



City of Bethel

P.O. Box 1388

Bethel, Alaska 99559

Phone: 907- 543-2047

Fax: 907-543-3781

Regular City Council Meeting

Tuesday, April 12, 2016

6:30 P.M.

Council Chambers; Bethel, Alaska



City Council Meeting Agenda

Regularly Scheduled Meeting

April 12, 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 2016
545-0970
bmaczynski@cityofbethel.net

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

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

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

Nikki C. Hoffman
Council Member
Term Expires 2017
545-6653
nhoffman@cityofbethel.net

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

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

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

Patty Burley
City Attorney

Mary Sattler
Lobbyist

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. PEOPLE TO BE HEARD – Five minutes per person**
- V. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA**
- VI. APPROVAL OF MEETING MINUTES**
 - a) *3-22-2016 Special Meeting Minutes
 - b) *3-22-2016 Regular Meeting Minutes
- VII. REPORTS OF STANDING COMMITTEE**
 - a) Public Safety and Transportation Commission
 - b) Port Commission
 - c) Planning Commission
 - d) Parks, Recreation, Aquatic Health And Safety Center Committee
 - e) Finance Committee
 - f) Energy Committee
 - g) Public Works Committee
 - h) Marijuana Advisory Committee
 - i) Non Standing Committee Reports
- VIII. SPECIAL ORDERS OF BUSINESS**
 - a) Proclamation Recognizing The Lower Kuskokwim School District's Archery Teams For Their State Wins (Mayor Robb)
 - b) Presentation From Donlin Gold, Nova Gold, and Barrick Gold (Mayor Robb)
- IX. UNFINISHED BUSINESS**
 - a) Public Hearing Of Budget Ordinance 15-14 (e): Amending The Fiscal Year 2016 Budget (Acting City Manager Williams)
 - b) Public Hearing Of Ordinance 16-09: Authorizing The Refund Of Real Estate Sales Tax For Overpayments (Mayor Robb)
 - c) Public Hearing Of Budget Ordinance 15-14 (f): Amending The Fiscal Year 2016 Budget - Real Estate Sales Tax Overpayments (Mayor Robb)
 - d) Public Hearing Of Ordinance 16-10: Repealing And Replacing Bethel Municipal Code 2.40, Access To Public Records (Mayor Robb)
 - e) Public Hearing Of Ordinance 16-11: Amending Bethel Municipal Code 18.36.030 To Add Alcohol Sales And Dispensing As A Conditional Use Permit Designation In The General Use Zone (Planning Commission)
 - f) AM 16-25: Renewal Of Third Party Administrator With TPSC (City Manager Capela)

Agenda posted on April 6, 2016, at City Hall, AC Co., Swanson's, and the Post Office.

Lori Stickler, 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 April 26, 2016**)



**City Council Meeting Agenda
Regularly Scheduled Meeting
April 12, 2016 – 6:30 pm
City Hall 300 State Highway, Bethel, AK
City of Bethel Council Chambers**

X. NEW BUSINESS

- a) *Introduction Of Budget Ordinance 15-14 (g): Amending The Fiscal Year 2016 Budget In The Amount of \$23,000.00 For Contracts Services Electronic Controls For The Pool And \$19,000.00 Pool Operational Audit (City Manager Capela)
- b) *Introduction Of Ordinance 16-12: Amending Bethel Municipal Code 2.04, City Council, Providing For Recess Of Council Meetings (Council Member Hoffman)
- c) *Introduction Of Ordinance 16-13: Amending Bethel Municipal Code 13.16.070 By Striking The Annual Inflation Rate For Utility Rates (Council Member Hoffman)
- d) *Resolution 16-14: Supporting The 2016 Cama-i Dance Festival By Providing A Donation In The Amount Of Sales Tax Collected On Admissions Sold To Attend The Festival (Mayor Robb)
- e) *Resolution 16-15: Opposing Senate Bill 209, An Act Relating To Increasing Employer Contributions To The Defined Benefit Plan In The Public Employees' Retirement System In Alaska (Mayor Robb)
- f) *Resolution 16-16: City Council Opposing Oil Tax Credits (Mayor Robb)
- g) *Resolution 16-17: Requesting Legislature To Develop A Sustainable Budget Plan (Mayor Robb)
- h) AM 16-26: Authorizing the City Manager To Release A Request For Proposals For Professional Services To Perform The Full Range Of Services Related To An Employee Classification And Compensation Study For The City Of Bethel (City Manager Capela)
- i) AM 16-27: Approve Councilman-Hunsaker As Sole Provider Of Operational Audit Services For The Pool Equipment, HVAC System, and Pool Management Practices at YK Fitness Center (City Manager Capela)
- j) AM 16-28: To Approve The Purchase Of 15 Bush Shelters From Brasco International (City Manager Capela)
- k) AM 16-29: Direct The City Manager To Sign The Aquatic Operations Agreement Between The City Of Bethel, As "Owner" and Councilman-Hunsaker as "Consultant" (City Manager Capela)
- l) AM 16-30: To Approve The Purchase And Instillation Contract From ProComm Alaska For The E911 System (City Manager Capela)
- m) AM 16-31: Approve The E911 System Maintenance Contract With ProComm Alaska (City Manager Capela)

XI. MAYOR'S REPORT

XII. MANAGER'S REPORTS

XIII. CLERK'S REPORT

XIV. COUNCIL MEMBER COMMENTS

XV. ADJOURNMENT

Agenda posted on April 6, 2016, at City Hall, AC Co., Swanson's, and the Post Office.

Lori Stickler, 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 April 26, 2016**)

Approval of the Meeting Minutes

I. CALL TO ORDER

A Special Meeting of the Bethel City Council was held on March 22, 2016 at 5:30 p.m., in the council chambers, Bethel, Alaska.

Mayor Richard Robb called the meeting to order at 5:30 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 Zach Fansler (arrived at 6:17p)
<input checked="" type="checkbox"/> Vice-Mayor Byron Maczynski	<input checked="" type="checkbox"/> Council Member Nikki Hoffman
<input type="checkbox"/> Council Member Chuck Herman	<input checked="" type="checkbox"/> Council Member Alisha Welch
<input checked="" type="checkbox"/> Council Member Leif Albertson	
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 Ann Capela	<input type="checkbox"/> Assistant To City Clerk Adriane Welch

IV. PEOPLE TO BE HEARD

No one present to be heard.

V. APPROVAL OF AGENDA

Main Motion: Approve Agenda.

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

VI. NEW BUSINESS

Item A – Employee Health Insurance Coverage Presentation Provided By The Wilson Agency.

Council Member Fansler arrived at 6:17p.

Vice-Mayor Maczynski departed the meeting at 6:21p.

VII. ADJOURNMENT

Main Motion: Adjourn

Moved by: Welch

Seconded by: Hoffman

Action: Motion carries by a vote of 5-0

In favor: Robb Albertson Fansler Hoffman Welch

Opposed: –0

Council adjourned at 6:33 p.m.

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk

I. CALL TO ORDER

A Regular Meeting of the Bethel City Council was held on March 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 Zach Fansler
<input checked="" type="checkbox"/> Vice-Mayor Byron Maczynski (Arrived at 6:44)	<input checked="" type="checkbox"/> Council Member Nikki Hoffman
<input type="checkbox"/> Council Member Chuck Herman	<input checked="" type="checkbox"/> Council Member Alisha Welch
<input checked="" type="checkbox"/> Council Member Leif Albertson	
Also in attendance were the following:	
<input type="checkbox"/> City Attorney Patty Burley	<input type="checkbox"/> City Clerk Lori Strickler
<input type="checkbox"/> City Manager Ann Capela	<input type="checkbox"/> Assistant To City Clerk Adriane Welch

IV. PEOPLE TO BE HEARD

Dave Trantham-Provided condolences to the family of Gary Vanasse. He held Gary in high regard for his term on City Council, his term on the School Board and volunteered for many other organizations, he gave back to this community. Requested the Council lower the flag to half mass for a week to honor Gary Vanasse.

V. APPROVAL OF THE CONSENT AND REGULAR AGENDA

Main Motion: Approve the Consent and Regular Agenda

Moved by:	Fansler
Seconded by:	Albertson

Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Maczynski <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Herman <input checked="" type="checkbox"/> Fansler <input checked="" type="checkbox"/> Hoffman <input checked="" type="checkbox"/> Welch
Opposed:	-0
Primary Amendment:	Move New Business Item H and I to fall under Reports of Standing Committees.
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"/> Herman <input checked="" type="checkbox"/> Fansler <input checked="" type="checkbox"/> Hoffman <input checked="" type="checkbox"/> Welch
Opposed:	0
Removal from the Consent Agenda:	Introduction of Ordinance 16-09, 15-14 (f) and 16-10 from the consent agenda.
Moved by:	Robb

VI. APPROVAL OF THE MEETING MINUTES

Item A – Regular City Council Meeting March 8, 2016

Passed on the consent agenda.

VII. REPORTS OF STANDING COMMITTEES

Public Safety and Transportation Commission

Council Representative, Chuck Herman –
No one available to provide a report.

Vice-Mayor Maczynski arrived at 6:44p.

Port Commission

Council Representative, Alisha Welch –
Review of Bethel Municipal Code 14.02, the Ports FY 2017 Operating Budget, Bethel Bank Stabilization project as well as the New Port Office.

Planning Commission

Council Representative, Nikki Hoffman-
Presented a recommendation and Ordinance to the Council amending the Bethel Municipal Code regarding Conditional Use Permits in the General Use District.

Parks and Recreation Committee

Council Representative, Kathy Hanson-
Requested a copy of the Long Building Report on the Pool and Fitness Center.
Received an update on the Request for Proposal soon to be released for a pool operator.
Hope to, when a website is developed, to have a direct link to the wind turbine function.
Dog park development is still being considered.
Looking at ways to use the Tobacco tax for park and recreation activities.

Finance Committee

Council Representative, Leif Albertson –
A meeting has not been held since the last city council meeting.

Energy Committee

Council Representative, Zach Fansler –
Next meeting will be the third Tuesday in April, they are still in need of volunteers.

Public Works Committee

Council Representative, Byron Maczynski –
Thanked Frank Neitz for his service to the Committee as well as Joseph Klejka and Jennifer Dobson for their willingness to serve as Chair and Vice-Chair.
Public Works Director Zef, Laukani provided an update to the Council on the construction of the Institutional Corridor.

Marijuana Advisory Committee

Council Representative, NAME –
Continuing to review the adopted regulations.

AGENDA AMENDED-NEW BUSINESS

Item H – AM 16-24: Renewal Of Stop Loss Insurance Contract With HCC.

Main Motion: Approve AM 16-24.

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

Item I – AM 16-25: Renewal Of Third Party Administrator With TPSC.

Main Motion: Approve AM 16-25

Moved by: Hoffman
Seconded by: Albertson
Action: Postponed

Subsidiary

Motion: Postpone until later in the meeting.

Moved by: Albertson
Seconded by: Hoffman
Action: Motion does not carry by a vote of 6-0
In favor: Robb Maczynski Albertson Fansler Hoffman Welch
Opposed: 0

Primary

Amendment: Amend to postpone until April 12.

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

VIII. SPECIAL ORDER OF BUSINESS

Item A – United Pools Presentation.

IX. UNFINISHED BUSINESS

Item A – Public Hearing Of Ordinance 16-05: City Of Bethel Fee And Rate Schedule.

Mayor Robb opened the public hearing.

Dave Trantham – Stated that although the City is facing difficult financial times, they need to be cautious about taking more money from the public.

Mayor Robb closed the public hearing.

Main Motion: Adopt Ordinance 16-05.

Moved by: Fansler
Seconded by: Maczynski
Action: Motion carries by a vote of 5-1
In favor: Maczynski Albertson Fansler Hoffman Welch

Opposed: | Robb

Subsidiary

Motion: Suspend the rules to hear from the Port Director, Pete Williams.

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

Subsidiary

Motion: Suspend the rules to hear from the Fire Chief, Bill Howell.

Moved by: Fansler
Seconded by: Maczynski
Action: Motion carries by a vote of
In favor: Robb Maczynski Albertson Herman Fansler Hoffman Welch
Opposed:

Primary Amendment: Amend to strike Basic Life Support (BLS) \$350 and insert \$450 and to strike Advanced Life Support (ALS) \$450 and insert \$600.

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

Amend to insert Appeal to City representative (not a hearing officer) \$50

Strike Appeal /protest/contract Dispute fees and insert Appeal to hearing office \$150

Strike CD (per) \$15

Primary Amendment: Insert Collision Report \$10, Call for Service \$5, Officer Report \$10 and CD \$20

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

Item B – Public Hearing Of Ordinance 15-14 (e): Amending The Fiscal Year 2016 Budget.

Mayor Robb opened the public hearing.

No one present to be heard.

Mayor Robb closed the public hearing.

Main Motion: Adopt Ordinance 15-14 (e).

Moved by:	Hoffman
Seconded by:	Maczynski
Action:	Postponed

Suspend the rules to hear from the Finance Director Hansel

Main Motion: Mathlaw.

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

Main Motion: Postpone until the next meeting.

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

Item C – Public Hearing Of Ordinance 16-06: Acquisition Of Property, Easements For Institutional Corridor Project – BNC.

Mayor Robb opened the public hearing.

No one present to be heard.

Mayor Robb closed the public hearing.

Main Motion: Take a ten minute break.

Moved by:	Hoffman
Seconded by:	Albertson
Action:	Motion does not carry by a vote of 2-4
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Hoffman
Opposed:	<input checked="" type="checkbox"/> Maczynski <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Fansler <input checked="" type="checkbox"/> Welch

Main Motion: Adopt Ordinance 16-06.

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

Amend to strike in the title "Interest in easements/land for" and insert "from Bethel Native Corporation" after Utility Easements. Insert in the 5th Whereas Statement after easements "from Bethel Native Corporation."

Insert in the 7th Whereas Statement after follows "Easement #1:" and after Parcel 12 B: "Easement #2."

Primary Insert in the 8th Whereas Statement "Easement #3:"

Amendment: Insert in the 10th Whereas Statement "Easement #4:"

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

X. NEW BUSINESS

Item A – Introduction Of Ordinance 16-09: Authorizing The Refund Of Real Estate Sales Tax For Overpayments.

Main Motion: Introduce Ordinance 16-09.

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

Item B – Introduction Of Ordinance 15-14 (f): Amending The Fiscal Year 2016 Budget – Real Estate Sales Tax Overpayments.

Main Motion: Introduce Budget Ordinance 15-14 (f)

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

Opposed: | 0

Primary Amendment: Amend to strike under line item 10-53-723 \$238,000 and insert \$95,000, and to strike line item 10-39-900 in the amount of \$238,000 and insert 38-46-990 in the amount of \$95,000.

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

Item C – Introduction Of Ordinance 16-10: Repealing And Replacing Bethel Municipal Code 2.40, Access To Public Records.

Main Motion: Introduce Ordinance 16-10.

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

Item D – Introduction Of Ordinance 16-11: Amending Bethel Municipal Code 18.36.030 To Add Alcohol Sales And Dispensing As A Conditional Use Permit Designation In The General Use Zone.

Main Motion: Introduce Ordinance 16-11.

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

Subsidiary Motion: Suspend the rules to hear from Planning Director Ted Meyers.

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

Primary

Amendment: Amend to strike under the fifth whereas statement to strike "only"

Moved by: Hoffman

Seconded by: Fansler

Action: Motion carries by a vote of 5-0

In favor: Robb Albertson Fansler Hoffman Welch

Opposed: 0

Vice-Mayor Maczynski departed the meeting at 9:22p.

Item E – Resolution 16-13: Supporting The Sewer Lagoon Project.

Passed on the consent agenda.

Item F – AM 16-22: Appointing Of Daniel Maczynski To The Public Safety And Transportation Commission.

Passed on the consent agenda.

Item G – AM 16-23: Appointing Of Tom McCallson To The Marijuana Advisory Committee.

Passed on the consent agenda.

XI. MAYOR'S REPORT

Vice-Mayor Maczynski arrived at 9:52.

XII. MANAGER'S REPORT

XIII. CLERK'S REPORT

XIV. COUNCIL MEMBER COMMENTS

Mayor Richard Robb –

Provided condolences to the family and friends of Gary Vanasse.

Camai will be held April 1,2 and 3.

Ducks Unlimited will be held on April 2.

Be safe out there.

Vice-Mayor Byron Maczynski –

No comment.

Council Member Albertson –

Provided condolences to the family and friends of Gary Vanasse.
Be safe on the river.

Council Member Zach Fansler –
Provided condolences, thought and prayers to the family and friends of Gary Vanasse.

Council Member Nikki Hoffman –
No comment.

Council Member Alisha Welch –
No comment.

XV. EXECUTIVE SESSION

Item A – AS 44.62.310 (C) 1: Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity – Labor Negotiation Contract Between City of Bethel Employees Association, Local 6055, APEA/AFT And City Of Bethel.

Item B – Executive Session To Discuss The Annual Evaluation Of The City Clerk As Per Alaska Statutes 44.62.310: Personnel Matters (Unless the Person Has Requested To Have The Subjects Discussed In Public) Or Subjects That Tend To Prejudice The Reputation And Character Of A Person.

Move into Executive Session To Discuss Alaska Statutes 44.62.310 (C): Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity – Labor Negotiation Contract Between City of Bethel Employees Association, Local 6055, APEA/AFT And City Of Bethel.

Those participating in the Executive Session will be the Council Members, City Attorney Burley, City Manager Capela and City Clerk Strickler.

Move into Executive Session To Discuss Alaska Statutes 44.62.310: Personnel Matters (Unless The Person Has Requested To Have The Subjects Discussed In Public) Or Subjects That Tend To Prejudice The Reputation And Character Of A Person.

Those participating in the Executive Session will be the Council

Main Motion: Members and the City Clerk.

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

Council Member Hoffman departed the meeting at 11:00p.

Main Motion: As provided in the City Clerk's Contract approve a 3% salary increase.

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

XVI. ADJOURNMENT

Main Motion: Adjourn

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

Council adjourned at 11:41 p.m.

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, April 5th, 2016 -7:00 p.m.
300 STATE HIGHWAY – CITY COUNCIL CHAMBERS
AGENDA

Members

Joan Dewey
Chair

Eileen Henrikson
Vice Chair

Chuck Herman
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
March 1st, 2016
- VI. CHIEFS' COMMENTS
Fire Chief
Police Chief
- VII. TRANSPORTATION INSPECTOR'S REPORT
- VIII. COUNCIL REPRESENTATIVE'S COMMENTS
- IX. SPECIAL ITEM OF BUSINESS
A. Traffic Impact Analysis of the YKHC's hospital expansion project and
Ayaprun Elitnaurvik's relocation to the Kipusvik Building (Ted Meyer, *City
Planning Director*)
- X. UNFINISHED BUSINESS
- XI. NEW BUSINESS
A. Declaring Commission Seat Vacant, per Bethel Municipal Code 2.52.070 A 2
B. Increasing Cab Fare Rates (Commission Member Shabani)
- XII. COMMISSION MEMBER'S COMMENTS
- XIII. ADJOURNMENT

Christina Him, *Recorder*

POSTED on March 29th, 2016
POST OFFICE, AC QUICKSTOP, CORINA'S CASE LOT, CITY HALL, & POLICE DEPT.
Next Public Safety and Transportation Commission Meeting will be **May 3rd, 2016**

"Deep Sea Port and Transportation Center of the Kuskokwim"

City of Bethel, Alaska

Public Safety & Transportation Commission

March 1, 2016

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on March 1st, 2016 in the Bethel City Hall Council Chambers.

This meeting was called to order at 7:11 pm.

II. ROLL CALL

Present: Joan Dewey *Chair*
Chuck Herman *Council Representative*
Eileen Henrikson *Vice Chair*
Julene Webber

Absent: Deborah White
Naim Shabani

Ex-Officio Present: Andre Achee *Chief of Police* (via telephone conference)
Bill Howell *Fire Chief*
Christina Him *Recorder and Transportation Inspector Designee*

III. PEOPLE TO BE HEARD

Frank Mazzaro - *Concerned with monetary change for large bills in taxi cabs due to lack of services in Bethel. Would like to post a sign notifying customers that he cannot provide change for certain denominations before 8 in the morning and would like to inform the public about it to avoid conflict.*

IV. APPROVAL OF AGENDA

MOVED:	Herman	Motion to approve the agenda.
SECONDED:	Henrikson	
VOTE ON MAIN MOTION	All in favor.	

V. APPROVAL OF MINUTES

MOVED:	Herman	Motion to approve the minutes from the regular meeting of February 2 nd , 2016.
SECONDED:	Henrikson	
VOTE ON MAIN MOTION	All in favor.	

VI. CHIEFS' COMMENTS

Chief Bill Howell – *See Report in Commission Packet.*

Chief Andre Achee – *See Report in Commission Packet.*

VII. TRANSPORTATION INSPECTOR REPORT

See Report in Commission Packet

VIII. COUNCIL MEMBER'S COMMENTS

Council Member Herman – *City Council passed the Ordinance that requires cabs to have a video surveillance system inside of their cabs, it passed 4 to 3. I don't think there were any amendments made to it other than possibly the dates of implementation being shifted around a little bit.*

IX. UNFINISHED BUSINESS

None

X. NEW BUSINESS

A. Concerns with Ayaprun's Relocation to the new BNC Building

Discussed, Council member Herman will be sending an email to the City Planner in regards to the issue.

B. YKHC's Hospital Expansion and Traffic Congestion

Discussed, Council member Herman will be sending an email to the City Planner in regards to the issue.

C. Consideration of the Resolution to support the health and well-being of our children and firefighters and endorse the "Toxic Free Children's Act."

MOVED:	Webber	Motion to recommend.
SECONDED:	Herman	
VOTE ON MAIN MOTION	All in favor.	

XI. COMMISSION MEMBER COMMENTS

Eileen Henrikson – *Thanks to Chuck, there will be two career fairs this year. One will be at the high school on April 6th for local businesses, training and education, specifically geared for high school students so that they know what their options are; and the community wide career fair will be taking place on April 20th, at the Cultural Center. These career fairs are an opportunity for recruitment and networking.*

Chuck Herman – *I just wanted to give Kudos to the Public Safety and Transportation Commission; I really appreciate having two department heads who seem to be very proactive and working towards issues and solving issues. It is just really nice to be a part of a commission where it feels like we’re working towards goals and seeing at least progress towards them.*

Chief Andre Achee – *I know we can’t take any action on what Frank talked about, but I just want to let him know that he is an independent business owner and he could post whatever he wants on his business. He owns his own permit and his own cab, but he’s just using Kusko as a dispatch service.*

XII. ADJOURNMENT

MOVED:	Herman	Motion to adjourn.
SECONDED:	Henrikson	
VOTE ON MAIN MOTION	All in favor.	

Meeting adjourned at 8:49 pm.

APPROVED THIS _____ DAY OF _____, 2016.

Christina Him, Recorder

Joan Dewey, Chair

City of Bethel, Alaska

Public Works Committee Minutes

March 16, 2016

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular Public Works Committee Meeting was held on March 16, 2016 at the council chambers of the City Hall, Bethel, Alaska. The meeting was called to order at 6:38 pm by Joseph Klejka

II. ROLL CALL:

Comprising a quorum of the committee, the following were present: Byron Maczynski, Robert Champagne, Delbert Egoak, Jennifer Dobson, and Joseph Klejka

Excused absence(s): Scott Guinn

Also Present:

Public Works Director, Muzaffar Lakhani
 Committee Recorder, Pauline Boratko
 City Planner, Ted Meyer

III. PEOPLE TO BE HEARD: none

IV. APPROVAL OF AGENDA:

MOVED BY:	Jennifer Dobson	Motion to approve the agenda with the exception of taking out topic VII C in unfinished business.
SECONDED BY:	Byron Maczynski	
VOTE ON MOTION	Motion carried by unanimous vote.	

V. APPROVAL OF MINUTES:

MOVED BY:	Robert Champagne	Motion to approve minutes of February 17, 2016 regular meeting.
SECONDED BY:	Byron Maczynski	
VOTE ON MOTION	Motion carried by unanimous vote.	

VI. SPECIAL ORDER OF BUSINESS:

A. Election of Chair and Vice Chair:

MOVED BY:	Jennifer Dobson	Motion to elect Joseph Klejka as Chair of the Committee.
SECONDED BY:	Byron Maczynski	
VOTE ON MOTION	Motion carried by unanimous vote	

MOVED BY:	Joseph Klejka	Motion to elect Jennifer Dobson as Vice-Chair of the Committee.
SECONDED BY:	Byron Maczynski	
VOTE ON MOTION	Motion carried by unanimous vote	

VII. UNFINISHED BUSINESS:

- A. Institutional Corridor Piped Water Supply Project: The project update was discussed by the Public Works Director.
- B. Sewer Lagoon- PER (Preliminary Engineering Report) and ER (Environmental Report) for Truck Dump site and other options: PER & ER drafts were shared with the members of the committee for their comments and input.
- C. Hiring and Retention of the Employees: City is working to get wage and Hour study done for the City employees.
- D. Funding Strategies: Byron Maczynski is working on a resolution for support from the local Native corporations.

VIII. NEW BUSINESS:

- A. Approving the Resignation of Frank Neitz: The resignation was discussed and announced of Frank Neitz as a member of the committee.

IX. DIRECTOR'S REPORT:

Public Works Director, Muzaffar Lakhani shared with the committee the information of the I.C. water supply project. The Engineer's cost estimate at 90% complete design is @5.9 million and the amount already expended to date from the total grant of \$7.00 million is @ \$ 1.48 million. If the bids came at the estimated cost, that will create a shortage of about \$400,000.00 at this point. Different options were discussed including, city to front the shortage OR to curtail the scope of the work to complete the project within the available dollars.

BNC has granted three easements, and YKHC is expected to approve grant of additional three easements for this project.

Sewer Lagoon dredging and Jetty Replacement projects: He also shared that 2 new sewer trucks and 1 new water truck have been ordered.

X. MEMBER COMMENTS:

- Delbert Egoak**- Sad to see that we lost two members of the committee.
- Byron Maczynski**- no comments.
- Robert Champagne**- no comments.
- Jennifer Dobson**-Sad to see Frank go, Thank you Scott for your time.
- Joseph Klejka**- Really good group, Thank you.

XI. ADJOURNMENT:

MOVED BY:	Delbert Egoak	Motion to adjourn.
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SECONDED BY:	Byron Maczynski	
VOTE ON MOTION	Motion carried by unanimous vote	

With no further business, meeting adjourned at 7:26 pm

APPROVED THIS _____ DAY OF _____, 2016.

Pauline R. Boratko
Recorder of Minutes

Joseph Klejka
Chair

DRAFT

Special Order of Business



City of Bethel Proclamation

A PROCLAMATION BY THE BETHEL CITY COUNCIL, RECOGNIZING THE BETHEL SCHOOLS ARCHERY TEAMS FOR THEIR 2016 STATE WINS

- WHEREAS**, the skills of the bow and arrow are taught in thousands of school physical education programs, the sport was introduced in the Lower Kuskokwim School District in 2010;
- WHEREAS**, archery is a great sport for boosting a student's mental and physical health and fitness as well as encouraging patience, teamwork and self discipline;
- WHEREAS**, an important draw to the sport is that it also allows participants of any age or skill level to compete against others or challenge themselves individually;
- WHEREAS**, the Bethel Teams, like years passed displayed excellent skills at the 2016 National Archery in the Schools State competition;
- WHEREAS**, the Middle school and elementary school teams walked away from the competition with the state championship titles and the high school team placed 2nd;
- WHEREAS**, individual achievement awards for the elementary school went to Ellis Johnson, State Champion and Rylee Murphy placing 3rd;
- WHEREAS**, individual achievement awards for the middle school went to Randy Turner, receiving a 2nd place standing and Simon Snow, receiving a 4th place;
- WHEREAS**, individual achievement awards for the high school went to Gareth Rice, Boys State Champion and Rylee Johnson Girls 4th place;
- WHEREAS**, the community is joined in recognizing these toxophilites for their hard work and dedication to this skilled sport;
- NOW THEREFORE BE IT RESOLVED**, that the City of Bethel, recognizes and applauds the Bethel Schools Archery Teams on their 2016 State wins.

Richard Robb, Mayor

Attest: Lori Strickler, City Clerk

Unfinished Business

Introduced by: Manager Capela
 Introduction Date: March 8, 2016
 Public Hearing: March 22, 2016
 April 12, 2016
 Action:
 Vote:

CITY OF BETHEL, ALASKA
ORDINANCE # 15-14 (e)

An Ordinance of the Bethel City Council Amending the Adopted Annual FY 2016 Budget

Be it Enacted by the Bethel City Council that the FY 2016 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 2016, July 1, 2015 to June 30, 2016.

GENERAL FUND (10)

Budget Modification

Changes to General Fund

Increases		
10-53-501	Salaries - Finance	12,953
10-53-511	Medicare - Finance	188
10-53-518	PERS - Finance	2,850
	Total Increases	15,990
Decreases		
	Total Decreases	0
TOTAL	Net Change to General Fund Expenditures	15,990

Budget Modification

Changes to General Fund

Increases		
10-54-501	Salaries - Planning	5,469
10-54-511	Medicare - Planning	79
10-54-518	PERS - Planning	1,203
	Total Increases	6,751
Decreases		
	Total Decreases	0
TOTAL	Net Change to General Fund Expenditures	6,751

Budget Modification

Changes to General Fund

Increases		
10-55-501	Salaries - IT	6,279
10-55-511	Medicare - IT	91
10-55-518	PERS - IT	1,381
	Total Increases	7,751
Decreases		

		Total Decreases	0
TOTAL	Net Change to General Fund Expenditures		7,751

Budget Modification

Changes to General Fund

	Increases		
10-60-501	Salaries - Fire		12,045
10-60-511	Medicare - Fire		175
10-60-518	PERS - Fire		2,650
		Total Increases	14,870
	Decreases		
		Total Decreases	0
TOTAL	Net Change to General Fund Expenditures		14,870

Budget Modification

Changes to General Fund

	Increases		
10-61-501	Salaries - Police		25,211
10-61-511	Medicare - Police		366
10-61-518	PERS - Police		5,546
		Total Increases	31,123
	Decreases		
		Total Decreases	0
TOTAL	Net Change to General Fund Expenditures		31,123

Budget Modification

Changes to General Fund

	Increases		
10-65-501	Salaries - PW Administration		2,151
10-65-511	Medicare - PW Administration		31
10-65-518	PERS - PW Administration		473
		Total Increases	2,655
	Decreases		
		Total Decreases	0
TOTAL	Net Change to General Fund Expenditures		2,655

Budget Modification

Changes to General Fund

	Increases		
10-71-501	Salaries - Parks & Recreation		4,369
10-71-511	Medicare - Parks & Recreation		63
10-71-518	PERS - Parks & Recreation		961
		Total Increases	5,394
	Decreases		

		Total Decreases	0
TOTAL	Net Change to General Fund Expenditures		5,394

Budget Modification

Changes to General Fund

	Increases		
10-70-501	Salaries - Property Maint.		4,450
10-70-511	Medicare - Property Maint.		65
10-70-518	PERS - Property Maint.		979
		Total Increases	5,494
	Decreases		
		Total Decreases	0
TOTAL	Net Change to General Fund Expenditures		5,494

Budget Modification

Changes to General Fund

	Increases		
10-66-501	Salaries - Streets & Roads		5,869
10-66-511	Medicare - Streets & Roads		85
10-66-518	PERS - Streets & Roads		1,291
		Total Increases	7,245
	Decreases		
		Total Decreases	0
TOTAL	Net Change to General Fund Expenditures		7,245

Budget Modification

Changes to General Fund In-Kind & Transfer

	Increases		
10-73-653	Cash Transfer to Water/Sewer Enterprise Fund		37,856
		Total Increases	37,856
	Decreases		
		Total Decreases	0
TOTAL	Net Change to General Fund Expenditures		37,856

Budget Modification

Changes to General Fund Revenues

	Increases		
10-46-490	XFERS IN FROM OTHER FUNDS		199,889
		Total Increases	199,889
	Decreases		
		Total Decreases	0
TOTAL	Net Change to General Fund Revenues		199,889

	TOTAL CHANGE TO GENERAL FUND APPROPRIATIONS		
		Total Increases	135,130
		Total Decreases	0
	Cumulative Change to General Fund		135,130

	TOTAL CHANGE TO GENERAL FUND REVENUES		
		Total Increases	199,889
		Total Decreases	0
	Cumulative Change to General Fund REVENUES		199,889

	TOTAL CHANGE TO GF FUND BALANCE		
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	Change to General Fund Revenues	199,889
	Change to General Fund Appropriations	135,130
	Cumulative Increase/Decrease to GF Fund Balance	64,759

Special Revenue WIND Turbine PROJECT Fund (38)

Budget Modification

Changes to Wind Turbine

	Increases	
38-46-990	Operating Transfer Oout	199,889
	Total Increases	199,889
	Decreases	
	Total Decreases	0
TOTAL	Net Change to Wind Turbine Project Transfers	199,889

	TOTAL CHANGE TO Operating Transfers	
	Total Increases	199,889
	Total Decreases	0
	Cumulative Change to Wind Turbine	199,889

	TOTAL CHANGE TO FUND BALANCE	
	Change to General Fund Revenues	0
	Change to General Fund Appropriations	199,889
	Cumulative Increase/Decrease to Wind Trubine Project Fund Balance	(199,889)

E-911 FUND (41)

Budget Modification

Changes to E-911

	Increases	
41-50-501	Salaries - E911	2,151
41-50-511	Medicare - E911	31
41-50-518	PERS - E911	473
	Total Increases	2,655
	Decreases	
	Total Decreases	0
TOTAL	Net Change to E-911 Expenses	2,655

	TOTAL CHANGE TO E-911 APPROPRIATIONS	
	Total Increases	2,655
	Total Decreases	0
	Cumulative Change to E-911 Revenues	2,655

	TOTAL CHANGE TO E-911 FUND BALANCE	
	Change to General Fund Revenues	0
	Change to General Fund Appropriations	2,655
	Cumulative Increase/Decrease to E-911 Fund Balance	(2,655)

Water Sewer Fund (51)

Budget Modification

Changes to Water Sewer Fund

	Increases	
51-80-501	Salaries - Utility Billing	1,179
51-80-511	Medicare - Utility Billing	17
51-80-518	PERS - Utility Billing	259
51-81-501	Salaries - Hauled Water	9,272
51-81-511	Medicare - Hauled Water	134
51-81-518	PERS - Hauled Water	2,040

	Change to General Fund Appropriations	7,947
	Cumulative Increase/Decrease to Port Fund Balance	(7,947)

Solid Waste Fund (50)

Budget Modification

Changes to Solid Waste

	Increases	
50-70-501	Salaries - Solid Waste	1,368
50-70-511	Medicare - Solid Waste	20
50-70-518	PERS - Solid Waste	301
50-71-501	Salaries - Solid Waste	1,741
50-71-511	Medicare - Solid Waste	25
50-71-518	PERS - Solid Waste	383
	Total Increases	3,838
	Decreases	
	Total Decreases	0
TOTAL	Net Change to Solid Waste	3,838

	TOTAL CHANGE TO Solid Waste APPROPRIATIONS	
	Total Increases	3,838
	Total Decreases	0
	Cumulative Change to Solid Waste	3,838

	TOTAL CHANGE TO Solid Waste FUND BALANCE	
	Change to Solid Waste Revenues	0
	Change to Solid Waste Appropriations	3,838
	Cumulative Increase/Decrease to Solid Waste Fund Balance	(3,838)

Fleet Replacement Fund (58)

Budget Modification

Changes to Fleet Replacement

	Increases	
58-50-698	Port Vehicles	25,225
	Total Increases	25,225
	Decreases	
	Total Decreases	0
TOTAL	Net Change to Port	25,225

	TOTAL CHANGE TO Fleet Replacement REVENUES	
58-43-411	Insurance Proceeds	25,225
	Total Increases	25,225
	Total Decreases	-
	Cumulative Change Fleet Replacement	25,225

	TOTAL CHANGE TO Fleet Replacement	
	Change to Fleet Replacement Fund Revenues	25,225
	Change to Fleet Replacement Fund Appropriations	25,225
	Cumulative Increase/Decrease to Fleet Replacement Fund Balance	0

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

PASSED AND APPROVED THIS _____ BY A VOTE OF ____ IN FAVOR AND ____ OPPOSED.

ATTEST:

Richard Robb, Mayor

Lori Strickler, City Clerk

CITY OF BETHEL, ALASKA

Ordinance #16-09

AN ORDINANCE BY THE BETHEL CITY COUNCIL AUTHORIZING THE REFUND OF REAL ESTATE SALES TAX OVERPAYMENTS

WHEREAS, Bethel Municipal Code (BMC) Section 4.16.040, Exemptions [for Sales Taxes] was passed on September 24, 2002;

WHEREAS, since its passage in 2002, the Ordinance has not been amended;

WHEREAS, BMC 4.16.040 (Y) reads "That portion of the selling price of real property in excess of twenty (20) percent of the first (1st) three hundred seventy-five thousand dollars (\$375,000) of the selling price is exempt. This exemption does not apply to rentals of real property. This exemption applies to all sales of real property, including casual and isolated sales;"

WHEREAS, while working on a re-write of the current Sales Tax Code, the City became aware of a manifest clerical error in BMC 4.16.040;

WHEREAS, it was discovered the language which passed on September 24, 2002 (Ordinance 02-29) actually read "That portion of the selling price of real property in excess of twenty percent of the first ~~\$375,000~~ \$275,000 of the selling price is exempt. This exemption does not apply to rentals of real property. This exemption applies to all sales of real property, including casual and isolated sales."

WHEREAS, the language of the September 24, 2002 Ordinance is supported by the minutes of that meeting;

WHEREAS, the City has researched the matter and has been able to determine that not all persons who paid real estate sales taxes were affected by the error;

WHEREAS, the City, having discovered the error, has developed a process to issue refunds to eligible individuals who overpaid real estate sales tax;

WHEREAS, any refunds issued as a result of the error will include interest at the rate of 3.5% from the date of accrual;

SECTION 1. classification. This is a non-codified Ordinance and shall not become part of the Bethel Municipal Code.

SECTION 2. Authorization for Refunds. The City Council finds and determines a manifest clerical error has occurred in the printing of the Bethel Municipal Code. As a result of that error the City Council authorizes the finance committee to proceed with a plan to refund any over-payment of real estate sales taxes to eligible applicants who provide satisfactory proof of overpayment.

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

ENACTED THIS 12th DAY OF APRIL 2016, BY A VOTE OF ____ IN FAVOR AND __ OPPOSED.

ATTEST:

Richard Robb, Mayor

Lori Strickler, City Clerk

Introduced by: Mayor Robb
 Introduction Date: March 22, 2016
 Public Hearing: April 12, 2016

Action:
 Vote:

CITY OF BETHEL, ALASKA
ORDINANCE #15-14 (f)

An Ordinance of the Bethel City Council Amending the Adopted Annual FY 2016 Budget

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

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

Budget Modification

General Fund

	Increases	
10-53-723	Sales Tax Refunds - CITY ACCT CLEANUP ADJUSTMENTS	238,000.00
		<u>95,000.00</u>
	Total Increases	95,000.00
	Decreases	
10-39900	Unrestricted Undesignated Fund Balance	238,000.00
38-46-990	Operating Transfer Out	95,000.00
	Total Decreases	-
TOTAL	Net Change to Appropriations	-

TOTAL CHANGE TO OVERALL CITY BUDGET

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

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

PASSED AND APPROVED THIS _____ DAY OF APRIL 2016 BY A VOTE OF _____ IN FAVOR AND _____ OPPOSED.

ATTEST:

 Richard Robb, Mayor

 Lori Strickler, City Clerk

CITY OF BETHEL, ALASKA

Ordinance #16-10

AN ORDINANCE BY THE BETHEL CITY COUNCIL REPEALING AND REPLACING BETHEL MUNICIPAL CODE 2.40, ACCESS TO PUBLIC RECORDS

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

SECTION 2. Amendments. Bethel Municipal Code Chapter 2.40, Access to Public Records is repealed in its entirety and enacted as follows (old language is stricken):

Chapter 2.40 ACCESS TO PUBLIC RECORDS

Sections:

~~2.40.010—Public records.~~

~~2.40.020—Access and inspection of public records.~~

~~2.40.030—Copies of public records.~~

~~2.40.040—Compilation or creation of records.~~

~~2.40.050—Exemptions for particular records.~~

~~2.40.060—Access to city personnel records.~~

~~2.40.080—Special procedures for obtaining access to city personnel records.~~

~~2.40.100—Appeal of denial of request.~~

~~2.40.010 Public records.~~

~~Except as provided by BMC 2.40.050, or by other provision of municipal, state, or federal law, the books, records, papers, files, accounts, writings, and transactions of the city are public records open to inspection by the public under reasonable rules during regular office hours.~~

~~2.40.020 Access and inspection of public records.~~

~~Public records may be inspected at the place where the records are kept during regular office hours. All city officers and employees shall, consistent with the orderly conduct of city business, make a good faith and diligent effort to respond to requests for inspection of records. If responding to one (1) or more requests for inspection of public records made by the same person within a calendar month are anticipated to require more than four (4) hours of labor to complete, the city may require the person making the request to pay the city's labor costs for the period in excess of four (4) hours actually spent by any city employee in responding to the request. The costs may not exceed the unit cost~~

of salary and benefits for employees who are involved in the search. The city clerk is authorized to establish rates and costs for all inspections of public records.

2.40.030 Copies of public records.

A. Certified Copies. The city clerk shall give, on request and payment of costs, a certified copy of any public record.

B. Photocopies. The city shall give, on request and payment of costs, copies of any public record.

C. Charge for Copies. The charge for copies (whether certified or not) may not exceed the cost to the city, which cost may include all photocopy, clerical and other costs directly related to the provision of the copies. Payment for copies shall be received before making copies. The city clerk is authorized to establish rates and charges for copies of public records. The city clerk may, in his or her discretion, waive charges for incidental copies.

2.40.040 Compilation or creation of records.

Nothing in this code shall require the city to create records, compile, summarize, outline or in any other way create information from existing public records.

2.40.050 Exemptions for particular records.

The following documents are not public records:

A. Documents which reveal the current or past financial or medical status of any specific individual;

B. Records of vital statistics and adoption proceedings;

C. Records pertaining to juveniles;

D. Records required to be kept confidential by federal, state, or city law, statute, ordinance, regulation or contract;

E. Trade secrets;

F. Patented and/or copyrighted material;

G. Records of engineering, marketing, accounting, or other technical or financial data, which, if released, would provide a competitive advantage to any other persons or business engaged in similar or related activities;

H. Proprietary information which a manufacturer, consultant or provider reasonably expects to be kept privileged or confidential to protect the property interests of persons providing the information or data;

I. Communications between any agency or city employee and the city attorney which contain legal advice or analysis or concern potential, pending or actual litigation. This subsection does not protect from disclosure documents which were public records prior to the commencement of the litigation. Public records which are otherwise subject to disclosure may not be protected from disclosure by submission to the city attorney. Any documents marked "confidential" which are submitted to any agency or city employee from the city attorney's office shall only be produced if the city attorney so authorizes.

2.40.060 Access to city personnel records.

A. City personnel records, including employment applications and examination materials, are confidential and are not open to public inspection except as provided in this section.

B. The following information or records are available for public inspection, in accordance with the procedures established by this chapter:

1. The names and position titles of all city employees;
2. The position held by any city employee;
3. Prior positions held by any city employee;
4. The dates of hire and separation of a city employee;
5. The compensation authorized for a city employee;
6. Any resume submitted by any person seeking employment with the city for one (1) of the following positions:
 - a. City manager;
 - b. Public works director;
 - c. Finance director;
 - d. Chief of police;
7. Any performance evaluation of the city manager but only to the extent the performance evaluation does not contain any personal information the release of which would be an unwarranted invasion of privacy, or deal with the personal, intimate or otherwise private life of the city manager.

2.40.080 Special procedures for obtaining access to city personnel records.

All persons who wish copies of city personnel records shall submit their request for this information in writing to the city clerk. Within five (5) working days after receipt of such a request, the city clerk shall give the city employee for whom access to information has been requested a copy of the request. If the employee objects to release of the requested information, the employee shall inform the city clerk of the objection and the reasons for the objection in writing within five (5) working days after receipt of the copy of the request. The city clerk shall then make a decision in writing as to whether the record will be provided and give a copy of the decision to both the affected employee and the person requesting the personnel record. Any person not satisfied with the decision of the city clerk may appeal the clerk's decision to the city council at its next regularly scheduled meeting.

2.40.100 Appeal of denial of request.

In the event any person requests to inspect or have copied any document and is not allowed to do so, the person may appeal that decision to the city clerk. If not satisfied with the decision of the city clerk, the person shall be notified within five (5) working days of that decision of their right to appeal to the city council at its next regularly scheduled meeting. The decision of the city council shall be final and binding on the city and the person making the appeal.

- 2.40.010 Definitions
- 2.40.020 City records declared public property
- 2.40.030 City records subject to inspection and copying
- 2.40.040 City records related to litigation
- 2.40.050 Exemptions for particular records
- 2.40.060 Response to requests for public record
- 2.40.070 Copying charges for records
- 2.40.080 Denial of request
- 2.40.090 Appeal from denial of a public record
- 2.40.100 Appeal determination

2.40.010 Definitions.

The following words and phrases, when used in this chapter, shall have the meanings set forth in this section:

- A. "City agency" means any department, division, office, board, commission, or other instrumentality of the city.
- B. "City record" means any book, paper, file, account, writing, including drafts and memorializations of conversations, and other items, regardless of format or physical characteristics, that are developed or received by a city agency, or by a private contractor for a city agency, and that are preserved for their informational value or as evidence of the organization or operation of the city agency; "city record" does not include a proprietary software program.
- C. "Confidential information" means information the disclosure of which is restricted by a city, state or federal law, ordinance, regulation, rule or judicial decision.
- D. "Litigation" or "involved in litigation" means a party to litigation or representing a party to litigation, including obtaining city records for the party.
- E. "Proprietary information" means information regarding techniques, methods, strategies, or other unique data in which a valuable property interest may be established or which may be used by one (1) person or entity for a competitive advantage.
- F. "Requester" means a person who makes a request to the city to inspect or obtain a copy of a city record.

2.40.020 City records declared public property.

- A. All city records are the property of the city. Unless otherwise permitted or required by law, no person may:
 - 1. Deface, alter or destroy a city record;
 - 2. Remove a city record from the city's possession;
 - 3. Disclose, or allow disclosure of, confidential information in a city record;

4. Except for a city officer or employee in the course of performing official duties, inspect or copy confidential information in a city record.

B. In addition to any other penalty provided by law, violation of subsection (A) of this section by a city employee may be cause for disciplinary action up to and including discharge.

C. The city may initiate a civil action to recover a city record that unlawfully has been removed from the city's possession, and to obtain a remedy for any violation of the provision of this section.

2.40.030 City records subject to inspection and copying.

A. Except as provided in Section 2.40.040 and 2.40.050 or by other provisions of city, state or federal law, a city agency shall make city records open to inspection during regular business hours by any person and provide copies of requested city records, subject to reasonable restrictions regarding the place and manner of inspection and the payment of any fee.

B. Nothing in this chapter requires the city to create city records, or to compile, summarize, outline or in any other way create information from existing city records, at the request of a member of the public.

C. The city is not required to produce city records for inspection, or to copy city records, in the exact form or medium in which they are stored; provided, that any alteration of the form or medium of a city record shall not change the substantive content of the information contained in the public record.

2.40.040 City records related to litigation.

A city record that is subject to disclosure and copying under this chapter remains a city record subject to disclosure and copying even if the record is used for, included in, or relevant to litigation, including law enforcement proceedings, involving a city agency, except that, with respect to a person involved in litigation, the records sought shall be disclosed in accordance with the rules of procedure applicable in a court or an administrative adjudication. In this section, "involved in litigation" means a party to litigation or representing a party to litigation, including obtaining city records for the party.

2.40.050 Exemptions for particular records.

A. The following city records are not subject to inspection or copying under this chapter:

1. Communications between any agency and the city attorney or other attorney engaged to represent the city which pertain to legal matters in actual or impending litigation. In addition, records privileged under the attorney/client or work-product privileges are included in this exception. However, this subsection does not protect from disclosure documents which were public records prior to

the legal situation, and public records which are otherwise subject to disclosure may not be protected from disclosure by mere submission to the attorney.

2. Personnel, payroll or medical files or records, or other files or records that reveal the financial or medical status of any specific individual, the release of which would constitute an unwarranted invasion of privacy. This subsection does not protect from disclosure the following personnel information:
 - a. The names and position titles of all city employees;
 - b. The positions held by city employees;
 - c. Prior positions held by city employees;
 - d. Whether a city employee is in the collective bargaining unit;
 - e. The dates of appointment and separation of a city employee;
 - f. The salary and fringe benefits paid to any city employee. A city employee has the right to examine the employee's own personnel files and may authorize other to examine those files.
3. Information which municipal governments engaged in collective bargaining regularly consider to be privileged or confidential for purposes of successful collective bargaining.
4. Records pertaining to juveniles unless disclosure is authorized by law.
5. Any records which are accorded confidential or privileged status by this code or which are accorded confidential or privileged status under state or federal law.
6. Records or information compiled by law enforcement purposes, but only to the extent that the production of the law enforcement records or information:
 - a. Could reasonably be expected to interfere with enforcement proceedings;
 - b. Would deprive a person of a right to a fair trial or an impartial adjudication;
 - c. Could reasonably be expected to constitute an unwarranted invasion of the personal privacy of a suspect, defendant, victim, or witness;
 - d. Could reasonably be expected to disclose the identity of a confidential source;
 - e. Would disclose confidential techniques and procedures for law enforcement investigations or prosecutions;
 - f. Would disclose guidelines for law enforcement investigations or prosecutions if the disclosure could reasonably be expected to risk circumventing of the law;
 - g. Could reasonably be expected to endanger the life or physical safety of an individual;
7. Name, address, telephone number or other identifying information about complainants in actions to enforce building, zoning, environmental, animal

protection or other city ordinances or regulations. This subsection does not protect from disclosure the contents of the complaint, so long as the complainant is not identifiable; or the name of the complainant when such disclosure becomes necessary to fair and just disposition of the charge or complaint in enforcement proceedings.

8. City records containing information that would disclose or might lead to the disclosure of a component in the process used to execute or adopt an electronic signature, if the disclosure would or might cause the electronic signature to cease being under the sole control of the person using it.
9. Records or information pertaining to a plan, program or procedure for establishing, maintaining, or restoring security in the city, or to a detailed description or evaluation of systems, facilities, or infrastructure in the city, but only to the extent that the production of the records or information:
 - a. Could reasonably be expected to interfere with the implementation or enforcement of the security plan, program or procedures;
 - b. Would disclose confidential guidelines for investigations or enforcement, and the disclosure could reasonably be expected to risk circumvention of the law; or
 - c. Could reasonably be expected to endanger the life or physical safety of an individual or to present a real and substantial risk to the public health and welfare.
10. Bids submitted in response to a request for bids but only until such times as the bids are publicly opened;
11. Proposals submitted in response to a request for proposals but only until such time as the City Council has approved or disapproved the recommended candidate.
12. Trade secrets and commercial or financial information the disclosure of which would be likely to cause substantial harm to the competitive position of the person from whom the information was obtained.
13. Proprietary information which a manufacturer, consultant or provider reasonably requires to be kept privileged or confidential to protect the property interests of persons providing the information or data.
14. Information obtained by and in the custody of insurance carriers insuring the city and their attorneys and agents regarding possible and pending claims against the city.
15. Personal information other than name and address given to the city with the legitimate expectation of privacy in conjunction with licenses, permits or other city services.
16. Draft audit reports and supporting work papers until respective management officials have had the opportunity to review the draft audit findings for accuracy

of fact and substance and provide written responses to the auditor. The maximum time allowed for this exemption will not exceed 30 days from the date of the draft audit report. Financial audits are released after council acceptance.

17. Appraisals used in property negotiations, during such negotiations, unless the city manager determines it is in the best interest of the city to release the information to the other party.
18. Income tax returns, Social Security numbers, employer identification numbers, and similar personal data, unless release of the information is necessary in litigation or an administrative proceeding.
19. Any records otherwise subject to disclosure under this chapter if the requester or the requester's principal is in litigation with the city or a city agency in a judicial or administrative forum. Disclosure of any records relevant to that litigation, or reasonably likely to lead to the discovery of relevant evidence, shall be governed by the rules or orders of that forum (to include AS 40.25.122) and not by this chapter.
20. Any other record and documents specifically exempted from disclosure by federal or state law or other city ordinance.

B. Nothing in this section shall prevent a council member, or an agent of the city from reviewing information otherwise confidential under this section if that person has a valid city purpose for reviewing the information and if the person agrees to maintain the confidentiality of the information.

2.40.060 Response to requests for public record.

- A. All municipal officers and employees shall, consistent with the orderly conduct of city business, make a good faith and diligent effort to provide a rapid and intelligible response to request for inspection of records made pursuant to this chapter.
- B. A requester shall submit a written request to inspect or obtain a copy of a public record to the city agency that is the custodian of the public record.
- C. A city agency that receives a request to inspect or provide a copy of a public record shall respond as follows:
 1. If the city record is subject to inspection under this chapter and is readily available, the city agency may permit the requester to inspect the city record, and provide the requester with a copy of the city record, at the time the request is made.
 2. If the requested city record is subject to inspection under this chapter but either the city record is not immediately available or staff resources of the city agency are not sufficient to respond to the request when it is made, the city agency shall provide the city record for inspection or provide a copy of the record as requested within ten (10) business days after receiving the request.

3. If the city agency must determine whether the city record is subject to inspection under this chapter, within ten (10) business days after receiving the request the city agency shall make that determination and at that time either:
 - a. Provide the city record for inspection; or
 - b. Provide a copy of the record as requested; or
 - c. State in writing that the city record is not subject to inspection with the following information:
 1. Date;
 2. Item of information requested;
 3. The specific provision of applicable state, federal or city law exempting the request information in whole or in part from disclosure;
 4. The title and signature of the official withholding the information; and
 5. The right of the requestor to appeal the decision pursuant to BMC section 2.04.090 and 2 AAC 96.340 to include the fee for such appeal, however no appeal bond is required;
 6. The right of the requestor to obtain immediate judicial review of the denial by seeking an injunction from the superior court under AS 40.25.125 however, an election not to pursue injunctive remedies in superior court shall have no adverse effects on the rights of the requestor before the public agency;
 7. A copy of 2 AAC 96.335-2AAC 96.350 must be enclosed with the denial.
- D. The city agency may extend the initial ten (10) business-day period established under subsection (B) of this section for a period not to exceed ten (10) additional business days by providing notice to the requester within the initial ten (10) business-day period. The notice must state the reason for the extension and the date by which the city agency expects to be able to furnish the requested record or to issue a determination that the record is not subject to disclosure.

2.40.070 Copying charges for records.

- A. The council shall establish the standard unit cost of copying city records under this chapter. The fee for copying a city record may not exceed the standard unit cost.
- B. A deposit or prepayment for the record may be required in advance of the search and the fee for the record must be paid in full before the record is disclosed.
- C. If the personnel time required to provide city records for one requester or the agent of a requester in a calendar month exceeds five person-hours, the requester shall pay the city agency for the personnel costs required during the

month to complete the search and copying tasks. The personnel costs may not exceed the actual salary and benefit costs for the personnel time required to perform the search and copying tasks. The requester shall pay a deposit to the city agency before the search is performed and shall pay the fee in full before the records are disclosed.

- D. A city agency may reduce or waive a fee when the city agency determines that the reduction or waiver is in the public interest. Fee reductions and waivers shall be uniformly applied among persons who are similarly situated. A city agency may waive a fee of \$5.00 or less if the fee is less than the cost to the city agency to arrange for payment.

2.40.080 Denial of request.

- A. A request for a public record that complies with this section may be denied only if:
 - 1. The record is not known to exist after the public agency makes a diligent search for it;
 - 2. The record is not in the public agency's possession, and after a diligent search the public agency does not know where the record is to be found;
 - 3. The record has been destroyed in accordance with the city's records retention schedule;
 - 4. Nondisclosure of the record is authorized by a federal, state or city law;
 - 5. The record is believed to be in the agency's possession but has not yet been located, in which case the agency shall proceed under Subsection D of this section.
- B. A request may be denied only by an agency employee whom denial authority has been delegated by the public agency head. An initial denial of a written request must be in writing as provided in Section 2.40.060C(3)(b).
- C. A denial of a written request for a public record is considered to be issued at the time the denial is delivered to the United States Postal Service for mailing.
- D. If a written request is denied because a record has not yet been located and the record is believed to exist in the City's possession, the agency responsible for maintaining the record shall continue to search until the record is located or until it appears that the record does not exist or is not in the city's possession. An agency employee shall periodically inform the requestor of its progress in searching for the requested information.
- E. A record that is subject of a public records request that has been denied shall not be destroyed or transferred from the city's custody until at least 60 business days after the denial of the record is issued, or if there is an administrative or

judicial appeal or other legal action pending at the end of the 60 business day period, until the requestor has exhausted those actions.

2.40.090 Delegation of authority.

The delegated authority to review and determine appeals of agency decisions on the denial of public requests for information is provided to the city clerk. In the event the city clerk is unable to review and determine an appeal due to a conflict of interest or other just cause, the city clerk may delegate the authority to a hearing officer.

2.40.0100 Appeal from denial of a public record.

- A. *Appeal of Agency Decision.* In the event a person is denied access to requested information, the person may submit a written appeal to the city clerk within 60 business days from the issuance of the denial. The written appeal must include:
 - a. Name, address and contact number for the person filing the appeal;
 - b. Name, address and contact number for the attorney of record representing the appellant (if applicable);
 - c. A description of the record requested;
 - d. The name of the agency employee issuing the denial;
 - e. The date of the denial;
 - f. A statement clearly identifying the decision being appealed and the basis for the appeal.
- B. *Appeal of Agency, Failure to respond.* In an appeal from the failure of an agency to respond to the records request within the appropriate time limit, the appeal must include:
 - a. Name, address and contact number for the person filing the appeal;
 - b. Name, address and contact number for the attorney of record representing the appellant (if applicable);
 - c. A description of the record requested;
 - d. The agency to which the request was directed;
 - e. The date the request was made to the agency.
- C. The period to appeal begins upon the issuance of the denial, or if no denial is issued, the expiration of the time period within which the agency should have responded.
- D. *Conflict of Interest-City Clerk.* In the event the city clerk is unable to review and or determine an appeal due to a conflict of interest or other just cause, the city clerk shall notify the party filing the appeal and shall offer the party an opportunity to have the matter reviewed by a hearing officer. Such

notification shall be made within ten business days from the filing of the appeal.

2.40.100 Appeal determination.

- A. Within ten business days after the close of the record on appeal, the city clerk, or hearing officer, shall issue a written determination stating which of the records that are the subject of the appeal will be disclosed and which records will not be disclosed. The written determination must include:
 - a. A brief statement for the denial to include the specific statute, regulation or court decision that is the basis for the denial;
 - b. Notice that this determination is the final agency decision and that, as provided by AS 40.25.124, the requester may obtain judicial review of the denial by appealing the denial to the superior court.
- B. The city clerk or hearing officer, may extend the 10 business day period not to exceed 30 business days upon the written request from the requestor, or by sending a written notice to the requestor within the initial 10 business day time period.

SECTION 3. Effective Date. This ordinance shall become effective August 1, 2016 upon passage by the Bethel City Council.

ENACTED THIS _____ DAY OF APRIL 2016, BY A VOTE OF _____ IN FAVOR AND _ OPPOSED.

ATTEST:

Richard Robb, Mayor

Lori Strickler, City Clerk

CITY OF BETHEL, ALASKA

Ordinance #16-11

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING CHAPTER 18.36.030 OF THE BETHEL MUNICIPAL CODE TO ADD ALCOHOL SALES AND DISPENSING AS A CONDITIONAL USE PERMIT DESIGNATION IN THE GENERAL USE ZONING DISTRICT

WHEREAS, Bethel Municipal Code (BMC) Section 5.08.060 states that any use which includes the retail sale or dispensing of alcoholic beverages is permitted only by a Conditional Use Permit; and

WHEREAS, the Conditional Use Permit provides additional review of land uses which are generally considered appropriate in certain zoning districts provided that appropriate safeguards are considered to ensure their compatibility with permitted principal uses; and

WHEREAS, conditional uses are specifically identified in certain zoning districts described in BMC Chapter 18; and

WHEREAS, the General Use District is intended to allow a mix of compatible residential and commercial uses; and

WHEREAS, the **PLANNING COMMISSION** has reviewed BMC Title 18 and recommends that alcohol sales and dispensing shall be limited to the City of Bethel General Use District ~~only~~, and that it be added as a Conditional Use designation in Section 18.36.030 , General Use District Conditional Uses; and

THEREFORE BE IT ORDAINED by the City Council of Bethel, Alaska, that: Alcohol sales and dispensing shall be limited to the City of Bethel General Use District only, and that it be added as a Conditional Use designation in Section 18.36.030 (General Use District Conditional Uses).

SECTION 1. Classification. This ordinance is of a permanent nature and shall be codified in the Bethel Municipal Code.

SECTION 2. Amendment. Section 18.36.30 of the Bethel Municipal Code is amended as follows (new language is underlined):

Chapter 18.36
GENERAL USE DISTRICT – GU DISTRICT

Sections:

- 18.36.010 Intent.
- 18.36.020 Permitted and principal uses and structures.
- 18.36.030 Conditional uses.
- 18.36.040 Minimum lot size.
- 18.36.050 Minimum setback requirements.
- 18.36.060 Maximum height of structure.

18.36.010 Intent.

The general use district is intended to allow a mix of compatible residential and commercial uses. Noxious, injurious, or hazardous uses shall not be permitted in the GU district. [Ord. 01-05 § 8.]

18.36.020 Permitted and principal uses and structures.

The following are permitted and principal uses and structures in the GU district:

- A. Trails and boardwalks.
- B. Non-motorized public access areas to the Kuskokwim River or other areas that require public access.
- C. Single-family dwelling units.
- D. Duplex uses.
- E. Greenbelts and land reserves.
- F. Subsistence activities.
- G. Any accessory use or structure associated with the principal use or structure on the lot. The use of a freezer van as a residential unit is specifically prohibited, but its use as an accessory structure for storage is not prohibited.
- H. The facilities of sewer, water and other utilities.
- I. All uses listed as conditional uses in the PLI district.
- J. Triplexes and apartment buildings.

K. Commercial uses and structures, including:

1. Delicatessens, meat, seafood, and other food specialty shops.
2. Art and picture framing shops.
3. Shoe repair shops.
4. Bookstores, stationery, gift, novelty, souvenir, and card shops.
5. Drug stores.
6. Laundry and dry cleaning shops.
7. Beauty and barber shops.
8. Cafes, restaurants, drive-in and fast-food restaurants, and other places serving food and beverages.
9. Knit shops, yarn shops, dry goods, dressmaking and notions stores.
10. Small appliance repair shops.
11. Photography studios, art studios.
12. Sporting goods stores, bicycle sale shops.
13. Business, professional, and administrative offices.
14. Day care facilities.
15. Video stores.
16. Clothing, apparel, and shoe stores.
17. Hobby store.
18. Florist.
19. Tobacco store.
20. Wholesaling and distribution operations, including incidental assembly or processing of goods for sale at retail or wholesale on the premises, but not to include yards for storage or display of any scrap, junk, or salvaged materials or for any scrap or salvage operations.
21. Jewelry stores.
22. General merchandising store.
23. Wholesale and retail camera and photographic supply stores.
24. Funeral services, including crematoriums.
25. Motion picture theaters and live theaters.
26. Banking and financial institutions.
27. Medical and health services.
28. Business service establishments, including office supply and printing and publishing establishments.
29. Parking lots.
30. Taxicab and dispatching offices.
31. Hotels, motels, hostels, bed and breakfasts, bunk houses and boarding houses.
32. Radio and television studios.
33. Plumbing and heating service and equipment dealers.
34. Paint, glass and wallpaper stores.
35. Electrical or electronic appliances, parts and equipment.

36. Gasoline service stations.
37. Aircraft and marine parts and equipment stores, and outboard motor repair.
38. Antiques and secondhand stores, including auctions, pawnshops.
39. Automotive accessories, parts and equipment stores.
40. Automotive repair, services and garages.
41. Motor vehicle dealers, new and used.
42. Wholesale and retail fur repair, storage, and sales.
43. Automobile display lots, new and used.
44. Lumber yards and builders supply stores.
45. Nurseries and garden supply stores.
46. Automobile car washes.
47. Air passenger terminals.
48. Amusement arcades, billiard parlors, bowling alleys, roller and ice skating rinks.
49. Veterinary clinics and boarding kennels, with activities conducted in a completely enclosed building.
50. Vocational or trade schools.
51. Wholesale and retail furniture and home finishing stores.
52. Wholesale and retail radio and television stores.
53. Wholesale and retail household appliance stores.
54. Wholesale, industrial, and retail hardware stores.
55. Merchandise vending machines sales and service.
56. Frozen food lockers.
57. All-terrain vehicles remodeling or repair.
58. Boat building.
59. Sign shops.
60. Cabinet shops.
61. Cleaning, laundry or dyeing plants.
62. Other commercial uses of a character similar to those uses listed in this section.

18.36.030 Conditional uses.

The following uses and structures are permitted in the GU district under the terms of a conditional use permit:

- A. Industrial uses permitted in the I district.
- B. Radio and television towers and antennas, but not including amateur radio and citizen band radio antennas that are accessory to the principal use of the lot.
- C. Landing strips and air taxi services.
- D. Planned unit developments.
- E. Alcohol Sales and Dispensing

18.36.040 Minimum lot size.

The minimum lot size in the GU district is seven thousand (7,000) square feet.

18.36.050 Minimum setback requirements.

Structures, other than minor structures, in the GU district shall be set back from property lines to provide yards as follows:

- A. Front yard: Fifteen (15) feet.
- B. Side yard: Ten (10) feet.
- C. Rear yard: Ten (10) feet.
- D. Twenty-five (25) feet from the mean high water mark of any drainage or lake.

18.36.060 Maximum height of structure.

The height of a structure in the GU district is not restricted except as may be limited under airport height restrictions applied under BMC 18.48.250 through 18.48.270.

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

ENACTED THIS 12th DAY OF APRIL 2016, BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED.

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk

New Business

CITY OF BETHEL, ALASKA

Ordinance #16-12

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING BETHEL MUNICIPAL CODE CHAPTER 2.04 CITY COUNCIL PROVIDING FOR RECESS OF COUNCIL MEETINGS

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

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

SECTION 2. Amending BMC Title 2.The Bethel Municipal Code is amended as follows (new language is underlined and old language is stricken out):

2.04.010 Regular Meetings

- A. Regular meetings of the city council shall be held on the second (2nd) and fourth (4th) Tuesdays of each month.
- B. A regular meeting may be postponed or rescheduled to another date upon a vote of the majority of the councilmembers at a previous regular or special meeting. A regular meeting may be postponed or rescheduled because of an expected lack of a quorum of the city councilmembers at the next scheduled regular meeting. At least one (1) regular meeting must be held each month.
- C. Notice of the postponing or rescheduling of a regular meeting shall be given in accordance with BMC 2.04.025. If a regular meeting is rescheduled, it may not be rescheduled before six (6) days after the last regular meeting in order to give the public notice of the rescheduled date.
- D. Unless otherwise stated in the public notice of the meeting, each regular meeting shall be held at City Hall in the City Council Chambers, which is located at 300 State Highway, and shall begin at 6:30 p.m.

2.04.020 Special Meetings.

A. Special meetings of the city council may be held at the place, time, and upon the date set out in the public notice of the special meeting, provided:

1. The meeting is called by the mayor, the vice mayor if the mayor is absent from the city, or three (3) councilmembers; and
2. A majority of the members are given at least twenty-four (24) hours' oral or written notice and a reasonable effort has been made to give notice to all members; or
3. If less than twenty-four (24) hours' oral or written notice is provided to a majority of councilmembers, then all members are present at the meeting or waive in writing the required notice either before or after the meeting and the waiver is made a part of the minutes of the meeting.

B. Delivery of written notice to the residence and to the place of employment of a councilmember constitutes a reasonable effort to notify.

C. Reasonable public notice of the special meeting must also be given.

2.04.025 Public Notice of Meetings.

A. Reasonable public notice shall be given of all meetings of the city council and of committees of the council, including meetings of the committee of the whole and work sessions not held as part of a previously noticed regular or special council meeting.

B. The notice shall contain the date, time and place of the meeting and a preliminary agenda. The notice shall be posted on the bulletin board at City Hall and on at least three (3) other bulletin boards within the city at least six (6) days before the meeting. If the meeting will be teleconferenced to permit the participation of the public or one (1) or more councilmembers, the location of each teleconference site shall be given in the notice. The failure of the notice to meet one (1) or more conditions of this section does not constitute a failure to provide reasonable notice unless such failure violates the requirements of reasonable notice set out in AS44.62.310.

2.04.030 Length of Meetings

~~A. Unless extended by motion, all~~ All regular and special meetings of the city council shall end at ~~by 11:00 p.m~~ 10:00p.m.; ~~provided no action taken by the city council shall be invalid solely because the action was taken after 11:00 p.m. without first (1st) extending the time for adjournment.~~

B. Any meeting of the Council may be recessed to 6:30p the following day upon the approval of the majority vote of the City Council.

SECTION 3. Effective Date. This Title shall become effective immediately upon the passage by the City Council.

ENACTED THIS ___DAY OF MARCH 2016, BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED.

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk

CITY OF BETHEL, ALASKA

Ordinance #16-13

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING BETHEL MUNICIPAL CODE CHAPTER 13, UTILITY RATES, STRIKING 13.16.070, ANNUAL INFLATION INCREASE

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

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

SECTION 2. Amending BMC Title 2. The Bethel Municipal Code is amended as follows (new language is underlined and old language is stricken out):

~~13.16.070 Annual inflation increase.~~

~~All rates adopted under this chapter shall be increased on July first (1st) of each year by three (3) percent unless the council determines that all water sewer costs are being fully met and an increase is no longer necessary.~~

SECTION 3. Effective Date. This Title shall become effective July 1, 2016 upon the passage by the City Council.

ENACTED THIS ___ DAY OF APRIL 2016, BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED.

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk

CITY OF BETHEL, ALASKA

RESOLUTION #16-14

A RESOLUTION SUPPORTING THE 2016 CAMA-I DANCE FESTIVAL BY PROVIDING A DONATION IN THE AMOUNT OF SALES TAXES COLLECTED ON ADMISSIONS SOLD TO ATTEND THE FESTIVAL

WHEREAS, the Cama-i Dance Festival is a celebration of culture and dance;

WHEREAS, more than 20 dance groups and more than 400 dancers, drummers and singers between the ages of 2 and 92 will celebrate the Yup'ik Eskimo tradition of dance;

WHEREAS, Cama-i promotes cultural diversity as Alaska Native, Native American and international groups share in the common language of dance;

WHEREAS, Cama-i also provides for additional activities during the festival such as a Miss and Mr. Cama-i contest, native foods dinner for everyone, a quilt show and arts and crafts sales;

WHEREAS, through dance, song and crafts, the traditions of Alaska Native tribes are communicated to hundreds of people during the three-day festival;

WHEREAS, the Cama-i Dance Festival promotes positive activities in the Bethel community and generates positive statewide publicity for the City of Bethel while bringing many visitors to the Bethel community;

WHEREAS, the City of Bethel recognizes the significance of the Cama-i Dance Festival and supports the dancers.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Bethel, Alaska, supports the Cama-i Festival and will donate an amount equal to the amount of sales taxes collected on the admissions sold to attend the 2016 Cama-i Dance Festival.

PASSED AND APPROVED THIS ___ DAY OF APRIL 2016, BY A VOTE OF _ IN FAVOR AND _ IN OPPOSITION.

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk



Cama-i Dance Festival April 1st-3rd, 2016

"Nunalgutkellriit Piniutiit Cauyakun ~ Community Strength Through Drumming"

City of Bethel
City Council
Bethel, AK 99559

January 12, 2016

Dear City Council:

The Cama-i Dance Festival is a rich cultural event, beloved by the YK region, presented by Bethel Council on the Arts (BCA). Cama-i April 1st-3rd is a three-day festival of dancing, singing, arts and crafts, good food and sharing. Cama-i 2016 is dedicated to Kangrilnguaq Paul John of Toksook Bay. This year's celebration brings 22 groups together from the Yukon-Kuskokwim delta, and from across Alaska and international communities in the common language of dance and song. *Attached is a flier listing our invited dance groups and events of the festival; please share it with others in your organization, make copies and post in public places.*

The Cama-i Dance Festival is an internationally renowned Native dance festival and the Bethel community benefits from hosting this event each spring. Cama-i has no paid staff and relies on community support and the help of over 500 volunteers. It is a community event, for the community, and by the community! We need your support and sponsorship.

Please help with one of the following contributions:

- Give a direct donation to the festival, which helps to cover event expenses.
- In-Kind support, donating goods and/or services (contact Carol Ann - see info below)
- Sponsorship - a full *or* partial sponsor for a specific Y-K Delta village dance group. BCA financially supports 10 dancers/village. For sponsoring a group's travel, your organization will be announced from the stage with each performance.
 - * Chevak Dancers * Hooper Bay Dancers * Nunapitchuk Bay Dancers
 - * Kassiglurmiut, Kasigluk * Nightmute Dancers * Toksook Dancers

Sponsor names will be included in the newspaper, daily program schedules and displayed at the festival itself as a way of honoring your support. If your organization has a banner, you may come to the high school on Friday after 3 pm and hang the banner in the hallway near the concession booth (entrance area to gym). Please bring appropriate tape to put up the banner and e-mail Linda so that we can plan where it will go.

Please select the Sponsorship that meets your commitment to keeping the Cama-i Dance Festival vibrant and alive. See enclosed contribution form. If you need further information or have any questions, please contact Linda or Carol Ann (see info below).

On behalf of the festival committee, we would like to thank you in advance for your support of our community's Cama-i Dance Festival 2016!

Quyana Cakneq, Thank you,

Zach Fansler, BCA President
Linda Curda and Carol Ann Willard, Cama-i Dance Festival Committee Co-Coordinator
lrcurda@alaska.edu 350-0342 cell carol_willard@ykhc.org 545-1443 cell 543-6329 w



Cama-i Dance Festival 2016

*“Nunalgutkellriit Piniutiit Cauyakun ~
Community Strength Through Drumming”*

Your Contribution:

- Direct Donation (amount) : _____
- In-Kind Support (please list): _____

- Dance Group Sponsorship - Ten (10) Dancers per group, airfare costs.
Please circle the Dance Group to be sponsored and amount to be put
toward travel. \$ _____
 - Chevak Dancers
 - Hooper Bay Dancers
 - Kassiglurmiut, Kasigluk Dancers
 - Nunapitchuk Dancers
 - Any Group

Sponsor's name: _____

Address: _____ Phone: _____

Please make checks payable to: Bethel Council on the Arts

Send to: P.O. Box 264, Bethel, Alaska 99559

Cama-i Dance Festival 2016

April 1st – 3rd

“Nunalgutkellriit Piniutiit Cauyakun ~ Community Strength Through Drumming”

Dedicated to: Kangrilnguag Paul John, Toksook Bay

Sponsored by the Bethel Council on the Arts

Friday, 1st: Doors open at 5:00 pm; Dancing 5:30 p.m. to midnight
Saturday, 2nd: Doors open at 11:30 am; Dancing 12 noon - midnight
Sunday, 3rd: Doors open at 12:30 pm; Dancing 1:00 pm to 9:00 pm

DANCE GROUPS: INVITED !!!

Local: * Bethel Traditional Dancers * Ayaprun Elitnaurvik
* Upallret * Mikelnguut Elitnaurviat
* Yurartet Dancers * Gladys Jung Cranes
* Delta Illusion Dancers * BRHS JROTC Rifle Drill Team
* Bethel PRIDE Team * BRHS Warriors
* Kuskokwim Campus Dancers

Regional: * Chevak – the ancient songs * Oscarville Dancers - 1st dance
* Hooper Bay Traditional * Nightmute Dancers
* Kassiglurmiut * Akulmiut Cauyartait, Nunapitchuk
* Toksook Bay Traditional Dancers * Akiachuk Dancers
* Byron Nicholai, I Sing, You Dance

Alaska: * Barrow Dancers - last at Cama-i 1998
* Nunamta with Chuna McIntyre
* Unangax Dancers - Aleutian/Pribilof villages

National: * Artistic Drift - Hip hop
* Broken Walls - Native American

International: * Shasta Taiko - Japanese

Additional Activities:

- * *Native Arts & Craft Sales* * *Place of Memory* * *Heart of the Drums*
- * *Miss Camai Pageant* * *YK Delta Memoriam* * *Quilt Raffle*
- * *“Up Close & Personal” Seminars to learn about the dances and groups*
- * *“Smile Alaska Style” - YKHC free dental check-ups Sat. April 2nd*
- * *Native Foods Dinner Sat. April 2nd 4-7 pm free for everyone! Please DONATE food.*
- * *Lion’s Pancake Breakfast – Sunday April 3rd 10 am*
- * *Live Web cam at www.camai.org plus see past Cama-i Festivals*

To RESERVE a Native CRAFT TABLE

Call: Minnie at 543-1835 mini_sallison_fritts@yahoo.com

CITY OF BETHEL, ALASKA

RESOLUTION #16-15

A RESOLUTION BY THE BETHEL CITY COUNCIL OPPOSING SENATE BILL 209, AN ACT RELATING TO INCREASING EMPLOYER CONTRIBUTIONS TO THE DEFINED BENEFIT PLAN IN THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM IN ALASKA

WHEREAS, the City of Bethel, and other municipalities, contribute to The Public Employee Retirement System (PERS);

WHEREAS, The City of Bethel, and other employers, are required to contribute 22% of all payroll to PERS.

WHEREAS, SB209 would increase Employers' liability to 24.5% in FY 17, 25.5% in FY18, and 26.5% in FY19.

WHEREAS, the City of Bethel, and other employers, must still maintain the 2008 "floor" on salaries, as well as must maintain all departments, groups, and classifications of employees or face termination studies and potentially severe financial liabilities.

WHEREAS, these increases will put a tremendous financial strain on the City of Bethel and other employers.

WHEREAS, this is not a cost savings to the people of Alaska, but a cost shifting from the State government to local governments, including the City of Bethel.

WHEREAS, these increased costs must be directly financed by the local taxpayer in local municipalities.

WHEREAS, in the City of Bethel these increased costs must be paid by the taxpayer in sales tax and user fees.

WHEREAS, this cost shifting may force local governments, including the City of Bethel, to reduce services and/or increase tax liability on their local citizens and taxpayers.

NOW, THEREFORE, BE IT RESOLVED that the Bethel City Council Opposes Senate Bill 209 and cost shifting from the State of Alaska to local employers, including the City of Bethel.

ENACTED THIS 12TH DAY OF APRIL 2016 BY A VOTE OF ___ IN FAVOR AND ___
OPPOSED.

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk

CITY OF BETHEL, ALASKA

Resolution # 16-16

A RESOLUTION BY THE BETHEL CITY COUNCIL OPPOSING OIL TAX CREDITS

- Whereas,** due to Declining Oil Production and Low Prices, the State of Alaska is in a Financial Crisis.
- Whereas,** the State of Alaska is facing about a \$4.3 Billion Deficit.
- Whereas,** historically, the State of Alaska has given away hundreds of Millions of Dollars each year to Oil Companies through Oil Tax Credits.
- Whereas,** versions of the Proposed Legislation HB 247 Tax: Credits; Interest; Refund; O & G s maintain Oil Tax Credits in ranges from \$100 to \$600 million dollars for FY 17.
- Whereas,** these Oil Tax Credits May Be Considered a Form of Corporate Welfare.
- Whereas,** at \$600 Million this would equate to about \$857 deduction in Dividend Check for each Man, Woman, and Child in Alaska.
- Whereas,** State Funded Programs in Alaska are facing Budget Reductions.
- Whereas,** increase revenues, including using Permanent Fund Earnings Reserve, Reduction in Permanent Fund Dividends, State Income Tax, and Other Taxes are being seriously considered.
- Whereas,** these funding sources will come directly from the citizens through new and/or higher taxes as well as reductions in permanent fund dividends.

NOW, THEREFORE, BE IT RESOLVED that the Bethel City Council Opposes Maintaining Oil Tax Credits at High Levels. The Bethel City Council supports drastically reducing or eliminating Oil Tax credits.

ENACTED THIS 12th DAY OF APRIL 2016 BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

ATTEST:

Richard Robb, Mayor

Lori Strickler, City Clerk

CITY OF BETHEL, ALASKA

RESOLUTION #16-17

A RESOLUTION REQUESTING LEGISLATURE TO DEVELOP A SUSTAINABLE BUDGET PLAN

- Whereas,** due to declining oil production and low oil prices, the State of Alaska is in a financial crisis.
- Whereas,** the State of Alaska is facing about a \$4.3 billion deficit per year in their operating budget.
- Whereas,** the Legislature is the governing body for all of the unorganized areas, such as Bethel and the surrounding Yukon-Kuskokwim region.
- Whereas,** it is the Alaska State Legislature's responsibility to provide a balanced budget for healthy economy.
- Whereas,** the current year's operating budget does not have a sustainable funding source.
- Whereas,** the current uncertainty of the State's financial future harms local communities, schools, businesses, business investment, real estate values and the overall long term health of our state.
- Whereas,** the Legislature has been in session 78 days and has discussed various ways to restructure the Permanent Fund Earnings Reserve Account.
- Whereas,** it is now being reported that rather than develop a long term, structured approach to funding state government services, the Legislature's approach may instead be a raid on the Earnings Reserve Account.
- Whereas,** taking an approach that includes budget cuts, a broad based statewide tax and structured use of the Permanent Fund earnings can help stabilize our annual budgets, our economy and help preserve a portion of the Permanent Fund Dividend.
- Whereas,** structured use of the Permanent Fund earnings as part of an overall fiscal plan protects the dividend into the future. Emptying the Constitutional Budget Reserve leaves the Permanent Fund earnings as the single funding source, making dividend elimination almost inevitable. Filling the budget gap with a mix of Permanent Fund earnings and CBR funding strikes the right balance for preserving a sustainable dividend.

Whereas, rating agencies have warned that if "lawmakers do not enact significant fiscal reforms to reduce the state's fiscal imbalance during its 2016 legislative session, Alaska's downward rating transition will likely persist." Lowering credit ratings and associated loss of investor confidence would feed a downward economic spiral.

Whereas, large ad hoc draws from the Earnings Reserve now will make it difficult to maintain a healthy Earnings Reserve balance. A sufficient Earnings Reserve account is needed to buffer ups and downs in the market.

NOW, THEREFORE, BE IT RESOLVED that the City of Bethel opposes using the Earnings Reserve Account without a comprehensive restructuring of the way Alaska funds its governmental services.

ENACTED THIS 12th DAY OF APRIL 2016 BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

ATTEST:

Richard Robb, Mayor

Lori Strickler, City Clerk

Route to:	Department/Individual:	Initials:	Remarks:

Attachment(s):

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

Request for Proposals

Employee Classification and Compensation Study

The City of Bethel is requesting proposals from qualified and experienced consulting individuals or firms to provide the full range of services necessary to conduct a comprehensive Employee Classification and Compensation Study.

CITY OF BETHEL

BETHEL, ALASKA



Important Dates to Remember

April 25, 2016	Deadline for receipt of Intent to Respond form
April 29, 2016	Deadline for questions or request for documents from City
April 29, 2016	Deadline for objections
May 13, 2016	Deadline for receipt of any Proposals

Time: The deadline time for all items above is **3:00 pm** Alaska Standard Time (AST)

June 07, 2016 Anticipated award of contract

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INTRODUCTION

Purpose/Synopsis

The City of Bethel (hereinafter “City”) is soliciting competitive sealed proposals for a qualified and experienced consultant or firm/organization (hereinafter “Consultant”) to provide professional services to assist in the development of an updated (a) comprehensive job classification system and (b) competitive compensation system for approximately 100 represented (union) and non-represented employees within a strong City Manager form of government.

The intent of the Study is to address changes in City operations and staffing over the last several years, which may have affected the type, scope and level of work being performed.

At the completion of the project, the City expects to have a credible Classification & Compensation Plan that accomplishes several objectives. The resulting plan should: a) ensure positions performing similar work with essentially the same level of complexity, responsibility, knowledge, skills and abilities are classified together; b) provide salaries commensurate with assigned duties; c) provide recognizable compensation growth; d) provide justifiable pay differential between individual classes; and e) enable the City to competitively recruit new employees, retain our current workforce, and motivate employee job performance.

All deliverables must be completed and accepted by the City by October 1, 2016 in order for the proposed changes to the compensation rates to be considered for a mid-year budget modification and incorporated into negotiations with the City of Bethel Employees Association (union) for a new contract to begin July 1, 2017.

Background

Labor Force: The City’s FY 2016 Budget reflects funding of 101 full-time employees and several part-time and seasonal employees. There is one bargaining unit, the Alaska Public Employees Association/American Federation of Teachers (APEA/AFT,) that incorporates all employees minus the management staff and contracted employees. The City’s current compensation plan includes two separate pay scales. Forty-four (44) positions are classified on the APEA/AFT union scale into eight (8) ranges. Ten positions are classified on the management scale within three (3) management ranges in accordance with Bethel Municipal Code. These positions are all overtime exempt under the FLSA. Three (3) positions are defined in Bethel Municipal Code as “Contract” positions and those, as well as any associated assistants, do not fall on an established pay scale but are compensated based on individually negotiated terms.

Benefits: All full-time employees currently receive the same health, life, long-term disability and short-term disability benefits offerings, regardless of classification. Part-time employees on the union scale receive pro-rated benefits. All employees working fifteen (15) hours or more per week are enrolled in the State of Alaska’s Public Employees Retirement System (PERS). The City’s participation in PERS is based on those position classifications that currently exist or that were historically funded. Changes to any position classifications (formal title, informal title, budget line reference or job function) can have significant financial impacts for the City due to ongoing

requirements to fund the retirement liability for any classifications recognized by PERS, even if the City eliminates or alters the classification.

City Government: Bethel is a second-class City government with a City Manager/Council format. Seven (7) council members are elected to serve two-year terms. The Mayor and Vice-Mayor are elected by the Council from among its membership. Members of council are not compensated for their service.

The Community: The Bethel Census Area encompasses over 40,000 square miles in western Alaska. The City of Bethel is approximately 400 air miles from the nearest major population center (Anchorage) and is not accessible by road. Bethel serves as a regional hub for 52 surrounding villages, providing air connections from a State-managed airport able to accommodate Boeing 737s and significant commuter traffic. The Kuskokwim River supports seasonal boat and snow-machine travel in the region and for several months a year, is used by ocean-going barges from Seattle and Anchorage destined for Bethel's Port. Bethel is home to the regional hospital, Lower Kuskokwim School District office, and several regional tribal organizations.

According to the Alaska Department of Labor, the City has an estimated population of 6,205 (2015 estimate). The Department also reports a median household income of \$36,195 and a 15% unemployment rate (February 2016), while the data from 2014 reflects 71% of residents aged 16 and over as employed with an average wage of \$44,024. The same data set for the census area as a whole reflects the employment rate slightly lower (68%) with an average wage of \$24,739 annually.

Definitions

ADA: The Americans with Disabilities Act of 1990, as amended

AST: Alaska Standard Time – the time referenced throughout this RFP as local time for Bethel, Alaska

BMC: Bethel Municipal Code, available for viewing on the City's website at www.cityofbethel.org

City: The City of Bethel, Alaska

City Council: The elected body responsible for authorizing the City Manager to enter into a contract with a third party

City Manager: The Chief Executive Officer (CEO) of the City and the person legally authorized and responsible to sign and administer contracts subject to the provisions of the Bethel Municipal Code

Consultant: A Proposer awarded a contract from this RFP

Deliverables: The final work product(s) that fulfill the contracted scope of work

Department Head: One of eight key leadership positions that report directly to the City Manager

Evaluation Team: A team specifically chartered to conduct the initial review and evaluate proposals submitted in response to this RFP in accordance with the evaluation criteria listed in the RFP to provide a basis for the Purchasing Agent to select a finalist

FLSA: The Fair Labor Standards Act of 1938, as amended

Purchasing Agent: The City employee responsible for the RFP process

Project Manager: The Consultant's primary interface with the City during the Work period

Proposal: The offer that the Proposer makes to the City in response to this RFP

Proposal Package: The complete submittal from a Proposer

Proposer: The individual, firm/organization or other entity making an offer to the City

Request for Proposals: The competitive process whereby the City is seeking competitive offers to resolve a City need or requirement

Work: The entire project or the various separately identifiable outcomes required to be performed or furnished under the contract documents

SCOPE OF WORK

Develop a Comprehensive Job Classification System

Outcome 1: A comprehensive job classification system that can accommodate the City's needs for a flexible, internally and externally equitable, defensible, market sensitive, and easily administered system for all current and future jobs within the City while mitigating unfunded PERS liability associated with the removal/defunding historical or current positions.

Outcome 2: A job classification system that:

- A. establishes career progressions for occupations;
- B. provides clear distinctions in different job levels;
- C. promotes internal equity;
- D. establishes performance standards/job qualifications for all job classifications;
- E. provides legally defensible classification specifications (ADA, FLSA, termination, Workers Compensation, grievances, etc.); and
- F. assigns classifications to pay ranges that are labor market appropriate.

Outcome 3: Classification specifications (position descriptions) for all classifications that reflect current duties, requirements of the position, including physical requirements and essential job functions. All classifications should include:

- A. Definition of the job classification
- B. Essential job functions

- C. Requirements of education, experience, knowledge, skills and abilities
- D. Supervision exercised and received with definition of lead or supervisory roles
- E. Working environment and/or conditions
- F. Licenses, certifications, driving requirements, and physical requirements in compliance with the ADA
- G. Appropriate exempt and non-exempt designation under FLSA

Outcome 4: All employees allocated to an appropriate job title, job classification and exempt/non-exempt designation pursuant to the Fair Labor Standards Act (FLSA).

Outcome 5: A compilation of necessary documents and other resources written in plain language such that a new manager or individual with no human resources experience can reference this resource to maintain, enhance, and use the classification system to identify and consistently apply the system to modify any existing position or classification, or create a new position or classification scheme.

Develop a Competitive Job Compensation System

Outcome 1: Identification of comparable benchmark employers to guide the City's future employee salary and benefit decisions in order to facilitate the retention and attraction of high-performing staff members, while being financially sustainable.

Outcome 2: Completion of compensation benchmark study considering at a minimum a) other employers in the region (the City's local competition for its workforce); b) career-field/comparable skills (relative to the local workforce and state/national standards); and c) recruitment ("wage plus benefits" package's attractiveness to potential applicants).

Outcome 3: A compensation system including recommended scale(s) for all job classifications to include wages/salaries and benefits, exclusive of retirement options.

Deliverables

All written deliverables shall be formatted and delivered in Microsoft Word (2007-2010) format attached to an email message and on a USB drive delivered to the Human Resources Manager.

Each final report shall be formatted and delivered in Microsoft Word (2007-2010) attached to an email message and on a USB drive delivered to the Human Resources Manager.

Documents used in formal presentations shall be bound.

Formal presentations to the City Manager and Human Resources Manager shall include at least four (4) sets; formal presentations to the Department Directors shall include at least ten (10) sets; formal presentations to the Mayor and Council shall include at least ten (10) sets.

City Responsibilities

The City's Human Resource Manager will serve as the Consultant's point of contact for the duration of the contracted work. The City will provide the Consultant with requested current

documents used in the City's current classification and compensation systems. City staff will promptly review the submissions required from the Consultant and advise the Consultant as to any adjustments necessary.

Copyright and Trademark Licenses

Prior to the final payment, the Consultant shall provide to the City of Bethel written, perpetual, royalty-free copyright and trademark licenses to use any and all of the ideas and concepts provided by the Consultant to the City in any manner provided that the use is solely for the City of Bethel's own internal uses or is in compliance with public records availability laws.

RFP Requirements and Instructions

Intent to Respond

Complete and submit the Intent to Respond Form – Attachment A of this proposal. The Deadline to submit this form is no later than 3:00 pm AST on April 25, 2016. The form should be emailed to the City's Purchasing Agent, Hansel Mathlaw, at hmathlaw@cityofbethel.net.

Proposed Schedule

The following dates are proposed by the City; however, the dates and times may be changed as the needs of the City change. Unless specifically noted, all deadlines are 3:00 PM AST on the due date. It is solely the Proposer's responsibility to stay informed on the dates and times. Any changes will be emailed to the contact of record for each individual or firm/organization that submits an "Intent to Respond" by the submission deadline for that form.

RFP release – April 13, 2016

Final date to receive Intent to Respond forms – April 25, 2016

Final date to receive written questions or requests for documents – April 29, 2016

RFP submission period ends – Friday, May 13, 2016 **at 3:00 PM AST**

Anticipated award of contract – Wednesday, June 7, 2016

Submission of Proposals

Proposal packages must be submitted in a sealed parcel marked "Proposal for Employee Classification and Compensation System".

To be considered for award, the complete proposal package must be received by the Purchasing Agent prior to the official closing date and time. Allow sufficient time for transportation and receipt. It is the Proposer's responsibility to ensure that any third party carrier is able to deliver the package to the correct location in time to meet the closing date and time.

Proposal documents may be mailed or hand delivered to the following location:

Hansel Mathlaw
Purchasing Agent, City of Bethel
300 Chief Eddie Hoffman Highway
PO Box 1388
Bethel AK 99559

The City will not consider facsimile (fax) or electronic submission (e-mail) of a proposal.

Proposal Handing

Upon receipt at Bethel City Hall, the City will mark each timely received proposal package with the date and time of receipt. The City will safeguard all proposals from unauthorized disclosure from the time of receipt, throughout the selection process.

In accordance with Bethel Municipal Code, competitive sealed proposals will not be publicly opened or otherwise handled in a manner that permits disclosure of the identity of any Proposer or the contents of any proposal during the evaluation process. The proposals, except for information identified by the Proposer as proprietary, shall be open for public inspection after the contract award.

The City will judge any proposal received by the Purchasing Agent after the official closing date and time as LATE and the City will not open it nor consider it for award, EXCEPT if the proposal was properly addressed and the Purchasing Agent determines that the late receipt of the proposal was solely due to mishandling by City employees.

Questions Concerning RFP

Questions concerning interpretation, clarification, or other inquiries concerning any portion of this RFP should be made in writing via email to the Purchasing Agent, Hansel Mathlaw, who will be the official point of contact for this RFP. No questions other than written will be accepted, and no response other than written will be binding upon the City.

Questions and/or requests for documents must be submitted by April 29, 2016 via email to hmathlaw@cityofbethel.net. The subject line should read "Questions - Classification and Compensation Study RFP".

Document Requests

For those Proposers desiring to obtain specific documents to aid them in the preparation of the RFP, they may request a list of those documents, including current policies, by sending a detailed email to the Purchasing Agent, Hansel Mathlaw at hamthlaw@cityofbethel.net with "Request for Documents – Employee Classification and Compensation Study RFP" in the subject line. The request must be made by April 29, 2016, and the City will make every effort to provide the requested documents in an electronic format within two business days.

In the interest of fairness, all Proposers having submitted an "Intent to Respond" form will be provided a generic notice of the documents which have been produced. For example, if a request for copies of the current position descriptions is received and responded to, all Proposers will receive an addendum indicating that one Proposer requested and received a copy of the current position descriptions.

Complaints/Protests/Objections

Any interested party may protest any actual or perceived improprieties or ambiguities to this request for proposals. All complaints and/or protests regarding this request for proposals must be submitted in writing no later than April 29, 2016 at 3:00 pm AST. Specific information about how to file a protest or complaint can be found in Section 4.20.270 of the Bethel Municipal Code located at www.cityofbethel.org.

Written Addendum

The issuance of a written addendum by the City's Purchasing Agent is the only official method by which interpretation, clarification, or additional information can be given. The City will not be responsible for any oral representation given by any employee representative or others.

If the City revises (amends) this RFP, the Purchasing Agent will send an electronic version of any issued addendum to the Proposer's point of contact as noted on the Intent to Respond form. In addition, any amendments, addenda or additional information will be posted to the City of Bethel website: www.cityofbethel.org > Doing Business > Bids and Proposals. Proposers should acknowledge each addendum in their proposal. Failure to do so may prevent your proposal from being considered for an award. It is solely the Proposer's responsibility to ensure the receipt of all addenda and incorporate any changes before submitting a proposal to the City for consideration.

Withdrawal of Proposals

A Proposer may withdraw its proposal at any time before the receipt deadline by delivering a written request for withdrawal signed by, or on behalf of, the Proposer. The written request may be delivered by standard mail, electronically to hmathlaw@cityofbethel.net, or via fax to 907-543-5294.

Proposer's Responsibilities

Examination of Proposal Documents

By submitting a proposal, the Proposer represents that it has read and understands this RFP, has made the proposal in accordance with the RFP requirements, and is familiar with the local conditions under which the proposed services and products must perform. In addition, the Proposer represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of performing quality work to achieve the City's objectives.

If the City awards you a contract because of your proposal, your failure to have made proper investigations and examinations will in no way relieve you from your obligations to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such

conditions and requirements be accepted as a basis for any claim by you for additional consideration, compensation, or relief.

Failure by a Proposer to ask questions, request information, or submit objections by the dates indicated herein shall constitute the Proposer's acceptance of all of the terms, conditions and requirements set forth in this RFP.

Communications with the City

From the date that this RFP is issued until a Proposer is selected and the selection is announced, Proposers or any affiliated parties are not allowed to communicate with City Council members regarding this RFP. Proposers and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the City during a public meeting.

Similarly, Proposers or any affiliates may not communicate outside the procedures set forth in this RFP with any officer, employee or agent of the City, including any member of the evaluation panel, with the exception of the RFP Facilitator, regarding this RFP until after Contract Award. The City reserves the right to reject any Proposal for violations of this provision.

Resources and Key Personnel

Key personnel are any person whose individual action or inaction can impact the timely accomplishment of the performance objectives of each contract requirement. By submitting a proposal, the Proposer represents that each person listed or referenced will be available to perform the services described for the City, barring illness, accident, or other unforeseeable events of a similar nature in which case you must promptly provide a qualified replacement approved by the City.

If awarded a contract, the Contractor shall furnish all resources including, but not limited to, personnel, management, equipment, supplies, resources, transportation, and support, to accomplish the performance objectives(s) of each contract requirement.

Equal Opportunity

The City of Bethel does not make contracting or awards based on, nor discriminate because of race, creed, color, religion, gender, sex, gender identity, sexual orientation, age, national origin or ancestry, marital status, change in marital status, physical or mental disability, political affiliation, genetic information, pregnancy, parenthood, status as a disabled veteran, or any other status or condition protected under federal, state and local laws. The City of Bethel will not do business with any company that discriminates against any person based on any of the above criterion. All vendors doing business with the City of Bethel agree not to discriminate and agree to provide the City with a copy of its non-discrimination policies within ten (10) calendar days of any contract award.

Evaluation and Selection

The Purchasing Agent is responsible for the selection process and will be the sole point of contact for all Proposers. The Purchasing Agent may request written clarifications from any Proposer to

clarify any ambiguity or minor irregularity. The City may reject any proposal in which a Proposer's approach, qualifications or price is not considered acceptable by the City.

Proposer's Minimum Qualifications

To be considered for award, a Proposer shall meet or exceed each of the following minimum requirements. Failure to meet a requirement will result in the disqualification of the proposal. The consultant or firm/organization (or its principles) must:

- A. have a minimum of ten years' documented experience:
 - a. Conducting classification and compensations studies and analysis for municipal organizations; and
 - b. Conducting benchmarked compensation studies and analysis for municipal organizations;
- B. have demonstrable knowledge and experience in the interpretation of Federal and Alaska laws as they relate to pay practices, compensation, and non-exempt/exempt designation within a state that has not passed right to work legislation;
- C. have demonstrable understanding of the principles and practices of compensation, including the development of compensation structures, policies and procedures including base pay, performance based pay, wage progression, compression, and equity solutions;
- D. have demonstrable knowledge and practical understanding of the:
 - a. Americans with Disabilities Act of 1990, as amended, as it applies to this project;
 - b. Fair Labor Standards Act (FLSA), as amended, especially as it applies to exempt/nonexempt classifications;
- E. have the human, managerial, and fiscal resources to complete all elements of the project so the City can incorporate the results into budgetary, benefit, and other planning beginning October 1, 2016;
- F. be a vendor in good standing with the City in accordance with BMC 4.20, under which the City will not consider a proposal/offer from, or award a contract to, any person, company, corporation, or organization that is in arrears, or is in default to the City upon any debt or contract, or that has defaulted as surety or otherwise upon any obligation to the City; and
- G. have the proper licenses and authority to perform work in the State of Alaska.

Proposal Package Evaluation

Responsiveness: The Purchasing Agent will review each proposal to determine its responsiveness, i.e. has the Proposer provided all of the materials required in "Submittal Requirements". If the Purchasing Agent determines a proposal to be nonresponsive, that proposal will not be evaluated further and will not be considered for award.

Initial Proposal Review: The Purchasing Agent will provide one copy of each responsive proposal to each member of the Evaluation Team. Each team member will evaluate and score each proposal in accordance with the Evaluation Criteria.

Optional Interview: Proposers may be invited to participate in an in-person oral interview with the Evaluation Team. Participation is at the Proposer's expense and it is expected that at minimum, the Project Manager responsible for carrying out the contracted work, if awarded, should be present at the oral interview. This individual will be evaluated based on his/her apparent ability to communicate the technical concepts of job classification, compensation and related law to individuals without a human resources background.

This presentation is expected to confirm proposal representations, and give the City the opportunity to meet the individual(s) who would be assigned to the project. An agenda of items the City intends to address during the meeting will be forwarded to the Proposer(s) prior to interview.

References: The City may also contact and evaluate the Proposer's references, prior clients, or otherwise solicit information from any available source concerning any aspect of the proposal.

Price Proposal Evaluation: The Purchasing Agent will review all price proposals in relation to one another. If the price proposed appears unreasonable (too high) or unrealistic (too low), the Purchasing Agent may request that the Proposer either submit a revised price proposal reflecting actual costs or submit justification for the proposed pricing.

The Purchasing Agent will apply the scoring formula listed in the Evaluation Criteria to determine the price per point for each proposal. Based on the price per point scores, the Purchasing Agent will identify which proposals are competitive (have a reasonable chance of being selected for an award.)

The Purchasing Agent will not share the specific price proposals or the price per point values for any proposal during the Selection Process.

Selection of Finalist from Among Competitive Proposals: Each proposal will be evaluated with consideration given to how it best meets the needs of the City of Bethel and the basis of capabilities described in the written proposal and oral presentation. The Proposal that best matches the City's objectives will be considered for contract award.

Negotiations

The City Manager shall initiate contract negotiations with the selected Proposer. The City anticipates negotiating, at minimum, the following elements:

- A. Prices;
- B. Schedules;
- C. Deliverables; and
- D. Additional services that may be requested.

Evaluation Criteria

Evaluation Criterion	Maximum Points
<i>Understanding:</i> The Proposer's understanding of the City's needs; the apparent quality, thoroughness, cohesiveness and applicability of the proposed work plans to meet the City's objectives.	30
<i>Proposer Qualifications:</i> The Proposer's qualifications and documented, relevant experience as a human resources consulting firm/organization to perform the required services.	15
<i>Personnel Qualifications:</i> The competence of the proposed team members based on qualifications and documented experience in similar projects. Particular emphasis is placed on the qualifications of the Project Manager as well as team members' apparent ability to communicate classification and compensation principles to non-human resources professionals.	15
<i>Approach:</i> The techniques for collecting and analyzing data, sequence and relationships of steps, and methods for managing the sub-parts and overall project. Of equal importance is whether the approach is completely responsive to the City's objectives and all outcomes contained in the RFP.	15
<i>References:</i> Past performance as described by direct and indirect references (as well as any performance history with the City) in providing similar services to other municipalities. Client satisfaction and similarity between references and this project are considered.	10
<i>Proposed Schedules/Timelines:</i> Are they sufficient to meet the City's October 2016 goal; has the Proposer identified any challenges in meeting this goal or identified deliverables that would be delayed and why?	10
<i>RFP Process:</i> How well did the Proposer follow the RFP directions on preparing and submitting its proposal package?	5
Initial Maximum Evaluation Points per Team Member	100

Price Per Point Evaluation

The sum of the average points awarded by the Evaluation Team for each criterion yield the total points for that proposal. Rank is ordered by lowest price per point to highest.

For example:

- Total project cost = \$50,000
- Total consensus evaluation points = 70
- Price per point = $50000/70 = \$714.29$ per point #2 Rank

- Total project cost = \$65,000
- Total consensus evaluation points = 92
- Price per point = $65000/8792 = \$706.50$ per point #1 Rank

Insurance Requirements

Prior to execution of the resulting contract derived from this RFP, the awarded Consultant shall obtain and maintain in force at all times during the term of the resulting contract, insurance coverage as required herein. All insurance policies shall be issued by companies authorized to do business in the State of Alaska.

Commercial General Liability – occurrence form, with coverage for:

- A. Premises/Operations;
- B. Products and Completed Operations;
- C. Broad form property damage;
- D. Personal and advertising injury;
- E. Contractual liability with minimum limits:
 - a. \$1,000,000 per occurrence
 - b. \$2,000,000 aggregate
- F. Worker's Compensation – as required by Alaska law

Submittal Instructions

Required Submission Materials

A Proposer interested in submitting a proposal (offer) in response to this RFP should submit:

- A. ONE ORIGINAL signed paper proposal package, marked "ORIGINAL" on the document WITHOUT the Price Proposal form,
- B. FIVE (5) paper copies of the complete proposal package WITHOUT the Price Proposal form,
- C. ONE USB (electronic) copy of the complete proposal package WITHOUT the Price Proposal form,
- D. ONE redacted USB WITHOUT the Price Proposal form (if necessary), and
- E. ONE ORIGINAL Price Proposal in a SEPARATE SEALED ENVELOPE.

Economy of Presentation

Proposals should be presented simply and economically, providing a straightforward, concise description of your capabilities to satisfy the conditions and requirements of this RFP. The City does not desire fancy bindings, colored displays, or promotional material unless it specifically enhances the City's understanding of your offer. Your emphasis should be on completeness and clarity of content.

The City is not liable or responsible for any costs incurred by you or any Proposer in responding to this RFP including, without limitation, costs for presentations, demonstrations, or interviews, if requested or required.

Proposal Guidelines

Proposers should submit a proposal in accordance with the instructions outlined in this section. The proposal package must be complete, self-sufficient, and respond directly to the requirements of this RFP. Ensure your proposal can stand alone on its merits and do not assume that there will be an opportunity to make a presentation to explain any item or detail.

Cross Referencing: To the extent possible, do not cross-reference information between sections. Unless clearly noted, Evaluation Team members will assume that information not found in the designated section has not been included in the proposal.

Proprietary Information: The Alaska Public Records Act mandates public access to government records. Therefore, unless information is exempt from disclosure by law, the content of any request for information, response to this RFP, protest, or any other written communication between the City and Proposer, shall be available to the public. If any information that the Proposer believes would cause substantial injury to the Proposer's competitive position if disclosed is contained in the Proposal, it should be clearly identified in any written submissions by marking each page containing such proprietary information as confidential AND redacting such information on the USB version specifically designated for this purpose. Proposers may not designate an entire proposal as confidential nor designate its Price Proposal as confidential.

Indexing: Include a table of contents to delineate the topics and subsections for each Tab or section containing more than five (5) pages.

Glossary of Definitions, Abbreviations and Acronyms: Include a glossary of all key words or phrases that if misinterpreted by the City would impact the evaluation of the proposal. Spell out and identify any acronym used.

Page Size and Format: A "page" is defined as all information that can be legibly printed within one piece of 8.5x11 inch piece of paper in accordance with the below requirements

- A. Text should be single-spaced and left justified;
- B. Text should be printed in a "portrait" layout with one inch margins on all four sides;
- C. The text size should not be less than 11 point or more than 14 point;
- D. Pages should be numbered sequentially by Tab and Section; and
- E. Printed materials should be duplexed/double-sided printing as long as it does not prevent a reader from clearly understanding the proposal.

Graphics: Submit legible tables, charts, graphs, figures and pictures wherever practical to depict organizations, systems and layouts, implementation schedules, etc. These displays must be submitted in a format that is equivalent to 8.5 x 11 inch paper and legible and understandable if duplicated in that size format.

Binding and Labeling: Submit the original paper proposal in binder, folio, or other similar organizer, with section tabs. Pages should not be stapled together. Include a cover sheet clearly marked RFP Employee Classification and Compensation Study and the Proposer's name.

Proposal Sections

You should organize your proposal into the following major sections:

Tab 1 – Proposer Profile

In this section and throughout the remaining tabs, the term “firm/organization” is used to refer to a single individual consultant, a sole-proprietorship, partnership, incorporated entity, or any other Proposer identity. Be sure to provide the requested information as it is relevant to your specific business model.

- A. Cover Letter/Statement of Interest: (not more than three pages). Introduce your firm/organization and summarize key elements of the proposal. The letter must stipulate that the proposal price will be valid for a period of at least one hundred eighty (180) days after the close of this RFP. An individual authorized to bind the Proposer must sign the letter.
- B. Proposer Information Page (Attachment B)
- C. Proposer Profile and History: (not more than six pages). Provide a brief background of the firm/organization. Describe the firm/organization’s mission and basic philosophies as they relate to the services under consideration. Provide the names, titles and areas of responsibilities of the owners/partners. Describe the types of projects that the firm/organization typically performs.
- D. Project Team.
 - a. Designate the person to serve as your project manager and list the full names and functional titles of all key personnel that will be part of the project.
 - b. Provide brief biographical information that identifies their educational background, work history, and past responsibilities serving in similar financial advisory or human resource roles.
 - c. Describe the type of work each is expected to perform and their specific experience in the specialized areas of: classification systems (to include represented, FLSA exempt/nonexempt, PERS) and compensations systems.
- E. Subcontractors. Provide a list of any proposed sub-contractors that the proposing firm/organization may use on a project. Provide the same information required in sections C and D above for each subcontractor.
- F. City Responsibilities: Describe the duties the Proposer expects to be performed by City staff.
- G. Exceptions: List any exception that you as the Proposer may have concerning any requirement or item set forth in the RFP document or associated addenda.

Tab 2 – Firm/Organization Qualifications

Describe the experience of your firm/organization in performing classification and compensation studies. Document at least ten years’ experience by the Proposer and project team members with projects similar in nature conducted for other U.S. municipalities.

Provide specific examples of how your firm/organization’s expertise and recommendations have benefitted a municipality.

Tab 3 – Methods, Overall Approach and Procedures

- A. Understanding of Project: (not more than three pages).
- B. Describe the Scope of Work as you understand it and what you think the City's anticipated outcomes are in your own words.
- C. Provide a detailed breakdown and description of the specific steps, services, methods and references that will be employed to gather the data, analyze the findings, develop recommendations and coordinate implementation as requested.
- D. Describe the firm/organization's knowledge and familiarity with the local economic, political, legal and cultural situations.

Tab 4 – Deliverables: Structure and Content

Describe the way in which the work product (deliverables) will be structured and presented upon completion.

Tab 5 – Project Timeline

- A. Provide the anticipated total time necessary to complete the project and estimated time necessary for fulfillment of each element or task. The proposed project timetable will be incorporated into the project contract. The City anticipates that the successful Consultant will be able to begin this project no later than July 2016.
- B. Describe how your firm/organization will meet the proposed timeline.
- C. Describe techniques your firm/organization would use to keep the City abreast of the progress of the project.

Tab 6 – References

Provide at least five (5) references for whom your firm/organization has provided classification and compensation studies services within the past five years. Note that scoring will be weighted heavily in favor of municipal references and experience. The City reserves the right to contact any organization(s) or individual(s) listed.

Include the following minimum information for each reference:

- A. Community Name (City), State
- B. Community Contact Person's name, phone number, email
- C. Project Description
- D. Project Start Date and Close-out Date
- E. Description of Work Performed

The City of Bethel cannot be used as a reference; however, all past performance with the City will be considered during the evaluation process.

Tab 7 – Litigation

Provide information on the nature, magnitude and outcome of all litigation and proceedings for the previous five years where a court or administrative agency has ruled for or against you or your firm/organization in any matter related to you or your firm/organization's professional activities. The City reserves the right to conduct additional research concerning any Proposer.

Tab 8 – Other Information

Provide any information that will provide insight to the City about your qualifications, capabilities and resources not otherwise provided in one of the other tabs. This information should be pertinent and succinct. In addition to information you choose to provide, please also include in this section as appropriate:

- A. Disclosure Statement: Please disclose any and all past or current business and personal relationships with any current City of Bethel elected official, appointed official or City employee.
- B. A copy of any standard form contract that you have used previously for projects of similar scope and duration (optional).

Rights of the City

The City, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to issue subsequent Requests for Proposals, negotiate with any qualified source(s), or to cancel this RFP in part or in its entirety.

This RFP is not in any way to be construed as an agreement, obligation or other contract between the City and any person or firm/organization submitting a proposal, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

All material submitted in response to this request become the property of the City of Bethel, will not be returned, and are subject to the provisions of the State of Alaska and City of Bethel after the announcement of an award is made. The City reserves the right to use any or all Proposer service ideas presented. Selection or rejection of the proposal does not affect this right.

The City may investigate the qualifications of any Proposer under consideration, require confirmation of information furnished by the Proposer and require additional evidence of qualifications to perform the services described in this RFP. Contract award will be made at the sole discretion of the City, based on the evaluation of all responses and the Proposer's ability to best meet the City's objectives.

ATTACHMENTS

Attachment A: Intent to Respond Form

Attachment B: Proposer Information Page

Attachment C: Price Proposal Form

Attachment D: Proposal Package Checklist

Attachment E: Signature and Verification

Attachment F: Current Position Classifications

ATTACHMENT A: INTENT TO RESPOND FORM

The undersigned acknowledges that the individual or firm/organization they represent is in receipt of the solicitation for proposal for EMPLOYEE CLASSIFICATION AND COMPENSATION STUDY and intends to respond to the solicitation on or before May 13, 2016.

Individual or Firm's Name: _____

Address: _____

Telephone: _____

Fax Number: _____

Email Address: _____

By (Name): _____

(Contact of Record for the purpose of this RFP process.)

Signature: _____

Title: _____

Date: _____

Email this form to Hansel Mathlaw, Purchasing Agent at hmathlaw@cityofbethel.net

ATTACHMENT B: PROPOSER INFORMATION PAGE

This form is to be completed by the Proposer and placed in Tab 1 of the proposal.

Legal Contractual Name of Firm: _____

Corporate Mailing Address: _____

City, State and Zip Code: _____

E-Mail Address: _____

Phone: _____ Fax: _____

Contact Person: _____

Authorized Signature: _____

Title: _____ E-Mail Address: _____

Business Telephone: _____ Website URL: _____

Proposal Contact (if different): _____

Title: _____ E-Mail Address: _____

Is your business: (check one)

NON PROFIT CORPORATION FOR PROFIT CORPORATION

Is your business: (check one)

CORPORATION LIMITED LIABILITY PARTNERSHIP

INDIVIDUAL SOLE PROPRIETORSHIP

PARTNERSHIP OTHER (Specify) _____

Federal Tax Identification Number: _____

City of Bethel Business License Number: _____

(If none, you must obtain a City of Bethel Business License within ten business days of contract award.)

State of Alaska Business License Number and Expiration Date: _____

ATTACHMENT C: PRICE PROPOSAL FORM

_____, 2016

To: Purchasing Agent, City of Bethel
 PO Box 1388
 Bethel, AK 99559

The undersigned, on behalf of _____ [enter Proposer name] submits for consideration the following Price Proposal for Employee Classification and Compensation Study services:

Description	Hours	Price (Not to Exceed)
Development of a comprehensive job classification system		
Development of a competitive job compensation system		
Deliverables		
TOTAL PROJECT PRICE		
	Optional/Additional Services not covered in Scope of Work (to be added ONLY at the request of the City)	
Optional A		
Optional B		
Optional C		

Further, I hereby declare that _____ [enter Proposer name] has carefully examined the requirements to furnish Employee Classification and Compensation Study services for which proposals were advertised to be received by Friday, May 13, 2016 and further declares that _____ [enter Proposer name] makes this binding offer to furnish all resources necessary to provide said services.

 Signature Date

 Printed Name

ATTACHMENT D: PROPOSAL CHECKLIST

Before submitting your proposal, review the submittal requirements and ensure each section is included. Failure to include the required materials may preclude consideration of your Proposal. Please return the completed checklist with the original Proposal Package.

RFP Reference	Description	√	By (initial)	For City Use
Tab 1.A	Cover Letter / Statement of Interest			
Tab 1.B	Proposer Information Page (Attachment B)			
Tab 1.C	Proposer Profile and History			
Tab 1.D/E	Project Team & Subcontractors			
Tab 1.F	City Staff Responsibilities			
Tab 1.G	Exceptions			
Tab 2	Firm/Organization Qualifications			
Tab 3.A	Understanding of Project			
Tab 3.B	Understanding of Scope of Work			
Tab 3.C	Steps, Methods, References			
Tab 3.D	Knowledge of Local Situation			
Tab 4	Structure and Content of Deliverables			
Tab 5.A-C	Project Timeline, Methods and Progress Reports			
Tab 6	References			
Tab 7	Litigation			
Tab 8	Other Information			
Tab 8.A	Disclosures (If Applicable)			
Tab 8.B	Sample Contract (Optional)			
Attachment C	Price Proposal (1 original in sealed envelope)			
	Paper Proposal Package (1 original and 5 copies)			
	USB Drive with proposal package (1)			
	1 Redacted USB			

ATTACHMENT E: SIGNATURE AND VERIFICATION

By signing below, I hereby acknowledge the following:

1. Proposer, nor any of their representatives or third party mandated by Proposer, has attempted to contact City representatives or members of the selection committee for the purpose of influencing their choice, judgment or recommendation relating to the contract, or with members of the City Council to influence their decision;
2. Proposer has produced the proposal without collusion, communication, agreement or arrangement with a competitor with regards to price, methods, factors or formulas for setting prices, to the decision to submit a proposal or to present a proposal that does not comply, directly or indirectly, with specifications contained in the request for proposals;
3. Neither the Proposer nor any of its representatives engaged in discrimination, intimidating measures, influence peddling or corruption or entered into any form of collusion, communication, agreement or arrangement with other suppliers or third parties relating to a contract with the City of Bethel.
4. Proposer has appropriately identified proprietary information. Proposer agrees, should the City comply with the Proposer's request for non-disclosure, Proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless the City from and against all damages (including but not limited to attorney's fees that may be awarded to the party requesting the Proposer information), and pay any and all costs and expenses related to the withholding of Proposer information. Proposer shall not make a claim, sue, or maintain any legal action against the City or its directors, officers, employees, or agents concerning the disclosure, or withholding from disclosure, of any Proposer information. The City shall have no obligation to withhold non-classified information from disclosure and may release the information sought without any liability to the City.
5. I have read and understand the requirements of this Request for Proposals and, that I, as the Proposer, will comply with all requirements and that I am duly authorized to execute this proposal/offer document and any contract(s) and/or other transactions required by award of this RFP.

I hereby acknowledge receipt of the following addenda (check appropriate numbers):

#1 _____ #2 _____ #3 _____ #4 _____ #5 _____

Signature

Date

Printed Name

ATTACHMENT F: CURRENT POSITION CLASSIFICATIONS

The following is a listing of the City of Bethel's current position classifications:

DEPT	FLSA CLASS	PAY SCALE:	POSITION TITLE:
Administration	EX	Contract	CITY MANAGER
	EX	MIII	HUMAN RESOURCES MANAGER
	NE	Contract	PART-TIME ASST TO CITY MANAGER
Legal	EX	Contract	CITY ATTORNEY
City Clerk	EX	Contract	CITY CLERK
	NE	Contract	PART TIME CITY CLERK ASST
Finance	EX	MIII	FINANCE DIRECTOR
	EX	MII	ASSISTANT FINANCE DIRECTOR
	NE	8	GENERAL LEDGER ACCOUNTANT/ANALYST
	NE	7	GRANT MANAGER
	NE	5	ACCOUNTING SPECIALIST I
	NE	4	ACCOUNTING CLERK
Planning	EX	MIII	PLANNING DIRECTOR
	NE	4	ADMINISTRATIVE ASSISTANT - PLANNING
Info Tech	EX	MIII	TECHNOLOGY DIRECTOR
	NE	6	IT TECHNICIAN
Fire	EX	MIII	FIRE CHIEF
	NE	9	FIRE CAPTAIN
	NE	6	FIREFIGHTER/EMT
Police	EX	MIII	POLICE CHIEF
	NE	9	POLICE LIEUTENANT
	NE	8	INVESTIGATIVE ADMINISTRATIVE SERGEANT
	NE	8	POLICE SERGEANT
	NE	7	CORPORAL (INVESTIGATOR)
	NE	6	POLICE OFFICER
	NE	5	COMMUNITY SERVICE OFFICER
	NE	5	COMMUNITY SERVICE PATROL OFFICERS
	NE	5	ADMINISTRATIVE ASSISTANT - POLICE
	NE	6	POLICE RECORDS & PUBLIC SAFETY DISPATCHER MGR
	NE	5	PUBLIC SAFETY DISPATCHER
Public Works (PW)	EX	MIV	PUBLIC WORKS DIRECTOR
	NE	4	ADMINISTRATIVE ASSISTANT

PW: Parks & Rec	NE	5	PARKS AND RECREATION SPECIALIST
	NE	2	PARK MAINT WORKER
PW: Streets & Roads	NE	6	STREETS AND ROADS FOREMAN
	NE	4	GRADER OPERATOR
	NE	4	OPERATOR / DRIVER
PW: Property Maint.	NE	6	BUILDING MAINTENANCE FOREMAN
	NE	4	MAINTENANCE WORKER
PW: Solid Waste	NE	4	LANDFILL MANAGER
	NE	3	LANDFILL TECHNICIAN
	NE	4	SOLID WASTE DRIVER
PW: Utility Services	NE	6	UTILITY FOREMAN
	NE	4	WATER TRUCK DRIVER
	NE	4	RELIEF WATER DRIVER
	NE	4	EVACUATION TRUCK DRIVER
	NE	4	RELIEF DRIVER - EVACUATION
PW: Utility Maint.	NE	6	UTILITY MAINTENANCE FOREMAN
	NE	4	UTILITY MAINTENANCE WORKER
	NE	5	WATER TREATMENT FACILITIES COORDINATOR
	NE	4	WATER TREATMENT OPERATOR
PW: Vehicles/Equipmt	NE	5	HEAVY EQUIPMENT MECHANIC
	NE	5	MECHANIC II / OILER
	NE	4	MECHANIC I
	NE	4	PARTS INVENTORY CLERK
PW: Transit System	NE	6	TRANSIT MANAGER
	NE	4	BUS DRIVER
Dock and Port	EX	MIII	PORT DIRECTOR
	NE	4	ADMIN ASST
	NE	4	CITY DOCK ATTENDANT
	NE	N/A - Temp	TEMPORARY WELDER
	NE	N/A - Temp	TEMPORARY PORT ATTENDANT

City of Bethel Action Memorandum

Action memorandum No.	AM 16- 27		
Date action introduced:		Introduced by:	Ann K. Capela
Date action taken:		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:			

Action Title

Approve Councilman-Hunsaker as sole source provider of operational audit services for the pool equipment, HVAC systems, and pool management practices at YK Fitness Ctr.

Route to:	Department/Individual:	Initials:	Remarks:
<input checked="" type="checkbox"/>	Finance	<i>[Signature]</i>	Recommend approval.
<input checked="" type="checkbox"/>	Public Works	<i>[Signature]</i> 4-5-16	Recommend approval.
<input checked="" type="checkbox"/>	Administration	<i>[Signature]</i> for PW	Recommend approval.
<input type="checkbox"/>			
<input type="checkbox"/>			

Attachment(s):



Amount of fiscal impact:		Account information:
	No fiscal impact	
	Funds are budgeted for.	
\$18,500	Funds are not budgeted. Budget modification is required.	40-50-649

Summary Statement

To meet the need for an operational audit of the pool equipment, HVAC systems, and pool management practices at the YK Fitness Center, the City of Bethel can hire Councilman-Hunsaker, after the Bethel City Council approves the company as a sole source provider. The following documents are attached: Purchasing Agent's signed Sole Source Purchase Justification, Statement of Qualifications for Councilman-Hunsaker, and the Aquatics Operations Agreement.



Counsleman · Hunsaker

— O P E R A T I O N S —

AQUATIC OPERATIONS AGREEMENT

THIS AGREEMENT made and entered into at St. Louis, Missouri, this ____ day of _____, 20____, by and between the City of Bethel, AK, hereinafter referred to as "The OWNER" and COUNSLMAN-HUNSAKER OPERATIONS LLC, doing business at 10733 Sunset Office Drive, Suite 400, St. Louis, Missouri 63127-1018, hereinafter referred to as "The Consultant".

WHEREAS, the Owner is undertaking a **physical and operational audit**, and

WHEREAS, the Consultant is a consultant in the field of swimming pool design and engineering, and

WHEREAS, the Owner is desirous of retaining the Consultant as its independent contractor for purposes of providing the aquatic audit at the YK Aquatic And Fitness Center, located in Bethel, AK and,

NOW, THEREFORE, in consideration of the covenants and agreements herein contained, the parties hereto agree as follows:

I. SERVICES:

The Owner hereby retains the Consultant as its Aquatic Operations Consultant for the aquatic facility. The scope of the Consultant's services are:

- Consultant to make a site visit (one engineer and one operations specialist) to review the water chemistry systems as the facility is deemed to have an indoor air quality issue.
- Review current policies, procedures, and documentation practices of the facility
- Complete a detailed observation of the aquatic facility and provide a verbal commentary while on site regarding Facility Operation and Maintenance and the current Policies and Management procedures.
- Recommend changes to current policies to address compliance with industry standards.

- Consultant to provide a written report of perceived sub-standard conditions and/or shortcomings of the facility with commentary for possible actions for correction.
- Prepare meeting minutes on the water chemistry portion of any owner meeting concerning water quality and air quality within the natatorium.
- Review recirculating swimming pool water chemical systems and their operation while on site.
- Provide initial water testing on pool deck and further analysis of pool water testing after the site visit. Include any recommendations discovered concerning operations as a result of pool water testing.
- Provide general natatorium information with respect to the HVAC system and air distribution pattern to support the mechanical engineer.

Services to be provided by Owner to Counsilman-Hunsaker will primarily consist of furnishing all available in written reports and in its most recent form for the facility including:

1. A written report (or copy of staff report) on existing construction or equipment problems and on-going maintenance problems.
2. Written reports or recommendations by other firms already assessing current pool operations or equipment additions.
3. Original construction plans and specifications and/or subsequent construction documents for repair, renovation, replacement, etc.
4. Operation and Maintenance Manuals.
5. Submittal data or manufacturers' data on equipment now installed.

II. EXCLUSIONS: The Consultant excludes the extensive and likely invasive examinations listed below. Extensive analysis of these areas of concern shall be authorized by the Client as an additional service and completed by other Consultants specializing in these disciplines.

1. Inspection of electrical systems and devices
2. Equipotential bonding and grounding of the pool(s).
3. Potable water supply system to facility
4. Corrective actions for non-compliance
5. Structural analysis of the pool shell(s)

III. DELIVERABLES: All of the reports, prepared by the Consultant as instruments of service are and shall be the property of the Consultant whether the project for which they are made is executed or not. The Owner shall be permitted to retain copies, including reproducible copies of the reports, drawings and specifications.

IV. FEES: Total fees shall be \$18,500 including **one (1)** site visit and related travel expenses.

The Consultant shall submit monthly statements of basic and additional services and for reimbursable expense incurred, based upon the Consultant's hourly rate schedule for services completed at the time of billing. Reimbursable expenses shall include qualifying travel expenses, postage, express mailings, printing expenses for copies in excess of 10 of the final report and 5 draft copies, and any artwork desired, such as renderings that might be used in community publicity. Telephone and fax service are included in the basic fee.

Owner shall make payment within thirty (30) days after receipt of invoice from Councilman-Hunsaker. If Owner fails to make any payment due Consultant for services and expenses within forty-five (45) days after receipt of invoice, Consultant may, after giving seven (7) days written notice to the Owner, suspend services under his Agreement until payment in full of amounts due Consultant for services and expenses have been paid.

To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of Councilman-Hunsaker and Councilman-Hunsaker's officers, directors, partners, employees, agents and Councilman-Hunsaker. Consultants, and any of them, to Owner and anyone claiming by, through or under OWNER for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from, or in a any way related to the conclusions and recommendations expressed in the Facility Audit shall not exceed the total compensation received Councilman-Hunsaker under this Agreement.

V. ADDITIONAL SERVICES: All additional services must be authorized in writing. The Consultant shall be paid for additional services according to the following fee schedule (if not listed as a lump sum):

Principal	\$200.00/hour
Director	\$175.00/hour
Project Manager	\$150.00/hour
Project Engineer/Architect	\$120.00/hour
Design Associate	\$110.00/hour
Administrative	\$70.00/hour
Site Visit	\$1,500.00 /day *

* Excluding travel expenses

VI. TERMINATION: Each party agrees that upon the occurrence of a material breach or default of the other under the terms of this Agreement, it shall provide written notice of such default to the other. Such written notification given by the party shall specifically state the material breach or default under the terms of this Agreement. The notified party shall have thirty (30)

days after such notice is given to remedy the specific breach or default. Upon the failure by the defaulting party to cure the specified breach or default within the allotted time, or recurrence of the same breach within thirty (30) days after its initial cure, the other party shall have the right to terminate this Agreement except with respect to any liabilities or obligations which, under the terms of this Agreement are to survive its termination.

VII. SCHEDULE OF WORK: The Consultant shall execute all of the tasks listed above within 60 calendar days of receipt of a signed agreement and authorization to proceed. Review periods by the Owner, or other extensions not caused by the Consultant, will be added to the 60 calendar days.

VIII. ENTIRE AGREEMENT: This agreement constitutes the entire understanding between the parties and cannot be modified except by their mutual written consent. In the event of a conflict between his Agreement and the terms of any other agreement or document pertaining to the Project, the terms and provisions of this Agreement will be controlling.

IN WITNESS WHEREOF, the parties have hereunto set their hands on the day and year first above written.

ACCEPTED:

COUNSILMAN-HUNSAKER OPERATIONS LLC

City of Bethel, AK

BY: _____
Kevin Post - Principal

BY: _____

Date: _____

Date: _____

Contact Information:
Doug Cobb
Project Manager
ProDev
5953 Muirwood Dr.
Anchorage, AK 99507

Sole Source Purchase Justification
For the City of Bethel to Purchase
Operational Audit Services for the Pool Equipment,
HVAC Systems, and Pool Management Practices
From Councilman-Hunsaker

Per BMC 4.20.250, I, Hansel Mathlaw acting in my role as Purchasing Agent, hereby document that a good faith review of available resources was conducted to find an individual or firm capable of providing operational audit on the pool equipment, HVAC systems, and pool management practices at the YK Fitness Center. The review concluded that Councilman-Hunsaker, the original designer of the pool and member of the design-build team, has intimate knowledge of how the pool and related systems, equipment, and utilities function, and therefore should be designated the sole source for the City's operational audit.



Hansel Mathlaw, Finance Director
Purchasing Agent

4-6-16
Date

Background

The City of Bethel hired Architects Alaska to design the YK Fitness Center. Architects Alaska worked with Councilman-Hunsaker during their work on the 65% completed design. When Bethel Services Inc. became the contractor on the design-build project, Councilman-Hunsaker worked on the project to completion as part of the design-build team.

Need Operational Audit Services

The City of Bethel requires an operational audit of the pool equipment, HVAC systems, and pool management practices at the YK Fitness Center. A scope of services for the audit is attached.

Councilman-Hunsaker as Sole Source Service Provider

Councilman-Hunsaker is a foremost authority on design, construction, operation and management of aquatic facilities. Councilman-Hunsaker designed the pool for the community of Bethel and worked with Architects Alaska, the contractor, and design team members to complete the final design of the facility. The understanding of how the system was designed, how each piece of equipment was meant to operate independently and dependently, and the ability to assess whether the system components function as designed make Councilman-Hunsaker the sole company that can provide the operational audit services the City requires.

Statement of Qualifications

Counselman-Hunsaker



Yukon Kuskokwim Regional Aquatic Health and Safety Center Bethel, AK

Counselman-Hunsaker
10733 Sunset Office Dr.
Suite 400
St. Louis, MO 63127
314.894.1245
www.chh2o.com



Counselman-Hunsaker
AQUATICS FOR LIFE



Counsilman · Hunsaker

AQUATICS FOR LIFE

Counsilman-Hunsaker was founded in 1970 as a collaboration between a world-famous swimming coach and one of his former athletes. In his extensive coaching career and subsequent writings, James E. “Doc” Counsilman, Ph.D., revolutionized competitive swimming through research and innovation, along the way training numerous Olympic and National champions. One was Joe Hunsaker, a former three-time National Champion and World Record holder. With Doc Counsilman serving primarily in a consulting role, Joe Hunsaker developed the firm into one of today’s foremost authorities on design, construction, operation and management of aquatic facilities.

With more than 45 years of experience in designing over 1,000 national and international aquatic projects of every size and complexity, our experience includes newly designed and renovated pool projects for Competition Venues, Water Parks, Universities, Park & Recreation, Resorts, Spas, Wellness, and K-12. Our team brings exceptional collaboration skills and new project designs for the delivery of a high quality, creative aquatic facility. We have completed over 150 Facility Audits and over 175 Feasibility Studies for the development of new or existing facilities.

Counsilman-Hunsaker offers an extensive portfolio of aquatic planning and design services from an existing facility evaluation to comprehensive concept development; from project visioning through design, engineering and construction administration to business management and aquatic operations. These services are completely customized and configured in a variety of ways to precisely fit the needs, desires and objectives of the owner/operator and the project team.

Our Portfolio of Services

Design Services - From project visioning and development through sealed engineering drawings. We do it all! Our success is based upon our understanding that our mission is to provide a result that is exceptional within your budget and to maximize the design process among the other team members.

Feasibility Study - A comprehensive approach that is used to analyze the operational and economic impact that would result from the creation and operation of a new or renovated facility. It provides the due diligence on the “think- it- through” side and reveals valuable insights and information before groundbreaking.

Aquatic Operations - At Counsilman-Hunsaker, our goal is to positively affect our client's day- to- day operations and to maximize the ability to serve aquatic users. Our in- house swimming pool operators can assist with on- site facility operations, provide site specific business plans, educate future pool operators in industry required training and certification as well as prepare a standard operations procedure manual. In fact, our experience in the operations of aquatic facilities has armed our professionals with the ability to evaluate the overall efficiency of your aquatic program. We understand that success doesn't end with an award-winning design.

Facility Audit - Many existing facilities appear to be on the brink of demise but frequently there are years left of productive life. Counsilman-Hunsaker's evaluation of an existing pool and/or natatorium can provide a valuable professional analysis to give you the information to make a knowledgeable decision regarding repair, renovation or replacement.



EDUCATION

University of North Texas - 2000
Bachelor of Arts

Dallas Theological Seminary -
2006
Master of Arts

YEARS OF EXPERIENCE

With Counselman-Hunsaker
2014 - Present

RELEVANT PAST EXPERIENCE

2007-2014:
Aquatics Manager
City of Garland, TX
Parks, Recreation &
Cultural Arts Department

2000-2007:
Aquatics Coordinator
Aquaducks Head Swim Coach
City of Plano, TX
Parks and Recreation Dept.

CERTIFICATIONS/AFFILIATIONS

Aquatic Facility Operator -
National Recreation & Park
Association

Certified Pool Operator - NSPF

PROFESSIONAL BACKGROUND

George Deines specializes in aquatic master planning, business planning, feasibility studies, and operational training and development. With 15 years of aquatic operations experience, including the management of a 4-acre waterpark in Garland, Texas, George understands what it takes to successfully conduct master planning and business planning services by presenting clients with options to repair, renovate, or replace. In addition, George has a vast background when it comes to assisting new pool operators and owners with pre-opening management services, including staff training and facility-specific business plans, and presenting clients with operating manuals, lifeguard training, or the phasing of new amenities.

NOTABLE PROJECTS

City of Canyon - TX	City of Purcell - OK	San Jose USD - CA
City of Dallas - TX	City of St. Charles - MO	Sharon Johnston Park - AL
City of Doral - FL	City of Wellsboro - PA	Smith College - MA
City of Hilliard - OH	Elmbrook Swim Club - WI	Transylvania County - NC
City of Largo - FL	Great Kanawha Aquatics-WV	Trinity University - TX
City of Oklahoma City - OK	Madison County - AL	Wheeling Park District - IL

CONFERENCE SPEAKING

- Take a QuikTrip to Employee Engagement* - TRAPS North Region Conference, 2015
- The State of DFW Aquatics* - TRAPS North Region Conference, 2015
- Despicable Lead: Leading Minions to Greatness* -NRPA, 2015
- Incorporating Private Sector Ideals into Public Sector Operations* - Nevada Parks and Recreation, Athletic Business Conference, 2015
- Aquatic Staff Training and Development: The Devil's in the Details* - Athletic Business Conference, 2015
- The KEE to Organizational Success: Building a Knowledgeable, Efficient and Engaged Team* - National Intramural Recreational Sports Association, 2015
- Developing KEE Aquatics Staff: Knowledgeable, Efficient, Engaged* - Texas Public Pool Council, Texas Park and Recreation Society and NIRSA, 2015
- The Do's and Don'ts of Aquatic Facility Planning and Expansion* - Association of Aquatic Professionals and Texas Park and Recreation Society, 2015
- Facing and Fixing Aquatic Challenges: Developing a Roadmap for Success* - Association of Aquatic Professionals, 2015

PUBLICATIONS

- "What are the Key Qualities to a Great Leader," Athletic Business. January 2016: 24-25.
- "Overcome the 5 Areas of Guest Complaints." World Waterpark. February 2015: 38-39.
- "For Safety's Sake." Parks and Rec Business. January 2014.
- "Leadership Pitfalls and How to Avoid Them." Texas Recreation & Park Society. Spring 2013: 40-41.
- "If You Think It's a Rescue, Then It's a Rescue." World Waterpark. July/August 2011: 34-45.
- "Parting the Clouds." Aquatics International. February 2011.
- "Facing the Challenges of Managing Multiple Aquatic Factors." World Waterpark. July/August 2015: 28-29



PROFESSIONAL BACKGROUND

Kevin Post oversees the feasibility studies and aquatic operations services. Kevin’s objective is helping clients prepare for the development and capital investment of a new or existing aquatic facility serving a variety of user groups, program requirements, and owner types including municipalities, universities, YMCAs, and school districts. Having completed over 75 feasibility studies, Kevin understands what it takes to successfully conduct master planning and business planning services. Kevin also assists new pool operators and owners with pre-opening management services, including staff training, facility specific business plans, and standard operating procedures. Kevin also provides clients with ongoing full-time management services to assist with sustainable operating practices for the life of the facility. Having been involved in aquatics for more than 15 years, he has multiple certifications and is a CPO Instructor certifying pool operators and providing individuals with the basic knowledge, techniques, and skills of pool and spa operations.

EDUCATION

Concordia University - 2015
Masters of Business Administration

University of North Texas - 2004
Bachelor of Science
Major: Computer Science
Minors: Math, Technical Writing

YEARS OF EXPERIENCE

With Counsilman-Hunsaker
2007 - Present

PAST RELEVANT EXPERIENCE

2006 - 2007:
Recreation Coordinator,
Aquatic Facilities
City of Plano, TX

2003 - 2006:
Assistant Director of Recreation,
Aquatics
University of North Texas, Denton

2000 - 2003:
Pool Manager
City of Plano, TX
Parks and Recreation Department

CERTIFICATIONS/AFFILIATIONS

Revenue Management School - NRPA

Certified Pool/Spa Operator - NSPF

Association of Aquatic Professionals

National Intramural Recreational
Sports Association

NOTABLE PROJECTS

Buncombe County - NC
Cameron Run Regional Park - VA
City of Alexandria - VA
City of Amarillo - TX
City of Bartlesville - OK
City of Baytown - TX
City of Buffalo - NY
City of Burburnett - TX
City of Carlsbad - CA
City of Columbia - SC
City of Columbus City - IN
City of Dallas - TX
City of Fort Dodge - IA
City of Fort Worth - TX
City of Garland - TX
City of Jasper - IN

City of Largo - FL
City of Marion - IL
City of Milwaukee - WI
City of New Braunfels - TX
City of North Richland Hills - TX
City of Rapid City - SD
City of Sioux Falls - SD
City of Winchester - MA
Fort Mojave Indian Tribe - CA
James City County - VA
Parish of East Baton Rouge - LA
Prairie Township - OH
Prairie View A&M University - TX
Prince William County - VA
Trinity University - TX
Urbana Park District - IL

CONFERENCE SPEAKING

Pool Technologies: Are these the Answer? - National Intramural Recreational Sports Association, 2014
Repair/Renovate Replace - MRPA Parks and Program Summit, 2014
Sustaining Your Aquatic Facility in Today's Market - MRPA Parks and Program Summit, 2014
Managing a Cutting-Edge Aquatic Center - Association of Aquatic Professionals, 2014
Risky Business: Developing a Sustainable Aquatic Center in Today's Market - Association of Aquatic Professionals, 2014
Pricing Policies and Revenue Throttles - World Aquatic Health, 2014
Aquatic Design Challenges: What Would YOU Do? - Illinois Park and Recreation Association, 2013

PUBLICATIONS

“Aquatic Facility Planning and Funding.” *The Complete Swimming Pool Reference*, 2014: 59-68.
“Planning the Perfect Waterpark.” *Park and Rec Business*, April 2014: 48:53.
“Public and Private Waterparks.” *Waterpark Development & Expansion Guide*, 2014-2015:14-18.
“Getting the Message.” *Aquatics International*, February 2010: 16:18.



PROFESSIONAL BACKGROUND

Nicole Van Winkle has a strong background in the operations of the aquatic industry which gives her the skillset to perform feasibility studies, operations training and full-time management of aquatic facilities. Nicole assists pool operators and owners with pre-opening management services, staff training, facility-specific business plans and standard operating procedures. Providing clients with ongoing full-time management services allows her to assist in developing sustainable operating practices for the life of the facility. With experience as both a pool and waterpark operator, she has a unique understanding of the opportunities and challenges of operating a successful aquatic program in the public sector. Focusing on developing strong leaders and creating sustainable programming, Nicole assists operators in developing a business and operating approach that will satisfy both the bottom line and community members.

RELEVANT EXPERIENCE

- Supervised nine aquatic facilities in Southern California
- Supervised the grand opening of three aquatic facilities (Community Pool @CLU, The Cove Waterpark, and DropZone Waterpark)
- Supervised the operations of a regional sports park, boxing club, wedding facility, and community center
- Supervised full-service concessions restaurants and large, year-round competition pools
- Focused on developing sustainable programming and operations; The Cove Waterpark achieved 90% cost recovery, despite being a municipal facility
- Spearheaded social media campaigns for each waterpark generating over 10,000 followers for each park
- Waterparks earned several awards under leadership: 'Best Website', World Waterpark Association, CPRS Marketing Campaign, and 'Best of Aquatics', [Aquatics International](#).
- Developed strong, positive culture of accountability at several agencies with many types of personnel (unionized staff, maintenance, part-time, full-time, and seasonal)
- Developed, implemented, and negotiated robust marketing plans to increase exposure which included several different mediums (billboard, website creation, social media, printed materials, daily deals)

CONFERENCE SPEAKING

- Branding Your Park for Success - World Waterpark Association, 2015*
- Model Aquatic Health Code: Are You Ready? - Colorado Park and Recreation, 2015*
- Creating a Day Camp that Isn't a Snooze! - Southern CA Municipal Athletic Federation, 2015*
- Flash Talks - Aquatics à la carte - Association of Aquatic Professional, 2015*
- Aquatic Speed Geeking: MAHC and Training your OTHER Staff - California Park and Rec Society, 2015*
- Adventure Camp - World Waterpark Association, 2014*
- Aquatic Flashtalks - World Waterpark and California Park and Recreation Society, 2014*

PUBLICATIONS

- "MAHC Updates Matter to You." [World Waterpark](#). Dec 2015: 8
- "Jump on Into the Fun." [World Waterpark](#). Oct/Nov 2015: 88-90.
- "Your Aquatic Adventure Awaits!" [World Waterpark](#). February 2012: 30-33.
- "Seasonal Management Unite!" [World Waterpark](#). June 2012: 26-28.

EDUCATION

University of Redlands - 2008
Bachelor of Music
Vocal Performance

California State University - 2010
Masters of Science
Recreation and Tourism Management

YEARS OF EXPERIENCE

With Counsilman-Hunsaker
2014- Present

PAST EXPERIENCE

2011-2014: Area Manager
Recreation Riverside County Park
District

2009-2011: Aquatics Specialist
Conejo Recreation & Park District

2006-2008: Assistant Pool Manager
City of Rancho Cucamonga

CERTIFICATIONS/AFFILIATIONS

Lifeguarding Instructor Trainer - ARC
Water Safety Instructor Trainer - ARC
Aquatic Facility Operator - NRPA
Certified Pool/Spa Operator - NSPF
Adapted Aquatics Instructor
Credential - AAPAR
Government Relations Committee
Secretary
World Waterpark Association SoCal
Connection Program Coordinator
World Waterpark Association Public
Sector Committee (2012-2014)
California Parks and Recreation
Society Aquatics Section Region 4
Representative (2012-2014)
Southern California Public Pool
Operators Association Past President



The citizens of Greenwood were thrilled to celebrate the grand opening of the new Freedom Springs Aquatic Center located in Freedom Park. The outdoor aquatic center embodies the community's needs and objectives by combining leisure areas and fitness/competitive swimming program spaces.

Discussions regarding the center's construction started with the closing of Greenwood's pool in April 2012 due to structural issues. For three years Greenwood was without an aquatic center for its residents.

The new \$7.2 million aquatic center boasts a lazy river, a lap pool, leisure pool, and three water slides for all ages to enjoy.

3,750 sq. ft. Competition Pool

- Six 25-yard lap lanes
- 3 - meter diving board
- 1 - meter diving board

4,250 sq. ft. Leisure Pool

- Zero depth and stair entries
- Play structure
- Spray feature area
- Two waterslides
- Underwater bench
- Water walk

11,000 sq. ft. Lazy River

- Three stair entries
- Raft slide
- Spray features

Aquatic Operation Services:

In 2015, the city retained the team of Counsilman-Hunsaker and Sports Facilities Management to provide Pre-Opening Services and Full-Time Management Services for the first five years of operation.

In addition to the design and operations of the park, Counsilman-Hunsaker developed a comprehensive marketing plan to introduce the facility to the community and generate brand awareness. Programming and marketing centered around a "Freedom and Liberty" theme. Marketing and advertising mediums included radio, local sports team partnerships, sponsorship packages, billboards, daily deals, and website optimization.

Reference:

Mr. John Shell
Project Manager
City of Greenwood
225 S. Emerson Ave.
Greenwood, IN 46143

Phone: 317.887.5230

Email: shellj@greenwood.in.gov

Project Cost: \$7,200,000

Aquatics Cost: \$4,600,000

Date Completed: May 2015

Services Provided:

Aquatic Design & Engineering: 2015

Aquatic Operations: 2015



In 2009, MHS Planning & Design LLC and Counsilman-Hunsaker were retained by the city to conduct a feasibility and master planning study for the creation of a new aquatics facility, aiming to meet the needs of their citizens for the next 50 years. The city responded favorably to the recommended strategy to design an outdoor aquatic center largely because families in this progressive community demanded a more interactive and enjoyable experience.

Designed by Brinkley Sargent Architects and Counsilman-Hunsaker, Heights Family Aquatics Center opened in July 2013, replacing the existing 50-year-old public pool. Richardson residents achieved a milestone in the renewal of one of the city's more established neighborhoods with something new and blue. It is the first aquatics facility the city has built in decades. The aquatic center is located next to the new Heights Recreation Center, which opened in May 2013. Both facilities were funded through the 2010 Bond Program and are designed to fit with the surrounding neighborhoods' midcentury modern architecture. Amenities of the aquatic center feature:

8,400 sq. ft. Leisure Pool

- Current channel
- Wet deck with multiple lounge chairs
- Vortex
- Water basketball
- Instructional water area
- Zero entry with interactive play unit
- Grand Stair entry
- Four 25-yard lap lanes
- Double-flume waterslide with runouts

660 sq. ft. tot pool with play structure, tot slide, and spray features

Publications and Awards:

2014 - 'Architectural Showcase'

Athletic Business magazine

2014 - 'Recreation Facility Design Excellence' Award

TRAPS North Region Conference

Reference:

Mr. Chris Cottone

City of Richardson

PO Box 830309

Richardson, TX 75083-0309

Phone: 972.744.7894

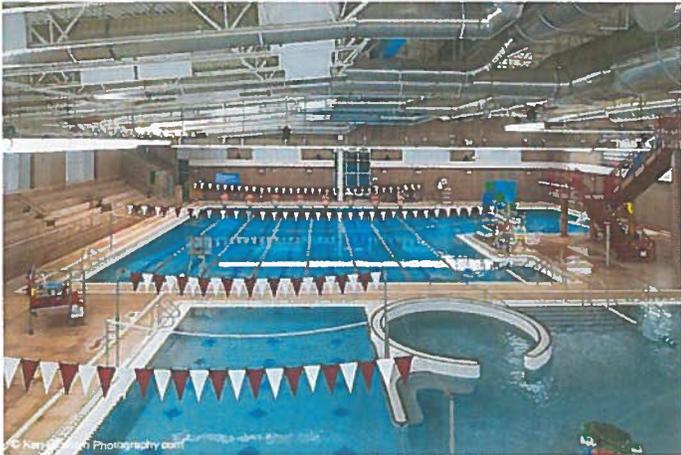
Email: christopher.cottone@cor.gov

Project Cost: \$4,400,000; Aquatics Cost: \$1,750,000

Date Completed: July 2013

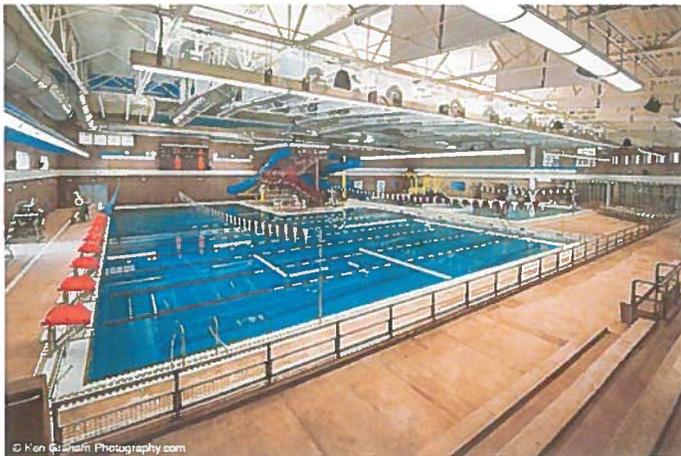
Services Provided:

Feasibility Study: 2009; Aquatic Design & Engineering: 2013



The Ketchikan Gateway Borough Recreation Center has expanded with the addition of a new 21,000 sq. ft. aquatic center connecting to the existing recreation center. This new state-of-the-art facility serves as host to regional swim meets and also meets the recreational needs of the community. The Ketchikan Gateway Borough School District plans to use the center for its K-12 curriculum programs and also serves as a setting for fitness, marine public safety training and therapeutic treatments for the community.

The new aquatic center features:



- 6,750 sq. ft. Competition Pool
 - Eight 25-yard lap lanes
 - Starting platforms
 - 1-meter and 3-meter diving boards
 - Spectator seating
 - Enclosed body waterslide
 - Plunge pool
 - Removable climbing wall

- 3,300 sq. ft. Recreation Pool
 - Zero-depth entry
 - Vortex
 - Interactive play structure
 - Open body waterslide
 - Three fitness lap lanes
 - Volleyball net and basketball hoops

The overall design of this recreation center combines water play and fun to create a relaxing atmosphere, which brings families and friends together.



Reference:
Mr. Dan Bockhorst
Borough Manager
Ketchikan Gateway Borough
1900 First Avenue, Suite 210
Ketchikan, AK 99901

Phone: 907.228.6625
Email: danb@kgbak.us

Project Cost: \$23,500,000
Aquatics Cost: \$2,100,000

Date Completed: August 2012

Services Provided:
Aquatic Design & Engineering



David Mead Photography



David Mead Photography



David Mead Photography

The 160,000 sq. ft. Kroc Center is a state-of-the-art ministry, community and social service facility in one of Chicago's most underserved areas. It is the culmination of five years of planning and massive fundraising efforts. The primary component of the Kroc Center is its sports training and recreation facilities. The Center features an indoor aquatic center with competitive and recreational amenities; four-court gymnasium where participants can play basketball, soccer, gymnastics, volleyball, tennis and baseball; a 4,000 sq. ft. fitness center; indoor and outdoor golf driving ranges and batting cages; and 20 acres of outdoor recreation space.

The aquatic-themed natatorium consists of two large pools that sit side-by-side, separated by a glass wall that provides both visual transparency and acoustical separation. This allows for different user groups to occupy the facility simultaneously, with water and air temperatures adjusted accordingly. Amenities include:

3,400 sq. ft. Competition Pool

- Six 25-yard lanes
- One and three-meter diving
- Accessibility lift
- Retractable bleacher seating for 250 spectators

4,300 sq. ft. Recreation Pool

- Depths ranging from 0" to 3'- 6"
- Interactive shallow water play structure
- Enclosed waterslide with deck level run-out
- Open tube waterslide ending in a catch pool
- Vortex
- Zero entry with water spray features
- Underwater bench seating
- Stair entry
- Three lap lanes

190 sq. ft. Spa

Design Awards and Publications:

2013 - 'Dream Designs' *Aquatics International* magazine

Reference:

Mr. Bob Devine, Facilities Director
The Salvation Army
Ray & Joan Kroc Corps Community Center
1250 W. 119th Street
Chicago, IL 60643

Phone: 773. 995.3242

Project Cost: \$45,000,000

Email: robert_devine@usc.salvationarmy.org

Aquatics Cost: \$2,400,000

Date Completed: June 2012

Services Provided:

Aquatic Design & Engineering/Aquatic Operations: 2012



The Kroc Center achieved the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Silver certification for energy efficient design. Highlights of the Kroc Center's green initiatives include: extreme water savings through low-flow fixtures, native landscaping and an innovative pool filtration system; high indoor environmental quality due to low VOC paints, adhesive and sealants; and efficient systematic controls like occupancy and light sensors.



In 2009, the City of Seattle was looking to replace their outdated community center with a new facility featuring an aquatics component. Counsilman-Hunsaker was retained to develop a business plan which enabled the city to make an educated decision on how best to proceed with the design and operation of a new aquatic center.

Working with ARC Architects, the new 48,500 sq. ft. center was built on the site of the former Rainier Beach Community Center. The main attraction of the facility is the natatorium which features two adjacent pools separated by a glass divider. Aquatic amenities include:

3,800 sq. ft. Lap Pool

- Six 25-yard lap lanes with stair entry and 1-meter diving

2,300 sq. ft. Recreation Pool

- Waterslide
- Current channel
- Three stair entries
- Tot area with play features and water features
- Vortex

100 sq. ft. Spa

- Stair entry and hydrotherapy bench



The new building uses a long list of eco-friendly elements such as natural ventilation; a rainwater harvesting system which supplies gray water for toilets and irrigation; a geothermal energy system; and solar panels to offset the building's energy consumption. These features enable the facility to receive the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Gold certification for energy efficient design.



Design Awards and Publications:

2014 - 'Dream Designs' *Aquatics International* magazine

2014 - 'Facility of the Year' Award

Washington Park and Recreation Association



Reference:

Ms. Kathy Whitman, Aquatics Manager
Seattle Parks & Recreation Department

Aquatics Section at Westbridge

4209 W. Marginal Way SW

Seattle, WA 98106-1211

Phone: 206.684.7099

Email: Kathy.whitman@seattle.gov

Project Cost: \$25,000,000; Aquatics Cost: \$6,000,000

Date Completed: September 2013

Services Provided:

Business Plan: 2009

Aquatic Design & Engineering: 2013



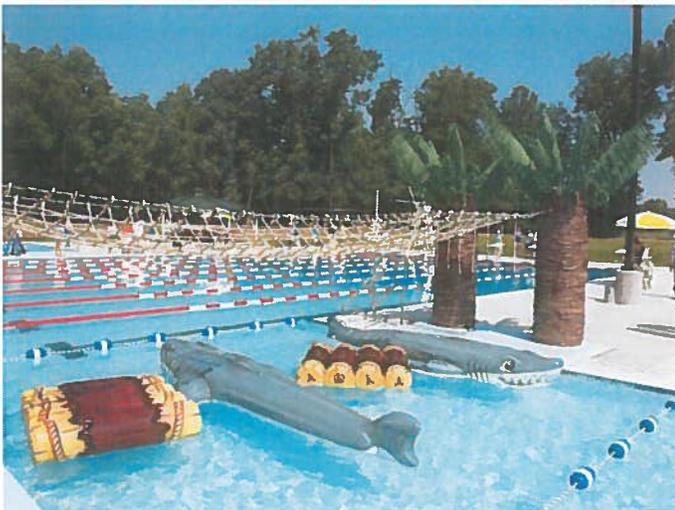
Located in Bryan Memorial Park near the site of the recently demolished 75-year-old pool, the new \$3.4 million Salem Family Aquatic Center includes a 9,000 sq. ft. main pool, a 720 sq. ft. toddler pool, large bathhouse and concessions area, mechanical building, and improved access drives, utilities, landscaping and parking lot. Through the efforts of the Counsilman-Hunsaker-led team, the city was also awarded a \$400,000 State of Illinois Department of Natural Resources Open Space Lands Acquisition and Development Program (OSLAD) grant.

The aquatic complex embodies the community's needs and objectives by combining leisure areas and fitness/competitive swimming program spaces. The family waterpark has something for everyone to enjoy such as:

- Eight lane 25-meter lap pool with 1 and 3-meter springboard diving
- Zero depth entry
- Children's interactive play feature with tipping bucket, waterslide and water cannons
- Tropical-island themed lily pad walk
- Waterslide plunge pool accommodating two slides
- 720 sq. ft. tot pool with water play feature



By combining aquatic features that provide a combination of competitive swimming, entertainment value and instructional opportunities, the city of Salem is able to stay at the forefront of the industry, giving guests a reason to visit time and time again.



Counsilman-Hunsaker provided a site-specific systems and operations training following the nationally recognized guidelines of the National Swimming Pool Foundation (NSPF) Certified Pool/Spa Operators course. This course emphasized and concentrated on systems and procedures to be used at the Salem Family Aquatic Center.

Reference:
Ms. Sherry Daniels
Recreation Director
City of Salem
Salem City Hall
101 South Broadway
Salem, IL 62881
Phone: 618.548.2222
Email: salemrec@salemil.us

Project Cost: \$3,400,000
Aquatics Cost: \$2,000,000

Date Completed: May 2010

Services Provided:
Aquatic Design & Engineering: 2010
Aquatic Operations: 2011



The Hub Recreation Center is a 64,000 sq. ft. indoor recreation facility providing aquatic health, fitness, and sports activities for youth, adults, and seniors. The facility includes three pools, lounge area, snack bar, gymnasium, first aid, party rooms, conference room, youth center, locker rooms, pool viewing area, and childcare for guests.

The main attraction is the Heartland Regional Aquatics Center, which provides family recreation and learn-to-swim programs. Located on the west side of the facility, three different pools fill the one-of-a-kind natatorium. A six lane, 25-yard lap pool hosts swim lessons, water aerobics, and swimming competitions. The 3,400 sq. ft. recreation pool features a waterslide, lazy river, basketball hoop, volleyball net, exercise area, vortex, and wading area with a sprayground. In the middle of the two larger pools sits a 175 sq. ft. therapy spa with space for up to 17 people. The therapy spa offers rehabilitation, relaxation, and healing for many residents.



After completing design services for the aquatic center, the city retained the team of Counsilman-Hunsaker and Sports Facilities Management to provide Pre-Opening Management Services and ongoing Full-Time Management Services for the first six months of operation.



Reference:
Ms. Gail E. West
City of Marion
City Administration
1102 Tower Square
Marion, IL 62959
Phone: 618.997.6281
Email: cityadmin@cityofmarionil.gov

Project Cost: \$10,000,000
Aquatics Cost: \$2,100,000

Date Completed: March 2015

Services Provided:
Business Plan: 2012
Aquatic Design & Engineering: 2015
Aquatic Operations: 2015



St. Louis County Parks' new recreation center, located in the historical Jefferson Barracks Park, opened in June 2015. The Pavilion at Lemay includes a new outdoor aquatic center that features a lap pool, lazy river, cascading terraces with sprays, a plunge pool and a play structure for toddlers.

The outdoor aquatic center, a focal point of the Lemay neighborhood, embodies the community's needs and objectives by combining leisure areas and fitness/competitive swimming program spaces such as:

2,300 sq. ft. Lap Pool

- Four 25-yard lap lanes
- Water volleyball / basketball
- Stair entry

2,383 sq. ft. Plunge Pool

- Stair entry
- Rock climbing wall
- Dropslide
- Three-meter platform diving
- One-meter springboard diving

9,000 sq. ft. Leisure Pool

- Three stair entries
- Zero entry
- Lazy river with overflow edge and underwater bench
- Custom-themed Fort Play structure
- Various spray features
- Cascading terraces with spray features

The Pavilion at Lemay also houses a 42,000 sq. ft. multi-purpose athletic center with fitness equipment, a walking track, weights, and space for fitness classes.

Residents helped choose the amenities and the design through a two-year planning process that included residents' surveys and town hall meetings. The project was funded by Pinnacle Entertainment and bonded funds from the Port Authority. The facility was originally to be built on the north edge of Jefferson Barracks Park but was moved to the Grant's Shelter site due to geotechnical issues.

Ms. Beth Letscher
Assistant Vice President & South Sector Specialist
St. Louis Economic Development Partnership
7733 Forsyth Blvd., Suite 2300
St. Louis, MO 63105
Phone: 314.615.7669
Email: eletscher@stipartnership.com

Project Cost: \$12,000,000
Aquatics Cost: \$2,200,000
Date Completed: June 2015

Services Provided:
Aquatic Design & Engineering



Fluid architecture of native limestone and heavy timbers, a soaring ceiling with a suspended glass sculpture evoking the region's topography, and flowing indoor and outdoor leisure pools define Tom Muehlenbeck Center.

Designed by Brinkley Sargent Architects, Mesa Design Group, Moody Nolan, and Councilman-Hunsaker, the natatorium complements the center's flowing architecture with sweeping views inspired from an adjacent wetland creek, one of the shaping forces of the project. A 25-yard eight lane indoor lap pool with on-deck seating provides competitive aquatics. An outdoor free-form leisure pool maximizes a strong visual connection between the inside and outside bodies of water.

Other amenities of the center include a double gymnasium, fitness center (separate spaces for kids and adults), elevated running track, drop-in preschool, group exercise room, multi-purpose room, arts and crafts studio, and game room. Aquatic components include:

- 4,300 sq. ft. indoor 25-yard competition pool with eight lap lanes and on-deck seating with moveable bleachers
- 6,300 sq. ft. indoor leisure pool with waterslide, vortex, current channel, water play feature, and ramped entry
- 8,000 sq. ft. outdoor leisure pool with zero-ground runoff waterslide, water spray fountains, children's play area and spray pad



Design Awards and Publications:
 2009 - 'Best of Awards'
Texas Construction magazine
 2009 - 'Architectural Showcase'
Athletic Business magazine
 2008 - 'Innovative Architecture & Design' Award
Recreation Management magazine
 2008 - 'Dream Designs'
Aquatics International magazine

Reference:
 Ms. Amy Fortenberry
 Director of Parks and Recreation
 The City of Plano
 1409 Avenue K
 Plano, TX 75074

Phone: 972.941.7250
 Email: amyf@plano.gov
 Project Cost: \$21,000,000
 Date Completed: November 2007
 Services Provided:
 Aquatic Design & Engineering

"Councilman-Hunsaker really listened to our needs and the end result is a facility that is visually striking, highly usable, and easy to maintain. The pools include all of the components that we thought were imperative to the project such as teaching spaces, leisure amenities, lap lanes, and a state-of-the-art mechanical room."
 - Amy Fortenberry - Director of Parks and Recreation, City of Plano



The Yukon Kuskokwim Regional Aquatic Health and Safety Center is a multi-use community facility owned and operated by the city of Bethel. The new facility was developed in two phases. Phase 1 included construction of a 4,000 sq. ft. swimming pool, spa, exercise room, weight room, and associated support spaces. Phase 2 included construction of a full size gymnasium with a full-size basketball court, volleyball courts, and accommodates bleacher seating to serve more than 1,000 people.

A community situated on the Kuskokwim River and concerned about water safety, realized that with proper facilities they could teach their children to swim and thus increase their ability to be safe on the water. The community has long recognized that such a facility is not only important for teaching water safety and reducing drownings, but will also have a positive effect on the quality of life of the entire community.

Through various plans and surveys over the years, the community has reinforced their belief in the importance of this facility.

Aquatic amenities of the 9,000 sq. ft. natatorium include:

4,000 sq. ft. Multi-Purpose Pool

- Six lap lanes
- Zero entry ramp
- Waterslide
- Bench seating

175 sq. ft. Spa



Reference:

Mr. Douglas Cobb, PMP
Project Development Associates
5953 Muirwood Dr.
Anchorage, AK 99502
Phone: 907.338.4053
Email: Doug@projdevelopment.com

Project Cost: \$15,000,000
Aquatics Cost: \$1,200,000

Date Completed: September 2014

Services Provided:
Aquatic Design & Engineering



City of Garland

Garland, TX
Completed: 2014
Service Provided: Operational Training

The City of Garland, Texas, retained Counsilman-Hunsaker to coordinate Lifeguard and Leadership training. Additionally, we developed a risk management and safety overview that drew attention to identifying and responding to risks and the staff's role in risk mitigation. As a part of the training event, Counsilman-Hunsaker incorporated strategic planning for the summer season that identified goals and associated actions for achievement.



GARLAND

The Keller Pointe

Keller, TX
Services Completed: Feasibility Study: 2001; Aquatic Design & Engineering: 2004; Launch Operations Training: 2004; Operations Audit Completed: 2012; Sprayground Addition: June 2013

Counsilman-Hunsaker completed an operational audit of The Keller Pointe facility to identify opportunities for improvement. The study process included meeting with 25 stakeholder groups, a telephone survey of 300 households, and a detailed evaluation of the operations of the facility. The findings included tactical recommendations to maximize operations and options for future development to retain The Keller Pointe's position in the market as an operation leader with a first-class facility while achieving generating revenue to cover 100% of its operating cost.



Somerset Hills YMCA

Somerset Hills, NJ
Completed: 2010
Services Provided: Operational Services



The Somerset Hills YMCA commissioned Counsilman-Hunsaker to assist the YMCA in defining short-term and long-term operational strategies and to identify the means to achieve them. The purpose of this plan was to provide a balanced incorporation of existing resources create strategies that would encourage efficiency in operations, offer sound and effective financial practices, and develop opportunities for the future. The ultimate goal of this plan was to enhance the offerings of the Somerset Hills YMCA to best serve the community.



University of Houston

Houston, TX
Completed: 2013
Service Provided: Aquatics Operations Assessment

As a part of the university's strategic goals and capital planning, the university retained Counsilman-Hunsaker to perform an Operations Assessment on their existing aquatic system. The goal of the study was to evaluate the functionality, operational utilization, financial and strategic elements of the aquatic program and aquatic facilities, and benchmark against best practices. The outcomes were utilized to develop strategies for short, mid and long-term operational plans tied to the university's Tier One Mission.



Salem Family Aquatic Center

Salem, IL
Completed: 2010 and 2011
Services Provided: Aquatic Design & Engineering and Aquatic Operations

Counsilmann-Hunsaker provided a site-specific systems and operations training following the nationally recognized guidelines of the National Swimming Pool Foundation (NSPF) Certified Pool/Spa Operators course. This course emphasized and concentrated on systems and procedures to be used at the new Salem Family Aquatic Center.



Virginia Commonwealth University

Richmond, VA
Completed: 2009 and 2011
Services Provided: Aquatic Design & Engineering and Aquatic Operations



Counsilmann-Hunsaker provided on-site aquatic operations training and consulting to assist the operators and managers in troubleshooting common pool problems and ensure the pools are being operating above industry standards.



University of Chicago - West Campus

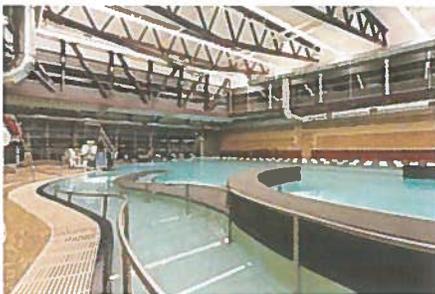
Chicago, IL
Completed: 2009
Services Provided: Aquatic Design & Engineering and Aquatic Operations

Counsilman-Hunsaker evaluated the pool and its respective support systems while showing Best Practices in current industry standards and green sustainability. The report provided new technologies and equipment that would enhance the operations of the facility; moreover, Counsilman-Hunsaker met with users, staff, and lifeguards to create a maintenance schedule for future repairs as well as operational concerns to assist the staff in maintaining the facility over the next several years.



The Summit at Central Park

Grand Prairie, TX
Completed: 2007, 2010, 2010
Services Provided: Feasibility Study, Aquatic Design & Engineering, Aquatic Operations



Counsilman-Hunsaker provided a Launch Operations Training which consisted of a water chemistry workshop in relation to the pool systems. Along with The Summit staff, aquatic staff members from other Grand Prairie aquatic facilities also participated in the workshop.

Stephens Family YMCA

Champaign, IL
Completed: 2009
Service Provided: Certified Pool Operator Course



Counsilman-Hunsaker provided a site-specific systems and operations training following the nationally recognized guidelines of the National Swimming Pool Foundation (NSPF) Certified Pool/Spa Operators course. This course emphasized and concentrated on systems and procedures to be used at the Stephen's Family YMCA.

City of Bethel Action Memorandum

Action memorandum No.	AM 16-28		
Date action introduced:		Introduced by:	Ann K. Capela
Date action taken:		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:			

Action Title

Approve the bid process and selection of Brasco International, Inc. as the vendor to supply the City with 15 bus shelters delivered to Bethel for \$88,125.

Route to:	Department/Individual:	Initials:	Remarks:
<input checked="" type="checkbox"/>	Administration	JS for PW	Recommend approval.
<input checked="" type="checkbox"/>	Finance	AK	Recommend approval.
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Attachment(s): Photo of bus shelter.

Amount of fiscal impact:		Account information:
	No fiscal impact	
	Funds are budgeted for.	
\$88,125	Funds are not budgeted. Budget modification is required.	Caselle Account Needed

Summary Statement

The City of Bethel applied for and was awarded a grant from the Alaska Department of Transportation and Public Facilities as a pass-through grant from the Federal Transit Administration in the amount of \$82,318 and a required City cash match of \$20,580. The City received a \$5,000 donation from VFW in Bethel to apply toward match.

The City prepared a Request for Bids document, issued it, and received six bid packages in response. All six bid packages qualified for review. The City Review Committee selected the lowest bid and respective bidder: Brasco International.

Bids Received (10 shelters / each additional shelter up to 15):

Sure Solutions \$111,980 / \$11,198
 Denali General Contractors, Inc. \$98,000 / \$9,500
 Exerplay, Inc. \$90,979 / \$19,769
 Duo-Gard Industries \$87,540 / \$10,420
 LNI Custom Manufacturing \$78,890.90 / \$20,689.09
 Brasco International \$58,750 / \$5,875

City of Bethel Action Memorandum

Action memorandum No.	AM 16- 29		
Date action introduced:		Introduced by:	Ann K. Capela
Date action taken:		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:			

Action Title

Direct the City Manager to sign the Aquatic Operations Agreement between the City of Bethel, as "Owner" and Counsilman-Hunsaker as "Consultant."

Route to:	Department/Individual:	Initials:	Remarks:
<input checked="" type="checkbox"/>	Finance	AKC	Recommend approval.
<input checked="" type="checkbox"/>	Public Works	JSC for ML	Recommend approval.
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Attachment(s): Aquatic Operations Agreement to hire Counsilman-Hunsaker. +

Amount of fiscal impact:		Account information:
	No fiscal impact	
	Funds are budgeted for.	
\$18,500	Funds are not budgeted. Budget modification is required.	40-50-649

Summary Statement

The Aquatic Operations Agreement is attached to hire Counsilman-Hunsaker to perform a physical and operational audit on the pool equipment, HVAC systems, and pool management practices at the YK Fitness Center in Bethel, Alaska.

City of Bethel Action Memorandum

Action memorandum No.	AM 16-30		
Date action introduced:		Introduced by:	Ann K. Capela
Date action taken:		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:			

Action Title

Approve the contract between the City of Bethel and ProComm Alaska for the purchase and installation of the Enhanced 911 system.

Route to:	Department/Individual:	Initials:	Remarks:
<input checked="" type="checkbox"/>	Administration	PW	Recommend approval.
<input checked="" type="checkbox"/>	Finance	HM	Recommend approval.
<input checked="" type="checkbox"/>	Police	AA	Recommend approval.
<input type="checkbox"/>			
<input type="checkbox"/>			

Attachment(s): Contract between the City of Bethel and ProComm Alaska.

Amount of fiscal impact:		Account information:
	No fiscal impact	
\$299,000	Funds are budgeted for.	31-50-669
	Funds are not budgeted. Budget modification is required.	

Summary Statement

The City of Bethel is executing the sole source approval of ProComm Alaska to provide and install the Enhanced 911 (E911) system at the Police Department Dispatch Center. This agreement represents legal mechanism that holds ProComm Alaska responsible for completing this project successfully.

The E911 system is necessary for Police dispatchers to know the location and telephone number of callers. This system is standard for dispatch centers and will save valuable time and provide key information needed for effective responses.

The funds for this project are from the 2014 State Homeland Security Grant awarded to the City.

City of Bethel Action Memorandum

Action memorandum No.	AM 16-31		
Date action introduced:		Introduced by:	Ann K. Capela
Date action taken:		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:			

Action Title

Approve the maintenance agreement between the City of Bethel and ProComm Alaska for the ongoing maintenance of the Enhanced 911 system.

Route to:	Department/Individual:	Initials:	Remarks:
<input checked="" type="checkbox"/>	Administration	PW	Recommend approval.
<input checked="" type="checkbox"/>	Finance	HM	Recommend approval.
<input checked="" type="checkbox"/>	Police	AA	Recommend approval.
<input type="checkbox"/>			
<input type="checkbox"/>			

Attachment(s): Maintenance Agreement for the E911 system.

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

Summary Statement

ProComm Alaska will provide maintenance for the E911 system purchased from them over a period of years. As the sole source provide of the E911 system for the Dispatch Center at the Police Station, ProComm Alaska is in the best position to maintain the City's system over a 3-5 year period. Funding for maintenance is the City's responsibility and must come from the Police Department's Budget.

Mayor's Report

City Manager's Report

Management Team Reports

To: Ann Capela, City Manager
From: Ted Meyer, Planner
Subject: March 2016 Activity Report
Date: April 1, 2016

Lot 15

I've been coordinating with Rod Kinney Engineering, consultant for ONC, regarding the proposed ROW/easement they need from Chief Eddie Hoffman Highway to access their planned Lot 13 subdivision. The proposed road alignment would run along the east boundary line of Lot 15 (the lot recently conveyed back to the City from the Feds). I suggested to the firm that ONC should approach the City to get authorization to include the road access as a dedicated ROW to be shown on their Preliminary Subdivision Plat.

Boardwalk and ROW Issue on Moravian Church Property

The Moravian Church has concerns regarding liability of a deteriorating boardwalk that aligns on the centerline of a 50-foot Right-of-Way that runs across their property. The Public Works Director and I inspected and photographed the boardwalk and later attended the Moravian Church quarterly board meeting on March 17. The group discussed three alternatives (boardwalk repair by the City, demolition by the City, or a petition from the Church to have the ROW vacated). We need to get some legal advice before proceeding.

Ex-Officio and Recorder for Marijuana Advisory Committee

Was appointed Ex-Officio and Recorder for the Marijuana Advisory Committee in the first part of March.

Mapping

As the current Zoning wall map is a spliced version of the 1990 originals, I made copies of the 1990 originals, spliced them, and then compared the accuracy of the existing wall map to the new spliced maps. I found the existing wall map was spliced very accurately and it will thus save us a lot of money when we get the zoning districts digitized. I'm currently working on a scope of work for the mapping job. I also assisted the Port Director by purchasing two historical aerial photos of East Street regarding a trespass issue.

Title Searches and Appraisals

- Ordered and received two title searches, one for the Lagoon property, and the other for the road Row that provides access. These documents should provide the required proof that the City has legal site control and access for planned USDA grant improvements.
- Ordered and received an appraisal for the property leased by GCI at Watson Corner after an As-built survey was completed.

Site Plan Permit

1. Finished edits and enhancements of the Site Plan Permit Application with the Planner Tech.
2. Approved a Site Permit for an entry/exit addition to the Q2 Store.

Marijuana Zoning Research

The Planner Tech and I are currently researching the marijuana zoning results of other municipalities for presentation to the Planning Commission for the anticipated upcoming Zoning process of Marijuana.

Planning Commission Business

At the March 10 Planning Commission meeting, the group made a recommendation to the City Council to amend the BMC by adding alcohol sales and dispensing as a conditional use permit designation in the General Use Zoning District.

Planned Agency Visits to Bethel

- Sally Cox from the State DCRA and FEMA staff will stop in Bethel tentatively during the week of May 16 to present a Risk Map for identifying natural hazards.
- Mary Romero from the Corps of Engineers will stop in Bethel Thursday, May 26 to meet with staff in the morning followed by an evening public meeting to discuss wetlands and the General Permit.



Memorandum

DATE: April 3, 2016

TO: Ann K Capela, City Manager

FROM: Hansel L Mathlaw, Finance Director

SUBJECT: Manager's Report – April 2016

Finance Committee

The committee met on March 28, 2016 and discussed sales tax on gaming. Several non-profit organizations attended to make their case to lower gaming tax. The committee reviewed the non-profit point and the City of Bethel's interests. Two gaming non-profits have closed up shop. The committee was looking for a balance where they did not want other gaming non-profits to go under while not lower the tax so much that it would affect the City's bottom line. The committee's recommendation will be submitted to City Council on the April 26th meeting. The committee is seeking one more alternate member.

Finance Department

The department is seeking a qualified Assistant Finance Director and an Accounting Specialist-Payroll. Because of the departure of the Payroll Specialist, I had to drop part of my duties (audit, annual budget, etc.) to process payroll. As of today, I had to process two payrolls. Most likely I will have to do more, but I am cross training others.

As of this writing, I have offered the position Accounting Specialist-Sales Tax. The department is slowly making progress on journal entries.

Finance Budget

With 67% time has passed this year, 64% of the expenditures have been spent.



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: March 30, 2016
TO: Ann Capella, Acting City Manager
FROM: Bill Howell, Fire Chief
SUBJECT: March 2016 Management Report

Current Events

- Cama-i Dance Festival 2016 kicks off on April 1st. Bethel Fire Department personnel are coordinating with Cama-i Festival and LKSD officials to ensure the facility is in compliance with fire and life safety code. A review of emergency plans for the campus was conducted on March 30th with department staff.
- The Department is working with the Planning Department to standardize the reflectivity, types, sizes and colors of home and business numbers in the community. Changes in the ordinance are being discussed between the two Department heads.
- The Department's annual registration with the State Fire Marshalls office for 2016/2017 was submitted and approved.
- Department ambulance fees were successfully increased during the Month of March through Department, Administration and Council action. The Department is working with our medical billing contractor, Claim Pay Alaska, to increase revenues and create efficiencies in the ambulance billing process.

Emergency Planning/Homeland Security

- On March 2, 2016, the Department attended the home land security training and education teleconference.
- On March 14th the Department met attended a teleconference with the Corp of engineers regarding the Donlin Creek Environmental Impact Statement.

- The Department is working with local businesses, commercial and industrial property owners to develop fire emergency plans.
- Firefighters are conducting address and map checks. Street signs and house numbers needing replacement or updating will be brought to Planning and Road Maintenance.

Training

- On 03/01/16 at 7:00 p.m. an EMT Meeting was held at the fire station. Responders reviewed assessment and treatment of diabetic emergencies.
- On 03/10/16 at 7:00 p.m. a combination Fire and EMT Meeting was held at the Gladys Jung Elementary Cafeteria. Responders were instructed on how to recognize and to approach potentially dangerous and life-threatening situations during calls for service. Also, responders practiced hands-on techniques for escaping grips, holds, and chokes.
- On 03/15/16 at 7:00 p.m. an EMT Meeting was held at the fire station. Responders reviewed assessment and treatment of burn injuries and practiced realistic burn scenarios.
- On 03/24/16 at 7:00 p.m. a Fire Meeting was held at the fire station. Responders reviewed automatic sprinkler systems and fire department connections (FDC). Also, responders practiced the proper techniques for connecting to FDC's.
- Captain Solesbee is coordinating with the Firefighter-1 students who need refresher training in order to take the State of Alaska Firefighter-1 and Hazardous Materials Awareness/Operations written examinations.
- The Fire Department is preparing to instruct another State of Alaska EMT-1 course this spring/summer with the assistance of multiple in-house EMS Instructors.

Responses

- The Bethel Fire Department responded to 97 EMS and 9 Fire incidents during the month of March.
- On 03/02/16 at 2:52 p.m. firefighters and medics responded to Ptarmigan Road for the report on a vehicle rollover. The patients were extracted, assessed and transported to the hospital with minor injuries.
- On 03/03/16 at 5:41 p.m. medics responded to Main Street for the report of a person with a dislocated shoulder. The patient was assessed and transported to the hospital.
- On 03/08/16 at 5:41 p.m. firefighters responded to Akakeek Street for the report of a boiler fire. Firefighters found a small fire and extinguished with the AFFF

Extinguisher. The fire started when the occupant was attempting to bleed the fuel line going to the boiler.

- On 03-22-16 at 6:04 p.m. Firefighters responded to a report of a Barge on fire upriver of Bethel. Firefighters, transported in personally owned vehicles responded and extinguished several sheets of plywood that had been set on fire. The Barge is located just above the mouth of the small boat Harbor. The fire is under investigation. Bystanders reported adolescents in the area.
- On 3/23/16 at 2:48 a.m. medics responded to the area of Akiak Drive for the report of a person experiencing a seizure. The patient was assessed and transported to the hospital.
- On 03/30/16 at 11:50 a.m. medics responded to the Bethel Regional High School for the report of a person who had slipped and fallen on the ice. The patient was assessed, placed on a long backboard, and transported to the hospital.

Vehicles & Equipment

- Outfitting is substantially complete on Engine 4 our 2014 Rosenbauer. Engine 4 has been placed in frontline service.
- E-3 our 1986 Grumman is receiving needed attention. Mechanics recently trouble shot the electrical system which was causing lighting failures and circuit breaker and switch overheating. Pump shifting problems were also recently resolved. The Pumper will soon have its relief valve rebuilt and the tank to pump valve repaired.
- Ambulances and other fire vehicles are operating with only minor maintenance issues.
- The Department is disposing of our 1992 F-150 and our 1994 Suburban. These vehicles will have all emergency lights and equipment removed and will then be sold via sealed bid.

Budget/Financial

- With 75% of the budget year elapsed the following accounts are points of concern.
 - 94% of FLSA overtime
 - 116% of callback overtime
 - 143% of leave cash-out
 - 101% of V&E Parts and Tools
 - 147% of insurance

- Insurance cost increases reflect, at least partially, an adjustment to the premiums following an evaluation of vehicle values by Brown and associates insurance. All other department accounts are within limits.
- Record call volume in 2015 and the new three hour minimum callback have contributed to overages in FLSA and Callback overtime. Additionally, with only one person on two of three shifts, as we train new employees, coverage for employee leave must be done using FLSA overtime.
- Unanticipated costs for Ladder Truck testing and asbestos training following the Kilbuck Fire are a point of concern. LKSD has informed the City that the Asbestos training is not a covered expense. Costs incurred will be applied to our purchased services account.

Grants

- A Phase 16 Code Blue grant was submitted to YKHC Injury and Accident Prevention for 45,000 in funding for a new ambulance. The department plans to raise the balance of the funds through its FY 2017 budget request and donations from the community's non profits. The Department received \$60,000 from the Bethel Lions club in 1999 and was fully funded by the Code Blue Program to the tune of \$150,000 for its newest ambulance in 2003.
- The Department completed an application to the FEMA 2015 Staffing for Adequate Fire and Emergency Response (SAFER) grant. We seek to fund four additional positions to comply with NFPA 1720. The application filed by the department, seeks \$840,000 total for the two year period of performance.
- The Department applied for funding through the State of Alaska Volunteer Fire Assistance grant for communications equipment. The grant, if funded would provide the department with three more portable radios. The total for this project is \$11,100 with a City match of 10%..
- The Department applied for funding through the 2015 FEMA Assistance to Firefighters Grant Program. We seek funding to replaces aged turnout gear and fire hose. The project requested is budgeted at \$130,000 and requires a 5% match. Funding announcements are normally made in September of the following year.
- FEMA Assistance to Firefighters Grant for Self Contained Breathing Apparatus. Is complete. All goals and objectives of the project were met. Final closeout reports will be submitted when available to file.
- The Department continues to coordinate with the Grants Manager, on the 2016 Homeland Security grant. The department has requested funding of portable radios. Total funding requested for all City departments is approximately \$430,000.

Staffing/recruitment

- The Department is requesting funding of two additional positions in the FY2017 budget.
- All positions are filled minus our FY 15 defunded FF/EMT position.
- The Department has several qualified applicants in the event of vacancies.

MEMORANDUM



DATE: April 4, 2016
TO: Ann K. Capela, City Manager
FROM: John Sargent, Grant Manager
SUBJECT: Grant Manager's Report – April 4, 2016 Bethel City Council Meeting

Grant Projects

I continue to push for approvals related to the purchase and installation of the E-911 system for the Bethel Police Department. The City attorney and IT Director must approve the sales agreement and maintenance agreement before it goes to City Council for final approval.

Grant Applications

Sanitation Deficiency System

I provided information and documents to the AK Dept. of Environmental Conservation Engineers so that she could enter it to the Sanitation Deficiency Database in support of funding for five new lift station electrical panels and one new lift station. The City requested \$893,349.00

Last year's City request for funding for five electric panels ranked 40 out of 632 projects based on the point system applied.

State Homeland Security Program

I prepared and submitted a revised application to separate the City's request for radios for the Fire Department and Police Department. The funding agency must allocate 25% to law enforcement needs.

SAFER Grant

I worked with the Bethel Fire Department to prepare a Staffing for Adequate Fire and Emergency Response (SAFER) Grant. The Fire Department requested \$839,000.00 to pay for four Firefighter/EMT positions over a two-year period.

Sewage Lagoon Rehabilitation

USDA-RD is waiting for the final PER and ER documents to be submitted by DOWL. Once approved, the City will be issued a Letter of Conditions that it must meet in order to be given the Grant Agreement documents. ADEC is preparing a grant agreement in the amount of \$150,000.00 to cover the cost of design, permitting, project management, and inspections for the dredging portion of the project. The City is preparing one request for a proposal document that will cover design, permitting, project management, and inspections for the entire project. Costs for design and construction will be separated by portions of project in order to correctly bill the respective grantors.

RFB's and RFP's

The City received two responses to its Request for Proposals to Produce Landfill Closure and Post-closure cost estimates. The City will score the proposals, send out intent to award letters, and prepare an Action Memorandum for City Council approval. The landfill closure cost estimate is required every few years for the City's annual audit.

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

Preparing

Sponsor	Name	Products/Services	City Depts. (Partners)	Date	\$ Grant \$ City Match
US Dept. Of Agriculture & Rural Development	Wastewater Program	Replacement of Truck Dump Site	Public Works	On-going	\$1,237,500.00 \$1,512,500.00
Environmental Protection Agency & AK Dept. Of Environmental Conservation	Wastewater Grant Program	Design, Inspections, Permitting, Dredging, Baffle replacement.	Public Works	On-going	\$150,000.00 + \$4,200,000.00 - match
Alaska Public Entity Insurance	Grant	Safety Equipment/Supplies	Public Works	Feb. 2015	\$1,000.00 0

Submitted in Calendar Year 2015-16

In order of most recent first

Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant \$ Match
Federal Emergency Management Agency	Staffing for Adequate Fire and Emergency Response	4 Firefighter/EMT positions for 2-years.	Fire	3/25/16	\$839,000.00 0
Federal Emergency Management Agency	Code Blue Program administered by YKHC	Ambulance	Fire	3/25/16	\$45,000.00 \$5,000 BVESA \$172,000 needed
AK Division Of Homeland Security & Emergency Management	State Homeland Security Grant	Radios, Video Cameras, foam extinguisher, portable Light Banks.	Police, Fire, Public Works & Port	2/19/16	\$429,816.00 0
Alaska Dept. Of Transportation & Public Facilities	SFY 2017 AK Community Transportation Grant	Transit Operations & Administration	Public Works & Transit	12/11/15	\$331,177.00 \$80,580.00

Total **\$1,644,993**

TO: City Manager
FROM: Human Resources
SUBJECT: March 2016 Manager Report

DATE: April 1, 2016

The following documents significant projects that were in addition to general personnel action-based activities (hiring, terminations, benefits review, employee education):

Classification and Compensation:

Revising Position Descriptions for Parks and Recreation Maintenance Worker, Range 4; Accounting Specialist, Range 5; and Assistant Finance Director, Range III.

Drafted an RFP for a comprehensive Employee Classification and Compensation Study. This project will bring in a third-party consultant to review our current position descriptions and evaluate education/experience requirements for each position as well as the relationship between positions relative to skills, responsibility level, and experience requirements. The consultant will then review our revised position descriptions and evaluate our compensation package (wage + benefits) with respect to recruitment and retention.

Draft two separate Letters of Agreement for City Manager to present to the Union to address compensation in the Police Department.

Employee Handbook/Policies and Procedures:

Completed first revision of Employee Handbook to 1) ensure it does not conflict with the recently-approved union contract, 2) add short-term disability to the benefits section and 3) add the City Manager's clarification regarding emergency leave.

In addition, another Appendix was added to serve as an index to the City's Policies and Procedures. An initial review of the City's policy archives identified several policies that are clearly in-force. Future revisions to the index will be distributed as HR continues to review the archived documents. The policies currently verified include: Drug and Alcohol Policy for CDL-holders, Drug and Alcohol Policy for Transit System employees; Credit Card Policy, Vehicle Policy, Network/IT Policy, and Training/Travel Policy.

This revision of the Employee Handbook will be printed and distributed via hard copy to each employee; binder-based copies will be provided for Council (1), each Department Head, and each supervisory position. These are intended to be reference copies for the specific work area.

PORT OF BETHEL

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



TO: Ann Capela
FROM: Peter A. Williams- Port Director
SUBJECT: March,2016 Managers Report

PORT ADMINISTRATION ACTION ITEMS AND ACTIVITIES

- **SMALL BOAT HARBOR-** two floats were rebuilt and a third started on. Rebuilding the floats need a dedicated crew and funding to accomplish replacing the amount of the floats we process. Received the new SBH permits and invoices. Working with the IT Dept to have the cameras ready for the season in the SBH.
- **Active/Jung Parcels-** the appraisals for these lots were forwarded to the Office of Special Trustees (OST) for approval. The appraisals could be approved this fall and negotiations to purchase the parcels will begin. The cost to purchase the parcels is approximately \$80,000.
- **BBSP-**(Bethel Bank Stabilization Project) This project has been approved by the USACE, again. Verbal confirmation was given to the city's grant writer. The USACE national web site has Bethel's project listed. So far there is no new information about the project on the USACE Alaska Dist. web page. Attempts to contact them have not been successful. Our match as it stands now is 1.16 million dollars. (25%) the Fed Share is 3.5 million dollars (75%). Considering what information we have now the Finance Director and Admin felt that if this project were to proceed that budget mod during the FY-17 time period it would wok best if funds were needed instead of putting the finds in the FY 17 budget. The funds are in a money bearing account.
- **City Dock/Petro Dock-** Tec-Pro and United Utilities were contacted to provide power and a data port to tie the city dock to the city's network. IT Dept. reports that GCI charges \$350 per month for the data port. Crowley and BSI have been working on the dock and the boat crews will arrive this month. New Tariffs have been ordered with the changes made by Council.
- **FY-17 Muni-Dock and SBH Budget-** finance Dept and I completed these budgets for FY-17 on March 28th. The Port has requested approval for a new loader, funds for the new port office with the expectations that the funds that have been approved are not going to cover the costs and funds for the purchases of the Jung and Active parcels if approved by the city council. Gravel for the waterfront and SBH. Funds to finish the electrical work for the port shop are included also. The Port Commission will look at the budget on April 18.

- **Port Office-** RFP is completed and will be published the first week of April. We are in the process of removing the old building from the site. Contract needs to be reviewed by the City Attorney.
- **Personnel-** We will start taking applications for SBH Attendants in April
- **Abandon & Derelict Vessel Task Force-** will attend a meeting in Anchorage for 6hrs. 10am-4pm.

Peter Williams
Port Director

City Clerk's Report

Executive Session

Additional Information
