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, March 04, 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 Transpiration 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 February 25, 2020
POST OFFICE, AC QUICKSTOP, CORINA'S CASE LOT, CITY HALL, & POLICE DEPT.
Next Public Safety and Transportation Commission Meeting will be ***April 01, 2020***

CITY OF BETHEL
Managers Office

William F. Howell III
P.O. Box 1388, Bethel, Alaska 99559
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bhowell@cityofbethel.net

Celebrating 50 Years of Service

DATE: February 19, 2020

TO: Perry Barr, Mayor

FROM: Bill Howell, Acting City Manager

SUBJECT: City Manager's Report – February 20, 2020 through March 3, 2020

Current Events

- The City continues to work with our legal firm, Guess and Rudd and the school district to remove the remaining building debris from the Kilbuck site. Administration has had recent contact with LKSD engineering concerning the cleanup and a new plan for fire protection on the LKSD campus.

- Per Council direction to Administration the Public Works Director is developing a plan for Spring/Summer 2020 repairs to the pool. He is calling meetings with BSI, DOWL, City Attorney and APEI, the City's insurance company to determine the best course of action.

- Preparations are ongoing in response to concerns related to the worldwide coronavirus outbreak. City personnel are meeting with YKHC and PHN on March 5, 2020 at 1pm to discuss procedures and strategies for dealing with potential coronavirus cases in Bethel.

- Based on a concern brought to Administration by AHFC leadership, I am directing the City's engineer, DOWL, and the Planning Department to look into land ownership of the cul-de-sacs in ASHA housing. Responsibility for snow removal and sanding of these accesses has been in dispute for several years. The City is providing assistance with snow removal while we sort out the details.

- Administration and the Purchasing Agent are drafting updates to the P-Code (BMC 420). A draft will be complete and submitted to the clerk for review during the week of March 9.

- Administration is working with the Fire Department to complete a review and update of the City Emergency Operations Plan.

- Administration contacted the City Attorney, Michael Gatti, and DOWL, to develop options for the Council to consider regarding issues related to Haroldsen's Subdivision. Meetings with Dowl are scheduled for March 3 and 4

Ongoing Business

- Administration met with the City of Bethel Employees Association to discuss prospective negotiation dates. Negotiations are slated to start in late March 2020.

- FY 2021 Budget prep is ongoing. Budget will be submitted to the Council by April 1, 2020

- Administration is reviewing new policies and procedures for City generator maintenance, upkeep, and daily and weekly checks.

- Administration is working with Finance to resolve several old sales tax matters.

- Department Head meetings was held on February 27, 2020. The next Department Head meeting is scheduled for March 5, 2020 at 10 a.m.

Response to Council Questions

- Administration and the clerk are reviewing the repeal of Title 2.36 Civil Defense from the BMC as it relates to the City of Bethel Emergency operations plan.

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: March 2, 2020

TO: Bill Howell, Acting City Manager

FROM: Daron Solesbee, Acting Fire Chief

SUBJECT: Management Report, February 2020

Current Events

- Medic-5 was received by Alaska Marine Lines in Seattle and is now at the Braun Northwest, Inc. factory for a remount. The final inspection will be held on March 30, 2020 in Chehalis, WA with Capt. Solesbee, Chief Howell, and Jake Thompson (V&E Foreman). Currently, the ambulance is being refurbished. M-5 will arrive to Bethel on the first summer barge in May.
- Braun Northwest has received the Stryker Power LOAD and Power PRO XT powered stretcher. They will be installed at the factory.
- Captain Solesbee attended the 2020 Alaska Fire Chiefs Association's Leadership Summit in Juneau from February 2-7, 2020. Training received included legislative priorities, updates from the State of Alaska's EMS and Fire Marshal's offices, FEMA grant application procedures, roundtable discussions regarding current issues within the Alaska Fire Service, and more.

Community Planning/Preparedness

- The department is being proactive in its preparedness and potential response to the Human Coronavirus-2019 (COVID-19) threat. Staff have obtained training from the CDC, NIOSH, NHTSA, and World Health Organization regarding this pathogen and are taking precautions by ordering responder personal protective equipment. Response SOP's and guidelines have been developed for the assessment, treatment, transport, and isolation of patients with confirmed or suspected infection of COVID-19. Communication procedures between BFD EMS and YKDRH-ER have been developed concerning the isolation and quarantine of these patients. Currently, there are no known or suspected cases of COVID-19 in Alaska. The best ways of preventing the spread of this disease is

proper handwashing, disinfecting commonly touched surfaces, and staying away from individuals who are or may be sick. This is a dynamic situation and updated information will be shared as soon as it is available. For current updates regarding COVID-19, please visit: https://www.cdc.gov/coronavirus/2019-ncov/index.html

Department members will attend an Emergency Preparedness Meeting at YKHC on Thursday, March 5, 2020. The management, response, and preparation for COVID-19 will be the main topic of discussion.

- 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 02/04/20 at 7:00 p.m. an EMT Meeting was held at the fire station. Responders reviewed EMS Operations, conducted run reviews, and completed equipment and supply inventories for the ambulances.

- On 02/13/20, the Fire Meeting was cancelled due to the EMT-2 and EMT-3 Refresher course.

- On 02/18/20 at 7:00 p.m. an EMT Meeting was held at the fire station. Responders reviewed pediatric cardiac and respiratory emergencies and conducted several practice scenario drills.

- On 02/24/20 at 9:00 a.m. staff attended a CDC webinar for the EMS response to COVID-19. During this training, responders were given a situation update and provided guidance for responding to patients with confirmed or suspected COVID-19 infections.

- On 02/27/20 at 7:00 p.m. a Fire Meeting was held at the fire station. Responders reviewed CAFS operations and conducted several drills.

- On 02/28/20 at 11:00 a.m. a Staff Meeting was held at the fire station. Staff reviewed current events, project updates/assignments, vehicles and equipment maintenance issues, and received training for responding to COVID-19 incidents.

- The 2019 EMT-1 Class conducted State of Alaska cognitive and psychomotor exams on January 31 and February 1. All five students passed their exams and have applied for their EMT-1 certifications.

- From February 11-14, an EMT-2 and EMT-3 refresher course was held at the fire station. Multiple members received continuing medical education (CME) hours and skills verifications for recertification.

- The department will host EMT-2 and EMT-3 Initial courses this spring. Course proposals have been requested.

- The Firefighter-1 course started on February 15. Recruits have been instructed on the following topics: BFD/COB policies and procedures, OSHA policies, N95 and SCBA fit testing, Fire Service History, Firefighter Safety, Personal Protective Equipment, Fire Service Communications, and Fire Behavior. There are currently nine recruits enrolled in the course.

Responses

- Between 02/01/2020 and 02/29/2020, the Bethel Fire Department responded to 88 EMS and 11 Fire incidents.

- On 02/03/20 at 5:00 p.m. medics responded to the report of four hypothermic children. The patients were assessed and transported to the hospital.

- On 02/07/20 at 1:00 a.m. medics responded to the report of a person frozen inside of a vehicle. The patient was assessed and transported to the hospital.

- On 02/09/20 at 1:15 p.m. firefighters responded to Owl Street for the report of a structure fire. Upon arrival, firefighters observed smoke and flames from the area of the sewer connection. It was determined that the pipe's heat trace had caused the fire.

- On 02/17/20 at 6:08 a.m. medics responded to the report of a baby not breathing. Medics attempted resuscitation, but were unsuccessful. The patient was transported to the hospital.

- On 02/26/20 at 3:40 a.m. firefighters responded to Trailer Court for the report of the water plant on fire. Upon arrival, firefighters observed smoke and flames coming from the area of the chimney. Firefighters used the booster line to extinguish the fire. The fire was caused by a malfunctioning heating unit.

Budget/Financial

- The department is operating within budget.
- The preliminary budget is being prepared for the City Manager's review.

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 two sets of structural firefighter turnout gear will be purchased with these funds. The remainder will be paid out of the Wearing Apparel line item budget.

- 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.

- Two employee evaluations are currently due. These will be completed soon.

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	*(Backup ambulance)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	*(Frontline Ambulance) In service.* Slow leak in rear Liquid Spring suspension. Back-Up camera is not functioning. Rear heat in patient compartment is intermittent. Paint defects. Staff is requesting a technician from Braun Northwest to troubleshoot and repair these issues.
Engine 4	Pumper	2013	*(Frontline pumper)* In service, Seat belt sensor silenced but still needing repair by V&E.
Engine 3	Pumper	1986	*Being outfitted as a tender and water supply unit. 3000 feet of LDH (future).* (Poor overall condition needs replacement) Generator was remounted.
Truck 1	Ladder Truck	2017	Outfitting, in service. See 2019 UL Pump and Aerial reports. DEF sensor malfunction (parts ordered by V&E), aerial desiccant plugs and hydraulic pump to be repaired by V&E.
Com 1	Pickup	2014	In service.
Com 2	Pickup	2004	In service.

MEMORANDUM

DATE: March 3, 2020

TO: William F. Howell, III, Acting City Manager

FROM: John Sargent, Grant Manager

SUBJECT: Grant Manager's Report – March 10, 2020 Bethel City Council Meeting

Grant Applications
I fleshed out and submitted a grant application prepared by Brian Lefferts, Chair of the Parks, Recreation, and Aquatic Health and Fitness Center Committee, to the YKHC Diabetes Prevention and Control Program. The City requested $5,000 for weights and other fitness center equipment that will enhance the offerings at the YK Fitness Center.

I am working to complete the City's COPS Hiring Program grant to the Department of Justice for $125,000 to cover some of the costs associated with the hiring of a School Resource Officer. The Lower Kuskokwim School District promises to pay the match cost for each of the three-year grant period for the 75% of the time the SRO will be serving the community on school grounds. The grant application is due March 11, 2020.

Grant Management
School Security Features
Perry Barr and Daniel Hannah completed research on products that fit the need for the purchase of a mobile phone alert application. This will be the first purchase under the current COPS School Violence Prevention Program. LKSD will make the three larger purchases after LKSD and the City sign the MOU describing the responsibilities of each in grant administration.

Purchasing Agent Duties
IT Services
The City issued an RFP for the purchase of remote technical support services that will be administered by the IT Department. Proposals are due March 31, 2020.

Purchasing Code 4.20
I worked with the Acting City Manager to edit all text in the Purchasing Code 4.20 except the sections on appeals. The City Clerk will review and edit the Purchasing appeals parts to coincide with her other work on appeals in multiple sections of the BMC.

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

Purchase Order Revision

I revised the Purchase Requisition form and the Purchase Order form by combining them both into one form, like the City used to have. The new form will be rolled out during the week of March 2, 2020.

Administrative Duties

I continue to serve as Recorder and Ex-Officio for the Community Action Grant Technical Review Board. The City received six applications in February 2020 that will be reviewed and scored on March 3 and March 11 by the Board.

Community Action Grant Statistics

Year	Applications Received	Funding Awarded	Avg. Award
1	11	$75,468	$6,861
2	16	$111,898	$6,994
		$187,366	

City of Bethel
Grant Summary
Fiscal Year 2020

Preparing

Sponsor	Name	Products/Services	City Depts. (Partners)	Date	$ Grant $ City Match
U.S. Dept. of Justice	COPS Hiring Program Grant	Salary and benefits of School Resource Officer	Police (LKSD)	3/11/20	$125,000 0 $259,999-LKSD
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
YKHC Diabetes Control and Prevention Pgm.	Community Activity & Garden Award Application	Weights and exercise equipment for YK Fitness Center	Admin.	02/28/20	$5,000 0
State of Alaska	FY 21 State Capital – Designated Legislative Grant	1. Public Works Building Repairs ($7,000,000) 2. Bethel Heights Water & Sewer Improvements ($10,146,000) 3. Dust Control ($1,200,000)	Public Works	2/14/20	$18,346,000 0
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

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	**$1,606,581**

CITY OF BETHEL

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

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

DATE: 2 March 2020

Position	Number of Vacancies	Number of New Applications	Number Hired During Period	Number of Vacancies Remaining	Applicants in Review
Util Billing Spec	1	1	0	1	1
Police Chief	1	0	0	1	0
Police Dispatcher	1	0	0	1	0
Police SGT	1	0	0	1	0
Driver Hauled	5	0	0	5	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**	1	0	13	4

Applications and Hiring:

HR received a total of 6 **Applications** in February

From those 5 Applicants:

1 General Ledger Accountant was hired

2 Hauled Utility drivers were hired.

3 applicants are currently in training pipeline for CDL certification.

We currently have 9 job positions with a total of 13 openings, with 4 applications under review.

BEACON Programs:

1 post accident Beacon test was 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

Memorandum

Date: March 1, 2020
To: Bill Howell, Acting City Manager
From: Bo Foley, IT Director
Subject: IT Director's Report

February 2020 Current Events

- **Hardware Rotation:**
  Arctic IT made it into Bethel and we spent an entire week trying to get machines swapped out. Unfortunately, we did not finish the City in its entirety though we did manage some 75%-80% of departments. Arctic IT will continue to support me remotely on this project and I hope to swap out the final batch of machines as I get the time to. I estimate all machines will be rotated out before the end of March.

- **Preparations for FY21 Budget:**
  In between my preparations and work on the City's hardware rotation, I've also worked on trying to get my numbers together for the upcoming FY21 budget. I have three major projects that will require funding including the swap of our current phone system, the rotation of our server hardware at City Hall and the Police Dept, and possibly updating our switch network, which went in at the same time as our current phone system. The current issues with the phone system could be related to the failing switch network, the phone system itself, or both.

- **Equipment for Remote Attorney:**
  The City recently hired the services of a new attorney, but is trying something new with not requiring the person in the position to reside in Bethel. This presents a few new challenges, but in speaking with the attorney, she told me what all she might need to do her job from Juneau where she lives. I will be setting up the equipment within the week and having it sent to her as soon as it is ready. The understanding is that the equipment will be sent back if the new attorney separates with the City.

- **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. Most of these kinds of tickets are folks getting adjusted to their new computers.

Future Plans

- **Budget for FY21:**
  In the coming months, I will be in meetings with the Finance Director, City Manager, and Council to work on fine-tuning my budget for FY21. Most everything I have already in the current fiscal

year will remain the same with a few items shifting around from one line item to another. The only major changes to the budget will be the capital projects that need funding.

- **Office 365 Migration:**
  I received my quote for our Office 365 migration that I was planning for the City. Because we have so much cloud data to migrate, I will have to pull the trigger closer to the end of FY20 as the implementation costs exceed what I have left in my budget. Fortunately, the full cost of the implementation and migration does not have to be paid for entirely up front. My plan is to pay the first half near the end of FY20 to initiate the project and then finish shortly after the turn into FY21 when I pay the remaining half.

To: Bill Howell, Acting City Manager

From: Ted Meyer, Planner

Subject: February Manager's Report

Date: March 3, 2020

SUBDIVISIONS

Blue Sky Subdivision

Findings and recommendations for zoning the new subdivision will be included in the packet for the March 12 Planning Commission hearing. Road construction is scheduled for summer 2020. Staff requested a fee proposal for inspection of subdivision roads from DOWL.

ONC Ciullkulek Subdivision

Road construction is scheduled for summer 2020. Staff requested a fee proposal for inspection of subdivision roads from DOWL. The subdivision is already zoned as General Use.

Tanqik Subdivision

Nothing to report this month.

ZONING

Staff is still gathering data for a report and developing supporting mapping to be presented to the Planning Commission for developing a new residential zoning designation for the ASHA housing subdivision area and two other small residential enclaves in old Bethel (allowing smaller lot sizes than 9,000 square feet, as stated by the residential code). Presentation to the Planning Commission is tentatively set for the April 9th PC hearing.

SITE PLAN PERMITS

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

CODE ENFORCEMENT

Staff continues to work with the attorney on multiple code enforcement issues. These issues continue to take up much of staff time.

PERMIT APPLICATIONS

Staff continues to update all forms and applications and also making them fillable for online users. A major update of the Rezoning application has just been completed for a recent rezoning request.

PLANNING COMMISSION BUSINESS

1. The Army Corps of Engineers will give a presentation at the March 12 meeting regarding potential changes to the Wetland General Permit Program, currently administered by the Planning Department.

2. A Planning Commissioner seat became available at the February 13th PC meeting.

UPDATE OF BETHEL 2011 COMPREHENSIVE PLAN

Staff is currently reviewing the parameters of a Comp Plan Update and RFP for Fall 2020 or Winter 2021. The plan is mandated by the State for update every five years. The plan is referenced for all permits that go before the Planning Commission. The plan is also used by the City's Grant Manager as supporting documentation in grant submittals.

February 2020 Monthly Report

Personnel:

This month two of our out of state lateral officers attended the annual recertification academy at the Department of Public Safety in Sitka, Alaska. The recertification academy teaches lateral officers about Alaska law along with several other disciplines specific to Alaska. The recertification academy is mandatory of all lateral officers that are not currently certified with APSC. Both of the officers successfully completed the class. One of the officers finished top of the class and the other finished fourth in the class.

One of our Patrol Sergeants accepted a job with the United Nations. He spent ten years with the Bethel Police Department and we all wish him the best of luck with his future endeavor. We have a couple of in house applicants for the open Patrol Sergeant Position. The announcement closed on February 24, so the applicants will have to go through some testing for before the final selection is made. Since we have qualified in house applicants for the Patrol Sergeant position that will leave us with an open patrol officer position. We have started backgrounds on a couple of applicants for the patrol position, so it can be filled as soon as possible and we can remain maintain full staffing in patrol.

All of the Administrative, CSO, and CSP positions continue to be fully staffed.

We recently have one dispatcher who just turned in notice, so we do have an open dispatch position.

Operations:

There were approximately 910 calls for service the month of February; a decrease of approximately 20 calls for service from January and down approximately 462 calls for service from the same period in 2019. The number of calls requiring investigative reports was at 78, up one from January and down 21 from 2019. There were 122 intoxicated pedestrian calls compared to 293 for the same period last year. The number of domestic violence arrests was 24 this month compared to 39 for the same period in 2019 and 26 in January. There were two DUI arrests compared to seven for the same period last year and four arrests in December. There was 1-death investigations in February, compared to zero for the same period last year.

In the month of February Bethel Police Department responded to AVCP Apartments for a report of a male with a shotgun. Once officers arrived on scene they found a male armed with a shotgun. The male was taken into custody without incident and charged with multiple felony assaults along with misconduct involving weapons and criminal mischief.

Officers have been proactively patrolling the school zones before and after school. Officers have also been more proactively enforcing traffic violations.

We want to remind everyone to have children buckled into proper child seats and if you do not have a child seat and cannot afford one please contact us and we will assist in any way we can to find one for you.

Animal Control:

There were 36 animal control calls for service for the month with no reported dog bites.

`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: February 2020 Managers Report

- **Small Boat Harbor**
  -Snow removal for the road and housing around the East Addition.

- **City Dock/Beach 1/Petro Port**
  -Customers in and out of the Dock. 2 crews working.
  -Maintaining access for use of Dock, Beach 1, and Petro Yard.
  -Cleaned up Petro Port yard and building.

- **Port Office**
  -Property Maintenance checking on building daily. Showed them how to properly set the alarm.
  -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 Commission on 2/17/20. No quorum.

- **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.
  -Received our ladders that will be hung up along the seawall this summer.

- **Misc.**
  -Inventory of tools, cleaning supplies, etc. in office and shops.
  -Organized Slough shop, tool connex, and Petro Port.
  -Looking into the next budget. Getting quotes.
  -Fueled up all heaters in Petro Port and Slough shop to work on our equipment.
  -V&E working on our pickups.

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: **February 2020 Manager's Report**

Date: **March 3, 2020**

Staff

We welcomed Sam Amik back to the City as our GL Accountant. He worked as our accountant in 2016-2017. Casey is doing great at the front desk- she has learned quickly.

We will be making an offer tomorrow for the Utility Billing position. We will continue to utilize Caselle for the billing process so this person can focus on working closely with PW/Utilities in resolving customers issues. The plan is for this person to be a liaison between Finance and PW so customer complaints, concerns, questions, problems can be resolved as quickly as possible. He/she will also be the "go-to" person for Caselle in terms of billing questions, customer paperwork, and utility billing questions from Caselle, and will be tasked with following delinquent account collections procedures.

RUBA

I will be attending the March RUBA Financial Reporting training in Anchorage.

Sales Tax

I have been working on wrapping up sales tax audit was done back in 2017-2018. We should have a proposed settlement very soon.

Budget Mods

I am looking at possible budget mods for the admin and/or legal to accommodate salaries for the new City Manager and the City Attorney. Also, I contacted the PW Director regarding the budget mod needed to cover overtime, so that will be coming soon.

FY19 Audit

I am expecting to receive the final FY19 audit report any day. The auditors will provide bound paper copies of the report as well as a formal letter to the Council. There will also be an audit "exit" presentation for the Council given by the auditors in the next month or two.

William Arnold, Public Works Director
1155 Ridgecrest Drive
PO Box 1388 Bethel, AK 99559
P: (907) 543-3110
F: (907) 543-2046
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MEMORANDUM
DATE: 02.29.2020
TO: Bill Howell, Interim City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Hauled Utilities: This Department continues to battle Elements, Staffing, and High Demand. We have opened up an Admin position to assist me so that I am free to audit, adjust, improve routes, and to drive if necessary. We anticipate losing another driver this month but have two more that will be out of training very soon, with two more prospects awaiting the completion of their drivers test. Our driver's time cards reflect our necessity to continue to work on driver recruitment and retention. V&E has kept up with our fleet needs consistently. Streets and Roads has also been very reliable in helping with clearing the roads on route and pulling out stuck trucks.

Utility Maintenance: 17 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.
- 17 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.
- Police Department lift station plugged up and discharge line freeze-up. Work with building maintenance to remedy.
- Sewage leak on highway near Q. Cap replaced and tightened.
- Drain valve by Korean Church on 2nd road broke. Replaced.
- Water leak on 1st road continue to monitor. Emergency repair parts ordered and ready.

Road Maintenance:

Streets and Roads hauled 324E excavator down to the old laundry mat to use it to tear it down. It took two days to tear it down and haul it to the landfill with dump truck.

Streets and Roads has been out plowing snow for the mouth of February almost every day, plowing the road, taking out snow berms, and when that was done widening the snow on the roads so it will not drift in with blowing snow. During the snowstorm, or when it was drifting snow, we had to start plowing at five or six am in the morning in order to have the school bus routes open, for the school bus to run before school.

Streets and Roads used the 324E excavator to help in crushing and in moving the steel at the landfill so that it can get bury. We did this to get more room so the public will have more room to dump steel at the landfill.

Streets and Roads also dug out four graves this month of February at the cemetery by the airport with the 420D backhoe. We would have Avec drill through the permafrost with the power pole driller, before we dug out the graves with 420D backhoe.

Transit System:

The month of February continued to be a busy month. We sold eight adult monthly passes, 2 senior monthly passes and 2 youth monthly passes. ONC purchase, through the Community Action Grant, 54 senior monthly passes and 13 adult passes, Caregivers. TWC, AVCP and OCS have also purchased monthly passes. The total ridership was 2737; 332 seniors, who paid the trip fare, 137 youth, 2268 general, and within that number, there were 253 Disabled Handicapped.

The February weather has reverted to the more traditional winter, I think. . We have longer cold periods (-20 to -25) and lots more snow. Streets and Roads has been busy trying to keep the roads pass able, however that is almost impossible. The drivers have had a difficult time keeping up with the time schedule because of the roads and weather.

Bethel road conditions have a heavy toll on vehicles and our buses are maxing out. The State DOT, recommends that buses be phased out when they are seven years old and/or 200,000 miles. The bus purchased in October of 2014, 6 years old, but has 150,500+ miles, Bus 438 our oldest and smallest bus was purchased in 2008, 12 years old, and has 130,000+ miles. We have surplused Bus 436 and Bus 437,

The July, August, September, November and December Budget Summaries have been submitted DOT keeps finding fault with some of them and the Billing Summaries go back and forth. We are working on the January 1 and as soon as the Finance Department closes out January, we will be able to finish it.

The spring of 2017 the State, DOT, was here and did a Compliance and Review we worked on the findings and submitted them last fall. They, DOT, continues to review what we have submitted and they are helping us to meet <u>their</u> requirements.

I plan to retire the first of June and the City will need to look for a new Transit Manager. This has been a fun but very challenging job and I wish the new Transit Manager good luck.

Water Plant Operations:

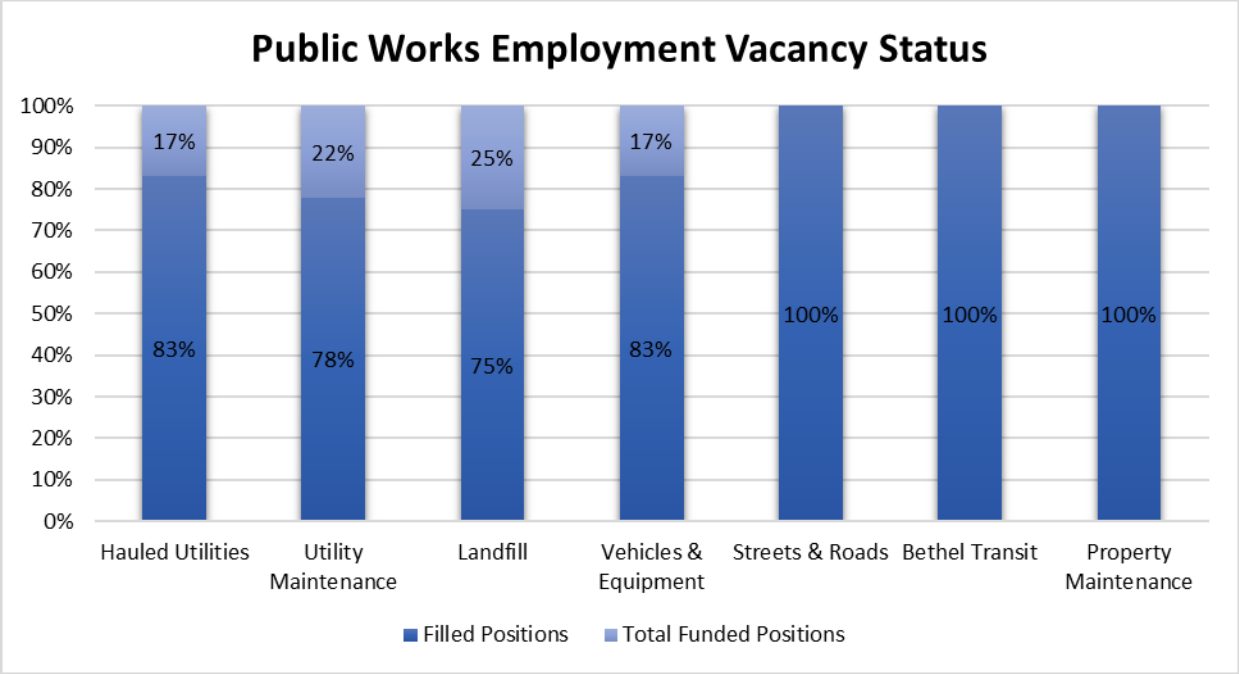
- Bethel Heights Water plant

- 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 Updated 02/29/2020



Department	Hauled Utilities	Utility Maintenance	Landfill	Vehicles & Equipment	Streets & Roads	Bethel Transit	Property Maintenance
Filled Positions	15	7	3	5	5	3	5
Total Funded Positions	18	9	4	6	5	3	5

TRANSPORTATION INSPECTOR REPORT: **February 2020**

2020	February
New Chauffeurs	1
Chauffeur Renewals	2
Chauffeur Transfers	0
Vehicle Permit Renewals	2
Vehicle Transfers	1
Inspections	17
Revocations	0
Temporary Permits	0

- Camai Cab had semi-annual inspection this month.
- There is no semi-annual inspections next month.
- There was one complaint made in the month of February, it was regarding a possible violation of a BMC code and was followed up by one of our officers.