



City of Bethel Police Dept.

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PUBLIC NOTICE
REGULAR MEETING OF THE
PUBLIC SAFETY & TRANSPORTATION COMMISSION
Wednesday, May 1st, 2019 –6:30 p.m.
300 STATE HIGHWAY – CITY COUNCIL CHAMBERS
AGENDA

Members

Fritz Charles
Council Representative

Joan Dewey

Monroe Tyler

Richard Garcia

Azara Mohammadi

Ex-Officio Members

Burke Waldron
Chief of Police

William Howell III
Fire Chief

Jesslyn McGowan
Recorder

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES FROM THE REGULAR MEETING OF
March 06, 2019 and April 03, 2019
- VI. UNFINISHED BUSINESS
 - A. Update on Transportation Planning (City Manager)
 - B. Commission Guidelines and Standards for Meeting Conduct (*Chair*)
 - C. Update on Tracking Cellphone calls to 911 (*Chief Waldron*)
 - D. Markers around Pinky's Park to Help Solve Problem of Reporting Locations
within the Park (Chiefs)
- VII. CHIEFS' COMMENTS
 - Fire Chief
 - Chief of Police
- VIII. TRANSPORTATION INSPECTOR'S REPORT
- IX. COUNCIL REPRESENTATIVE'S COMMENTS
- X. COMMISSION MEMBER'S COMMENTS
- XI. ADJOURNMENT

Jesslyn McGowan

Jesslyn McGowan, *Recorder*

POSTED on April 24, 2019

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

Next Public Safety and Transportation Commission Meeting will be **June 5th, 2019**

City of Bethel, Alaska

Public Safety & Transportation Commission

March 6th, 2019

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on March 6th, 2019 in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:33 pm.

II. ROLL CALL

Present: Fritz Charles *Council Representative*
Joan Dewey
Monroe Tyler
Richard Garcia

Absent: William Howell *Fire Chief*

Ex-Officio Present: Burke Waldron *Chief of Police*
Jesslyn McGowan *Recorder*

III. PEOPLE TO BE HEARD

No one to be heard.

IV. APPROVAL OF AGENDA

MOVED:	Dewey	Motion to approve the agenda.
SECONDED:	Tyler	
VOTE ON MAIN MOTION	All in favor.	

V. APPROVAL OF MINUTES

MOVED:	Tyler	Motion to approve the minutes from the regular meetings from April 2018-February 2019.
SECONDED:	Dewey	
VOTE ON MAIN MOTION	All in favor.	

VI. UNFINISHED BUSINESS

A. Update on Transportation Planning

City Manager Pete Williams absent.

MOVED:	Charles	Motion to table till next meeting.
SECONDED:	Dewey	
VOTE ON MAIN MOTION	All in favor.	

B. Commission Guidelines and Standards for Meeting Conduct

MOVED:	Tyler	Motion to table till next meeting after new Chair reviews guidelines.
SECONDED:	Charles	
VOTE ON MAIN MOTION	All in favor.	

C. Update on Tracking Cellphone calls to 911

Chief Waldron gave an update regarding Phase II and its progress. He mentioned the funding had been approved by the Council and a timeline of around May of 2019, the company will be out in Bethel to install all of the equipment that is needed for Phase II. Phase II will help the police department to locate cell phone calls rather than only being able to locate land line calls like we do now.

MOVED:	Dewey	Motion to keep on the agenda for monthly updates.
SECONDED:	Tyler	
VOTE ON MAIN MOTION	All in favor.	

D. Markers around Pinky's Park to Help Solve Problem of Reporting Locations within the Park

Chief Waldron gave a short explanation of what Chief Howell wants to happen with this and how it would help both the police and fire department locate people who are needing help or assistance around Pinkie's Park and on the boardwalk.

MOVED:	Charles	Motion to table till next meeting.
SECONDED:	Dewey	
VOTE ON MAIN MOTION	All in favor.	

E. Ordinance for Addresses

Chief Howell was absent and ordinance was already passed prior to meeting.

VII. NEW BUSINESS

A. Election of Chair and Vice Chair for Commission

Dewey nominates Tyler for Chair

Dewey nominates Garcia for Vice Chair

Commission took a vote and Monroe Tyler wins Chair, Richard Garcia wins Vice Chair.

VIII. CHIEF’s COMMENTS

Chief Waldron – See Report in Commission Packet

Fire Chief Howell – Absent, See Report in Commission Packet

IX. TRANSPORTATION INSPECTOR’S REPORT

See Report in Commission Packet

X. COUNCIL REPRESENTATIVE’s COMMENTS

Council Rep. Charles commented about his absence from the last meeting and doing what he can to attend the meetings. Also is happy to be on council.

XI. COMMISSION MEMBER’s COMMENTS

Monroe Tyler- No Comment

Richard Garcia- Mentioned that he told a couple of people about the vacancies in the commission and told them to get a hold of the City Clerk. Also mentioned he will be out of town and not able to attend the next meeting.

Joan Dewey- Mentioned how she wished certain tribal members or organizational members would consider joining the commission.

XII. ADJOURNMENT

MOVED:	Garcia	Motion to adjourn.
SECONDED:	Dewey	
VOTE ON MAIN MOTION	All in favor.	

Meeting adjourned at 7:08 pm.

APPROVED THIS _____ DAY OF _____, 2019.

Jesslyn McGowan, Recorder

Monroe Tyler, Chair

City of Bethel, Alaska

Public Safety & Transportation Commission

April 03, 2019

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on April 3rd, 2019 in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:41pm.

II. ROLL CALL

Present: Fritz Charles *Council Representative*
Joan Dewey

Absent: Monroe Tyler *Chair*
Richard Garcia

Ex-Officio Present: Burke Waldron *Police Chief*
William Howell III *Fire Chief*

Others Present: Pete Williams

A quorum was not established of the Commission.

III. ADJOURNMENT

Meeting adjourned at 6:42 pm.

APPROVED THIS _____ DAY OF _____, 2019.

Jesslyn McGowan, Recorder

Monroe Tyler, Chair

PS&TC CHAIR'S STANDARDS

ABSENCES

Excused – Advance notice of illness or prior obligation to the recorder.

Unexcused – No advance notice of illness or prior obligation to the recorder. Three unexcused absences w/in 12 months is grounds for being removed from the Commission.

During roll call, the chair will identify if a member is excused or un-excused. A record of excused and unexcused will be recorded in the meeting minutes as such. The Commission may overrule the decision of the chair by a majority vote.

MEETING START TIME/ROLL CALL

All meetings will begin at the set on the agenda, members of the body are expected to be present at the start of the meeting. If a quorum is not established at the time set on the agenda, and the absent members have not previously provided notice to the recorder that they were going to be absent, the chair will recess the meeting for a period of ten minutes unless a shorter time period is necessary to establish a quorum. If a quorum of the body is not established within ten minutes of the meeting being called to order, the chair will adjourn the meeting unless there is significant evidence to show that a quorum of the body will be established timely.

MEMBERS CONDUCT AT THE MEETING

Members shall perform their duties in accordance with the processes and rules established by Statutes, Municipal Law.

Members are expected to be prepared for the public issues; listen courteously and attentively to all public discussion before the body and focus on business at hand. The members will be presented with clear and concise meeting topics to which they are obligated to limit discussion to 5 minutes for discussion per member, in accordance to Alaska Statutes Title 44 and Roberts Rules of Order. Extra time will be afforded to members upon direction of the chair, only after all members have had a chance to voice their debate. When possible, the discussions and debates will begin with a motion which is made and seconded. To ensure decorum in debate and parliamentary rule is maintained, the membership will look to the chair to obtain permission to speak on an issue. The Chair will try to allow each person an opportunity to be heard once on each issue prior to permitting anyone from speaking twice. To the extent possible, each person will be limited to speaking twice on any one issue for ten minutes total.

When a brain storming session is appropriate, the Chair will closely monitor the discussion to ensure the discussion is germane to the topic at hand. If during the brainstorming session the group/an individual gets off topic, the chair will bring order back to the discussion by providing a reminder of the topic. If a member continues to be disruptive to the progression of the meeting by not ensuring their comments are germane, the chair may limit that individual's opportunity to speak on the issue.

If the group's brainstorming session progresses to a debate on the possible actions associated with the topic, the chair will ask for a motion to be placed before the body and the merits of the motion may ensue.

The professional and personal conduct of members while exercising their office must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members.

It is the responsibility of the chair to keep the comments of members on track during public meetings. Members should honor efforts by the chair to focus discussion on current agenda items to help ensure efficiency in public business and the legal requirements are met with the public process.

Campsite / Trail Marker Posts

These strong, flexible 66-inch marker posts are available in a variety of colors. They are ideal for marking trails or campsites and can help visitors keep track of their vehicles. Reflective numbering labels sized for these posts will complete your installation. They ship quickly from our plant in the US.

- Use these posts for color coding hiking, biking or ski trails. With our numbering kit, the posts can identify campsites, parking or other areas
- Place posts near recreation areas
- Owners and managers of public and private parks and trails should use these signs



Grid List

Signs Ranked by: Popularity | Language | Color | A-Z



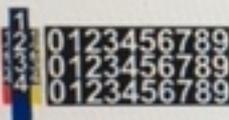
Post-Utility_Brown
Mounting Accessories



Post-Utility_Yellow
Mounting Accessories



Post-Utility_Orange
Mounting Accessories



NHE-NUMKIT
Mounting Accessories



Post-Utility_Red
Mounting Accessories



Post-Utility_Blue
Mounting Accessories





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

bhowell@cityofbethel.net

Celebrating 50 Years of Service

DATE: April 29, 2019
TO: Bill Howell, Acting City Manager
FROM: Daron Solesbee, Acting Fire Chief
SUBJECT: Management Report, April 2019

Current Events

- Bethel Firefighters and Utilities personnel tested hydrants on the Institutional Corridor (IC) water system. Several of these hydrants demonstrated flows in excess of 1000 gallons per minute.
- The department is assisting in scheduling hearing testing for May 20-22, 2019.
- We are working with representatives of the Lower Kuskokwim School District to upgrade fire protection systems including a new water storage tank, address signage, hydrant plans, and fire access roads.
- The annual Cama'i Festival was a wonderful success this year. Our staff and volunteers performed safety inspections and alarm tests prior to the commencement. There were no significant EMS or fire incidents during the festival.

Community Planning/Preparedness

- During April, the department ordered 19 address plaques for the community. The department has ordered 769 address signs since inception of the program. For those needing assistance, the department has installed approximately 10% of these signs at the request by property owners. The department also oversees and facilitates ordering of commercial signs with an Anchorage vendor. We are reposting our PSA on social media to rekindle awareness.

- The Department is working with the administration to update the City of Bethel Emergency operations plan.
- 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 receive the proper training to neutralize and dispose of the materials.
- Bethel Fire Department has been selected as a test site for the new Medicaid supplemental reimbursement program (GEMT). Being part of this pilot will allow Bethel to shape the program to meet Bethel's needs. GEMT legislation (HB 176) was signed into law in June of this year. This law allows municipal ambulance services to receive reimbursement of 50% or more of the uncompensated cost (UCC) of providing ambulance service.

Bethel's ambulance service costs the City around \$1500 per transport. The City receives about \$400 from Medicaid per transport. The City would be able to receive reimbursement for at least half of the UCC, \$1100. Current estimates suggest as much as 150K-200K in revenue from this program. These funds must be used for EMS purposes. The Department is waiting for further information on steps needed to participate

Training

- On 04/02/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders reviewed care and treatment for OB/GYN emergencies and practiced the procedure for emergency childbirth.
- On 04/11/19 at 7:00 p.m., a Fire Meeting was held at the fire station. Responders reviewed and conducted drills for vertical ventilation and ground ladders.
- On 04/16/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders reviewed and practiced care and treatment procedures for pain management.
- On 04/25/19 at 7:00 p.m., the Fire Meeting was held at the fire station. Responders reviewed procedures and conducted drills for fire attacks.
- Five candidates are progressing through their Firefighter-1 training. Recent topics of instruction include Ventilation, Water Supply, Fire Attack and Foam, Hose Deployments, Fire Fighter Survival, Salvage and Overhaul, Fire Prevention and Public Education, and Fire Fighter Rehabilitation. The course will conclude on June 8, 2019 with State of Alaska Written and Practical Skills Examinations.
- The State of Alaska Bureau of Fire Accreditation, Standards, and Training (BFAST) and Fire Standards Council (AFSC) approved the department to instruct a Firefighter-2 course in June 2019. This course will deliver advanced training in the

Incident Command System, Foam Application, Coordinating a Fire Attack, and Vehicle Extrication.

- EMI-Alaska, Inc. instructed a 16-hour HAZWOPER course to complete the 40-hour HAZWOPER training for City of Bethel personnel on April 10-11, 2019. There is a 3-day OJT requirement for each person to complete in order to receive their 40-hr HAZWOPER certificate. The department contacted EMI-Alaska, Inc. with a request to assist and provide oversight to the City of Bethel in the clean-up of the hazardous materials site next to the Bethel Pool. This will meet the 3-day requirement.
- Captain Solesbee attended the 34th Annual Alaska Association of Fire and Arson Investigators Training Conference in Ketchikan from April 20-27. This training is essential to the department to ensure the proper investigation of fire and arson related incidents.
- The department is coordinating the delivery of a State of Alaska EMT-2 Initial Course from May 26 – June 1, 2019.

Responses

- Between 04/01/19 and 04/29/19 the Bethel Fire Department responded to 134 EMS and 20 Fire incidents.
- During this period, 53 EMS incidents (39.5%) were alcohol-related.
- On 03/05/19 at 6:27 p.m. firefighters responded to East Avenue for the report of a steam bath fire. Upon arrival, Firefighters observed a fully involved steam bath.
- On 04/02/19 at 9:21 p.m. medics responded to Rav'n Alaska for the report of a person who fractured their hip. The patient was assessed and transported to the hospital.
- On 04/02/19 at 11:08 p.m. firefighters responded to Joe Lomack Beach for the report of a bonfire. Firefighters informed the individuals that open burning on the ground is not allowed within City limits. The individuals were advised that they would be allowed to burn items without a burn permit inside a barrel that has a screen on top.
- On 04/04/19 at 10:30 p.m. firefighters responded to Joe Lomack Beach for the report of a fire with intoxicated people around it. On arrival, there was no one around the fire. Crew then put the fire out and returned to quarters.
- On 04/07/19 at 5:08 p.m. firefighters responded to Ptarmigan Road for the report of a grass fire. Firefighters arrived to find a grass fire that was no longer burning, deployed hose line, and checked the area to ensure there were no embers remaining. Firefighters cleared the scene and returned to quarters.

- On 04/12/19 at 6:00 p.m. firefighters responded to the Old Senior Center for the report of a grass fire. Firefighters deployed hose lines, extinguished the fire, and checked the area to ensure there were no embers remaining. Firefighters cleared the scene and returned to quarters.
- On 04/16/19 at 5:00 p.m. medics responded to the YKHC Prematernal Home for the report of a person in labor. Upon arrival, medics assessed the mother and performed emergency childbirth of a healthy baby. Medics transported both patients to the hospital.

Budget/Financial

- The department is operating within budget.
- The proposed FY 2020 budget was submitted to the manager for review.

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.
- The Department applied for and passed the first round of approval 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. We are waiting for invoice to make final payment and close the grant.

Staffing/Recruitment

- The Department has one open Firefighter/EMT position, which is being advertised on the State of Alaska ALEXS website and nation-wide on the IAFC's Daily Dispatch website.
- All employee evaluations are being completed.

Vehicles & Equipment

- A bill of sale and title was provided to administration to dispose of E-28. Once signed the surplus fire vehicle will be property of the Native village of Napaimute.
- The new ladder truck is receiving warranty repair for a problem with the nozzle nesting feature and repairs to the Compressed Air Foam System (CAFS) compressor. We are outfitting the new ladder truck with firefighting and rescue equipment.

FIRE DEPARTMENT VEHICLE STATUS

Vehicle	Type	Year	Status
Medic 4	Ambulance	1999	<i>(Backup ambulance) In service, Airbags repaired.</i>
Medic 5	Ambulance	2003	In service. Frequent no starts/dead batteries. (Plan to remount to new Dodge chassis in 2018/2019)
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. (Poor overall condition needs replacement) Generator mounting parts ordered for installation</i>
Truck 1	Ladder Truck	2017	Outfitting, in service
Com 1	Pickup	2014	In service
Com 2	Pickup	2004	In service.
Tanker 1	Tanker (1500 gallon)	1980	Out of Service
Truck 1	Ladder Truck	1980	Out of Service

2006	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS	
ETOH	19	17	20	13	29	30	29	17	29	31	24	25	283	39.1%
Assault	5	6	8	5	6	15	11	0	5	16	3	6	86	11.9%
MVI	5	1	11	3	3	5	5	3	4	5	3	9	57	7.9%
Suicide													1	
# Of Runs	53	60	55	34	65	81	70	49	63	78	60	56	724	
2007	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS	
ETOH	17	16	21	20	25	34	33	24	15	20	36	35	296	41.3%
Assault	8	5	6	6	9	7	10	10	5	9	7	16	98	13.7%
MVI	3	1	3	2	1	0	3	2	3	3	2	3	26	3.6%
Suicide													4	
# Of Runs	60	36	57	66	54	62	72	67	43	58	66	76	717	
2008	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS	
ETOH	20	22	23	17	31	21	24	33	22	29	20	20	282	34.7%
Assault	2	6	2	3	10	6	12	10	6	9	9	6	81	10.0%
MVI	2	4	4	3	2	2	0	1	2	4	7	5	36	4.4%
Suicide													4	
# Of Runs	72	73	69	50	79	64	66	68	65	81	59	64	812	
2009	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS	
ETOH	21	15	32	16	23	16	29	26	23	30	29	18	278	33.5%
Assault	8	5	10	8	9	1	6	4	4	8	5	3	71	8.6%
MVI	3	4	5	4	3	0	5	2	2	2	3	1	34	4.1%
Suicide													4	
# Of Runs	73	59	82	76	72	53	91	58	72	69	76	48	830	
2010	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS	
ETOH	21	18	12	32	29	18	31	29	29	48	19	29	315	41.7%
Assault	11	5	2	5	8	6	9	3	4	9	6	8	76	10.1%
MVI	3	7	2	2	3	0	4	1	1	3	2	3	31	4.1%
Suicide													2	
# Of Runs	65	63	57	68	62	53	70	57	65	84	49	62	755	

2011	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS	
ETOH	29	26	34	29	34	29	28	30	29	55	28	37	388	43.8%
Assault	1	5	4	7	10	5	10	7	8	14	4	5	80	9.0%
MVI	8	4	9	4	2	2	1	4	2	7	1	12	56	6.3%
Suicide													3	
# Of Runs	65	68	75	66	69	49	66	79	66	120	63	100	886	
2012	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS	
ETOH	31	34	33	28	28	47	43	40	42	58	50	42	476	46.9%
Assault	3	5	4	7	3	6	8	6	8	6	5	9	70	6.9%
MVI	3	3	6	2	4	0	4	6	1	5	9	8	51	5.0%
Suicide													3	
# Of Runs	75	79	75	65	76	83	81	89	87	114	92	100	1016	
2013	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS	
ETOH	32	34	46	63	56	35	56	42	31	61	31	28	515	48.3%
Assault	4	12	5	5	8	3	9	8	7	9	6	9	85	8.0%
MVI	2	5	7	3	5	3	4	4	5	5	3	5	51	4.8%
Suicide													1	
# Of Runs	79	85	89	104	108	90	97	79	63	123	70	79	1066	
2014	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS	
ETOH	32	47	36	67	50	45	49	53	48	54	50	32	563	52.7%
Assault	7	8	10	8	4	5	8	7	9	4	3	9	82	7.7%
MVI	5	10	7	1	3	3	6	3	1	5	4	2	50	4.7%
Suicide														
# Of Runs	90	93	89	98	92	81	97	87	85	98	97	61	1068	
2015	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS	
ETOH	28	32	42	54	54	45	45	47	33	101	57	64	602	50.9%
Assault	6	4	4	5	7	10	19	11	3	7	10	8	94	8.0%
MVI	5	4	4	4	0	3	1	5	4	5	6	8	49	4.1%
Suicide														
# Of Runs	71	82	84	89	93	101	88	89	75	164	120	126	1182	



April, 2019 Monthly Report

Personnel:

Two conditional job offers were made to prospective patrol officer applicants. Unfortunately one applicant was not successful in the process. The other applicant was successful and starts on May 13th. One patrol sergeant announced his resignation effective 5/19/2019. An internal candidate has also signed a condition job offer and is continuing through the background process. If successful, he will be required to attend the Academy in Sitka starting in August. The investigator assigned to the AST WAANT unit is reportedly doing well. He is currently attending a narcotics investigator course for 2 weeks.

All Dispatch, administrative, CSP and CSO positions remain fully staffed.

Operations:

There were approximately 1,602 calls for service the month of April, a rise of approximately 230 cases from March and down approximately 150 cases from the same period in 2018. The number of calls requiring investigative reports was at 88, down one from March but up 8 from 2018. There were 520 intoxicated pedestrian calls compared to 590 for the same period last year. The number of domestic violence investigations was 37 this month compared to 23 for the same period in 2018 and 26 in March. There were 9 DUI arrests compared to 3 for the same period last year and 1 arrest in March. There was one death investigation in April, compared to 4 for the same period last year.

BPD investigated an assault at The Long House Hotel that resulted in the victim being sent to Anchorage for treatment of his injuries. That case was forwarded to the District Attorney's Office for review. BPD also

investigated a death at the Sobering Center. No foul play is suspected in that case.

Chief Waldron was confirmed by the Alaska Legislature for his appointment to the Alaska Police Standards Council.

Animal Control:

There were 37 animal control calls for service for the month with no reported with one reported dog bite.

CITY OF BETHEL
POLICE DEPARTMENT



TRANSPORTATION INSPECTOR REPORT: **April 2019**

2019	April
New Chauffeurs	1
Chauffeur Renewals	0
Chauffeur Transfers	0
Vehicle Permit Renewals	0
Vehicle Transfers	1
Inspections	25
Revocations	0
Temporary Permits	0

- Kusko Cab had their semi-annual inspections this month, everything went smooth.
- There will be no semi-annual inspections next month.
- There were four complaints made in the month of April. Two were driving complaints, one was about a driver and one was regarding the vehicle. All were followed up by an officer or I when available.



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: April 30, 2019
TO: Fred Watson, Mayor
FROM: Bill Howell, Acting Manager
SUBJECT: Manager's Report – Month of April, 26 through April 30, 2019

Current Events

- The scope of this report is limited to less than three days in position. City manager duties were assumed on April 26, 2019.
- A meeting was held with our local Union representatives Monday April 30, 2019 to discuss safety and employment conditions for employees. We plan to meet every Tuesday at 10 am to keep an ongoing dialog and to foster better communication.
- The Manager attended the Yuut Elitnurviat Executive Board meeting on April 29th at 1400 hrs. The meeting packet is attached to this report.

Departments

- A department head meeting was held on April 26th at 3 p.m. In the meeting the incoming acting manager was briefed on the status of various department projects

HR

- All department heads and Human resources have been directed to complete all past due evaluations by May 15th 2019
- HR was directed to complete all pay increase as required by the COBEA agreement. Several employees were without evaluations or the required pay increase guaranteed 30-days after their anniversary date.

Finance

- The Finance department is fully staffed. We are enjoying the new energy, experience and knowledge of our new Finance Director, Christine Blake. We warmly welcome Christine to the team and wish her success in her new position with the City of Bethel.

- Finance is working diligently to complete the audit and also get the FY19 budget current.

Public Works

- Avenues water project - bond/loan financing negotiations are ongoing with a reputable Alaskan firm.
- Public works is investigating the feasibility of credit card acceptors at the public fill points. We are also discussing the viability of a public fill at the City Sub treatment plant.
- Public works has been directed to cap the well at the Nicholson's water works lot that was recently leased to Jared Carr and Naim Shabani. The lessor has asked that the well be capped so they can begin improvements.
- Public works is researching "mile markers" for boardwalks in Pinkie's park. The idea is from recommendation received through the public safety commission.

PD

- The Chief of police has been on training. I will meet with him later this week to receive a briefing on current events in the Police Department.

Planning

- A review of the new proposed Tangik Subdivision preliminary Plat by the City's engineering firm Dowl has been approved and is expected to cost less than \$4000.00.

IT/Purchasing agent

- The IT director has updated the City Manager's voice message to a generic City manager response.
- IT is conducting an audit of all City voicemails to ensure they are correct and land in the appropriate office.
- A sole source justification for sewer pump repairs is being prepared to include these services in our sole-source agreement with Alaska Pump and Supply.

Port

- I will be working with the Port on barge renewal.

Fire

- Fire department is in the midst of completing a Fire Fighter one class and has successfully applied to the Fire Standards Council to hold our first ever Fire Fighter 2 class.

- The Acting Fire Chief is out through May 5 for a family funeral.

Budget/Financial

- Having only 2-1/2 days in the position I have not completed a full review of the FY 2019 Budget nor the budget for the manager's office.

Grants

- I received briefing from the grants manager on the status of all City grants.
- The Grants Manager sought my assistance in issuing the RFB for lift station controls. We are waiting for review by Public Works.
- I have assigned the Grant Manager to serve as the liaison for the City's Long Range Transportation Plan (LRTP). There is an open house for the public, in chambers, from 5:00-7:30 p.m. on May 29, 2019. Council members are invited. Snacks will be served.

PLANNING DEPARTMENT



Monthly Manager's Report April 2019

To: Acting City Manager Bill Howell
From: Planning Director, Betsy Jumper

The Planning Department has officially entered the development season. We have received 10 site plan permits for adding fill to properties, relocating houses on existing properties to abide by setback requirements, and the construction of single family dwellings.

We had a Planning Commission meeting on the 11th of April. Our action items included ONC's Ciullkulek Subdivision Development Agreement recommendation. Commissioners also approved land leases with GCI and BTP LLC.

If all goes well we will have AC Liquor Store's Conditional Use Permit (CUP) on the upcoming May agenda. We are also currently reviewing the Bethel Municipal Code on how to change and rewrite codes. We are also looking into commercial parking lots and the backing up onto the highway.

The 1st of April, administration purposed a new Planning budget that will be reviewed by City Council. The proposal is to defund the current administrative assistant position and change my position to assistant planner and a hire a new planner. I have attended three city council budget meetings but they have not gotten to the Planning budget yet.

KYUK's Reporter Anna Rose MacArthur stopped by the Planning Office for an interview with Pauline and I. We discussed the paper process about the removal of junk vehicles. We shared with her details of the process, and gave her a tour of the Public Works yard where the impounded vehicles get stored.

I also have been working with the subdivision developers. I am currently working with Tanqik and waiting to hear back from them so that we can get everything processed to go to the planning commission. Tanqik Subdivision Agreement is scheduled to be on the June's 2019 agenda.

In conclusion, we anticipate a busy summer, and look forward to what the season is going to bring.

Memorandum

Date: April 25, 2019

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



April 2019 Current Events

- **New Finance Director:**

April saw the addition of a new Finance Director, Christine Blank, into the City of Bethel family. She has been added to the City network and has been orientating herself with the workings of the City machine this month.

- **Budget Review with Council:**

Another highlight of the month was getting the chance to discuss the IT department's budget with the City Council and answer any questions they had over the costs of items, justifications, or places we could possibly cut. As the budget process moves forward, more things may need to be fine-tuned before the IT budget is finalized for FY20.

- **Finalized Policies and Procedures:**

April saw, in collaboration with the legal department, the finalization of several policies and procedures that will be used to encompass all City employees as far as network usage and appropriate behavior. All employees will be made to sign these policies as read and acknowledged. The policies that were implemented were the following:

- Computer Use Policy
- Unique ID Policy
- Antivirus Policy
- Media Disposal Policy
- Password Policy

- **New Access Points for Public Works:**

Managed to procure the hardware needed in order to swap out the wireless access points at Public Works. The new access points will be the same model that are used throughout the rest of the city and will complete my endeavor for uniformity. The new models offer a lot more control and security than the currently used hardware and perform better overall as far as range and speed. I hope to have the access points set up and installed within the following month.

- **Video Upgrades for Chambers:**

Managed to obtain and set up some hardware that will allow the City Clerk to more easily present information to both Council and other audiences within Council chambers. We are hoping to replace the projector with large LED televisions that will be easier to see when the room remains lit. Additionally, the Clerk will be able to share on multiple screens at once.

Memorandum

Date: April 25, 2019

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



- **Caselle Update from 2018.11.204 to 2019.2.135:**

Pushed a major Caselle update out to all workstations using it. This took the version from 2018.11.204 to 2019.2.135

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

Future Plans

- **Budget Finalization and Projects:**

Pending the finalization of the FY20 budget, I hope to start getting the ball rolling on whatever capital expenditure projects get approved by Council. In this I will obtain hard quotes for hardware and scopes of work and then, in the next few months, schedule purchases of hardware or services.

MEMORANDUM

DATE: 04.30.2019
TO: Bill Howell, Acting City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report –

Programs/Divisions

Public Works Director:

Hauled Utilities:

The Hauled Utilities Dept has been doing great this month besides having trouble with the trucks on maintenance. We'd have four to five trucks both for water and sewer routes running but still get the job done. Thanks to all the drivers that are helping out to keep the services running in the hauled utility department.

A few of the trucks are running slower than they usually are pumping and requires more time to finish the routes. A big thank you to all the drivers who are helping others to finish their route sheets on time.

We are looking forward to all the new trucks for the department that will greatly help save time and hopefully getting more drivers to cover the route sheets to finish on time without overtime.

We are getting by with the drivers that are currently working but still need more drivers to finish the work without too much overtime for some of the drivers that are covering for the other drivers on leave or have called in sick.

The Hauled Utility Dept has a very old company truck that I use for this department. The company truck needs a lot of maintenance done and worn out pretty much. The driver side door can't properly close and the door has to be lifted to properly close but still doesn't close properly. Seem like the door was pryed open when the keys were locked in. There is an inch or a half inch gap on the top of the driver door when closed.

The front wheels seem to be misaligned even after the whole drive line was maintained and upgraded. The truck wobbles when doing tight turns like the wheels would come off.

We could use the fuel tank on the truck but the tank is pretty rusted and the fuel filter shows a lot of rust in the tank. The fuel pump seems to be rusted and worn. We tried to get maintenance done on the fuel tank but V&E doesn't want to maintain the fuel tank.

The cab is too small for the CWS workers when I have three CWS workers on board.

The truck uses a lot of fuel even after both tanks are topped off each fuel up. Sometimes the fuel pumps on the two tanks don't work and shots off the engine to start back up with the other fuel tank.

Some of the drivers need safety gear and the high visible safety clothing with the rain gear for the summer seasons. A lot of the drivers need new boots and some are wearing torn up gear or their own personal clothing to work. The work gear doesn't last three months with all the work the drivers do and get pretty torn up by the fourth or fifth month of use. Especially, the high visibility work jackets used by the drivers and we don't have enough funds for the clothing.

Utility Maintenance:

- Lagoon discharge operations are shut-down until spring. Normal operation for winter is ongoing.
- 12 alarms on residential lift stations were responded to. Multiple issues with grinder pumps, heat trace, and float systems.
- Monthly meter reading and service connections were completed
- Main Lift Station pump work –Pump #1 still in Anchorage for major repair. Pump and parts have arrived. Repairs expected to take 1-2 weeks. Lift Station is running on 2 pumps for now.
- Clean up and organization of shops.
- 18 residential lift station repairs
- Line flushing and leveling activities on low-flow and plugged sewer lines. Non-compliance reports were filled out per DEC requirements.
- Daily safety meeting.
- 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.
- FAA lift station is thawed out and operational.

Property Maintenance:

- PW Building
 - Boiler #1 completely removed. Boiler #2 is sole operation of building heating system.
 - Hot water system has been removed from PW building as part of the boiler/mechanical space remodel. PW building will not have hot water until the boiler project is complete.
 - Fire sprinkling system in PW still NON operational.
 - Used oil filtration and water separation system needed complete rebuild. Drained down, removed filtering, cleaned and replaced. Addition of plumbing to aid in water separation.
 - Water trapped under building causing drive and parking to wash out. Cut drainage path, de-iced culverts and began pumping water out from low spots under the building.
 - Foundation piling inspection has revealed sinking and heave of support posts and beams.
 - No smoking sign installed on building in appropriate locations.
- City Hall
 - Manually selecting operation of boiler as the temperatures are fluctuating greatly from day to night.
 - Rear entrance stairs are rotting. Two different expanded metal stairs plates had to be repaired. Project to replace the stairs in entirety as a summer project.
 - Wheel chair ramp section at front entrance is showing signs of degradation and will need to be rebuilt or replaced. Project this for summer. Materials quotes requested.
 - No smoking sign installed on building in appropriate locations.
 - Installed TV mount for Lori.
 - Investigated soft section in floor reported by Tamara.

- Court House
 - No smoking sign installed on building in appropriate locations.
 - OCS is moved out of leased space exit walkthrough
 - **Dry Sprinkler System:**
 - Dry system is back in NORMAL operation minus ONE isolated sprinkler head located on the outside of the building to the left of the front main entrance. Project to have contractor complete repair from break Spring/Summer of 2019. Contractor is in communication with city building maintenance and scheduling a time for the work to be completed.
 - The dry system has a small leak in the dry 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 Spring/Summer 2019 by a contracted service.
 - **Holding Cell Area Door:**
 - Door ordered from AHS, shipped and received. Prep work has begun to add the new wiring, relight vision, latching hardware and paint for install. Door removal and replacement will be coordinated with Alaska State Court System. The area where the door is a sensitive area as inmates are transferred through this area.
 - **Water leak damage remediation survey:**
 - Industrial Hygienist from Advanced Look Solutions in Anchorage completed an Environmental survey off all areas within the court system that was affected by the water leak. Sample have been sent to lab in Lower 48 for testing and results are expected to be returned in April.
 - A plan for remediation/remodel work will begin once results are returned and priority areas have been identified.
 - Reports returned. No hazards present in lab samples tested.
 - **Dirty sprinkler heads and escutcheon plates:**
 - All protruding sprinkler heads have been cleaned and inspected.
- Dog Pound
 - Replaced door latching hardware 3 times from vandalism.
 - Bethel Friends of Canines has transitioned and is using the building more often.
 - Area donated for BFK9 kennel relocation has been scraped clear of ice and debris.
 - Surveyed and staked off pad sight for sand pad prep.
 - BFK9 has been in close communication in the process of relocating their kennel to the property.
- Log Cabin
 - Boiler is consistently found tripped during building rounds. Building is temporary closed to resident use of the building due to a sewer line freeze and boiler reliability

issues. Boiler remains operational with daily rounds to ensure adequate warmth of the building. Water service has been isolated and lines drained to prevent freeze up.

- YKFC - Pool
 - Requests for assistance with the boiler are frequent. The department assists when able.
 - Meeting completed with Pool management staff to determine cause of repeated issues with the boiler system. The issues have primarily been pressure related and high temp limit related. Action plan to evaluate the system in its entirety for correct daily operation is in place.
 - Boiler #1 – complete shutdown and cleaning performed. Function checks completed after and boiler placed back online.
 - Water line failed in the pool chemical dispersing system. Line repaired and system put back in normal operation.

- 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.

- Billy's Water plant
 - Boiler #1 shut down and Boiler #2 fired. To even out boiler usage.
 - Boiler #1 also had a failed fuel pressure gauge. Gauge was replaced Boiler #1 is back in normal operation as needed.
 - No smoking sign installed on building in appropriate locations.

- Sean's Water Plant
 - Boilers monitored daily as they are the main source of heat for the City sub water utility lines.
 - No smoking sign installed on building in appropriate locations.

- Teen Center
 - Boilers are monitored daily as they are a “Boost” of temperatures supporting the heat loop that runs through the City Sub water utility lines.
 - No smoking sign installed on building in appropriate locations.

Parks and Recreation:

- Lions Club Park
 - Picked up trash from entire park location. Emptied ALL trash bins.

As spring is quickly approaches a list of projects for the summer are being developed within the department along with projected timelines.

- Projects so far, more to be considered.
 - Owl Park (projected dates May27th thru June 7th)
 - Install of new playground equipment and play ground material

- All play parks
 - General maintenance and grounds upkeep
- Pinky's Park
 - Softball field refurbish/re-sod/re-seed
 - Dugout repairs, repaint
- Soccer Sports Field
 - Hydro Seed
 - Maintenance contract options for field to be discussed
 - Install bleachers
 - Paint concrete blocks High Vis
 - Install soccer goal posts
 - Place Portable restroom facilities
 - Install bike rack
 - Place information bulletin stand
- Airport Cemetery
 - Ordering additional fencing
 - Installing additional fencing
 - Hydro seeding expanded sections
- Boardwalks
 - Trial Lighting pole project
 - General maintenance and upkeep
 - Vegetation trim back
 - Way finding signage
 - Location marking signage project.

Road Maintenance:

Streets and Roads, now that the city sand pit has been thawing out, we have been out at the pit pushing up sand with the D-8. This will be on-going for the next few weeks as it thaws to strip ground so that we can push up a landfill cover pile, road sand pile, and a road salt sand pile.

Streets and Roads has been hauling cover to the landfill from city sand pit for the last three weeks with one or two dump trucks. We will help as long as we have drivers or dump trucks, and not on other road projects.

Streets and Roads unloaded the four freezer vans of Calcium Chloride 52, 2500lb bags that was on the south side of the city shop. We will start laying this down on the roads when the rain stops and the roads starts drying out.

Streets and Roads is done with the steaming culverts this year, a total of 76, culverts, and in most years we would have to thaw over 150 culverts. The new steamer works great at 350 degrees and higher pressure. It is 2-3 times faster, uses less water and fuel than the old steamer.

Vehicles and Equipment:

This month has been productive besides the fact that we have mechanics gone due to injury. We just had a temporary mechanic yesterday. This will help a lot. We did get a couple of the large projects done that were very time consuming. It is still a fight to try and keep up with other departments issues when 95% of our time is fighting to keep the water and sewer trucks on the road. It is going to be nice when the new sewer trucks arrive. On the other hand, the fact that we need to run these water trucks for another 14 months is quite scary. I know I have said it in the

past months but trying to find parts for these dinosaurs is ridiculous and sometimes impossible. It may come down to buying used parts just get us by, since nothing new is available. We have also done a lot of winter tire swapping and routine services. The V&E team has done a great job despite the lack of man power.

Transit System:

The Bethel Transit System and the City's Finance Department has submitted the monthly Budget Summary Billings, to DOT, for the months of July through March. Currently the State has reimbursed the City \$138,214.12 from the Federal/State Transit System grant. Leaving \$118,206.88 in the grant. As soon as the Finance Department closes April, I will be working on the April Budget Summaries. I need to work with the Finance Department and bring the billing for V & E overhead and parts up to date. So far, we have only claimed it for the months of July, August and September.

The ridership for the month of April has picked up. For the month of April there was 2738 rides. Elders/Seniors (64years old+) 274 rides, who paid the regular fare, 54 rides for youth (3-14 years old), 233 for Disabled and 2400 rides for the general public. General public rides include: 6-10 rides per day for those going to and from work, 25-30 rides per day for those seniors that have monthly and yearly passes, and the remainder are those that go to and from the hospital, post office, stores, and back home. The ridership has increased with ONC purchasing of monthly passes for seniors and caregivers. The revenue for the month of April is \$5,200.00.

The Transit System is currently running one route, the Green Line runs Monday through Friday from 6:30am to 10:30am and 11:30am to 6:15pm and Saturday 9:30 -11:30 and 12:30 -2:30.

Bus 437 was purchased in 2008 and is down with a bad motor. The City Shop recommends not fixing it and if they do they'll have to replace the motor. A couple of years ago the City Shop replace the motor in Bus 436 and it cost between \$12,000 and \$15,000. It was down for over a year. Bus 436 was purchased in 2008 and has over 149,104.6 miles on it. Bus 438 was purchased in 2007 and has 123,865 miles. Our newer bus, Bus 439 purchased in 2014 and has over 145,000 miles. The State's guidelines for replacing cutaway buses was 5 years old and/or 100,000. The City Council and DOT has approved the purchase of a new bus, FY 2019 Grant, it is on order and should be on this summer barge.

Landfill / Recycle Center:

Between landfill personnel and the road crew there has been a lot of cover material that was brought in this month, covering the big stuff (C&D) and keeping the dumpster stuff covered more frequently than normal. Currently, we have two working faces as prescribed by DEC. We have built up a couple of pads with some asphalt that the road crew broke up last summer. Our new road has been properly named Bill's Hill Top Drive as it was his idea and has been a blessing. Nobody stuck this year during breakup.

Water Plant Operations: For the month of April, we continue to make our DMR report for the sewer lagoon. Also our monthly water logs to ADEC for BHWTP and CSWTP. Also our monthly Monitoring Summary test in the field and water plant to OEI and ADEC. ARWA in

process doing our CCRs for BHWTP and CSWTP according to our 2019 Monitoring Summary. Glycol heat for sewer systems at CSWTP in summer mode. Daily safety meeting here at CSWTP.

Institutional Corridor Update:

- Line construction has been completed.
- DEC has issued a letter (11/20/18) with Interim Approval to Operate the line. This is valid until February 22, 2019. Request for final approval must be submitted prior to expiration.
- U.S. Fish & Wildlife was the first customer to apply for and receive services following the receipt of approval to operate.
- To date (2/28/19) only 5 service connections have been turned on. U.S. Fish & Wildlife, Bethel Youth Facility, Correctional Facility and YKHC (hospital and housing units).
- Still waiting on other customers to complete work and apply for services soon.
- Issues with circulation pumps and high demand pump alarms and tripping has been resolved. Valve was left partially closed during commissioning
- Fire hydrant static and flow testing was performed to accommodate requests from multiple customers working on sprinkler designs in their buildings.

Staffing Issues/Concerns/Training:

Streets and Roads daily log:

4/1/19

Graded Ptarmigan Road, Akakeek Street, and Ridgecrest Street.

Hauled gravel with the dump truck to Ptarmigan Road, and Akakeek Street.

The steamer was out steaming culverts on 4th Ave., 260 Alder Street, and Ptarmigan Road 8 hours.

4/2/19

Grader was out 9 hours grading roads throughout Bethel start with Ptarmigan Road and Akakeek Street and back to those roads at the end of the day.

Both steamers where out for 8.5 hours steaming culverts in Tundra Ridge, Ptarmigan Road, and Akakeek Street.

4/3/19

The grader was out for 7 hours grading throughout Bethel roads starting on Ptarmigan Road, and Akakeek Street.

Both steamers were out for 7 hours steaming culverts in Larson Sub, Delapp Street, Housing, and Ridgecrest Street.

We had a dump truck hauling cover to the landfill.

4/4/19

Grader was out for 6 hours grading throughout the Bethel roads starting with Ptarmigan Road and Akakeek Street.

The road maintenance crew was out for 4 hours helping the fire department clean up a fuel spill in trailer court with the 420D backhoe and 950 loader.

We dispersed some gravel on Ptarmigan Street to fill in potholes.

4/5/19

The grader was out 7 hours grading roads starting with Ptarmigan Road and Akakeek Road.

Hauled 4 loads of gravel to fill in pot holes at City Subdivision.

Helped building maintenance take down a wheel chair ramp at the old Kilbuck School and haul it to the piped water shop.

The road maintenance crew was out for 3 hours helping the fire department clean up a fuel spill in trailer court with the 420D backhoe and 950 loader.

4/5/19

Graded roads for 8 hours throughout Bethel roads.

Loosened up gravel on the gravel pile for 2 hours

Back blade gravel in the potholes with the 966F loader 5 hours.

4/6/19

Grade roads throughout Bethel for 4 hours.

4/7/19

Took the 966F out to the city sand pit and hauled 9 loads of road sand utilizing the dump truck to disperse sand onto Mission Lake Roads.

4/8/19

Both of the steamers were out steaming culverts in Blue Berry Sub., City Sub., Mission Lake Road, and the culverts at the city shop.

The grader was out grading Kasayuli Subdivision road, City sand pit road, and Standard Oil Road.

4/15/19

Took the loader out to the city sand pit to load dump trucks and hauled cover to the landfill.

Pushed sand out at the city sand pit with D-8 dozer 7 hours.

4/16/19

Took the loader out to the city sand pit to load dump trucks and hauled cover to the landfill with two dump trucks for 7 hours.

4/17/19

Took the loader out at the city sand pit to load dump trucks and hauled cover to the landfill utilizing two dump trucks for 7 hours.

Pushed at the city sand pit with the D-8 for 4 hours.

4/18/19

Drove the 950G loader out to the city sand pit to load dump trucks and hauled cover to the landfill utilizing two dump trucks for 7 hours.

Graded roads for 6 hours in City Subdivision, Ridgecrest Street, 4th Avenue, 6th Avenue.

Unloaded two freezer vans of calcium chloride, total 37, 2500lb bags

4/19/19

Took the 950G loader back out to the city sand pit to load dump trucks and hauled cover to the landfill utilizing two dump trucks for 7 hours.

Unloaded a freezer van of calcium chloride, total 15, 2500lb bags.

Graded Harrison road for 2 hours

4/22/19

Grease up the 950G loader.

Took the 950G loader to the city sand pit to load dump trucks and hauled cover to the landfill utilizing two dump trucks for 7 hours.

4/23/19

Grease up the 950G loader.

Took the 950G out to the city sand pit to load dump trucks and hauled cover to the landfill utilizing two dump trucks for 7 hours.

The sander truck was out 4 hours sanding roads for the school bus and for the public.

Pushed the pile of cover at the landfill with 966F

4/24/19

Greased up 950G loader and took it out to the City Sand Pit and hauled cover to the landfill utilizing two dump trucks for 7 hours.

Pushed up a pile of sand with the D-8 at the city sand pit 7 hours.

4/25/19

Took the 950G out to the city sand pit to load dump trucks and hauled cover to the landfill with the dump truck for 7 hours.

Pushed up a pile of sand with the D-8 at the city sand pit again for 6.5 hours.

4/26/19

Took the 950G out to the city sand pit to load dump trucks and hauled cover to the landfill for 7 hours.

Pushed up road sand and landfill cover at the city sand pit with D-8 for 7 hours.

4/29/19

Graded BIA Road, City Sand pit road, and H-Marker Lake road with grader

Watered down BIA road, Kasayuli Road with water truck.

Pushed at the city sand pit with D-8 for 7 hours

4/30/19

Pushed at the sand pit with the D-8 for 5 hours.

Hauled two cars to the landfill from 6th Ave.

The grader was out grading Ridgcrest Street, Akakeek Street, Kasayuli Sub. , and Ptarmigan Road

MEMORANDUM

DATE: May 7, 2019

TO: Peter Williams, City Manager

FROM: John Sargent, Grant Manager

SUBJECT: Grant Manager's Report – May 14, 2019 Bethel City Council Meeting



STIP Project Nomination

The City is working with DOWL to nominate the Akakeek, Ptarmigan, and Delapp Heavy Use Road Improvement Project to be included in the 2020-2023 Statewide Transportation Improvement Plan (STIP). A City Council resolution, Public Safety Commission Recommendation, and support letters will accompany the request. STIP applications are now due September 15, 2019.

Grant Projects

Lift Station E-Panels and "New" Bethel Main

The City is out to bid on the Lift Station Controls and Improvements project. The prospective contractor will construct and install electric panels for five lift stations and be prepared to construct two more e-panels for two additional lift stations, if the State comes through with the City's additional funding request. The contractor will also rebuild the Bethel Main Lift Station near AC Quikstop.

Repeaters Purchased

The City prepared all appropriate documents to be able to purchase three public safety repeaters from a NASPO contracted vendor in the amount of \$56,600. Funding is from one of the City's Homeland Security grants. The three repeaters will replace the City's three public safety repeaters in use now that are no longer supported by the manufacturer. The new repeaters will allow for the next anticipated narrowband configuration requirement.

APEI Safety Grant Received

The City of Bethel applied for and was awarded a \$3,000 safety grant from APEI, the City's insurance company. These grant funds will be used to purchase traffic barricades to help direct traffic and keep City road workers safe, public safety uses, and for events like the Fourth of July celebration.

**City of Bethel
Grant Summary
Fiscal Year 2019**

Preparing

Sponsor	Name	Products/Services	City Depts. (Partners)	Date	\$ Grant \$ City Match
AK Dept. of Health and Social Services	CSP Program Grant	Operating costs associated with CSP Program	Police	5/23/19	\$323,081 \$32,308 in-kind
AK Dept. of Transportation & Public Facilities	STIP – Statewide Transportation Improvement Program	Transportation improvements in Bethel (e.g., roads/trails)	Public Works	5/15/19	\$1,075,021 \$175,004
United States Dept. of Agriculture-Rural Development	Water and wastewater grant/loan program	Piped water and sewer system in The Avenues subdivision	Public Works	Target 1/31/19	\$13,321,000 \$306,000

Submitted in Fiscal Year 2019

Most recent first

Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant \$ Match
Village Safe Water Program, AK Dept. of Environmental Conservation	Sanitation Deficiency Database entries	Heat trace, two utility service trucks, lift station safety installs, Avenues proj. design	Public Works	4/1/19	\$1,546,209 \$0 expected
Alaska Division of Homeland Security and Emerg. Mgmt.	State Homeland Security Grant Program	Interoperable Comm. Plan, thermal imager, fencing for water tanks, foam extinguishers, Continuity of Op. Plan.	Fire, Public Works	1/31/18	\$163,732 0
State of Alaska	Capital Budget Requests	Avenues water and sewer project, Bethel Heights Water Loop A, Dust Control, City Hall Roof	Public Works	12/18	\$20,743,645
AK Dept. of Transportation & Public Facilities	Community Transportation Grant	Operate Bethel Transit System	Public Works, Transit Division	12/17/18	\$316,832 \$86,381

Approved in Fiscal Year 2019					Most recent first
Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant
Alaska Public Entity Insurance	Safety Grant	Traffic safety barricades	Public Works	5/7/19	\$3,000
AK Dept. of Envior. Cons., Village Safe Water Program	Infrastructure Protection Funding	Heat trace from FAA lift station to Q2 lift station.	Public Works	2/8/19	\$127,500 22,500
Alaska Dept. of Environmental Conservation	Alaska Village Safe Water Program	Preliminary Engineering Report & Environmental Report for Bethel Heights Sewer System	Public Works	11/27/18	\$75,000
Not Approved in Fiscal Year 2019					Most recent first
Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant



CITY OF BETHEL

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

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

DATE: 30 April 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
Driver Hauled	5	4	0	5	0
Bldg Maint Wkr	1	0	0	1	0
Util Maint Wkr	1	0	0	1	0
Police Officer III	1	2	1	1	0
Fire Fighter	1	0	0	1	0
TOTALS	10	6	1	10	0

Applications and Hiring:

Currently developing recruiting strategy and coordination with the City Clerk to announce the vacant City Manager position.

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

From those 6 Applicants:

4 applicants were not selected due to failure to meet licensing requirements, pending current criminal charges, or performed poorly during the interview process.

1 applicant was hired as a police officer with a start date of 13 May 2019.

We currently have 6 job positions with a total of 10 openings, with 0 applications under review as follows:

City Manager: Coordinating outreach recruiting.

Driver Hauled Utility (5 positions): Currently announced.

Utility Maint Wkr: Announced.

Building Maint Wkr: Announced

Police Officer III: One hired, one failed background process.

1 firefighter position: Announced

BEACON Programs:

3 Random Beacon test were conducted during the month of April.

2 Post Accident Beacon Test were conducted.

Reports of Injury:

There were two reports of injury

Administrative Actions:

Currently closing out all overdue employee performance evaluations.

Multiple routine PAR actions were executed.

Multiple yearly performance evaluations were submitted and processed.

Employee related announcements:

There were no announcements during the month of April.

<https://akpei.com/fmla-resources-for-employers/>

Training, Conferences and Seminars:

No one currently scheduled

James P. Harris
Human Resources Manager

PORT OF BETHEL

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TO: Bill Howell, Acting City Manager
FROM: Allen Wold, Port Director
SUBJECT: April 2019 Managers Report

- **Small Boat Harbor**
 - 2019 SBH permits came in.
 - Cleaning around the harbor using Loader and the Dump truck.
 - Repairing floats.
- **City Dock/Beach 1**
 - Customers are in and out of the Dock.
 - Crowley, Faulkner, and Vitus working on the tugs and barges.
 - Using a trash pump to drain ditches around the City Dock.
 - Hauling gravel to the Dock (5 loads)
 - Cleaning up the Dock and repairing the warehouse.
- **Port Office**
 - Property Maintenance checking on building daily.
 - Ordered office furniture.
 - TC Construction sent out a subcontractor to check on the air conditioner.
 - Setting up cameras.
- **Admin**
 - Monthly Storage billing for customers.
 - Had a Port Commission on April 15th 2019 (no quorum).
 - Worked on FY 20 Budget.
 - Hired a temp City Dock Attendant with a class A CDL.
- **Seawall**
 - Consistent clean up.
 - Attached orange fencing along cable fencing across 1st National.
 - Tightened cable fence/welded new posts and strung cable fencing at the East Addition, 1st National and Lower Access.
 - Put gravel down on the Lower Access road on the trail.
- **Misc./Vehicles**
 - Safety checks along the seawall.
 - Safety Meetings.
 - V&E working on our trucks.
 - Helping Public Works haul dirt up to the Landfill.
 - Working on the Water truck and the Grader.

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

My first month with the City of Bethel has been busy with meeting people and getting a sense of what the Finance Department needs to accomplish in the short and long term. I've developed a fluid list of goals which seems to change and grow daily.

Highest priority items I spent time on:

1. Status of the FY18 Audit- Facilitated the completion of the list of pending items requested by the auditors. The items are needed in order to issue our FY18 Audit Report. Most items needed have now been sent to the auditors. Financial statements are being compiled by the contractor and should be sent to the auditors in the next few weeks.
2. FY20 Budget was already drafted when I arrived. I've been working in the budget documents to become familiar with the numbers and to make revisions requested by Council.
3. Facilitated the update of the majority of our general ledger accounts through March, 2019.
4. Getting to know Finance staff, what they do, and what they need to succeed.