



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
Wednesday, March 6th, 2019 –6:30 p.m.
300 STATE HIGHWAY – CITY COUNCIL CHAMBERS
AGENDA

Members

Fritz Charles
Council Representative

Joan Dewey

Monroe Tyler

Richard Garcia

Ex-Officio Members

Burke Waldron
Chief of Police

William Howell III
Fire Chief

Jesslyn McGowan
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
April 4, May 2, June 6, July 5, August 1, September 5, October 3, November 7
December 5, January 2, February 6
- VI. UNFINISHED BUSINESS
 - A. Update on Transportation Planning (City Manager)
 - B. Commission Guidelines and Standards for Meeting Conduct (*Chair*)
 - C. Update on Tracking Cellphone calls to 911 (*Chief Waldron*)
 - D. Markers around Pinky's Park to Help Solve Problem of Reporting Locations within the Park
 - E. Ordinance for Addresses (*Chief Howell*)
- VII. NEW BUSINESS
 - A. Election of Chair and Vice Chair for Commission
- VIII. CHIEFS' COMMENTS
 - Fire Chief
 - Chief of Police
- IX. TRANSPORTATION INSPECTOR'S REPORT
- X. COUNCIL REPRESENTATIVE'S COMMENTS
- XI. COMMISSION MEMBER'S COMMENTS
- XII. ADJOURNMENT

Jesslyn McGowan

Jesslyn McGowan, Recorder

POSTED on February 27, 2019

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

Next Public Safety and Transportation Commission Meeting will be **April 3rd, 2019**

City of Bethel, Alaska

Public Safety & Transportation Commission

April 4th, 2018

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on April 4th, 2018 in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:38 pm.

II. ROLL CALL

Present: Eileen Henrikson *Chair*
Jared Karr *Vice Chair*
Julene Webber
Joan Dewey
Monroe Tyler

Absent: Naim Shabani *Council Representative*
Mary Weiss
Mary Nanuwak

Ex-Officio Present: Burke Waldron *Chief of Police*
William Howell *Fire Chief*
Jesslyn McGowan *Recorder*

III. PEOPLE TO BE HEARD

No one to be heard.

IV. APPROVAL OF AGENDA

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

V. APPROVAL OF MINUTES

MOVED:	Dewey	Motion to approve the minutes from the regular meeting of March 7 th , 2018
SECONDED:	Karr	
VOTE ON MAIN MOTION	All in favor.	

VI. UNFINISHED BUSINESS

A. Update on Transportation Planning

City Manager Pete Williams absent.

VII. NEW BUSINESS

A. Update on Taxi Rate Increase

Jared Karr updated the commission on what the council all approved in the ordinance and also what they added in the ordinance.

B. Update on Phase II 911 System

Chief Waldron gave an update on where they are at in the process of Phase II. Chief Howell mentioned a teleconference he will be attending with the Fire Marshall regarding dispatch centers.

C. BMC Code 5.30.100(F) Review

The commission reviewed the ordinance they want to send to council. They fixed what they want to strike out and what they want to add to 5.20.100(F)

MOVED:	Karr	Motion to amend the proposed wording in ordinance 18-XX in packet to new proposed wording.
SECONDED:	Dewey	
VOTE ON MAIN MOTION	All in favor.	

VIII. CHIEF’S COMMENTS

Chief Waldron – See Report in Commission Packet

Fire Chief Howell – See Report in Commission Packet

IX. TRANSPORTATION INSPECTOR’S REPORT

See Report in Commission Packet

X. COUNCIL REPRESENTATIVE’S COMMENTS

Council Representative absent

XI. COMMISSION MEMBER’S COMMENTS

Eileen Henrikson- Stated she has a position open in her department at YK and if anyone knows someone who is looking for a job, to let them know.

Jared Karr- Wanted to state there are two vacancies on the commission and that Mary Nanuwak had resigned from the commission at the City Council meeting.

Julene Webber- Wanted to thank the Chief of Police for getting the Police Department up to staff and it’s nice to see how far the department has come.

Joan Dewey- No Comment

Monroe Tyler- No Comment

XII. ADJOURNMENT

MOVED:	Karr	Motion to adjourn.
SECONDED:	Webber	
VOTE ON MAIN MOTION	All in favor.	

Meeting adjourned at 7:34 pm.

APPROVED THIS _____ DAY OF _____, 2018.

Jesslyn McGowan, Recorder

Eileen Henrikson, Chair

DRAFT

City of Bethel, Alaska

Public Safety & Transportation Commission

May 2, 2018

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on May 2nd, 2018 in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:45pm.

II. ROLL CALL

Present: Eileen Henrikson *Chair*
Julene Webber

Absent: Jared Karr *Vice Chair*
Naim Shabani *Council Representative*
Mary Weiss
Joan Dewey
Monroe Tyler
William Howell III *Fire Chief*

Ex-Officio Present: Burke Waldron *Police Chief*
Jesslyn McGowan *Recorder*

A quorum was not established of the Commission.

III. ADJOURNMENT

Meeting adjourned at 6:45 pm.

APPROVED THIS _____ DAY OF _____, 2018.

Jesslyn McGowan, Recorder

Eileen Henrikson, Chair

City of Bethel, Alaska

Public Safety & Transportation Commission

June 6, 2018

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on June 6th, 2018 in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:41pm.

II. ROLL CALL

Present: Joan Dewey
Brian Henry *Council Representative*

Absent: Eileen Henrikson *Chair*
Jared Karr *Vice Chair*
Mary Weiss
Julene Webber
Monroe Tyler
Mary Nanuwak *Alternate*
Jesslyn McGowan *Recorder*

Ex-Officio Present: Burke Waldron *Police Chief*
William Howell III *Fire Chief*

Others Present: Cindy Sharp
Judy Wasierski
Lori Strickler *City Clerk*

A quorum was not established of the Commission.

III. ADJOURNMENT

Meeting adjourned at 6:42 pm.

APPROVED THIS _____ DAY OF _____, 2018.

Jesslyn McGowan, Recorder

Eileen Henrikson, Chair

City of Bethel, Alaska

Public Safety & Transportation Commission

July 5, 2018

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on July 5th, 2018 in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:42pm.

II. ROLL CALL

Present: Jared Karr *Vice Chair*
Joan Dewey
Monroe Tyler

Absent: Eileen Henrikson *Chair*
Brian Henry *Council Representative*
Mary Weiss
Julene Webber
Mary Nanuwak *Alternate*
William Howell III *Fire Chief*

Ex-Officio Present: Burke Waldron *Police Chief*
Jesslyn McGowan *Recorder*

A quorum was not established of the Commission.

III. ADJOURNMENT

Meeting adjourned at 6:43 pm.

APPROVED THIS _____ DAY OF _____, 2018.

Jesslyn McGowan, Recorder

Eileen Henrikson, Chair

City of Bethel, Alaska

Public Safety & Transportation Commission

August 1, 2018

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on August 1st, 2018 in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:41pm.

II. ROLL CALL

Present: Monroe Tyler

Absent: Eileen Henrikson *Chair*
Jared Karr *Vice Chair*
Brian Henry *Council Representative*
Mary Weiss
Julene Webber
Joan Dewey
Mary Nanuwak *Alternate*
William Howell III *Fire Chief*
Jesslyn McGowan *Recorder*

Ex-Officio Present: Burke Waldron *Police Chief*

A quorum was not established of the Commission.

III. ADJOURNMENT

Meeting adjourned at 6:41 pm.

APPROVED THIS _____ DAY OF _____, 2018.

Jesslyn McGowan, Recorder

Eileen Henrikson, Chair

City of Bethel, Alaska

Public Safety & Transportation Commission

September 5, 2018

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on September 5th, 2018 in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:43pm.

II. ROLL CALL

Present: Jared Karr *Vice Chair*
Joan Dewey
Mary Nanuwak *Alternate*

Absent: Eileen Henrikson *Chair*
Brian Henry *Council Representative*
Monroe Tyler
Mary Weiss
Julene Webber
William Howell III *Fire Chief*

Ex-Officio Present: Amy Davis *Lieutenant (For Police Chief)*
Jesslyn McGowan *Recorder*

Others Present: Pete Williams *City Manager*

A quorum was not established of the Commission.

III. ADJOURNMENT

Meeting adjourned at 6:43 pm.

APPROVED THIS _____ DAY OF _____, 2018.

Jesslyn McGowan, Recorder

Eileen Henrikson, Chair

City of Bethel, Alaska

Public Safety & Transportation Commission

October 03, 2018

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on October 3rd, 2018 in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:34pm.

II. ROLL CALL

Present: Jared Karr *Vice Chair*
Joan Dewey
Monroe Tyler

Absent: Eileen Henrikson *Chair*
Brian Henry *Council Representative*
Julene Webber
Mary Weiss
Mary Nanuwak *Alternate*

Ex-Officio Present: Burke Waldron *Police Chief*
William Howell III *Fire Chief*
Jesslyn McGowan *Recorder*

A quorum was not established of the Commission.

III. ADJOURNMENT

Meeting adjourned at 6:34 pm.

APPROVED THIS _____ DAY OF _____, 2018.

Jesslyn McGowan, Recorder

Eileen Henrikson, Chair

City of Bethel, Alaska

Public Safety & Transportation Commission

November 07, 2018

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on November 7th, 2018 in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:37pm.

II. ROLL CALL

Present: Jared Karr *Chair*
Fritz Charles *Council Representative*
Joan Dewey

Absent: Monroe Tyler
Jesslyn McGowan *Recorder*

Ex-Officio Present: Amy Davis *Lieutenant*
William Howell III *Fire Chief*

A quorum was not established of the Commission.

III. ADJOURNMENT

Meeting adjourned at 6:37 pm.

APPROVED THIS _____ DAY OF _____, 2018.

Jesslyn McGowan, Recorder

Jared Karr, Chair

City of Bethel, Alaska

Public Safety & Transportation Commission

December 05, 2018

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on December 5th, 2018 in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:40pm.

II. ROLL CALL

Present: Fritz Charles *Council Representative*
Monroe Tyler
Joan Dewey

Absent: Jared Karr *Chair*
Jesslyn McGowan *Recorder*

Ex-Officio Present: Burke Waldron *Police Chief*
William Howell III *Fire Chief*

A quorum was not established of the Commission.

III. ADJOURNMENT

Meeting adjourned at 6:40 pm.

APPROVED THIS _____ DAY OF _____, 2018.

Jesslyn McGowan, Recorder

Jared Karr, Chair

City of Bethel, Alaska

Public Safety & Transportation Commission

January 2, 2019

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was NOT held on January 2nd, 2019 in the Bethel City Hall Council Chambers.

The meeting was not called to order and was cancelled in advance due to not having enough members to establish a quorum.

APPROVED THIS _____ DAY OF _____, 2019.

Jesslyn McGowan, Recorder

Jared Karr, Chair

City of Bethel, Alaska

Public Safety & Transportation Commission

February 06, 2019

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on February 06, 2019 in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:35pm.

II. ROLL CALL

Present: Rick Garcia
Joan Dewey
Monroe Tyler

Absent: Fritz Charles *Council Representative*
Bill Howell *Fire Chief*

Ex-Officio Present: Burke Waldron *Chief of Police*
Jesslyn McGowan *Recorder*

A quorum was not established of the Commission.

III. ADJOURNMENT

Meeting adjourned at 6:36 pm.

APPROVED THIS _____ DAY OF _____, 2019.

Jesslyn McGowan, Recorder

, Chair

PS&TC CHAIR'S STANDARDS

ABSENCES

Excused – Advance notice of illness or prior obligation to the recorder.

Unexcused – No advance notice of illness or prior obligation to the recorder. Three unexcused absences w/in 12 months is grounds for being removed from the Commission.

During roll call, the chair will identify if a member is excused or un-excused. A record of excused and unexcused will be recorded in the meeting minutes as such. The Commission may overrule the decision of the chair by a majority vote.

MEETING START TIME/ROLL CALL

All meetings will begin at the set on the agenda, members of the body are expected to be present at the start of the meeting. If a quorum is not established at the time set on the agenda, and the absent members have not previously provided notice to the recorder that they were going to be absent, the chair will recess the meeting for a period of ten minutes unless a shorter time period is necessary to establish a quorum. If a quorum of the body is not established within ten minutes of the meeting being called to order, the chair will adjourn the meeting unless there is significant evidence to show that a quorum of the body will be established timely.

MEMBERS CONDUCT AT THE MEETING

Members shall perform their duties in accordance with the processes and rules established by Statutes, Municipal Law.

Members are expected to be prepared for the public issues; listen courteously and attentively to all public discussion before the body and focus on business at hand. The members will be presented with clear and concise meeting topics to which they are obligated to limit discussion to 5 minutes for discussion per member, in accordance to Alaska Statutes Title 44 and Roberts Rules of Order. Extra time will be afforded to members upon direction of the chair, only after all members have had a chance to voice their debate. When possible, the discussions and debates will begin with a motion which is made and seconded. To ensure decorum in debate and parliamentary rule is maintained, the membership will look to the chair to obtain permission to speak on an issue. The Chair will try to allow each person an opportunity to be heard once on each issue prior to permitting anyone from speaking twice. To the extent possible, each person will be limited to speaking twice on any one issue for ten minutes total.

When a brain storming session is appropriate, the Chair will closely monitor the discussion to ensure the discussion is germane to the topic at hand. If during the brainstorming session the group/an individual gets off topic, the chair will bring order back to the discussion by providing a reminder of the topic. If a member continues to be disruptive to the progression of the meeting by not ensuring their comments are germane, the chair may limit that individual's opportunity to speak on the issue.

If the group's brainstorming session progresses to a debate on the possible actions associated with the topic, the chair will ask for a motion to be placed before the body and the merits of the motion may ensue.

The professional and personal conduct of members while exercising their office must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members.

It is the responsibility of the chair to keep the comments of members on track during public meetings. Members should honor efforts by the chair to focus discussion on current agenda items to help ensure efficiency in public business and the legal requirements are met with the public process.



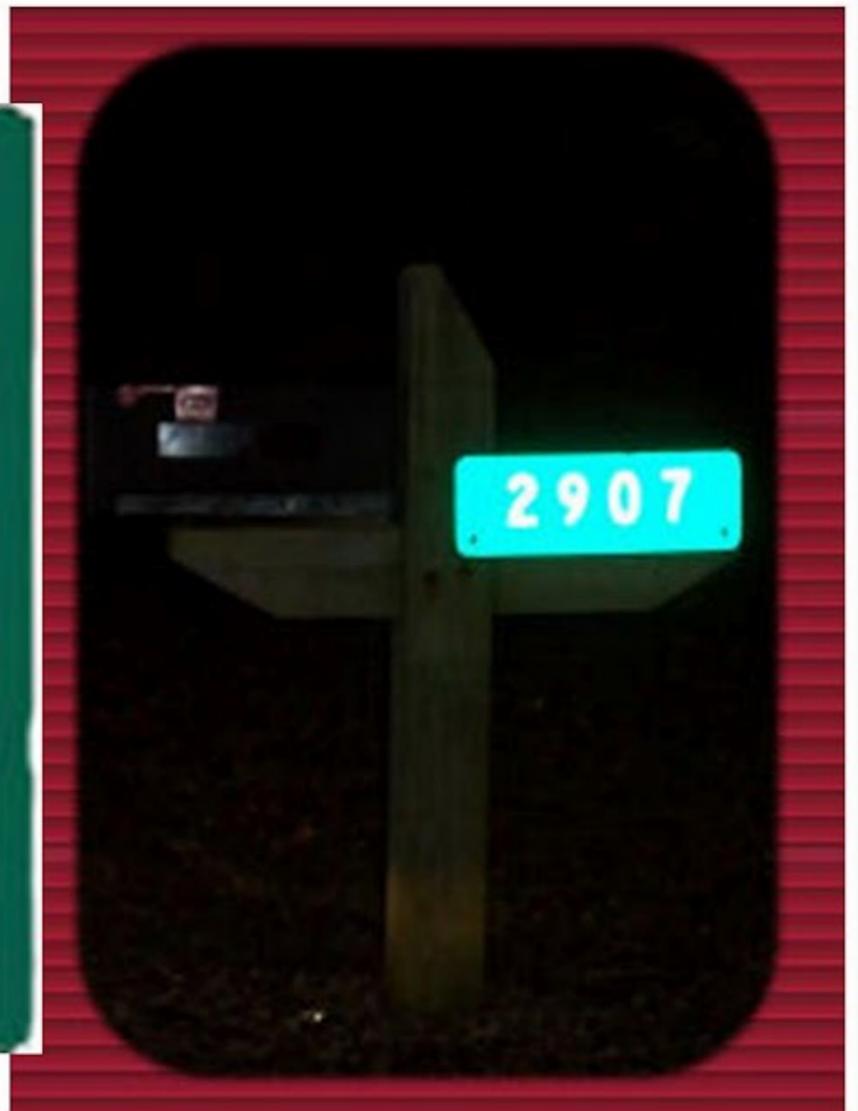
WHERE THERE'S AN EMERGENCY



\$ 15

ENSURE QUICK RESPONSE

We will come to you - contact us:
trappevfd@verizon.net or 410-476-3535
Mount on your mailbox post or on a metal garden post \$5





Campsite / Trail Marker Posts

These strong, flexible 66-inch marker posts are available in a variety of colors. They are ideal for marking trails or campsites and can help visitors keep track of their vehicles. Reflective numbering labels sized for these posts will complete your installation. They ship quickly from our plant in the US.

- Use these posts for color coding hiking, biking or ski trails. With our numbering kit, the posts can identify campsites, parking or other areas
- Place posts near recreation areas
- Owners and managers of public and private parks and trails should use these signs



Grid List

Signs Ranked by: Popularity | Language | Color | A-Z



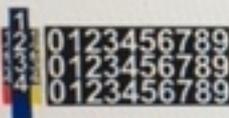
Post-Utility_Brown
Mounting Accessories



Post-Utility_Yellow
Mounting Accessories



Post-Utility_Orange
Mounting Accessories



NHE-NUMKIT
Mounting Accessories



Post-Utility_Red
Mounting Accessories



Post-Utility_Blue
Mounting Accessories



Introduced by: Council Member Williams
Date: August 28, 2018
Public Hearing: September 11, 2018
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #18-21

AN ORDINANCE AMENDING CHAPTER 17.50 OF THE BETHEL MUNICIPAL CODE PROPERTY NUMBERING AND STREET SIGNS

WHEREAS Uniform, legible and visible address numbering is critical to the health, safety and welfare of a community;

WHEREAS Many Bethel homes have no address numbers or have numbers that are not visible from the street;

WHEREAS Bethel homes and businesses often display a multitude of non-standard address numbering;

WHEREAS Bethel Municipal Code sets no standard for size, type, color, reflectivity or location of address numbering;

WHEREAS Bethel Police, Firefighters and Emergency Medical Technicians routinely have difficulty locating a given address during emergencies, especially at night when address numbers are extremely difficult to see;

WHEREAS Bethel residents and visitors also report difficulty, locating addresses, especially at night.

NOW BE IT ORDAINED, the City Council amends Bethel Municipal Code Chapter 17.50 to establish uniform address signage requirements, new penalties and direct the administration to develop a process to provide signs to property owners.

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

SECTION 2. Amendment. Bethel Municipal Code Section 17.50 is amended as follows (new language is underlined and old language is stricken):

Chapter 17.50 PROPERTY NUMBERING AND STREET NAMES

17.50.010 ~~Number map~~ City of Bethel Address Map.

The ~~property numbering map~~ entitled "~~Property Number Map~~ City of Bethel Address Map" is adopted as the official property numbering map of the city. All property numbers assigned shall

Introduced by: Council Member Williams
Date: August 28, 2018
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Action:
Vote:

be assigned in accordance with the numbering official address map and no other property numbers shall be used or displayed in the city unless in accordance with the official numbering address map. The property numbering City of Bethel Address Map shall be kept on file in the office of the city clerk.

17.50.020 Street names.

Street names shall be determined by planning commission resolution. The planning commission shall review the proposed street names for duplication of names, appropriateness of names, and for overall compliance with the street naming and numbering policy. The planning commission may modify or amend the street name proposed on a plat as it deems necessary in order to bring it into compliance with the street naming and numbering system. The decision of the commission may be appealed to the board of adjustment under the procedures set out in Chapter 18.68 BMC within fifteen (15) days after action by the planning commission.

17.50.030 Final subdivision plats.

The approved street names and property numbers shall be included in all final maps and plats.

17.50.040 Street name signs.

Street name signs will be uniform in appearance.

17.50.050 Numbering blocks.

A. On the official ~~property numbering map~~ City of Bethel Address Map, Ridgecrest Drive, from Ptarmigan Street to Sixth Avenue, is designated the north-south axis. The east-west axis is designated as follows: First Avenue to the east of the State Highway intersection and the State Highway west of the First Avenue intersection.

B. All avenues, streets, and alleys running generally north and south shall be numbered from east-west axis consecutively to the corporate limits of the extremities of such avenues, streets, or alleys. Avenues, streets, or alleys running generally east and west shall be numbered from the north-south axis in the same manner.

C. Whenever possible, one hundred (100) numbers shall be allowed to each block. New blocks shall be numbered each five hundred (500) feet of ground or existing streets shall be assigned the number nearest the five-hundred (500) foot interval.

17.50.060 Numbering individual property.

A. One whole number shall be assigned for every thirty-three (33) feet of ground whether improved property or vacant lot on every street within the corporate limits, excluding U.S.S. 3790 from south of the bridge (East Avenue) (~~Lousetown~~) and U.S.S. 870 (Mission Lake), which will be assigned whole numbers every twenty-five (25) feet.

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Vote:

B. Odd numbers shall be assigned to the west side of all north-south streets and even numbers on the east side. On east-west streets, odd numbers shall be assigned on the south side and even numbers on the north side. In the case that a street does not run north-south or east-west, the direction to which a street is closest shall be used for the pure of odd/even numbering.

17.50.070 Exceptions.

Block 9, Northwest Addition of U.S. 3770 (City Subdivision) and the Tundra Ridge Subdivision shall retain their present numbers.

17.50.0890 Maintenance of numbers.

Every owner of improved property shall be responsible for displaying in a conspicuous place on said property the number assigned. The owner, occupant or person in charge of a house or building shall affix the number assigned within sixty (60) days of the date of written notice from the city to do so. Within sixty (60) days of the date of written notice from the city to do so, such person shall remove any numbers affixed to the house or building which may be confused with the number assigned.

17.50.090 Address sign requirements

A. New and existing buildings shall have *approved* address numbers, building numbers or *approved* building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall be a minimum of 4-inches (101.6 mm) in height, high intensity engineer grade, white retro-reflective affixed to a minimum of a 6–inches in height, high intensity, engineer grade, green retro-reflective background plaque. Background plaques shall provide a minimum 1-inch border around all characters. Numbers and letters shall be shall be Arabic or alphabetic, upper case, plain block font, minimum of 1/2 (12.7 mm) inch stroke. Signs and numbers shall be placed horizontally on buildings.

B. Where access is by means of a private road or driveway and the building (numbers) cannot be viewed from the public way, address numbers meeting the requirements of this section shall be placed on a monument, pole, sign or other means, at the nearest intersection with the public way in addition to the numbers on the building.

Address Numbers shall not be installed on the handrails or guardrails of exterior decks or landings. Address numbers shall be maintained in good condition and replaced when faded, deteriorated or otherwise unreadable

17.50.100 Numbers for future buildings.

Each building in which the principal use of a lot takes place shall be assigned a number in accordance with the property numbering map and the owner of said building or structure shall be responsible for the purchase and display of such numbers as set forth in BMC 17.50.0890.

Introduced by: Council Member Williams
Date: August 28, 2018
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17.50.110 Unlawful to deface number.

It is unlawful for any person to alter, deface, or take down any number placed on any property in accordance with this chapter, except for repair or replacement of such number.

17.50.120 Penalties.

~~In the event that~~ If the owner or occupant or person in charge of any house or building fails to comply with the terms of this chapter by failing to affix the number assigned or to remove any numbers affixed to such house or building which may be confused with other numbers assigned thereto, within sixty (60) days after notification ~~or by failing within said period of sixty (60) days to remove any numbers affixed to such house or building which may be confused with the number assigned thereto,~~ the owner shall be fined subject to denial of utilities \$30 dollars per infraction in addition to any other penalty that may be imposed for violation of this chapter. ~~for failure to comply with the numbering Ordinance.~~

17.50.130 Use of Address Fines

The Planning Director shall use fines collected from numbering ordinance violations to purchase and provide compliant address signage for the owner, occupant or person in charge of the house or building.

17.50.140 Notification of number change.

Official notification of any change in property number shall be sent to property owners thirty (30) days before the effective date of the change.

17.50.150 Address Numbering for Large Developments

Educational, Healthcare and other large campus type developments bearing multiple buildings shall submit an address and signage plan to the Planning Director and Fire Chief for review and approval. Each building shall display numbers or other approved signage meeting the requirements of this chapter.

17.50.160 Verification of Numbering

The Planning Director and Police Chief or their designees shall verify that all address numbers issued concur with the Bethel E-911 database and the City of Bethel address map.

17.50.170 Existing or decorative signage

Existing or decorative address signs may be left in place or added as long as they do not conflict with or obscure address numbering required in this chapter.

17.50.180 Deficiency reporting

Introduced by: Council Member Williams
Date: August 28, 2018
Public Hearing: September 11, 2018
Action:
Vote:

The Planning Director shall provide a means for City employees and the Public to report missing, incorrect or non-compliant address numbers to the Planning Department. The Planning Director or their designee shall investigate and seek remedy on reported deficiencies within ten business days.

17.50.190 City provided address numbers

The City Manager or their designee shall develop a process whereby the City manages ordering and delivery of address numbers and bills the customer for actual costs.

17.50.200 Address number installation

Installation of numbers are the responsibility of the property or building owner. The City Manager or Planning Director may authorize City Employees or an approved contractor or volunteer to install an address sign(s) on the private residence of a disabled person or elder.

SECTION 3. Effective Date. This ordinance shall become effective ninety (90) days after passage by the Bethel City Council.

ENACTED THIS ____ DAY OF ____ 2018, BY A VOTE OF ____ IN FAVOR AND ____ OPPOSED.

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk



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

MEMORANDUM

DATE: Feb 19- March 5

TO: City Council

FROM: Peter Williams, City Manager

RE: Managers' Report

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

– All the depts have submitted there budgets and the finance dept. will start creating the FY20 Budget.

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

PROJECTS

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

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

Long Range Transportation Plan 2020- Next meeting is on March 8th.
The State Transportation Improvement Plan for 2020-23

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

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

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

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

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

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

Asbestos Abatement- assessment for the old police annex and laundry mat is scheduled for March 18th and 19th.

Please review the department's managers reports.

Peter Williams
Bethel City Manager

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

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



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

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

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



Memorandum

Date: February 25, 2019

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



February 2019 Current Events

- **Jury Duty:**

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

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

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

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

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

Memorandum

Date: February 25, 2019

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



- **Business-As-Usual:**

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

Future Plans

- **FY20 Budget Prep:**

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

- **Security+ Certification Training:**

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



Memorandum

DATE: March 4, 2019

TO: Pete Williams, City Manager

FROM: Cynthia Sharp-Assistant Finance Director

SUBJECT: Manager's Report – February 2019

Finance Committee

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

Staffing Issues/Concerns/Training

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

Project Updates

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

MEMORANDUM

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

Programs/Divisions

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

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

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

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

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

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

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

Utility Maintenance:

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

- 18 alarms on residential lift stations were responded to. Multiple issues with grinder pumps, heat trace, and float systems.
- Monthly meter reading and service connections were completed
- Main Lift Station pump work –Pump #1 still in Anchorage for major repair. Pump will be in Anchorage 12-16 weeks (minimum) for repairs before we receive it back. Lift Station is running on 2 pumps for now.
- Multiple service line freeze up calls on customers lines.
- Clean up and organization of shops.
- 18 residential lift station repairs
- Line flushing and leveling activities on low-flow and frozen sewer lines. Non-compliance reports were filled out per DEC requirements.
- Daily safety meeting.
- All 3 Utility Maint. Trucks are having issues that require repairs. Several of these are major safety issues. Continue to work with V&E to repair them, but some issues are arising due to 2 of the vehicles are more than 10 years old.
- Utility Maint. Crew is assisting BHWTP with repairs from sanitary survey as per DEC requirements. Awaiting Electricians to complete action item list for sanitary survey.
- Issues with FAA lift station freezing up. Heat trace is on and thawing line out slowly.

Property Maintenance:

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

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

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

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

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

Parks and Recreation:

No tasks at this time.

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

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

Road Maintenance:

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

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

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

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

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

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

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

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

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

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

Landfill / Recycle Center:

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

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

Water Plant Operations:

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

Institutional Corridor Update:

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

Staffing Issues/Concerns/Training:

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



CITY OF BETHEL
Fire Department

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

Celebrating 50 Years of Service

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

Current Events

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

Community Planning/Preparedness

- The Department is working with the administration to update the City of Bethel Emergency operations plan.
- The Department is assisting administration with the cleanup and disposal of a release of Muriatic Acid inside a storage container at the pool. The storage container was secured by BFD personnel with a Knox padlock until City personnel receive the proper training to neutralize and dispose of the materials.
- Bethel Fire Department has been selected as a test site for the new Medicaid supplemental reimbursement program (GEMT). Being part of this pilot will allow

Bethel to shape the program to meet Bethel's needs. GEMT legislation (HB 176) was signed into law in June of this year. This law allows municipal ambulance services to receive reimbursement of 50% or more of the uncompensated cost (UCC) of providing ambulance service.

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

Training

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

Responses

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

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

Budget/Financial

- The department is operating within budget.

Grants

- The Department received funding through the Volunteer Fire Assistance program for \$7,470, for three sets of firefighting turnouts. This grant has a 10% match. The project total is \$8,300. This project is completed and we are closing out the grant.
- The Department applied for and passed the first round of approval the Phase 18 Code blue Grant for \$45,000 for the remount of Medic-5 to a new chassis. Funds have been awarded and will be reimbursed once expenditures are made.
- The Department was awarded \$7,500 in Code Blue grant funding for a new power stretcher for Medic-6. The YKHC EMS Department administers this grant and BVESA has committed matching funds. The stretcher is in service in the new ambulance. We are waiting for invoice to make final payment and close the grant.

Staffing/recruitment

- The Department is fully staffed effective November 1, 2018.
- All past due employee evaluations are complete.

Vehicles & Equipment

- A bill of sale and title was provided to administration to dispose of E-28. Once signed the surplus fire vehicle will be property of the Native village of Napaimute.
- The new ladder truck is receiving warranty repair for a problem with the nozzle-nesting feature and repairs to the Compressed Air Foam (CAFS) compressor. We are outfitting the new ladder truck with firefighting and rescue equipment.
- The Code Blue committee has approved \$45,000 to remount our 2003 Ford ambulance M-5.

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

Streets and Roads daily dialog

1/30/19

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

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

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

1/31/19

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

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

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

2/1/19

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

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

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

2/4/19

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

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

The sander been sanding roads for 5 hours.

2/5/19

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

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

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

2/6/19

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

Both sander been out sanding roads for 8 hours each.

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

2/7/19

Four water pumps, pumped water across Akakeek Street due to flooding 14 hours each.
A sander was out sanding roads for 4 hours.
The grader was out grading roads for 9 hours.

2/8/19

Dug and added a culvert across Akakeek Street due to flooding 4 hours.
Haul gravel to fix Akakeek Street Ptarmigan Street and Ridgecrest Drive 5 hours.
The grader was out graded roads for 6 hours.
The sander did some sanding on slippery roads.
The steamer was fix and it was steaming culverts for 10 hours.

2/ 9/10

The grader been out grading roads for 7 hours.
The sander was out sanding roads for 7hours.
The steamer been out steaming culverts for 10 hours.

2/10/10

When it started to thaw, the grader was out grading for 6 hours.
When it started to thaw, the steamer was out for 7 hours.

2/11/19

We had to go to training for 2 to 3 hours.
The grader was out start at 5:30 am in the morning grading roads for 6 hours.
Sander was out sanding roads for 6 hours.

2/12/19

The grader was out grading at 5:30 in the morning grading and scarifying roads for 8 hours.
The sander out sanding has been sanding roads for 7 hours.
Hauled 5 dump trucks load of gravel to fill in pot holes with grader on Ptarmigan Street and Akakeek Street.

1/22/19

Both graders been out grading and scarifying roads in Bethel Roads 7 hours each.
Sander was out all day sanding roads 8 hours.
Pull out a water truck in Blue Berry Sub. at 240 Black Berry Street.

2/23/19

Saturday

Grader was out all day grading and scarifying roads 8 hours.
The sander was out sanding roads throughout Bethel 8 hours.

2/24/19

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

2/25/19

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

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

Pull out a water truck on 4th Ave...

2/26/19

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

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

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

2/27/19

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

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

The dump truck hauled 8 load for the grader.

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

2/28/19

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

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

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

3/1/19

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

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

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

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

3/2/19

Saturday

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

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

3/3/19

Sunday

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

3/4/19

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

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

3/5/19

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

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

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

City of Bethel

Street and Roads Foreman

James Flemings



CITY OF BETHEL

Post Office Box 1388

Bethel, Alaska 99559

Phone: 907-543-2047

TO: City Manager
FROM: Human Resources
SUBJECT: February Managers Report
DATE: 28 February 2019

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

Applications and Hiring:

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

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

Indeed.com

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

Alaska Municipal League

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

Government Finance Officers Association (GFOA, a national organization)

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

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

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

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

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

From those 11 Applicants:

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

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

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

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

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

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

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

Driver Hauled Utility (5 positions): Currently announced

Utility Maint Wkr: Pending 1 March interview

Account Clerk: Interviews pending on 2 applicants

Account Spec I: Currently Announced

Police Officer III: Currently announced

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

BEACON Programs:

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

Results were returned as "Negative."

Reports of Injury:

2 reports of falling

Administrative Actions:

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

Multiple routine PAR actions were executed.

Multiple yearly performance evaluations were submitted and processed.

Employee related announcements:

Premera:

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

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

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

Training, Conferences and Seminars:

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

James P. Harris
Human Resources Manager



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

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



: BETHEL

Box 1388

Bethel, Alaska 99559

Voice: 907-543-2310

Fax: 907-543-2311

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

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

RFPs and RFBs in Process

Updated February 19, 2019

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

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

City of Bethel
Police Department



February, 2019 Monthly Report

Personnel:

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

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

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

Operations:

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

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

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

Animal Control:

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

CITY OF BETHEL
POLICE DEPARTMENT



TRANSPORTATION INSPECTOR REPORT: **February 2019**

2019	February
New Chauffeurs	0
Chauffeur Renewals	1
Chauffeur Transfers	1
Vehicle Permit Renewals	0
Vehicle Transfers	2
Inspections	2
Revocations	0
Temporary Permits	0

- Camai Cab had their semi-annual inspection this month.
- Kusko Cab will have their semi-annual inspection next month.
- There was 1 driving complaint made in the month of February.