City of Bethel
Public Works Committee
Regular Meeting - Wednesday, September 16, 2020 5:30 pm
City Hall Council Chambers, Bethel, AK

Gary Decossas
Committee Chair
Term Expires 2022

Alyssa Leary
Committee Co-Chair
Council Representative
Term Expires 2021

Ryan Butte
Committee Member
Term Expires 2020

Juan Delgado
Committee Member
Term Expires 2021

Bill Arnold
Public Works Director
Ex- Officio Member

Charlie Dan
Committee Recorder

We are hosting our public meeting through Zoom.
To join this meeting, follow these instructions:
Go to the website, https://zoom.us/join or
Call: 253-215-8782, 301-715-8592, 312-626-6799, 346-248-799, 699-900-6833, or 929-205-6099
Zoom Meeting ID: 825 3039 9734 Passcode: 338643

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD –5 minute limit

We are still accepting written testimony from the public for each of our public meetings. Deadline to submit written testimony will be 4:00pm the day of the meeting. Please send written testimony to pwadmin@cityofbethel.net. Anonymous submissions will not be accepted.

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES
a) August 19, 2020 Regular Meeting

VI. UNFINISHED BUSINESS
a) Amending BMC 08.12.020 and 08.12.030 (Leary)
b) Recommendation for City Code Enforcer Follow up

VII. NEW BUSINESS:
a) Water/Sewer Utility Financial Issues

VIII. DIRECTOR'S REPORT

IX. COMMITTEE MEMBER COMMENTS

X. ADJOURNMENT

Posted September 10, 2020 at City Hall, AC Co., Swanson's, and the Post Office.

Website: https://www.cityofbethel.org/publicworkscommittee

Charlie Dan, Public Works Assistant

City of Bethel, Alaska
Public Works Committee Meeting Minutes

August 19, 2020 Regular Meeting Bethel, Alaska

I. CALL TO ORDER:

A regular Public Works Committee meeting was held on August 19, 2020 via Zoom. Gary Decossas called the meeting to order at 5:35 pm.

II. ROLL CALL:

Present: Gary Decossas, Alyssa Leary, Ryan Butte, and Juan Delgado
Also Present: Charlie Dan

III. PEOPLE TO BE HEARD:-5 Minute Limit

IV. APPROVAL OF AGENDA:

MOVED BY:	Alyssa Leary	Motion to amend agenda by tabling Unfinished Business Item B on the agenda.
SECONDED BY:	Ryan Butte	
VOTE ON MOTION	Motion carried by unanimous vote.	

MOVED BY:	Alyssa Leary	Motion to approve amended agenda.
SECONDED BY:	Juan Delgado	
VOTE ON MOTION	Motion carried by unanimous vote.	

V. APPROVAL OF THE MINUTES:

MOVED BY:	Alyssa Leary	Motion to approve meeting minutes for 07-15-2020.
SECONDED BY:	Juan Delgado	
VOTE ON MOTION	Motion carried by unanimous vote.	

VII. UNFINISHED BUSINESS:

A. Amending BMC 08.12.020 and 08.12.030- How much would it cost the vendors/companies to enforce this portion of Bethel Municipal Code? Ideas-Incentive for the detention facility to propose community service hours. Incentive for submitting bags from around town for a dollar amount.

MOVED BY:	Alyssa Leary	Motion to table agenda item.
SECONDED BY:	Ryan Butte	
VOTE ON MOTION	Motion carried by unanimous vote.	

B. Recommendation for City Code Enforcer Follow up- Ted, Planning Director, is not present. Will follow up for next month.

C. Hauled Utility Issues- Requesting report from both parties, Hauled Utilities and Finance. Disconnection between HU and Finance. Water and Sewer Financial Issues

MOVED BY:	Ryan Butte	Motion to support what Alyssa mentioned: change, for

SECONDED BY:	Juan Delgado	the next meeting, Unfinished Business Item C from Hauled Utility Issues to Water/Sewer Financial Issues with the main point being: the disconnect between Hauled Utilities and Finance and the $600,000 deficit in revenue for this Hauled Utilities.
VOTE ON MOTION	Motion carried by unanimous vote.	

VIII. NEW BUSINESS:

A. Berms on the Side of Roads-City needs a different piece of equipment to remove/push the berms on the side of the road.

MOVED BY:	Ryan Butte	Motion to request Public Works Director propose a plan to reshape and repair the berms on City roads to a working order.
SECONDED BY:	Juan Delgado	
VOTE ON MOTION	Motion carried by unanimous vote.	

IX. DIRECTORS REPORT:

X. COMMITTEE MEMBER'S COMENTS:

A. Leary- No comment, thank you for taking your time to reach quorum tonight, appreciate it.
R. Butte- No comment
J. Delgado- No comment
G. Decossas- No comment

XI. ADJOURNMENT

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

With no further business, meeting adjourned at 6:38 PM.

APPROVED this _____ DAY OF _____, 2020.

_____
Gary Decossas
Committee Chair

_____
Charlie Dan
Recorder of Minutes

City of Bethel, Alaska

City Clerk's Office- CITY MANAGER'S REPORT

City of Bethel Emergency Operations Center

On August 28th I sent emails out to Bethel Family Clinic, Public Health Nursing and YKHC to see what if any, support they may need from the City.

The Emergency Operations Team met Monday August 31st.
The group determined their priorities to be:
Taxicab Voucher Program.
Airport Incentive Program
Grant Programs to support Bethel businesses and individual.
Quarantine options for close contacts (we will discuss quarantine payment for COVID-19 positive patients at our next meet at the request of YKHC, see below)
Testing opportunities for homeless population.
Ensure our budgeting and financial management is defendable.
Ensure our supplies are document and managed appropriately.

After a review of the available hotel rooms and the amount of resources the City has to respond to COVID-19, the EOC decided to support the decision of former City Manager Corazza and discontinue the Transit Layover program and focus on the quarantining of individuals identified as close contacts.

It was determined from this meeting, in conjunction with the EOC Director's outreach to the State's EOC, that the operations of the EOC will be scaled down unless there is a trigger requiring the group to stand up. Triggers were identified as 1. A request for significant support from outside agency 2. Patient load too large to manage for City and/or YKHC. The EOC staff will focus on continued operations and evaluation of need on a regular basis and will work to hire additional administrative staff to help support COVID-19 response on a part-time temporary basis.

Emergency Operations Director and I met with YKHC, at their request and in response to the email sent August 28, on August 31st to discuss ways the City can provide support to YKHC. Summary of the actions of that meeting:

YKHC asked for:
Meal distribution to COVID-19 positive patience.
City's payment of all quarantine individuals (positive and close contacts).
Increased presence at airport for incentive distribution for testing.

City of Bethel asked for:
Meal preparation for COVID-19 positive and close contact individuals quarantining in Bethel hotels.
Coordination to help with testing the homeless population in the community.

The group agreed to coordinate responses for large quarantine space as may be needed.

I began working with hotels to establish direct billing options for COVID-19 patients to work directly with the hotels to make arrangements for their stay. This will reduce the amount of resources needed for the City to support this response to COVID-19. My hope is to additionally enter into a partnerships with YKHC, for the City to contract the delivery of meals prepared by YKHC, to quarantine patients and eliminate the need of our staff performing the retrieving and delivery of boxed meals to the quarantined individuals.

COVID-19

I reached out to ONC Director, Mark Springer, to initiate a conversation on the possibility of ONC providing support to their tribal members who may have delinquencies in their utility accounts. The City Attorney has completed a confidentiality agreement for each party to ensure absolute protection of the dissemination of information.

I am working with a number of Bethel Business Grant applicants who either had their applications for the grants denied or on hold because of an additional need for information. Our Finance department is working through these requests as quickly as they can to help clean the accounts however, this is taking some time. Following the adoption of the Emergency Ordinance, it will be my intent to hire one, possibly two, part time temporary employees to help organize and manage the COVID-19 response of the City to include support to the granting programs, the assistance with outreach to those individuals with delinquencies, tracking of supplies and distribution of supplies and incentives. These additional staff support may also be useful in the case there is an outbreak in our finance department to provide back up support if necessary.

Mandates- We have reached out to KYUK to arrange advertising on the two mandates issued by the Council on August 31st. We are preparing printed material for the taxicab industry to provide notice to their potential customers of the testing mandates as well as flyers for community posting. We provided notice of these mandates on September 1st, to community partners and the transportation industry and will be reaching out to the business community before the end of this week. On September 1st, we updated the City's webpage and will provide notice to the State and AML by the end of the week. I have asked our first responders to reach out to other agencies in the State that have similar enforcement issues to identify our approach to managing complaints on these mandates.

While my time is running out, I am hopeful to be able to report the year to date actuals on the CARES Act Funding by September 8th, which is the City's deadline for reporting. Finance with the team from Carmen Jackson have been working hard to transfer the account information into our Caselle system setting up the funds to mirror the setup of our other grant programs.

Finance Department Stabilization

The Finance Department is well on their way to being an incredibly strong department for the City. We have focused and dedicated personnel in that department eager to learn the operations. A plan proposed through the Budget Ordinance provide for additional support to the Department to allow for a rotating schedule for onsite support from Carmen Jackson, CPA and her staff Member Cheryl Bartlett. Both individuals have been working with the City in a contract capacity for over five years and know our operations. The onsite support is necessary as I have learned, much of the time of the Acting Finance Director is spent responding to verbal and email communications within the department by staff and the public to include significant staff management. These two contractors will manage as much of the departments operations as possible to allow the Grant Manager to move back to grants at least 50% of the time and to eliminate the staff oversite by the Grant Manger. That task will be managed between the contractor and myself and when appropriate the HR Director and/or the Accounting Specialist 2.

Staff management will be further offset by the creation of the Accounting Specialist 2 position. There is work related to the operations of the Finance Department that are not being completed such as Lease and Contract Management, and other duties such as claims against the City and Purchasing which are currently being performed by staff outside of the Finance Department. This position would act as lead to the other accounting specialist positions and provide position advancement within the City.

Increased use of contractor resources to improve efficiencies in the organization was a big goal as I entered this roll. I have met with Express Bill Pay and will be initiating an option for customers to pay their utility bill over the phone with a voice recognition system or through an Express Bill Pay operator. This will reduce the number of calls to our utility office which are said to be extreme. This will also provide an added alternative to our customers in the case we have a department shutdown related to COVID-19. This is an option already provided in our current agreement with Express Bill Pay, the only additional charge would be .95 per call made to the system.

The second item that will be implemented is the timekeeping module that is connected to the City's accounting system. At current, the employees are filling out paper time sheets that is distributed and reviewed to and by multiple people. This time keeping module will allow an employee to enter their employee id onto a computer (their work computer or a communal computer for appropriate locations) and clock in and out electronically and then tracked electronically. This will require training and user guidance for staff which Caselle will provide but should help reduce errors in the timekeeping of our employees and the data entering and reporting for payroll. This is already part of our Caselle contract. The City will pay the contractor to assist with the setup of personnel in the system to prevent work overload for our staff. We will additionally need to purchase a communal computer or tablet for the PW Shop.

Caselle provide free online training to their customers. I have asked the Acting Finance Director to initiate weekly trainings for the staff for at least an hour until the employees have a clear understanding of the Caselle system and ideally learn new ways to improve efficiencies within the organization.

Ongoing Issues

Grants -I have learned the City is significantly behind in much of our grant reporting. We have an incredibly good Grant Manager, John Sargent, that has been pulled from those duties and has been keeping the Finance Department going in the absence of a finance director. We need to get Mr. Sargent back on grants as soon as possible. Until he is able to position himself in grants at the 100% level, I would like to work with our DOWL our engineering firm to administer our two largest grants as they are currently working as project lead on those grant projects and are familiar with the reporting requirements. Funds to support this request is in the budget modification.

Remote Sellers Sales Tax -This program kicked off-staff is working quickly to become familiar with this new program and process.

City of Bethel Review of Finance Operations

This review was initiated on August 31st. As this is a sensitive issue, I set up interviews with each of the staff members and former members with our contractor. Additionally, I am working very closely with the HR Director and the Acting Finance Director to compile the list of documents the contractors need to facilitate this review.

CITY OF BETHEL

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

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

DATE: 31 August 2020

Position	Number of Vacancies	Number of New Applications	Number Hired During Period	Number of Vacancies Remaining	Applicants in Review
Fire Chief	1	1	0	1	1
Finance Director	1	0	0	1	0
Asst Fin Dir	1	0	0	1	0
Police Lieut.	1	0	0	1	0
Police Ofc	1	0	0	1	0
Public Safety Dispatcher	1	0	1	1	0
Driver Hauled	5	0	1	5	0
Mechanic	1	0	0	1	0
Parts Clerk	1	0	0	1	0
TOTALS	**13**	1	2	13	1

Applications and Hiring:

HR received a total of 7 **Applications** in August

From those 7 Applicants:

1 Community Service Patrol Officer was hired (vice Mullai)
3 Account Specialist were hired (vice Worrock, Andrew, Camille)
1 Landfill Driver was hired (vice Phillips)
1 Hauled Utility Driver was hired (vice Chanar)
1 Admin Asst – PW was internally transferred from Finance (new position)

We currently have 9 job positions with a total of 13 openings, with 1 application under review.

BEACON Programs:

2 pre-employment test were conducted.

Reports of Injury:

There were no reports of injury

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
Director, Human Resources

Celebrating 50 Years of Service

CITY OF BETHEL
Fire Department

Daron R. Solesbee, Acting Fire Chief
P.O. Box 1388, Bethel, Alaska 99559
Phone: (907)-543-2131
Fax: (907)-543-2702
dsolesbee@cityofbethel.net

DATE: August 31, 2020

TO: Lori Strickler, Acting City Manager

FROM: Daron Solesbee, Acting Fire Chief

SUBJECT: Management Report, August 2020

Current Events

- Chief Howell has decided to retire after almost 28 years of honorable service with the Bethel Fire Department. His last day was Friday, July, 31, 2020. Good luck with your future endeavors and enjoy retirement!
- Daron Solesbee is the Acting Fire Chief, effective 08/21/2020.
- Thomas Haviland is the Acting Fire Captain, effective 08/21/2020.
- The Department has completed its annual NFPA ground ladder and fire hose testing. Annual testing of the Department's fire pumps is underway. Annual testing of fire hydrants have been completed. Underwriter's Laboratories, Inc. has been scheduled to travel to Bethel to test our fire pumps on October 8 and 9.

Community Planning/Preparedness

- The department is working under the Operations Section of the Emergency Operations Center. Acting Fire Chief Solesbee is currently serving as the Operations Section Chief and Acting Fire Captain Haviland is the Deputy Operations Section Chief. Currently, staff are trained in precautions and PPE is used on all EMS incidents.
- Bethel Fire Department has been selected as a test site for the new Medicaid Supplemental Emergency Medical Transport (SEMT) program. The City of Bethel will receive training from AP Triton in the coming months for program implementation and management. This program will allow for the Department to

receive 50% of the uncompensated costs of Medicaid EMS transports from the federal government.

- 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

- Fire and EMS responder training is crucial to ensure operational and response readiness. In-person training will continue and all participants shall wear face masks and adhere to the department's social distancing policy.

- On 08/04/2020 at 7:00 p.m. an EMT Meeting was held at the fire station. Responders reviewed EMS operations and Emergency Department communications.

- On 08/13/2020 the Fire Meeting was cancelled.

- On 08/18/2020 the EMT Meeting was cancelled.

- On 08/27/2020 at 7:00 p.m. a Fire Meeting was held at the fire station. Responders reviewed the TriMax 3 CAFS system and conducted live fire suppression drills.

- On 08/28/2020 at 11:00 a.m. a Staff Meeting was held at the fire station. Personnel reviewed current department events and assigned individual work projects.

Responses

- Between 08/01/2020 and 08/31/2020, the Bethel Fire Department responded to 115 EMS and 10 Fire incidents.

- On 08/01/2020 at 2:23 p.m., medics responded to the report of a person having a stroke. The patient was assessed, treated, and transported to the hospital

- On 08/11/2020 at 12:47 a.m., medics responded for the report of a person having a heart attack. Medics found one person who was pronounced dead on scene.

- On 08/17/2020 at 5:26 a.m., firefighters responded to the report of smoke and flames showing from a window. Firefighters observed no smoke or fire and obtained information. Firefighters cleared scene.

- On 08/19/2020 at 4:45 p.m., medics responded to the report of a person with severe respiratory distress. The patient was assessed and transported to the hospital.

Budget/Financial

- The department is operating within budget.
- The department is in the process of purchasing a new PPE gear extractor and dryer with C.A.R.E.S. Act funding.

Grants

- 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.**
- The Department will continue to seek grant funding for the fire training tower replacement, BLEVE prop, additional staffing, vehicles, and equipment.

Staffing/Recruitment

- The City of Bethel has started the recruitment process for a new Fire Chief.
- Shanna Mendenhall was hired to fill the Firefighter Intern position. Shanna was a former Firefighter Intern in summer 2019 and recently returned from U.S. Army basic training at Fort Sill, OK and Advanced Individual Training (A.I.T.) in San Antonio, TX as a 68W Combat Medic. She is certified as a State of Alaska EMT-1 and NREMT. Welcome back to our team, Shanna!

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.
- Underwriter's Laboratories, Inc. will perform fire pump testing from October 8-9, 2020. Staff will perform vacuum and drip rate tests prior to flow testing.

FIRE DEPARTMENT VEHICLE STATUS			
Vehicle	**Type**	**Year**	**Status**
Medic 4	Ambulance	1999	*(Backup ambulance)In service.*
Medic 5	Ambulance	2019	BFD staff are currently outfitting this ambulance and conducting Driver/Operator training before being placed into service. Tags and registration received from V&E.

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. The pressure and vacuum test ports on the pump control panel have stripped threads; replacement parts have been ordered. Discharge #3 is leaking; ball valve repair kits have been ordered.
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. Currently out of service at the V&E department to replace the driveshaft.
Truck 1	Ladder Truck	2017	In service. DEF sensor malfunction was repaired by V&E. The aerial desiccant plugs were replaced and hydraulic pump was repaired by V&E.
Com 1	Pickup	2014	In service. Mirror adjustment button inoperable. Replacement ordered.
Com 2	Pickup	2004	In service. Needs replacement.

Memorandum

Date: September 1, 2020
To: Lori Strickler, Acting City Manager
From: Bo Foley, IT Director
Subject: IT Director's Report

August 2020 Current Events

Items are organized into a ***purchasing agent*** section and an ***IT director*** section.

Purchasing Agent

- **Request for Bids (RFB) Business:**
  The following RFBs have closed –
  1) YKFC Emergency Repairs – Closed on 8/19/20, being presented for Council approval on the first meeting of September. Winning bidder – Wolverine Supply Inc.

- **Vehicle Surplus Auction:**
  The City held an auction for a collection of surplus City vehicles that ended on 8/6/20. There were a total of thirty four (34) bids submitted. Six (6) individuals won vehicles. Nine (9) of the seventeen (17) vehicles available for bids sold.

- **Classification and Compensation RFB Posted:**
  A request for proposal was posted soliciting an independent contractor to perform a review of the City's benefits and pay scales as they compare Bethel's cost of living. This RFP is set to close in early September.

- **COVID-19 Layover Lodging RFB Posted:**
  A request for bids was posted soliciting an independent contractor to take over operations of the City's COVID-19 Layover Lodging program that offers transit, meals, and lodging to travelers laying over in Bethel on their way to villages. This RFB is set to close in early September.

IT Director

- **Server Refresh Project Started:**
  Most of the progress on this project during August has been waiting for all the equipment to arrive. Arctic IT will physically make the trip out to begin the actual work of setting up the new hardware and getting City data migrated over during the final week of August into the first week of September.

Memorandum

Date: September 1, 2020
To: Lori Strickler, Acting City Manager
From: Bo Foley, IT Director
Subject: IT Director's Report

- **Phone System Replacement Project Started:**
  I received the final numbers for this project and was able to pull the trigger to get it started. Equipment will start being ordered and sent out and I hope to have the physical replacement start somewhere in October.

- **Office 365 Migration Project Started:**
  Arctic IT has started the background work for this project. This piece of it will be transparent to users and they will keep accessing their G-Suite email accounts as normal for now. Once all data has been copied over to Microsoft's servers, users will be instructed to access their email through a different web client until Arctic IT can help me get Office 365 installed across all workstations in the City.

- **Normal Business:**
  Other than taking progressive steps on the three major IT projects for this fiscal year, the rest of the month has been spent handling everyday business such as user in-processing/out-processing, helping users with printing and scanning issues, and investigating problems with various equipment.

Future Plans

- **Hauled Utility Digitization:**
  The Public Works Director approached me to see if it would be possible to digitize more of their operation so they can electronically contact customers right as they receive a service and also to make it easier to give reports to the Hauled Utility foreman. Following the wrap-up of my three current projects, I will look into seeing what options are available to us that will actually work in Bethel.

- **Network Drops at Public Works and Fire Dept:**
  Another project I will look into once the current ones are completed are to add network drop locations in Public Works. They have added several office positions recently and I have had to give them makeshift network access using processes I would rather not employ on a long-term basis. Proper network drops will alleviate this. I will also need to add network drops in the fire station for the purposes of their EOC/classroom.

To: Lori Strickler, Acting City Manager

From: Ted Meyer, Planner

Subject: August Manager's Report

Date: August 31, 2020

SUBDIVISIONS

ONC Ciullkulek Subdivision

Construction of the Ciullkulek Subdivision access road started in mid-May. Construction temporarily stopped in August.

Blue Sky Estates Subdivision

Road construction is scheduled to begin in September.

Tanqik Subdivision

DOWL reviewed the proposed subdivision agreement and it is currently being reviewed by City staff. Once negotiated, the goal is for the agreement to be presented to the Planning Commission on September 10 for recommendation to the City Council.

Tract N Subdivision (at the west end of Tundra Ridge)

Staff developed a proposal with DOWL assistance to ensure compliance with BMC road constructions standards. The latest draft will be sent to the City Attorney for another look.

SITE PLAN PERMITS

Five applications were approved in August, with five pending.

PRELIMINARY PLAT

Staff is currently reviewing a preliminary plat for eventual development of a 10-parcel project in southwest Bethel.

CODE ENFORCEMENT

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

PLANNED DOT&PF ROAD CONSTRUCTION PROJECT

DOT&PF continues to work on ROW issues regarding the planned road access project that would connect Tundra Ridge with BIA Road. Survey Firms started preliminary work in July and continued work into August. A conceptual Right-of-Way Acquisition Plat was emailed to the planning department for comment on August 27.

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.

STAFF INTERVIEW

Staff sat on the interview committee for interview of a candidate for Assistant Finance Director on August 28.

City of Bethel
Police Department

August 2020 Monthly Report

Personnel:

Current Staffing			
Position	**Allocated**	**Staffed**	**Vacant**
Community Safety Patrol	3	2	1
Community Service Officer	2	2	
Administrative Assistant	2	2	
Dispatcher	5	4	1
Dispatch Supervisor	1	1	
Peace Officers	16	12	4

Current peace officer vacant positions are the newly grant funded school resource officer, one patrol officer, one police sergeant (Sgt Cash resigned this month) and one police lieutenant. It is anticipated that the sergeant vacancy will be filled internally, and the vacancy will revert to a patrol position. BPD has submitted a 'Request to Hire" for the CSP. One new dispatcher started this week. We are working backgrounds for two sworn positions. Inv. Pavil continues to serve well as acting lieutenant.

Operations:

Operations				
	Aug 2020	July 2020	Aug 2019	2020 Total
Calls	1267	1370	1580	8827
Reports	109	107	111	807
Intoxicated Pedestrian Calls	207	262	425	1370
Driving Under Influence Calls	16	18	17	94
Domestic Violence Reports	32	28	29	235
Animal Calls	45	41	34	348
Animal Bite Reports	2	4	4	20
Death Investigation Reports	2	0	3	16

The decrease in overall calls from last year to this year is still the lingering effects of closing the liquor stores. Note however that report calls, thus reported crime, has remained consistent. Sworn and CSO call load remains similar to last year, while grant funded CSP call load has seen a decrease. No other significant trends noted.

`PORT OF BETHEL

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

TO: Lori Strickler, Acting City Manager

FROM: Allen Wold, Port Director

SUBJECT: August 2020 Managers Report

- **Small Boat Harbor**
  -Picking up drift, cutting grass/trees, and picking up around dumpsters.
  -Taking boats out of Storage off the pipes still.
  -Monitoring tagged vehicles with impound signs that seem to have been abandoned.
  -Bilging boats out and calling owners to take care of their own boats. Customers complaining that we don't bail their boat out enough. We bail/bilge boats out of courtesy.
  -We are down one Port Attendant due to school, and we are expecting another one to leave at the end of the month.

- **City Dock/Beach 1/Petro Port**
  -2 mainline barges (AK Logistics and AML) 9.4 million lbs.
  -Repairing weather port and our office connex.
  -Tugs/barges (M/V Takotna River and M/V Warhorse) pulled up to Beach 1 to be repaired.

- **Port Office**
  -Property Maintenance checking on building daily, loss of hot water- currently under repair. Air conditioner for the server room also being repaired.
  -Installing VHF and camera antenna.
  -Cleaning office daily with disinfectant.

- **Admin**
  -Monthly storage/wharfage/moorage billing for customers.
  -Safety meetings with crew. Meetings with the Directors and City Council Meetings.
  -Working on Brown Slough Excavation Project Paperwork.

- **Seawall**
  -Daily checks along seawall, consistent clean up replacing life rings and line that go missing.
  -Welded and tightened cable fencing on Lower Access Road below Mission Road.
  -Adding more rip rap (armor rock) along rock wall.
  -Ripping out trees along rock seawall on Lower Access and Beach 2.
  -Added gravel to the trail of Lower Access.

- **Misc.**
  -Inventory of tools, cleaning supplies, etc. in office and shops.
  -V&E working on our heavy equip.
  -Streets and Roads using our heavy equipment.
  -New truck is in our possession, waiting on insurance before we use it.

William Arnold, Public Works Director
1155 Ridgecrest Drive
PO Box 1388 Bethel, AK 99559
P: (907) 543-3110
F: (907) 543-2046
warnold@cityofbethel.net

MEMORANDUM
DATE: 08.31.2020
TO: Lori Strickler, Acting City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

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

- Monthly meter reading and service connections were completed
- Clean up and organization of shops and vehicles.
- 14 residential lift station repairs
- Line flushing and leveling activities on low-flow and plugged sewer lines. Non-compliance reports were filled out per DEC requirements.
- Daily safety meeting
- Working on replacing P.D. sewer line.
- Been working with to Fire Dep. on getting hydro testing done.
- 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

Road Maintenance:

Streets and Roads dug up the asphalt from 9101 Ptarmigan Street through to 9114, and from 9123 through to 9151 in Tundra Ridge Subdivision. We hauled 112 dump truck loads of asphalt to the Landfill, from there laid down 1,520 tons of D-1 gravel to cap off Ptarmigan Street, grading it in, and compacted it.

Streets and Roads hauled in 4,300 more tons of D-1 gravel from Knik to the City Shop pile. This is approximately ½ of the gravel we ordered that we will get this year. We will haul the other ½ when they let us know, we can.

Streets and Roads is finished hauling cover to Landfill's cover pile planned to be utilized this winter. Two hundred fifty-five dump truck loads hauled this month to complete the Landfill pile.

Street and Roads has been working on maintaining the roads in Tundra Ridge, Blueberry Subdivision, BNC Subdivision, Housing, and Kasayuli Subdivision. We will be doing this through to next month and before freeze up.

Property Maintenance: Update to the ADA Compliant Ramp at Public Works

Vehicles and Equipment:

Ten (10) Vehicles were sold in this year's Surplus Auction totaling in $22,284.11. List of items sold: 1998 Nissan, 1998 Ford Watering Truck, X200H Backhoe, 1997 Ford F250, 1997 Sterling Water Truck, 2007 Ford Expedition, 2011 Ford Escape, 2011 Ford Escape, and 2004 Ford Expedition.

Landfill / Recycle Center:

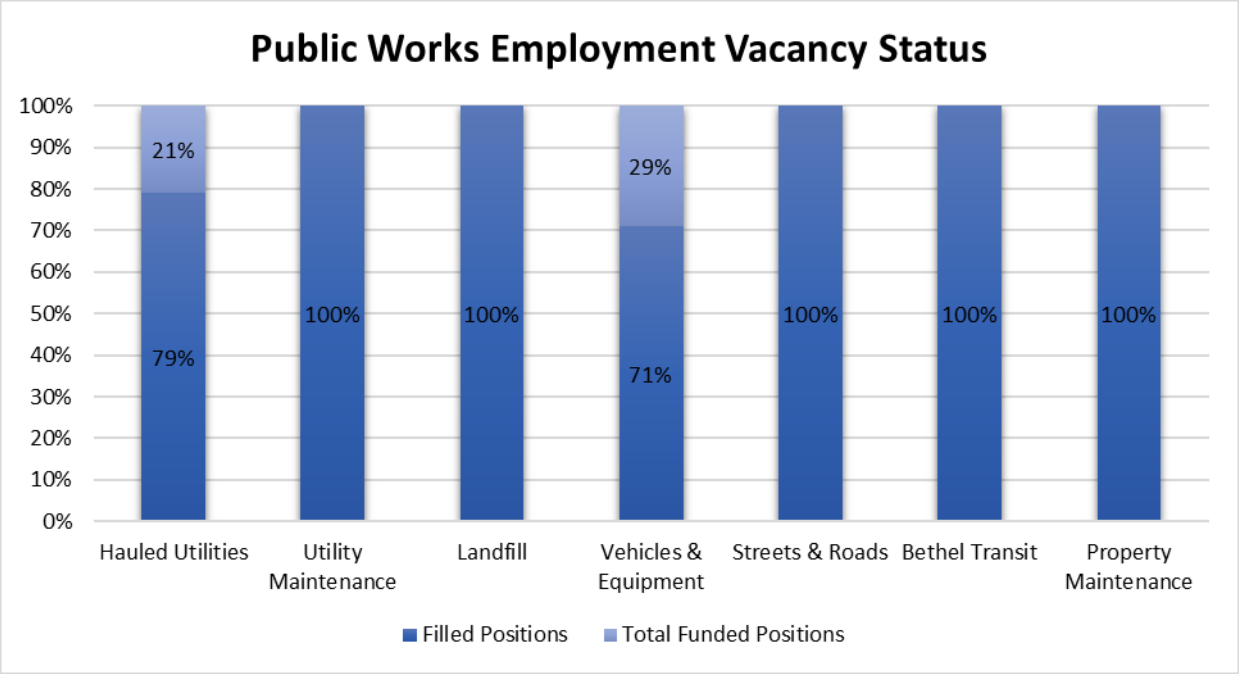
Landfill has been hard at work keeping everything running smoothly. Eight of our new dumpsters have been placed around town.
There have been several vehicles replaced around town. Our new dump truck and driver helped haul a bunch of the City's gravel. We have been covering dumpster trash on a consistent time frame.

Water Plant Operations:

- Bethel Heights Water plant
    - Standard daily rounding with nothing significant to note.

- City Sub Water Plant
    - Daily rounds to building for boiler checks and heat output.

Staffing Issues/Concerns/Training: Chart Updated 8/28/2020



Department	Hauled Utilities	Utility Maintenance	Landfill	Vehicles & Equipment	Streets & Roads	Bethel Transit	Property Maintenance
Filled Positions	15	9	4	5	5	3	5
Total Funded Positions	19	9	4	7	5	3	5

Bethel Transit System
PO Box 1388
370A 4th AVE
Bethel, AK 99559-1388
www.cityofbethel.net
(907)543-3039

August Transit Report

Good morning, the August report for Transit is as such. There was (1) no incidents to report regarding a passenger who passed out on the bus August 7th where both the Bethel Police Department, and Bethel Fire Department were called. An email regarding the incident was sent the same business day to Public Works. I have been able to streamline the daily input requirements to my liking in order to ease the needs for AKDOT/BlackCAT.

Ridership has slowly but surely increased throughout the month, even with the headaches dealing with road construction along the entire length of Chief Eddie Hoffman Highway. However, it is still way down due to lingering effects of the COVID-19 emergency.

Several new policies were enacted by Public Works this month for the traveling public and the driver's safety, and all employees have signed and agreed to these. An emergency operations/contingency plan for Bethel Transit was requested, and produced. I have not heard back from Public Works as to whether or not the plans devised were sufficient.

Attached in the pages following are the various statistics current as of today for ridership and maintenance requirements, along with the email regarding the (1) incident on 8/7/2020.

James Ferguson
Bethel Transit Manager

August Originations	TOTALS
AC Store	110
TWC	2
Public Works	10
Aka/Ptar	91
Pt Quick Stop	0
Uivuq Sub	53
Park. Ave	1
3rd Road	17
Mormon Church	36
Ptar.&Kaligtuk	35
AVCP Apt.	90
Ayalpik Apt.	167
Ridge&Akakeek	7
U.P. Church	81
Bethel City Hall	2
Mission&Ridge	0
POOL/YUUT	0
Mission&Akiak	0
City Hall	1
Cultural Center	1
Hospital	88
PreMaternal	0
Post Office	274
GCI/ONC	13
Q-2	2
YK Admin	5
Covenant Church	8
1st National Bank	6
Swanson's	36
Corina's	55
East Ave	5
Hanger Lk Rd	6
AC Apartments	14
3rd Ave/Sam's	8
TOTAL	1224

August Destinations	TOTALS
AC Store	173
TWC	5
Public Works	16
Aka/Ptar	68
Pt Quick Stop	2
Uivuq Sub	42
Park. Ave	2
3rd Road	0
Mormon Church	36
Ptar.&Kaligtuk	27
AVCP Apt.	50
Ayalpik Apt.	76
Ridge&Akakeek	5
U.P. Church	109
Bethel City Hall	3
Mission&Ridge	0
POOL/YUUT	0
Mission&Akiak	0
City Hall	0
Cultural Center	11
Hospital	101
PreMaternal	3
Post Office	282
GCI/ONC	13
Q-2	6
YK Admin	6
Covenant Church	21
1st National Bank	16
Swanson's	70
Corina's	53
East Ave	8
Hanger Lk Rd	2
AC Apartments	4
3rd Ave/Sam's	14
Total	1224

Weekly Totals	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Month Totals
Hours Per Day	4	56.5	56.5	56.5	56.5	10.5	240.5
$1 Passengers	0	36	20	28	14	0	98
$2 Passengers	1	9	14	4	3	0	31
$3 Passengers	4	33	39	26	27	0	129
# Disabled Passengers	8	52	48	61	39	0	208
$Fares Per week	14	124	122	78	77	0	415
$Passes Per Week	15	209	165	101	103	0	593
$MonthlyPasses	0	84	36	30	21	0	171
Mileage per day	53.2	757.9	682.1	729.1	424.3	0	2646.6
Revenue Miles	54	764.5	764.5	764.5	764.5	142.1	3254.1
Low Sulfur Diesel	0	0	0	0	0	0	0
Gas used	6.773	99.289	87.204	103.43	53.577	0	350.273

Passes Sold	Total
Adult Monthly - $60	2
Youth Monthly - $30	0
Senior Monthly - $25	0
ONC Monthly Senior - $25	43
ONC Monthly Adult Chaperone -$60	9
TWC- Daily $5	300
TWC - Adult Trip $3	300
TWC - Child Trip $2	300
OCS - Adult Monthly - $60	1

Active Bus Service - Vehicle 440
Oil Change - 8/22 @ 24,156.9 miles