City of Bethel
Port Commission Agenda

Regular Meeting
Monday May 18, 2020 - 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@gci.net

Jim Chevigny
Port Commissioner
Term Expires 2021
(907)569-4450
chevigny@comcast.net

Peter Williams
Port Commissioner
Term Expires 2023

Hugh Dyment
Council Rep.
Term Expires 2020
hdyment@cityofbethel.net

Ex-Officio
Allen Wold
Port Director
(907)543-2310
awold@cityofbethel.net

Edward Flores
Port Admin
(907)543-2310
eflores@cityofbethel.net

i. **CALL TO ORDER**

ii. **ROLL CALL**

iii. **PEOPLE TO BE HEARD**

iv. **APPROVAL OF AGENDA**

v. **APPROVAL OF MINUTES FROM THE REGULAR MEETINGS**
-APPROVAL OF MINUTES FROM – April 29, 2020 Special Meeting

vi. **SPECIAL ORDER OF BUSINESS**

vii. **DEPARTMENT HEAD COMMENTS**

viii. **UNFINISHED BUSINESS**
-FY 2021 Budget
-Vitus Terminals

ix. **NEW BUSINESS**

x. **COMMISSION MEMBER'S COMMENTS**

xi. **ADJOURNMENT**

Attest:
Edward Flores – Commission Recorder

POSTED:AC Co., Swanson's, Post Office, Port Office, & City Hall

May 18, 2019

City of Bethel Port Commission Meeting Minutes

April 29, 2020 Special Meeting 7 p.m. Bethel, Alaska

I. CALL TO ORDER

MEETING CALLED TO ORDER AT 1923 (7:23 P.M.)

II. ROLL CALL

COMMISSIONERS PRESENT:	
Comm. Murphy	Comm. Dyment
Comm. Pope	Comm. Williams
COMMISSIONERS ABSENT:	
Comm. Chevigny	
ALSO IN ATTENDANCE WERE THE FOLLOWING:	
Allen Wold	Edward Flores

III. PEOPLE TO BE HEARD

IV. APPROVAL OF AGENDA

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

V. APPROVAL OF MINUTES

MOVED:	Comm. Dyment	APPROVAL OF MINUTES FROM – August 2019, October 2019, November 2019, December 2019, January 2020, & February 2020
SECONDED:	Comm. Williams	
VOTE ON MAIN MOTION	4-0 All in favor	

VI. SPECIAL ORDER OF BUISNESS

VII. PORT DIRECTOR'S REPORT

VIII. UNFINISHED BUISNESS

IX. NEW BUSINESS

X. COMMISSION REPRESENTATIVES COMMENTS

XI. ADJOURNMENT

MOVED:	Comm. Murphy	Motion to Adjourn
SECONDED:	Comm. Williams	
VOTE ON MAIN MOTION	4-0 All in favor	

Respectfully Submitted:

_____
Alan Murphy, Chairman

APPROVED THIS _____ day of_____ 2020

ATTEST: _____

CITY OF BETHEL
Office of the City Manager

Vincenzo S. Corazza
P.O. Box 1388, Bethel, Alaska 99559
Phone: (907)-543-1373
Fax: (907)-543-1388
citymanager@cityofbethel.net

Celebrating 50 Years of Service

DATE: May 4, 2020

TO: Bethel City Council

FROM: Vincenzo S. Corazza, City Manager

SUBJECT: City Manager April 2020 Monthly Report for May 12, 2020 Regular City Council Meeting

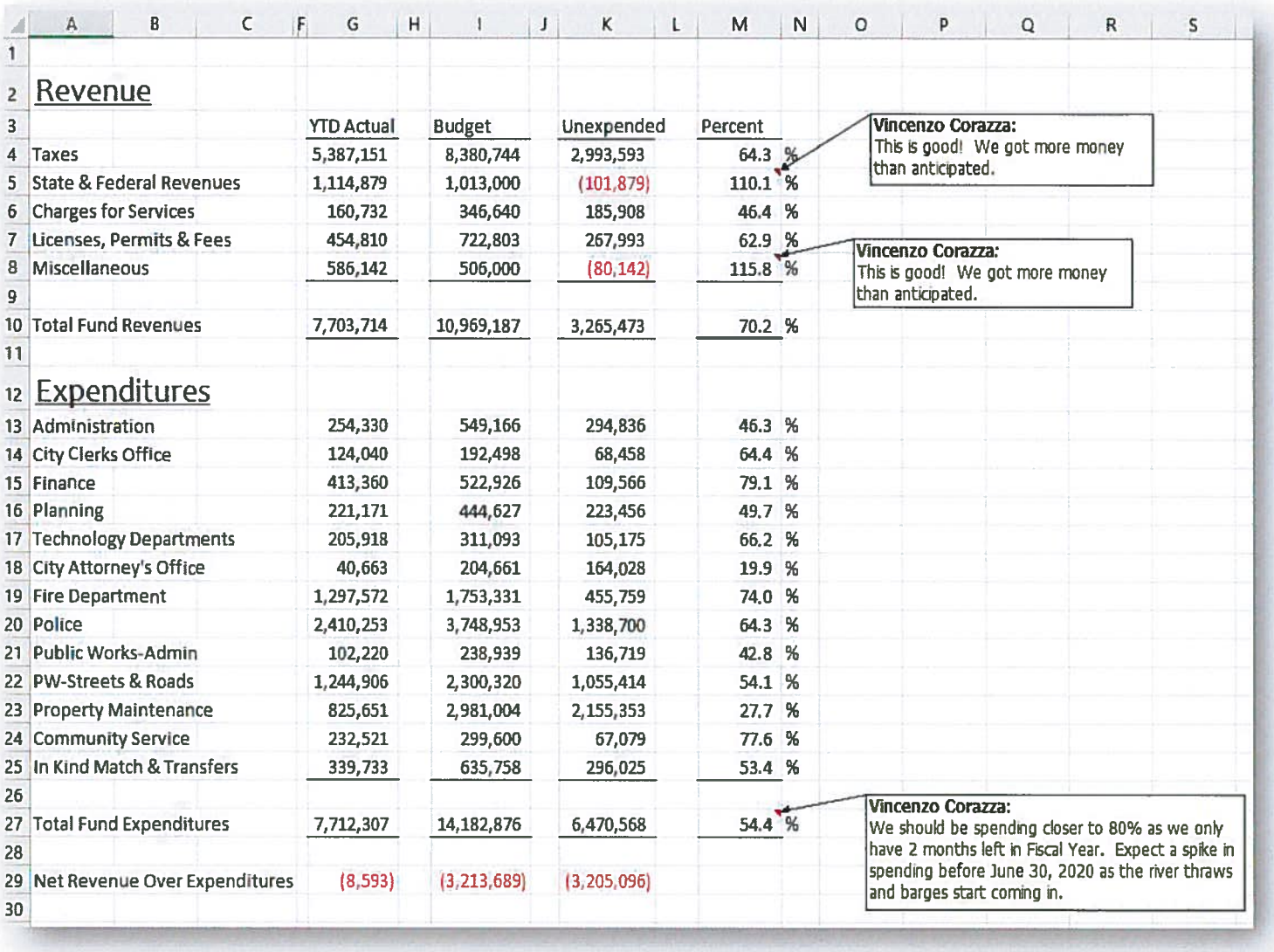
Personnel Highlights

The following major personnel events occurred during the month of April:

- PW received verbal resignation from Bill Ferguson, Transit Manager
- Received written resignation from Amy Davis, Lieutenant and Acting Police Chief
- Received written resignation from Christine Blake, Finance Director
- Finance Department continues to have personnel turnover.

Finances Highlights

City finances are on track and under budget. See table of figures obtained on 5/4/2020.



Revenue

	YTD Actual	Budget	Unexpended	Percent
Taxes	5,387,151	8,380,744	2,993,593	64.3 %
State & Federal Revenues	1,114,879	1,013,000	(101,879)	110.1 %
Charges for Services	160,732	346,640	185,908	46.4 %
Licenses, Permits & Fees	454,810	722,803	267,993	62.9 %
Miscellaneous	586,142	506,000	(80,142)	115.8 %
Total Fund Revenues	7,703,714	10,969,187	3,265,473	70.2 %

Vincenzo Corazza:
This is good! We got more money than anticipated.

Vincenzo Corazza:
This is good! We got more money than anticipated.

Expenditures

Administration	254,330	549,166	294,836	46.3 %
City Clerks Office	124,040	192,498	68,458	64.4 %
Finance	413,360	522,926	109,566	79.1 %
Planning	221,171	444,627	223,456	49.7 %
Technology Departments	205,918	311,093	105,175	66.2 %
City Attorney's Office	40,663	204,661	164,028	19.9 %
Fire Department	1,297,572	1,753,331	455,759	74.0 %
Police	2,410,253	3,748,953	1,338,700	64.3 %
Public Works-Admin	102,220	238,939	136,719	42.8 %
PW-Streets & Roads	1,244,906	2,300,320	1,055,414	54.1 %
Property Maintenance	825,651	2,981,004	2,155,353	27.7 %
Community Service	232,521	299,600	67,079	77.6 %
In Kind Match & Transfers	339,733	635,758	296,025	53.4 %
Total Fund Expenditures	7,712,307	14,182,876	6,470,568	54.4 %
Net Revenue Over Expenditures	(8,593)	(3,213,689)	(3,205,096)	

Vincenzo Corazza:
We should be spending closer to 80% as we only have 2 months left in Fiscal Year. Expect a spike in spending before June 30, 2020 as the river thraws and barges start coming in.

Grant-wise, the City of Bethel is pursuing two Village Safe Water grants: (1) $75,000 for engineer to complete preliminary engineering report and environmental assessment to run a water pipe and construct a 500,000 gallon water tank on City property near Post Office, and (2) $6,127,000 for construction of Bethel Heights water and sewer improvements, which includes the connection to 25 homes currently served by the haul system.

Operation Highlights

During the month of April, City buildings were closed to public access due to Corona Virus Disease 2019 (COVID-19). However, City employees still continued to perform their normal day-to-day activities.

The Bethel Emergency Operations Center (BEOC) was activated April 1, 2020 at Level 2 and became fully activated to level 3 when the first COVID-19 case was reported on April 6. On April 7, Staff members were trained/refreshed in Emergency Operations Center and Incident

Command System protocol. The BEOC was able to open, track, execute and close 13 incidents related to COVID-19. The EOC has gone back to Level 2 with an eye on possible flooding as an emergency response.

To enforce social distancing and provide some assurance of protection for Kusko Cab drivers who quit and forced Kusko Cab to shut down, a social distancing fare scheme was implemented to discourage ride-sharing (strangers sitting next to each other) during the month of April. The City's Transit system was suspended, making taxicabs the only transportation for the public.

Streets and Roads Division thawed out 135 culverts and installed $100K worth of gravel to repair washed out roads and shored up soft roads.

Planning received two conditional use permits, one for a marijuana cultivation facility and one for a marijuana retail store.

The public works building, shop floor rehab project is out to bid. The bid opening date is May 11, 2020 at 3:00 PM in City Hall.

Department Reports

Detailed reports from the following departments are attached:

1) Public Works Department
2) Police Department
3) Fire Department
4) Port of Bethel
5) Finance Department
6) Planning Department
7) Info. & Technology Department

William Arnold, Public Works Director
1155 Ridgecrest Drive
PO Box 1388 Bethel, AK 99559
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warnold@cityofbethel.net

MEMORANDUM
DATE: 04.30.2020
TO: Vincenzo Corazza, City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Utility Maintenance: 14 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
- Clean up and organization of shops and vehicles.
- 14 residential lift station repairs
- Line flushing and leveling activities on low-flow and plugged sewer lines. Non-compliance reports were filled out per DEC requirements.
- Daily safety meeting
- Did sewer tie in at 913 Ridgecrest Drive.
- All three Utility Maintenance 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 two of the vehicles are more than 10 years old
- Continue to monitor water leak on first road. Emergency repair parts ordered and ready.
- Been doing clean up outside around shop.
- Demo the box around the lift station at City Hall in hope to minimize with the sewer smell

Property Maintenance:

- City Hall
  - Some seasonal transitioning work was needed in mechanical room boiler. Pressures were fluctuating greatly and temps were spiking which caused the boiler to lock out.

- Court House
  - Glycol line found leaking in old OCS leased space. Isolated the leak.
  - Flooding in the back entry from melting snow and ice. Daily pumping of the standing water.

- YKFC - Pool
  - Leaking flange found on HX2 for pool heating system. Repairs are in works.
  - Pressure fluctuations on entire Boiler system has become an issue.

- Police Department.
    - Connect an evacuation hose and routed from lift station to back side of building from underneath the shop entry ramp.

- Fire Department
    - Ordered Asphalt sealer for newly paved areas of the Fire department emergency vehicle roll out. Awaiting sealer to arrive.

- Bethel Heights Water plant
    - Leaking reheating Coil number one failed. Large leak.

- Dog Pound building
    - Micro Air air scrubbers were reported not functioning. Repaired.

- Airport Lift Station
    - Electrical circuit to lighting in space failed.
    - Small glycol leak coming from line discovered.

- Transit building
    - Glycol circulating pump failure. Replaced again.
    - Significant pressure discrepancy discovered. RE pressurized the system with Glycol.

Road Maintenance:

Streets and Roads thawed out 135 culverts throughout the month of April during the spring thaw. Some of the culverts kept re-freezing.

Streets and Roads did haul $100,000 of D-1 gravel from Knik yard to the City Shop with three dump trucks, and the side dump truck. We used up most of the D-1 gravel, starting with the worst roads and most used roads, in order to keep the roads usable for public traffic, including water and sewer trucks.

Streets and Roads dug four graves at the new cemetery by the airport with 420D backhoe. Aver drilled through the frozen ground and we dug the rest of it with backhoe.

Streets and Roads has been pumping out the lake by QFC1 due to flooding. We started pumping water for three days and it looks like we will been done in a day or so.

Transit System:

The Bethel Transit System and the City's Finance Department has submitted the monthly Billing Summaries, to DOT, for the months of July through February. Currently the State has reimbursed the City $109,869.95, from the Federal/State Transit System grant, and $75,443.24 reimbursement for the new bus. As soon as the Finance Department closes March, I will be working on the March Budget Summaries. During the COVID-19 virus the State Transit staff (DOT) have been working from home and processing the Billing Summaries are slow.

Bethel Public Transit System has been down the month of April because of the COVID-19 virus. The past several weeks I've received phone calls wondering when the City's bus will be starting backup. At this time, I'm not sure. If and when it does start back up there will need to be a new

bus schedule and strict guidelines, for bus drivers and passengers, will need to be followed until the COVID-19 is over. The inside of the bus will need to disinfected, using a Clorox solution, in the morning, noon, and evening. All passengers will need to wear facemasks and if sick, stay home. The driver will wear a facemask and gloves.

Our part time driver has submitted her resignation and given her two-week notice. A replacement might be difficult to find at this time. The current bus schedule runs daily, Monday through Friday, from 6:30am to 10:30am and 11:30am to 6:15pm. Until a replacement for the part-time driver is found, the bus schedule will need to be adjusted, 6:30am to 10:30am and 2:30pm to 6:15pm.

Landfill / Recycle Center:

The Landfill has been hard at work as usual getting our hands dirty dealing with everyone's garbage. We have hopefully gotten through the mud stage of the year and now are trying to get and keep cells covered in order to make DEC happy. As soon as the sand starts coming our way, we can finish the new road and Streets and Roads can gravel it.

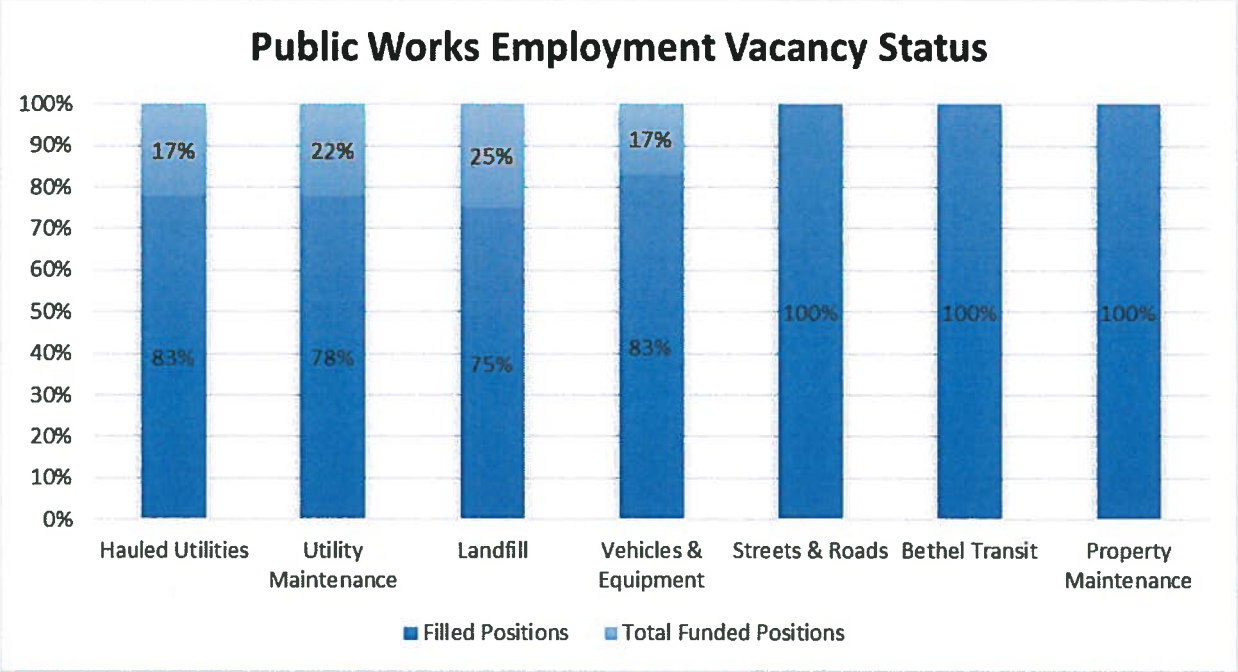
Water Plant Operations:

- Bethel Heights Water plant
    - Both Main boilers are online and operating for winter. Minor service needed.
      Small boiler placed in "off" status for winter
      Plant is in lock down no outside visitors
- City Sub Water Plant
    - Minor adjustments and repairs are being made to the A and B loop glycol line returns and supply. Pump boiler pressures up with additional glycol and brought boilers to online/operational status for winter.

Plant is in lock down no outside visitors

Staffing Issues/Concerns/Training:

Chart updated: 04/30/2020



Department	Hauled Utilities	Utility Maintenance	Landfill	Vehicles & Equipment	Streets & Roads	Bethel Transit	Property Maintenance
Filled Positions	14	7	3	5	5	3	5
Total Funded Positions	18	9	4	6	5	3	5

April 2020 Monthly Report

Personnel:

This month our two on two off Officers went back to their regular schedules, with a plan in place that allows them to visit their families and still keep the community of Bethel safe from COVID-19. With the nice weather, we started doing more traffic enforcement and ATV enforcement.

We finished our selection process for the open Investigator position. Officer Charles was selected for promotion to Investigations. Investigator Charles has been with the department for several years and has worked his way up from a CSP to an Investigator. We would like to congratulate Investigator Charles for his hard work and wish him the best of luck with his new position.

We currently have two vacancies in Patrol and have four applicants two of which are currently employed within the police department. The hiring process for a patrol officer has defiantly been a challenge with COVID-19. We have not found anyone willing to conduct a polygraph for us while this pandemic is going on. We just filled our last dispatch position. We would like to welcome Ryan Smith to our dispatch team. Ryan is from Bethel and we are excited to have him onboard.

All of the Administrative, CSO, and CSP positions continue to be fully staffed.

We have a conditional offer out for the Chief of Police position. The Chief of Police candidate is Richard H. Simmons Jr. out of Fort Worth, Texas. He has over two decades of police service to the citizens of Fort Worth, Texas, alongside a decade of volunteer government positions with the City of Weatherford. He is an experienced, inclusive, and multi-faceted municipal police leader who is very familiar with building relationships

with the stakeholders and community. Lieutenant Simmons Jr. retired as a First Sergeant from the Marine Corp. He has a BA in political science and a Master's of Science in Criminal Justice Leadership and Management. Lieutenant Simmons Jr. is a graduate of the FBI National Academy as well. He and his wife Carrie Simmons, who is an RN, are very interested in relocating to Bethel and starting a new adventure.

Operations:

There were approximately 951 calls for service the month of April; a decrease of approximately 36 calls for service from March and down approximately 681 calls for service from the same period in 2019. The number of calls requiring investigative reports was at 107, up 13 from March and was the same for 2019. There were 123 intoxicated pedestrian calls compared to 532 for the same period last year. The number of domestic violence arrests was 39 this month compared to 37 for the same period in 2019 and 20 in March. There were 6 DUI arrests compared to 10 for the same period last year and 4 arrests in March. There were 3 death investigations in April, compared to 1 for the same period last year.

Animal Control:

There were 49 animal control calls for service for the month with 4 reported dog bites.

CITY OF BETHEL
Fire Department

Daron Solesbee, Acting Fire Chief
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dsolesbee@cityofbethel.net

Celebrating 50 Years of Service

DATE: May 4, 2020

TO: Vinny Corazza, City Manager

FROM: Daron Solesbee, Acting Fire Chief

SUBJECT: Management Report, April 2020

Current Events

- The department is assisting the Incident Commander with Emergency Operations Center tasks. Currently, Captain Solesbee is serving as the EOC Operations Chief. Chief Howell will resume that responsibility after his review and submission of each department's budget.
- The department has initiated annual ladder, fire hose, fire pump, and hydrant testing.
- The final inspection for newly remounted Medic-5 will be held on May 12, 2020 in Chehalis, WA with Capt. Solesbee. The department will hire a local mechanic in Washington to perform the mechanical inspection. M-5 will be transported to Alaska Marine Lines and will arrive in Bethel on the second summer barge in late May or early June.
- The 2020 Cama-i Dance Festival has been postponed until fall 2020 due to concerns regarding the Novel Coronavirus (COVID-19).

Community Planning/Preparedness

- The department is preparing for a flood response during this year's breakup of river ice. USWS hydrologists are expecting higher-than-normal flood risk this year. Captain Solesbee has been participating in AVCP RRC's River Watch teleconferences.
- The department is being proactive in its preparedness and potential response to the Novel Coronavirus-2019 (COVID-19) threat. Staff have obtained training from the CDC, NIOSH, NHTSA, and World Health Organization regarding this pathogen and are taking precautions by ordering responder personal protective

equipment. Response SOP's and guidelines have been developed for the assessment, treatment, transport, and isolation of patients with confirmed or suspected infection of COVID-19. Communication and patient transportation procedures between BFD EMS and YKDRH-ER have been developed concerning the isolation and quarantine of these patients. Currently, there are no known or suspected cases of COVID-19 in Alaska. The best ways of preventing the spread of this disease is proper handwashing, disinfecting commonly touched surfaces, and staying away from individuals who are or may be sick. This is a dynamic situation and updated information will be shared as soon as it is available. For current updates regarding COVID-19, please visit: https://www.cdc.gov/coronavirus/2019-ncov/index.html

Department members attended Emergency Preparedness Meetings at YKHC to discuss the management, response, and preparation regarding COVID-19.

- Bethel Fire Department has been selected as a test site for the new Medicaid Supplemental Emergency Medical Transport (SEMT) program. Being part of this pilot will allow Bethel to shape the program to meet Bethel's needs. SEMT legislation (HB 176) was signed into law in June of last year. This law allows municipal ambulance services to receive reimbursement of 50% or more of the uncompensated cost (UCC) of providing ambulance services. City personnel are required to complete cost report spreadsheets based on FY18 and FY19 budget figures. The department has entered into a contract with AP Triton to provide this service to the City of Bethel for a fee of $5,000.00 + 3% of annual earnings. AP Triton supposed to conduct training for involved parties in April 2020, but was postponed.

Training

- Staff meetings were held on April 10 and 24. Current department events and job assignments were discussed.

- On 04/07/20 at 7:00 p.m. an EMT Meeting was held with department members via Zoom online video conferencing. Responders discussed personal protective equipment (PPE) and COVID-19 response precautions.

- On 04/09/20 at 7:00 p.m. a Fire Meeting was held with department members via Zoom online video conferencing. Responders discussed personal protective equipment (PPE) for COVID-19 response specific to Firefighters.

- On 04/23/20 at 7:00 p.m. a Fire Meeting was held with department members via Zoom online video conferencing. Responders reviewed the Wildland Firefighting Standing Orders and 19 Watch-out Situations.

- The department will host EMT-2 and EMT-3 Initial courses this spring. Course proposals have been requested. Due to travel restrictions caused by COVID-19, a distance learning format may be utilized.

- The remainder of the Firefighter-1 course was cancelled, due to COVID-19.

Responses

- Between 04/01/2020 and 04/30/2020, the Bethel Fire Department responded to 71 EMS and 15 Fire incidents.

- On 04/01/20 at 2:30 P.M. Firefighters responded to YKHC Materials Management for the report of fire alarms going off. Upon arrival, firefighters observed no smoke or fire. An employee had burn popcorn in the microwave causing the alarms to go off.

- On 04/03/20 at 6:45 A.M. Firefighters responded to the report of a chimney fire. Upon arrival, Firefighters observed no smoke or fire. Firefighters advised home owner to clean chimney.

- On 04/11/20 at 1:17 PM medics responded to the report of a man not breathing. The patient was found to be dead and the scene was turned over to police.

- On 04/23/20 at 3:09 p.m. medics responded to the intersection of Ptarmigan Road and Delapp Drive for the report of children who were hit by a vehicle. Two patients assessed and transported to the hospital with their parents.

Budget/Financial

- The department is operating within budget.
- The preliminary budget was submitted to the City Manager.

Grants

- The Department was awarded $5,141.00 from the Department of Homeland Security for a new Thermal Imaging Camera (TIC). One MSA Evolution 6000+ thermal imaging camera was purchased and will be installed on the new Truck-1.

- 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. Two sets of turnout gear was purchased. The grant will be closed out soon.

- The Department applied for and passed the first round of approval for 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 soon.

Staffing/Recruitment

- The Department is fully staffed.
- Two employee evaluations are currently due. These will be completed soon.

Vehicles & Equipment

- We have received the parts for the Class-A Foam system for Engine-4. Staff determined that a 1" valve was required, upon finding the ¾" valve shipped was too small for the current foam system plumbing.
- Pump and aerial testing was performed by a technician from Underwriter's Laboratories. Engine-3 and Engine-4 failed their vacuum tests. Staff will adjust and/or replace packing material in E-3 and E-4's pump packing glands and repeat the vacuum test. Truck-1 passed its pump test, but failed the aerial test. See attached reports. Hughes Fire Equipment has sent instructions on how to perform the repairs. V&E has been advised and has agreed to perform the repairs or provide shop space if it is determined an outside technician is required.

FIRE DEPARTMENT VEHICLE STATUS			
Vehicle	**Type**	**Year**	**Status**
Medic 4	Ambulance	1999	*(Backup ambulance)In service, Airbags repaired.*
Medic 5	Ambulance	2003	In Seattle, WA being refurbished and remounted onto a new 2019 Dodge Ram 4500, gas chassis at Braun Northwest, Inc.
Medic 6	Ambulance	2017	*(Frontline Ambulance) In service.* Slow leak in rear Liquid Spring suspension. Back-Up camera is not functioning. Rear heat in patient compartment is intermittent. Paint defects. Staff is requesting a technician from Braun Northwest to troubleshoot and repair these issues.
Engine 4	Pumper	2013	*(Frontline pumper)* In service, Seat belt sensor silenced but still needing repair by V&E.
Engine 3	Pumper	1986	*Being outfitted as a tender and water supply unit. 3000 feet of LDH (future).* (Poor overall condition needs replacement) Generator was remounted.
Truck 1	Ladder Truck	2017	Outfitting, in service. See 2019 UL Pump and Aerial reports. DEF sensor malfunction (parts ordered by V&E), aerial desiccant plugs and hydraulic pump to be repaired by V&E.
Com 1	Pickup	2014	In service.
Com 2	Pickup	2004	In service.

`PORT OF BETHEL

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

TO: Vinny Corazza, City Manager

FROM: Allen Wold, Port Director

SUBJECT: April 2020 Managers Report

- **Small Boat Harbor**
  -Repairing floats.
  -Ordered screw jacks for the approaches to level them out.

- **City Dock/Beach 1/Petro Port**
  -Customers in and out of the Dock. 4 crews working.
  -Maintaining access for use of Dock, Beach 1, and Petro Yard.
  -Graded the City Dock, brought 5 loads of gravel.

- **Port Office**
  -Property Maintenance checking on building daily.
  -Ordered office furniture.
  -Cleaning office daily with disinfectant.
  -Working on our camera system for the Small Boat Harbor and the City Dock.

- **Admin**
  -Monthly Storage billing for customers.
  -Training City Dock Attendant in heavy equipment and preparing him for his C.D.L.
  -Port Commission on 4/29/20. Pete Williams new Port Commissioner.
  -Formed a Clean Up Green Up Committee. Figuring out prizes and date to be held.
  -Working on FY21 Budget
  -Meetings with Directors about Covoid 19.

- **Seawall**
  -Consistent clean up.
  -Hung up 20 life rings all along Seawall. Painted locations where the life rings were hung.
  -Fixed Cable Fencing.

- **Misc.**
  -Inventory of tools, cleaning supplies, etc. in office and shops.
  -V&E working on our pickups.
  -Streets and Roads using our gravel.
  -Fabricating ballards for the Port Office.

City of Bethel

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907-543-1386
Fax # 543-1388
Website: www.cityofbethel.org

To: **Vinny Corazza**

From: **Christine Blake, Finance Director**

Subject: **April 2020 Manager's Report**

Date: **May 4, 2020**

FY21 Budget

We are approximately half way through completing the first draft of the FY21 Budget (many thanks to Bill Howell for his assistance).

COVID-19

We have set up an activity code in Caselle to track our expenses related to COVID19, we have reports from Caselle to support lost revenues for utility interest and penalties and will be able to run similar reports for Sales Tax.

Staff

In the past 13 months, we have had 3 different Utility Billing Clerks, 5 Front Desk Clerks, 3 Sales Tax Specialists, 3 General Ledger Accountants, 2 Assistant Finance Directors, 2 Finance Directors and 3 City Managers. Tomorrow we have a new Front Desk Clerk starting (the 5th one in the past 13 months). She is a seasoned, long-time office manager coming over from YKHC. I have hired her at the the highest wage possible without exceeding our personnel budget, because historically the front desk position has been paid a low wage and we tended to hire folks with less experience and fewer skills. I believe the front desk and billing specialists are the face of the City. They are responsible for billing and collecting $7.5m a year so I think our customers deserve to have their utility accounts and service needs handled by the highest level of professionals we can find.

I have appointed an Acting Assistant Finance Director, but Finance will also need a knowledgeable and experience accounting professional as soon as possible. The Department is very fragile and will need strong guidance, support, and encouragement. When you read the FY19 Audit Report, consider the volume of work put into billing, collection, spending, and recording every dollar in that report.

To: Vinny Corazza, City Manager

From: Ted Meyer, Planner

Subject: April Manager's Report

Date: May 1, 2020

SUBDIVISIONS

ONC Ciullkulek Subdivision

The subdivision agreement punch list is complete. It is anticipated the agreement will be signed shortly by the city manager and owner. Upon signatures, the Notice to proceed will be given by the planning department to begin construction of subdivision roads.

Blue Sky Estates Subdivision

There is one item left on the subdivision agreement punch list.

Tanqik Subdivision

The subdivision agreement punch list is steadily getting closer to completion.

ZONING ACTIVITIES

Staff completed the windshield land use survey of the Kasayuli Subdivision. This information will be used in a report to the Planning Commission once the zoning hearing is scheduled, at a later date.

SITE PLAN PERMITS

Four applications received in April.

CONDITIONAL USE PERMITS

Staff is currently working with two applicants: an applicant for a marijuana cultivation facility and with a CUP applicant for a marijuana retail store for submitting complete applications.

CODE ENFORCEMENT

Staff continues to work with the City Attorney on code enforcement issues.

MAPPING

Staff continues to enhance the 2019 GIS program by adding scale, road names layers, and a distance measurement tool, etc.

PLANNING COMMISSION BUSINESS

April 9, 2020 Planning Commission Hearing

The Planning Commission approved for recommendation to the City Council, text revisions regarding BMC 15.12.060 (Site Plan Permits- Action on an Application). The proposed ordinance will be on the May 12 Council agenda.

Memorandum

Date: May 1, 2020
To: Vinny Corazza, City Manager
From: Bo Foley, IT Director
Subject: IT Director's Report

April 2020 Current Events

- **COVID-19 Teleworking:**
  Administration identified me as of the employees that could be placed on telework status and as such I have spent most of the month trying to work from home. Unfortunately, since so many other employees are new to working from home, I have had to spend more time than not in the office or meeting with others in order to get them situated.

  Teleworking relies largely on a strong Internet connection to support it. This is something the City lacks due to the realities of what a stronger connection costs in rural Alaska. Most have found it more productive to simply come into the office, myself included. At least all City buildings have been more or less closed to the public, which mitigates some of the danger of COVID-19 spreading for those that are electing to be in the office rather than stay at home.

- **Emergency Operations Center:**
  I have had to dedicate a significant portion of the month supporting the needs of the City's Emergency Operations Center (EoC). I made sure each section chief had some kind of computer and Internet access as well as a conference line and four additional phones dedicated to the EoC. This was facilitated with spare laptops I procured for the City's hardware rotation. The phones were spares that were originally intended for replacements as well. I only had to purchase very little in order to tie everything together; most of what we needed was already on hand and set up.

  If there were ever an emergency where the City's servers were compromised, more specifically our phone server, several analog lines were newly installed at the Fire department to serve as a contingency so we could continue having working communications.

- **New Planning Plotter:**
  I assembled a new planning plotter at public works that had arrived this month. I have not yet taken the old plotter offline just in case the planning department has need of a plotter during this emergency situation with COVID-19. The current plan is to wait until the heat of the current situation dies down and then swap the machines that are in use. The old plotter can likely be sold at auction or backhauled for e-recycling when I send the rest of the old city equipment to Anchorage.

Memorandum

Date: May 1, 2020
To: Vinny Corazza, City Manager
From: Bo Foley, IT Director
Subject: IT Director's Report

- **Emergency Operations Center Certifications:**
  Our human resources department informed that everyone participating in the City's EoC was to take two mandatory training courses put forth by FEMA to certify individuals in the Incident Command System (ICS) as well as the National Incident Management System (NIMS). I did manage to obtain both certifications and get them submitted to HR.

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

ROBERTO FOLEY

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.c
Introduction to Incident Command System, ICS-100

Issued this 7th Day of April, 2020

IACET

0.2 IACET CEU

Michael J. Sharon
Deputy Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

ROBERTO FOLEY

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700.b
An Introduction to the National Incident Management System

Issued this 7th Day of April, 2020

IACET

0.4 IACET CEU

Michael J. Sharon
Deputy Superintendent
Emergency Management Institute
Federal Emergency Management Agency

- **Travel Ban Issues:**
  The current travel restrictions are keeping some of my department business from moving forward. The Xerox copier in Finance is in need of some repairs, but the technician that usually flies out to handle that is prohibited from making the trip. As such, we will need to just make due until restrictions are lifted. This goes for any problems with the other Xerox copiers as well. Similarly, someone from Alaska Tech Services was supposed to visit to try and assist me in troubleshooting or applying a bandage fix for the problems with our current phone system until it can be replaced. He too isn't able to make the trip.

- **Normal Trouble Tickets:**
  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, missing network drives, login problems, etc. Where possible, I have tried to handle all of these problems remotely, but some cases have required hands-on in which I wore appropriate personal protective equipment (PPE) when visiting with employees.

Memorandum

Date: May 1, 2020
To: Vinny Corazza, City Manager
From: Bo Foley, IT Director
Subject: IT Director's Report

Future Plans

- **Continuing to weather COVID-19:**
  COVID-19 has disrupted a great many aspects of not only my department, but all departments across the board. Major items such as the city budget will need to be addressed soon, but it will be difficult to make any kind of long term plans until we start to see the direction the COVID-19 spread is taking. With any luck, we can slowly start to return towards a semblance of normal operations.

MUNICIPAL DOCK REVENUE SUMMARY

	REVENUES:	FY18 Audited	FY19 Audited	FY20 Budget	FY20 BTA March 2020	FY21 Proposed Budget	% Difference (not to be in budget)
52-40-403	City Dock-Penalties & Interest		-	5,000	-	5,000	0%
52-43-402	City Dock-Storage	99,187	61,009	70,000	65,232	70,000	0%
52-43-404	City Dock-Permits	3,600	-	3,000	-	3,000	0%
52-43-405	City Dock-Wharfage	147,573	140,810	165,000	100,255	165,000	0%
52-43-407	City Dock-Dockage	15,621	34,612	25,000	9,233	25,000	0%
52-43-417	Slough Berth-Moorage		59	-	-		
52-43-418	SBH Petro Port-Fuel Thru-Put	214,946	268,283	220,000	147,036		-100%
52-43-424	Petro Yard-Storage	3,174	3,635	2,000	3,238	2,000	0%
52-43-426	PetroPort-Fuel Thru-Put ($.04)	429,353	357,964	440,000	472,674	420,000	-5%
52-43-427	PetroPort-Dockage	10,965	20,776	20,000	14,428	20,000	0%
52-43-432	Seawall-Storage		-		-		
52-43-433	Seawall-Moorage	24,850	-	25,000	676	25,000	0%
52-43-434	Seawall Dockage	7,067	15,697	10,000	20,631	10,000	0%
52-43-435	Seawall-Wharfage	-	-	1,000	-		-100%
52-43-437	Seawall Dockage				-		
52-43-454	Beach-Storage	12,599	36,838	10,000	44,031	10,000	0%
52-43-455	Beach-Wharfage	74,432	69,097	70,000	111,856	70,000	0%
52-43-457	Beach-Dockage	15,072	12,866	17,000	16,792	17,000	0%
52-43-462	SBH - Storage	-		3,500	-	3,500	0%
52-43-463	SBH - Moorage	19,470	18,837	24,000	1,476	24,000	0%
52-45-462	SBH - Storage	3,975	4,650		530	-	
52-45-464	SBH - Permits	15,304	19,708	24,000	3,060	24,000	0%
52-45-467	Extra Water Calls	9,624	25,091	25,000	5,490	25,000	0%
52-44-467	Lease Revenue	24,360	24,360	24,000	18,270	24,000	0%
52-49-487	Investment Income	(3,981)	11,262	1,000	-		-100%
52-46-490	Transfers from Other Funds				-		
52-49-495	Miscellaneous Revenue	1,596	11,629	5,000	2,965	2,000	-60%
							#DIV/0!
	Total Revenues	1,128,787	1,137,183	1,189,500	1,037,873	944,500	-21%
	Seawall Maintenance - Thru-Put@ $.02			(220,000)		(210,000)	-5%
	Total Undesignated Revenues	1,128,787	1,137,183	969,500	1,037,873	734,500	-24%

Municipal Dock Personnel

			FY 2020 Budget	FY 2021 Proposed Budget
PERSONNEL				
MIII	**27401**	Port Director 95% w/ 5% to SBH	79,568	81,865
R4	**27102**	Administrative Assistant @ $22.10 (67% w/ 33% to SBH)	33,146	33,146
R4	**27103**	City Dock Attendant (90% w/ 10% to SBH)	48,909	48,909
	27903	Port Attendant (5 months @ 16.25/hr)	13,000	13,600
	27904	Port Attendant (5 months @ 16.25/hr)	13,000	13,600
	27905	Port Attendant (5 months @ 16.25/hr)	13,000	13,600
	27906	Port Attendant (5 months @ 16.25/hr)	13,000	13,600
	27907	Port Attendant (5 months @ 16.25/hr)	13,000	13,600
		Wages	226,623	231,920
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
		Merit Increases (Bargaining Unit only)	2,051	2,051
		Overtime		5,000
		Subtotal	22,899	27,899
		Total Wages	249,522	259,820
		Leave Cashout/Payout 5% of Bargaining Unit FTE Base Wages	4,103	7,261
		Social Security (6.2% of Temp Wages)	1,420	4,216
		Medicare @ 1.45% of Total Wages	2,676	3,767
		Unemployment Ins @ 1.78% of Wages (W/ $39,900 cap)	1,790	1,790
		Employee Group Health Benefit $2119 per month@ 2.52 FTE	60,752	64,079
		Workers' Compensation @ 3.3257/$100 of Total Wages	6,137	8,641
		PERS @ 22% of FTE Wages	35,557	36,514
		Utility Benefit @ $380/mo/FTE @ 2.52	11,491	11,491
		BENEFITS & TAXES	123,925	137,759
		TOTAL PERSONNEL	373,447	397,579

MUNICIPAL DOCK EXPENSES (52-50)		FY18 Audited	FY19 Audited	FY20 Budget	FY20 BTA March 2020	FY21 Proposed Budget	% Difference (not to be in budget)
PERSONNEL:							
	Salaries, Benefits & Taxes minus EGHB	187,844	182,249	247,695	132,193	328,500	33%
	Overtime	3,629	3,361		2,943	5,000	
	Employee Group Health Benefits	39,290	47,999	60,752	31,328	64,079	5%
	Total Personnel	230,763	233,609	308,447	166,464	397,579	29%
MATERIALS, SUPPLIES, & SERVICES							
545	Training/Travel	1,297	532	5,000	1,059	5,000	0%
561	Supplies	7,629	3,866	5,500	3,812	5,500	0%
563	Wearing Apparel	539	1,371	2,000	1,167	2,000	0%
567	Calcium Chloride						
600	Tires		10,201				
601	Vehicle Parts	3,856	20,730	20,000	7,097	20,000	0%
602	Gasoline/Diesel/Oil	11,611	16,385	15,000	11,577	15,000	0%
621	Electricity	9,772	13,289	10,000	11,903	10,000	0%
622	Telephone	1,610	1,911	1,000	1,406	1,000	0%
623	Heating Fuel	1,585	2,181	2,000	4,573	6,000	200%
624	Water/Sewer/Garbage	10,286	5,244	12,000	3,560	5,000	-58%
626	Water for Barges	6,190	5,823	12,000	-	12,000	0%
627	Cell Phones (2 @ 840.)	575	742	1,680	470	1,680	0%
642	Legal Fees	135	689	5,000	-	5,000	0%
643	Engineering Fees	-	-	5,000	-	5,000	0%
648	Admin	80					
649	Other Professional Services	420					
661	Vehicle Maint/Repair (ISF 57)	3,828	1,998	3,003	1,436	-	-100%
666	Municipal Dock Maintenance	1,558	50	5,000	968	5,000	0%
667	Seawall Maintenance	6,989	277	7,000	6,770	7,000	0%
668	Small Boat Harbor Maintenance	152	190	-			
669	Other Purchased Services	9,864	8,872	25,000	13,127	25,000	0%
683	Minor Equipment	20,247	6,410	25,000	11,212	25,000	0%
687	Land Easement Acquisition	5,589	6,705	50,000	-	25,000	-50%
702	Depreciation-Improvements	263,610	288,576				
703	Depreciation-Blds/Imprv	27,816	54,537				
704	Depreciation-Machine/Equip	40,982	40,982				
705	Depreciation-Vehicles	9,631	3,983				
706	Depreciation-Seawall	454,333	454,333				
721	Insurance	20,118	15,391	16,980	10,259	17,405	3%
724	Dues & Subscriptions	13	174	1,000	157	1,000	0%
727	Advertising	224	13	1,000	-	1,000	0%
736	Bank Charges	359	764		422		
738	Bad Debts Expense		488				
732	Office Rent City Hall					-	
799	Miscellaneous	283					
801	Pension Expense					250	
996	Indirect Cost Recovery - I.T.	18,659	18,920	18,216	13,732	18,762	3%
997	Indirect Cost Recovery - Property Maintenance - 3%		-	27,066		27,878	3%
998	Indirect Cost Recovery - Administration	41,963	48,982	52,742	39,450	54,324	3%
	Total MS&S	981,803	1,034,609	328,187	144,157	300,799	-8%
	Total Operating Expenses	1,212,566	1,268,218	636,634	310,621	698,378	10%
PROJECT EXPENSES (52-50-77X)							
771	Demolition-Crow Prop. Bldgs.						
772	Relocate Port Office and Tower**						
775	Gravel	69,848	55,020	150,000	149,983		-100%
776	Sand Shed Insulation/Hydro			34,000			-100%
777	Contaminated Soil Processing		439	1,000		1,000	0%
778	Port Facility Improvement Project			-			
	Total Project Expenses	69,848	55,459	185,000	149,983	1,000	-99%
CAPITAL EXPENSES (52-50-69X)							
69X	Skid Steer Tracked Loader					135,000	
69X	Hydro Seeder					30,000	
690	Capital Expenditures						
695	Bank Stablization Project						
697	Pick-up Truck			35,000			-100%
699	Transfer to Fleet Replacement Fund			-	-	-	
	Total Capital Expenses			35,000	-	165,000	371%
	Total Non-Operating Expenditures	69,848	55,459	220,000	149,983	166,000	-25%
	Total Operating, Projects, Capex & Transfers	1,282,414	1,323,677	856,634	460,604	864,378	1%

Small Boat Harbor Personnel

			FY20 Budget	FY21 Proposed Budget
PERSONNEL				
MIII	27401	Port Director @ 5% w/ 95% to Muni Dock	5,458	5,731
R4	27102	Administrative Assistant @ $22.10 (33% w/ 67% to Muni Dock)	16,326	16,326
R4	27103	City Dock Attendant - 6 mo @ $18 (10% SBH w/ 90% to Muni Dock)	5,302	5,302
		Subtotal	27,086	27,359
	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	14,960
	27904	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,088	14,960
	27905	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,088	14,960
	27906	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,088	14,960
	27907	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,088	14,960
		Subtoal Part-time Wages	72,312	76,672
		Overtime	3,000	3,000
		Merit Increase 2.5%	541	684
		Subtotal	3,541	3,684
		Total Wages	102,939	107,715
		Leave Cashout/Payout 5% of Bargaining Unit FTE Base Wages	1,081	1,368
		Social Security @ 6.2% of PT Wages	4,483	4,754
		Medicare @ 1.45% of Total Wages	1,493	1,562
		Unemployment Ins @ 2.23% of Wages (W/ $39,800 cap)	2,650	2,650
		Employee Group Health Benefit $2119 per month at .48 FTE	9,161	2,107
		Workers' Compensation @ 4.2258/$100 of Total Wages	4,100	4,552
		PERS 22% of FTE Wages	5,959	6,019
		Utility Benefit @ $380/mo/FTE @ .48	2,189	2,189
		BENEFITS & TAXES	31,116	25,200
		TOTAL PERSONNEL	134,055	132,915

SMALL BOAT HARBOR (52-55)

	Revenue	FY 18 Audited	FY19 Audited	FY20 Budget	FY20 BTA March 2020	FY21 Proposed Budget	% Difference (not to be in budget)
52-43-418	PetroPort-Fuel Thru-Put ($.02)		268,283	220,000	147,036	210,000	-5%
52-43-462	SBH-Storage		4,650	3,500	455	3,500	0%
52-43-463	SBH-Moorage		18,837	24,000	1,476	20,000	-17%
52-45-464	SBH-Permits		19,708	24,000	3,060	20,000	-17%
	Total Operating Revenue	-	311,478	271,500	152,027	253,500	-7%
52-49-487	Interest Income	3,981	11,262		-	2,000	
52-49-495	Misc Revenue		5,947				
	Total Revenue	3,981	328,687	271,500	152,027	255,500	-6%
PERSONNEL:							
	Total Personnel	118,642	126,023	134,055	77,097	132,915	-1%
MATERIALS, SUPPLIES, & SERVICES							
561	Supplies	1,982	931	1,800	1,317	1,800	0%
563	Wearing Apparel	1,136	121	2,000	337	2,000	0%
602	Gasoline/Diesel/Oil	6,475	1,236	8,000	930	8,000	0%
621	Electricity	-	-	2,000	-	2,000	0%
624	Water/Sewer/Garbage	-	-	7,100		7,100	0%
668	Small Boat Harbor Maintenance	1,323	1,109	7,000	1,021	7,000	0%
683	Minor Equipment	703	1,995	2,000	1,303	2,000	0%
721	Insurance	959					
799	Miscellaneous	-	111	250		250	0%
998	Administrative Overhead ICR	21,825	24,073	22,923	15,387	23,611	3%
	Total Materials, Supplies & Services	34,403	29,576	53,073	20,295	53,761	1%
	Total Operating Expenses	153,045	155,599	187,128	97,392	186,676	0%
775	Gravel	2,099	16,013	16,000	16,099	16,000	0%
	Total Project Expenses	2,099	16,013	16,000	16,099	16,000	0%
	Total Operating & Project Expenditures	155,144	171,612	203,128	113,491	202,676	0%