and recalculate the LEP needs and if there are significant changes we can talk about that then.

If you have any questions about civil rights or your obligations under the ADA please feel free to contact me at any time.

Thank you,

Jacque Braden
ADOT & PF Title VI Specialist & ADA Coordinator
2200 E. 42nd Ave.
Anchorage, Alaska 99508
Work [\(907\) 269-0852](tel:9072690852)

Title VI Nondiscrimination Program Plan



Bethel Public Transit System

OCTOBER 31, 2016

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TITLE VI PROGRAM APPROVAL

The Bethel City Council will review the Title VI Plan during their regular City Council meeting November 8, 2016.

TITLE VI PROGRAM UPDATE

The Bethel Public Transit System has prepared this Title VI Nondiscrimination Program in accordance with the Federal Transit Administration's Circular C 4702.1B, in order to comply with all elements of Title VI of the Civil Rights Act of 1964, which protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance.

NONDISCRIMINATION POLICY STATEMENT

Bethel Public Transit System operates its programs and services without regard to race, creed, religion, gender, sex, gender identity, sexual orientation, age, national origin or ancestry, marital status, disability, political affiliation, genetic information, pregnancy, parenthood, veteran status, or any other status or condition protected under federal, state, or local laws in accordance with Title VI of the 1964 Civil Rights Act. Any person who believes that she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with our agency.

Any such complaint must be in writing and filed with this agency within 180 days following the date of the alleged discriminatory occurrence. For information on our nondiscrimination obligations or how to file a complaint, please contact the City Manager by any of the methods listed below.

City of Bethel, 300 State Highway, Bethel, Alaska

Phone: 1-907-543-2047

Fax: 1-907-543-1394

Email: pwilliams@cityofbethel.net

If this information is needed in another language, please contact us.

NOTICE TO THE PUBLIC

Bethel Public Transit System notifies the public of their rights under Title VI of the Civil Rights Act in the following ways:

- Long-form notices posted in the Bethel Public Transit System Bus Barn staff and public lounge, on the Transit Buses and on the Bulletin Board at the City Hall Office
- Short form notices on the City of Bethel, Bethel Public Transit System, web page.

Copies of both notices are provided in [Appendix A](#).

Discrimination Complaint Procedure:

Any person who believes that he/she has been aggrieved by an unlawful discriminatory practice on the basis of to race, creed, religion, gender, sex, gender identity, sexual orientation, age, national origin or ancestry, marital status, disability, political affiliation, genetic information, pregnancy, parenthood, veteran status, or any other status or condition protected under federal, state, or local laws by Bethel Public Transit System may file a complaint by completing and submitting City of Bethel the Title VI Complaint form. Complaints will be handled cooperatively with the City of Bethel and the ADOT&PF Civil Rights Office. The Bethel Public Transit complaint procedure is outlined in [Appendix B](#) and the Bethel Public Transit discrimination complaint form is provided in [Appendix C](#).

TITLE VI COMPLAINTS, INVESTIGATIONS AND LAWSUITS

The Bethel Public Transit System has not had a Title VI complaint, investigation and or lawsuit.

PUBLIC PARTICIPATION

Bethel Public Transit System encourages all members of the community to be involved in the transit planning process. All City of Bethel council and commission meetings are open to the public and broadcast over KYUK. Meeting times and places are posted in four separate locations around town and announced on the local radio station at least five days in advance of the meeting date. Meetings are held at Bethel City Hall in the City Council Chambers which is an accessible location.

Bethel Public Transit does not operate after 6:15pm, though most public meetings start after this time. If a user required transportation services to a public meeting, Bethel Public Transit would provide service if given 24 hour notice.

Users of Bethel Public Transit are able to provide input on operations at the monthly meetings of the Public Safety and Transportation Commission and Public Works Committee. Users are also encouraged to provide input during the City of Bethel annual budgeting process.

The Transit System performs a biannual survey of passengers to seek input on the overall operation of the Transit System.

LIMITED ENGLISH PROFICIENCY (LEP) 4 FACTOR ANALYSIS

1. The Number and Proportion of LEP Persons Served Or Encountered In Your Service Area

Bethel is a minority-majority community where roughly 85% of the community identifies as Alaska Native, 12% as White, 2% as Asian, and 1% as Black or African American. Of the 85% of the community who identify as Alaska Native, 84% identify as being of Yup'ik descent, 5% from other Alaska Native groups, and 1% as American Indian.

According to the American Community Survey data for the Bethel Census area, 62% of individuals over the age of five reported speaking Yup'ik at home. Of those speakers, 29% self-reported as speaking English "Less than very well" for an estimated **820 individuals** or **13%** of the population.

2. The Frequency with Which LEP Individuals Come Into Contact With Your Transit Service

Table 2 Frequency of Contact with LEP Persons		
Frequency	Number of LEP Persons	Languages Spoken by LEP Persons
Daily	0-2	Yupik
Weekly	2-3	Yupik
Monthly	6-8	Yupik
Less frequently than monthly	4-5	Yupik

3. The Nature and Importance of Your Transit Service

The Bethel Public Transit System operates two fixed routes, Monday through Friday, 6:30am to 6:15pm. Both fixed routes serve the two main grocery stores, two Quick Stop grocery stores, the Cultural Center, YKHC Hospital, pre-maternal home, post office, YK Administration Building (dental/vision), and Tundra Women’s Center.

4. The Language Assistance Resources Potentially Available To Assist LEP Persons

The Bethel Public Transit System has three transit bus drivers, two of which are Yupik and can provide translation services if there is a need. In most cases the passengers are fluent enough in English that it’s not necessary to translate. The Transit Bus schedule has not been translated, into Yupik, at this time. A larger percentage of the ridership are fluent English speakers and if a LEP passenger needs help in translating the bus schedule another passenger or driver, in most cases, will provide it. The Bethel Public Transit System has access to the school bilingual department as well as private individuals who can provide translations upon request.

PLANNING AND ADVISORY BOARDS

The Bethel Public Transit System is part of the City of Bethel Administration; all policies governing the Bethel Public Transit System are made by the Bethel City Council. Council members are elected by the community for a two year term. Currently, four of the seven members are Yupik.

The Bethel Public Transit System may also request guidance from the Public Works Committee or the Public Safety and Transportation Commission. The members of these boards are selected through an application process through the Bethel City Council.

FIXED-ROUTE SYSTEM WIDE SERVICE STANDARDS

Bethel Public Transit provides two fixed-route bus services within the Bethel City Limits. Bus capacity is based on the number of seats: one vehicle has eight, one has twelve. Due to the rough road conditions, standees are not allowed on Bethel Public Transit buses. The routes operate within thirty minutes of each other and there has not been a demonstrated need for increased capacity that would warrant augmenting the standee policy.

Vehicle Headway Standards

The Bethel Public Transit System operates two fixed-route schedules with thirty minutes headway between the routes. The Green Line is 13 miles long and starts at 6:30am and ends at 6:15pm. The Red Line is 14.3 miles long and starts at 9:00am and ends at 3:00pm.

On-time Performance Standards

Bethel Public Transit System allows two minutes before/after for each bus stop; buses are not permitted to depart before the designated bus stop time.

On-time performance is occasionally interrupted if a driver needs to spend extra time assisting an individual with a disability or if a passenger board with multiple small children.

Service Availability Standards

The Bethel Public Transit System conducts community input survey, passenger survey several times each year and ridership data was used to determine the routes most beneficial to the community. The routes target the main activity centers, hospital, pre-maternal home, post office, Yukon-Kuskokwim Borough administration, Cultural Center, and grocery and convenience stores. There are also stops in between these landmarks. Stops are spaces according to population and need. Bethel Public Transit System will provide demand-responsive service within a half-mile of a fixed route if a request is made at least 24 hours in advance.

FIXED-ROUTE SYSTEM WIDE POLICIES

The Bethel Transit System was fortunate this receive a grant in 2016 to purchase 15 bus stop shelters. These were installed during the summer of 2016 along the fixed routes. Shelters were placed at bus stops that experienced higher numbers of ridership or experienced more severe weather conditions. The shelters are used both by Bethel Public Transit System riders and the Lower Kuskokwim School District.

Each bus stop location is posted with its specific bus stop time schedule and bus route maps showing the entire bus route. Each bus driver hands out brochures that show the fixed route schedules.

APPENDIX A: TITLE VI NOTICE TO THE PUBLIC

Long Title VI Notice

Your Rights Under Title VI

Bethel Public Transit System operates its programs and services without regard to race , creed, religion, gender, sex, gender identity, sexual orientation, age, national origin or ancestry, marital status, disability, or any other status or condition protected under federal, state, or local laws in accordance with Title VI of the 1964 Civil Rights Act. Any person who believes that she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with our agency. Any such complaint must be in writing and filed with this agency within 180 days following the date of the alleged discriminatory occurrence. For information on our nondiscrimination obligations or how to file a complaint, please contact (Agency’s name) by any of the methods listed below.

City of Bethel, 300 State Highway, Bethel, Alaska
Phone: 1-907-543-2047
Fax: 1-907-543-1394
Email: pwilliams@cityofbethel.net

If this information is needed in another language, please contact us.

Short Title VI Notice

Bethel Public Transit System operates its programs and services without regard to race, creed, religion, gender, sex, gender identity, sexual orientation, age, national origin or ancestry, marital status, disability or any other status or condition protected under federal, state, or local laws in accordance with Title VI of the 1964 Civil Rights Act. To find out more about our nondiscrimination obligations, to file a complaint, or to request this information in another language, please contact us.

APPENDIX B: DISCRIMINATION COMPLAINT PROCEDURE

Bethel Public Transit System City of Bethel, Alaska Title VI Procedures

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the grounds of be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Any person who believes that he/she has been aggrieved by an unlawful discriminatory practice on the basis of race, creed, religion, gender, sex, gender identity, sexual orientation, age, national origin or ancestry, marital status, disability, political affiliation, genetic information, pregnancy, parenthood, veteran status, or any other status or condition protected under federal, state, or local laws by Bethel Public Transit System may file a complaint by completing and submitting City of Bethel the Title VI Complaint form.

How do you file a complaint?

You may download the City of Bethel Title VI Complaint Form at www.cityofbethel.org or request a copy by writing or phoning City of Bethel, P.O. Box 1388, Bethel, Alaska 99559, or calling 1-907-543-2047.

You may file a signed, dated and written complaint no more than 180 days from the date of the alleged incident. The complaint should include:

- Your name, address and telephone number. (See Question 1 of the Complaint Form)
- How, why, and when you believe you were discriminated against. Include as much specific, detailed information as possible about the alleged acts of discrimination, and any other relevant information. (See Questions 7, 8, 9, and 10 of the Complaint Form)
- The names of any persons, if known, whom the Title VI officer could contact for clarity of your allegations. (See Question 11 of the Complaint Form)

Please submit your complaint form to address listed below:

Title VI Coordinator
Bethel City Manager
P.O. Box 1388
Bethel, Alaska 99559

or

Alaska DOT&PF Civil Rights Office
2200 East 42nd Avenue, Room 310
Anchorage, AK 99508
Telephone 1 907 269 0851
Toll Free in Alaska Only 1 800 770 6236
Fax 1 907 269 0847

How will your complaint be handled?

City of Bethel investigates complaints received no more than 180 days after the alleged incident. City of Bethel will process complaints that are complete. Once a completed complaint is received, City of Bethel will review it to determine if City of Bethel has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by City of Bethel.

City of Bethel will generally complete an investigation within 90 days from receipt of a completed complaint form. If more information is needed to resolve the case, City of Bethel may contact the complainant. Unless a longer period is specified by City of Bethel, the complainant will have ten (10) days from the date of the letter to send requested information to the City of Bethel investigator assigned to the case.

If City of Bethel investigator is not contacted by the complainant or does not receive the additional information within the required timeline, City of Bethel may administratively close the case. A case may be administratively closed also if the complainant no longer wishes to pursue their case.

After an investigation is complete, City of Bethel will issue a letter to the complainant summarizing the results of the investigation, stating the findings and advising of any corrective action to be taken as a result of the investigation. If a complainant disagrees with City of Bethel determination, he/she may request reconsideration by submitting a request in writing to City of Bethel City Manager within seven (7) days after the date of City of Bethel letter, stating with specificity the basis for the reconsideration. The City Manager will notify the complainant of his decision either to accept or reject the request for reconsideration within 10 days. In cases where reconsideration is granted, the City Manager will issue a determination letter to the complainant upon completion of the reconsideration review.

A person may also file a complaint directly with the Alaska Department of Transportation and Public Facilities, at MS-2530, Anchorage, AK 99519-6900 or the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, contact City of Bethel at 1-907-543-2047.

APPENDIX C: DISCRIMINATION COMPLAINT FORM

Title VI Complaint Instruction and Form

City of Bethel TITLE VI COMPLAINT FORM

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

If you feel that you have been discriminated against in the provision of transit services, please provide the following information to assist us in processing your complaint. Should you require any assistance in completing this form or need information in alternate formats, please let us know.

Please mail or return this form to

Bethel Transit Manager
 Bethel Public Transit System
 P.O. Box 1388
 Bethel, Alaska 99559
 wferguson@cityofbethel.net
 Fax Number:1-907-543-1394

1. Complainant's Name:		
a. Address:		
b. City:	State:	Zip Code:
c. Telephone (Home <input type="checkbox"/> or Cell <input type="checkbox"/>) Please include area code Telephone Number (Work) () ()		
d. Electronic Mail Address:		
Do you prefer to be contacted via this e-mail address? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Accessible Format of Form Needed? <input type="checkbox"/> Large Print <input type="checkbox"/> Audio Tape <input type="checkbox"/> TDD <input type="checkbox"/> Other (please specify):		
3. Are you filing this complaint on your own behalf? <input type="checkbox"/> Yes If YES, please go to Question 7 <input type="checkbox"/> No If no, please go to question 4		
4. If you answered NO to question 3 above, please provide your name and address.		
a. Name of Person Filing Complaint:		
b. Address:		
c. City:	State:	Zip Code:
d. Telephone (Home <input type="checkbox"/> or Cell <input type="checkbox"/>) Please include area code Telephone Number (Work) () ()		
e. Electronic Mail Address:		
Do you prefer to be contacted via this e-mail address? <input type="checkbox"/> Yes <input type="checkbox"/> No		
5. What is your relationship to the person for whom you are filing the complaint?		
6. Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. <input type="checkbox"/> Yes, I have permission. <input type="checkbox"/> No, I do not have permission.		
7. I believe that the discrimination I experienced was based on (check all that apply) <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin (Classes protected by Title VI) <input type="checkbox"/> Other (please specify)		

8. Date of Alleged Discrimination (Month, Day, Year):

9. Where did the Alleged Discrimination take place?

10. Explain as clearly as possible what happened and why you believe that you were discriminated against. Describe all of the persons that were involved. Include the name and contact information of the person(s) who discriminated against you (if known). *Use the back of this form or separate pages if additional space is required.*

11. Please list any and all witnesses' names and phone numbers/contact information. *Use the back of this form or separate pages if additional space is required.*

12. What type of corrective action would you like to see taken?

13. Have you filed a complaint with any other Federal, State, or local agency, or with any Federal or State court? Yes **If yes, check all that apply** No

- a. Federal Agency (List agency's name)
- b. Federal Court (Please provide location)
- c. State Court
- d. State Agency (Specify Agency)
- e. County Court (Specify Court and County)

APPENDIX D: STAFF LEP SURVEY

Bethel Public Transit System is studying the language assistance needs of its riders so that we can better communicate with them and increase ridership. Please complete the following survey and return it to Bethel Transit Manager by December 1.

Frequency of Contact with Limited English Proficient (LEP) Persons		
Frequency	Number of LEP Persons	Languages Spoken by LEP Persons
Daily		
Weekly		
Monthly		
Less frequently than monthly		

What languages other than English do you understand or speak?

Would you be willing to serve as a translator when needed?

Attachment D
Outside Organization LEP Survey Form

OUTSIDE ORGANIZATION LEP SURVEY

Organization:

What language assistance needs are encountered?

What languages are spoken by persons with language assistance needs?

What language assistance efforts are you undertaking to assist persons with language assistance needs?

When necessary, can we use these services?

Would you like information on transit service?

City of Bethel Action Memorandum

Action memorandum No.	16-80		
Date action introduced:	December 13, 2016	Introduced by:	Council Member Albertson
Date action taken:		<input checked="" type="checkbox"/> Approved	<input checked="" type="checkbox"/> Denied
Confirmed by:			

Confirming the allocation of an additional \$5,000 in the Fiscal Year 2018 Operating Budget to be included in the 2017 Memorandum of Agreement between the City of Bethel and the University of Alaska, not to be a reoccurring allocation.

Route to:	Department/Individual:	Initials:	Remarks:
	Finance Director	JAM	
	City Manager	PAW	

Attachment(s): *"I am not a Social Worker": An Information Service Model for Working with Patrons in Crises.*

Amount of fiscal impact		Account information:
\$5,000	Fiscal Year 2018 Contribution	10-72-745

The City of Bethel and University of Alaska enter into a Memorandum of Agreement (Agreement) on an annual basis which identifies the obligations of each organization in the continued operation and maintenance of the Consortium Library. The University has requested the Council include an additional \$5,000 in the 2017 Agreement (July 2017-June 2018) which could be used to hire additional staff. This is a one-time provision; the Council will not be obligated to continue the funding the additional \$5,000 following the Fiscal Year 2018 allocation.

The University of Alaska, Consortium Library is deficient in maintaining the effective operation of a 30 hours a week public library with only two full time employees. The responsibilities in operating the facility and providing the basic needs to the community require additional support in the form of personnel. The most financially responsible option for the University, is to take advantage of the Jesuit Volunteer Program which would provide an additional 40 hours of staff time per week. With financial contributions from various organizations, this option can become a cost effective reality to ensure safe and contributable services to the community for minimal costs to every party involved.

The objective of the position will be to improve library services to the unemployed, low income, and homeless residents of Bethel, with the following outlined duties:

- Act as the library's liaison between underserved residents of Bethel and the agencies in Bethel and throughout the state who provide services to unemployed, low income, and homeless residents. Matchup residents to appropriate agencies and services and assist patrons with applying for public assistance.
- Research and develop comprehensive reference materials for library staff and patrons regarding all aspects of public services available to underserved library patrons. Market these services to the public.

City of Bethel Action Memorandum

Action memorandum No.	16-80		
Date action introduced:	December 13, 2016	Introduced by:	Council Member Albertson
Date action taken:		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:			

- Work on the service desk at the library 15-20 hours a week providing reference services, assistance on the public access computers, and helping patrons find library materials. Assist library patrons on the public computers who are filling out job applications and applying for public benefits.
- Organize a coalition of interested organizations in Bethel who provide services to homeless, low income and unemployed residents. Organize a monthly meeting to discuss services and brainstorm on ideas for organizing volunteers. Work to identify the needs of various organizations in town and find ways to streamline services across organizations.
- Develop, market, and teach two or more trainings a month covering topics that benefit residents looking for jobs. Examples are topics such as resume writing and basic computer skills classes.
- Spend 8 hours a week assisting other service organizations. For example, working at the Winter House, Friday Night Supper Club, or the Tundra Women's Coalition.

Percent of Duty Total: 100%

50%: Library services: Work on the service desk at the library 15 hours a week providing reference services, assistance on the public access computers, and helping patrons find library materials. Assist library patrons on the public computers who are filling out job applications and applying for public benefits. Act as the library's liaison between underserved residents of Bethel and the agencies in Bethel and throughout the state who provide services to unemployed, low income, and homeless residents. Matchup residents to appropriate agencies and services and assist patrons with applying for public assistance. Research and develop comprehensive reference materials for library staff and patrons regarding all aspects of public services available to underserved library patrons. Market these services to the public.

20%: Develop, market, and teach two or more trainings a month covering topics that will benefit residents looking for jobs. Examples are topics such as resume writing and basic computer skills classes.

20%: Assist other service organizations. For example, work one shift a week at the Winter House, Friday Night Supper Club, or the Tundra Women's Coalition.

10%: Organize a coalition of interested organizations in Bethel who provide services to homeless, low income and unemployed residents. Organize a monthly meeting to discuss services, brainstorm ideas for organizing volunteers, and organizing fundraising events. Work to identify the needs of various organizations in town and find ways to streamline services across organizations.

“I’m Not a Social Worker”: An Information Service Model for Working with Patrons in Crisis

Lynn Westbrook

ABSTRACT

Public library patrons rarely reveal their personal crises, but experienced reference librarians quickly recognize the difference between casual and intense questions. Assuming professional responsibility for meeting such information needs, many librarians live with the ambiguity of the librarian/social worker dichotomy. Seeking that delicate balance between the librarian’s customized information service and the social worker’s case management triage, librarians must understand the situated information needs of their in-crisis patrons. For these individuals self-identity becomes a primary factor in any service interaction, including the opportunities and threats that new information generates. This article posits a four-part model of reference service that is centered on self-identity relationships between patrons and their crisis situations. The model incorporates information service guidelines. Intimate partner violence is used as the crisis context with which to explicate the model’s components. Librarians are not social workers, but they are asked to and certainly can provide practical, effective problem-solving information.

Librarians have long built services to meet the personal information needs of underserved and marginalized individuals. Working to understand the confusion, hopes, and life goals of immigrants gave Eleanor Ledbetter (Jones 2013) the insight needed to establish reference services, collections, and programs that have helped countless people make more informed life decisions. Natural disasters create highly complex crisis situations for entire communities, as well as for families and individuals (Bishop and Veil 2013). Public librarians recognized the affective, as well as the cognitive, experiences that color each of those interactions (DeFaveri 2005a). At-risk teenagers (Adeymon 2009), the recently incarcerated (Morris 2013), and the socioculturally marginalized (Playforth 2004; Overall 2009) benefit from librarians’ ability to work in the gray area between their professional responsibilities and those of other service professionals, particularly social workers.

Systemic economic failures, however, test librarians’ means of recognizing and managing their work’s boundaries. The extensive opportunities to provide deliberate, active, and deeply

City of Bethel Action Memorandum

Action memorandum No.	16-81		
Date action introduced:	12/13/16	Introduced by:	Mayor Robb
Date action taken:		Approved	Denied
Confirmed by:			

Approve the Mayor's appointment of Sharon Neth to the Energy Committee for the term of three years.

Route to:	Department/Individual:	Initials:	Remarks:

Attachment(s):

Amount of fiscal impact:		Account information:
	No fiscal impact	
	Funds are budgeted.	
	Funds are not budgeted. Budget modification is required.	
	Grant funding.	

Action Memorandum 16-81 is sponsored by Mayor Robb, at the request of the City Clerk.

Sharon Neth has requested appointment to the Energy Committee. If appointed, she would be appointed to a term of three years as a regular member with a term expiration of December 31, 2018.

Mayor's Report

City Manager's Report



CITY OF BETHEL

P.O. Box 388
Bethel, Alaska 99559
Ph. (907) 545-4150
Fax (907) 543-3817

MEMORANDUM

DATE: 11-23 to 12-6-2016

TO: City Council

FROM: Peter Williams, Acting City Manager

RE: Managers' Report

PROJECTS

Sewer Lagoon/Jetty-A contract a Project Manager for the sewer and lagoon and repairs is being reviewed by the City Attorney. The project is on hold till the USDA signs off on the Letter of Conditions. There also was also another last minute request that the City needs a bridge loan of \$913,000 from a bank. The Administration is seeking clarification about this request from the USDA.

IC Corridor-POC's have been established with YKHC, BNC and F&W to re-route the pipeline and POCs have looked at the new route. Hopefully all interested parties will be working on their differences over the next two weeks so we can work on re-drawing the design A surveyor has defined the property lines of the parcels that will be involved. New easements will have to be created though about 40% of the new route has existing dedicated easements in place.

Port Ops. and Comm. Ctr.-the design is 50% complete and will be presented to the City Council on Dec 13th by the architects. A budget mod is also being prepared for council's approval.

ADMIN.

I've have asked Departments to start thinking about union negotiations and capital expenditures for the FY-18 budget. I've have reviewed the Department Heads manager reports. Bill Arnold is officially the PW director. I interviewed a candidate for the Finance Director position who seemed very competent. Hopefully we can come to an agreement by the Dec.7th or 8th. Worked with H.R. regarding Conditional Letters of Employment and asked for training material be provided to the Water and sewer truck

drivers. Instructed the IT Dept. to have installed data ports at the P.W. building for phones and internet service. This came about to provide for an afterhours hot-line regarding water and sewers calls. Have been trying to work with YKFC bring their maintenance, ops plan and budget up to date.

Acting City Manager

Peter A. Willaims

Management Team Reports

To address the ongoing challenges of recruiting, an AM was presented to Council that, if approved, would authorize the City Manager to use hiring incentives to attract qualified candidates to critical need positions. Because each recruitment is different and numerous variables exist for each candidate, final action is pending while HR and the City Manager work together to try and develop a policy that would not only identify incentive standards but also allow sufficient discretion to respond to each unique situation.

Met with the Department of Labor/Job Center representatives to discuss apprenticeship programs as a means of recruiting and supporting candidates for skilled trades. Particularly relevant to the City is the Police Officer apprenticeship program. The apprenticeship is built around pre-set learning modules and the apprentice's compensation is tied to the accomplishment of each learning stage. As a result, an employee hired as an apprentice would not be paid in accordance with the wage scale for all other Police Officer positions. Therefore, if the City wants to pursue this avenue for "growing our own" officers, the initiative would need to be with the support of the Union.

Attended the YK Delta Workforce Development Group's first month meeting; the goal of the group is for employers and service providers to work together to improve local employment opportunities for individuals living in the region.

Health Care

Met with The Wilson Agency to discuss ongoing revisions to the health care plan. A separate trip report was prepared and provided to the City Manager. Revisions are continuing on-track with the phased implementation strategy presented to Council in June of this year. Open enrollment will be in December to add any missing dependents to the plan with a second open enrollment in June, when the City switches the Plan to a fiscal year cycle. HE will be meeting again in December with The Wilson Agency to review the current claims status, projected cost for FY18, and develop some strategies for the Finance Department to consider with respect to funding the required premiums.

PERS

Attended the State's Division of Retirement and Benefits Annual Employer Conference in Juneau. An extensive trip report was submitted to the City Manager and Finance Director following the event. Key "take-away" topics for Bethel included:

- HR must submit all PERS beneficiary information to the State for the designations to be valid. (This is in contrast to other retirement/insurance benefits for which HR maintains the beneficiary records in-house.)
- The need to improve our tracking of leave without pay and injury leave/FMLA as it relates to an employee's service credit.
- The availability of the State's Deferred Compensation program to City employees beginning in July 2017.
- IRS/Social Security considerations for election workers and temporary hires.

Transit Program

Received a formal closure letter from Alaska Department of Transportation regarding the May 2016 Section 5311 Drug and Alcohol Compliance Site Review. The City's response has satisfied all requirements of the site review.

Other

Represented the City at the Alaska Public Entity Insurance's (APEI) Annual Membership Meeting. During the meeting, APEI addressed the Kilbuk school fire in Bethel, their largest-ever property loss. APEI indicated that most of the cost of this claim will be borne by their excess property carrier, and they expect the school to be able to be fully replaced. From an operational standpoint, it was beneficial to be able to meet the two individuals that process the City's Workers Compensation claims.

To: Pete Williams, Acting City Manager
From: Ted Meyer, Planner
Subject: **November 2016 Activity Report**
Date: December 1, 2016

Site Plan Permits

Site Plan Permits still trickle in. We've processed 79 applications to date for 2016.

Conditional Use Permit

Currently reviewing the Conditional Use Permit submitted by YKHC for the hospital expansion project.

Larson Subdivision Zoning

There was a big team effort from Planning Department staff for researching data, preparing maps, and assembling the packet for the Planning Commission hearing to recommend a zoning designation for the Larson Subdivision. The public hearing is scheduled for Dec 8 at 6:30pm.

Preliminary Plats

Currently reviewing two new Preliminary Plats.

Development Fees

Currently researching the use of development fees for new city growth and development in Bethel.

AT&T Microwave Tower Removal

Met with AT&T staff to discuss removal of the AT&T Tower to occur sometime this winter.

Code Enforcement

Ongoing responses to a variety of complaints and contacting violators to correct the problem.

American Planning Association Conference in Anchorage

Staff attended the Alaska Chapter of the APA Conference on November 14 and 15.

MEMORANDUM



DATE: November 29, 2016

TO: Peter Williams, Acting City Manager

FROM: John Sargent, Grant Manager

SUBJECT: Grant Manager's Report – December 13, 2016 Bethel City Council Meeting

Grant Projects

Sewage Lagoon Rehabilitation

The City continues to negotiate with the Engineer firm that received the highest proposal score. The price and terms will have to be approved by both funding agencies (USDA & DEC) before the contract comes before City Council for approval. The engineer firm being hired will be responsible for designing the dredge operation, baffle purchase and installation, and truck dump site repairs; preparing bid documents; project management through construction; and inspections.

The City is waiting for a letter from USDA-RD that indicates the conditions the City still has to meet before the grant/loan agreements can be finalized.

The City now must meet conditions for the DEC (Alaska Dept. of Environmental Conservation) grants, including a City Council resolution that states the City's request for alternative management procedure. A Village Safe Water Engineer will call in to the Council meeting to explain the process and answers questions.

Grant Applications

FY 2018 Transit Grant

I am preparing the FY 2018 Transit Grant application to support transit operations from July 1, 2017 to June 30, 2018.

Playground Surface Material

The City is preparing a grant from our insurance company to purchase surface material for playgrounds. The match will provide up to \$10,000 for an equal cash match from the City of \$10,000. This will be the last year this surface material grant will be offered.

City Legislative Priority Requests

I am preparing funding request packages to be sent to the Governor's office, regional legislators, and uploaded on the CAPSIS database system.

RFBS and RFPs

Employee Job Classification

Employee Job Classification Study proposals are due December 1, 2016. A three-person employee team will evaluate the proposals and recommend its selection to the Purchasing Agent.

**City of Bethel
Grant Summary
Calendar Year 2016**

Preparing

Sponsor	Name	Products/Services	City Depts. (Partners)	Date	\$ Grant \$ City Match
AK Dept. of Transportation & Public Facilities	FY 2018 Community Transit Grant	Bethel Transit System operations.	Public Works	12/16/16	~\$250,000 \$80,500
State of Alaska	State Capital Requests	Institutional Corridor, Road Around H-Marker Lake, Ladder Truck, Small Boat Harbor.	PW, Fire, Port	12/16	\$9,670,752 0
United States Dept. of Agriculture-Rural Development	Wastewater Program	Replacement of Truck Dump Site	Public Works	On-going	\$1,669,358 \$913,000
Alaska Public Entity Insurance	Surface Material Grant	Surface material for City parks	Public Works	open	\$10,000 \$10,000

Submitted in Calendar Year 2016

Most recent first

Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant \$ Match
Federal Emerg. Mgmt. Association	Assistance to Firefighters Grant	Turnouts (36 sets)	Fire	11/18/16	~\$100,000 \$4,000

Approved

Most recent first

Alaska Public Entity Insurance	Grant	Ear plugs and gloves for water and sewer truck drivers.	Public Works	Feb. 2015	\$1,000
AK Division of Homeland Security and Emerg. Mgmt.	State Homeland Security Grant	Portable radios for Fire Dept. & Portable & Mobile radios for Police Dept.	Police Fire	10/1/16	\$80,385
Federal Emerg. Management Agency	Code Blue Program administered by YKHC	Ambulance	Fire	3/25/16	\$45,000
AK Dept. of Transportation & Public Facilities	AK Transportation Alternatives Program	Construction of gravel trail from hospital to City Sub.	Public Works	6/30/16	\$320,000 \$80,000 YKHC

Sponsor	Name	Products/Services	City Depts. (Partners)	Date	\$ Grant \$ City Match
AK Dept. of Health and Social Services	Community Safety Patrol Grant	Three CSP positions, equipment, training.	Police	5/6/16	\$346,259 \$51,974
Environmental Protection Agency & AK Dept. of Environmental Conservation	Wastewater Grant Program	Design, inspections, permitting, dredging, baffle replacement.	Public Works	On-going	\$157,000 0
Alaska Dept. of Transportation and Public Facilities	SFY 2017 AK Community Transportation Grant	Transit operations and admin.	PW- Transit	12/11/15	\$250,597 \$80,580
Total					\$1,200,241
Not Approved					
Most recent first					
Federal Emerg. Management Agency	Staffing for Adequate Fire and Emerg. Response	4 Firefighter/EMT positions for two years.	Fire	3/25/16	\$839,000



Memorandum

DATE: October 31, 2016

TO: Peter Williams, Acting City Manager

FROM: Hansel L Mathlaw, Asst. Finance Director

SUBJECT: Manager's Report – November/December 2016

Finance Committee

The finance committee met on October 24, 2016 and will meet again on November 14, 2016. The committee is continuing its work on the sales tax rewrite. The committee had Special Order Of Business for Lt. Gov. Byron Mallott. The gist of his talking points was the State of Alaska fiscal crisis. He stated the State cannot make any more cuts to the operating budget and needs to focus on the revenue side. One item was the use of PFD earnings to cover the budget short fall.

Another item on the agenda was the discussion of the FY17 budget. The committee reviewed the budget and will be suggesting cost savings.

The next special meeting is set for November 14. The items on the agenda will be the FY17 budget and the sales tax rewrite.

Bond Refi

I will be traveling to Seattle to represent the City of Bethel for the bond refi. The travel dates are from November 1 to November 3. Also in attendance will be Bond Counsel, Cynthia Cartledge, and the City Clerk. The travel will be paid for by the closing costs. I have introduced the incoming revenue and the outgoing expenses in Budget Ordinance #16-17 (d). The amount the City will receive is \$18,111.35. Of this amount bond counsel will receive \$15,000 and other ancillary expenses, which I estimate to be \$1,500. The remaining will be for travel costs for the Acting Finance Director and the City Clerk. I have talked to Chip Pierce, Western Financial Group, LLC, which is the financial advisor, on October 25, 2016. Mr. Pierce stated the City will save \$417,000 for the refinancing, which is a 11.7% saving to the City. The savings will be about \$40,000 a year. Currently the annual payment under the old bond would be around \$290,000/annually, with the bond refi the annual payment will move down to around \$250,000/annually

Finance Department

The department is fully staffed except for the finance director. One year ago the department was down an Accounting Specialist and a General Ledger Accountant (May 2015-January 2016), that situation created myself to be the General Ledger Accountant for the FY2015 Audit.

Budget/Financial

The monthly finance report to City Council will be presented during the second monthly regularly scheduled meeting. The report will be attached to a IM. The State of Alaska, Rural Utility Business Advisor wants acknowledgment that Council received the report and on the agenda. If council has any specific questions about the report please contact me.

The monthly financial report is one month behind because it takes the General Ledger Accountant to prepare JEs for month end closing. The percentage of time from July through September that past is 25% and amount spent is 22.7% or about \$215,505 for the finance Department. The utility billing department, which is under the finance department, spent 25% of the budget, or about \$46,778.



CITY OF BETHEL
Fire Department

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

Celebrating 50 Years of Service

DATE: November 30, 2016
TO: Pete Williams, Acting City Manager
FROM: Bill Howell, Fire Chief
SUBJECT: November 2016 Management Report

Current Events

- As of this writing the department has responded to 1220 EMS calls for service, 2015 call volume was 1182 for the whole year
- Department administration is finalizing specifications for the new ambulance. A letter of intent to purchase was placed with Braun Northwest of Chehalis, WA.
- Specifications for a new Ladder truck are being developed to replace our 1980 50 foot Telesquirt. The Department is working with the Council and administration to determine a funding source.
- Department staff are finalizing update of our electronic patient contact reporting system. The Department is scheduled to go entirely paperless by January 1 2017.
- The Department welcomes two new medical directors to help Dr. Klejka oversee our EMS program. Dr. Tara Lathrop and Dr. Jennifer Eisner joined our ranks this month as assistant medical directors.
- The Department is working with IT to connect Knox key vaults and medication cabinets to the City network. The vaults and cabinets located on department response vehicles, provide an auditable log of users. The Knox key is used to access most commercial buildings in Bethel.
- Two Staff and 6 volunteers traveled to Anchorage this month for the 41st Annual State of Alaska EMS Symposium in Anchorage.

Emergency Planning/Homeland Security

- We are preparing specifications to purchase 13 portable radios with funds obtained through a Homeland Security Grant to strengthen interoperable communications.

Training

- On 11-01-16 at 7:00 p.m., an EMT Meeting was cancelled, due to personnel being out of town for the 41st Annual State of Alaska EMS Symposium in Anchorage.
- On 11-10-16 at 7:00 p.m., a Fire Meeting was held at the fire station. Staff and volunteers reviewed fire service ropes and knots. Firefighters practices tying various knots for rescue and hoisting purposes.
- On 11-12-16 and 11-13-16, the Department hosted NFA Initial Fire Investigation for First Responders. Fire and Police personnel from the City of Bethel and various agencies around the state learned about arson recognition, scene security, evidence preservation, and basic arson investigation techniques.
- On 11-15-16 at 7:00 p.m. an EMT Meeting was held at the fire station. Staff and volunteers reviewed assessment techniques for encountering patients with an altered mental status. Personnel also reviewed basic functions of the Department's Zoll X-Series Defibrillator.
- On 11-24-16, a Fire Meeting was cancelled for Thanksgiving.
- The EMT-1 Course started on 10-17-16 and will conclude on 01-14-17 with State of Alaska Written and Practical Skill Testing. The 143-hour class is instructed on Monday and Wednesday from 6pm to 10pm, and also on Saturdays from 8am to 5pm. Staff are working on scheduling Firefighter-1 and Firefighter-2 courses. We hope to gain additional volunteers during these programs.
- Captain Solesbee scheduled an EMT-2 and EMT-3 Initial/Refresher course from December 1-9. The State of Alaska is adopting the National Registry of Emergency Medical Technician's certification levels (EMR, EMT, AEMT, Paramedic) in 2017. Having this course will help EMS providers experience an easier transition process into the new system.

Responses

- The Bethel Fire Department responded to 88 EMS and 7 Fire incidents during the month of November.
- On 11-01-16 at 11:08 p.m. Firefighters responded to tundra ridge for a report of a vehicle on fire, on arrival firefighters extinguished the fire and returned vehicle to the owner. The fire was intentionally set.
- On 11-06-16 at 8:32 p.m. firefighters responded to Alex Hatley Drive for the report of a cooking fire. Upon arrival, firefighters determined the fire had already extinguished. No other hazards were found. Firefighters returned to quarters.
- On 11-12-16 at 4:30 p.m. medics responded to Ptarmigan Road for the report of a person who was not breathing. Upon arrival, medics confirmed death on one female patient. The body was turned over to the Bethel Police Department for an investigation
- On 11/21/2016 at 8:02 a.m. medics responded to State Highway and BIA Road for a Motor Vehicle Accident. All six patients were assessed and but only one was transported to the hospital the rest refused transport.
- On 11/27/2016 at 5:13 a.m., firefighters responded to Alex Hatley Drive for the report of a boiler room on fire. Upon arrival, firefighters observed light smoke showing. Prior to arrival, the fire had already been extinguished. Firefighters overhauled the area, ventilated the house, and then returned to quarters.
- On 11-29-16 at 12:17 p.m. firefighters responded to the parking lot of AC Main for the report of vehicle fire. Upon arrival, firefighters deployed a booster line and extinguished a small fire in the engine compartment. The fire was caused by a mechanical malfunction. Firefighter gathered information and returned to quarters.
- Alcohol-related EMS calls for service represented 32.5% (29 incidents) of the total number of responses during the month of November.

Vehicles & Equipment

- The Department's 1980 Ladder Truck is currently out of service due to a non-working boom and defunct pump. The vehicle is currently relegated to equipment transport. The department is working with administration to make a replacement ladder truck a legislative priority. We are also seeking USDA grants/loans and exploring other funding sources.

- Engine 3 our 1986 Grumman reserve pumper is still out of service to repair a leaking tank, relief valve, and tank to pump valve and pump packing. This work is being performed by department staff. The department is trying to locate sandblasting contractor or equipment to descale and epoxy coat the water tank. Failure to treat the water tank in this fashion would result in continued pitting and eventual failure.
- A recall was issued for selected air fittings on department Self-Contained Breathing Apparatus (SCBA). We have received the parts from the manufacturer and will begin replacing the affected components.

Budget/Financial

- The department is working with administration to make a replacement ladder truck a legislative priority. We are also seeking USDA grants/loans and exploring other funding sources.
- The department is operating within budgetary guidelines.
- The department is working with finance to correct a budget error in our purchased services, acct# 10-60-669. This account was erroneously funded at \$4,000 when it has traditionally been budgeted at \$22,500. The department has already spent over \$8,000 from this account. No change to the proposed amount was noted in any of the Council actions during the budget hearings.
- Demands on personnel, career and volunteer have been significant this year with unprecedented call volume. The department is using off duty staff on standby and call back pay to cover open slots in the shifts and provide a minimum of two personnel on duty at all times.

Grants

- The Department received \$40,000 in funding for 10 portable radios through the 2016 Homeland Security grant. A vendor has been selected and specifications are being determined.
- The department has VFA grant funds to purchase portable radios. This grant is approximately \$11,000 and requires a 10% city match. A vendor has been selected and specifications are being determined.
- The Department applied to the FEMA Assistance to Firefighters Grant for 38 sets of firefighter turnouts. The request totaled \$102,000 with a match of only 5%.

Staffing/recruitment

- The dDepartment is recruiting qualified applicants for one vacancy.
- Volunteer Firefighters and EMT's are needed. If you or someone you know might be interested, please invite them to contact the Fire Chief or Fire Captain.

Applications are available at the fire station or can be emailed to potential applicants.

Memorandum

Date: December 1, 2016

To: Pete Williams, Interim City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



Current Events

- **City Hall Backup Upgrade:** This month has been a waiting game on getting the equipment delivered and getting it installed. Recently we have received the device necessary and now need to proceed in migrating the city's existing backups to the newer system.
- **Police Dept Backup Upgrade:** The status of this is the same as the city hall upgrade
- **City Hall WiFi Upgrade:** The city hall wifi system upgrade has been completed. Now public users are no longer within the city's network as they once were which provides an extra layer of security in safeguarding the sensitive data kept by the city. Public wifi is also restricted to prevent abuse with safeguards against streaming, peer-to-peer sharing, and odd-hour usage.
- **Global Computer Upgrades:** The global computer upgrade is a slow but steady process. So far there have been no issues with the upgrades and users who have been upgraded have reported positively. I am pleased with the responses we have been getting.
- **Discontinuation of KYUK Internet connection:** This service should be discontinued as of December 1st, 2016. After this date, the city will begin the removal of its equipment from the KYUK building. I have confirmed with GCI that the service will be cut off on the aforementioned date.
- **Group Policy Restructuring:** This issue has been completely resolved and now users are getting the network drives they should be getting.
- **Panic Button Installation:** We have awarded the contract to a company and hope to have them into Bethel for this installation very soon
- **Chambers Audio Changes/Repairs:** We are working to get the Chariot group to come into Bethel to have them address some glaring issues with the chambers audio system and also to install a hardline backup microphone for the people to be heard.
- **Brownout Recovery:** The recent wave of brownouts has been wreaking havoc with the city network. In a few of our buildings, some network switches were fried from the surges and two city buildings lost all network connectivity. I have been working with GCI to get these systems back online. I have also purchased and installed a few pieces of equipment that should help keep these items more protected from these surges in the future.

Future Plans

- **Knox Software for Fire Department:** The fire chief approached me for assistance in deploying a system that can be managed via special Knox software that will help the protect and keep track of the medical vaults stored in several of their fire engines and ambulances. I hope to make progress on this in the near future.

City Clerk's Report



City of Bethel, Alaska

City Clerk's Office

Council Meetings and Events

December 13, 2016 Regular City Council Meeting

Records Retention Schedule

Since August, the City Clerk has been encouraging the Department Heads to take a close look at the records retention schedules for their department to allow for an overall rewrite of the records retention schedule in January. Two departments have submitted their modified schedule for the City Clerk's review.

Committee/Commission

Training Preparation-

The office has begun the annual review and modification of the trainings provided to the Committee and Commission Members. This is the year for the one on one training for each of the Committees and Commissions.

End of year close out-

The Office will be doing an audit of the records received from the Committee/Commission recorders.

A letter was sent to members who have term expirations in December, encouraging them to renew their term.

Elections

As authorized by the Council in the FY 2017 Budget, the Clerk's Office is preparing for the purchase of election equipment. A contract is in the works to finalize the purchase and should be ready for the Council's consideration in January.

The City Clerk's Office faced an incredible amount of strain with the recent election season. In order to ensure future election cycles are not so impactful, the Office is researching options to minimize the burden in future years.

For information purposes, the City Clerk acts as the supervisor for all State and Federal Elections, therefore organizing election officials, polling locations and supplies/material for each election in the absence of a local state official.

This year, while there were only three election days, there were actually four elections. What does this mean for the City Clerk's Office? This means there were 33 days of absentee in person voting at the City Clerk's Office; 18 hours of polling place set up and takedown; over 30 hours in inventorying, preparing and distributing supplies for the elections; over 12 hours in coordinating election officials (recruiting paperwork, follow up); over 4 hours in election official payment preparations; seven hours of election training and finally close to 50 hours of work on election days (this is just for the City Clerk and does not include supplemental staff and the Assistant City Clerk time). This totals 385 hours, or 9.6 weeks for the City Clerk, again this doesn't take in to account the other City officials who have provided support. If the Office were to eliminate the supervision of the State and Federal Elections, which the City has no obligation to

continue, the City Clerk's Office would be down to managing only the City Election which requires approximate 130 hours.

In addition to the time requirements in providing this service, there is a significant risk management concern. Since 2007 the State of Alaska Division of Elections has faced a number of lawsuits related to their administration of elections. This year alone, the United States Department of Justice (DOJ) conducted two unannounced observations of the State's elections in Bethel. To separate the organization now, could mean preventing another costly lawsuit for the City, as previously experienced with the *Nick et al. v. Bethel et al.*

2017 Goals

Website Redesign-

The City of Bethel's website is becoming more and more outdated. With the goal of improved communication with our citizens, the City Clerk's Office has begun a Request for Proposal draft which should be available for administration/legal review December 19th.

Utility Forms and Process Improvements -

The Office is working with the Finance Department to reformat their utility forms and ways utility customers are required to submit changes to their account. We hope to have most of the interactions for the utility customers available online as opposed to requiring the customers to come by the office and submit the information in person. This will fit well with an updated website structure that will allow for online submission of forms. Additionally, the Office is working with Administration to see if there are more efficient ways in which the hauled services can communicate with the customers where there are delays or issues with delivery schedules.

Electronic Records-

Since 2008, the Office has been working toward being primarily electronic. This year's focus will be to close out the electronic cemetery records as well as to begin the scanning and filing of historic records- this is our last step in being almost 100% electronic! This has been a nine-year process, yes nine years but, we are almost there.

Document Transfer Permanent Records-

With the office records in electronic format, the Office is going to prepare all of the restored Ordinances for transfer to the State of Alaska Archivist.

Records Retention Schedule-

What is a records retention schedule? It is the timeframe to which each record accepted and produced by the city government must be kept and in what format the record must be kept in. With the last update completed in 2013, and more and more departments working toward more electronic records, it is time to reexamine what we have and make appropriate adjustments. Once the Department Heads have made the modifications to their schedule the City Clerk's Office with assistance from the Attorney will conduct a thorough review of the laws and recommended retention guidelines, then present the Council with the final schedule for approval.

2016 Remembered

The first part of the year was spent researching Elections by mail to determine if it is the best time do progress in that direction. The Council voted to not move in that direction at this point however, the Office has acquired many contacts and resources for future considerations.

Social media was also a hot topic this year. The City Clerk attended training on social media which provided much needed information on legal liabilities for the City. The training also provided the City Clerk with guidance on preparing and implementing a Social Media Policy and separate procedures and standards. The City of Bethel Facebook page is now up and running and will continue to grow in its usefulness and the organization become more accustomed to this form of public engagement.

The City Clerk's Office completed a complete guide for new committee/commission members which goes into details of their role, Parliamentary Procedure, Open Meetings Act the Bethel Municipal Code, and more.

Electronic Cemetery Module continues, while a bulk of the work was performed in 2016, it actually started in 2015 and will continue in to 2017. Our final step is to continue to scan and file the permits with the owner information in the system. This has been an incredibly time consuming process for the office.

Electronic packets were also implemented in 2016. The office now only accepts documents for the City Council packet in electronic format which has not only saved the office time in packet preparation but saved the organization money in eliminating unnecessary use of paper. The new process has eliminated hours of work for the City Clerk's Office each week. All of these packets are prepared and put on the City's website in a word searchable, bookmarked, and linked format for easier user ability.

ELECTIONS---- previously explained.

Recruitment process for city manager vacancy.

Additional Information
