



City of Bethel
Public Works Committee
Regular Meeting - Wednesday, September 18, 2019 5:30 pm
City Hall Council Chambers, 300 Chief Eddie Hoffman Highway

Courtney Trammell
Committee Chair
Term Expires 12/2020

Alyssa Gustafson
Committee Vice-Chair
Term Expires 12/2019

Carol Jung-Jordan
Council Representative
Term Expires 10/2020

Jeff Sanders
Committee Member
Term Expires 12/2020

Ryan Butte
Committee Member
Term Expires 12/2020

Juan Delgado
Committee Member
Term Expires 12/2021

Bill Arnold
Ex- Officio Member

Charlie Dan
Committee Recorder

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PEOPLE TO BE HEARD – 5 minute limit**
- IV. **APPROVAL OF AGENDA**
- V. **APPROVAL OF MINUTES**
 - a) 08-21-2019 Regular Meeting
- VI. **UNFINISHED BUSINESS**
 - a) Review Memorandum of Understanding (MOU) between City of Bethel and Lower Kuskokwim School District draft
 - b) Recommendation for a City of Bethel Code Enforcer
 - c) Solid Waste/Dumpster Improvements Follow-up
- VII. **NEW BUSINESS:**
 - a) Review Draft Ordinance for Six Yard Dumpster Rate
- VIII. **DIRECTOR'S REPORT**
- IX. **COMMITTEE MEMBER COMMENTS**
- X. **ADJOURNMENT**

Posted September 12, 2019 at City Hall, AC Co., Swanson's, and the Post Office.

Charlie Dan, Public Works Assistant

City of Bethel, Alaska

Public Works Committee Meeting Minutes

August 21, 2019

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular Public Works Committee meeting was held on August 21, 2019 in the City Hall council chambers in Bethel, Alaska. Courtney Trammell called the meeting to order at 5:45 pm.

II. ROLL CALL:

Present: Courtney Trammell, Alyssa Gustafson, Jeff Sanders, Ryan Butte, Juan Delgado, and Bill Arnold.

Excused Absence: Carole Jung-Jordan, Charlie Dan.

III. PEOPLE TO BE HEARD:-5 Minute Limit

IV. APPROVAL OF AGENDA:

MOVED BY:	Alyssa Gustafson	Motion to approve the agenda.
SECONDED BY:	Ryan Butte	
VOTE ON MOTION	Motion carried by unanimous vote.	

V. APPROVAL OF THE MINUTES:

MOVED BY:	Alyssa Gustafson	Motion to approve meeting minutes for 07-17-2019.
SECONDED BY:	Jeff Sanders	
VOTE ON MOTION	Motion carried by unanimous vote.	

VI. SPECIAL ORDER OF BUSINESS:

VII. UNFINISHED BUSINESS:

- A. Review Memorandum of Understanding (MOU) between City of Bethel and Lower Kuskokwim School District:

MOVED BY:	Ryan Butte	Motion to table Agenda item until details are finalized.
SECONDED BY:	Carole Jung-Jordan	
VOTE ON MOTION	Motion carried by unanimous vote.	

- B. Recommendation for a City of Bethel Code Enforcer: please invite City Planner to next meeting

MOVED BY:	Ryan Butte	Motion to table Agenda item to review Job Description for City of Bethel Code Enforcer.
SECONDED BY:	Alyssa Gustafson	
VOTE ON MOTION	Motion carried by unanimous vote.	

- C. Adopt-A-Dumpster Proposal

VIII. NEW BUSINESS:

- A. Bethel Lead and Copper Sampling Results
- B. Bethel Best Practices Score-Spring 2019
- C. Solid Waste/Dumpster Improvements Follow-up
- D. Language for Dumpster Rules Sign: please shorten with BOLD lettering

IX. DIRECTORS REPORT: Bill gave his report

X. COMMITTEE MEMBER'S COMMENTS:

C.Trammell- Thank you for the meeting.

A.Gustafson- I'm running for City Council

J.Sanders- Thank you

R.Butte- No comment

J.Delgado- No Comment

XI. ADJOURNMENT

MOVED BY:	Ryan Butte	Motion to Adjourn.
SECONDED BY:	Alyssa Gustafson	
VOTE ON MOTION	Motion carried by unanimous vote.	

With no further business, meeting adjourned at 7:17 PM.

APPROVED THIS _____ DAY OF _____, 2019.

Charlie Dan
Recorder of Minutes

Courtney Trammell
Committee Chair

CODE ENFORCEMENT OFFICER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, performs a variety of technical duties in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern.
2. Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
3. Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative and parking citations and notices of violation as necessary.
4. Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
5. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
6. Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
7. Patrol assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
8. Participate in the implementation of the City's graffiti abatement program; receive requests for abatement of graffiti; patrol the City, record location of graffiti, and inform the City's Graffiti Abatement Office of the need for vandalism clean-up; obtain and collect right of entry forms for graffiti abatement on private property; enter calls into computer system and track case progress.

CITY OF CERES
Code Enforcement Officer (Continued)

9. Attend meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
10. Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.
11. Participate in supervising the work of community service workers, county inmates, or volunteers engaged in community clean-up and preservation activities; determine locations and type of work to be performed.
12. Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.
13. May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
14. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a municipal code compliance program.
Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.
Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
City services and organizational structure as they relate to code compliance.
Legal actions applicable to code enforcement compliance.
Effective public relations practices.
Principles and procedures of record keeping.
Methods and techniques of business correspondence and technical report preparation.
Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.
Occupational hazards and standard safety practices.
Geographic features and locations within the area served.

Ability to:

Independently perform a full range of municipal code enforcement and compliance duties.
Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.
Inspect and identify violations of applicable codes and ordinances.
Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
Investigate complaints and mediate resolutions in a timely and tactful manner.
Prepare accurate and detailed documentation of investigation findings.
Maintain complex logs, records, and files.

CITY OF CERES
Code Enforcement Officer (Continued)

Research, compile, and collect data.
Prepare clear and concise technical reports.
Make oral presentations and testify in court
Work independently in the absence of supervision.
Read County Assessors maps and property profiles.
Read and interpret legal documents and descriptions.
Understand and follow oral and written instructions.
Type and enter data accurately at a speed necessary for successful job performance.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to completion of the twelfth grade supplemented by specialized training and/or college level coursework in criminal justice, public administration, business administration, or other related field.

Experience:

One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

Successful completion of P.O.S.T. 832 P.C. course within six months of hire.

Possession of, or ability to obtain within one year of appointment, certification as a Code Enforcement Officer issued by the CACEO.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

CITY OF CERES
Code Enforcement Officer (*Continued*)

Bargaining Group: Miscellaneous
FLSA Status: Non-Exempt

June, 2007
Johnson & Associates

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Code Enforcement Officer position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.



DUMPSTER REGULATIONS:

PLEASE KEEP THIS AREA CLEAN

DUMPSTERS ARE FOR HOUSEHOLD TRASH

**PLEASE DO NOT PLACE ANY BULKY
ITEMS THAT CANNOT FIT INCLUDING:**

**APPLIANCES, HOUSEHOLD FURNITURE
SUCH AS COUCH, MATTRESS OR
WASHER/DRYER OR OTHER BULKY ITEMS**

**IF YOU WOULD LIKE TO SCHEDULE A BULKY
ITEM PICK UP OR NOTICE THIS DUMPSTER
IS NOT SERVICED ENOUGH, PLEASE CALL
UTILITY BILLING AT 543-3150**

**LANDFILL HOURS: MONDAY - SATURDAY 8AM - 6PM
LANDFILL 543-7711 OR PUBLIC WORKS 543-3110**

Introduced by: Public Works Committee
Date:
Public Hearing:
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #19-XX

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING CHAPTER 13.16.150 OF THE BETHEL MUNICIPAL CODE, TO ESTABLISH A RATE FOR SIX YARD DUMPSTERS

WHEREAS, the City of Bethel purchased six-yard dumpsters and has not established and confirmed by the governing body, a rate for those dumpsters;

THEREFORE BE IT ORDAINED by the City Council of Bethel, Alaska, that:

SECTION 1. Classification. This ordinance is shall become effective upon passage by the Bethel City Council.

SECTION 2. Amendment. The Bethel Municipal Code Section 13.16.150 is amended as follows (new language is underlined and old language is stricken out):

13.16.150 Solid waste collection.

For the collection, removal and disposal of residential/nonresidential/commercial garbage, rubbish and waste materials within the city, the following charges shall be made:

A. Residential/churches/nonresidential/commercial scheduled rates:

1. Residential and church service:

Frequency of Service	Rate
Monthly flat rate	\$15.00

2. Nonresidential service:

Frequency of Service	Rate
Monthly flat rate	\$67.00

3. Commercial service:

Frequency of Service	Rate
Four-yard dumpster	\$59.00/haul

Introduced by: Public Works Committee
Date:
Public Hearing:
Action:
Vote:

Frequency of Service	Rate
<u>Six-yard Dumpster</u>	<u>\$66.00/haul</u>
Eight-yard dumpster	\$74.00/haul
Commercial monthly flat rate without dumpster	\$66.00

B. Residential/commercial on-call rates:

Residential services	\$13.06 per call
Commercial services	\$66.00 per call

C. Public use of the municipal landfill:

Frequency of Service	Rate
Four cubic yards or less per day	Free
More than four cubic yards	\$10.00 per cubic yard

The landfill, subject to approval by the city council, shall establish and may periodically adjust additional rates, charges, and fees for the use of the landfill, including, but not limited to, rates, charges and fees for dumping oil, glycol, and oversized items.

SECTION 2. Effective Date. This ordinance shall become effective November 1, 2019 upon passage by the Bethel City Council.

ENACTED THIS ____ DAY OF SEPTEMBER 2019, BY A VOTE OF __ IN FAVOR AND __ OPPOSED.

Fred Watson, Mayor

ATTEST:

Lori Strickler, City Clerk



CITY OF BETHEL
Managers Office

William F. Howell III
P.O. Box 1388, Bethel, Alaska 99559
Phone: (907)-543-2131
Fax: (907)-543-2702
Cell: (907) 545-4998
bhowell@cityofbethel.net

Celebrating 50 Years of Service

DATE: September 3, 2019
TO: Fred Watson, Mayor
FROM: Bill Howell, Acting City Manager
SUBJECT: City Manager's Report – September 3, 2019

Current Events

- Bo Foley has been appointed to act as City Manager for the Month of September 2019. I will be in Bethel during this time and available for calls.
- A final letter is being sent to the public regarding the new water test data and a date correction of the public notice certifications sent out in July 2019. The City's recent test results showed no exceedances of Federal Action level for lead. The City is no longer required to send out quarterly notices.
- Insurance claim investigation responsibility was transferred to the Human Resources Manager.
- A letter from the State of Alaska regarding the Audit is included with this report. The letter indicates the City is now compliant with State audit requirements.
- The City is working with Attorney Michael Gatti to review several joint purchasing contacts for City use. Two contracts have been approved: HGAC and Sourcewell.
- We are working with the developer and DOWL to finalize the Blue Sky Subdivision project.
- On August 20, 2019 a meeting with DOWL was held in chambers to brief the City on ongoing projects and discuss the upcoming Avenues

project. DOWL provided a copy of the landfill closure study.

- Administration, Fire and Finance are working on submitting the GEMT cost reports needed to begin collecting additional Medicaid reimbursements. The City is considering contracting these services due to the time consuming and technical nature of these reports.

Ongoing Business

- Loan documents for the "Avenues" water and sewer improvements bond were signed August 28, 2019 at City Hall. The City may now begin the process of starting work with DOWL
- DOWL was hired to produce a structural condition report for the South floor (garage entry area) of the Public Works building. The Public Works Department recently discovered significant rotting of the wood support members. Additional funds are needed for a full assessment of the City shop floor. A quote for further structural assessment is being reviewed.

A local contractor quoted the city \$100,000 for the repairs. A proposal for repair will be brought to the Council in the next few meetings. In the meantime, water and sewer trucks are being parked outside.

- A list of missing street signs was sent to the ADOT&PF and City Streets and Road Division for replacement. The City portion of these missing signs is in review. KYUK was hired to verify all Yup'ik spellings on the new signs prior to production.
- We are waiting for a draft of the Long Range Transportation Plan (LRTP) from DOWL. A change order to the original scope of work for completion is being forwarded to Administration.
- A Department Head meeting was held on August 22, 2019. The next Department Head meeting is scheduled for September 5, at 10 A.M.
- A meeting with Union leaders was held on and August 20, 2019.



CITY OF BETHEL
Fire Department

Daron Solesbee, Acting Fire Chief

P.O. Box 1388, Bethel, Alaska 99559

Phone: (907)-543-2131

Fax: (907)-543-2702

dsolesbee@cityofbethel.net

Celebrating 50 Years of Service

DATE: August 30, 2019
TO: Bill Howell, Acting City Manager
FROM: Daron Solesbee, Acting Fire Chief
SUBJECT: Management Report, August 2019

Current Events

- Medic-5 will be shipped to Seattle, WA in September in order to have Braun Northwest, Inc. refurbish and remount the patient care box onto a new vehicle chassis. The department is in the final stages of obtaining a cooperative purchasing agreement.
- The State of Alaska DHSS has issued new guidelines and scope of practice for EMS services. EMS Instructors will receive training on these changes, as will all EMS providers. These regulations went into effect this month.
- Knik Construction completed paving of the fire station driveway and City Office parking lots.
- Salzbrun Drilling and Welding Services installed two pilings in the fire station front yard. One will be used for the relocation of the flagpole and the other for the installation of a new basketball goal.
- The department has completed its administrative review of two new marijuana applications.

Community Planning/Preparedness

- 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 formulating a plan and quote with EMI-Alaska.

- The Department is attending Emergency Preparedness Meetings for the upcoming YKHC Disaster Drill. This drill's theme is a structure fire that starts at the South end of Trailer Court, resulting in multiple structures being burned and multiple fire victims. There will be two injected scenarios involving a motor vehicle collision with extrication on the opposite side of town and a respiratory failure/arrest at the YKHC Long Term Care Facility. This drill will test the capacity at which agencies can manage multiple emergencies simultaneously.
- 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 is exploring the possibility of contracting AP Triton as a consultant to complete these reports.

Training

- On 08/06/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders reviewed the use of the DOT North American Emergency Response Guidebook and completed an inventory of the ambulances.
- From 08/15/19 to 08/18/19, FF Haviland attended a NFA Juvenile Firesetter Intervention Specialist Level I & II course in Wasilla.
- On 08/20/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders conducted drills for treating bleeding and shock.
- On 08/22/19 at 7:00 p.m., a Fire/EMT Meeting was held at the fire station. Responders conducted a walk-through of the temporary Emergency Department and ambulance corridor.
- On 08/23/19, firefighters obtained permission from YKHC to conduct forcible entry, wall breaches, firefighter drags, and tool use drills at the North Wing site prior to it being demolished.

Responses

- Between 08/01/19 and 08/29/19, the Bethel Fire Department responded to 122 EMS and 6 Fire incidents.
- On 08/02/19 at 10:09 p.m. medics responded to East Avenue for report of a person having stroke. On arrival, medics found the patient not breathing and initiated CPR. The patient was transported to the hospital and pronounced dead by hospital staff.

- On 08/08/19 at 2:47 a.m. medics responded to Akakeek Street for the report of a person with lacerations on their arm. Medics controlled the bleeding and the patient was transported to the hospital.
- On 08/10/19 at 10:17 p.m., Firefighters responded to the Air traffic Control for the report of a tundra fire southeast of the flight tower. Firefighters observed a tundra fire burning approximately 2-3 miles from the flight tower. Firefighters determined that the fire was not endangering any homes so Firefighters contacted McGrath Alaska forester.
- On 08/19/19 at 3:00 p.m. firefighters were notified about a fire across from Hangar Lake. Firefighters tried to access the fire with 4 wheelers but were not successful. Firefighters then took the fire boat out and found the fire on Steam Boat Slough. The fire was a pile of fiberboard from a fish camp that started the fire. Firefighters then had them put the fire out and informed them of the regulations on burning.

Budget/Financial

- The department is operating within budget.

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 ALEXSys website and nation-wide on the IAFC's Daily Dispatch website. Five applications have been received to this date.

- The Department hired Thomas Dyment as a full-time Firefighter/EMT. He is a current State of Alaska EMT-2 and was a former Summer Firefighter Intern. He is progressing through his Driver/Operator and Firefighter training.
- The Department hired Shanna Mendenhall as our new Summer Firefighter Intern. So far, she has completed CPR, Medic First Aid, and some firefighter training. She is currently assisting staff members with completing summer projects.
- All employee evaluations have been completed to date.

Vehicles & Equipment

- The new ladder truck was repaired by a technician from Hughes Fire Equipment. Issues corrected were the nozzle nesting feature of the elevated master stream, aerial boom centering feature, and an upgrade to the Command Zone 3 aerial operating software.
- We have received the parts for the Class-A Foam system for Engine-4 and will be installed soon.
- Medic-6's Motorola APX 6500 radio control heads are in "Maintenance Mode" and ProComm Alaska has been contacted to troubleshoot the issue. Staff are currently using their portable radios to contact BPD Dispatch and the hospital. If necessary, ProComm Alaska will submit a proposal to our department for their technicians to come to Bethel to troubleshoot/repair/tune-up all of our radios.

FIRE DEPARTMENT VEHICLE STATUS			
Vehicle	Type	Year	Status
Medic 4	Ambulance	1999	<i>(Backup ambulance) In service, Airbags repaired.</i>
Medic 5	Ambulance	2003	In service. Electrical issues troubleshot and repaired. Will be sent to Braun Northwest soon for remount onto a new Dodge Ram 4500 4x4 gasoline chassis.
Medic 6	Ambulance	2017	<i>(Frontline Ambulance) In service.</i> APX 6500 radio control heads cannot be taken out of "Maintenance Mode". Staff are troubleshooting with ProComm AK.
Engine 4	Pumper	2013	<i>(Frontline pumper) In service,</i> Seat belt sensor silenced but still needing repair by V&E. DEF tank heater malfunction parts on order.
Engine 3	Pumper	1986	<i>Being outfitted as a tender and water supply unit. 3000 feet of LDH.</i> (Poor overall condition needs replacement) Generator mounting parts have been received and is ready 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



CITY OF BETHEL

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

TO: City Manager
 FROM: Human Resources
 SUBJECT: August Manager Report

DATE: 30 August 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
City Attorney	1	0	0	1	0
Police Chief	1	1	0	1	0
Police Officer	3	0	0	3	0
Driver Hauled	5	1	0	5	1
Driver-Landfill	1	0	0	1	0
Water Foreman	1	0	0	1	0
Water Operator	1	0	0	1	0
Mech-II	1	0	0	1	0
TOTALS	15	2	0	15	1

Applications and Hiring:

Both City Manager and City Attorney vacancies are currently undergoing vetting through talent management agency GovHR.

A "spark" interview was conducted for the position of Police Chief 8/9/2019, 1020 hrs. Following the interview it was determined that the potential candidate would not be suitable for the position and no formal interview was scheduled.

HR received a total of 9 Applications in July

From those 9 Applicants:

- 1 Assistant Finance Director was hired.
- 2 Community Service Patrol offers were hired
- 1 Internal promotion to Water Facility Coordinator occurred
- 1 Internal promotion to City Dock Attendant occurred

We currently have 9 job positions with a total of 15 openings, with 1 application under review for Hauled Utility

BEACON Programs:

1 Post-Accident BEACON test was conducted.

Reports of Injury:

There was one report of injury

Administrative Actions:

Multiple routine PAR actions were executed.

Multiple yearly performance evaluations were submitted and processed.

Employee related announcements:

An updated Workers Compensation Claims "How-To" packet was forwarded to managers courtesy of AEPI 8/30/2019.

Leadership seminars were announced by the Avitas Group and disseminated to all managers to field interest 8/23/2019.

Premera Blue Cross announces the following:

Alaska Wellness Academy registration (Sept 9). This is a virtual on-line attendance at no-cost, open to all employees.

Prior authorization requirements for prescription drug Victoza (diabetes Type-II

https://www.premera.com/ak/employer/news/?eml=PBCAK:MKTG:employer:news082019:readall&mkt_tok=eyJpIjoiTIRka1pHVXpORGd6TWpNeiIsInQiOiJoNFh3cEVPYWlrcm9MY0NGQ29lbTVSbndFZXdOcUxMYTN2XC9Ub21tVzMyWjlKbFBXNEd0WThicUVkTkdCVThxcEZIUFIKdElxbVJ4ZDdLWUFEOGZQRG0yN096c0lpTFIzRVZ4YXFoaFFmOVFsbmZVWnc3RDBIOU5RTHBzeTZ0VVgifQ%3D%3D

Training, Conferences and Seminars:

None currently scheduled

James P. Harris
Human Resources Manager

"Deep Sea and Transportation Center of the Kuskokwim"

Memorandum

Date: September 1, 2019

To: Bill Howell, Acting City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



August 2019 Current Events

- **E911 Phase II:**

ProComm technicians were in town during the early part of the month to go live with the Phase II implementation of the E911 system. By the time the technician left, he reported to me that triangulation data was working. There may still need to be kinks worked out of it, but the fundamentals were definitely working and so cell calls to 911 can now be located.
- **Email Subpoena:**

During the month of August, acting police chief, Amy Davis, brought me a court subpoena she had received for emails going back to January of 2016 until present. The order was to produce any and all emails mentioning the name of a specific former police officer in any of its variations. The subpoena further specified that the emails would have to be from three separate email accounts. After a few days of searching and collecting, all emails were sent to the PD for redaction of confidential information before they were forwarded onto the requesting party. We managed to get these delivered by the subpoena's deadline.
- **PTO for a Week:**

I was out of town on PTO for the second full week of August on family business. During this time, I tried to answer any emails that required my attention. The rest I left to Arctic IT in my absence.
- **RFB Contracts Executed:**

August saw the execution of several contracts/purchase agreements including one for a bulk order of glycol, another for the purchase of a road and culvert steamer, and finally one for a new sand spreader. The orders for these items will likely be put through before month's end.
- **City Hall Panic Alarm:**

For months now the panic alarm at City Hall has been in a trouble state due to several of the wireless remotes being low on battery. I've been in touch with Tyco and one option was to send out a technician to handle the problem. Obviously this would be a very high cost for simply changing out some batteries and so I just requested they send the batteries to me. I am currently waiting for the correct batteries to show up so this issue can be resolved.

Memorandum

Date: September 1, 2019

To: Bill Howell, Acting City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



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

Future Plans

- **Holding Pattern:**

Most of my immediate future plans involve the purchasing of equipment. Unfortunately, all contracts that have been under review by legal have hit a wall in terms of vendors not wanting to budge on certain language. Because of this, I cannot plan to make any progress on these fronts until legal can find a compromise from the various vendors.

- **Acting City Manager:**

For the month of September, I have been asked to serve as acting City Manager. During this time, I plan to hand off my purchasing agent duties to another so that I can be more focused on the duties I will need to perform while acting.



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warnold@cityofbethel.net

MEMORANDUM

DATE: 08.31.2019
TO: Bill Howell, Acting City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Hauled Utilities:

I, Clyde Erickson, have taken over for Harry in the 2nd week of August. It's been a challenge but we are moving forward. Emphasis on team work and job duties, along with good communication with finance has made for fewer call outs. The biggest problem we have right now is route efficiency. We are currently working on making the route sheets more accurate so that we are delivering to houses that should be on the route, and removing houses from route sheets that should not be on. In addition, moving forward I will be, working with finance, to stream line these routes so we have as little driving between subdivisions as possible on each day, in other words on Kasayuli/Larson days we do not drive to Ptarmigan for 2 houses. Older water trucks are given shorter and closer routes, as much as possible, in hopes of reducing wear. My goal is to have as few call outs as possible, efficient route scheduling, and an efficient way of communicating with Finance.

Utility Maintenance: 14 alarms on residential lift stations were responded to. Multiple issues with grinder pumps, heat trace, and float systems.

- Monthly meter reading and service connections were completed
- Main Lift Station pump – Pump #1 has arrived and has been installed, the Lift Station is running on all 3 pumps
- AVEC contacted and service to two service panels cut in preparation for VanGo to repair.
- VanGo Enterprises in Bethel on 8/26. Repairs on several service panels, heat trace repairs, and conduit repairs in residential areas. Research and layout of 7th Ave heat trace consolidation.
- Clean up and organization of shops and vehicles.
- 14 residential lift station repairs
- Cutting in new clean outs on sewer line On Ptarmigan Rd area to help with line flushing
- 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
 - New Boilers #1 and #2 installation complete but not fully operational, yet. Final use circulating pumps have been installed. During electrical inspection, it was determined the circulation pumps would need to be relocated. Work is in progress.
 - New hot water system using indirect heating from boiler system has been installed. Hot water circulation pumps installed. System go live is awaiting boiler fire up and testing period. PW building will not have hot water until the boiler project is complete.
 - Fire sprinkling system NOT in operation. Dry line system was charged with water and leaks developed. Frontier Fire contracting came for inspection and is generating an estimation to repair leaking section of pipe.
 - South Bay roll up door entrance closed. NO USE. Serious problems exist within the flooring. As mentioned in previous manager report, PW building floor and foundation are experiencing issues. During an inspection, building maintenance discovered broken joists, brackets, support flooring and gusset beams and substantial wood rot. Engineering firm has been notified and plans are being put in place to evaluate damage and repair.
 - Trouble shot and repaired problem with the “used oiler filter/separator” system. System fully cleaned and contaminants removed. System back in operation.

- City Hall
 - Parking lot paving project complete. Front entrance (Stairs and Handicap ramp) replaced and operational. Open to public use.
 - Rear entrance to Building replaced in entirety and open for use.
 - Temporary parking lines are being painted to determine functional layout for permanent painting of parking, loading and unloading, fire line and handicap markings/lines.
 - AirCon in conference room area repaired temporarily.
 - Aircon in IT director’s office needs repair, leaking condensate back into the building between the wall and floor.
 - Window closures on most windows throughout the building are non-operational and will need to be replaced. Quotation requested for the correct arm length for closure.
 - Boiler cleaned for winter use. Nozzle and electrodes replaced.
 - Glycol in City Hall system will need a full replacement before winter. Awaiting order of glycol and other time sensitive summer projects to be complete before this task.
 - Auto/coin vent needs to be installed at air trap location in the trunk line above HR office. This should prevent the air trap issues that trip the boiler in the building every winter.

- Court House
 - **Dry Sprinkler System:**

- Dry system is back in NORMAL operation minus ONE isolated sprinkler head located on the outside of the building to the left of the front main entrance. Frontier Fire Contractor inspected the damage and is providing estimate to make system in full working order again.
 - 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 Fall/Winter 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:**
 - This will need to be planned out after time sensitive summer projects are complete.
- Log Cabin
 - No new updates. Building is in NON USE status.
 - Graffiti and vandalism are a continuing constant problem.
- YKFC - Pool
 - Fuel Pumps failed do to ground settling and breaking the power connections. Electrical contractors arrived to replace the damaged circuit providing power to the pump system. All is in normal working order. This may become a problem, again, as the ground continues to move and settle.
 - Air mover on west side the pool deck has failed. New fan ordered and in hand. Plans in action to replace after time sensitive summer projects.
 - Roof leaking during rain and wind. This is a recurring issue and needs to be address by city leadership and the original installers/constructors. Stacey Reardon has videos to show the problem. IT IS NOT CONDENSATION DRIPPING FROM THE CEILING.
 -
- 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 and activate when the weather is rainy and windy.
 - This has been addressed multiple times including with the original installer but continues to occur.
 - We've had the electrical contractor troubleshoot. No discrepancies found. Perhaps the original ONSITE GEN contractor will need to be involved.
 - Aircon reported as NOT operational in dispatch areas. Aircon has been inspected and is putting out cool air but it is not as cold as other units in the same building.

- Aircon in server room continues to leak water regardless of maintenance department's attempts to remedy.
- Fire Department
 - BFD front entry replacement project in progress.
 - Flag pole relocate project in progress along with replacement of front entrance retaining wall.
- Bethel Heights Water plant
 - Electricians identified discrepancy with water level indication system. Expect quotation to identify repair options. (In progress with Bill Arnolds discretion)
 - Hot water heat circuit failed due to corrosion. Electrical contractor replaced circuit. Circuit in normal working order.
 -
- City Sub Water Plant
 - Boiler shut down to fix a leaking glycol union. Union repaired. Boiler back in full operation.
 - Employee complained the building was too cold to work in during the summer months without an operational boiler.
- Teen Center
 - Request to provide dirt or mulch in the playing area next to the fence to cover exposed artic pipe. Provided dirt ad spread along exposed metal piping.
 - Sink faucet leaking and spray nozzle replaced.
 - Ronda has requested Push bar exits to all be replaced or removed all together.
 - During building rounds rear doors are repeatedly found unlocked/unsecured. This could be a serious problem if someone wanted to break into the building after hours.

Parks and Recreation:

- Parks and Recreation in General
 - No employees for Parks and Rec. All employees have quit, been terminated or have transferred to other departments.
 - When possible rounds of the parks.
 - Identified problems and needs for repairs will be prioritized accordingly and done, if possible.
 - Same as above for boardwalks.
 - Identified areas for level and board replacement are being prioritized.
- Projects so far, more to be considered.
 - 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 On site
 - Completed – Paint concrete blocks separating field from parking
 - Completed – Portable bathrooms on site
 - 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
 - RFP initiated for hydro seeding proposals
 - TBD - Installing additional fencing
 - TBD - Hydro seeding expanded sections

- Boardwalks
 - Completed - Trial Lighting pole ordered
 - Completed – Trial Solar Lighting fixture received
 - 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 helped Port by hauling the Port D-1 gravel from Knik yard to the Port Quonset building yard. This took two days to do with two dump truck hauling.

Streets and Roads also helped port by using three dump trucks, we hauled D-1 gravel to the east side of the seawall. The grader graded it out and used the compactor to compact it.

Streets and Roads has also been helping the landfill by hauling cover, as needed and also hauled a winter pile from the city sand pit. The winter pile will be mixed later with salt so that this pile will stay thawed, so that it could be used this winter for cover.

After the big rain storm, Streets and Roads had the grader out grading the roads for over two weeks. With the roads being muddy and with big potholes, we had to haul gravel to fill in the holes as we graded the roads.

We used the 324E excavator to stack, crush and haul the steel and broken lumber from the east addition of the YKHC hospital. Dale Construction has been hauling it to the landfill with two side dumps for the last four days.

Vehicles and Equipment:

August has been a busy month for V&E as for all the other departments. We have been working on keeping most everybody up and running, kind of a challenge at some points, so please be patient. Potable water trucks are the biggest issue at this point, however, we will make it happen. We will be seeing at least one truck on this last barge. Keep on keepin' on.

Transit System:

For August 2019, the Bethel Transit System transported a total of 2,190 passengers: 264 of those riders had a disability, 117 were elders, 813 were passengers using ONC Senior and Caregivers monthly passes, and 1,260 were general public. Revenue for August, including trip fares, day fares, and monthly passes totaled \$4,720.00.

Road construction has caused the bus to run behind schedule for the past three weeks. It has been 15-30 minutes late, some of the time and in several cases the bus had to by-pass a bus stop because of the construction. Most of the passengers were very understanding and accepted the delay. Our ridership has been down some during this period.

We have been assured that our new bus will be delivered to the Seattle Barge Line on-time to meet the first of September sailing. It should arrive in Bethel that later part of September. Our "new" Bus 439, purchase in October of 2014, has 157,000 miles on it and is beginning to require extra TLC, thanks to the City Shop, to keep it on the road. Bus 438, our smaller bus, is our stand-by bus and we use it when Bus 439 is in the shop.

We currently have two drivers, Sally Evans, full time, drives from 6:30am to 10:30am and 11:30 am to 3:30p. Brenda George, part-time, drives from 3:30pm to 6:30pm. She also fills in if we need extra help driving.

Landfill / Recycle Center:

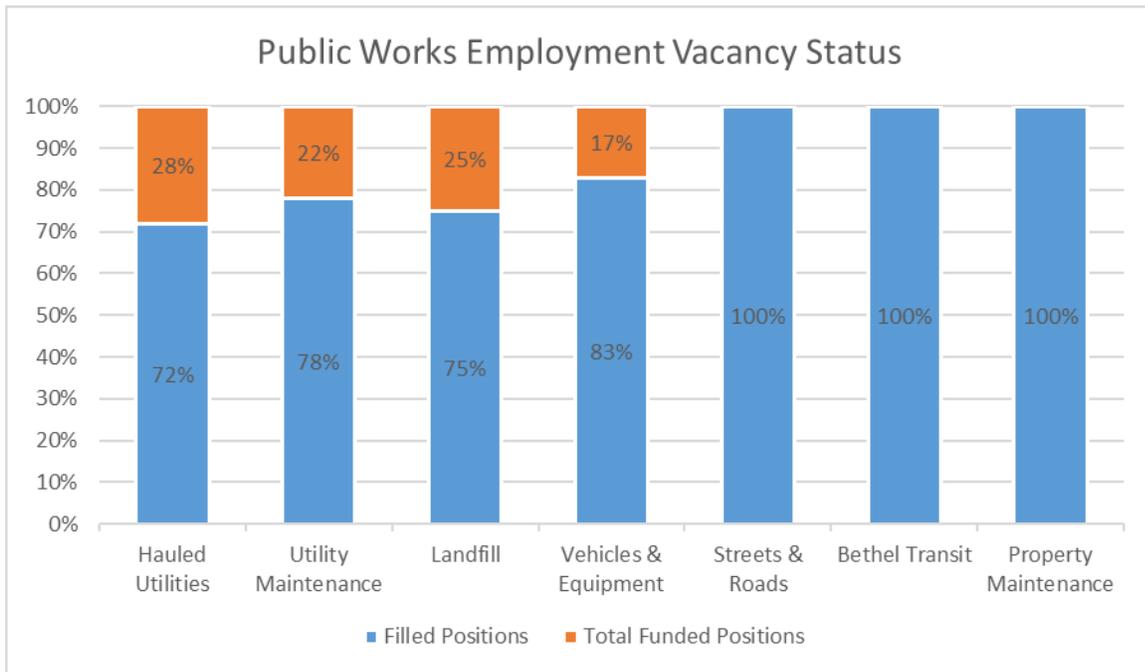
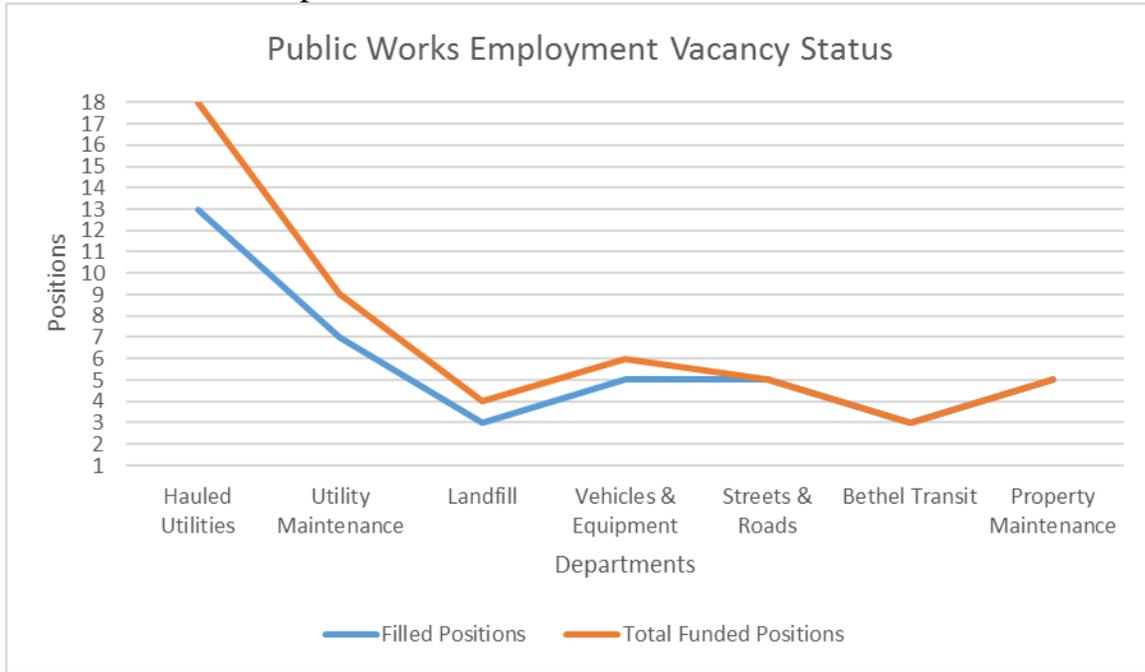
Well, let me see, we got a whole mountain of dirt/sand from Knik's road project that took quite a bit of time keeping it stacked. We got permission to use the lagoon solids for cover, which is good and will be perfect once we have our own dump truck on site.

We buried a bunch of metal and covered it with dumpster trash, in order to use less sand to add to the new road, which we are going to place gravel this month.

The road crew has been delivering sand to the site, we are going to have a salt sand pile so we can use it as winter cover material.

The big happening is of course the North Wing of the hospital getting delivered to our door. So in the last five days, we have had 149 side dump loads delivered, for a total of 2,630 cubic yards at ten dollars a yard.

Staffing Issues/Concerns/Training:
 Chart information updated: 08/31/2019



TO: Bill Howell
FROM: Christine Blake, Finance Director
SUBJECT: August 2019 Managers Report

1. Wells Fargo positive pay feature stopped a \$1500 fraudulent check from being paid
2. New Assistant Finance Director has been hired and will start October 1.
3. Working on finding Customer Service training for Finance staff.

MEMORANDUM

DATE: September 3, 2019

TO: Bo Foley, Acting City Manager

FROM: John Sargent, Grant Manager

SUBJECT: Grant Manager's Report – September 10, 2019 Bethel City Council Meeting



Grant Projects

Lift Station Controls Improvement Project

The City was successful in securing \$279,827 in additional funds for the lift station project. The project will now include the development and installation of two additional electric panels for the lift station at City Hall and the Public Works building.

The Property Maintenance and the Utility Maintenance Divisions will move the City Hall lift station out from under the building and reinstall it in the back of the building. This move should reduce the foul odors and other problems associated with the current lift station.

Additional Dredging Project Funds

I developed a proposal to put \$194,000 to work as part of the sewer lagoon dredging project. The Village Safe Water Program added additional funds to one of the City's grants as a way to make up for money removed last year and given to another community. The City is asking to use the funds to purchase a new lagoon pump and a new lagoon skiff.

Community Action Grant

The City received five applications for community action grant funds for the quarter acceptance period ending on August 30, 2019. The applications will be reviewed and scored at the two review board meetings in September.

Request for Bids/Request for Proposals

I prepared and issued the RFB for the City's purchase of \$40,000 worth of six-yard dumpsters. The dumpsters must be landed in Bethel by June 30, 2020.

I am working on the Request for Proposals to hire an auditor for five years. Altman Rogers & Co. will complete the City's FY 2019 Audit during the last year of their contract.

Administrative Duties

The City paid the cost of the State Contracting Officer to fly to Bethel and conduct a three-day training on procurement at the end of August. The official State Procurement Level 1, Level 2, and Level 3 courses were taught. City foremen and department heads attended.

**City of Bethel
Grant Summary
Fiscal Year 2020**

Preparing

Sponsor	Name	Products/Services	City Depts. (Partners)	Date	\$ Grant \$ City Match
Rasmuson Foundation	Tier 1 Grant	Feasibility Study to construct a gym to YK Fitness Center	Public Works	July 2020	\$25,000 0
Bethel Community Services Foundation	Community Grant	Feasibility Study to construct a gym to YK Fitness Center	Public Works	July 2020	\$15,000 0
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 2020

Most recent first

Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant \$ Match
AK Dept. of Env. Conservation, Village Safe Water Program	Water and Wastewater Program	Purchase sewer lagoon pump and boat	Public Works	7/25/19	\$155,238 0

Approved in Fiscal Year 2020

Most recent first

Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant
AK Dept. of Env. Conservation, Village Safe Water Program	Water and Wastewater Program	Design, build, and install two electric panels for City Hall and City Shop and complete current rehab. of Main Lift Station.	Public Works	8/30/19	\$279,827 0
Alaska Division of Homeland Security and Emerg. Mgmt.	State Homeland Security Program Grant	Funded projects have not been revealed until federal funding approved.	Fire	8/19	\$49,141 0

To: Bo Foley, Acting City Manager
From: Ted Meyer, Planner
Subject: August Manager's Report
Date: September 3, 2019

SUBDIVISIONS

Blue Sky Subdivision

The Blue Sky Subdivision Team are racing to complete pending items remaining on the Subdivision Agreement checklist. DOWL is busy reviewing the items as they are submitted by Blue Sky. We just asked DOWL to submit a fee and statement of work proposal for the Blue Sky Subdivision water and sewer rate study as required by the approved Subdivision Agreement. Road construction is anticipated to start in the first half of September.

Tanqik and Ciulllkulek Subdivisions

The big push now is moving the Blue Sky Subdivision to construction. More time will be put into the Tanqik (across the street from the Larson Subdivision) and Ciulllkulek (ONC) subdivisions back on track once the Blue Sky Sub is underway.

CONDITIONAL USE PERMITS (CUP)

Green Store Marijuana Retail

We've been working to prepare the Green Store CUP packet for presentation to the Planning Commission. We are currently waiting for the Green Store to verify property lines before we can ground-truth their site plan map drawings that include property access, driveway aisles, and parking. No hearing in September, as their application has not yet been deemed as complete.

Kusko Kush Marijuana Retail

Although we have been processing their completed application, there is a property lease problem. No Planning Commission hearing in September.

SITE PLAN PERMITS

Site Plan Permit application submittals are becoming fewer as we are getting close to the end of the development season. We are working to resolve past approved permit application problems. We are also developing a process to monitor recent site permit approvals to ensure compliance with authorized improvements stated on the permit.

CITY OF BETHEL
POLICE DEPARTMENT



August, 2019 Monthly Report

Personnel:

Our recruit at the Department of Public Safety Academy in Sitka, Alaska is doing well and is on track to graduate in November. We currently have two CSP's on field training right now and both are doing a great job. We have one dispatcher in training at this time. We promoted two in house Patrol Officers to Investigations. We have one applicant for patrol who is currently going through the hiring process. We currently have three patrol positions open and one Chief of Police position open.

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

Operations:

There were approximately 1,579 calls for service the month of August, a rise of approximately 43 cases from July and up approximately 239 cases from the same period in 2018. The number of calls requiring investigative reports was at 112, down 17 from July and up 9 from 2018. There were 425 intoxicated pedestrian calls compared to 262 for the same period last year. The number of domestic violence arrests was 29 this month compared to 27 for the same period in 2018 and 39 in July. There were 9 DUI arrests compared to 9 for the same period last year and 7 arrest in July. There were 3 death investigations in June, compared to 1 for the same period last year.

Animal Control:

There were 34 animal control calls for service for the month with 4 reported dog bites.