



City of Bethel
Public Works Committee
Regular Meeting - Wednesday, October 16, 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) September 18, 2019 Regular Meeting
- VI. **UNFINISHED BUSINESS**
 - a) Review Memorandum of Understanding (MOU) between City of Bethel and Lower Kuskokwim School District draft
 - b) Solid Waste/Dumpster Improvements Follow-up
- VII. **NEW BUSINESS:**
 - a) City Paved Roads Conditions
- VIII. **DIRECTOR'S REPORT**
- IX. **COMMITTEE MEMBER COMMENTS**
- X. **ADJOURNMENT**

Posted October 10, 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

September 18, 2019

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular Public Works Committee meeting was held on September 18, 2019 in the City Hall council chambers in Bethel, Alaska. Courtney Trammell called the meeting to order at 5:35 pm.

II. ROLL CALL:

Present: Courtney Trammell, Alyssa Gustafson, Jeff Sanders and Ryan Butte.
Excused Absence: Carol Jung-Jordan, Juan Delgado and Bill Arnold.

III. PEOPLE TO BE HEARD:-5 Minute Limit

IV. APPROVAL OF AGENDA:

MOVED BY:	Alyssa Gustafson	Motion to approve the agenda by moving Unfinished Business item B before item A.
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 08-21-2019.
SECONDED BY:	Ryan Butte	
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:

MOVED BY:	Ryan Butte	Motion to suspend the rules to speak with City Planner, Ted Meyers.
SECONDED BY:	Alyssa Gustafson	
VOTE ON MOTION	Motion carried by unanimous vote.	

MOVED BY:	Ryan Butte	Motion to remove agenda item for 120 days for follow up.
SECONDED BY:	Alyssa Gustafson	
VOTE ON MOTION	Motion carried by unanimous vote.	

- C. Solid Waste/Dumpster Improvements Follow-up

VIII. NEW BUSINESS:

- A. Review Draft Ordinance for Six Yard Dumpster Rate

MOVED BY:	Alyssa Gustafson	Motion to send to City Council for approval.
SECONDED BY:	Ryan Butte	
VOTE ON MOTION	Motion carried by unanimous vote.	

IX. DIRECTORS REPORT:

X. COMMITTEE MEMBER'S COMMENTS:

C.Trammell- I apologize for interrupting throughout the meeting, thank you all for coming.

A.Gustafson- Thank you for being here.

J.Sanders- I recommend placing aprons on the shoulders of the highway.

R.Butte- Thank you all for coming to this meeting.

XI. ADJOURNMENT

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

With no further business, meeting adjourned at 7:06 PM.

APPROVED THIS _____ DAY OF _____, 2019.

Courtney Trammell
Committee Chair

Charlie Dan
Recorder of Minutes



DUMPSTER REGULATIONS:

KEEP THIS AREA CLEAN

**DUMPSTERS ARE FOR HOUSEHOLD
TRASH ONLY**

**DO NOT PLACE BULKY ITEMS
INCLUDING:**

- **APPLIANCES**
- **FURNITURE**
- **OVERSIZED ITEMS**
- **MOTORIZED EQUIPMENT**

FOR BULKY ITEM PICK UP, CALL 543-3150

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

Memorandum



Date: September 8, 2019
From: Bo Foley, Acting City Manager
Subject: City Manager's Report

Current Events

September 18, 2019 through October 2, 2019

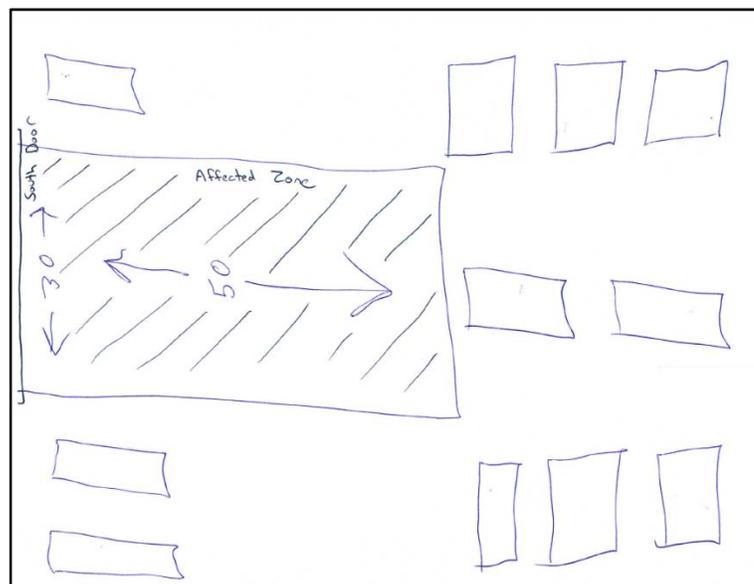
- **Liquor Review Letter Completed:**

A review letter for a potential liquor store candidate, Caribou Traders Liquor, was submitted to the Council. The review letter contained feedback and details from department heads to include Fire, Police, Planning, and Finance for the proposed address of the establishment. Based upon the information gathered by those departments, I had no issues in recommending the issuance of the license.

- **Public Works Structural Assessment:**

The Public Works director has been working closely with DOWL and their subcontractors to get a full picture of the rot damage to the structural pilings of the Public Works building. It was determined that a 30' x 50' area of the Southern garage bay was at highest risk and that no water or sewage trucks should be parked or used on that area until the damage has been repaired. With this in mind, the Public Works director has informed me that this still leaves room for eleven of their trucks. The remaining vehicles will be parked on the North garage bay. All trucks will be entering the facility through the Northern access door as to keep weight off of the affected zone. This will keep trucks indoors for the Winter months.

There may be a need for two of their backup trucks to be outside. The plan is to winterize them, have them plugged in, and at any time they can be pulled inside and ready to go within an hour to replace another truck if one goes down for any reason. Generally, Public works uses a total of eleven trucks (Six water, five sewer) at a time. So all eleven of the active trucks will be stored indoors.



Memorandum

Date: September 8, 2019
From: Bo Foley, Acting City Manager
Subject: City Manager's Report



- **Blueberry Subdivision Property Dispute (Continued):**

The owners of the property in question met with the City (with all legal representatives present) to discuss the facts of the issue and try to come to a mutual agreement to resolve the matter. In the end, the owners were amenable to a corrective action plan drafted by the Planning department that the property owners would need to follow in order to come into compliance with all current code violations. The main issue is that the structure that has been built is not permitted in a residential zone as it is. Had it been constructed in a general zone district, there would be no problems.

- **Laundromat Refurbish:**

Currently the laundromat adjacent to the Bethel Heights Water Treatment Plant is set to be demolished early 2020. A member of the public proposed that they could perhaps refurbish the building and revitalize the business to working order. I asked the Planning department to look into the property to see what it would take externally to make this happen. Even after just the initial inspection, it was determined that there would be many issues to be addressed from re-platting the property, adjusting ingress and egress to the building (as to not interfere with traffic accessing the Water Plant), and adding enough fill to the surrounding area as to provide adequate parking for potential laundromat customers. Most of this would require significant financial investment from the individual on top of whatever would be needed to handle the renovation to the building's interior. I hope to have a letter of the Planning department's findings as a supplemental document.

- **Re-introduction of an Animal Control/Code Enforcement Agent:**

Per Council member Charles's request, I have directed staff to help me come up with the numbers of what it would take to reintroduce the animal control/code enforcement position into the City ranks. The last time this position appeared on a City budget was FY17. The Acting Police Chief informed me that she already has the two Community Service Officer (CSO) positions performing the duties of this position. One of the CSOs reported spending 25% of their time on animal control calls for service with 525 total calls in 2018. The Planning department has expressed a need for help in code enforcement. An ordinance for this position will appear in the Council packet.

- **Site Control Dispute with Potential Marijuana Business:**

A supplemental narrative will be included with the Council packet along with several supporting documents outlining the details of why the determination was made that the particular marijuana business owners had a lack of site control and were therefore denied a conditional use permit. The City has invited the business owners and their legal team to a meeting on October 16th to discuss the matter and try to reach a mutually agreeable resolution to the problem.

Memorandum

Date: September 8, 2019
From: Bo Foley, Acting City Manager
Subject: City Manager's Report



City Manager Comments

This has been my first time serving as Acting City Manager and it has been an absolutely wild month. There are some issues I dealt with that I wish I could have been involved in from the beginning so I could have a better picture of the full story. Other issues I wish I could stick with to see through to their resolution as I have invested a lot of time and energy into trying to work the problem. Despite the challenges and the roller coaster ride it has been, I do not regret stepping into the role. It has been a tremendous learning experience.

During my brief stint as the Acting City Manager, I received a lot of verbal and written recognition of a job well done. The praise has warmed my heart, but the credit is not solely mine. As a first-time acting, it was only with the incredible support of my Department heads and all City staff that I was able to quickly learn my duties and be able to navigate the turbulence the City Manager faces on a daily basis. We, the City, have staff that has and continues to perform admirably. It is with teammates like this that I would gladly step back into the role of Acting City Manager if it were asked of me.

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

1. Our new Assistant Finance Director, Ken Fay starts tomorrow, October 1st. Ken is moving here from Seward, where he served as Finance Director for the Alaska Sealife Center. He graduated from Duke University and has a Master's Degree in Business. Ken is very excited about his move to Bethel and we are fortunate to have him.
2. We continue to meet twice per week with Sales Tax Staff and a lot of good questions are coming up. These meetings are an intended to have open discussion and Q & A on issues that have come up. Staff are engaged in the conversation and have the benefit of being part of the discussion and thought process behind code interpretation and answers to their questions.
3. Audit preparations continue:
 - a. Ensure all FY19 journal entries have been reviewed and entered for the year.
 - b. Reconciliation of all balance sheet accounts
 - c. Prepare reports and documents for Auditors, per their list (see below)
4. Wells Fargo representatives presented a Fraud Training to all Finance Staff. They covered potential fraud schemes via accounts payable or payroll, as well as internal controls and processes at the front desk.
5. Training provided by Xpress Bill Pay for three Finance staff. We learned how to use Xpress bill pay to receipt payments over the phone more quickly, how to set customers up when they request "paperless", and more. Thank you to Acting City Manager, Bo Foley for setting that up!
6. Listened in on Alaska Municipal League phone conference regarding collection of sales tax from online sellers. More will be discussed at the November, 2019 AML conference in Anchorage (to be attended by Assistant Finance Director, Ken Fay).

Altman Rogers, CPAs

The following list details the schedules, reports, and supporting documentation to be prepared by your personnel in conjunction with the audit of the June 30, 2019 financial statements.

Contents

GENERAL ITEMS

ADMINISTRATIVE/SYSTEM DOCUMENTATION

GENERAL FINANCIAL

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CAPITAL LEASE/LONG-TERM DEBT (IF APPLICABLE)

GRANTS

COMMITMENTS / CONTINGENCIES

GENERAL ITEMS	ASSIGNED TO	DATE COMPLETED
<input type="checkbox"/> Balance Sheet and Revenue & Expenditure reports as of and for the period ending June 30, 2019 for ALL funds of the District. <input type="checkbox"/> Copies of grant award and the latest line item budget for each fund (if applicable). <input type="checkbox"/> Completed grant reconciliation for each grant <input type="checkbox"/> Schedule of all federal and state awards with current year expenditures.		

ADMINISTRATIVE/SYSTEM DOCUMENTATION	ASSIGNED TO	DATE COMPLETED
<p>Please prepare the following for our review; please indicate any changes made compared with the prior year.</p> <input type="checkbox"/> Personnel policy manual <input type="checkbox"/> Finance policy and procedures manual <input type="checkbox"/> Key personnel employment contracts <input type="checkbox"/> Organization chart <input type="checkbox"/> List of current Board, Finance, and/or Audit Committee Members.		

GENERAL FINANACIAL	ASSIGNED TO	DATE COMPLETED
<input type="checkbox"/> Final balance sheets and revenue/expenditure reports for all funds. <input type="checkbox"/> YTD general ledger detail (available for inspection). <input type="checkbox"/> General journal entries for the year (available for inspection). <input type="checkbox"/> List of any related party transactions with employees, officers, directors, or affiliates. <input type="checkbox"/> Minutes of Board meetings, Finance and other committee meetings held during the year and up to the most recently-held meeting		

CASH AND CASH EQUIVALENTS	ASSIGNED TO	DATE COMPLETED
<ul style="list-style-type: none"> <input type="checkbox"/> Cash lead schedule for all general ledger accounts. <input type="checkbox"/> List of all bank checking and savings accounts (including short-term investments) used during the year (active, inactive, and closed). <input type="checkbox"/> List of authorized check signers. <input type="checkbox"/> Copies of all bank statements as of June 30, 2019. <input type="checkbox"/> Copies of all bank reconciliations as of July 2018 and through June 2019, including outstanding checklists for review. <input type="checkbox"/> July, 2019 bank statements for all accounts. 		

ACCOUNTS RECEIVABLE	ASSIGNED TO	DATE COMPLETED
<ul style="list-style-type: none"> <input type="checkbox"/> Receivables lead schedules as of June 30, 2019 for all general ledger accounts as follows: <ul style="list-style-type: none"> a. Amounts receivable from customers. b. Other receivables (rents, notes, advances, employees, etc.). c. Summary of current (receivable within 12 months) and non-current receivables for each class above. <input type="checkbox"/> Detail list (subsidiary ledger) for all receivables as of of June 30, 2019, including reconciliation to general ledger (if necessary). <input type="checkbox"/> List of accounts written off during the year and calculation of bad debt expense. <input type="checkbox"/> Analysis of collectability of all accounts receivable. <input type="checkbox"/> Analysis of allowance for uncollectible accounts and reconciliation of the change in the allowance accounts during the year. If allowance was increased during FY19, have journal entry available for review. <input type="checkbox"/> Copy of Accounts Receivable aging report as of June 30, 2019. Copy of AR aging report as of as of August 30, 2019 (used to 		

determine subsequent collections of balances)		
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INVESTMENTS (IF APPLICABLE)	ASSIGNED TO	DATE COMPLETED
<input type="checkbox"/> Investments lead schedule as of June 30, 2019 for all general ledger accounts. <input type="checkbox"/> List of all investments accounts used during the year (including active, inactive, and closed). <input type="checkbox"/> List of personnel authorized to initiate investment transactions. <input type="checkbox"/> Copy of current investment policy. <input type="checkbox"/> Copies of all investment statements as of June 30, 2019. <input type="checkbox"/> Copies of all investment account reconciliations as of June 30, 2019.		

PREPAID EXPENSES AND OTHER ASSETS	ASSIGNED TO	DATE COMPLETED
<input type="checkbox"/> Prepaid expenses and other assets lead schedule as of June 30, 2019. <input type="checkbox"/> Insurance summary schedule as of June 30, 2019. <input type="checkbox"/> Copies of insurance policies/binders in effect throughout fiscal year 2019 (available for inspection).		

CAPITAL ASSETS	ASSIGNED TO	DATE COMPLETED
<input type="checkbox"/> Fixed asset roll-forward schedule from July 1, 2018 to June 30, 2019 for the General Fixed Asset Account Group <input type="checkbox"/> Schedule of fixed asset additions and disposals. <input type="checkbox"/> Detail list of additions to fixed assets, including acquisition, date, cost, and useful life. <input type="checkbox"/> Detail list of disposals of fixed assets, including disposal date		

<p>and sales price.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Supporting documentation for additions and disposals (available for inspection). 		
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ACCOUNTS PAYABLE	ASSIGNED TO	DATE COMPLETED
<ul style="list-style-type: none"> <input type="checkbox"/> Accounts payable lead schedule as of June 30, 2019 for all general ledger accounts (including accrued expenses) <input type="checkbox"/> Detail list of all accounts payable and accrued expenses as of June 30, 2019. (Likely the report that shows the last payroll run for the fiscal year that was paid after year end.) <input type="checkbox"/> Provide supporting documentation as requested. <input type="checkbox"/> Check register, showing activity from July 1, 2019 through the start of audit fieldwork to be used for the search for unrecorded liabilities. 		

EMPLOYEE COMPENSATION / RELATED LIABILITIES	ASSIGNED TO	DATE COMPLETED
<ul style="list-style-type: none"> <input type="checkbox"/> Lead schedule as of June 30, 2019 for all payroll related liability accounts. <input type="checkbox"/> Detailed support for accrued payroll, and payroll taxes, as of June 30, 2019 <input type="checkbox"/> Schedule of accrued leave by employee as of June 30, 2019. <input type="checkbox"/> Copies of Form 941 and State ESC quarterly reports for the four quarters of the fiscal year. 		

OTHER PAYABLES / DEFERRED REVENUE / INTERFUND ACCOUNTS	ASSIGNED TO	DATE COMPLETED
<ul style="list-style-type: none"> <input type="checkbox"/> Lead schedules as of June 30, 2019 for other payables, deferred revenue, and interfund (due to/from) accounts. <input type="checkbox"/> Supporting documentation for other payables and deferred revenue (available for inspection). 		

CAPITAL LEASE/LONG-TERM DEBT (IF APPLICABLE)	ASSIGNED TO	DATE COMPLETED
<input type="checkbox"/> Lead schedules as of June 30, 2019 and supporting documentation for footnote disclosure. <input type="checkbox"/> Schedule listing principal payments on long-term debt in fiscal year 2019 and for each of the next five years. <input type="checkbox"/> Provide supporting documentation for lease payable balances.		

GRANTS	ASSIGNED TO	DATE COMPLETED
<input type="checkbox"/> Preparation of the Schedule of Federal Awards (SEFA) <input type="checkbox"/> Preparation of Schedule of State of Awards <input type="checkbox"/> Final working trial balance for each grant. <input type="checkbox"/> Complete a grant analysis worksheet for each grant (See the attached Excel file) <input type="checkbox"/> Budget-to-actual summaries by grant. <input type="checkbox"/> Copies of files for each grant, including: <ul style="list-style-type: none"> <input type="checkbox"/> Final contract agreement <input type="checkbox"/> Final approved budget <input type="checkbox"/> Final (or latest) grant expenditures report/ <input type="checkbox"/> Reimbursement request <input type="checkbox"/> Pertinent correspondence <input type="checkbox"/> Grantor site reviews (or audits), if any, and follow-up reviews. 		

COMMITMENTS / CONTINGENCIES	ASSIGNED TO	DATE COMPLETED
<input type="checkbox"/> Schedules of attorney fees paid (summarized by firm) for the		

year. <input type="checkbox"/> Copies of all new operating or capital lease agreements, or purchase commitments.		
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Fund balance	ASSIGNED TO	DATE COMPLETED
<input type="checkbox"/> Schedule of fund balance as of 6/30/19 broken out by classification: no spendable, restricted, committed, assigned, and unassigned. <input type="checkbox"/> Support for fund balance by classification		



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: September 30, 2019
TO: Bo Foley, Acting City Manager
FROM: Daron Solesbee, Acting Fire Chief
SUBJECT: Management Report, September 2019

Current Events

- Staff took Medic-5 to Alaska Marine Lines to be barged to Seattle, WA. Braun Northwest, Inc. will refurbish and remount the patient care box onto a new vehicle chassis. The department is finalizing all contracts and specifications. Additionally, the department is in the process of locating a contract for the purchase of the powered stretcher and loader.
- 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.
- City of Bethel Property Maintenance personnel are in the process of rebuilding the fire station's front deck. During this process, a rotted out beam was discovered and a contractor was solicited to replace the beam. Property Maintenance will complete the deck soon.
- City of Bethel Property Maintenance personnel repaired and re-leveled the fire station's rear deck.
- Salzbrun Drilling and Welding Services installed two pilings in the fire station front yard. One piling will be used for the relocation of the flagpole and the other for the installation of a new basketball goal. The flagpole was taken down and will be placed on the piling soon.
- The department has completed its administrative review of two new marijuana applications.

- Alaska Fire Prevention Month starts on September 30. Staff and Volunteers will be conducting several Fire Prevention classes for children, grades Pre-K to 4th. Additionally, department members will be selling smoke and carbon monoxide alarms at local stores every Saturday in October and during Saturday Market.

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 a qualified contractor. Unfortunately, EMI-Alaska was unable to meet our requested scope of work.
- 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 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 09/03/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders conducted several CPR drills in the temporary Emergency Department Ambulance Corridor.
- On 09/12/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders reviewed new EMS Regulations changes and conducted training on Supraglottic Airway Devices. As of September 23, 2019, EMT's are no longer permitted to perform endotracheal (ET) intubation. However, this regulation change does not affect the Scope of Practice for licensed Paramedics or MICP's.
- On 09/14/19, career staff participated in an AHA Pediatric Advanced Life Support class at the hospital. All staff received their certificates.

- On 09/17/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Personnel from BFD and BPD participated in Bleeding Control Training. Topics discussed and practiced were applying direct pressure, applying a tourniquet, and packing wounds with hemostatic gauze.
- On 09/26/19 at 7:00 p.m., a Fire Meeting was held at the fire station. Responders reviewed State of Alaska requirements for the residential placement of smoke and carbon monoxide alarms.
- The State EMS Office approved the upcoming EMT-1 Initial Course. The course will start on October 28, 2019 with Physical Agility Testing. State of Alaska cognitive and psychomotor exams will take place on Friday, January 31, 2020 and Saturday, February 1, 2020. Staff members placed course announcement advertisements online, at local stores, and in the Delta Discovery newspaper.

Responses

- Between 09/01/19 and 09/30/19, the Bethel Fire Department responded to 114 EMS and 14 Fire incidents.
- On 09-02-19 at 11:20 a.m., firefighters responded to the New Hospital for a person trapped in the elevator. Firefighters along with construction personal on scene worked to get the person unstuck. Construction crew removed the hatch of the elevator and let the trapped person out with a ladder.
- On 09-05-19 at 11:11 a.m., firefighters responded to 133 A Cranberry for the report of an oven fire. Upon arrival, firefighters observed no smoke or fire. The tenant had extinguished the fire using a portable fire extinguisher.
- On 09-08-19 at 4:24 a.m., medics responded to North Avenue for the report of an ATV roll-over. Two patients were assessed by medics and transported to the hospital. Unfortunately, one of the patients died days later in Anchorage, due to massive head trauma.
- On 09-09-19 at 9:04 p.m., Medics responded to Ptarmigan Road for the report of a person in cardiac arrest. Upon arrival, medics initiated CPR. Medics discontinued CPR at the request of the on-duty Emergency Department Physician. Later, medics returned to the scene to assist in transporting the patient's body to the morgue.
- On 09-10-19 at 8:15 a.m., medics responded to the YKHC Prematernal Home for the report of a female in labor. Upon arrival, medics delivered one baby, assessed both patients, and then transported them to the hospital.

- On 09-10-19 at 6:50 p.m. medics responded to Tower Road for report of a motor vehicle collision with multiple patients and injuries. Five patients were assessed, treated, and transported to the hospital with multiple ambulances.
- On 09-13-19 at 1:40 a.m. firefighters responded to Fourth Avenue for report of a passenger vehicle fire. Upon arrive, firefighters observed flames and smoke emitting from a vehicle. Firefighters deployed hoses to extinguish the fire. The cause of the fire was undetermined.
- On 09-14-19 at 12:05 a.m., firefighters responded to First Avenue for the report of a house on fire and spreading to another. Upon arrival, firefighters observed a fully involved mobile home with flames spreading to one adjacent structure and one structure to the rear. Firefighters deployed hose lines, extinguished, and overhauled the fire. Firefighters gathered information from the homeowner and returned to quarters. The cause of the fire is under investigation.

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 Dymont 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 Summer Firefighter Intern. She completed CPR, Medic First Aid, and some firefighter training. She assisted staff members with completing summer projects. Her last day was 09/20/19.
- 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. Staff determined that a 1" valve was required, upon finding the ¾" valve shipped was too small for the current foam system plumbing. The foam system will be installed upon receipt of the properly sized valve.
- Department mobile and portable radios and pagers were repaired and tuned up by a technician from ProComm Alaska.
- Pump and aerial testing was performed by a technician from Underwriter's Laboratories. Engine-3 and Engine-4 failed their vacuum tests. Staff will adjust and/or replace packing material in E-3 and E-4's pump packing glands and repeat the vacuum test. Truck-1 passed its pump test, but failed the aerial test. See attached reports. Staff have contacted Hughes Fire Equipment for a technician to troubleshoot and replace parts on Truck-1's aerial device.

FIRE DEPARTMENT VEHICLE STATUS			
Vehicle	Type	Year	Status
Medic 4	Ambulance	1999	<i>(Backup ambulance) In service, Airbags repaired.</i>
Medic 5	Ambulance	2003	Being barged to Seattle, WA to be refurbished and remounted onto a new Dodge Ram 4500, gas chassis at Braun Northwest, Inc.
Medic 6	Ambulance	2017	<i>(Frontline Ambulance) In service.</i>
Engine 4	Pumper	2013	<i>(Frontline pumper) In service, Seat belt sensor silenced but still needing repair by V&E. DEF tank heater malfunction parts on order.</i>
Engine 3	Pumper	1986	<i>Being outfitted as a tender and water supply unit. 3000 feet of LDH (future). (Poor overall condition needs replacement) Generator was remounted.</i>

Truck 1	Ladder Truck	2017	Outfitting, in service. See 2019 UL Pump and Aerial reports. DEF sensor malfunction (parts ordered by V&E)
Com 1	Pickup	2014	In service
Com 2	Pickup	2004	In service.
Tanker 1	Tanker (1500 gallon)	1980	Out of Service
Truck 1	Ladder Truck	1980	Out of Service

MEMORANDUM

DATE: September 27, 2019

TO: Bo Foley, Acting City Manager

FROM: John Sargent, Grant Manager

SUBJECT: Grant Manager's Report – October 8, 2019 Bethel City Council Meeting



Grant Award

The City was awarded \$49,141 in State Homeland Security Program funds to complete two projects: purchase one handheld thermal imager for the Fire Department and purchase and install an eight-foot high chainlink fencing around one water treatment plant tank.

Grant Submissions

I reviewed and edited the Statewide Transportation Improvement Program nomination that DOWL prepared on the City's behalf. The STIP nomination requested \$3,034,424 in federal funds with a commitment of \$494,886 in City funds for the Akakeek, Ptarmigan, and Delapp Streets Heavy Use Improvements Project. The estimated cost skyrocketed after DOWL carefully examined the project in the last few weeks before submission.

Purchasing Agent Duties

When Bo Foley assumed the role of Acting City Manager, I was assigned the role of Purchasing Agent. The plan is for me to remain as Purchasing Agent even after Mr. Foley returns to his IT Director position.

Request for Bids/Request for Proposals

Dumpsters

Four companies responded to the City's Request for Bids to purchase \$40,000 worth of six-yard dumpsters. Local bidder Shorty's Shop was issued an intent to award letter.

Auditors

The Request for Proposals to hire an audit firm for 3-5 years is in process. The City's current auditor will complete the FY 2019 Audit as their final act of service.

Administrative Duties

I worked with the City Clerk to finalize the Budget Modification form currently in use. The new form is in Word and uses Tables to organize figures. I am in the process of revising and combining the Purchase Requisition and Purchase Order forms.

State Legislative Requests

Administration is preparing a resolution for City Council consideration on the prospective State Capital Budget funding requests for FY 2021.



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
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 Transportation	Statewide Transportation Improvement Project Nomination 2020-2023	Akakeek, Ptarmigan, Delapp Streets Heavy Use Road Improvement Project	Public Works	9/15/19	\$3,034,424 \$494,886
Village Safe Water Pgm, Dept of Env. Conservation	Sewer Lagoon Improvements Grant	New lagoon pump & new skiff with trailer	Public Works	8/13/19	\$155,238 0
Bureau of Justice, COPS Office	School Violence Prevention Program 2019	RAVE digital alarm system; keyless door locks; entry security system	Admin.	5/31/19	\$500,000 \$166,667 LKSD
AK Dept. of Transportation, Transit Division	Community Transportation Grant	Public transit system operations	Public Works	12/25/19	\$316,832 \$86,381

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

Alaska Dept. of Health and Social Services	Community Service Patrol Program	Community Service Patrol Program	Public Works	7/1/19	\$323,081 \$32,308 in-kind
AK Dept. of Env. Conservation, Village Safe Water Program	Infrastructure Protection Funding	Replace heat trace and/or electric panels on sewer line from Airport to FAA.	Public Works	7/19/19	\$137,700 \$22,500 in-kind
Alaska Division of Homeland Security and Emerg. Mgmt.	State Homeland Security Program Grant	Thermal imager & fencing around tank at water treatment plant	Fire	8/19	\$49,141 0
Total					\$789,749

Not Approved in Fiscal Year 2019

Most recent first

Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant
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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 September 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	1	1	2	0
Driver Hauled	5	1	1	5	0
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	3	2	14	0

Applications and Hiring:

HR received a total of 8 **Applications** in September

From those 9 Applicants:

- 1 Police officer was hired and undergoing background screening.
- 1 Hauled utility driver was hired

We currently have 9 job positions with a total of 15 openings, with 0 applications under review.

BEACON Programs:

- 1 Post-Accident BEACON test was conducted.
- 1 Pre-employment 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:

Effective January 1, 2020, eligible AlaskaCare retirees will have a choice between the current dental plan (Standard Plan) and the dental plan in place prior to 2014 (Legacy Plan).

The Department of Administration, Division of Retirement and Benefits, proposes to adopt changes to the AlaskaCare Defined Benefit Retiree Health Plan, effective for the 2020 plan year, including providing members with an additional dental plan choice under the Dental-Vision-Audio (DVA) plan. You may comment on the proposed plan booklet updates by submitting written comments to:

State of Alaska Department of Administration
Division of Retirement and Benefits
PO Box 110203
Juneau AK 99811-0203.

Additionally, the Division of Retirement and Benefits will accept comments by email at doa.drb.alaskacare.retiree.plan@alaska.gov. Comments may also be submitted through the Alaska Online Public Notice System.

Training, Conferences and Seminars:

None currently scheduled

James P. Harris
Human Resources Manager

“Deep Sea and Transportation Center of the Kuskokwim”

Memorandum

Date: October 1, 2019

To: Bill Howell, Acting City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



September 2019 Current Events

- **Firewall Swapped:**

During this month, I was able to bring an Arctic IT technician out to complete the firewall swap project in which we would remove GCI-installed equipment, cancel the monthly service, and cut over onto new firewall hardware that we have control and visibility over. The project went with little to no issues besides some delays on GCI's end where they drag their feet in getting us configuration specifications (that we would need to program into our new firewalls). I have instructed our business account representative with GCI to cancel our existing service as soon as possible to avoid a bill for October.

- **New Cable Modem at YK Fitness Center:**

This month I had an additional cable modem installed at the YK Fitness Center to try and provide some relief for issues they were experiencing. The problem has been (ever since the pool was built) that the existing Internet connection used at the YKFC was not meant to be spread over so many computers and systems. With cable modems, the more computers that are on them, the more their performance suffers. As it was, we had all guest traffic, staff traffic, and server traffic going through a device not meant for more than four computers. In an effort to fix this without having something expensive installed, I have at least separated the guest traffic on one modem while staff traffic flows through the other. I will get feedback from the facility director in time to see if this has helped.

- **Training for Finance:**

Since most of Finance is new to their positions, I set up a training through Xpress Bill Pay to go over all the tools available to the Finance employees through their online system. The Finance Director attended these training sessions as well as two employees she designated. The training seemed valuable and brought to light a lot of potentially helpful information that no one was aware of. This offered a small opportunity for some cross-training as well so that other employees might be able to upload or handle utility bills while the designated clerk is unavailable.

- **New Computer Hardware Still Delayed:**

HP has been rather slow and unresponsive in working with JDO Law, our current legal office. They've been trying their best to reach a mutually agreeable document so that I can proceed with getting my new computers ordered before I leave for a long vacation at the end of the year. If it comes to not being able to have this hardware bought and delivered before I leave, I have looked into some backup solutions to pursue. It is very important I have Windows 10 rolled out on all networked devices before January of 2020 to prevent vulnerabilities to the City's network. If the

Memorandum

Date: October 1, 2019

To: Bill Howell, Acting City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



new hardware is delayed too long, I will have to purchase stand-alone licensing for Windows 10 to cover all our current machines.

- **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.

To: Bill Howell, Acting City Manager
From: Ted Meyer, Planner
Subject: September Manager's Report
Date: October 1, 2019

SUBDIVISIONS

Blue Sky Subdivision

The Blue Sky team are working on the Subdivision Agreement punch list. There hasn't been much communication from them during the month of September.

ONC Ciulllkulek Subdivision

Anticipating word from DOWL about the final road design drawings.

CONDITIONAL USE PERMITS (CUP)

Green Store Marijuana Retail

No property line verifications have been received yet.

Other

Although AMCO has recently notified the City of new state marijuana license applications, no associated Conditional Use Permit Applications have been received yet by the planning department.

SITE PLAN PERMITS

Four applications were approved during the month of September. We have also developed and are using a process to monitor recent site plan permit approvals to ensure compliance with authorized improvements.

MAPPING

Staff is currently updating parcel information on the new ARC GIS database for the planning department. Physical addresses, legal descriptions, and lot owners are being entered. This will give us quick access to verify and confirm information.

CODE ENFORCEMENT

Staff is currently working with the attorney on a code enforcement issue.

BETHEL HEIGHTS LAUNDROMAT

Staff visited the site several time to take property and building measurements, photos, and determine if there is adequate parking for a potential startup. A report was sent to management.

SURVEY

Coordinated and contracted with surveyor for setting corners on Cesary and abutting City properties. The final product will consist of a minor replat for both parties.

CITY OF BETHEL POLICE DEPARTMENT



September, 2019 Monthly Report

Personnel:

Our recruit at the Department of Public Safety Academy in Sitka, Alaska continuing to do well and is on track to graduate in November. Both of our CSP recruits are doing well and will be ready to go on their own for PFD season. We have one dispatcher in training at this time. Our two new Investigators are getting in settled into their new roles at the police department. We have two applicants for patrol who are 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 1,322 calls for service the month of September, a decline of approximately 258 cases from August and down approximately 9 cases from the same period in 2018. The number of calls requiring investigative reports was at 123, up 6 from August and up 11 from 2018. There were 312 intoxicated pedestrian calls compared to 256 for the same period last year. The number of domestic violence arrests was 35 this month compared to 36 for the same period in 2018 and 29 in August. There were 9 DUI arrests compared to 9 for the same period last year and 9 arrest in August. There were 2 death investigations in June, compared to 1 for the same period last year.

This month we had a four-wheeler accident that unfortunately took the life of a young man. That case is still under investigation. We also had a DUI accident resulting in multiple injuries. The driver of that accident was arrested and charged with DUI and multiple counts of felony assaults.

We have been preparing for PFD season and have met with the Sobering Center staff and came up with an over flow plan. We are hoping for a safe and uneventful PFD season.

Animal Control:

There were 42 animal control calls for service for the month with 2 reported dog bites.



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: 09.30.2019
TO: Bill Howell, Acting City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Hauled Utilities: We continue to improve here in Hauled W/S. The team we have is pretty solid, although we need more employees. Safety meetings have been focused on improving walk rounds and recognizing driving and slip hazards. I believe we still have 6 positions open. I continue to audit routes and am learning more as I go. All employees are equipped with or have on order the winter gear they will need for this season. We will continue to get the job done despite any short comings.

Utility Maintenance: 11 alarms on residential lift stations were responded to. Multiple issues with grinder pumps, heat trace, and float systems.

- Monthly meter reading and service connections were completed
- Clean up and organization of shops and vehicles.
- 11 residential lift station repairs
- Cutting in new clean outs on sewer line On Ptarmigan Rd area to help with line flushing. (Repair made to high flow area where cut-out was performed and was leaking).
- 1005 Mallard lane issue. Home owner's sewer line was leaking. Reported to acting city manager for remedy.
- Line flushing and leveling activities on low-flow and plugged sewer lines. Non-compliance reports were filled out per DEC requirements.
- Sewer Lagoon discharge preparations were made and discharge began on 9-25-19. Start samples were sent out to SGS for analysis. Second set of test samples were sent on 9-26-19. Twice-daily checks are being performed.
- Institutional Corridor: Two new building were added on 9-25-19 (Sobering Center 1360 State Hwy, PATC 1610 Calista Dr.)
- New saddles arrived and preparations for shut down began.
- 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. Engineer inspection resulted in needed changes. Boilers have not been operating as programmed, contractor is looking into this issue. VFD's controlling the circ pumps will need to be relocated, contractor is working on this issue also.
 - New Hot water system using indirect heating from boiler system has been installed.
 - Fire sprinkling system NOT in operation. Dry line system was charged with water and leaks developed. Frontier Fire contracting inspected damage and is providing quotation/estimation to repair system. Also a compressor will need to be ordered to replace the failed dry system failure currently in place.
 - South Bay roll up door entrance closed. NO USE. Serious problems exist within the flooring. As mentioned in manager report early 2019. 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 completed an inspection of the building and has provided a preliminary memo summarizing the findings that will be outlined in greater detail on the engineering report. In the meantime a section of the South Bay has been closed to use until a remedy plan can be developed.
 - General preventative maintenance on the used oil furnaces has begun in preparation for the colder season approaching.

- City Hall
 - Parking lot paving project complete. Front entrance (Stairs and Handicap ramp) replaced and operational. Open to public use. However, the new parking lot is already showing signs of settling and some adjustments of the ramp and stairs will be needed often until the settling subsides.
 - 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. Paint and paint machine has been rented from Anchorage. Machine arrived, paint on its way.
 - 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. Lumberyard not able to supply the correct length. Will need to reach out to Spenard Builders for correct parts.
 - Boiler general preventative maintenance service complete.
 - 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.
 - Maps in back hallway rehung in space ear Manager's office.
 - Troubleshoot back door opening issue to find the striker plate ad locking mechanism were off center by a small amount. Repaired. Door in normal operation.

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

- Dry system is 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.
 - Frontier Fire contractor arrived to complete onsite inspection and recommend repair. Contractor will be providing an estimation and quotation for repair.
 - **Holding Cell Area Door:**
 - New door is complete and ready for install. However the repairs made to the existing door are holding up very well.
 - **Water leak damage remediation survey:**
 - This will need to be planned out after time sensitive summer projects are complete.
- Port Office Building
 - Boilers were found in fault and would not restart. Troubleshoot and discovered the fuel tank was empty. Spoke with Delta Western about issue. Was informed by Mike Riley that he was instructed NOT to continue filling the port office building fuel tank. Re-instructed him to put tank back on keep fill service.
 - The aircon in the server room is still non-operational. Original installer contacted about warranty work to the system. Eric Middlebrook (Local HVAC contractor) has been contacted by original installer to complete the work.
 - Thermostats consistently go into error fault and require reset to operate. Requested the original installer take a look at this issue
- Port Dock Warehouse Building
 - Roll up Door on East side was accidentally destroyed by a customer who drove into the door. Driver provided insurance information. Materials to repair were ordered and contractor technician scheduled to complete the work. Payment for the damage will need to be coordinated with the financial department or Port Department.
- Old “Bus Barn” Warehouse Building
 - The foundation is failing
 - Man door is no longer accessible as the floor and door jamb are being severely affected by the foundation movement.
- Log Cabin
 - No new updates. Building is in NON USE status. Water disconnected.
 - Graffiti and vandalism are a continuing constant problem.
 - Kids consistently climb the building to get on the roof.

- Foundation has settled enough that the entrance closest to the ONC multipurpose building is jammed itself and will not operate.
- YKFC - Pool
 - Pool contractor has NO maintenance staff. City Maint. staff is trying to step in and help when available.
 - Boiler #2 has been having issues and locking out on a fault. This is being troubleshoot.
 - Reports of roofing materials flapping freely in the wind. Area inspected. Ordered materials needed to repair.
 - Air mover on west side the pool deck has failed. New fan ordered. 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 and photos to show the problem. Bill Arnold has been notified, Parks and Rec committee has been informed. **IT IS NOT CONDENSATION DRIPPING FROM THE CEILING.** The locations of the leaks are consistent dependent on wind direction, speed and rain level.
- 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.
 - Vehicles and Equipment department has been made aware and is also troubleshooting.
 - 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. Ocal Refrigeration contractor has been contacted to inspect and provide estimation/quotation for repairs.
- Fire Department
 - BFD front entry replacement project in progress.
 - Significant amount of water and dry rot was discovered. Acting City Manager, Chief Howell requested local contractor repair the rotted areas. All work on the new deck is on hold until the contractor completes the work. Once complete, City Maintenance will resume on the rebuild.
 - Rear deck has been repaired and leveled. Temporary set of stairs has been placed until Front entrance is complete. Then City Maint, will focus its efforts on making new rear steps.
 - Flag pole relocate project in progress along with replacement of front entrance retaining wall.

- Paving lot has large puddled areas from ground settling. Anticipate need for gravel in parking lot to prevent water from gathering in low areas.
- Bethel Heights Water plant
 - Electrical contractor repaired the shorted circuit for hot water heater system and wall outlets in the lab area.
 - Boilers inspected and prepared to come on online for winter season.
- City Sub Water Plant
 - Nothing specific to note.
- Teen Center
 - Ronda has requested Push bar exits on all doors 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.
 - Bathroom sink drain clogged. During repair, found damaged piping. Replaced and back in operation.
- Senior Center
 - Boilers inspected and prepared for fire up. Building has three boilers ready for operation. Currently one boiler is being utilized to keep the building from developing a moisture/humidity issue. AS the temperature drop we will bring more boilers online to prevent freeze up.
 - Reports of children gaining access to the building has become more prevalent. Evidence of kids playing around, under and on top of the building is present.
 - New windows have been found broken or cracked.

Parks and Recreation:

- Parks and Rec in General
 - Park and Rec activities as a majority will cease Oct 1st.
 - No employees for Parks and Rec.
 - When maint staff are available rounds of the parks are being conducted.
 - 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 has been halted for winter.
 - Equipment repair and maintenance
 - Pinky's Park
 - Potential Softball field refurbish/re-sod/re-seed in discussion

- Potential dugout repairs, repaint (Moved to Next year project)
 - Bleacher maintenance (Moved to Next Year project)
- 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
 - Completed - As needed agreement made for Maintenance contract options for field with Codman Services
 - Fall/Winter Build - Build and place information bulletin stand at location
 - TBD – Funding for permanent fencing. Quotations received for two options. Shipping costs equal or greater to the materials cost.
- Airport Cemetery (on Hold status)
 - 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 replaced three culverts this month, one in front of 246 Alex Haley Street, across 162 Black Berry Street and one that is on Akiak Street between KUC and VFW. These are problem culverts that do not drain and freeze up in the winter.

Streets and Roads is also done with hauling road salt sand from City Sand Pit for our road salt sand pile. We hauled 450 dump truck loads of road salt sand to this pile on the north side of the City Shop.

Streets and Roads has also been pushing up more sand this month at the City Sand Pit to stay ahead of the sand, we have been hauling out of there with the D8 dozer. In addition, to keep the pile on hand, after freeze up, so that we could keep hauling to the Landfill.

Streets and Roads after the big rain storm we 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.

Streets and Roads has been hauling in road sand to big potholes on some of the end roads and will be capping it off with D-1 gravel. We are now working on Swan Court and Jacobs Way.

Vehicles and Equipment:

Trucks in and for the most part, trucks out nothing catastrophic at this time. Did another engine swap for a water truck in-house.

Transit System:

For September 2019 the Bethel Transit System transported 2,050 passengers, 249 of those riders had a disability and 181 were elders. Of the 2,050 passengers, 642 used ONC monthly passes, senior and caregivers.

The September revenue was \$4,307. Cash fares totaled \$1,730, and day and monthly passes were \$2,577.

There are two drivers. Sally Evans who is a full time driver and Brenda J. George is a part time driver.

Buses 436 and 437, purchased in 2008, are wore out and are being surpluses. Bus 438, the smaller bus, was purchased in 2008 and we are using it as the stand-by bus. Bus 439, purchased in 2014, has 160,000+ miles and is requiring lots of TLC. The body is showing many signs of wear and the undercarriage needs lots of attention. It, Bus 439, should be replaced next year.

We have a new bus coming on this fall barge, it will become the primary bus, and Bus 439 will become stand-by. If we start an "Inner City" schedule, then Bus 439 will be used for it and Bus 438 will be the stand-by bus.

Alaska DOT has not uploaded the FY 20 Grant information and/or the FY Billing Summaries information on BlackCat yet. We are unable to submit the July and August Billing Summaries until they do. Hopefully it will be this coming week.

Landfill / Recycle Center:

In the spring, there is clean up, green up. In the fall, and especially in September, is to get every job done and everything to the Landfill, so the point is, we have been busy by all the contractors. So far, as of the morning of the 26th, we have taken in 1,654 commercial cubic yards.

The road crew has brought in load, after load of sand for the salt sand pile. We will be building so that we can cover throughout winter and be in compliance with DEC's regulations.

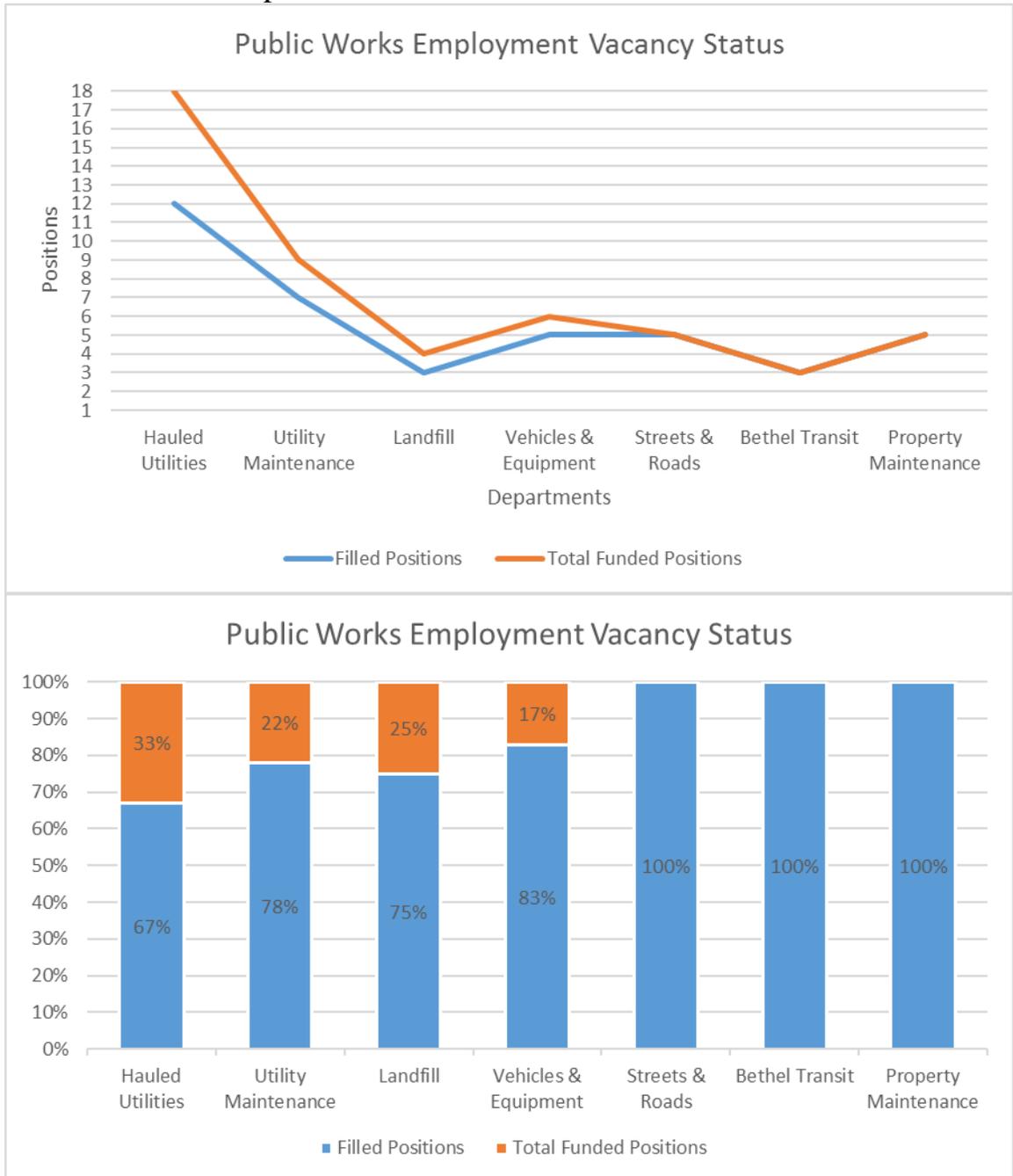
Looking forward to winter, since we were so busy this summer and fall.

Water Plant Operations:

We will continue to keep daily chlorine and fluoride records to compile monitoring logs reported monthly to ADEC for BHWTP & CSWTP. We filed our DMR report for the sewage lagoon discharges and monthly coliform sampling and report. We will continue our monthly routine sampling and lube log reporting to OEH for BHWTP & CSWTP. We will continue a daily safety meeting. We got list 25 homes in BHWTP piped housing Tier 1 and Tier 2 for next Lead and Copper cycle, we need 10 homes for volunteer testing City billing next needs send letters out next to 25 address.

Institutional Corridor Update: Two new building were added on 9-25-19 (Sobering Center, 1360 State Hwy and PATC, 1610 Calista Dr.)

Staffing Issues/Concerns/Training:
 Chart information updated: 09/30/2019



Streets and Roads daily dialog

9/1/19 Sunday

We used the 324E excavator at the landfill to stack the loads of steel and broken up lumber that

came from the east addition of YKHC hospital.

9/2/19 Labor Day

We used the 324E excavator at the landfill to stack the loads of steel and broken up lumber that came from the east addition of the YKHC hospital.

9/3/19

We took the 966F loader to the City Sand Pit to load dump trucks.

We hauled three dump truck full of winter cover from the City Sand Pit to the Landfill for seven hours.

The 160M grader was out grading roads throughout Bethel for seven hours.

We used the 324E excavator at the Landfill to stack up the last loads of steel and broken up lumber that came from the east addition of the YKHC hospital.

9/4/19

We took the 966F loader out to the City Sand Pit to load the dump truck full of winter cover to haul to the Landfill.

We, then, stacked up the winter pile with the 324E excavator in the Landfill.

We hauled in some of the asphalt that was dug up on Ptarmigan to the Landfill.

We graded Kasayuli Sub., with the 160M grader.

9/5/19

We took the 966 loader to the City Sand Pit to load and haul the winter cover to the Landfill with dump trucks.

The 160M grader was out grading roads throughout Bethel for seven hours.

Hauled the same D-1 gravel to Akakeek Road for the grader.

9/6/19

We took the 966F loader to the City Sand Pit to load dump trucks and haul the winter cover to the Landfill.

We graded Akakeek, Ptarmigan, Tundra Ridge, Owl/Mallard Lane, 6th Ave., 7th Ave., Main St., and City Sub with two graders.

Hauled D-1 gravel to City Sub for the grader.

9/8/19 Sunday

The grader was out grading roads throughout Bethel for seven hours.

9/9/19

We took the 950G loader out to the City Sand Pit to haul salt road sand to the City Shop with two dump trucks.

The 160M graded BIA Road, Kasayuli Sub, Akakeek St. and Ptarmigan Rd.

9/10/19

Took the 966F loader out to the City Sand Pit to haul salt road sand to the City Shop with two dump trucks.

Push at the City Sand Pit with D-8 dozer for six hours.

Grade roads with 160M grader throughout the city for six hours.
Put cutting edges on the 160M grader.

9/11/19

Took the 966F loader out to the City Sand Pit to haul salt road sand to the Landfill with two dump trucks.

Graded roads throughout Bethel with 160M grader for seven hours.

Push with the D-8 at the City Sand Pit.

9/12/19

Took the 966F loader out to the City Sand Pit to haul and add to the road salt pile with two dump trucks.

Grader was out for six hours grading roads throughout Bethel.

The D-8 dozer was out for five hours pushing the City Sand Pit.

9/13/19

Took the 966F loader to the City Sand Pit to load dump trucks and haul to the salt sand pit in front of City Shop

The grader was out for seven hours grading roads.

The D-8 push sand at the city sand pit for six hours.

9/16/19

Took the 966F loader to the City Sand Pit to load dump trucks and haul to the salt sand pile in front of City Shop.

Unloaded the bags of salt into the freezer vans outside of the City Shop.

Hauled D-1 gravel to potholes on the roads from the last rainstorm.

9/17/19

A dump truck was out dispersing D-1 gravel for both graders to fill in potholes before the rain.

Finished unloading the salt from the freezer vans outside of the City Shop.

Put up a stop sign at the courthouse and a yield sign at the "Y" on the Landfill road and the road going toward Haroldson's.

9/18/19

A dump truck hauled D-1 gravel for both graders that were out for seven hours, as needed, onto Bethel roads.

Worked on unloading the calcium chloride vans.

9/19/10

Both graders were out grading roads throughout Bethel.

Had to change cutting edges on both graders.

Hauled D-1 gravel with the dump truck for both graders, as needed.

Worked on unloading the last calcium chloride van.

9/20/19

Both graders were out today grading the roads throughout Bethel and hauled more D-1 gravel, as

needed.

Hauled two seawall pipes from the City Sand Pit to the City Hall parking lot to use as barricades.

9/23/19

Took the 966F loader out to the City Sand Pit to haul salt mixing sand to the winter road sand pile outside of the City Shop.

Both graders were out grading Bethel roads for seven hours.

9/24/19

We welded a seawall pipe, adding 8 more feet to the 40 foot pipe to use as a culvert between KUC and VFW on Akiak Dr. in City Sub.

We installed a culvert in front of 246 Alex Hatley Drive due to a problematic hole forming, with the culvert coming apart.

A grader was out in Kasayuli Sub., grading.

Two dump trucks were hauling D-1 gravel for the grader in Kasayuli Sub.

9/25/19

We had both graders out grading roads throughout Bethel.

We hauled two sewer tanks from Mission Lake road to the Landfill.

We took the 966F loader to sand pit to load dump truck and haul to the road salt sand pile.

9/26/19

Took the 966F loader to the sand pit to load dump trucks.

We installed a culvert in front of 162 across Black Berry St. in Blue Berry Sub. and hauled sand to cover the culvert.

We hauled road sand to the Swan Ct to build up the road.

9/27/19

Took the 966F loader out to the City Sand Pit and hauled road sand to fill in potholes on Jacob's Way.

Also hauled road sand to Akiak Drive to fill in the culvert that we replaced with a Seawall Pipe.

Hauled D-1 gravel to cap off the new culverts in Akiak Drive.

9/29/19 Sunday

A grader was out grading the main roads throughout Bethel so they will be smoother for the schools buses running Monday morning.

9/30/19

Took the 966F loader out to the City Sand Pit to load dump trucks and haul cover sand to the Landfill

Both graders were out grading roads throughout Bethel 7 hours.

PORT OF BETHEL

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



TO: Bo Foley, Acting City Manager
FROM: Allen Wold, Port Director
SUBJECT: September 2019 Managers Report

- **Small Boat Harbor**
 - Cleaning around the Harbor using Loader
 - Selling permits.
 - Bilging out boats.
 - Pulling out sunken boats.
 - Added gravel to the harbor (covering geo-web and fabric with 15 loads of river run, brought down 10 loads of D-1 gravel to the Harbor to repair roads).
- **City Dock/Beach 1/Petro Port**
 - Customers are in and out of the Dock.
 - Vessels being repaired on Beach 1.
 - 1 mainline barges (AK logistic) 800 thousand lbs.
 - Brought loads of gravel to Beach 1 for maintenance (used dozer, grader and loader).
 - Installed Fire Extinguisher Cabinets around City Dock Yard.
 - Repaired garage door at the AML Warehouse.
 - 10 barges at the Petro Port, 15 tugs and barges at Beach 1.
- **Port Office**
 - Property Maintenance checking on building daily.
 - Selling permits.
 - Ordered office furniture
- **Admin**
 - Monthly Storage billing for customers.
 - Hired 1 Temp City Dock Attendant.
 - Getting together with departments for a surplus sale.
 - Training City Dock Attendants in heavy equipment.
- **Seawall**
 - Consistent clean up.
 - Put more Life rings up and made rescue poles for the seawall.
 - Port Attendants checking on lower access daily to make sure life rings and rescue poles are still in place (Safety Checks)
 - Removal of trees on Lower Access Road (Mini Excavator and Loader)
 - Added gravel to trail on Lower Access Road
 - Tightened Cable Fencing along Seawall
 - 6 loads of River Run gravel to Float Plane Area and used D-1 gravel along the Seawall to fix the washouts