



City of Bethel Port Commission Agenda

Regular Meeting
Monday April 15, 2019 - 7 pm
City Council Chambers, City Hall, Bethel, AK



Commissioners

Alan Murphy
Chair

Term Expires 2021
(907)543-2805

Richard Pope
Vice Chair

Term Expires 2020
(907)543-1900

bethelalaskapc@qci.net

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

Fred Watson
Council Rep.

Term Expires 2019
(907)545-3755

fwatson@cityofbethel.net

Ex-Officio

Allen Wold
Port Director

(907)543-2310

awold@cityofbethel.net

Ed Flores
Port Admin

(907)543-2310

eflores@cityofbethel.net

- i. CALL TO ORDER
- ii. ROLL CALL
- iii. PEOPLE TO BE HEARD
- iv. APPROVAL OF AGENDA
- v. APPROVAL OF MINUTES FROM THE REGULAR MEETINGS
-APPROVAL OF MINUTES FROM - March 2019
- vi. SPECIAL ORDER OF BUSINESS
- vii. DEPARTMENT HEAD COMMENTS
- viii. UNFINISHED BUSINESS
-Market Rent Appraisal Warehouse
-FY20 Proposed Budget
- ix. NEW BUSINESS
- x. COMMISSION MEMBER'S COMMENTS
- xi. ADJOURNMENT

Attest:


Ed Flores – Commission Recorder

City of Bethel Port Commission Meeting Minutes

March 18, 2019

Regular Meeting 7 p.m.

Bethel, Alaska

I. CALL TO ORDER

MEETING CALLED TO ORDER AT 1901 (7:01 P.M.)
NO QUORUM

II. ROLL CALL

COMMISSIONERS PRESENT:	
Comm. Murphy (telephonically)	Comm. Oosterman
Comm. Pope	Comm. Watson
COMMISSIONERS ABSENT:	
ALSO IN ATTENDANCE WERE THE FOLLOWING:	
Allen Wold	Edward Flores

III. PEOPLE TO BE HEARD

IV. APPROVAL OF AGENDA

MOVED:	Comm. Watson	Approval of agenda
SECONDED:	Comm. Oosterman	
VOTE ON MAIN MOTION	4-0 All in favor	

V. APPROVAL OF MINUTES

MOVED:	Comm. Watson	Blanket approval of minutes from 4/18, 5/18, 7/18, 9/18, 11/18, 12/18, 1/19, & 2/19
SECONDED:	Comm. Oosterman	
VOTE ON MAIN MOTION	4-0 All in favor	

VI. SPECIAL ORDER OF BUSINESS

Election of Vice Chair

MOVED:	Comm. Watson	Comm. Pope for Vice Chair
SECONDED:	Comm. Murphy	
VOTE ON MAIN MOTION	4-0 All in favor	

VII. PORT DIRECTOR'S REPORT

VIII. UNFINISHED BUSINESS

City of Bethel Port Commission Meeting Minutes

March 18, 2019

Regular Meeting 7 p.m.

Bethel, Alaska

IX. NEW BUSINESS

X. COMMISSION REPRESENTATIVES COMMENTS

XI. ADJOURNMENT

XII. MOVED:	Comm. Watson	Motion to Adjourn
SECONDED:	Comm. Oosterman	
VOTE ON MAIN MOTION	4-0 All in favor	

Respectfully Submitted:

Alan Murphy, Chairman

APPROVED THIS _____ day of _____ 2019

ATTEST: _____

PORT OF BETHEL

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



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

- **Small Boat Harbor**
 - Contacted owners about their vehicles at the SBH.
 - Talked with a contractor about leveling out approaches.
 - Got a list of the make and model of the boats and the motors in the Harbor in storage.
 - **City Dock/Beach 1**
 - Customers are still in and out of the Dock.
 - Laid salt sand around the containers of customer's containers.
 - Using a trash pump to drain ditches around the City Dock.
 - AML in and out of the Dock.
 - **Port Office**
 - Property Maintenance checking on building daily.
 - Ordered office furniture.
 - TC Construction sent out a subcontractor to check on the air conditioner.
 - **Admin**
 - Monthly Storage billing for customers.
 - Had a Port Commission on March 18th 2019.
 - Worked on FY 20 Budget.
 - **Seawall**
 - Consistent clean up.
 - Sanded along the seawall.
 - Tightened cable fence/welded new posts and strung cable fencing at the East addition.
 - **Misc./Vehicles**
 - Safety checks along the seawall.
 - Safety Meetings.
 - V&E working on our trucks.
 - Getting a quote on a work truck.
 - Ordered Mini Excavator.
-

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2019

MUNICIPAL DOCK

	ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEARNED	PCNT
<u>INTEREST & PENALTIES</u>						
52-40-403 CITY DOCK-PENALTIES & INT	.00	.00	.00	5,000.00	5,000.00	.0
TOTAL INTEREST & PENALTIES	.00	.00	.00	5,000.00	5,000.00	.0
<u>SOURCE 42</u>						
52-42-430 JURY DUTY REIMBURSEMENT	.00	(25.00)	(25.00)	.00	25.00	.0
TOTAL SOURCE 42	.00	(25.00)	(25.00)	.00	25.00	.0
<u>CHARGES FOR SERVICES</u>						
52-43-402 CITY DOCK-STORAGE	.00	33,665.82	33,665.82	70,000.00	36,334.18	48.1
52-43-404 CITY DOCK-PERMITS	.00	.00	.00	3,000.00	3,000.00	.0
52-43-405 CITY DOCK-WHARFAGE	.00	140,809.69	140,809.69	160,000.00	19,190.31	88.0
52-43-407 CITY DOCK-DOCKAGE	.00	34,611.81	34,611.81	25,000.00	(9,611.81)	138.5
52-43-418 SBH PETRO PORT-FUEL THRU-PUT	.00	149,214.78	149,214.78	220,000.00	70,785.22	67.8
52-43-424 PETRO YARD - STORAGE	.00	2,713.60	2,713.60	2,000.00	(713.60)	135.7
52-43-426 PETRO PORT-FUEL THRU-PUT	.00	298,429.56	298,429.56	440,000.00	141,570.44	67.8
52-43-427 PETRO PORT-DOCKAGE	.00	20,775.59	20,775.59	20,000.00	(775.59)	103.9
52-43-433 SEAWALL MOORAGE	.00	.00	.00	25,000.00	25,000.00	.0
52-43-434 SEAWALL DOCKAGE	.00	15,696.97	15,696.97	10,000.00	(5,696.97)	157.0
52-43-435 SEAWALL-WHARFAGE	.00	.00	.00	1,000.00	1,000.00	.0
52-43-454 BEACH-STORAGE	.00	18,555.04	18,555.04	10,000.00	(8,555.04)	185.6
52-43-455 BEACH-WHARFAGE	.00	69,096.67	69,096.67	70,000.00	903.33	98.7
52-43-457 BEACH-DOCKAGE	.00	12,866.36	12,866.36	17,000.00	4,133.64	75.7
52-43-462 BOAT HARBOR-STORAGE	.00	.00	.00	3,500.00	3,500.00	.0
52-43-463 BOAT HARBOR-MOORAGE	.00	2,528.40	2,528.40	24,000.00	21,471.60	10.5
TOTAL CHARGES FOR SERVICES	.00	798,964.29	798,964.29	1,100,500.00	301,535.71	72.6
<u>LEASE REVENUE</u>						
52-44-467 LEASE REVENUE	.00	16,240.00	16,240.00	24,000.00	7,760.00	67.7
TOTAL LEASE REVENUE	.00	16,240.00	16,240.00	24,000.00	7,760.00	67.7
<u>MISCELLANEOUS</u>						
52-45-462 SMALL BOAT HARBOR STORAGE	.00	2,000.00	2,000.00	.00	(2,000.00)	.0
52-45-464 SMALL BOAT HARBOR PERMITS	.00	6,770.00	6,770.00	24,000.00	17,230.00	28.2
52-45-467 EXTRA WATER CALLS	.00	25,090.50	25,090.50	25,000.00	(90.50)	100.4
TOTAL MISCELLANEOUS	.00	33,860.50	33,860.50	49,000.00	15,139.50	69.1
<u>MISCELLANEOUS</u>						

CITY OF BETHEL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING MARCH 31, 2019

MUNICIPAL DOCK

	ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEARNED	PCNT
52-49-487 INVESTMENT INCOME	.00	.00	.00	2,000.00	2,000.00	.0
52-49-495 MISCELLANEOUS REVENUE	.00	7,625.00	7,625.00	5,000.00	(2,625.00)	152.5
TOTAL MISCELLANEOUS	.00	7,625.00	7,625.00	7,000.00	(625.00)	108.9
TOTAL FUND REVENUE	.00	856,664.79	856,664.79	1,185,500.00	328,835.21	72.3

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2019

MUNICIPAL DOCK

	ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEXPENDED	PCI
<u>DOCK EXPENDITURES</u>						
52-50-501 SALARIES	.00	116,463.21	116,463.21	178,152.00	61,688.79	6
52-50-502 OVERTIME	.00	2,020.00	2,020.00	5,000.00	2,980.00	4
52-50-508 LEAVE CASHOUT	.00	1,166.13	1,166.13	7,865.00	6,698.87	1
52-50-510 SOCIAL SECURITY EXPENSE	.00	511.31	511.31	1,293.00	781.69	3
52-50-511 MEDICARE FICA	.00	1,837.24	1,837.24	2,655.50	818.26	6
52-50-512 EMPLOYEE GROUP BENEFITS	.00	36,982.20	36,982.20	55,974.00	18,991.80	6
52-50-515 UNEMPLOYMENT	.00	.00	.00	2,496.00	2,496.00	
52-50-516 WORKERS' COMPENSATION	.00	3,987.00	3,987.00	7,528.00	3,541.00	5
52-50-518 PERS	.00	24,251.95	24,251.95	40,293.00	16,041.05	6
52-50-519 UTILITY BENEFIT	.00	2,936.59	2,936.59	11,491.00	8,554.41	2
52-50-545 TRAINING/TRAVEL	.00	531.21	531.21	5,000.00	4,468.79	1
52-50-561 SUPPLIES	.00	2,901.98	2,901.98	5,500.00	2,598.02	5
52-50-563 WEARING APPAREL	.00	.00	.00	1,300.00	1,300.00	
52-50-600 TIRES	.00	1,872.95	1,872.95	9,000.00	7,127.05	2
52-50-601 VEHICLE MT. (PARTS & TOOLS)	.00	9,217.22	9,217.22	12,000.00	2,782.78	7
52-50-602 GASOLINE/DIESEL/OIL	.00	11,084.99	11,084.99	18,000.00	6,915.01	6
52-50-621 ELECTRICITY	.00	9,328.19	9,328.19	12,000.00	2,671.81	7
52-50-622 TELEPHONE	.00	1,446.51	1,446.51	1,000.00	(446.51)	14
52-50-623 HEATING FUEL	.00	2,935.86	2,935.86	2,400.00	(535.86)	12
52-50-624 WATER, SEWER, GARBAGE	.00	3,542.28	3,542.28	12,000.00	8,457.72	2
52-50-626 WATER FOR BARGES	.00	5,451.99	5,451.99	12,000.00	6,548.01	4
52-50-627 STAFF CELLULAR PHONES	.00	584.16	584.16	1,320.00	735.84	4
52-50-642 LEGAL FEES	.00	688.90	688.90	5,000.00	4,311.10	1
52-50-643 PLANNING/ENGINEERING FEES	.00	.00	.00	5,000.00	5,000.00	
52-50-661 VEHICLE MAINT/REPAIR	.00	485.29	485.29	2,782.00	2,296.71	1
52-50-666 MUNICIPAL DOCK MAINT.	.00	49.99	49.99	5,000.00	4,950.01	
52-50-667 MAINT-SEAWALL	.00	277.43	277.43	7,000.00	6,722.57	
52-50-669 OTHER PURCHASED SERVICES	.00	2,793.91	2,793.91	18,827.50	16,033.59	1
52-50-683 MINOR EQUIPMENT	.00	5,770.73	5,770.73	6,175.00	404.27	9
52-50-687 LAND/EASEMENT ACQUISITION	.00	6,705.00	6,705.00	50,000.00	43,295.00	1
52-50-696 WATERFRONT FACILITIES IMPROV	.00	.00	.00	25,000.00	25,000.00	
52-50-697 HIGHLIFT FORKLIFT	.00	.00	.00	85,000.00	85,000.00	
52-50-721 INSURANCE	.00	.00	.00	16,000.00	16,000.00	
52-50-724 DUES	.00	77.94	77.94	1,000.00	922.06	
52-50-727 ADVERTISING	.00	12.99	12.99	1,000.00	987.01	
52-50-736 BANK CHARGES	.00	551.71	551.71	.00	(551.71)	
52-50-775 MUNICIPAL DOCK GRAVEL	.00	55,020.00	55,020.00	55,000.00	(20.00)	10
52-50-777 CONTAMINATED SOIL PROCESSING	.00	439.08	439.08	1,000.00	560.92	4
52-50-990 XFER OUT	.00	.00	.00	50,000.00	50,000.00	
52-50-996 ADMIN OVERHEAD-IT SVCS	.00	4,684.22	4,684.22	18,238.00	13,553.78	2
52-50-997 ICR-PROPERTY MAINTENANCE 5%	.00	.00	.00	24,751.00	24,751.00	
52-50-998 ADMINISTRATIVE OVERHEAD-GF	.00	15,799.00	15,799.00	59,436.00	43,637.00	2
TOTAL DOCK EXPENDITURES	.00	332,409.16	332,409.16	840,477.00	508,067.84	3
TOTAL FUND EXPENDITURES	.00	(524,255.63)	(524,255.63)	(345,023.00)	179,232.63	(15)



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

MEMORANDUM

DATE: March 19 – April 2

TO: City Council

FROM: Peter Williams, City Manager

RE: Managers' Report

Alaska Public Entity Insurance- Is up for renewal. Departments will work toward forwarding information to them to help reduce our costs. Last the work that the Risk Manager performed saved us \$48,000.

FY19- the audit be completed April.

Bethel Recycling Project – Attended the board meeting to discuss recycling in Bethel. There is a private company that will hold events to collect Solvents and E- waste. Not sure when they will start. One problem the industry is having that China has quit collecting materials. They were receiving about 95% of what was collected. Another problem is only about 12% of what is collected is reusable and municipalities are discontinuing their recycling programs to work out what can be collected. The big problem is that the material that is being collected isn't sorted enough to be re-used.

LKSD- Talking with the DEC to for a permit to dispose of the nonfriable in the landfill.

PROJECTS

Institutional Corridor – A final walk around still needs to be performed.

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- The Tactical Advisory Committee will try to hold a meeting between May 23 or May 30. This is a public meeting. The roads that are mentioned in the LRTP will be what the DOT refers to for road projects in Bethel. The DOT area planner, Philana Miles, reports that the DOT&PF is trying to take the legal steps to condemn the Polk Rd. The Polks estate was notified of the situation in November.

The Avenues- We have picked first National Bank of Alaska to facilitate the loan needed for this project. I hope the loan documents is ready for council's approval at the end of April.

Bethel Heights Water and Sewer System- It looks like we will be able to use Village Safe Water funding to at least perform repairs in this subdivision. A Memo from our engineers lists some of the options we can choose. The Sanitary Deficient System/Village Safe Water (SDS/VSW), see Grant Manger's report, lets us apply for 4 M Dollars per project. The memo is attached to this report.

The DOT resolves tundra Ridge Road Realignment- On hold until the Polk Road.

PW Building Boilers- Contract signed. PW has been installing a beam under the boiler room at Public Works. One boiler has been removed and installation in progress.

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

Lift Station Controls Project- Waiting for the final drawings we are at 65%

Geographic Information System (GIS) – The persons working on this project will be here April 9th to put the finishing touches on this project.

Asbestos Abatement- On March 18 and 19th an inspection for asbestos was completed in the laundromat and the old police annex. We received a report of the various materials in the building. Doesn't appear to be any asbestos. We are waiting for a written statement confirming our evaluation of the chemical report.

Owl Park- The playground equipment is ready to go. Playcraft's schedule is to start installation May 27th and wrap up June 7th.

Peter Williams
Bethel City Manager



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: April 2, 2019
TO: Pete Williams, City Manager
FROM: Bill Howell, Fire Chief
SUBJECT: Management Report, March 2019

Current Events

- Bethel Fire fighters and Utilities personnel tested hydrants on the Institutional Corridor (IC) water system. Several of these hydrants demonstrated flows in excess of 1000 gallons per minute.
- The department is assisting in scheduling hearing testing for May 20-22, 2019.
- We are working with representatives of the Lower Kuskokwim School District to upgrade fire protection systems including a new water storage tank, address signage, hydrant plans, and fire access roads.
- The annual Camai festival was a wonderful success this year. Our staff and volunteers performed safety inspections and alarm tests prior to the commencement. There were no significant EMS or fire incidents during the festival.

Community Planning/Preparedness

- During March, 50 address plaques were ordered for residents and businesses. The department has ordered 740 address signs since inception of the program. For those needing assistance, the department has installed approximately 10% of these signs at the request of the property owners. Overall, reaction to the updated ordinance has been overwhelmingly positive. The department also oversees and facilitates ordering of commercial signs with an Anchorage vendor.
- 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 03/05/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders reviewed care and treatment for individuals in cardiac arrest.
- On 03/14/19 at 7:00 p.m., a Fire Meeting was held at the fire station. Responders reviewed forcible entry tools and techniques for gaining entry into structures.
- On 03/19/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders reviewed the assessment and treatment of individuals experiencing altered mental status.
- On 03/28/19 at 7:00 p.m., the Fire Meeting was cancelled.
- Five candidates are progressing through their Firefighter-1 training. Recent topics of instruction include Fire Behavior, Building Construction, Portable Fire Extinguishers, Tools and Equipment, Ropes and Knots, Response and Size-Up, Forcible Entry, Ladders, and Search and Rescue. The course will conclude on June 8, 2019 with State of Alaska Written and Practical Skills Examinations.
- Captain Solesbee has scheduled a Firefighter-2 course for June 2019. This course will deliver advanced training in the Incident Command System, Foam Application, Coordinating a Fire Attack, and Vehicle Extrication.
- Instructors from the United States Coast Guard delivered an Ice/Water Rescue course to fire department responders on March 21, 2019. Multiple paid and volunteer Fire Department and Bethel Search and Rescue personnel gained valuable knowledge and skills from this training.

- EMI-Alaska, Inc. will instruct a 16-hour HAZWOPER course to complete the 40-hour HAZWOPER training for City of Bethel personnel on April 10-11, 2019.
- Captain Solesbee attended a 4-day course at the Anchorage Police Department Training Center for the Reid Technique of Investigative Interviewing and Advanced Interrogation. This training will assist the department in investigating fire incidents.

Responses

- Between 03/01/19 and 03/31/19 the Bethel Fire Department responded to 131 EMS and 16 Fire incidents.
- During this period, 62 EMS incidents (47.3%) were alcohol-related.
- On 03/05/19 at 6:27 p.m. firefighters responded to East Avenue for the report of a steam bath fire. Upon arrival, Firefighters observed a fully involved steam bath.
- On 03/07/19 at 6:32 p.m. medics responded to Yukon-Kuskokwim Correctional Center for the report of a person experiencing respiratory distress. The patient was assessed, administered oxygen, and transported to the hospital.
- On 03/10/19 at 10:00 p.m. firefighters responded to Bethel Regional High School for the report of smoke. Upon arrival, no smoke was observed. Firefighters returned to quarters.
- On 03/11/19 at 4:51 a.m. firefighters responded to AVCP Apartments for the report of a possible propane leak. Upon arrival, no leak was located. Firefighters returned to quarters.
- On 03/16/19 at 12:40 p.m. medics responded to Larson Subdivision for the report of a person with a self-inflicted gunshot wound. The patient was assessed and transported to the hospital.
- On 03/16/19 at 9:00 p.m. medics responded to area of Q2 for the report of two people injured when their ATV collided with a vehicle. The patients were assessed and transported to the hospital.
- On 03/20/19 at 9:48 p.m. medics responded to 105 Atsaq Road for the report of a CPR in progress. Medics performed CPR and transported the patient to the YKDRH Emergency Department. The patient was pronounced deceased by Emergency Department providers shortly after arrival.
- On 03/25/19 at 11:50 a.m. medics responded to Kilbuck Street for the report of a person vomiting blood. The patient was assessed and transported to the hospital.

Budget/Financial

- The department is operating within budget.
- The proposed FY 2020 budget was submitted to the manager for review.

Grants

- The Department was awarded funding through the Volunteer Fire Assistance program for \$7,470, for three sets of firefighting turnouts. Due to Federal budget cuts to the VFA program, this award was cut in half.
- 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.

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 parts on order.</i>
Engine 3	Pumper	1986	<i>Being outfitted as a tender and water supply unit. 3000 feet of LDH. (Poor overall condition needs replacement) Generator mounting parts ordered for installation</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

MEMORANDUM

DATE: April 2, 2019

TO: Peter Williams, City Manager

FROM: John Sargent, Grant Manager

SUBJECT: Grant Manager's Report – April 9, 2019 Bethel City Council Meeting



Sanitation Deficiency System Projects

With only three week's notice ahead of the April 1 deadline, the City Manager, Public Works Director, the DOWL engineer, and I sat down on March 25 to discuss the water and sewer projects that should be included in the City's Sanitation Deficiency System database entry. The Village Safe Water engineer assigned to Bethel has an April 1 deadline to enter project details. The system then scores the projects via the pre-programmed parameters and spits out the results on all 650 or so statewide projects. If Bethel's projects score high enough relative to the funding available, the City will be issued a grant award.

The City decided to request funding for the following projects:

1. Two lift station electric panels (\$145,200)
2. Heat Trace (\$250,000)
3. AVCP East and AVCP West Lift Station Safety Installations (\$100,000)
4. Avenues Design (\$856,209)
5. New Utility Service Trucks (\$120,000)

Bethel's projects may not score high on health and safety factors, one of the heavily weighted criterion.

STIP Projects

The City is working with the Department of Transportation and Public Facilities and DOWL transportation planner to zero in on one or more roads that might score well during review of the City's application for 2020-2023 Statewide Transportation Improvement Plan. One road under consideration is Akakeek that runs from Ridgecrest Drive to Ptarmigan Street in front of BNC Apartment complex and AC Quickstop. The project might entail tearing the road down and rebuilding it per an engineered design. STIP applications are due May 15, 2019.

Grant Projects

Lift Station E-Panels and "New" Bethel Main

The City requested \$479,000 in additional Village Safe Water funds to complete the Bethel Lift Station Improvement project, which includes new electric panels for five lift stations and rehabilitation of the Bethel Main Lift Station. The funds are needed to cover the cost of construction over the City's current approved grant amount (\$259,000) and electric panels (\$220,000) for two more lift stations: City Hall and Public

Works building. The Program Manager at the Village Safe Water Program plans to reallocate unused project funds to meet the City of Bethel's request.

**City of Bethel
Grant Summary
Fiscal Year 2019**

Preparing

Sponsor	Name	Products/Services	City Depts. (Partners)	Date	\$ Grant \$ City Match
AK Dept. of Transportation & Public Facilities	STIP – Statewide Transportation Improvement Program	Transportation improvements in Bethel (e.g., roads/trails)	Public Works	5/15/19	TBD
United States Dept. of Agriculture-Rural Development	Water and wastewater grant/loan program	Piped water and sewer system in The Avenues subdivision	Public Works	Target 1/31/19	\$13,321,000 \$306,000

Submitted in Fiscal Year 2019

Most recent first

Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant \$ Match
Village Safe Water Program, AK Dept. of Environmental Conservation	Sanitation Deficiency Database entries	Heat trace, two utility service trucks, lift station safety installs, Avenues proj. design	Public Works	4/1/19	\$1,546,209 \$0 expected
AK Dept. of Envir. Cons., Village Safe Water Program	Infrastructure Protection Funding	Heat trace from FAA lift station to Q2 lift station.	Public Works	2/8/19	\$127,500 \$22,500
Alaska Division of Homeland Security and Emerg. Mgmt.	State Homeland Security Grant Program	Interoperable Comm. Plan, thermal imager, fencing for water tanks, foam extinguishers, Continuity of Op. Plan.	Fire, Public Works	1/31/18	\$163,732 0
State of Alaska	Capital Budget Requests	Avenues water and sewer project, Bethel Heights Water Loop A, Dust Control, City Hall Roof	Public Works	12/18	\$20,743,645
AK Dept. of Transportation & Public Facilities	Community Transportation Grant	Operate Bethel Transit System	Public Works, Transit Division	12/17/18	\$316,832 \$86,381

Approved in Fiscal Year 2019

Most recent first

Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant
Alaska Dept. of Environmental Conservation	Alaska Village Safe Water Program	Preliminary Engineering Report & Environmental Report for Bethel Heights Sewer System	Public Works	11/27/18	\$75,000

Not Approved in Fiscal Year 2019

Most recent first

Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant
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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: 29 March 2019

Position	Number of Vacancies	Number of New Applications	Number Hired During Period	Number of Vacancies Remaining	Applicants in Review
Driver Hauled	5	2	0	5	2
Bldg Maint Wkr	1	0	0	1	2
Util Maint Wkr	1	0	0	1	0
Police Officer III	2	0	0	2	2
TOTALS	9	2	0	9	6

Applications and Hiring:

A new Finance Director was selected and will start 1 April.

HR received a total of 8 **Applications** in March

From those 8 Applicants:

Two applications for hauled utility driver were received 27 March and are under review for hire.

Two police officer candidates are currently undergoing background reviews.

We currently have 4 job positions with a total of 9 openings, with 6 applications under review as follows:

Driver Hauled Utility (5 positions): Currently announced with two pending review

Utility Maint Wkr: Announced, two pending review

Building Maint Wkr: Announced

Police Officer III: two pending background investigations

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

BEACON Programs:

There were no test conducted during the month of March

Reports of Injury:

There were no reports of injury

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:

The Family and Medical Leave Act presents a variety of challenges for employers due to the complexity of the law. The US Department of Labor website has a variety of resources available to employers to provide guidance in navigating the law's many requirements. The following is a list of some of the resources that APEI most commonly refers employers to.

<https://akpei.com/fmla-resources-for-employers/>

Training, Conferences and Seminars:

The city closed out its prevention of sexual harassment training on 10 March with the training of the remainder of the police department.

James P. Harris
Human Resources Manager

Memorandum

Date: March 25, 2019

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



March 2019 Current Events

- **3rd Avenue Vacant Land RFB:**

The City's RFB for the vacant land on 3rd Avenue closed in March. Two bidders submitted offers and the City's legal department is currently working with the winning bidder's attorney to solidify a mutually acceptable lease agreement. The losing bidder was notified.

- **YKFC Server Issues:**

A problem from late February bled into this month involving the YKFC server not coming online without manual intervention due to a failure in the equipment. The server was operating, but only after getting stuck on an error screen that would need a user to exit from of upon restarting. I worked with AIT and HP as an onsite liaison, employing different trial and error techniques that they would need done to the server in order to isolate the issue. Eventually we performed a factory reset on the server's BIOS settings which fixed the problem. The server is now operating normally once again.

- **YKFC Internet Issues:**

Another problem from late February spilled into March where though the fitness center had Internet access, they could not access three secure websites that were vital to YKFC operations. I worked with GCI on the issue as we weren't sure if it was something on GCI's end or a problem with our own equipment. We spent time swapping out various pieces of hardware in order to restore working order, but nothing seemed to work. Eventually, the problem inexplicably went away and everything began functioning as normal. This suggests to me that it was something on GCI's end that their techs were probably working on elsewhere.

- **Global Policies and Procedures:**

A portion of the month was dedicated to working with the City's legal department in coming up with policy and procedure documentation covering the use, care, and disposal of City technology. The council-adopted policy in the employee's handbook offers a general taste of this, but does not expand on certain details. This new set of policies and procedures will hopefully bridge any gaps. The purpose of these documents is to inform and notify new and existing city employees as to the appropriate code of conduct regarding City technology as well as provide the City with legal protection against lawsuits. This is an ongoing process that, when finished, will cover both the City and the Police Dept.

Memorandum

Date: March 25, 2019

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



- **Dispatch Computer Repairs:**

The main dispatch computer at the Police Dept. went down towards the middle of March. I was contacted over a weekend and informed that the main dispatch station began making a lot of noise and producing a smell similar to that of burning plastic. When I was able to get to the machine to investigate, I had discovered that the fan on the machine's graphical processing unit had failed. The machine was originally purchased several years ago when the new PD was first renovated and so obtaining parts was somewhat challenging. Eventually I found something that would work as a replacement, ordered and installed the parts, and was able to bring the dispatch computer back online. The computer was down about a week, but all dispatchers were able to use the backup station to handle PD dispatch operations.

- **Dedicated Council Wireless:**

For FY19, I purchased a satellite Internet service to see if it would hold up during extreme weather and, more importantly, manage to stay online when GCI's services were having trouble thus giving us a redundant connection for Internet. The service performed well except when I tried to test on multiple computers. One day, during a GCI outage, I attempted to run the connection through the entirety of the City's network but could not get it to function properly.

Despite this failure for its originally intended purpose, the City clerk mentioned that the Council had been wondering about a dedicated connection for their council tablets. Needing a use for the satellite connection, I chose to try using it exclusively for the council as a wireless signal in the council chambers. Thankfully, the connection performed well during a council meeting and so I'm happy to leave that in place so the council has a less muddied connection to use for their meetings.

- **Business-As-Usual:**

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

Future Plans

- **FY20 Budget Discussions with Council:**

Preliminary planning for the FY20 budget is more or less complete and so going into April and May, I will meet with council to discuss the items of my budget and determine if anything should be added, removed, or changed.

CITY OF BETHEL
POLICE DEPARTMENT



March, 2019 Monthly Report

Personnel:

AST and BPD have both signed the Letter of Agreement and a BPD officer is assigned and working in the WAANT unit. Conditional job offers have been made to back fill that patrol position and the major crimes investigator position. Both applicants are scheduled to take both their polygraph examinations and psychological screening.

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

Operations:

There were approximately 1,372 calls for service the month of March, a rise of approximately 250 cases from February and down approximately 150 cases from the same period in 2018. The number of calls requiring investigative reports was up 14 from February to 89 but down from 114 in 2018. There were 408 intoxicated pedestrian calls compared to 587 for the same period last year. The number of domestic violence investigations was 26 this month compared to 28 for the same period in 2018 and 31 in February. There was only 1 DUI arrest compared to 8 for the same period last year and 6 arrests in February. There were no unattended deaths in March, the same as February and compared to two in March of 2018.

BPD investigated a homicide at the Ayuplik Apartments. A crime scene investigation team from AST flew out from Anchorage to assist. A suspect was arrested and subsequently indicted by a Grand Jury for the killing. Chief Waldron has appeared telephonically for more Committee hearings for APSC confirmation but is still awaiting his final confirmation.

Animal Control:

There were 40 animal control calls for service for the month with one reported dog bite.

MEMORANDUM

DATE: 03.31.2019
TO: Peter Williams, City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report –

Programs/Divisions

Public Works Director:

The Public Works Building boiler project is under way. IC project (construction) is complete we are waiting on the as builds from the engineers.

Hauled Utilities:

The Hauled Utilities Dept. has been having a great month even we are still short on drivers all the drivers are making an effort to complete the scheduled services on time.

We are still in need of water trucks that are slowly getting back on the road from maintenance. The drivers are doing a great job now to help each other to complete the assigned tasks. All the paperwork is caught up now from the driving I had to do the past months. We are usually one driver short a few days in the week but all the route sheets are getting done on schedule.

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.
- 15 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 and parts have arrived. Repairs expected to take 1-2 weeks. Lift Station is running on 2 pumps for now.
- Clean up and organization of shops.
- 15 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.
- Issues with FAA lift station freezing up. Heat trace is on and thawing line out slowly.

Property Maintenance:

- PW Building
 - South Roll up ramp door fell off track and would roll up cocked forcing the door into a jammed position. Temporarily fixed and operational.

- Middle roll up ramp door would not roll up evenly. Track was out of alignment and needed some additional cleaning. Door in “decent” operation.
 - All roll up ramp doors may need a preventive maintenance service scheduled by a door provider.
 - Replaced weight bearing structure glue lam beam under boiler room floor with Steel I-Beam in preparation for the new boilers to be installed by Inlet Mechanical. This took a combined team effort of two PW programs. Thank you Andy of Utility Maintenance for lending two employees for this lengthy, difficult and dangerous task.
 - Boiler #1 failed Primary Honeywell controller. Left boiler off and began full operation of building heat from Boiler #2.
 - Inlet Mechanical has begun the project of removing boiler #1 to replace with new boiler setup. Work is in progress.
 - Remodeled the planning office. Fresh paint, new electrical hardware, replaced ceiling tiles and installed new floor.
 - Hot water system has been removed from PW building as part of the boiler space remodel. PW building will not have hot water until the boiler project is complete.
 - Fire sprinkling system in PW
- City Hall
 - Several heating issues throughout the month. Suspect trapped air in the boiler lines. Adjusted boiler pressures, along with addition of running both circulating pumps seemed to resolve the issue.
 - Rear entrance stairs are rotting. Two different expanded metal stairs plates had to be repaired. Project to replace the stairs in entirety as a summer project.
 - Filtered water fountain near front entrance was reported as having poor water quality. Filtering system was replaced. Water taste pretty darn good, try some, tell us what you think.
 - Wheel chair ramp section at front entrance is showing signs of degradation and will need to be rebuilt or replaced. Project this work as a summer project. Materials will need to be ordered.
- Court House
 - **Dry Sprinkler System:**
 - Dry system is back in NORMAL operation minus ONE isolated sprinkler head located on the outside of the building to the left of the front main entrance. Project to have contractor complete repair from break Spring/Summer of 2019. Contractor is in communication with city building maintenance and scheduling a time for the work to be completed.
 - The dry system has a small leak in the dry system piping just above court room 4. Leak is temporarily fixed and holding. Static air pressure is remaining constant with additional help from the fire system air compressor. A plan is being developed to have the dry system evaluated for replacement and repair Spring/Summer 2019 by a contracted service.
 - **Holding Cell Area Door:**

- Door ordered from AHS, shipped and received. Prep work has begun to add the new wiring, relight vision, latching hardware and paint for install. Door removal and replacement will be coordinated with Alaska State Court System. The area where the door is a sensitive area as inmates are transferred through this area.
 - **Water leak damage remediation survey:**
 - Industrial Hygienist from Advanced Look Solutions in Anchorage completed an Environmental survey off all areas within the court system that was affected by the water leak. Sample have been sent to lab in Lower 48 for testing and results are expected to be returned in April.
 - A plan for remediation/remodel work will begin once results are returned and priority areas have been identified.
 - **Dirty sprinkler heads and escutcheon plates:**
 - All protruding sprinkler heads have been cleaned and inspected.
- Dog Pound
 - Replaced door latching hardware 3 times from vandalism.
 - Bethel Friends of Canines has transitioned and is using the building more often.
 - Area donated for BFK9 kennel relocation has been scraped clear of ice and debris.
 - Surveyed and staked off pad sight for sand pad prep.
 - BFK9 has been in close communication in the process of relocating their kennel to the property.
- Log Cabin
 - Boiler is consistently found tripped during building rounds. Building is temporary closed to resident use of the building due to a sewer line freeze and boiler reliability issues. Boiler remains operational with daily rounds to ensure adequate warmth of the building. Water service has been isolated and lines drained to prevent freeze up.
- YKFC - Pool
 - Requests for assistance with the boiler are frequent. The department assists when able.
 - Meeting completed with Pool management staff to determine cause of repeated issues with the boiler system. The issues have primarily been pressure related and high temp limit related. Action plan to evaluate the system in its entirety for correct daily operation is in place.
- Police Department
 - Periodic low fuel level alarm activation for the emergency power generator. The issue has been isolated to a set of terminals outside the building that get wet and short causing a false alarm. The alarm will short ad activate when the weather is rainy and windy.

- Billy's Water plant
 - Boiler #1 shut down and Boiler #2 fired. To even out boiler usage.
 - Boiler #1 also had a failed fuel pressure gauge. Gauge was replaced Boiler #1 is back in normal operation as needed.

- Sean's Water Plant
 - Boilers monitored daily as they are the main source of heat for the City sub water utility lines.

- Teen Center
 - Boilers are monitored daily as they are a "Boost" of temperatures supporting the heat loop that runs through the City Sub water utility lines.

Parks and Recreation:

As spring is quickly approaches a list of projects for the summer are being developed within the department along with projected timelines.

- Projects so far, more to be considered.
 - Owl Park (projected dates May 27th thru June 7th)
 - Install of new playground equipment and play ground material
 - All play parks
 - General maintenance and grounds upkeep
 - Pinky's Park
 - Softball field refurbish/re-sod/re-seed
 - Dugout repairs, repaint
 - Soccer Sports Field
 - Hydro Seed
 - Maintenance contract options for field to be discussed
 - Install bleachers
 - Paint concrete blocks High Vis
 - Install soccer goal posts
 - Place Portable restroom facilities
 - Install bike rack
 - Place information bulletin stand
 - Airport Cemetery
 - Ordering additional fencing
 - Installing additional fencing
 - Hydro seeding expanded sections
 - Boardwalks
 - Trial Lighting pole project
 - General maintenance and upkeep
 - Vegetation trim back

Road Maintenance:

Streets and Roads took the D-8 Cat dozer out to the city sand pit and push up a pile of sand to haul to the landfill. We haul cover to the landfill for two-week in-between the thaw when it was froze. Pit road is now too muddy to drive dump trucks on.

Streets and Roads did have the steamer out from 2/25 -3/1/19 steaming culverts during the thaw, before it froze up. It was not until the 3/23/19 after the big thaw started before we have the steamer out again thawing culverts for the rest of the March. We had to thaw over half of the culverts again from the culverts we did last time.

Streets and Roads been grading roads every day, and on some roads two times a day, but the roads have been so wet from last fall's rain, and is now thawing out, it does not hold up. This week some roads are starting to dry out, and now there has been no rain this week, those roads are starting to hold up to grading.

Streets and Roads had to fix some. There was small wash out in Kasayuli Subdivision, Larson Subdivision, and in City Subdivision. We hauled sand, and gravel to those areas with dump truck, to spread out with the grader.

Vehicles and Equipment:

March has been a very productive and busy month. As soon as we got 1 of the graders back into service after major front end repairs, the other went down. The second grader should be back in service by weeks end. We have had 4 units with major suspension problems. While having at least one and usually two mechanics working on the grader we also did 58 work orders. The V&E team has done a great job this month keeping up with all the equipment. Looking forward to the new fleet of trucks to help us focus on other projects that are needed to be done.

Transit System:

The Bethel Transit System and the City's Finance Department has submitted the monthly Budget Summary Billings, to DOT, for the months of July through January. Currently the State has reimbursed the City \$116,879.71 from the Federal/State Transit System grant. As soon as the Finance Department closes March, I will be working on the February and March Budget Summaries.

The ridership for the month of March has picked up. For the month of March there were a total of 2347 rides. Elders/Seniors (64years old+) 282 rides, who paid the regular fare, 56 rides for youth fares (3-14 years old), 180 for Disabled and 493 rides for adults fares. 1516 rides for the general public, which include; monthly passes, day passes, yearly passes and ONC elder passes. The revenue for the month of March is \$4,737.00. ONC has purchased monthly senior/elder passes for 43 elders. This has helped to increase our ridership a little, but more importantly, it has saved the elders money.

The Transit System is currently running one route. The Green Line runs Monday through Friday from 6:30am to 10:30am, 11:30am to 6:15pm, and Saturday 9:30-11:30 and 12:30-2:30.

Bus 437 was purchased in 2008 and is down with a bad motor. The City Shop recommends not fixing it and if they do they'll have to replace the motor. A couple of years ago the City Shop replace the motor in Bus 436 and it cost between \$12,000 and \$15,000. It was down for over a year. Bus 436 was purchased in 2008 and has over 145,972 miles on it. Bus 438 was purchased in 2007 and has 123,864 miles. Our newer bus, Bus 439 was purchased in 2014 and has over 149,259 miles. The State's guidelines for replacing cutaway buses is 7 years old and/or 200,000.

However, DOT also takes into consideration the location, rural area, and road conditions. With DOT's approval we are currently in the process of purchasing a new bus and hopefully it'll be on this summer barge. The City has received State and Federal grants that cover the entire cost.

Landfill / Recycle Center:

We constructed an alternate MSW cell and dump pad adjacent to the new gravel road in anticipation of muddy roads. Dale Construction hauled 150 loads of dirt to the landfill. We used this dirt to cover and to form a stockpile. We hauled roughly 150 loads of dirt to stockpile for cover and used some of it to build up the North berm. We hauled about 11 pickup loads of bulk trash that was around residential dumpsters.

Water Plant Operations:

For the month of March 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. Valve was left partially closed during commissioning
- Fire hydrant static and flow testing was performed to accommodate requests from multiple customers working on sprinkler designs in their buildings.

Staffing Issues/Concerns/Training:

Streets and Roads daily dialog

3/5/19

The grader was out tonight at 9pm grading roads so that the roads would freeze up smoother on Ridgecrest Drive, Akakeek Street, Ptarmigan Street, and Kalugtug Road for 4 hours.

3/6/19

Dug a grave at the new graveyard by the airport 3 hours.

Took the 950D loader to the city sand pit and loaded dump trucks that is hauling to the landfill 8 hours.

Graded roads when the roads thaw out so that we could grade, 4 hours.

Push at the landfill with the D5 dozer to cover trash for 7 hours.

3/7/19

Took the 950D loader to the city sand pit and loaded dump trucks hauling to the landfill, 8 hours.

Graded started grading Bethel roads after it started thawing for 4 hours.

Hauled to the landfill with one dump truck in the morning for 5 hours.

Push, up sand at the city sand pit with the D8 dozer for the dump trucks hauling to the landfill, 8 hours.

3/8/19

Took the 950D loader to the city sand pit and loaded dump trucks hauling to the landfill, 8 hours.

Grader been out grading roads being the roads were thaw enough to grade throughout Bethel, 8 hours.

3/18/19

Took the loader out to the city sand pit to loads dump truck to haul to the landfill.

Had the Peter Built dump truck hauling sand to the landfill for 7 hours

The grader was out scarifying and scratching City Sand Pit Road, H-Marker Road, and Boat Harbor Road.

Drove the loader back to the shop from city sand pit.

3/19/19

Worked on Peter Built Dump truck battery 2 hours.

Drove the loader back out to the city sand pit to load dump trucks to haul to the landfill.

We had the Peter Built dump truck haul to the landfill 6 hours.

Had to pull on new cutting edge on the grader 2 hours.

The grader was out scratching roads 4 hours

Drove loader back from city sand pit to shop.

3/20/19

Drove the 950 loader back out to the city sand pit and loaded dump trucks
Hauled to the landfill with peter build dump truck, 7 hours.
Staked the sand that was haul to the landfill with 966 loader.
Drove the 950 load back to city shop for the night.

3/21/19

Grader was out at 5:30 am in the morning plowing snow before the school buses run
The loader was out snowdrifts that drifted from the storm.
Drove the loader out to the city sand pit and loaded dump trucks to haul to the landfill.
The 324E excavator was digging up landfill to haul to the landfill.
We pick up the new road steamer at Evert air cargo.

3/22/19

We loaded dump trucks with the 324E excavator to haul to the landfill.
A grader was out grading Ptarmigan Road, Akakeek Street, and Ridgecrest Roads.
We worked out the new steamer so we could use it this coming week to steam culverts.

3/23/19

Hauled cover with dump trucks to the landfill 7 hours.
Loaded the dump trucks with 324E excavator 7 hours.
Graded BIA Road Ptarmigan Road, Akakeek Street, and Ridgecrest Road.

3/25/19

The, grader, was out 5am grading Ptarmigan Road, Akakeek Street, and Ridgecrest Road.
The steamer was out steaming culverts in Tundra Sub., and in City Sub...
Haul gravel to Kasayuli sub. To fix a washout before it got too bad.
We haul in 6 loads of sand to H-Marker before it to washout by building dam on the
upper side so the water would all run thought the culvert.

3/26/19

We tried to get the grader out at 5am in the morning but could get it stated, so when we
did get it start it was 8am before we could grade Ptarmigan Road, Akakeek Street,
Ridgecrest Road, and from there to BIA Road, Kasayuli, Blue Berry, City Sub., and Back
to Ptarmigan Road, Akakeek Street, Ridgecrest Road 9 hours.
The steamer was in Larson Sub., Kasayuli Sub., and Seventh Ave. steamer culverts for 9
hours.
Fix a washout starting in Kasayuli Sub., with one load of gravel and the graded push is.
We finish up with putting the new steamer to gather to test it out.

3/27/19

The grader was out at 5am grading Ptarmigan Road, Akakeek Street, and Ptarmigan Road
before the school buses run.
The old steamer was steamer culvert it Seventh Ave., Larson Sub., and Boat harbor Road.

Took the new steamer out to test it on culverts and had a big water leak in the water pump due to the water pump froze up and broke during shipping. So a new one is being Gold Streak out from Totem Equipment.

City of Bethel
Street and Roads Foreman
James Flemings

**CITY OF BETHEL PORT FACILITIES
RENEWAL OF LEASE AGREEMENT**

This Renewal of Lease Agreement ("Lease") entered into this 1st day of January, 2016, is made and entered between the City of Bethel, a municipal corporation organized under the laws of the State of Alaska, located at 300 State Highway, Bethel, Alaska (hereinafter "Lessor") and Alaska Marine Lines**, a corporation organized under the laws of the State of Washington, whose physical address is 5615 West Marginal Way SW, Seattle, WA 98106 (hereinafter "Lessee"). This Lease is a renewal of the 2011 lease previously in effect between the parties, renewed once in 2013 and currently defaulted to a month-to-month agreement.

*** Prior lease was between the City of Bethel and Northland Services, Inc. On November 1, 2013 Northland Services, Inc. joined the Lynden family of companies. On March 16, 2014, all Northland Services switched to Alaska Marine Lines.***

TERMS

1. **DESCRIPTION OF PREMISES.** Lessor leases to Lessee an unimproved building (warehouse) located at the Bethel City Dock, USS 3230 A&B, Block 20, Lot 3, Bethel Recording District, Fourth Judicial District, State of Alaska and described more particularly as follows:
The Old Northwest Navigation Warehouse with the dimension of the warehouse of the warehouse being 80' by 60' wide (hereinafter the "Premises").
2. **TERM.** The term of this Lease shall be twenty-four (24) months, beginning to January 1, 2016 ("Commencement Date") and terminating the last day of the month of December 31, 2017 (the "Termination Date").
3. **RENT.** Rent shall be payable at the rate of Two Thousand Thirty Dollars (\$2,030 US) per month. Rent shall be due and payable to Lessor on the first day of each month during the term of the Lease. If rent is not received by the 5th of each month, Lessee shall be in breach and Lessor shall have the right to charge a 5% interest for each day in which the Lease is due and/or to seek any and all remedies available to it by law, including, but not limited to, terminating this Lease Agreement.
4. **USE OF PREMISES.** The demised premises are to be used by Lessee for the purposes of handling and storing Lessee's LCL (less container load) freight. Lessee shall restrict its use of the demised premises to such purposes subject to the terms, conditions, and other restrictions contained in this Lease. Lessee shall not use or permit the use of the demised premises for any other purpose without the prior, express, and written consent of Lessor, or Lessor's authorized agent.
5. **RESTRICTIONS ON USE.**
 - A. Lessee shall not use the demised premises in any manner that will increase risks covered by insurance on the demised premises and result in an increase in the rate of insurance or a cancellation of any insurance policy, even if such use may be in furtherance of Lessee's business purposes.

B. Lessee shall not keep, use, or sell anything prohibited by any policy of fire and liability insurance covering the demised premises, and shall comply with all requirements of the insurers applicable to the demised premises necessary to keep the fire and liability insurance.

C. *Hazardous Substances.*

1. Except as provided herein, Lessee shall not use the demised premises for the handling, storage, or to otherwise facilitate transportation of any Hazardous Substance. Lessee shall be permitted to handle and store freight on the demised premises that contains hazardous materials packaged in non-bulk packaging as defined by 49 C.F.R. Ch. 1, § 171.8, as amended. In the event Lessee handles or stores any non-bulk packaging hazardous materials, Lessee shall comply with all laws, rules and regulations respecting the handling, transporting, and storing of hazardous materials in non-bulk packaging, including but not limited to 49 USC 5101 et seq., as amended and the hazardous materials regulations contained in 49 C.F.R. Parts 100-180, as amended. Lessee shall be solely responsible for any and all liability which results in the handling and storing of any non-bulk packaging hazardous materials on the demised premises, including but not limited to all costs of clean-up, legal costs, including all reasonable attorney fees and costs incurred by Lessor as a consequence of Lessee's handling or storage of hazardous materials on, at or within the demised premise pursuant to this section.
2. *Indemnification.* In addition to the indemnification provided in Section 21 of his Lease, Lessee shall protect, indemnify, defend and hold harmless Lessor from any and all loss, damage, cost, expense, judgment or liability of any and every kind and description (including without limitation reasonable attorneys' fees and costs) arising or resulting directly or indirectly out of the use, generation, manufacture, production, processing, installation, storage, treatment, handling, release, discharge, disposal or presence of a Hazardous Substance in, on, under or about the demised premises.
3. *Hazardous Substance defined.* For purposes of this Lease, "Hazardous Substance" shall mean any flammable, explosive, or radioactive material, crude or refined petroleum, or any hazardous, toxic, or dangerous waste, substance, or material, including hazardous materials, defined as such in (or for purposes of) any Environmental Law.
"Environmental Law" shall mean any Federal, State or local law, ordinance, code, regulation, rule, order, or decree, relating to, or imposing liability or standards of conduct concerning the treatment, storage, use or disposal of any Hazardous Substance, including, but not limited to, the Comprehensive Environmental Response, Compensation, and Liability Action (42 U.S.C.A., Sec. 9601, et seq.) as amended by the Superfund Amendments and Reauthorization Act of 1986, the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, (42 U.S.C.A. Sec. 6901, et seq.), the Clean Air Act, the Federal Insecticide, Fungicide, and Rodenticide Act, the Federal Pesticide Act, the Federal Toxic Substances Control Act, the Hazardous Materials Transportation Act, the Emergency Planning and Community Right-To-Know Act, the Safe Drinking Water Act, the Occupational Safety and Health Act, all

applicable federal regulations, as amended, and Alaska Statutes, Title 46, Chapters 03, 08 and 09, as amended, and the City of Bethel Municipal Code ("BMC"), as now or at any time hereafter in effect.

6. **WASTE, NUISANCE OR UNLAWFUL ACTIVITY.** Lessee shall not allow any waste or nuisance on the demised premises, or use or allow the demised premises to be used for any unlawful purpose.
7. **UTILITIES.** Lessee shall arrange and pay for all utilities furnished to the demised premises for the term of this Lease, including, but not limited to, electricity, gas, water, sewer, and telephone service.
8. **REPAIRS AND MAINTENANCE.** Lessee shall maintain the demised premises and keep them in good repair at Lessee's expense. Lessor acknowledges that from the time of the transfer the building was not in good repair with one corner of the building having exposed fiberglass siding. Should there be damage to the building caused solely by the condition of the building, and not the fault of the Lessee, Lessor will not expect Lessee to make any associated repairs. If such situation occurs, the parties can review whether they desire to maintain the Lease or terminate it without fault. Lessee and Lessor performed an inspection of the demised premises prior to Lessee's occupation thereof. (Refer to original contract between parties).
9. **DELIVERY, ACCEPTANCE, AND SURRENDER OF PREMISES.**
 - A. Lessor represents that the demised premises are in fit condition for use by Lessee.
 - B. Lessee shall surrender the demised premises on the Termination Date, or termination of this Contract if sooner than Termination Date, in the same condition as when Lessee took possession, allowing for reasonable use and wear, and damage by acts of God, including fires and storms. Before delivery, Lessee shall remove all business signs, equipment, structures and goods placed on the demised premises by Lessee and restore the demised premises to the same condition as when received.
10. **PARTIAL DESTRUCTION OF PREMISES.** Partial destruction of the demised premises shall not render this Lease void or voidable, nor terminate it except as specifically provided in this Lease. If the demised premises are partially destroyed during the term of this Lease, Lessor shall repair them within forty-five (45) days of the partial destruction or as soon thereafter as can be made in conformity with governmental laws and regulations. Written notice of the intention of Lessor to repair shall be given to Lessee within fifteen (15) days after any partial destruction. Rent will be reduced proportionately to the extent to which the repair operations interfere with the business conducted on the demised premises by Lessee. If the repairs cannot be made within the time specified above, Lessor shall have the option to make them within a reasonable time and continue this Lease in effect with a proportional rent rebate to Lessee as provided for in this Lease. If the repairs cannot be made in sixty (60) days, and if Lessor does not elect to make them within a reasonable time, either party shall have the option to terminate this Lease.
11. **RIGHT OF ENTRY.** Lessor reserves the right to enter the demised premises at reasonable

times to inspect the demised premises, perform required maintenance and repairs, or to make additions, alterations, or modifications to any part of the building in which the demised premises are located, and Lessee shall permit Lessor to do so. Lessor may erect scaffolding, fences, and similar structures, post relevant notices, and place moveable equipment in connection with making alterations, additions, or repairs, all without incurring liability to Lessee for disturbance of quiet enjoyment of the demised premises, or loss of occupation of the demised premises.

12. SIGNS, AWNINGS, AND MARQUEES INSTALLED BY LESSEE.

- A. Lessee shall not construct or place signs, awnings, marquees, or other structures projecting from the exterior of the demised premises without the prior, express, and written consent of Lessor.
- B. Lessee shall remove signs, displays, advertisements, or decorations it has placed on the premises that, in the opinion of Lessor, are offensive or otherwise objectionable. If Lessee fails to remove such signs, displays, advertisements, or decorations within seven (7) days after receiving written notice from Lessor to remove them, Lessor reserves the right to enter the demised premises and remove them at the expense of Lessee.

13. BUSINESS SALE SIGNS. Lessee shall not conduct "Going out of Business," "Lost Our Lease," "Bankruptcy," or other sales of similar nature on the demised premises without the prior written consent of Lessor.

14. NONLIABILITY OF LESSOR FOR DAMAGES. Lessor shall not be liable for liability or damage claims for injury to persons or property from any cause relating to the occupancy of the demised premises by Lessee, including those arising out of damages or losses occurring on sidewalks and other areas adjacent to the demised premises during the term of this Lease or any extension of such term. Lessee shall defend and indemnify Lessor from any and all liability, loss, or other damage claims or obligations resulting from any injuries or losses of this nature.

15. INSURANCE.

- A. Lessee shall obtain, at its own expense, and maintain at all times during the term of this Lease, and shall require any consultant or contractor entering the Property on its behalf to obtain general liability insurance providing at least one million dollars (\$1,000,000) as a combined single limit (CSL) for property damage and bodily injury and two million dollars (\$2,000,000) aggregate. A certificate of general liability insurance must be provided to the Lessor prior to any use of the demised premises for the uses described in this Lease.
- B. All insurance required by the Lease must include the Lessor, its officers, agents, and employees as an additional insured and contain a waiver of subrogation endorsement.
- C. Lessee agrees to provide no less than thirty (30) days' written notice of cancellation for any material change in coverage.
- D. Lessee agrees to maintain automobile liability insurance in the amount of one million dollars (\$1,000,000) for bodily injury and property damage.
- E. Lessee shall maintain and provide a certificate of coverage to the Lessor of any

- Workers' Compensation and employers' liability insurance as required by Alaska law.
- F. Lessee shall replace certificates, policies and endorsements for any insurance expiring prior to the termination of this Lease. Unless otherwise provided for in this Lease, Lessee shall maintain such insurance from the execution of this Lease until terminated and the demised premises fully restored.
 - G. All certificates and endorsements for any insurance Lessee is required to provide under this section shall be submitted to Lessor and attached to Exhibit A of this Lease.

16. PROPERTY INSURANCE.

- A. Lessor may elect to obtain property insurance for the leased building protecting its own financial interests. Lessee shall not be named or added as a co-insured on such policy nor provided any coverage.
- B. All property belonging to Lessee or others that is in, on or adjacent to the leased premises shall be there at the risk of the Lessee or of such other person only. Lessor and its officers and employees shall not be liable for any loss or damage to such property.

17. ASSIGNMENT, SUBLEASE OR LICENSE.

- A. Lessee shall not assign or sublease the demised premises, or any right or privilege connected with the demised premises, or allows any other person except agents and employees of Lessee to occupy the demised premises or any part of the demised premises without first obtaining the written consent of Lessor. Consent by Lessor shall not be consent to a subsequent assignment, sublease, or occupation by other persons.
- B. An unauthorized assignment, sublease, or license to occupy by Lessee shall be void and shall terminate this Lease at the option of Lessor.
- C. The interest of Lessee in this Lease is not assignable by operation of law without the prior written consent of Lessor.

18. BREACH. The failure of Lessee to comply with each term and condition of this Lease, the appointment of a receiver to take possession of the assets of Lessee, a general assignment for the benefit of the creditors of Lessee, or any action taken or allowed to be taken by Lessee under any bankruptcy act, shall constitute a breach of this Lease. Lessee shall have ten (10) days following receipt of written notice from Lessor of any breach to correct the conditions specified in the notice. If the corrections cannot be made within the ten (10) day period, Lessee shall have a reasonable time to correct the default if action is commenced by Lessee within ten (10) days after receipt of the notice and Lessee takes steps to correct the default as soon as reasonably practicable.

19. REMEDIES OF LESSOR FOR BREACH BY LESSEE. No right or remedy conferred by this Lease is intended to be exclusive of any other right or remedy provided by this Lease or by law. In addition to other rights and remedies provided by law, Lessor shall have the following remedies in the event Lessee breaches this Lease and fails to make corrections.

- A. Lessor may reenter the demised premises immediately and remove the property and personnel of Lessee, store the property in a public warehouse or at a place selected by

Lessor, at the expense of Lessee.

- B. Upon reentry, Lessor may terminate this Lease on giving thirty (30) days' written notice of termination to Lessee. Without such notice, reentry will not terminate this Lease. On termination, Lessor may recover from Lessee all damages proximately resulting from the breach, including, but not limited to, the cost of recovering the demised premises and the balance of the rent payments remaining due and unpaid under this Lease.
- C. After reentry, Lessor may re-let the demised premises or any part of the demised premises to a new lessee for any term at such rent and on such terms as Lessor may choose. Lessor may make all reasonable alterations and repairs to the demised premises at Lessee's expense. The duties and liabilities of the parties if the demised premises are re-let shall be as follows:
 - 1. In addition to Lessee's liability to Lessor for breach of this Lease, Lessee shall be liable for all expenses of the re-letting, for the alterations and repairs made, and for the difference between the rent received by Lessor under the new lease and the rent installments that were due for the same period under this Lease.
 - 2. Lessor, at its option, shall have the right to apply the rent received from re-letting the premises (a) to reduce Lessee's indebtedness to Lessor under this Lease, not including indebtedness for rent, (b) to expenses of the re-letting and alterations and repairs made, (c) to rent due under this Lease, or (d) to payment of future rent under this Lease as it becomes due.
 - 3. If the new lessee does not pay a rent installment promptly to Lessor, and the rent installment has been credited in advance of payment to the indebtedness of Lessee other than rent, or if rentals from the new lessee have been otherwise applied by Lessor as provided for in this section, and during any rent installment period, are less than the rent payable for the corresponding installment period under this Lease, Lessee shall pay Lessor the deficiency, separately for each rent installment deficiency period, and before the end of that period. Lessor may, at any time after such re-letting, terminate this Lease for the breach on which Lessor based the reentry and re-let the demised premises.
- D. After reentry, Lessor may procure the appointment of a receiver to take possession and rents and profits of the business of Lessee. If necessary to collect the rents and profits, the receiver may carry on the business of Lessee and take possession of the personal property used in the business of Lessee, including inventory, trade fixtures, and furnishings and use them in the business without compensating Lessee.

20. ATTORNEY FEES. If Lessor files an action to enforce any provision or term of this Lease, or for breach of any covenant or condition, Lessee shall pay Lessor all attorney's fees and costs reasonably incurred by Lessor to enforce this Lease.

21. INDEMNITY

Lessee shall defend, Indemnify and hold harmless Lessor, including its elected and appointed officials, officers, employees, legal representatives, consultants, agents, and assigns from and against any and all demands, claims, causes of action (whether in the nature of an action for damages, indemnity, contribution, or otherwise), actions, damages, fines, penalties, judgments, costs and expenses (including without limitation costs of defense, settlement, and

reasonable attorney's fees), charges, forfeitures, liens, and liabilities or losses of any nature or kind whatsoever, including, but not limited to, personal injury, property damage and wrongful death (collectively "claims"), arising or resulting directly or indirectly from (1) a breach of this Agreement by Lessee; (2) a misrepresentation by Lessee; (3) an act, negligent or intentional, or error, or omission of Lessee; or (4) Lessee's operations or use of the Dock or the Facilities; except to the extent that any portion of any such claim arises from an act or omission of the Lessor or arises from a structural defect in the Dock. For purposes of this section, "Lessee" shall include Lessee's officers, employees, agents, contractors, subcontractors, invitees, customers, or assigns, and their respective employees, agents, contractors, or subcontractors directly responsible to Lessee for any activity or services rendered on the demised premises. All the foregoing rights to indemnification shall survive the expiration, abandonment, termination, or early termination of this Lease.

22. CONDEMNATION

Eminent domain proceedings resulting in the condemnation of a part of the demised premises, but leaving the remaining premises usable by Lessee for the purposes of its business, will not terminate this Lease unless Lessor or Lessee, at its option, terminates this Lease by giving written notice of termination to the non-terminating party within 30 days of receiving notice of commencement of the eminent domain action. The effect of any condemnation, where the option to terminate is not exercised, will be to terminate this Lease as to the portion of the demised premises condemned, and the lease of the remainder of the demised premises shall remain intact. The rental for the remainder of the lease term shall be reduced by the amount that the usefulness of the demised premises has been reduced for the business purposes of Lessee. Lessee assigns and transfers to Lessor any claim it may have to compensation for damages as a result of any condemnation.

23. LEASE NOT RENEWABLE

Lessee acknowledges this is the last renewal option under the original Lease Agreement signed in 2011. If Lessee desires to continue leasing the Premises, Lessee shall provide Lessor with written notice of request to enter into a new Lease Agreement at least one hundred eighty (180) days prior to the expiration of this Lease Agreement. Any new Lease Agreement shall be in accordance with the provisions of Bethel Municipal Code, section 4.08.030. There shall be no holdover period. At the expiration of this Lease Agreement, if no new Agreement has been reached, Lessee shall peaceably and quietly leave, surrender and yield up to Lessor all the Leased Premises on the last day of the term of the Lease Agreement subject to the provisions set out in Section 9 of this Agreement.

24. WAIVER

The waiver by either party by default in the performance of any term or provision of this Agreement will not be construed as a waiver of any subsequent default in the performance of any term or provision of this Agreement.

25. GOVERNING LAW

It is agreed that this Lease shall be governed by, construed and enforced in accordance with the laws of the State of Alaska and the City of Bethel.

26. VENUE

The venue for any action brought to enforce this Lease shall be brought in the Superior Court for the Fourth Judicial District of the State of Alaska located at Bethel, Alaska or other state superior court as agreed to by the parties, or, if federal jurisdiction applies, in the United States District Court for the District of Alaska, located in Anchorage, Alaska.

27. ENTIRE AGREEMENT

This Lease shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this Lease shall not be binding upon either party except to the extent incorporated in this Lease.

28. MODIFICATION OF AGREEMENT

Any modification of this Lease or additional obligation assumed by either party in connection with this agreement shall be binding only if evidenced in a writing signed by each party or an authorized representative of each party.

29. SEVERABILITY

If any part, article, paragraph, sentence or clause of this Agreement is not enforceable, the affected portion shall be curtailed and limited only to the extent necessary to bring it within the requirements of the law, and the remainder of the Agreement shall continue in full force and effect.

30. UNDERSTANDING OF THE PARTIES

This Lease has been jointly negotiated and drafted by the parties and both parties have had the ability and opportunity to consult with legal counsel prior to execution of this Lease. In the event of a dispute arising out of this Lease, the terms of the Lease shall not be construed for or against either party. Each party states that they fully understand the same and signs this Lease as their own free act without any duress.

31. COUNTERPARTS

This Lease may be executed in counterparts, each of which shall be deemed an original, and, when taken together with other signed counterparts, shall constitute one Agreement, which shall be binding upon and effective as to all parties.

32. NOTICES

A. All notices, demands, or other writings that this Lease requires to be given, or which may be given, by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, certified and postage prepaid, and addressed as follows:

To Lessor
City of Bethel
Attn: City Manager
PO Box 1388
Bethel AK 99559-1388

To Lessee
Alaska Marine Lines
Attn: President
PO Box 24348
Seattle WA 98124-4348

With a Copy to:
City of Bethel
Attn: City Attorney
PO Box 1388
Bethel AK 99559-1388
Fax (907) 543-2936

B. The address to which any notice, demand, or other writing may be given or made or sent to any party as above-provided may be changed by written notice given by such party as above-provided.

33. BINDING EFFECT

This lease shall bind and inure to the benefit of the respective heirs, personal representatives, successors, and assigns of the parties.

34. TIME OF THE ESSENCE

It is specifically declared and agreed that time is of the essence of this Lease.

35. PARAGRAPH HEADINGS

The titles to the paragraphs of this Lease are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this Lease.

36. AUTHORITY

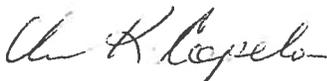
By signing this Lease, the undersigned represent that they are authorized to execute this Lease and bind the parties and their respective officers, directors, employees, agents, heirs, successors and assigns hereto, and that they have not assigned any claim covered by this release.

37. EFFECTIVE DATES

This Lease shall take effect on the date of both parties have executed this Lease. In the event the Lease is executed in counterparts, the Effective Date shall be the date upon which the final party to this Lease signs below.

In witness whereof, each party to this Lease has caused it to be executed on the date below.

LESSOR:
CITY OF BETHEL



By: Ann K. Capela
City Manager

Date: 01/13/16

LESSEE
ALASKA MARINE LINES



By: Michael Clevenger
Vice President of Operations

Date: 01/19/16

**Exhibit A to the
City of Bethel Port Facilities
Renewal Lease Agreement**

Certificate of Insurance

The certificate of insurance required by Lessee pursuant to Section 16 of the Lease Agreement shall be attached hereto.

MUNICIPAL DOCK FUND SUMMARY

	FY 16 Actuals	FY 17 Actuals	FY 18 Pre Audit Actuals	FY 19 Budget	FY 19 Mid Year Actuals	FY 20 Proposed Budget
Total Revenues:						
Total Operating Revenues:						
Dock Administration						
Municipal Dock Operations	991,493	1,181,167	921,803	704,000	877,523	749,500
Small Boat Harbor	158,247	237,599	253,701	273,500	149,215	271,500
Seawall Ops						
Petro Port Ops						
TOTAL OPERATING REVENUES:	1,149,740	1,418,766	1,175,504	977,500	1,026,738	1,021,000
Total Operating Expenses:						
Dock Administration						
Municipal Dock Operations	668,441	449,157	1,211,791	618,303	229,546	631,914
Small Boat Harbor	146,495	120,996	152,086	195,808	90,048	199,918
Seawall Ops						
Petro Port Ops						
TOTAL OPERATING EXPENSES:	814,936	570,153	1,363,877	814,111	319,594	831,833
TOTAL OPERATING INCOME	334,804	848,613	(188,373)	163,389	707,144	189,167
TOTAL PROJECT EXPENSES:	136,714	135,102	69,848	72,000	55,020	185,000
Net Before Depreciation:	198,090	713,511	(258,221)	91,389	652,124	4,167
Depreciation & Amortization Expenses:						
TOTAL DEPRECIATION & AMORT. EXPENSES	(727,560)	(603,173)	(796,372)	(723,000)		(709,035)
NET FUND INCOME (LOSS)	(529,470)	110,338	(1,054,593)	(631,611)	652,124	(704,868)
Total Capital Expenses	25,063	303,777	-	110,000		35,000
Total Transfers Out	300,000	1,045,322		50,000		50,000
Total Non Operating Expenditures	325,063	1,349,099		160,000		85,000
Change in Fund Balance	(854,533)	(1,238,761)		(791,611)		(789,868)
NET ASSETS						
Designated						
Undesignated						
Total Net Assets (less Investments in Capital Assets)						

MUNICIPAL DOCK REVENUE SUMMARY

REVENUES:		FY 2016 Actuals	FY 17 Actuals	FY 18 Pre Audit Actuals	FY 19 Budget	FY 19 Mid Year Actuals	FY 20 Proposed Budget
52-40-403	City Dock-Penalties & Interest	2,513	(11,709)		5,000		5,000
52-43-402	City Dock-Storage	78,961	60,155	99,187	70,000	99,187	70,000
52-43-404	City Dock-Permits	4,020	-	3,600	3,000	3,600	3,000
52-43-405	City Dock-Wharfage	133,287	169,826	147,573	160,000	147,573	165,000
52-43-407	City Dock-Dockage	24,533	26,115	15,621	25,000	15,621	25,000
52-43-417	Slough Berth-Dockage		-				
52-43-418	SBH Petro Port-Fuel Thru-Put			214,946	220,000	149,215	
52-43-424	Petro Yard-Storage	2,601	2,064	3,174	2,000	3,174	2,000
52-43-426	PetroPort-Fuel Thru-Put (\$.04)	502,801	551,290	429,353	440,000	429,353	440,000
52-43-427	PetroPort-Dockage	20,540	20,822	10,965	20,000	20,776	20,000
52-43-432	Seawall-Storage	7,158	9,723		-		
52-43-433	Seawall-Moorage	30,236	27,560	24,850	25,000		25,000
52-43-434	Seawall Dockage	23,879	5,806	7,067	10,000	15,697	10,000
52-43-435	Seawall-Wharfage	904	-		1,000		1,000
52-43-437	Seawall Dockage		-				
52-43-454	Beach-Storage	17,586	40,163	12,599	10,000	13,653	10,000
52-43-455	Beach-Wharfage	79,576	103,787	74,432	70,000	69,097	70,000
52-43-457	Beach-Dockage	12,978	15,241	15,072	17,000	12,866	17,000
52-43-462	SBH - Storage	-	-		-		3,500
52-43-463	SBH - Moorage	-	19,718	19,470	-		24,000
52-45-462	SBH - Storage		5,378	3,975			
52-45-464	SBH - Permits	-	20,696	15,304	-		24,000
52-45-467	Extra Water Calls	19,172	21,008	9,624	25,000	25,091	25,000
52-44-467	Lease Revenue	26,180	20,300	24,360	24,000	14,210	24,000
52-49-487	Interest Income	10,142	(12,788)	3,981	12,000		1,000
52-46-490	Transfers from Other Funds		-				
52-49-495	Miscellaneous Revenue	(1,001)	6,012	1,596	5,000	7,625	5,000
	Total Revenues	996,066	1,101,167	1,136,749	1,144,000	1,026,738	969,500
	Seawall Maintenance - Thru-Put@ \$.02		(80,000)	(214,946)	(220,000)	(149,215)	(220,000)
	Loss On Disposal of Fixed Asset	(4,573)					
	Total Undesignated Revenues	991,493	1,021,167	921,803	924,000	877,523	749,500

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MUNICIPAL DOCK EXPENSES (52-50)		FY 2016 Actuals	FY 2017 Actuals	FY 2018 Pre Audit Actuals	FY 2019 Budgeted	FY 2019 Mid Year Actuals	FY 2020 Proposed
PERSONNEL:							
	Salaries, Benefits & Taxes minus EGHB			191,941	250,602	122,938	250,073
	Overtime			3,629		1,789	
	Employee Group Health Benefits			39,290	55,974	28,927	61,292
	Revision to Personnel Budget	-	-		-		
	Total Personnel	305,215	263,379	234,860	306,576	153,654	311,365
MATERIALS, SUPPLIES, & SERVICES							
545	Training/Travel	3,092	1,656	1,297	5,000	115	5,000
561	Supplies	6,344	6,306	7,629	5,500	2,242	5,500
563	Wearing Apparel	3,140	1,097	539	1,300		2,000
567	Calcium Chloride						
600	Tires	62	(763)		9,000		
601	Vehicle Parts	7,922	4,109	3,856	12,000	8,032	20,000
602	Gasoline/Diesel/Oil	22,015	13,642	11,611	18,000	10,630	15,000
621	Electricity	6,229	10,440	9,772	12,000	8,164	10,000
622	Telephone	505	654	1,610	1,000	1,136	1,000
623	Heating Fuel	294	-	1,585	2,400	2,280	2,000
624	Water/Sewer/Garbage	5,917	7,928	10,286	12,000	3,542	12,000
626	Water for Barges	6,837	7,328	6,190	12,000	5,452	12,000
627	Cell Phones (2 @ 840.)			575	1,320	465	1,680
642	Legal Fees	8,785	12,428	135	5,000	689	5,000
643	Engineering Fees	3,984	-		5,000		5,000
661	Vehicle Maint/Repair (ISF 57)	10,711	17,637		2,782		3,048
666	Municipal Dock Maintenance	3,530	5,620	1,558	5,000	50	5,000
667	Seawall Maintenance	9,116	4,425	6,989	7,000	120	7,000
668	Small Boat Harbor Maintenance	635	1,696	152	-		
669	Other Purchased Services	14,385	25,984	9,864	25,000	2,139	25,000
683	Minor Equipment	3,736	4,021	20,247	25,000	3,596	25,000
687	Land Easement Acquisition	19,458	-	5,589	50,000	6,705	50,000
702	Depreciation-Improvements			263,610			
703	Depreciation- BLDS/IMPRV			27,816			
704	Depreciation-Machine/Equip			40,982			
705	Depreciation-Vehicles			9,631			
706	Depreciation-Seawall			454,333			
721	Insurance	17,476	11,858	20,118	16,000		16,000
724	Dues & Subscriptions	599	998	13	1,000	52	1,000
727	Advertising	2,753	1,085	224	1,000		1,000
738	Bad Debts Expense	18,803	-		-		
732	Office Rent City Hall				-		
799	Miscellaneous	47	40	98	-		
801	Pension Expense	136,453	-		-		
996	Indirect Cost Recovery - I.T.	15,372	16,500	18,659	18,238	4,684	18,216
997	Indirect Cost Recovery - Property Maintenance - 3%				24,751		27,066
998	Indirect Cost Recovery - Administration	35,028	31,090	41,963	59,436	15,799	46,039
	Total MS&S	363,226	185,778	976,931	336,727	75,892	320,549
	Total Operating Expenses	668,441	449,157	1,211,791	643,303	229,546	631,914
PROJECT EXPENSES (52-50-77X)							
771	Demolition-Crow Prop. Bldgs.						
772	Relocate Port Office and Tower**						
775	Gravel	136,714	80,038	69,848	55,000	55,020	150,000
776	Sand Shed Insulation/Hydro		40,000		-		34,000
777	Contaminated Soil Processing		-		1,000		1,000
778	Port Facility Improvement Project				-		
	Total Project Expenses	136,714	120,038	69,848	56,000	55,020	185,000
CAPITAL EXPENSES (52-50-69X)							
692	Wheel Loader						
693	Finger Floats-SBH						
690	Capital Expenditures		936		-		
695	Bank Stabilization Project		2,841				
696	Waterfront Facilities Improvements				25,000		
697	Pick-up Truck						35,000
697	Mini Excavator				85,000		
699	Transfer to Fleet Replacement Fund	25,063	300,000		-		
	Total Capital Expenses	25,063	303,777	-	110,000	-	35,000
TRANSFERS OUT							
692	Wheel Loader						
693	Finger Floats-SBH						
990	Port Office Capital Improvement Fund	300,000	-		-		
	Capital Improvements (2018)				50,000		
	Total Transfers Out	300,000	-	-	50,000	-	-
	Total Non-Operating Expenditures	461,778	423,815	69,848	216,000	55,020	220,000
	Total Operating, Projects, Capex & Transfers	1,130,219	872,972	1,281,639	859,303	284,566	851,914

MUNICIPAL DOCK 52-50

			FY 2019 Budget	FY 2020 Proposed Budget
PERSONNEL				
MIII	27401	Port Director 95% w/ 5% to SBH	77,250	77,250
R4	27102	Administrative Assistant @ \$22.10 (67% w/ 33% to SBH)	32,338	32,338
R4	27103	City Dock Attendant (90% w/ 10% to SBH)	47,716	47,716
	27903	Port Attendant (5 months @ 16.25/hr)		
	27904	Port Attendant (5 months @ 16.25/hr)		
	27905	Port Attendant (5 months @ 16.25/hr)		
	27906	Port Attendant (5 months @ 16.25/hr)		
	27907	Port Attendant (5 months @ 16.25/hr)		
		Wages	157,304	157,304
R5	27901	Part-time Welder/Mechanic (160 hours @ \$25.00/hr)	4,000	4,000
	27902	Seasonal City Dock Attendant - 6 mo (1,040 hrs) @ \$18.00 @ 90% MD 10% SBH	16,848	16,848
		Overtime	-	
		Subtotal	20,848	20,848
		Total Wages	178,152	178,152
		Leave Cashout/Payout 8% of Union FTE Base Wages	7,865	12,584
		Social Security (6.2% of Temp Wages)	1,293	1,293
		Medicare @ 1.45% of Total Wages	2,583	2,583
		Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)	2,496	2,237
		Employee Group Health Benefit	55,974	61,292
		Workers' Compensation @ 4.2258/\$100 of Total Wages	7,528	7,126
		PERS @ 22% of FTE Wages	39,193	34,607
		Utility Benefit @ \$380/mo/FTE @ 2.52	11,491	11,491
		BENEFITS & TAXES	128,424	133,213
		TOTAL PERSONNEL	306,576	311,365
		<i>Revisions to Personnel Budget</i>		
		TOTAL PERSONNEL	306,576	311,365

SMALL BOAT HARBOR (52-55)

		FY16	FY 17	FY 18 Pre	FY19	FY19 Mid	FY20
		Actuals	Actuals	Audit	Approved	Year	Proposed
Revenue				Actuals	Budget	Actuals	Budget
52-43-418	PetroPort-Fuel Thru-Put (\$.02)	111,562	197,186	214,946	220,000	149,215	220000
52-43-462	SBH-Storage	5,749	-		3,500		3500
52-43-463	SBH-Moorage	21,406	19,718	19,470	24,000		24000
52-45-464	SBH-Permits	19,530	20,696	15,304	24,000		24000
	Total Operating Revenue	158,247	237,599	249,720	271,500	149,215	271,500
52-49-487	Interest Income		(12,788)	3,981	2,000		2000
	Total Revenue	158,247	224,812	253,701	273,500	149,215	273,500
PERSONNEL:							
	Total Personnel	133,532	104,025	118,642	150,958	77,692	137,852
MATERIALS, SUPPLIES, & SERVICES							
561	Supplies	2,103	1,707	1,982	1,800	630	1,800
563	Wearing Apparel	80	824	1,136	1,700	121	2,000
602	Gasoline/Diesel/Oil	2,768	8,469	6,475	9,600	911	8,000
621	Electricity		598		2,400		2,000
624	Water/Sewer/Garbage		-		11,100		11,100
668	Small Boat Harbor Maintenance	8,012	5,017	1,323	7,000	966	7,000
683	Minor Equipment		355	703	11,000	1,854	11,000
799	Miscellaneous		-		250	111	250
998	Administrative Overhead			21,825	29,266	7,763	18916
	Total Materials, Supplies & Services	12,963	16,971	33,444	74,116	12,356	62,066
	Total Operating Expenses	146,495	120,996	152,086	225,074	90,048	199,918
775	Gravel		15,064	2,099	16,000	16,013	16000
	Total Project Expenses	-	15,064	2,099	16,000	16,013	16000
	Total Operating & Project Expenditures	146,495	136,060	154,185	241,074	106,061	215,918
	Net Fund Income	11,752	88,752	99,516	32,426	43,154	57,582

Small Boat Harbor (52-55)

			FY19 Budget	FY20 Proposed Budget
PERSONNEL				
MIII	27401	Port Director @ 5% w/ 95% to Muni Dock	5,299	5,299
R4	27102	Administrative Assistant @ \$22.10 (33% w/ 67% to Muni Dock)	15,928	15,928
R4	27103	City Dock Attendant - 6 mo @ \$18 (10% SBH w/ 90% to Muni Dock)	5,302	5,302
		Subtotal	26,529	26,529
	27902	Seasonal City Dock Attendant - 6 mo (1,040 hrs) @ \$18.00 @ 10% SBH 90% MD	1,872	1,872
	27903	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,088	14,088
	27904	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,088	14,088
	27905	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,088	14,088
	27906	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,088	14,088
	27907	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,088	14,088
		Subtotal Part-time Wages	72,312	72,312
		Overtime	3,000	3,000
		Annual Increase		663
		Subtotal	3,000	3,663
		Total Wages	101,841	102,504
		Leave Cashout/Payout 8% of Union FTE Base Wages	1,326	2,122
		Social Security @ 6.2% of PT Wages	4,483	4,483
		Medicare @ 1.45% of Total Wages	1,477	1,486
		Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)	2,271	2,650
		Employee Group Health Benefit	10,662	11,675
		Workers' Compensation @ 4.2258/\$100 of Total Wages	4,304	4,100
		PERS 22% of FTE Wages	22,405	6,642
		Utility Benefit @ \$380/mo/FTE @ .48	2,189	2,189
		BENEFITS & TAXES	49,117	35,348
		TOTAL PERSONNEL	150,958	137,852

