City of Bethel
Finance Committee Agenda
Monday July 27th, 2020 – 6:30 p.m.
Council Chambers, City Hall-300 State Highway

Joni Beckham
Finance Committee Chair
Term Ends 2021

Robert Rey
Finance Committee Vice Chair
Term Ends 2021

Cecilia Franko
City Council Representative
Term Ends 2020

David Trantham, Jr.
Finance Committee Member
Term Ends 2020

Jason Brown
Finance Committee Member
Term Ends 2022

Marybeth Whalen
Finance Committee Member
Term Ends 2021

VACANT
Alternate Member
Term Ends XXXX

VACANT
Alternate Member
Term Ends XXXX

John Sargent
Acting Finance
Director
543-1376
jsargent@cityofbethel.net

Teddi Worrock
Recorder
543-1379
tworrock@cityofbethel.net

The City will be hosting their public meetings through Zoom. There is an opportunity to connect through the internet or through a toll-free number.
To access by phone, please call (888)475-4499 US Toll-Free, enter the meeting ID 954-141-225, and enter the meeting pass code 13871. To state a public comment ("raise hand"), press *9.
To access by website, go to zoom.us/join, enter meeting ID 954-141-225, and enter the meeting pass code 13871. If you would like written testimony to be read aloud at the Finance Committee meeting, please submit your testimony to tworrock@cityofbethel.net by 4:00 p.m. the day of the meeting. Anonymous submissions will not be read.

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD Five minutes per person

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES
- a) 3/23/2020
- b) 4/27/2020
- c) 6/1/2020

VI. SPECIAL ORDERS OF BUSINESS

VII. UNFINISHED BUSINESS
- a) Review and Discuss Chapter 4.04 Budget and Audit

VIII. NEW BUSINESS
- a) Attendance Policy and Vacancies per BMC 2.52.070

IX. EX OFFICIO MEMBER REPORT
- a) John Sargent, Acting Finance Director

X. FINANCE COMMITTEE MEMBER COMMENTS

XI. ADJOURNMENT

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: June 7, 2020

TO: Bethel City Council

FROM: Vincenzo S. Corazza, City Manager

SUBJECT: City Manager June 2020 Monthly Report for July 14, 2020 Regular City Council Meeting

Attached is the monthly administration report on city finances and operations.

Finances Highlights

City finances are on track and under budget with 92% of the fiscal year having elapsed (Expenditure Reports run a month or so behind). Departments operating spending percentages in the General Fund appear below:

Administration	63%
Finance Dept.	94%
Planning Dept.	62%
IT Dept.	83%
Fire Dept.	89%
Police Dept.	79%
PW - Admin	79%
PW - Streets & Roads	75%
PW - Property Maintenance	33%

Departments operating spending percentages in the Enterprise Funds appear below:

Hauled Refuse	59%
Landfill Operations	57%
Utility Billing	52%
Hauled Water	57%
Piped Water	76%
Bethel Hts Treatment Plant	69%
City Sub Treatment Plant	82%
Hauled Sewer	69%
Piped Sewer	70%
Sewer Lagoon	69%
Municipal Dock	68%
Small Boat Harbor	67%
Bethel Transit	80%
Vehicle & Equipment	73%

See attached Year-To-Date Report printed on 7/03/2020 that covers the month of May 2020 for detailed financial information.

Operation Highlights

During the month of June 2020, City facilities remained partially opened to the public with limited hours and mitigating measures in place due to the ongoing Coronavirus (COVID-19) emergency. The Utility Billing Office was established in Public Works for a one stop location for citizens to have their concerns of service deliveries and billing needs addressed.

Fin: Cheryl Bartlett with Carmon Jackson, CPA LLC came in June to train Finance Team members on the use of Caselle, straightened the utility billing as well as sales accounts, and began audit preparation.

PW: Streets and Roads started hauled six old broken down vehicles to the landfill in June.

PW: Property Maintenance is making progress with the ADA ramp at the Public Works building.

PW: Hauled Utilities is down to 12 of 18 drivers. 9 drivers is the minimum number that were identified through Covid-19 discussion as the system failure amount. Efforts are underway to import drivers in on a 2-week on 2-week off schedule like the Police Department. Housing these rotational drivers is a large constraint however.

PW: Transit in June provided 70 seniors, 28 youth, 161 adults and 72 disabled passengers for a total of 331. In contrast, prior to the COVID-19 virus, the Transit System provided 2,500-3,000 rides per month.

PW: V&E received two brand new Kenworth water trucks and landfill's dump truck via barge.

PD: Patrol has two vacancies but rest of department is fully staffed.

PD: There were approximately 1,129 calls for service the month of June, a decrease of approximately 113 cases from May and a decrease of approximately 371 cases from the same period in 2019.

FD: In June, the Bethel Fire Department responded to 121 EMS and 14 Fire incidents.

FD: Medic 5 returned to Bethel after being sent to Washington State to be retrofitted. BFD staff are currently outfitting this ambulance and conducting Driver/Operator training before being placed into service. Embedded photo is.

Captain Daron Solesbee with Medic 5

POB: The Port Office installed a pass box with a mic for Covid limited interaction plan harbor permits to the public.

POB: Port personnel sold more than 350 permits at the Small Boat Harbor.

Plan: Blue Sky Estates Subdivision agreement was signed on June 26, 2020.

Plan: 13 Site plan applications were approved in June.

HR: For the month of June, the total number of personnel vacancies is 17. While there were temporary hires during this period, there were zero permanent hires.

Department Reports

Detailed reports from the following departments are attached:

1) Finance Department
2) Public Works Department
3) Police Department
4) Fire Department
5) Port of Bethel
6) Planning Department
7) Information & Technology Department
8) Human Resource Department
9) Emergency Operations Center

MEMORANDUM

DATE: June 28, 2020

TO: Vincenzo S. Corazza, City Manager

FROM: John Sargent, Acting Finance Director

SUBJECT: Finance Director's Report for July 14, 2020 Bethel City Council Meeting

Bethel Finance Committee
I am working to get an ordinance change in front of the Finance Committee at their next meeting, which might be on July 6, 2020. The proposed change is to eliminate the need for a budget modification for line item transfers greater than $5,000. Department Heads would have the latitude to spend a particular budget down as long as there are no exceedances in total personnel, total Materials, Supplies, and Services, total project capital, or total capital. Department Heads would bring a budget modification to the City Manager's attention if planned spending was to exceed any of the aforementioned totals.

CARES Act Planning
The City's CARES ACT grant specialist with the Alaska Department of Commerce, Community and Economic Development said that the City's first disbursement of $4,193,478.70 by ACH bank transfer was initiated on Thursday, June 18, 2020. The City has not received the transfer as of Friday, June 26, 2020, but continues to look for it on a daily basis.

The City Manager and I opened up a new checking account with First National Bank in order to deposit CARES Act funds and track all CARES Act expenditures.

Grant Management
Lift Station Rehabilitation
DOWL completed the Business Plan draft for the City's Water and Sewer Utilities, a requirement of Village Safe Water (VSW) in order for the City's $1,000,000 VSW grant for lift station rehabilitation to become activated. A public meeting was held on Thursday, June 25, 2020 at City Hall to solicit comments for Plan inclusion. The DOWL-prepared timeline shows design completion on August 21, 2020 and contractor completion on November 15, 2020. Bethel City Council approved the City's continued use of TecPro, Ltd. to serve as the contractor for this work.

RFP Issued to Hire Auditor
Financial Services
I reviewed and approved the issuance of the Request for Proposals to hire a CPA firm to complete the City's audits and generate financial statements for FY 2020, 2021, 2022, 2023, and 2024. Proposals are due July 6, 2020. The FY 21 City Budget contains $85,000 to cover the cost of the audit.

Accounts Payable Checks

Date Issued	# Checks	Total Amount
6/5/20	17	$93,156.56
6/15/20	22	$83,342.05
6/26/20	37	$1,778,193.50

Note: Check issued on 6/26/20 includes check to Pape Kenworth Northwest in the amount of $1,375,766 for the purchase of five new water haul trucks. This purchase is covered under The Avenues Project USDA grant/loan.

Finance Dept. Training Completed

Cheryl Bartlett with Carmen Jackson, CPA LLC spent two weeks in Bethel training the Finance Team Members on the use of Caselle to perform their duties, straightening out the City's utility billing accounts and sales tax accounts, and audit preparation activities. Chery's counterpart, Christina Trent, a CPA, continues to evaluate the City's Caselle accounts remotely, make adjustments as needed, and work with the City's General Ledger Analyst on journal entries.

The City plans to extend its contract with Carmen Jackson so that they can continue to provide the City with one or more of the following services: journal entries, accounts payable processing, payroll processing, bank reconciliations, annual audit preparation, grant reporting, sales tax entries/reporting/reconciliation, and on-site training. The contract amendment will be brought before City Council for approval.

The City arranged for Cheryl to return July 12, 2020 for two additional weeks of training, problem identification and reparation in the sales tax module, utility billing module, and ledgers and sub ledgers.

Water & Sewer Service - Coronavavirus Amnesty Issue

The Finance Department Team continues to field questions from the public about the decision made early in the COVID-19 virus pandemic that the City would not shut off water or sewer utility service during the crisis and would not charge late fees, penalties, or interest during April and May 2020. Several customers misperceive the City's willingness not to shut off services with "free services." The City continues to charge for all water and sewer services delivered, including services delivered in April and May.

The Finance Department Team is hopeful that an end-date to the crisis is on the horizon, as the cost to continue to service non-paying accounts is counterproductive.

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warnold@cityofbethel.net

MEMORANDUM
DATE: 06.30.2020
TO: Vincenzo S. Corazza, City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Hauled Utilities:

We are certainly enjoying the fruits of our labor. The team we have are completing routes in a very timely manner; the Fleet that Bill and Jake have procured are allowing drivers to work without mechanical interruption. I continue to train the drivers in safety and work ethic. I continue to streamline routes to increase each drivers effective output. Winter will be the real test for us, until then we will enjoy a timely schedule. In other news, Finance has started taking payments at the Public Works building and that has been a success so far.

Utility Maintenance: 18 alarms on residential lift stations were responded to. Multiple issues with grinder pumps and float systems.

- Monthly meter reading and service connections were completed
- Clean up and organization of shops and vehicles.
- 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 meeting
- Got back the main Lift Station pump and put back in the lift station
- We been cutting brush by the PD line getting ready to install new sewer line
- All three 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 two of the vehicles are more than 10 years old
- Drain valve broke by 153 First Road housing, Repaired

Continue to monitor water leak on first road. Emergency repair parts ordered.

Property Maintenance:

Progress of the ADA Compliant Ramp at Public Works

Vehicles and Equipment:

We received the last two of the Kenworth water trucks and Landfill's dump truck on the barge.

Landfill / Recycle Center:

Streets and Roads helped the landfill a great deal by hauling sand from the pit and covering the C and D trash. Vince and I have been covering the dumpster trash daily and the medical waste that comes in from the hospital.

We got our 18 dumpsters and the gals from the college and teen center are going to paint them, like they do every year, with encouraging messages. The lids are on and ready to go.

The new dump truck and the 950 loader is a good thing around here. They have been needed for a long time.

Road Maintenance:

Streets and Roads has been hauling sand and cover from the City sand pit to the landfill to finish building a road around the top edge of the landfill. When that was completed, we hauled in cover for the trash throughout the month of June.

Streets and Roads has been pushing up sand at the City sand pit for the last two weeks, with the D-8N, for the dump trucks. We push up five piles, two road sand piles, two landfill piles and one pile for salt sand for this winter.

Streets and Roads used the last of the D-1 gravel that was hauled from Knik to the City Shop onto Akakeek Street, Ptarmigan Street, City Subdivision, 6th Avenue, Willow Street, Boat Harbor Road, Kasayuli Subdivision, 9400 and 9300 Tundra Ridge road. These heavy-use roads were bad after the thaw and rains this spring.

Streets and Roads laid down more Calcium Chloride on Ptarmigan Street, Housing area, BIA Road, and Boat Harbor Road.

Streets and Roads hauled away six vehicles during this Clean up, Green up season, which our offer to haul vehicles away expires on the 30th.

Bethel Transit System
PO Box 1388
370A 4th AVE
Bethel, AK 99559-1388
www.cityofbethel.net

June Transit Report

Good afternoon, the June report will be fairly limited as I am still in the process of learning the ins and outs of the Bethel Transit System. I took over May 29th, 2020 from my father Bill Ferguson who worked for the city transit for many years. I have been slowly but surely going through the basic operating systems and reports and in fairly short time should be able to master them.

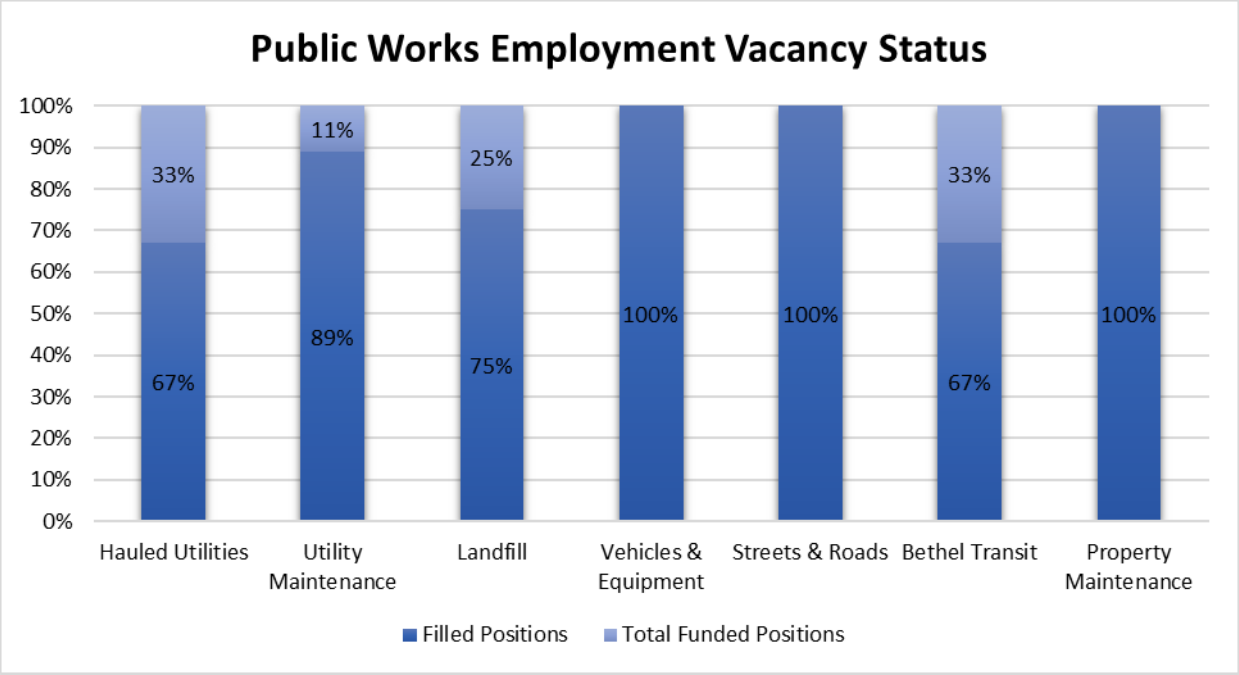
There were (2) adult monthly passes, 54/13 elder and caregiver passes purchased by ONC, and more daily and trip passes purchased from TWC. Just recently there has been road construction causing delays in various parts of the bus route being done by KNIK construction. The May DOT summaries have had several minor kick backs due to clerical errors on my part.

Currently, ridership is still low due to continued concerns over COVID-19. Ridership totals: Seniors/70 Youth/28 Adult/161 and 72 disabled passengers. There has only been (1) bus in use, vehicle 440. Currently there is only one driver working Monday-Friday working a split schedule.

I am currently working on learning how to input monthly summaries into BlackCAT/AKDOT and calculate the current reimbursement.

James Ferguson
Bethel Transit Manager

Staffing Issues/Concerns/Training:
Chart updated: 06/26/2020



Department	Hauled Utilities	Utility Maintenance	Landfill	Vehicles & Equipment	Streets & Roads	Bethel Transit	Property Maintenance
Filled Positions	12	8	3	6	5	2	5
Total Funded Positions	18	9	4	6	5	3	5

CITY OF BETHEL
POLICE DEPARTMENT

June 2020 Monthly Report

Personnel:

There are currently two vacanies in Patrol. We have one applicant who is going through the pre-employment process currently. We also have one in house applicant for the Dispatch Supervisor position.

Our traveling officers have been flying in and getting the rapid COVID-19 tests prior to starting their shifts.

Richard Simmons Jr. will be here July 13th and ready to start his new journey as our new Police Chief.

All administrative, CSO, CSP, and dispatch positions are fully staffed.

Bethel sadly has lost a great Trooper on the 20th and it hurts us all to have lost him. We are continuing to show support to the family and loved ones who were close to him.

Operations:

There were approximately 1,129 calls for service the month of June, a decrease of approximately 113 cases from May and a decrease of approximately 371 cases from the same period in 2019. The number of calls requiring investigative reports was at 95, a decrease of 24 from May and a decrease of 34 from 2019. There were 197 intoxicated pedestrian calls compared to 354 for the same period last year. The number of domestic violence arrests was 37 this month compared to 53 for the same period in 2019 and 26 in May.

There were 3 DUI arrests compared to 15 for the same period last year and 10 arrests in May. There were two death investigations in June, compared to three for the same period last year.

Animal Control:

There were 32 animal control calls for service for the month with one reported dog bite.

CITY OF BETHEL
Fire Department

William F. Howell, III, Fire Chief
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Fax: (907)-543-2702
bhowell@cityofbethel.net

Celebrating 50 Years of Service

DATE: June 29, 2020

TO: Vinny Corazza, City Manager

FROM: Bill Howell, Fire Captain

SUBJECT: Management Report, June 2020

Current Events

- Effective June 1, 2020, Daron Solesbee resumed his regular position as Fire Captain. Bill Howell has reassumed his position as Fire Chief.
- The Department has completed its annual NFPA ground ladder and fire hose testing. Annual NFPA testing of the Department's fire pumps and City of Bethel's fire hydrants have been started.
- Medic-5 arrived at the Port of Bethel on June 17. Staff took the new ambulance to the Vehicles & Equipment department for a mechanical inspection and then to thefire station for in-service training and equipment stocking.
- 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 being proactive in its preparedness and potential response to the Novel Coronavirus-2019 (COVID-19). 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.

- 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. This training will is scheduled for either Fall 2020 or Spring 2021.
- Fire department staff members are conducting pre-incident planning inspections for various commercial and assembly occupancies. This information will be crucial, should an emergency incident occur at these locations.

Training

- On 06/11/2020 at 6:00 p.m., fire company operations training was held at the fire station.
- On 06/16/2020 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders conducted trauma assessments and reviewed treatment options during several scenario drills.
- On 06/25/2020 at 7:00 p.m., a Fire Meeting was held at the fire station. Responders reviewed ladder truck operations and practiced setting up and repositioning the aerial device.

Responses

- Between 06/01/2020 and 06/29/2020, the Bethel Fire Department responded to 121 EMS and 14 Fire incidents.
- On 6/5/20 at 2:51 p.m., medics and firefighters responded to the report of a vehicle roll over with multiple patients. One patient was extricated and another was placed into custody by the Bethel Police Department. The patient was assessed and transported to the hospital.
- On 6/7/20 at 11:30 p.m., firefighters responded to the report of an activated fire alarm and the smell of smoke at a house. Firefighters made entry and found food on the stove, but nobody was home. Firefighters turned off the stove, removed the food, and ventilated the house.
- On 6/10/20 at 8:43 a.m., medics responded to the report of a person with multiple stab wounds. The patient was assessed and transported to the hospital.

- On 6/13/20 at 2:27 a.m., firefighters responded to the report of a structure fire. Upon arrival, firefighters observed smoke and fire coming from a steam bath. Firefighters deployed hose lines and extinguished the fire. The cause of the fire was accidental.

- On 6-25-20 at 5:56 p.m. firefighters responded to the report of smoke coming from a house. Firefighters investigated and found the smoke came from a furnace event on the house. Crew then cleared.

Budget/Financial

- The department is operating within budget.

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 received and is being mounted on Truck-1.

- The Department has submitted an invoice to YKHC Injury Control & EMS for the Phase 18 Code Blue Grant reimbursement of $45,000 for the remount of Medic-5 to a new chassis. **This request is still pending.**

Staffing/Recruitment

- The Department is fully staffed.

- There is one full-time Firefighter Intern position available. The department is recruiting for this opening.

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. Chiefr Howell is directing modifications for this install.

- Fire pump testing is upcoming August 2020. Staff will perform vacuum and leak tests to ensure they will pass when tested by Underwriter’s Laboratories, Inc.

FIRE DEPARTMENT VEHICLE STATUS			
Vehicle	**Type**	**Year**	**Status**
Medic 4	Ambulance	1999	*(Backup ambulance)In service.*
Medic 5	Ambulance	2019	Received in Bethel via the second Alaska Marine Lines barge. V&E conducted a mechanical inspection

			and BFD staff are currently outfitting this ambulance and conducting Driver/Operator training before being placed into service.
Medic 6	Ambulance	2017	*(Frontline Ambulance) In service.* Driver's side rear Liquid Spring Suspension strut was replaced by FF Wenger. Back-Up camera is not functioning (wiring/connection issue). 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. Generator is experiencing frequent 20A fuse blowouts. Pump packing rings need to be tightened and/or replaced.
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. Pump packing rings need to be tightened and/or replaced.
Truck 1	Ladder Truck	2017	Outfitting, in service. See 2019 UL Pump and Aerial reports. DEF sensor malfunction was repaired by V&E. The aerial desiccant plugs and hydraulic pump to be repaired by V&E or Hughes Fire Equipment technician.
Com 1	Pickup	2014	In service. Mirror adjustment button inoperable. Replacement ordered.
Com 2	Pickup	2004	In service.

OF BETHEL

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

TO: Vinny Corazza, City Manager

FROM: Allen Wold, Port Director

SUBJECT: June 2020 Managers Report

- **Small Boat Harbor**
  -Repairing floats and added an emergency response float for Fire Dept. and BSAR.
  -Widening road entrance to North Side Harbor 20' more (cut pipe for extensions, welding pipe, 20 loads of rip rap, 5 loads of gravel)
  -Graded and calcium around the SBH.
  -Picking up drift, cutting grass/trees, and picking up around dumpsters.
  -Sold 350+ permits (General use, Ramp use and float spaces)

- **City Dock/Beach 1/Petro Port**
  -Customers in and out of the Dock. 4 crews working.
  -2 mainline barges (AK Logistics and AML)
  -10+ fuel barges (4 million gallons of fuel brought in)
  -Graded and calcium the City Dock.
  -Tugs/barges pulled up to Beach 1 to be repaired.

- **Port Office**
  -Property Maintenance checking on building daily.
  -Staining handrail of the Port Office ordered new flags.
  -Cleaning office daily with disinfectant.
  -Installed a pass pass box with a mic for Covoid limited interaction plan.

- **Admin**
  -Monthly storage/wharfage/moorage billing for customers.
  -Safety meetings with crew. Meetings with the Directors and City Council Meetings.
  -We have 13 letters to owners for abandoned vehicles being mailed out. If we don't hear from them, we'll drain the fluids and bring them to the landfill.

- **Seawall**
  -Consistent clean up.
  -Fixed Cable Fencing.
  -Hauling gravel for the washouts and filling in the pipes with gravel. 3 Loads of Gravel
  -Cutting grass and trees to prevent tripping hazards for barge crews.

- **Misc.**
  -Inventory of tools, cleaning supplies, etc. in office and shops.
  -V&E working on our pickups.
  -Streets and Roads using our heavy equipment.
  - We had a summer hire intern for a month.

To: Vinny Corazza, City Manager

From: Ted Meyer, Planner

Subject: June Manager's Report

Date: June 26, 2020

SUBDIVISIONS

ONC Ciullkulek Subdivision

Construction of the Ciullkulek Subdivision access road started in mid-May. The City-contracted DOWL Road Inspector started a few day after that. Daily reports were submitted and the project is running smoothly.

Blue Sky Estates Subdivision

The Subdivision Agreement was signed on June 26. The Site Plan Permit was approved on the same day, and the Notice to Proceed given. The start of construction is scheduled for July.

Tanqik Subdivision

DOWL is reviewing plans. It was just learned that a subdivision agreement has not been presented to the City Council for approval yet. At this point it is assumed staff will coordinate and prepare an agreement with Tanqik staff with DOWL assistance.

SITE PLAN PERMITS

Thirteen (13) applications were approved in June. One project was submitted to the Army Corps of Engineers for review.

CONDITIONAL USE PERMITS

After application review and multiple site visits, a Notice of Incomplete CUP Application for a proposed marijuana retail store was sent to the applicant.

CODE ENFORCEMENT

Staff continues to work with the City Attorney on a code enforcement issue. Staff continues to investigate multiple complaints regarding fill placement without a permit.

MAPPING

Staff awaits an update from DOWL of the City Zoning Map. They are adding 78 Blue Sky Estate Subdivision property and two zoning designations recently recommended by the Planning Commission and approved by the City Council. Staff is also coordinating with DOWL who are preparing mapping that shows locations of all piped water lines, hydrants, and lift stations in the City (as requested by Public Works).

PLANNED DOT&PF ROAD CONSTRUCTION PROJECT

DOT&PF and consultants called in May and June to discuss the City subdivision platting requirements combined with a road access project that would include connecting Tundra Ridge with BIA Road. Survey Firms plan to start surveying in July.

BETHEL EMERGENCY OPERATIONS CENTER BUSINESS

Planning staff, in their role as EOC Logistics, continue to order Personal Protective Equipment and sanitary supplies from the State EOC and from commercial vendors as well.

Memorandum

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

June 2020 Current Events

- **Purchasing Agent Duties:**
  This month, the City Manager has delegated purchasing agent duties to me on account of my past experience having done the job. My hope is that Finance will reabsorb these responsibilities as soon as they are able.

- **Request for Bids:**
  This month I have posted a couple different RFB documents on the City's website and sent the word out to various outlets around Alaska. These RFBs include:
  1) Sewage Lagoon Boat (Ends 6/29/20)
  2) Sewage Lagoon Pump (Ends 6/29/20)

- **Request for Proposals:**
  This month I have posted an RFP document on the City's website and sent the word out to various outlets around Alaska. This RFP includes:
  1) Financial Auditing Services (Ends 7/6/20)

- **G-Suite Mailbox Export:**
  Under our current G-Suite agreement, we have had to leave email accounts open and/or suspended so that we could continue to access their contents. Being able to do so allows us to perform e-discovery on those accounts and allows new employees to gain information beneficial to the position they have taken over. Unfortunately, this has meant that we have been paying for every single account, no matter how small or short-lived, for quite a while.

  Recently I reached out to Google to try to find a way to export mailboxes so that we could continue accessing their contents but be able delete the account so we no longer have to pay for it. I am happy to report that I found the information I needed and have deleted 76 dormant accounts, which should drop our monthly bill by almost $1000. The exported mail data has been backed up.

- **Police Dept. Dispatch Console Project:**
  This month, I have worked with ProComm Alaska to finally kickoff the much-needed project of upgrading the Police Dept.'s obsolete radio system. ProComm is a sole-source Motorola distributor that deals and installs Avtec equipment in Alaska. In using the State of Alaska's cooperative purchasing agreement (through which Avtec is an approved radio equipment

Memorandum

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

vendor), we will be procuring all necessary hardware and bringing both entities out to Bethel in order to install everything and get PD staff trained up.

- **Delta Western Contract Renewal:**
  This month the City renewed its contract with Delta Western for fuel provisions, leveraging the first of its three options to renew. The contract will be extended through the end of September 2021.

- **Alaska Communications Onboarding:**
  Now that all contracts have been signed, I can announce that the City is now partnered with Alaska Communications (ACS) to help augment the IT department. A technician joined me during this month to begin the onboarding process. We should be on schedule to have all relevant software installed so that we can meet our contractual start date of July 1st.

- **SQL Server Upgrade:**
  Finance informed me that they were getting errors within Caselle when trying to handle sales tax certifications. Caselle has suggested updates for this, but have informed that our SQL server needs to be version 2012 or better (we were using 2008). I worked with Arctic IT to have this updated in hopes that it will fix the certificate issues.

Future Plans

- **Server Refresh:**
  With the FY21 budget adopted, I have gotten the ball rolling on ordering my new server equipment. I would like to have all our servers refreshed as soon as possible in hopes that users will be able to note increased performance and to eliminate our risks of the servers failing due to old age. This project will likely need several months to be completed.

- **Offboarding of Arctic IT Software:**
  As I work towards fully onboarding onto Alaska Communications' ConstantlyOn IT system, I will simultaneously be working with Arctic IT to remove their remote management software across all computers. Additionally, I will need to make a swap in antivirus software. Most of this transition will take place during the following month.

- **Surveillance Systems:**
  The city manager asked me to purchase several prepackaged surveillance systems that one might find at Costco or Amazon to be installed in Finance, Public Works, and the Fire Dept. All three

Memorandum

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

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systems are here, but cannot be installed until our electrician has had a chance to get us power to the locations that the cameras will be mounted. I'm hopeful we can take this step within the next couple months as travel restrictions lift so we can start using the systems.

CITY OF BETHEL

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

TO: City Manager
FROM: Human Resources
SUBJECT: May 2020 Managers Report

DATE: 29 June 2020

Position	Number of Vacancies	Number of New Applications	Number Hired During Period	Number of Vacancies Remaining	Applicants in Review
Finance Director	1	0	0	1	0
Asst Fin Dir	1	3	0	1	2
Police Lieut.	1	0	0	1	0
Police Ofc	2	2	0	2	2
Dispatch Supv (FY21)	1	1	0	1	1
PW Admin Asst (FY 21)	1	1	0	1	1
Driver Hauled	7	0	0	7	0
Driver-Landfill	1	0	0	1	0
Water Operator	1	0	0	1	0
Transit Driver	1	0	0	1	0
TOTALS	**17**	7	0	17	6

Applications and Hiring:

HR received a total of 4 **Applications** in June

From those 5 Applicants:

1 Hauled Utility driver was hired

We currently have 10 job positions with a total of 17 openings, with 6 applications under review. One applicant for Asst Fin Dir voluntarily withdrew her application. Two new FY 21 positions were internal announced with applications received and under review.

BEACON Programs:

No test conducted

Reports of Injury:

There was one reported injury (lacerated eye from debris while unloading a truck).

Administrative Actions:

Multiple routine PAR actions were executed.

Multiple yearly performance evaluations were submitted and processed.

Employee related announcements:

None

Training, Conferences and Seminars:

None

James P. Harris
Human Resources Manager

CITY OF BETHEL, ALASKA
EMERGENCY OPERATIONS CENTER

DATE: July 6, 2020

TO: Vincenzo S. Corazza, City Manager

FROM: Vincenzo S. Corazza, Emergency Operations Center director

SUBJECT: Emergency Operations Center June 2020 Report

Operations Highlights

The Emergency Operations Center (EOC) was at level 2 during the month of June:

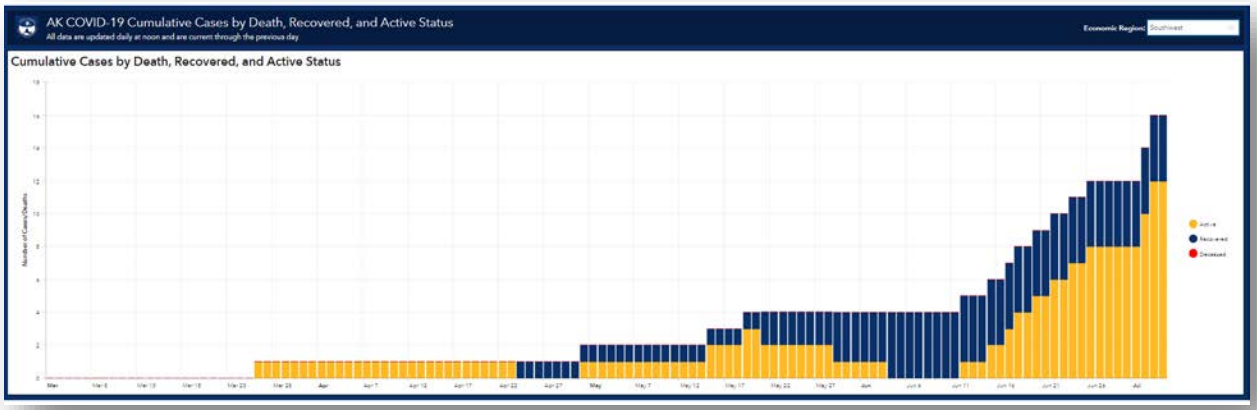
On 6/3/2020 the EOC began discussions on a Covid-19 friendly 4th of July activities. By 6/17/2020, a driving parade was set with information being disseminated to the public as well as calls for vehicles/floats/participants.

On 6/10/2020 the EOC discussed a plan to support YKHC with their airport testing operations. The group present discussed the idea to use CARES Act funding as a financial incentive (e.g., cash, gift cards, raffle) to encourage people who land at the Bethel Airport to be tested. An Incident was opened to act on this idea.

On 6/18/2020, the City hosted a Public Forum soliciting public input on how to use its CARES Act funding. Feedback is being incorporated in a CARES Act Budget and Spending Plan. Anticipate the Budget and Spending Plan to be submitted to Council for approval in July.

Covid-19 Cases statistics from Alaska Department of Health and Social Services (DHSS) for Bethel and the Southwest Region as follows:

Region	Borough/Census Area	Community	All Cases	All Cases (New)	Community Cases	Secondary Cases	Travel Cases	UI Cases	Hospitalized Cases	Deceased Cases	Recovered Cases	Active Cases
Southwest	Bethel Census Area	Bethel	5	0	1	1	1	2	0	0	1	4
		Other	6	0	3	0	0	3	1	0	2	4
		Total	**11**	**0**	**4**	**1**	**1**	**5**	**1**	**0**	**3**	**8**



Finances Highlights

On 6/29/2020, the City received its first physical check of the CARES Act funds, totaling $4,193,478.70. A bank account separate from the City's Treasury was set up to deposit the check into in order to avoid commingling funds between CARES Act (First National Bank of Alaska) and City General and Enterprise funds (Wells Fargo).

As indicated in the 06/29/2020 report to the State of Alaska Office of Management and Budget, $0 of the CARES Act funds have been spent. Reporting Supporting Documents attached.

COVID-19 Monthly Expenditures by Community

THE STATE of ALASKA
GOVERNOR MIKE DUNLEAVY

Instructions

Please update this form with your community's information, as well as COVID-19 expenses by spending area for the month. The six spending areas are outlined on pages 2-3 of this document. The full document can be found using the link below. Please email completed documents to: GOV.OMB.COVIDFUNDING@alaska.gov within 15 days of each month's end. Contact 907-465-4660 with any questions.

https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf

Community Information

Community Name	City of Bethel	Street Address Including City, State, and ZIP Code	300 State Highway, P.O. Box 1388, Bethel, AK 99559
Contact Name	Vincenzo S. Corazza	Telephone	(907) 543-2047
Email Address	citymanager@cityofbethel.net	Web Site	cityofbethel.org

For Month Ending: MM/DD/YYYY 06/30/2020

Spending Area	*For amounts > $25K, enter details on page 4. Attach an excel file if necessary.*	*Describe your overall plan for expenditures.*
Medical	$ 0.00	On 6/29/2020, the City received it's first physical check of the CARES Act funds, totaling $4,193,478.70. A bank account separate from the City's Treasury is being set up to deposit the check into in order to avoid commingling funds between CARES Act (First National Bank of Alaska)and City General and Enterprise funds (Wells Fargo).
Public Health	$ 0.00	
Payroll	$ 0.00	
Compliance	$ 0.00	
Economic Support	$ 0.00	On 6/18/2020, the City hosted a Public Forum soliciting public input on how to use its CARES Act funding. Feedback is being incorporated in a CARES Act Budget and Spending Plan.
Other	$ 0.00	
TOTAL	$ 0.00	

Signature *Signature of the Person Submitting this Form* Name Vincenzo S. Corazza

Date of Signature 06 (*MM*) 29 (*DD*) 2020 (*YYYY*)

City of Bethel

Coronavirus Aid, Relief, and Economic Security (CARES) Act

June 2020 Expenditures Report

Supporting Documents Attachment

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

The City Invites you to the June 18, 2020 CARES Act Public Forum at 10:00 AM at the ONC Multipurpose building at Pinky's Park. The event will be facilitated by Michelle DeWitt, Executive Director of the Bethel Community Services Foundation.

WHO: Businesses, Non-Profits, Churches, Citizens (the whole community)

WHAT: CARES ACT PUBLIC FORUM

WHEN: Thursday, June 18, 2020 – 10:00 AM

WHERE: ONC Multi-Purpose Building, right at Pinky's Park (Akiachak Ave)

WHY: Provide your project/program/ideas on how you/your organization can help spend the City's $8.4 in Federal Coronavirus Aid Relief, and Economic Security Act.

Refreshments will be served and DOOR PRIZES will be drawn.

Masks requirements (will provide for citizens who do not have one) and **social distancing in effect.**

City of Bethel

Vincenzo Corazza <vcorazza@cityofbethel.net>

agenda for the a.m.

1 message

Michelle DeWitt <michelle@bcsfoundation.org> Wed, Jun 17, 2020 at 4:53 PM
To: Vincenzo Corazza <vcorazza@cityofbethel.net>, Libby Bakalar <lbakalar@cityofbethel.net>, Lori Strickler <lstrickler@cityofbethel.net>

Hi Vinny- are we still looking like the content below for an agenda tomorrow? Does the facility have marker boards or should I bring my portable marker boards? Do you need me to bring my portable speaker and mic (that's what's been used at our local BLM protests).

Agenda

1. CARES Funds and how $$ could be used- Nils and Lisa, AML
2. Sample Approaches from other communities- Nils and Lisa, AML
3. Current Ideas from City- Vinny
4. Overview of Ideas Submitted Electronically-Vinny
5. Brainstorm Session- in person or via zoom- white board ideas, how it addresses covid, cost- Michelle
6. Eligibility of Presented Ideas- Libby/Lisa of AML-summary/risk/liability

Post-Meeting: Ranking/Discussion

I heard the ad on the radio today!

Pick. Click. Give.
MICHELLE DEWITT | she/her/hers
EXECUTIVE DIRECTOR
Bethel Community Services Foundation
PO Box 2189, Bethel, AK 99559
907-543-1812 | michelle@bcsfoundation.org

Support local groups when you apply for your PFD!

Ideas:

1. **AML suggestions**

    1. Deals with those municipalities with Health powers (not us)
    2. Public Health
        - Water sewer
        - Wash-a-teria
        - Sanitation
        - Landfill issues
        - Social distancing – extra staff to enhance?
    3. Costs related to mandates
        - Personnel costs
    4. Economic Impacts
        - Grants to businesses
        - School districts
        - Vulnerable populations

<u>Tie expenses to economic hardship(s)</u>

<u>City of Bethel proposed CARES Budget</u>

1. 3m for Public safety wages/reimbursement
2. 3.5m Emergency Operations Center (EOC)
3. 200k Taxi coupons (elders single ride)
4. 100k PPE stockpile i.e. sanitizer, gloves masks
5. 5k Elections COVID Related
6. 75k Homeless sheltering
7. 20k COVID-19 testing support to YKHC (incentives)

<u>Public ideas/feedback</u>

1. Most pressing for your business
    a. 56% regular cleaning for business and public spaces
2. 54% Basic living expenses
3. 51% Loss of job and income
4. How has COVID effected your operations?
    a. 54% In person to virtual activities
    b. Budget impacts-reduced revenue due to delays in fundraising.

5.

Brainstorm

- Mark Springer - Communications eligibility of CARES act funding
  - ALMR – Bring to Delta? Alaska Land Mobile Radio System (State Wide Repeater System) Road system focused for Public safety needs.

- Leif- Vulnerable pooulations, Impacts to children, cancelation of camps, schools and other activities, library, city contributions.

- Ryan Jefferies- Kilbuck Armory building Emergency Operations Center, Congregate care and City Emergency Supplies-Secondary use as community Gym/event center, Code improvements, renovations needed. Policy 1400 LKSD School Board - Welfare Health and Safety of youth, Creating awareness

- Nicolai, TWC – representing for E. Arnold. Travel concerns, Exposure risk, cleaning supplies, Paying staff to furlough, Budget impacts? PSA - Printed and radio. Additional costs to agency.

- Susan Taylor – food bank, (Saturday to volunteer), large increase in need of food bank services. Food and other insecurities. AVCP RHA helping with housing utilities. City - utilities support for Bethel residents. Food bank income qualified. General concern for economic impacts to individuals.

NEEDS

  - Reduction of paperwork/applications. Barriers.
  - City directly implements of partnership with community partners.
  - T.Quiner – Larger quantities and more nutritious food needed for food bank. CARES Funding?

- Adam London, full time homeless shelter
  - L. Bradbury- social work and case management to help/support homeless population. Coach and support.
- Juan Delgado/electrician – UV lights in airports and public buildings to passively sterilize, kill viruses and bacteria

Cares fund eligibility

Criteria

- Incurred during COVID

- Related to COVID impacts
- Must be incurred March 2020 through December 31, 2020

1. Homeless Shelter
    a. Eligibility?
    b. Homelessness prevention
    c. Mortgage assistance

2. Youth needs
    a. AML not aware of other communities with similar programs
    b. Childcare – 2nd to other needs but typically eligible.

3. Kilbuck Armory
    a. Eligible for Cares funding? Possibly.
    b. Be careful, should address current public health emergency.
    c. City can make justification,
    d. Libby- School district unable to change current demolition contract.

4. Barriers to library funding?
    a. AML- do-able, needs ample justification
    b. Loss of Revenue due to closure.
    c. Rasmussen Foundation offering matching funds to City investment of CARES funds to libraries and other cultural or arts focused entities,
    d.

Contact
cares@cityofbethel.net
vcorazza@cityofbethel.net
543-2047
City of Bethel
PO Box 1388
Bethel AK. 99559

Thank you for attending today!!!

Notes By Bill Howell, Fire Chief

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CITY OF BETHEL
P.O. Box 1388 ● Bethel, Alaska 99559
907-543-1386
Fax: 907-543-1388

PRESS RELEASE

June 29, 2020

To: News Media

Contact: Vinny Corazza, City Manager/Emergency Operations Director
PO Box 1388, Bethel, AK 99559
907-543-1386
vcorazza@cityofbethel.net

City of Bethel Receives First CARES Check

The City of Bethel received its first disbursement of the $8.4 million from the State of Alaska for the Coronavirus Aid, Relief, and Economic Securities (CARES) Act. In a ceremony held at the First National Bank of Alaska Bethel Branch at 700 Front Street, City of Bethel Mayor Perry Barr extended the check in the amount of $4,193,478.70 to Branch Manager Jason Brown.

“Opening up a new checking account at First National Bank will allow the City to easily track all deposits and expenditures in order to complete monthly reports,” said Acting Finance Director John Sargent.

The United States Treasury and the State of Alaska have provided guidance on where the CARES Act funds can be spent. Areas of eligible expenses include: medical, public health, payroll for public safety, actions to facilitate compliance, economic support in connection with the COVID-19 public health emergency, and functions of government that satisfy the Fund’s eligibility criteria.

“We received a lot of interesting ideas from the community at our June 18 CARES Act Public Forum,” City Manager Vinny Corazza said. “Bethel City Council still needs to pass the CARES Act Budget and Spending Plan, but it’s nice to know there’s $4.2 million that can immediately be spent on CARES Act eligible expense.”

L-R: City Manager Vinny Corazza, Acting Finance Director John Sargent, Mayor Perry Barr, Bank Manager Jason Brown, Bank Operations Supervisor John Hamilton

CITY OF BETHEL, ALASKA

Ordinance #20-XX

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING CHAPTER 4.04.080 OF THE BETHEL MUNICIPAL CODE, BUDGET—CONTROL

WHEREAS, the City's annual budget is an estimate of planned expenditures in the form of line items that rarely conform to the exact amount needed or spent during a fiscal year;

WHEREAS, the current purchasing arena in western Alaska includes many variables that make budget figures impossible to predict accurately, including inflation, shipping costs, air freight and barge freight restrictions, and supply and demand factors;

WHEREAS, City departments planning to transfer more than $5,000 in any line item must work with the City Manager to prepare and submit a supplemental appropriation request (budget modification) to City Council for approval;

WHEREAS, in the past few years, several City Council members have expressed public consternation and dissatisfaction with the budget modification process and blamed City Administration for the number of budget modification ordinances brought to Council throughout the year;

WHEREAS, the City Manager and Departments directors propose the use of four "bottomline" budget control measures as spending caps: 1) Total Personnel, 2) Total Materials, Supplies & Services, 3) Total Project Expenditures, and 4) Total Capital Expenditures;

WHEREAS, passage of this ordinance change will result in less budget modification ordinances brought to City Council and provide departments and the City Manager with the latitude to control expenditures by monitoring bottomline figures and not be hampered by the $5,000 line item transfer limitation;

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

SECTION 1. Classification. This ordinance is permanent and general in nature and shall be placed in the Bethel Municipal Code

SECTION 2. Amendment The Bethel Municipal Code Section 4.04.080, is amended as follows (new language is underlined and old language is stricken out):

4.04.080 Budget—Control.

Budgetary control is exercised at the departmental level. Departments are permitted to spend appropriated Personnel funds for all line items in a particular Personnel budget as long as the Total Personnel amount for that budget is not exceeded. Departments are permitted to spend appropriated Materials, Supplies & Services funds for all line items in a particular Materials, Supplies & Services budget as long as the Total Materials, Supplies & Services amount for that budget is not exceeded. Departments are permitted to spend appropriated Project Expenditure funds for all line items in a particular Project Expenditures budget as long as the Total Project Expenditures amount for that budget is not exceeded. Departments are permitted to spend appropriated Capital Expenditure funds for all line items in a particular Capital Expenditures budget as long as the Total Capital Expenditures amount for that budget is not exceeded. ~~The city manager may approve intra-departmental transfers of appropriated funds not directed to personnel services and only to the extent such transfers do not exceed five thousand dollars ($5,000).~~ Any supplemental appropriations that amend the ~~total~~ budgeted Total Expenditure amounts for 1) Personnel, 2) Materials, Supplies, & Services, 3) Project Expenditures, and 4) Capital Expenditures ~~expenditures~~ of any department ~~and all inter-departmental transfers of appropriated funds~~ shall be by ordinance. The request for any supplemental appropriation shall be submitted to the council as soon as the city manager becomes aware that the Total Expenditure ~~total expenditure~~ ~~for any line item~~ amount has exceeded the budgeted Total Expenditure amount ~~expenditure~~. ~~for that line item by five thousand dollars ($5,000)~~. [Ord. 17-43 § 2; Ord. 04-05 § 2; Ord. 161 § 2, 1985.]

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

ENACTED THIS DAY OF 2020, BY A VOTE OF IN FAVOR AND OPPOSED.

Perry Barr, Mayor

ATTEST:

Lori Strickler, City Clerk