



City of Bethel Police Dept.

PO Box 809
Bethel, AK 99559
Office| 543-3781 Fax| 543-5086

PUBLIC NOTICE
REGULAR MEETING OF THE
PUBLIC SAFETY & TRANSPORTATION COMMISSION
WEDNESDAY, February 05, 2020 –6:30 p.m.
300 STATE HIGHWAY – CITY COUNCIL CHAMBERS
AGENDA

Members

Madelene Reichard
Chair

Mark Springer
Council Representative

Azara Mohammadi

Ex-Officio Members

Amy Davis
Acting Police Chief

Daron Solesbee
Acting Fire Chief

Jesslyn McGowan
Recorder

"The Public Safety and Transportation Commission does not have enough people appointed to the body to hold their regular meeting. If you are interested in volunteering please go to the City's website www.cityofbethel.net to get more information.

Jesslyn McGowan

Jesslyn McGowan, Recorder

POSTED on January 30, 2020

POST OFFICE, AC QUICKSTOP, CORINA'S CASE LOT, CITY HALL, & POLICE DEPT.

Next Public Safety and Transportation Commission Meeting will be **March 04, 2020**



CITY OF BETHEL
Managers Office

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

Celebrating 50 Years of Service

DATE: February 4, 2020
TO: Perry Barr, Mayor
FROM: Bill Howell, Acting City Manager
SUBJECT: City Manager's Report – January 3, 2020 through February 4, 2020

Current Events

- The City was very busy through the month of January. After dealing with many complications resulting from severe weather, we've been able to move several projects forward nicely. The Police and Fire Departments, minus a Police Chief, are fully staffed.
- The City took its first steps to begin collecting online sales tax. I am optimistic about the future of the City and excited at the prospect of new revenue and what it will mean for City operations.
- Service agreements for the 7th Avenue heat tape issue have been drafted and prepared for City Council approval.
- Members of the Pool Committee met with our outside accountant, Cristina Trent, who shed light on a previously murky issue.
- Administration is tracking several complaints about sewer and water services during the recent cold spell. I am working with department directors to identify solutions to improve service, communication and scheduling.
- Administration met with BCSF to discuss their public safety housing program. The City is in the process of identifying properties that could be converted to this use and might be eligible for substantial grant funding.
- Administration and Finance have drafted an FY 21 Budget schedule. Departments have started FY 21 Budget preparation.

- The City prepared and submitted the Community Assistance Program (CAP) application to the State Dept. of Commerce, Community and Economic Development. State Community Assistance Program (CAP) funding for the City is significantly less for FY 21 (\$76,000) than it was last year (\$169,000). A chart explaining the trends in PILT and CAP funding is attached to this report.
- Administration is beginning to receive assessment reports on the Pool. We are combing through these reports to determine a plan of action. Council will receive updates soon.
- The City continues to work with our legal firm and the school district to remove the remaining materials and buildings from the Kilbuck site.
- On January 22, 2020, I attended the Yuut Elitnaurviat Board meeting. We discussed the CDL program and DHAT program and received program updates.
- On January 31, 2020, Administration met with our insurance broker, Mike Combs.

Ongoing Business

- Administration continues to work with the Alaska Jobs Office, Yuut, and HR to develop CDL programs to fill Bethel's water sewer driver positions. So far, our efforts in this regard have been fruitful.
- The sale of the Third Avenue property to Essenkay was substantially completed on January 9, 2020.
- Administration is working with Finance to resolve several old sales tax matters.
- We have received the draft of the Long Range Transportation Plan (LRTP) from DOWL. The Grants Manager is reviewing and revising the report.
- Administration approved Finance to use Casselle for the next few months for utility billing. An updated contract with Caselle will be presented to the Council as soon as it is drafted for review and approval. The City is recruiting for the Utility Billing position.
- A Department Head meeting was held on January 23, 2020. The next Department Head meeting is scheduled for February , 2020 at 10 a.m.

Pool/Finance Committee

- Administration contacted our contract accountant, Carmen Jackson, CPA, to provide the Council requested reports on pool finances. No timeline for this service has been provided yet.

Log Cabin

- Administration is looking into options for this building. A plan will be presented to Council at a future date.



City of Bethel

P.O. Box 1388 • Bethel, Alaska 99559-1388

907-543-1386

Fax # 543-1388

Website: www.cityofbethel.org

To: Bill Howell

From: Christine Blake, Finance Director

Subject: January 2020 Manager's Report

Date: February 1, 2020

FY21 Budget

We are about to get started on FY21 Budget and per our discussion yesterday, we will be providing departments with instructions, the budget calendar, updated financials, and EXCEL worksheets for their entries. This will be another really busy time for Finance as we answer questions and provide information to department heads.

Office Hours

Our new hours of 8-4 have been *very* helpful and it has been a real morale booster for staff. We are now able to have group discussions about training and processes, customer issues and staff ideas/concerns, as well as time for general catch up. (We've received only one complaint so far because we haven't put it on the radio). Thank you for supporting us on this!

FY20 Budget Modification

We will need to so a Budget Modification pretty soon due to significant overtime in Public Works. They have been operating with unfilled positions and along with the frigid temperatures, they've been working long shifts. As you know, when a line item is over by \$5k, the City Manager must notify Council and submit a modification. As of 1/24 it was \$2500 over. We can probably take the money from unused personnel.

Utility Billing

As mentioned in last month's report, we are having good results with having Caselle do our Utility billing we are continuing to work with Caselle on a contract for ongoing assistance. I sent them my idea for a draft and am working on a meeting with them to discuss. (Braedon was sick last week, so it didn't happen.)

RUBA

Asst Finance Director attended a RUBA personnel training last week in Anchorage. There will be a RUBA Financial Reporting training in March that I will attend.

Business Tax

We are still working on renewing 111 business licenses for 2020 and trying to keep up with returns.

I met with the manager at Wells Fargo and he did **not** approve the idea of separate deposits for the marijuana use tax. Instead we will work out appointed times for receiving their payments, perhaps during our 4-5 hour when we are "closed".

FY19 Audit

The first report draft has been reviewed and we are on still track to meet the March 31st deadline.



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: January 31, 2020
TO: Bill Howell, Acting City Manager
FROM: Daron Solesbee, Acting Fire Chief
SUBJECT: Management Report, January 2020

Current Events

- The BVESA New Year's Eve Fireworks Show was postponed until Thursday, January 2, 2020 due to high winds.
- Medic-5 was received by Alaska Marine Lines in Seattle and is now at the Braun Northwest, Inc. factory for a remount. The pre-build conference occurred on Monday, January 6, 2020 in Chehalis, WA with Capt. Solesbee and Chief Howell. YKHC released the lien on M-5's title in order for Braun to dispose of the 2003 Ford chassis. Currently, the ambulance has been fully disassembled and is being refurbished. It will take approximately 90 days to complete this project.
- Braun Northwest has received the Stryker Power LOAD. They are awaiting the delivery of the Stryker Power PRO XT powered stretcher soon.
- 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 Bethel Fire and Police Departments have created the Bethel Arson Investigation Task Force. This joint investigation platform will allow for better processes and more efficient fire investigations. Additionally, the task force has obtained approval to allow for the use of the BATFE's Bombing Arson Tracking System (BATS) program. This system gives the task force a more efficient case management and tracking platform. BPD Investigators are in the process of obtaining their State of Alaska Fire Investigator Technician (AK-FIT) certifications by completing training modules on CFITrainer.net. Additionally, they will attend

the 2020 AAFAI Fire Investigator Training Conference in April in Fairbanks. While there, they will have the opportunity to take the State of Alaska Certified Fire Investigator (AKCFI) exams.

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. This project is on hold until Spring 2020.
- Bethel Fire Department has been selected as a test site for the new Medicaid Supplemental Emergency Medical Transport (SEMT) program. Being part of this pilot will allow Bethel to shape the program to meet Bethel's needs. SEMT legislation (HB 176) was signed into law in June of last year. This law allows municipal ambulance services to receive reimbursement of 50% or more of the uncompensated cost (UCC) of providing ambulance services. City personnel are required to complete cost report spreadsheets based on FY18 and FY19 budget figures. The department has entered into a contract with AP Triton to provide this service to the City of Bethel for a fee of \$5,000.00 + 3% of annual earnings.

Training

- On 01/07/20 at 7:00 p.m. an EMT Meeting was held at the fire station. Responders reviewed and practiced basic and advanced airway management procedures.
- On 01/09/20 at 7:00 p.m. a Fire Meeting was held at the fire station. Responders received training on rope rescue equipment and techniques.
- On 01/21/20 at 7:00 p.m. an EMT Meeting was held at the fire station. Responders reviewed and practiced EMT-1 skills for the upcoming State of Alaska exams.
- On 01/23/20 at 7:00 p.m. a Fire Meeting was cancelled.
- On 01/25/20 at 6:00 p.m., the Bethel Volunteer Emergency Services Association members held Board Member elections, received Influenza vaccinations, and had a potluck.
- The 2019 EMT-1 Class started on 11/04/19. All five EMT Recruits have completed the course. The State of Alaska Cognitive and Psychomotor exams will take place on January 31 and February 1, 2020.

Responses

- Between 01/01/2020 and 01/31/2020, the Bethel Fire Department responded to 62 EMS and 19 Fire incidents. During 2019, the monthly average for EMS responses was 127.
- On 01/01/20 at 1:18 a.m., firefighters responded to Akakeek Street for the report of a chimney fire. Upon arrival, firefighters observed no smoke or fire. The fire was put out prior to arrival by the homeowner. The fire's cause was due to the buildup of flammable materials in the pipes, which were not swept.
- On 01/07/20 at 11:00 a.m. medics responded to the airport for the report of a person experiencing heart problems. The patient was assessed and transported to the hospital.
- On 01/10/20 at 5:10 a.m., medics responded to Third Avenue for the report of a person inhaling propane. The patient was assessed and transported to the hospital.
- On 01/17/20 at 9:48 p.m. firefighters responded to Main Street for the report of a trailer on fire. Upon arrival, firefighters observed a trailer home on fire. Firefighters deployed hose lines and extinguished the fire. The cause of the fire was unintentional.
- On 01/20/20 at 4:32 p.m., medics responded to Kilbuck Street for the report of a person with a burn injury to their hand. The patient was assessed, but refused transport to the hospital.
- On 1-20-20 at 5:18 p.m., firefighters responded to Mission Drive for the report of a vehicle fire. Upon arrival, firefighters observed smoke and flames emitting from the vehicle. Firefighters deployed a hose line and extinguished the fire.

Budget/Financial

- The department is operating within budget.

Grants

- The Department was awarded \$5,141.00 from the Department of Homeland Security for a new Thermal Imaging Camera (TIC). Three quotes have obtained and a purchase will be made once DHS approves it. This TIC will be installed on the new ladder truck, Truck-1.
- 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 hired Ed Hobbick as a Firefighter/EMT. Currently, all paid Firefighter/EMT positions are full. We welcome him to our department.
- No employee performance evaluations are due.

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.
- 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. Hughes Fire Equipment has sent instructions on how to perform the repairs. V&E has been advised and has agreed to perform the repairs or provide shop space if it is determined an outside technician is required.

FIRE DEPARTMENT VEHICLE STATUS

Vehicle	Type	Year	Status
Medic 4	Ambulance	1999	<i>(Backup ambulance)</i> In service, Airbags repaired.
Medic 5	Ambulance	2003	In Seattle, WA being refurbished and remounted onto a new 2019 Dodge Ram 4500, gas chassis at Braun Northwest, Inc.
Medic 6	Ambulance	2017	<i>(Frontline Ambulance)</i> In service. Slow leak in rear Liquid Spring suspension. Back-Up camera is not functioning. Rear heat in patient compartment is intermittent. Staff is requesting a technician from Braun Northwest to troubleshoot and repair these issues.
Engine 4	Pumper	2013	<i>(Frontline pumper)</i> In service, Seat belt sensor silenced but still needing repair by V&E.
Engine 3	Pumper	1986	<i>Being outfitted as a tender and water supply unit. 3000 feet of LDH (future).</i> (Poor overall condition needs replacement) Generator was remounted.
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.

MEMORANDUM



DATE: February 4, 2020
TO: William F. Howell, III, Acting City Manager
FROM: John Sargent, Grant Manager
SUBJECT: Grant Manager’s Report – February 4, 2020 Bethel City Council Meeting

Grant Applications

I prepared and submitted the State Homeland Security Grant application to request funds for the following three equipment projects and two planning projects:

<u>Priority</u>	<u>Description</u>	<u>Amount</u>
1	Police body cameras and in-car camera system	\$159,046
2	Fire Dept. rescue extrication tools	\$32,904
3	Crime scene laser scanner	\$60,705
4	Bethel Emergency Operations Plan Update	\$35,000
5	Cyber Infrastructure Survey Tool	\$30,000

Grant Management

The Avenues Project

The City of Bethel and DOWL signed the EJCDC contract for all work associated with the Avenues piped water and sewer project. The EJCDC contact is the template contract required by USDA for USDA-funded projects.

The City is working to complete many of the conditions required by USDA as it spends down the \$8,250,000 interim loan from First National Bank. The pre-construction work, easements, legal work, and design must be completed before the City goes out to bid to hire a contractor to perform the construction work. The timeline is two years to complete DOWL engineer work and one construction season to install the system.

School Security Features

The City completed the first financial report and submitted it to the Bureau of Justice. No expenditures were reported. The City is in the process of drafting the MOU that will describe how the City and LKSD will fulfill the grant requirements and complete the project. The MOU will be presented to City Council for approval.

COPS Grant

The City is considering partnering with LKSD again to pursue a COPS grant from the Office of Community Oriented Policing Services in the amount of \$125,000 to fund the salary and benefits of a police officer who would serve on school grounds as a School Resource Officer. The school district strongly favors the use of an SRO at the high school and is committed to funding all the expenses related thereto.

Purchasing Agent Duties

Auditor

I am preparing a Request for Bids for the City to hire auditors for the next five years.

IT Services

I am reviewing the RFP for IT services that will be issued shortly. The contract with Arctic IT expires June 30, 2020.

AP Triton

Final contract between the City and AP Triton is signed. Fire Chief Solesby is managing the contract on behalf of the City.

Administrative Duties

I continue to serve as Recorder and Ex-Officio for the Community Action Grant Technical Review Board. I prepare agendas, packets, minutes, status report on all CAG awards given out, update the amount of money available for distribution, and set up for the meetings. New grant applications are being received during the month of February 2020.

I am in the process of reviewing drafts of the Long Range Transportation Plan and the Rate Study for Blue Sky Subdivision.



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 Ag.-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 Div. of Homeland Sec. & Emergency Mgmt.	State Homeland Security Program	Police body-worn & in-car camera system; extrication tools; laser scanner; Emerg. Op. Plan, Cyber Sec. Plan	Police, Fire, IT	1/30/20	\$317,655 0
AK Dept. of Transportation	Statewide Transportation Improvement Project (STIP) 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
Approved in Fiscal Year 2020					Most recent first
Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant \$ Match
AK Dept. of Transp., Transit Division	Community Transportation Grant	Public transit system operations	Public Works	12/25/19	\$316,832
U.S. Department of Justice, COPS Office	School Violence Prevention Program	Alert button mobile phone Ap, exit door bar alarms, card reader door entry system, controlled front entrance.	Admin.	11/12/19	\$500,000 \$166,667 LKSD
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					\$1,606,581



CITY OF BETHEL

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

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

DATE: 1 February 2020

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	0	0	1	0
Driver Hauled	6	0	0	6	3
Driver-Landfill	1	0	0	1	0
Util Maint Wkr	1	0	0	1	0
Water Operator	1	0	0	1	0
Mech-II	1	0	0	1	0
TOTALS	13	0	0	13	3

Applications and Hiring:

****One candidate for Chief of Police was not selected due to poor performance by local selection panel****

HR received a total of 2 **Applications** in January

From those 2 Applicants:

1 applicant hired as an Accounting Clerk (Front Desk).

1 Applicant was hired as a Fire Fighter/EMT.

3 applicants are currently in training pipeline for CDL certification.

We currently have 8 job positions with a total of 13 openings, with 0 applications under review.

BEACON Programs:

No Beacon 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
Human Resources Manager

1 February 2020

“Deep Sea and Transportation Center of the Kuskokwim”

Memorandum

Date: February 1, 2020

To: Bill Howell, Acting City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



January 2020 Current Events

- **Vacation Ends:**

I returned to the office on January 13th. I was pleased to learn that Arctic IT had been able to handle most if not all the tickets that were sent their way and that they had a successful onsite visit during my absence. As this was the longest vacation I had ever taken since joining the City of Bethel, this did well for my confidence in them as a company to continue helping me keep the City's technology running smoothly when I am unavailable.

- **Preparations for Hardware Rotation:**

Unfortunately, during my vacation I sustained a herniated disc in my back and so being too strenuous on moving equipment about was out of the picture. By the doctor's order, I have to be careful as to not sabotage my road to recovery. I have been taking the necessary steps to start prepping the hardware for deployment and hope to have Arctic IT join me onsite once again to assist in swapping out all the hardware in the very near future.

- **Preparations for RFPs/RFBs:**

I learned that two contracts my department is responsible for are reaching maturity this year. As such, I have begun the process for going out for bid/proposal as to have new contracts, with either the existing companies or new ones, finalized and approved in time for FY21. One of the services is for the City's postage machine services, which we currently lease through Pitney Bowes. The other service is for the City's managed IT services with Arctic IT that helps me manage the entirety of the City's network.

- **Business-As-Usual:**

Beyond the above-mentioned items, the part of the month that I was here 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. Mostly catching up on anything that was still lingering from my time away.

Future Plans

- **Budget Preparation:**

With FY21 budget prep on the horizon, I have begun taking stock in what all is still needed in my department as far as equipment purchases needed for the upcoming year. So far, I am exploring options on replacing our obsolete and out-of-warranty phone system.

To: Bill Howell, Acting City Manager
From: Ted Meyer, Planner
Subject: January Manager's Report
Date: February 3, 2020

SUBDIVISIONS

Blue Sky Subdivision

Final Subdivision Agreement documents are being reviewed by DOWL. The next step is signing the subdivision agreement by both parties.

ONC Ciullkulek Subdivision

Nothing to report this month.

Tanqik Subdivision

Consultants restarted working on the subdivision agreement checklist in January. Their goal is to begin road construction this summer.

ZONING

Staff is gathering data for two reports to be presented to the Planning Commission for zoning the new Blue Sky Subdivision (to be presented in March), and developing a new residential zoning designation for the ASHA housing subdivision area (allowing smaller lot sizes than 9,000 square feet), to be presented in April.

SITE PLAN PERMITS

No Site Plan Permit applications were received during the month of January.

CODE ENFORCEMENT

Staff continues to work with the attorney on multiple code enforcement issues.

CONDITIONAL USE PERMIT

The Planning Commission approved the Conditional Use Permit for the Kusko Kush retail marijuana store on January 9.

PERMIT APPLICATIONS

Staff is currently updating all forms and applications and also making them fillable for online users.

CITY OF BETHEL POLICE DEPARTMENT



January 2020 Monthly Report

Personnel:

Both of our Lateral recruits that were on Field Training have successfully completed their Field Training and are out on their own. We currently have two lateral officers at the Department of Public Safety Academy in Sitka, Alaska, attending the recertification academy. The recertification academy is a two week academy designed for out of state or in state applicants that have been out of law enforcement for a couple of years to learn Alaska law. Our brand new officer who graduated from the Department of Public Safety Academy in Sitka, AK just finished up his Field Training as well, and is doing a great job staying proactive. Our new investigators are in the process of getting some specialized training and completing their field training. Our last patrol position is in the process of being filled. Our applicant is on the last stage of the testing process.

All administrative, CSO, CSP, and dispatch positions continue to be fully staffed.

Bethel Police Department along with the grants manager and LKSD have been working on obtaining a grant funded police officer position that will be assigned to the school.

Operations:

There were approximately 890 calls for service the month of January, a decrease of approximately 496 calls for service from December and down approximately 459 calls for service from the same period in 2019. The number of calls requiring investigative reports was at 77, down 66 from December and down 21 from 2019. There were 110 intoxicated pedestrian calls compared to 282 for the same period last year. The number of domestic violence arrests was 26 this month compared to 38 for the same

period in 2019 and 44 in December. There were 4 DUI arrests compared to 3 for the same period last year and 3 arrests in December. There was 2 death investigations in January, compared to 2 for the same period last year.

With the extreme cold temperatures we have had some issues with our building this month as well as the dog pound. Building maintenance has been working around the clock to make sure we stay operational.

With the notable decline in calls for service along with having a full crew, Bethel Police Department will be out doing a lot more community and proactive policing.

Animal Control:

There were 55 animal control calls for service for the month with no reported dog bites. Our CSOs have been working hard to make sure the loose dogs are picked up and not left out in the extremely cold temperatures.

PORT OF BETHEL

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



TO: Bill Howell, Acting City Manager
FROM: Allen Wold, Port Director
SUBJECT: January 2020 Managers Report

- **Small Boat Harbor**
 - Ordered screw jacks to level approaches for floats
 - Put warning signs on 38 vehicles in harbor parking lot, 3 are remaining
- **City Dock/Beach 1/Petro Port**
 - Customers in and out of the Dock & one crew working.
 - Maintaining access for use of Dock, Beach 1, and Petro Yard.
 - Cleaned up Petro Port yard and building
 - Fueled up all heaters in Petro Port and Slough shop to keep heavy equipment warm
- **Port Office**
 - Property Maintenance checking on building daily.
 - Ordered office furniture.
- **Admin**
 - Monthly Storage billing for customers.
 - Training City Dock Attendant in heavy equipment and preparing him for his C.D.L.
 - Port Director back from vacation on Jan 13, 2020. E. Flores was acting.
 - Started O.J.T to get someone their C.D.L.
 - Talked with ONC to about putting in a road this summer.
- **Seawall**
 - Consistent clean up.
 - City Dock Attendant checking on lower access every morning in the wintertime
 - Fixed Cable Fencing.
 - Cleared all access onto the river with loader.
- **Misc.**
 - Inventory of tools, cleaning supplies, etc. in office and shops.
 - Organized Slough shop, tool connex, and Petro Port.
 - Made sure light plants were 100% before we donated light plants to the K300.
 - Looking into an emergency generator for the Port Building to be prepared for the worst.



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: 01.31.2020
TO: Bill Howell, Interim City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Hauled Utilities:

This team is working at absolute maximum capacity. The crew is exhausted but continue to fight through sickness and extreme cold. All trucks are well taken care of by V&E. Bill Arnold and Finance have informed me that they are actively searching for an assistant in my department which will greatly increase organization and output in this office. This department desperately needs more CDL drivers. In my position, I am doing my best to drive when necessary, and to keep up with all emails, phone calls, routes, billing, tank inspections, customer relations which includes taking the On Call phone. We have 1 driver in training with AI but he is new and we don't know how that will work out until we actually get him on the road working with us. I have about 3 drivers that I worry will not be here for much longer, and a fourth that has expressed desire to transfer into another department. I cannot stress enough that we need to find a solution to our driver shortage. Just look at the time cards for each person in this department, you will see that there is not much more output that you can ask of them.

Utility Maintenance: 21 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.
- 21 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.
- Vango troubleshoot and repair heat-trace on several residences and commercial properties.
- Daily safety meetings.
- Replaced multiple residential glycol and water circulating pumps.
- 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.
- Multiple sewer line freeze-ups in housing.
- Teen Center lift station freeze-up. Work with building maintenance to remedy.
- City hall lift station plugging up due to flushing of wipes.

- YK Pool lift station freeze-up. Work with building maintenance to remedy
- Police Department lift station plugged up and discharge line freeze-up. Work with building maintenance to remedy.

Property Maintenance:

This report covers last month (Dec 2019) and this month's (Jan 2020). Unfortunately, during the last reporting period our department was overrun with weather related building problems. This prevented a normal monthly report.

- PW Building
 - Fire sprinkling system NOT in operation but, new Simplex/Johnson Controls fire alarm and monitoring system installed.
 - South Bay entrance closed. NO USE. Plans for corrective measures or replace in work.
 - New boiler System lost all pressure and wet into lockout. Troubleshoot system and scoured building for glycol leaks. None found. Make up tank system was drained entirely. Re-pressurized system with approximately 70 gallons of glycol.
 - Building has signs of significant shifting. Doors closure and latching problems in multiple locations.

- City Hall
 - Repaired broken door latching mechanism to side entry courthouse side.
 - Building found cold several mornings in a row during extreme cold spell weather. Boiler found in lockout several times for unknown reason. Troubleshoot and found CAD cell sensor needed cleaned then shortly after replaced.
 - Found fuel tank on courthouse side of building empty during building rounds. Called Delta Western to fill. It was scheduled for later that day anyhow, but made a priority.
 - Power outage occurred twice, both times backup generator failed to start although it attempted multiple times before running battery below voltage warning level. VNE department to troubleshoot and conduct load testing. (This generator powers Fire Department, City Hall and Courthouse)
 - 2019 Summer projects left to complete Summer of 2020
 - Parking line permanent paint
 - Handicap area designation and paint
 - Loading/unloading designation and paint
 - Guard railing
 - Relevel front and rear entrance

- 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.
 - 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. Pressures checked daily.

- Power outage caused the Elevator system to fail. Troubleshoot and found failed relays. Repaired then reset circuits. System operated normally.
 - Multiple work order for cold spaces, troubleshoot and repaired
 - Several work orders for door closure and latching problems. Troubleshoot repaired.
 - Multiple areas of the building showing signs of significant shifting of piling foundation.
 - Boiler was found in lockout early one morning. Troubleshoot and repaired. Heating returned to building.
 - BAS computer screen in boiler mechanical room failed. Working with IT department to replace.
- Port Office Building
 - Standard daily rounding with nothing significant to note.
- Port Dock Warehouse Building
 - Standard daily rounding with nothing significant to note.
- Old “Bus Barn” Warehouse Building
 - The foundation is failing
 - Man door is no longer accessible as the floor and door jam are being severely affected by the foundation movement.
- Log Cabin
 - Building is in NON USE status.
 - Water disconnected.
 - Fuel tank now empty (Boiler used remaining fuel) and is not on refill schedule with Delta Western.
 - Boiler has been de-energized.
 - Non-essential circuits in building have been turned off.
 - Graffiti and vandalism are a continuing constant problem.
 - Foundation has settled enough that the entrance closest to the ONC multipurpose building is jammed itself and will not operate.
- YKFC - Pool
 - “The Pool” ... Where to begin? (The short and sweet I suppose)
 - Building was reported as feeling chilly and standing water was on all floor drains.
 - Thorough investigation of the reported issue resulted in other discovered problems. All related to the constant extreme cold and relentless wind.
 - Building Automated System/Programming working incorrectly
 - Failed valve actuators and sensors discovered (BAS related)
 - Sewer Lift station Freeze up
 - Arctic pipe leading to lift station freeze up
 - Failed circuit on arctic pipe and lift station heat trace
 - Unheated interstitial space with domestic water and sewer connections. (Which later froze and burst due to temperatures)
 - Large external air penetration issues as a result of poor installation of

- materials during construction of the building.
 - Thorough inspection of building has found a LARGE quantity of construction/installation related errors.
 - Several freeze up and bursts of sprinkler system piping above drop ceiling
 - Rented Frost Fighter is only source of heat to the unheated interstitial space and is currently preventing additional freeze ups and breaks of domestic water/sewer in that location.
 - Building is being ran in a HANDS ON approach with several of the BAS features and programming failed or not operating correctly.
 -
 - Both Boilers in good working condition. Minor adjustments being made now to have similar cycles per day on each. COB maintenance checks on these boilers multiple times daily now as part of our normal rounds.
 - Reports of roofing materials flapping freely in the wind. Area inspected. This is part of the warranty issues that need to be handled by administration level from original installer.
 - 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, PnR 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. Multiple reports of this issue during this month.
 - Changed Air handler filters. (Every other month) Ordered new set for next replacement plus one set for on hand inventory.
 - Troubleshooting low temperatures for in floor heated areas. Suspect a failing control valve. Building automated system manages these devices and monitors set points vs actual temps to control. With the BAS being out of contract, there is no one to assist in unlocking sections of BAS to make adjustments within the BAS. Pool manager expressed this may be an issue.
 - Power outage Generator switched on, transferred the electrical load and operated the building as required. No issues.
- Police Department.
 - PD employee accidentally pressed the Emergency Shut off switch for the boiler located in the shop/garage area. This caused the entire shop space to eventually freeze. Multiple water and sewer lines broke. Trouble shot, repaired. Additional problems found, repairs still in progress.
 - Residual water from the fuel tank froze inside fuel supply line and filters causing the boiler to fail restart and be nonoperational. Troubleshot, repaired and returned boiler to service. This took several days.
 - Lift station line that connects PD to city sewer lines is frozen. Lift station is on twice daily evacuation service from Hauled services.
 - Power Outage: PD backup generator operated correctly curing power outage.
- Fire Department

- Boiler #1 non-operational, failed Hydrostat and low water cut off relay. Troubleshoot, repaired and placed back in operation.
- Flashing where boiler exhaust passes through ceiling to outside roof inside the hose tower reported.
- Bethel Heights Water plant
 - Standard daily rounding with nothing significant to note.
- City Sub Water Plant
 - Power Outage: Generator failed to operate. VNE troubleshooting
 -
 - Pressure vessel showed signs of failing (water logged) added air pressure to vessel and it began working as intended. Possible issue is inaccurate air pressure gauge.
- Dog Pound building
 - Power outage: Boiler failed to return to operation. Next morning building rounds resulted in finding building completely froze up. More than 20 water lines have burst or broken. Plans for repairs are in the works.
- Teen Center
 - Boilers have failed multiple times this winter. Troubleshoot, repaired and returned to service.
 - Multiple freeze ups and sewer issues due to cold weather.
 - Lift station nonoperational. Hauled services providing daily evacuations
 - Heat trace failures.
- Senior Center
 - All three boilers in good working order. Weekly rounds of the building in place.
- Airport Lift Station
 - Standard daily rounding with nothing significant to note.

Parks and Recreation:

- Parks and Rec in General
 - Projects to be considered for next spring/summer
 - All play parks
 - General maintenance and grounds upkeep
 - Trash can repair/replacement
 - Ground cover/chips upkeep has been halted for winter also out of chips.
 - Equipment repair and maintenance
 - Pinky's Park
 - Potential Softball field refurbish/re-sod/re-seed in discussion
 - Potential dugout repairs, repaint
 - Bleacher maintenance

- Soccer Sports Field
 - Additional Hydro Seed and ground aerate
 - Bike Rack install
 - Build and place information bulletin stand at location
 - Nets install to goal posts.
 - Funding for permanent fencing. Quotations received for two options. Shipping costs equal or greater to the materials cost.

- Airport Cemetery (on Hold status)
 - additional fencing
 - Potential options for hydro seeding

- Boardwalks
 - Boardwalk lighting project materials order
 - General maintenance and upkeep
 - Vegetation trim back
 - Way finding signage options
 - Leveling boardwalk
 - Board replacement as needed
 - Trash can replacement as needed
 - Benches and sitting areas

Vehicles and Equipment:

Fixed lots of stuff. MCO came in for 752. Assisted in the demolition of old laundromat.

Transit System:

The month of January has been a quite month. In January we had 2,817 riders; 138 were paid elders, 103 paid youth, and 892 paid adults and 1684 that had monthly and day passes. Of the 2817, 361 were classified as ADA passengers. We have ADA passengers who are deaf, blind, physically handi-capped, and mentally handi-capped. Some require the drivers to get out and help in and out of the bus.

ONC has purchased 54 senior and 13 adult passes for the month of February. TWC just purchased 100 adult day passes and OCS has purchased one adult pass. It all adds up for more revenue...Our ridership is averaging 110-140 per day.

The City Shop has been very helpful in keeping the bus running. We have had several flat tires that needed repair and several oil and filter changes. With the studded tires on the buses, we were able to continue service when the roads were extremely icy and school buses were cancelled.

The full time driver was off for three weeks and I drove the bus from 6:30am to 2:30pm. The part time driver drove from 2:30 to 6:30pm. Therefore, the bus schedule was not interrupted.

We have submitted Budget Summary Invoices, July through November, to DOT and they have accept all of them.

Landfill / Recycle Center:

We received the landfill inspection report from last fall with a score of 90.6%, a 4.2% increase compared to the fall 2018 inspection and a 17.7% increase compared to spring 2018 inspection. We are back on the right road to steadily improving our standing with the DEC.

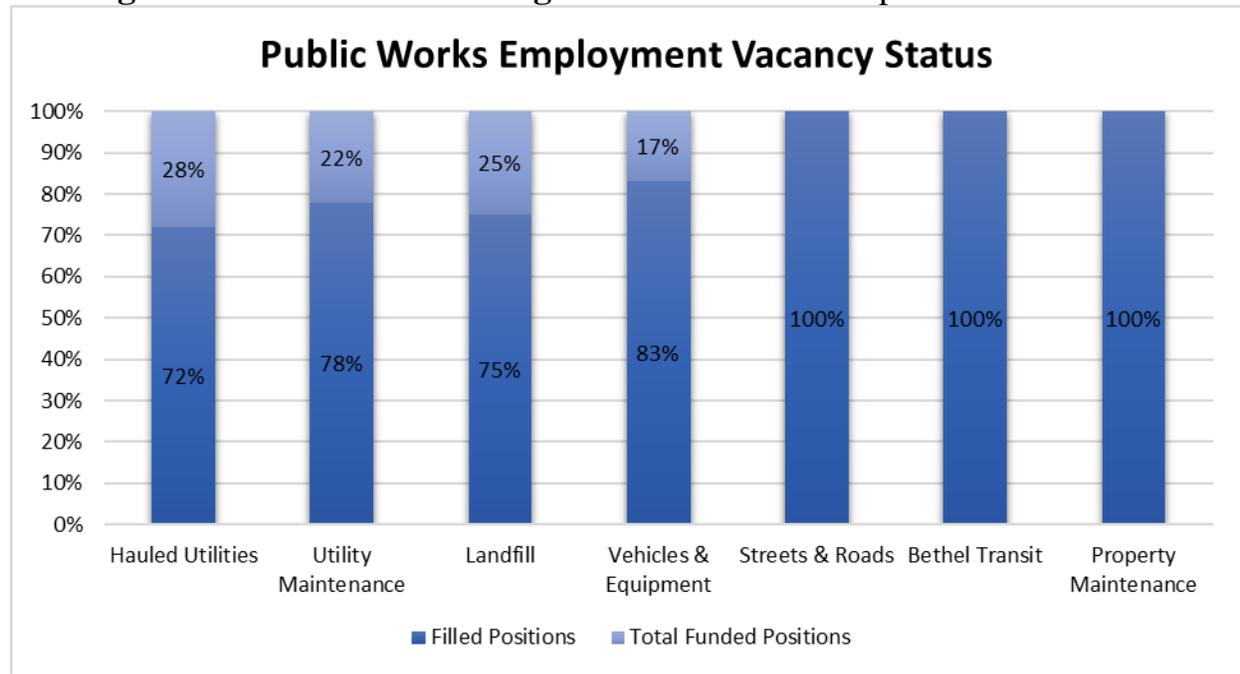
At present, we are building a base to complete our upper new road completely around the landfill. This will enable us to fill in all the low areas and start from the center and move outward improving the lack of standing water because it will be able to be ditched to a holding cell at the edge of the property.

Water Plant Operations:

- Bethel Heights Water plant
 - Both Main boilers are online and operating for winter. Minor service needed. Small boiler placed in “off” status for winter
- City Sub Water Plant
 - Minor adjustments and repairs being made to the A and B loop glycol line returns and supply. Pump boiler pressures up with additional glycol and brought boilers to online/operational status for winter.

Institutional Corridor Update:

Staffing Issues/Concerns/Training: Chart Information Updated: 01/31/2020



Department	Hauled Utilities	Utility Maintenance	Landfill	Vehicles & Equipment	Streets & Roads	Bethel Transit	Property Maintenance
Filled Positions	13	7	3	5	5	3	5
Total Funded Positions	18	9	4	6	5	3	5

CITY OF BETHEL
POLICE DEPARTMENT



TRANSPORTATION INSPECTOR REPORT: **January 2020**

2020	January
New Chauffeurs	0
Chauffeur Renewals	2
Chauffeur Transfers	0
Vehicle Permit Renewals	0
Vehicle Transfers	1
Inspections	1
Revocations	0
Temporary Permits	0

- Alaska Taxi Cab had their semi-annual inspection this month. Everything went smoothly.
- Camai will have their semi-annual inspections next month.
- There were five complaints made in the month of January Three of them were driving complaints, one was regarding a driver and one was regarding the cab. All were followed up by an officer or I when available.