City of Bethel
Port Commission Agenda

Regular Meeting
Monday June 17, 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@gci.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 – May 2019

vi. **SPECIAL ORDER OF BUSINESS**

vii. **DEPARTMENT HEAD COMMENTS**

viii. **UNFINISHED BUSINESS**

ix. **NEW BUSINESS**

x. **COMMISSION MEMBER'S COMMENTS**

xi. **ADJOURNMENT**

Attest: _____
Ed Flores – Commission Recorder

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

June 17, 2019

City of Bethel Port Commission Meeting Minutes

May 20, 2019 Regular Meeting 7 p.m. Bethel, Alaska

I. CALL TO ORDER

MEETING CALLED TO ORDER AT 1900 (7:00 P.M.)

II. ROLL CALL

COMMISSIONERS PRESENT:	
Comm. Murphy	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. Pope	Approval of agenda
SECONDED:	Comm. Watson	
VOTE ON MAIN MOTION	4-0 All in favor	

V. APPROVAL OF MINUTES

MOVED:	Comm. Oosterman	Approval of minutes from March 2019, & April 2019
SECONDED:	Comm. Watson	
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. Pope	Motion to Adjourn
SECONDED:	Comm. Watson	
VOTE ON MAIN MOTION	4-0 All in favor	

Respectfully Submitted:

_____
Alan Murphy, Chairman

APPROVED THIS _____ day of_____ 2019

ATTEST: _____

CITY OF BETHEL
Managers Office

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

Celebrating 50 Years of Service

DATE: June 4, 2019

TO: Fred Watson, Mayor

FROM: Bill Howell, Acting Manager

SUBJECT: Manager's Report – Month of May 22, 2019 through June 3, 2019

Current Events

- We have prepared an action memorandum for the June 11 council packet for reimbursement of payments made by the Alaska Fire Chiefs to our GEMT contractor, AP Triton. Anchorage Fire has contributed $93,000. We seek support to use surplus ambulance contractor fees to reimburse the Alaska Fire Chiefs in the amount of $10,000

- The administration met with Dowl engineering on May 28. A copy of the meeting agenda is attached

- Our federal PILT grant was submitted well before the May 31, 2019 deadline

- We are seeking budgetary quotes from Knik construction for paving of the City office parking lot and resurfacing of the Fire Department apparatus ramp.

- A resolution and contract for financing the avenue's water project is in the June 11th packet.

- The DOT Bethel crew has been contacted regarding the beaver dam and subsequent water collecting upstream of the Ridgecrest/Brown's Slough bridge. The DOT is seeking funding to remedy the problem.

- Clean up green up is ongoing. Employees of the City and many other local agencies participated in a May 24, trash pick-up day. City employees were notified and joined in picking up trash around the community on May 24, from 3-4 P.M.

- A review of all ongoing, outgoing City Manager projects/documents is 90% completed.

- I responded directly to citizen concerns regarding two planning matters, one the police department and an ambulance billing issue. These matters are still in progress.

Departments

- Department head meetings were held on May 23.

HR

- HR is preparing to start the City Manager recruitment process

Finance

- Finance is seeking a new GL position
- Received a letter from the state regarding audit status and grants
- I am working with finance to complete the budget and audit.

Public Works

- One culvert received fill on City property on the Haroldsen's access road. This culvert drains the landfill area and was very close to the road bed surface. City employees in the area have noted an increase in dump trucks hauling from the Harolsen's pit on this road.
- Public works is investigating the feasibility of credit card acceptors at the public fill points. We are also discussing the viability of a public fill at the City Sub treatment plant.
- Public works is researching "mile markers" for boardwalks in Pinkie's park. The idea is from recommendation received through the public safety commission.
- Property maintenance is participating in the boardwalk lighting project and has submitted many useful ideas.

PD

- I met with the police Chief regarding one citizen complaint.

Planning

- The administration is reviewing two matters in the planning department regarding site plan permits.
- Review and approval of the various Subdivision plans and agreements is ongoing with the City's Engineer Dowl, the City Planner, and City Attorney.

IT/Purchasing agent

- A sole source justification for sewer pump repairs is being prepared to include these services in our sole-source agreement with Alaska Pump and Supply.

Port

- A save using a City of Bethel Life Ring was reported by the Fire Department. The port installs life rings all along the seawall in spring. A copy of the fire department press release is attached.

- I am working with the Port director to remove all brush on city properties that constitute a fire hazard, hinder access to the seawall for maintenance or decreases visibility/safety for visitors.

Fire

- The department is in the midst of completing a Fire Fighter one class and has successfully applied to the Fire Standards Council to hold our first ever Fire Fighter 2 class.

- An EMT 2 class is also scheduled for was completed during this period.

- The department is working to complete reporting and cleanup for two city spills.

Budget/Financial

- We are working on the FY 20 annual budget and attending budget meetings.

Grants

- The grant department submitted a School safety grant in coordination with LKSD. This grant totals $500,000 with a $167,000 from the school district.

- The grant manager is working on establishing a federal indirect rate for cost recovery on federals grants. Once approved the City will be able to recover costs associated with grant writing and management.

- I have assigned the Grant Manager to serve as the liaison for the City's Long Range Transportation Plan (LRTP). The updated schedule for this meeting is June 13 1:00-3:30 TAC meeting. 5:00-7:30 open house at City hall. A copy of the LRTP meeting schedule is attached to this report

- We are reviewing need and scoping possible projects for a VISTA volunteer. Vista volunteers receive a small monthly stipend and housing. The City currently has no housing options internally and this is likely the greatest barrier for our application if we choose to submit. No recommendations have been made to the administration for this project.

Bethel Heights Sewer System PER and EA- #9- See Above

City LRTP Development- #10

- Public meeting to be held in June, 2019. LRTP will be complete following public meeting.
- Additional public involvement may require amendment.

City Hall Roof Replacement- #11

- Architects Alaska prepared renderings. Still about $6K remains. Any additional work required?

Courthouse Water Service Planning Study- #12- Complete

Blue Sky Subdivision Review- #13

- Complete for right now, until developer submits engineering drawings.

GIS Database- #14

- Initial GIS work is complete. Database has all parcels and addresses created. City planning has the ability to add information to database as desired.
- DOWL GIS to be in Bethel on May 30-31 for training with City Planning.

Lift Station Engineering- #15

- Bids due to City of Bethel on May 31, 2019 at 3pm.
- Bids expected to be in the $750,000 to $1M range.
- Bo Foley is current procurement officer.
- DOWL will need to amend contract for construction administration services.

Lead and Copper Issues at City Sub- #17

- Need to obtain pH of raw water, before any treatment or storage.
- DOWL water quality specialist working on modeling the additives.

Landfill Closure Study- #18

- Draft document is being review by ADEC without costs.
- Draft in hand.
- Will be complete by end of June, 2019.

Tanqik Subdivision Review- #19

- Initial preliminary plat and subdivision proposal has been submitted, and DOWL is reviewing.

UNCONTRACTED PROJECTS

Land Additions to GIS Database- #17

- DOWL has drafted a fee proposal for adding road ownership information to the GIS database. This would also supplement the LRTP.

City Senior Citizens Center Building Condition Assessment

City of Bethel

Long Range Transportation Plan

An Element of the Comprehensive Plan

YOU'RE INVITED!
PUBLIC OPEN HOUSE
Monday, June 17, 2019

On Monday, June 17, 2019 the Transportation Advisory Committee (TAC) for the City of Bethel's Long-Range Transportation Plan (LRTP) will be hosting a public open house for the City of Bethel's LRTP.

WHAT: City of Bethel – Long Range Transportation Plan
WHEN: Monday, June 17, 2019 at 5:00 – 7:00 pm
WHERE: City of Bethel – City Council Chambers
300 State Highway, Bethel, Alaska

WHY: This public open house will provide the opportunity for the public to get an update on the project and to review the preliminary priority project list, ask questions and have their voices heard by the planning team.

FOOD AND DOOR PRIZES WILL BE PROVIDED! ENTER TO WIN A VISA GIFT CARD!

To submit comments, please visit the interactive map:
https://dowl.mysocialpinpoint.com/city-of-bethel-lrtp#/

For additional information, please contact:
John Sargent • City of Bethel – Grant Manager
P: (907) 543-1386 • jsargent@cityofbethel.net
To submit a comment or for technical information, please contact:
Alexa Greene • DOWL Project Manager
P: (907) 374-0275 • agreene@dowl.com

Payment in Lieu of Taxes (PILT)

Payment in Lieu of Taxes (PILT) Funding for 2019 Announced

On February 15, 2019, the President signed the Consolidated Appropriations Act, 2019 (P.L. 116-6) which appropriated full funding for PILT. The Department has initiated the FY 2019 PILT data collection process and will begin preparing the necessary calculations to issue payments by June 30, 2019. More information from DOI on the PILT program can be found at https://www.doi.gov/pilt

- PILT Overview, Statutes and Regulations
- PILT Status Report
- USDOI PILT Website
- PILT Annual Report

The federal Payment in Lieu of Taxes (PILT) Program provides payments to local governments that contain certain federally-owned lands known as "entitlement lands". PILT payments are intended to help offset losses in property taxes due to nontaxable federal lands within municipal boundaries. The U.S. Department of Interior administers PILT payments to boroughs, and DCRA administers federal PILT payments to cities within the unorganized borough. To receive funding, an eligible municipality must submit an application form to the department that requests the distribution and verifies the municipality meets all eligibility requirements. Distributions under the Payment in Lieu of Taxes Program are made beginning in July of each fiscal year or within 30 days of receipt of funds from the federal government.

Please Note:

The state regulations for the PILT program have been changed. With those changes come a number of requirements that have been removed from the application process. It is no longer necessary for an eligible city to submit a budget, an audit (or Certified Financial Statement), or a resolution to apply for the program. All that is necessary is to send the application form with correct and current information to the Division.

PRESS RELEASE

City of Bethel Fire Department
320 Chief Eddie Hoffman Highway
P.O. Box 1388
Bethel, Alaska 99559
Contact: William F. Howell, III, Fire Chief
Phone: (907) 543-2131
FAX: (907) 543-2702

FOR IMMEDIATE RELEASE

Date: 05-31-2019

FIRE, MEDIC AND RESCUE CALLS

Life Ring Save by Bystander's

On Thursday May 30, 2019 at 10:11 p.m., Medics were dispatched to the river by Joe Lomack Beach for a person in the river. As Medi-6, arrived on scene, the patient was found out of the water and walking around. The patient was pulled out of the water by people that were walking along the sea wall trail. The patient was t pulled out using a floating life ring that was installed at the sea wall by Port employees. The patient was wet but able to walk and later refused to go to the hospital. The patient stated that a group of intoxicated people she was with, pushed her into the water and walked away. The patient's mother came and took her to the hospital. The City of Bethel Port Department installs life saving devices along the sea wall every spring to allow bystanders to attempt rescue of people who have fallen into the river.

CITY OF BETHEL
Fire Department

Daron Solesbee, Acting Fire Chief
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Celebrating 50 Years of Service

DATE: June 4, 2019

TO: Bill Howell, Acting City Manager

FROM: Daron Solesbee, Acting Fire Chief

SUBJECT: Management Report, May 2019

Current Events

- Bethel Firefighters 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.
- Bethel Firefighters attended and observed the Fire Pump test at the YKHC Paul John Clinic building. The system performed adequately. Department members are in the process of working with YKHC in verifying fire protection equipment and features are present on the 1st and 3rd floors, which will assist YKHC in obtaining a beneficial occupancy permit from the State of Alaska for the use of those floors.
- Alaska Occupational Audiology & Health Services, Inc. performed hearing tests for City personnel from May 20-22.
- 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.
- An auction list is being compiled for the sale of the Department's obsolete fire apparatus and equipment. This will be completed and submitted to the City Manager soon.

Community Planning/Preparedness

- During May, the department ordered 44 address plaques for the community. The department has ordered 821 address signs since inception of the program. For those needing assistance, the department has installed approximately 10% of these signs at the request by property owners. The department also oversees and facilitates ordering of commercial signs with an Anchorage vendor. We are reposting our PSA on social media to rekindle awareness.

- 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 can perform clean-up operations under the oversight of EMI-Alaska. Captain Solesbee is awaiting a quotation from EMI-Alaska.

- 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 05/07/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders reviewed care and practiced S.T.A.R.T. triage for Mass-Casualty Incidents.

- On 05/09/19 at 7:00 p.m., a Fire Meeting was cancelled.

- On 05/21/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders reviewed and performed portable fire extinguisher drills for Class A, B, C, D, and K fires.

- On 05/24/19 at 7:00 p.m., the Fire Meeting was held at the fire station. Responders reviewed fire behavior and performed flashover drills.

- Five candidates are progressing through their Firefighter-1 training. Recent topics of instruction include Fire Suppression, Structural and Vehicle Fire Attacks, Vehicle

Extrication, Fire Cause Determination, Terrorism Awareness, and Hazardous Materials Awareness/Operations. The course will conclude on June 8, 2019 with State of Alaska Written and Practical Skills Examinations.

- The State of Alaska Bureau of Fire Accreditation, Standards, and Training (BFAST) and Fire Standards Council (AFSC) approved the department to instruct a Firefighter-2 course from June 15 – July 20. This course will deliver advanced training in the Incident Command System, Foam Application, Coordinating an Interior Fire Attack, and Advanced Vehicle Extrication.

- EMI-Alaska, Inc. instructed a 16-hour HAZWOPER course to complete the 40-hour HAZWOPER training for City of Bethel personnel on April 10-11, 2019. There is a 3-day OJT requirement for each person to complete in order to receive their 40-hr HAZWOPER certificate. The department contacted EMI-Alaska, Inc. with a request to assist and provide oversight to the City of Bethel in the clean-up of the hazardous materials site next to the Bethel Pool. This will meet the 3-day requirement.

- The department conducted an EMT-2 course from May 26 – June 1. All but two students passed their initial exams. Those who did not pass are eligible to retake the exams at YKHC in July.

- On May 4 and 5, a National Fire Academy Preparation for Initial Company Operations class was held at the fire station. This course clarified the role the Company Officer (CO) plays in the preparation and education of firefighters for effective incident operations.

Responses

- Between 04/30/19 and 05/31/19, the Bethel Fire Department responded to 116 EMS and 16 Fire incidents.

- During this period, 72 EMS incidents (62.0%) were alcohol-related.

- On 05-02-19 at 11:59 p.m. Firefighters responded to M.E. School for the report of a fire alarm activation. Firefighters observed fire alarms system sounding and fire fighters investigated the area and found no smoke or fire. The cause of the alarm was determined as a false alarm.

- On 05-06-19 at 5:07 p.m. Medics responded to YKCC for the report of a person experiencing chest pain. The patient was assessed and transported to the hospital.

- On 05-11-19 at 9:47 p.m. Medics responded to Ptarmigan Road for the report of a person who was possibly exposed to Tuberculosis. The patient was assessed and transported to the hospital.

- On 5-13-19 at 9:02 p.m. Medics responded to the area of Akakeek Street for the report of a person with a self-inflicted stab wound to the chest. The patient was assessed, stabilized, and transported to the hospital.

- On 05-15-19 at 3:44 p.m. Firefighters responded to Ptarmigan Road for the report of a structure fire. Firefighters observed no smoke or fire when on scene. Firefighters performed overhaul to extinguished remaining hot spots. The cause of the fire was incendiary. BPD investigators have been advised and are referring charges.

- On 05-21-19 at 3:32 p.m. Firefighters responded to the YKHC CHSB parking lot for the report of a child locked inside a vehicle. Firefighters unlocked the car and found the child was unharmed.

- On 05-30-19 at 10:11 p.m. medics responded to the sea wall by Joe Lomack Beach for the report of a person in the water. Medics arrived to find bystanders had already pulled the patient out of the water. The patient then refused treatment and transport.

- On 5-31-19 at 12 a.m. medics responded to the intersection at Seventh Avenue and Ridgecrest Drive for the report of an ATV accident with injuries. 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 and reviewed by City Council.

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. Only one set of structural firefighter turnout gear will be purchased with these funds.

- 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 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. Invoices were submitted to BVESA and the grant will be closed out soon.

Staffing/Recruitment

- The Department has one open Firefighter/EMT position, which is being advertised on the State of Alaska ALEXS website and nation-wide on the IAFC's Daily Dispatch website. Only two applications have been received to this date.

- The Department is recruiting for up to three Summer Firefighter Intern positions. This will give recent graduates who are 18 years old a chance to see what a career in the Fire Service has to offer. Currently, no applications have been received.

- All employee evaluations are being completed.

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 System (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	*(Backup ambulance)In service, Airbags repaired.*
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	*(Frontline Ambulance) In service.*
Engine 4	Pumper	2013	*(Frontline pumper)* In service, Seat belt sensor silenced but still needing repair by V&E. DEF tank heater malfunction parts on order.
Engine 3	Pumper	1986	*Being outfitted as a tender and water supply unit. 3000 feet of LDH.* (Poor overall condition needs replacement) Generator mounting parts ordered for installation
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: June 3, 2019

TO: William F. Howell, III, Acting City Manager

FROM: John Sargent, Grant Manager

SUBJECT: Grant Manager's Report – June 11, 2019 Bethel City Council Meeting

STOP School Violence Grant Application Submitted
I worked with the Lower Kuskokwim School District (LKSD) to prepare and submit a grant application to the COPS Office Stop School Violence: School Violence Prevention Program. The City requested $500,000 in grant funds. LKSD agreed to provide the 25% project match of $166,667. The City requested funds to purchase a "panic button" mobile application for download on school personnel at the five schools in Bethel, keyless card reader locks for all doors at the high school, exit bar alarms on high school doors, and an audio-video buzz-in system for the two front high school doors.

Phase 2 – Gym
I am working with Bethel Community Services Foundation to obtain a price quote for a feasibility study to construct and operate Phase 2 of the YK Fitness Center. The City will target the Rasmuson Foundation Tier 2 grant and a BCSF grant to cover the costs associated study completion.

Grant Projects
Lift Station E-Panels and "New" Bethel Main
Village Safe Water Program has yet to approve the City's request for an additional $479,900 for the Lift Station project. The additional funds will allow for the completion of the lift station rehabilitation and installation of two additional lift station panels (City Hall and Public Works Building).

DOWL engineer firm prepared the bid documents. Two companies attended the mandatory site visit. The City issued the Request for Bids documents. Responses and scoring of bid submissions will occur in the next week.

Owl Park Playground
I prepared and submitted to YKHC one report documenting the City's expenditure of the $19,922 for the purchase of playground equipment. The equipment is being installed in the first week of June 2019. I will send in one final report with photos, documenting the completion of the playground installation.

Community Action Grant

The Community Action Grant Technical Review Board plans to meet June 4 and June 12 to review and score three applications submitted in Year 2, Quarter 2. This represents the sixth round of CAG funding for board consideration.

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	9/15/19	$1,075,021 $175,004
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
Dept. of Justice, Community Oriented Policing Services	STOP School Violence Prevention Program	Mobile phone application, electronic door locks, exit door alarms, audio-visual entry system.	LKSD	5/31/19	$500,000 $166,667
AK Dept. of Health and Social Services	CSP Program Grant	Operating costs associated with CSP Program	Police	5/23/19	$323,081 $32,081 In-kind
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
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 Public Entity Insurance	Safety Grant	Traffic safety barricades	Public Works	5/7/19	$3,000
AK Dept. of Envior. 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 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

Memorandum

Date: June 1, 2019
To: Bill Howell, Acting City Manager
From: Bo Foley, IT Director
Subject: IT Director's Report

May 2019 Current Events

- **Voicemail Audit:**
  Throughout the month, on request from Acting City Manager Howell, I endeavored on an audit of all City desk phones to make sure an appropriate and up-to-date voicemail greeting was placed on each one pertinent to the position. Voicemail was either deactivated on phones that would not normally be checked or rerouted to phones that would be checked. If no greeting existed, I tried to put something generic in place especially if the position was vacant.

- **Caselle Update from 2018.5.119 to 2019.5.131:**
  Pushed a major Caselle update out to all workstations using it. This took the working version from 2018.5.119 to 2019.5.131.

- **Fire Dept WiFi Issues:**
  For a few months, users at the Fire Dept. have been reporting that the WiFi access at least towards of the front of the building has been intermittent and sometimes dropping devices randomly. It has been somewhat challenging to isolate the problem as it wasn't an issue that could be recreated on demand. With the help of Arctic IT, we performed factory resets on two of the three access points, reloaded the Fire Dept settings, and then tested with users for an extended period to which all reports were positive. Hopefully the issues have been resolved.

- **Approved Electricians RFP Ends:**
  The City's RFP for electricians ended last month, but contracts, intents to award, and protest periods bled into May. Due to the transition period with city managers, the item did not make it onto a council agenda until the last meeting of May.

- **Chemicals for Road and Water Treatment RFB Ends:**
  An RFB for chemicals used in road and water treatment concluded during the month. This RFB would be a multi-year agreement to purchase chemicals from the same company over an extended period with an initial purchase to be made before the end of FY19. Approval for the initial purchase and contract will be up for approval on the final council meeting of May.

- **Lift Station Control Improvement RFB Ends:**
  An RFB to introduce improvements on the City's lift-station controls ended. The paperwork and agreements for this will not be visited until the following month due to the RFB's ending date.

Memorandum

Date: June 1, 2019
To: Bill Howell, Acting City Manager
From: Bo Foley, IT Director
Subject: IT Director's Report

- **City Hall Janitorial Services RFB Ends:**
  An RFB to solicit janitorial services for the City Hall building concluded during the month. This RFB is to allow new and existing contractors to offer cleaning services for the City Hall building. The paperwork and agreements for this will not be visited until the following month due to the RFB's ending date.

- **City Manager Recruitment Firm:**
  A procurement procedure, modified by City Council to adjust for time and severity of need, concluded during this month. The project was spearheaded by the City Clerk with the Council scoring submissions. This project was to acquire a firm that could assist in quickly finding the City a new permanent City Manager. I assisted the Clerk in drafting letters of award and decline and making sure those notices were sent out to respondents in accordance with our usual procurement methodology. It will be up for council to approve the contract that was drafted for the winning proposal on the last council meeting of the month.

- **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, missing network drives, login problems, etc.

Future Plans

- **FY20 Projects:**
  Pending the finalization of the FY20 budget in the coming month, I will get the wheels rolling on any of the projects that the council approves funds for in my FY20 budget. Items I hope to see approved include changing our firewall service from a GCI-provided service to something onsite that we manage ourselves. I would also like to perform a full hardware replacement for desktop computers which will include licenses for the latest versions of both Microsoft Office and Adobe Acrobat.

PLANNING DEPARTMENT

Monthly Manager's Report May 2019

To: Acting City Manager Bill Howell
From: Planning Director, Betsy Jumper

Since the Planning Department has officially entered the development season. We have now received a total of 27 site plan permits for adding fill to properties, relocating houses on existing properties to abide by setback requirements, the construction of single family dwellings, a steam bath house, fish smoke houses, and a duplex.

The 1st of April, administration purposed a new Planning budget that has been reviewed by City Council. Since then the city council has reviewed the Planning budget but nothing has been changed.

I am continuing my work with the subdivision developers. Tanqik Subdivision Agreement is scheduled to be on the June's 2019 agenda. Packets and agenda are due on the 7th of June.

The DOWL's GIS (Geographic Information Systems) Engineer came and showed us the new updating address map system, and all the new features that goes with it. This will really help keep up with addresses.

Pauline and I have been working with the public assisting them with legal titles for their properties, also working with the public to get vehicles out of the right of way.

The development summer season has begun and it sure has been busy, but we are keeping up with the pace and completing our tasks on time.

CITY OF BETHEL
POLICE DEPARTMENT

May, 2019 Monthly Report

Personnel:

A new officer started on 5/13 to back fill the vacancy created by assigning an officer to WAANT. Two other applicants are in the final stages of testing. One is eligible to be certified and will start in mid-June and the other is a CSP and will attend the Academy starting in July. His CSP position will be filled at that time. Unfortunately, in addition to the sergeant that separated in May, two other officers have resigned effective in June. Both resigned for personal reasons.

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

Operations:

There were approximately 1,579 calls for service the month of May, a drop of nearly 25 cases from April and down approximately 40 cases from the same period in 2018. The number of calls requiring investigative reports was at 80, down one from May but up 8 from 2018. There were 452 intoxicated pedestrian calls compared to 492 for the same period last year. The number of domestic violence arrests was 29 this month compared to 23 for the same period in 2018 and 37 in April. There were 4 DUI arrests compared to 2 for the same period last year and 9 arrest in May. There were 3 death investigations in May, compared to one for the same period last year.

BPD investigated 2 presumed drownings in May. One was last seen off the sea wall and was recovered within hours. The other was last seen off the end of Knik Road. That person has not been recovered. However, the remains of an individual reported missing last December were recovered from the river bottom while dragging for the more recent missing person.

Bethel Police Department | P.O. Box 809 | 157 Salmonberry Rd. | Bethel, Alaska 99559
Telephone 907-543-3781 | Fax 907-543-5086 | www.cityofbethel.org

The United States Attorney General visited Bethel and a nearby village. BPD assisted with security planning, motorcade security and transportation to the nearby village. The City's BFD/BPD rescue boat was used to assist with the transport.

Animal Control:

There were 39 animal control calls for service for the month with no reported dog bites. Bethel Friends of K9 has moved their building onto the City's lot adjacent to the animal shelter. The MOU with UAF was finalized and the University no has a vet living in Bethel assisting with both Bethel and village spay/neuters.

PORT OF BETHEL

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

TO: Bill Howell, Acting City Manager

FROM: Allen Wold, Port Director

SUBJECT: May 2019 Managers Report

- **Small Boat Harbor**
  -Put in the floats and repairing floats.
  -Cleaning around the harbor using Loader and the Dump truck.
  -Selling permits.
  -Working on North Harbor Road Expansion. (15 loads of dirt and 5 loads of gravel)
  -Graded and put calcium down on the roads.

- **City Dock/Beach 1/Petro Port**
  -Customers are in and out of the Dock.
  -Crowley, Faulkner, and Vitus have pushed in. (AK Logistics and Dale Construction are still working on the tugs)
  -First mainline barge (5.2 million LBS)
  -Graded and put calcium on the Dock.
  -Cleaning up the Dock and repairing the warehouse.

- **Port Office**
  -Property Maintenance checking on building daily.
  -Selling permits.
  -Setting up cameras.

- **Admin**
  -Monthly Storage billing for customers.
  -Had a Port Commission on May 20th 2019.
  -Worked on FY 20 Budget.
  -Hired 4 Small Boat Harbor Attendants. Our City Dock Attendant found another job.
  -Coast Guard came in to do a check on the City Dock. Everything was to their liking.

- **Seawall**
  -Consistent clean up.
  -Put more Life rings up and made rescue poles for the seawall.
  -Port Attendants checking on lower access daily to make sure life rings and rescue poles are still in place.
  -Put gravel down on the Lower Access road on the trail.

- **Misc./Vehicles**
  -Safety checks along the seawall.
  -Safety Meetings.
  -V&E working on our trucks.
  -Working on the Water truck and the Grader.

MEMORANDUM

DATE: 05.31.2019
TO: Bill Howell, Acting City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Public Works Director:

Hauled Utilities:

The Hauled Utility Dept. has had a wonderful month of May 2019. No incidents for the month of May have been reported and the drivers have done a wonderful job the whole month.

There hasn't been a lot of maintenance issues with the trucks for the drivers. We still need newer water trucks that will greatly help drivers to complete the work required in a reasonable amount of time in the work schedule without a lot of overtime.

We have a new driver and will greatly help with the shortage of drivers needed to get the job done on time as soon as the driver completes his training.

Hopefully we'll be able to get Community Workers soon, as they been a great help to the Dept. in the past with all the tire repairs and a lot of work needed around the shop as well as picking trash around the dumpsters as needed.

We are thankful for the new trucks that we have, that will greatly help the department without having to deal with the trucks in maintenance. Hopefully, the drivers will take good care of the trucks as they have heard drivers will not be allowed to continue the use of the new trucks if they are abusing the new trucks.

The Hauled Utility Dept. vehicle used by the foreman is pretty old. The front tires are toeing out even though it hasn't been abused by the use. The front end would wobble with the tight turns.

We didn't get the order of the supplies we needed for the year because of the shortage of funding we have had for the department and a lot of the funding used for the department was taken away. Other departments in the City Of Bethel have used our supplies like coffee, coffee cups, gloves, high visibility safety vest, bungee cords and a lot of supplies that they ask for but we cannot get the funding for the supplies for our drivers needs as we used to.

Utility Maintenance:

- Lagoon discharge operations began discharge on 5/27/19. Sampling program to begin as per DEC permit requirements.
- 18 alarms on residential lift stations were responded to. Multiple issues with grinder pumps, heat trace, and float systems.
- Monthly meter reading and service connections were completed
- Main Lift Station pump work –Pump #1 still in Anchorage for major repair. Pump 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.
- 18 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 meetings.
- 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.

Property Maintenance:

- PW Building
  - Boiler #1 and #2 completely removed. Used/waste oil burners are sole source of heat for the building.
  - While glycol system was drained down, repairs to leaking unit heater lines throughout the building were cut out and were replaced. Still in progress.
  - Day tank fuel system and plumbing removed from building for replacement. New day tank system being installed. To be plumbed.
  - Hot water system has been removed from PW building as part of the mechanical space remodel. PW building will not have hot water until the boiler project is complete.
  - Fire sprinkling system in INOP. Constant Fire watch in place.
  - Clean up green up activities around the PW building
  - Large sink hole at North side ramp man door filled, packed and leveled with gravel and fill sand.
  - South Bay, West wall man door jam and latching hardware repaired. Doors would not close nor latch.
  - Preparations for adjusting the front entrance stairs is in progress
  - Preparations for installing handicapped, wheel chairs accessible ramp in progress.

- City Hall
  - Replaced toilet near finance area due to complaints of poor flushing performance. Now complaints are that the toilet is too low.
  - Rear entrance stairs are rotting. Project to replace the stairs in entirety as a summer project. Materials being sourced.
  - Wheel chair ramp section at front entrance is showing signs of degradation and will need to be rebuilt or replaced. Project this for summer. Material quotes requested.

- Court House
  - No smoking sign installed on building in appropriate locations.
  - Space previously occupied by OCS had minor touch ups for new occupancy.
  - All Air filters removed and replaced with new. Summer schedule for this activity now active.
  - Report of areas where carpet was raising from sub flooring during carpet cleaning identified. Plan being discussed to temporarily repair until new carpeting can be coordinated.

- **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 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. Pressures checked daily.

- **Holding Cell Area Door:**
    - Door is complete and ready 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:**
    - A plan for remediation/remodel had begun based on lab results. Priority areas have been identified.
    - Flooring quotes have been requested.

- Dog Pound
    - BFK9 has transitioned and is using the building more often.
    - BFK9 kennel relocation complete minus sewer lagoon piping install.
    - BFK9 adding gravel to parking space as well as small dog run.

- Log Cabin
    - Water service has been isolated and building closed for use by the public.
    - Instructions to dismantle the newer portion of the building from the old are on standby.

- YKFC - Pool
    - Meeting completed with Pool management staff to determine cause of reported 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.
    - Boiler #1 and #2 – Complete shutdown and cleaning performed. Function checks completed after and boiler placed back online.
    - Discussion of how property maintenance can better support the fitness center in process. Seems to be a disconnect between Fitness Center maintenance and support staff and the COB maintenance department staff.

- 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.
        - This has been addressed multiple times including with the original installer.
- Fire Department
    - Utilities Maint. accidentally cut a glycol boiler line during a repair of their systems. Boiler was turned off, Glycol drained down, repair to line completed, glycol refilled and boiler returned to service.

- Billy's Water plant
    - Boiler #1 shut down and Boiler #2 fired. To even out boiler usage.

- 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.
    - Teen center staff identified a door to the outside that was not latching properly and could be a potential entry for vandalism. Door was shimmed and latching mechanism repaired.
    - Toilet issue reported, toilet issue repaired.
    - Fuel tank flex lines were stretched to limit. Tanks too full to level, extended the flex line to prevent breaking the hard lines attached to building.

Parks and Recreation:

- Parks and Rec in General
    - 1 of 2 summer hire employees on board. 2nd employee to start end of May or early June.
    - Daily rounds of the parks has begun.
        - Identified problems and needs for repairs will be prioritized accordingly
    - Daily rounds of boardwalks has begun.
        - Identified areas for level and board replacement are being prioritized.
    - All Hands Maint./Parks Rec crew 2 hour mandatory Clean Up, Green Up Activities conducted on May 24th Entire Pinky Park areas.

As spring 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 May27th thru June 7th)
        - Install of new playground equipment and play ground material
        - Equipment for new playground has arrived on first barge
        - Installation crew expected to be in Bethel last week of May

    - All play parks

        - General maintenance and grounds upkeep
        - Trashcan repair/replacement
        - Ground cover/chips upkeep
        - Equipment repair and maintenance

    - Pinky's Park
        - Potential Softball field refurbish/re-sod/re-seed in discussion
        - Potential dugout repairs, repaint
        - Bleacher maintenance

    - Soccer Sports Field
        - Completed - Temporary fencing to prevent field traffic
        - Completed - Hydro Seed and ground aerating completed
        - Completed – Bleachers built and ready to be moved to location for install
        - Completed – Paint concrete blocks separating field from parking
        - Completed – Portable bathrooms built and ready to be moved to location for install.
        - Completed – Bike rack ready to be moved to location and installed
        - TBD - Maintenance contract options for field with Codman Services
        - TBD - Build and place information bulletin stand at location
        - TBD – Funding for permanent fencing
        - TBD – Paint/Chalk field play surface

    - Airport Cemetery
        - Requested quotation for additional fencing
        - TBD - Installing additional fencing
        - TBD - Hydro seeding expanded sections

    - Boardwalks
        - Completed - Trial Lighting pole ordered
        - Completed – Trial Solar Lighting fixture ordered
        - TBD – Install the trial solar lighting
        - General maintenance and upkeep
        - Vegetation trim back
        - Way finding signage
        - Location marking signage project.
        - Leveling boardwalk
        - Board replacement as needed
        - Trash can replacement as needed
        - Benches and sitting areas repairs

Road Maintenance:

Streets and Roads has been laying down calcium on the roads from the May 20 through to May 24, during the dry part of the month. We dispersed calcium to BIA, Kasayuli, Tundra Ridge, Owl Street, Mallard lane, Delapp Street, Atsaq Street, 6th Avenue, 7th Avenue, Willow Street, Main Street, Standard Oil Road, Boat Harbor Road, City Subdivision, Akakeek Street, Ridgecrest,

Ptarmigan Street, and the City Docks.
Streets and Roads have been pushing at the city sand pit with the D-8 cat, making up 3 piles, landfill cover, road sand, and road salt sand for the sander trucks for this winter. We now have, two big piles of landfill cover, and a good pile of road sand, and have been working on silt sand pile.
Streets and Roads, been hauling with one to two dump trucks, hauling landfill cover to the landfill or salt sand to the pile on the north side of the shop as we have time. We have been doing this on and off all month and will continue to do this all summer.
Streets and Roads is digging up the pavement on Ptarmigan Street between the intersection of Akakeek and Delapp. We will be doing this for the rest of the week, and this should take care of the bad pavement on Ptarmigan.

Vehicles and Equipment:

May was a good, productive month. We completed over 40 work orders and are short 1 mechanic. Pass the word on to your friends, we need another mechanic. Four of the five new sewer trucks are here. We have got three of the four numbered and CB's installed in all. They will hit the road Thursday morning 5/30. We continue to scramble to stay on top of everything. The V&E team has done another great job this month.

Transit System:

For the month of May, we had approximately 2,850 riders, the same period a year ago we had 2,526. That is an increase of 324 rides, about 12% increase from last year. The Green Line runs from 6:30am to 10:30am and then from 11:30am to 6:15pm, Monday through Friday and Saturday from 9:30-11:30 and 12:30-2:30. During the summer, our ridership will be down, people will be gone at fish camp, summer vacations, and others enjoy walking.

With the rough roads, potholes and ruts, Bus 439 was down for five weeks. The front bushings had to be replaced and the front end realigned and replaced both rear main springs. The shop has done a great job in helping us keep the buses on the road.

John Sargent, City Grant Manager, has done a great job and has submitted the FY 20 grant and it includes a new bus. We have requested a 14-passenger bus, with a wheel chair lift, and gas operated. Gas is cheaper than diesel and they are easier to start in the winter. If we get the new bus, it will replace Bus #436, which has in excess of 140,000 miles and is 11 years old. Good job, John!

I am very concerned about the Transit budget, both this year FY 2019 and next year FY2020. To make the Transit System more reliable and serve the people better we need to increase the number of trips per day, maybe add an inner city route, and continue to run one bus part time on Saturday. All of this would cost additional money.

Bethel Transit System goal for the FY 2020 will be to show a 20-25 percent increase in ridership / revenue. With ONC's purchase of senior and caregiver's monthly passes, it may be a lot higher than this. I think we can do this by providing better service to our passengers.

Landfill / Recycle Center:

We at the landfill have spent the entire month covering the trash in area's that we are no longer using presently. We have been covering the dumpster trash everyday per DEC requirements and it is working out pretty good. Knik had a couple of jobs of digging out ditches and we lucked out by getting somewhere around sixty loads, that we can use for cover material. We have spent a lot time picking up around dumpsters and along the road for green up clean up. There is plenty to do and most of the time, not enough people to do it.

Water Plant Operations:

For the month of May, reports to ADEC, logs for BHWTP & CSWTP. Also our Field and water plant test according to our Monitoring Summary. DMR report for month of May, no discharge for month of MAY. Daily Safety Meetings.

Institutional Corridor Update:

- No new information to report
- 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

5/1/19
Graded Ptarmigan Road, Akakeek Street, and Ridgecrest Street.
Hauled gravel and back blade potholes with 950 loader on Ptarmigan Road, and Akakeek Street.
Steamer was out steaming the last three culverts in Blue Berry, and Ptarmigan Road.

5/2/19
Grader was out seven hours grading roads throughout Bethel starting with Ptarmigan Road and Akakeek Street and back to those roads at the end of the day.
The D-8 was pushing up sand at the city sand pit for seven hours.

5/3/19

Grader was out for seven hours throughout Bethel starting with Ptarmigan Road, City Subdivision, and Akakeek Street.
Push at the city sand pit with the D-8 Cat.
Filled in potholes with the 950G in Blue Berry Sub, Ptarmigan Road, and City Sub.
Steamed out four culverts in Blue Berry and Larson Subdivision.

5/4/19
Grader was out for six hours grading throughout Bethel starting with Ptarmigan Road and Akakeek Street.

5/5/19
A grader was out grading roads on Sunday for five hours.

5/6/19
The grader was out grading BIA Road, K
The D-8 was out in the city sand pit pushing up sand.
We had a dump truck out hauling to the landfill.

5/7/19
The grader was out grading
Was out steaming a water well by Long House for 8 hours.

5/8/19
The grader was out grading Ridgecrest, Akakeek Roads, and second Road Housing
The steamer was out steaming the water well by Long House for five hours
We helped and removed the inner well casing and well pump.

5/9/19
The grader was out grading
Hauled sand from the city sand pit to the Port on the north boat harbor road with two dump trucks.
Push at the city sand pit with D-8 Cat.

5/10/19
Dug two graves with the 420 backhoe at the cemetery by the airport for three hours.
Grade roads throughout Bethel with 160M for five hours.
Push at the city sand pit with D-8 cat for eight hours.

5/13/19
Push at the city sand pit with the D-8 for seven hours.
Hauled from city sand pit to the salt sand pile at the north side of city shop with two dump

trucks.
Grade roads with the 163H grader for six hours.

5/14/19
Push at the city sand pit, with the D-8 for seven hours.
Hauled from city sand pit to the salt sand pile at the shop with two dump trucks.
Graded roads with the 163H grader throughout Bethel for seven hours.

5/15/19
Set the water pump up out Ptarmigan for the road watering truck.
Hauled salt sand to the road sand pile at the north side of the city shop with two dump trucks.
Grader was out grading roads for four hours.
We hauled the 324E excavator with the lowboy down to the north boat harbor after we got the DOT permit.

5/16/19
We used the 324E excavator to dig out three culverts and installed two new culverts on the north boat harbor.
We hauled in road sand to widen the road and capped it off with six inches of gravel.
Hauled the three old culverts up to the landfill from there.

5/17/19
We helped take out brush at the west corner of the north small boat harbor.
Used the 324E excavator to install a culvert on the east corner of the north boat harbor.
We hauled the 324E excavator back to the city shop with the lowboy.
We picked up boiler parts at Northern Air cargo, six pallets', with the trailer and dump truck.
We hauled in road sand to Mission Road, and graded it in.
Two dump trucks hauled cover to the landfill on the back east corner.

5/20/19
We welded the bag cutter on top of the sander truck.
We dispersed calcium chloride with the grader and sander truck on Ptarmigan Street, Akakeek Street, Ridgecrest Street, Akiachak Avenue, Akiak Drive and City Docks.
The road water truck, watered the roads that we calcium.

5/21/19
Grader was out at 7AM grading Ridgecrest Street, Akakeek Street, Ptarmigan Street Napakiak Street, Mission Drive, 7th Avenue, and Main Street. .
We dispersed calcium with the sander truck on Napakiak Drive, Mission Road, 7th Avenue, and Main Street.
We loaded the sander truck three times and used the truck to spread the calcium on.

5/22/19

We graded Alder Street, Osier Avenue, and 6th Avenue, 7th Avenue, BIA Road, Standard Oil Road, and Boat Harbor Road.
We dispersed calcium with the sander truck on BIA Road, Standard Oil Road, and Boat Harbor Road.
We watered the roads with the road water truck for seven hours

5/23/19
Took the 950G to the city sand pit.
Hauled cover from the city sand pit to the landfill with dump truck.
We dispersed calcium with the sander truck in Tundra Ridge Subdivision, Owl Street, Mallard Lane, Delapp Street, Atsaq Street, 6th Avenue, 7th Avenue, and Willow Street.
We used the 160M grader to grade the streets. We, then, dispersed calcium on the roads.
We also watered the same streets with the water truck.

5/24/19
Took the 950G out the city sand pit to load dump truck.
Hauled to the landfill with the dump truck from city sand pit.
In Kasayuli Subdivision and Noel Polty Blvd., we dispersed calcium with the sander truck, ran the water truck, and finally, graded the calcium that was lay down.

City of Bethel
Street and Roads Foreman
James Flemings

City of Bethel

P.O. Box 1388 • Bethel, Alaska 99559-1388
907-543-1386
Fax # 543-1388
Website: www.cityofbethel.org

To: **Bill Howell, Interim City Manager**

From: **Christine Blake, Finance Director**

Subject: **Manager's Report**

Date: **June 6, 2019**

Highest priority items I spent time on:

1. Status of the FY18 Audit- Followed up with Altman-Rogers multiple times regarding the status of the audit. Their audit report is in final review at A-R and I expect to see the draft the end of this week.

2. FY20 Budget updates

3. Working with Billing Clerk on taking action toward collection of our overdue utility accounts.

4. Observing/learning processes in Finance and am evaluating internal controls as I go. Need to establish procedures and train. I consider this to be a long-term, ongoing project that will be implemented in phases by area:
    a. Billing
    b. Cash Receipting
    c. Receivables – Utilities and Sales Tax
    d. Payroll
    e. P-Cards
    f. Accounts Payable
    g. General Ledger

5. Re-arranged my office.

CITY OF BETHEL

Post Office Box 1388
Bethel, Alaska 99559
Phone: 907-543-2047

TO: City Manager
FROM: Human Resources
SUBJECT: May Managers Report

DATE: 1 May 2019

Position	Number of Vacancies	Number of New Applications	Number Hired During Period	Number of Vacancies Remaining	Applicants in Review
City Manager	1	0	0	1	0
Driver Hauled	4	0	1	4	0
General Led Act	1	1	0	1	1
Bldg Maint Wkr	1	0	0	1	0
Util Maint Wkr	1	0	0	1	0
Water Fac Coord	1	0	0	1	0
Water Foreman	1	0	0	1	0
V&E Foreman	1	1	0	1	1
Mech-II	1	0	0	1	0
Police Officer III	1	0	0	1	0
Fire Fighter	1	1	0	1	1
TOTALS	**14**	**3**	**1**	**14**	**3**

Applications and Hiring:

Awaiting council approval to proceed with hiring procedures to announce the vacant City Manager position.

HR received a total of 6 **Applications** in May

From those 6 Applicants:

1 Driver Hauled Utility was hired.

3 applications currently under review.

2 applications were disqualified.

We currently have 11 job positions with a total of 14 openings, with 3 applications under review as follows:

City Manager: Awaiting council approval to initiate hire.

General Ledger Acct: Currently announced, 1 application in review.

Driver Hauled Utility (4 positions): Currently announced.

Utility Maint Wkr: Announced.

Building Maint Wkr: Announced.

Water Facility Coordinator: Announced.

Water Utilities Foreman: Announced.

V&E Foreman: Announced.

Mechanic-II: Announced.

Police Officer III: One hired, one failed background process.

1 firefighter position: Announced

BEACON Programs:

1 Pre-employment BEACON test was conducted. Applicant hired.

Reports of Injury:

There were no reports of injury

Administrative Actions:

All overdue employee performance evaluations have been closed.

Beginning suspense tracking on May performance evaluations.

Multiple routine PAR actions were executed.

Multiple yearly performance evaluations were submitted and processed.

Employee related announcements:

There were no announcements during the month of May.

Training, Conferences and Seminars:

None currently scheduled

James P. Harris
Human Resources Manager