# City of Bethel Police Dept.

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## PUBLIC NOTICE

SPECIAL MEETING OF THE
PUBLIC SAFETY & TRANSPORTATION COMMISSION
**Wednesday, June 10th, 2020 –6:30 p.m.**
**300 STATE HIGHWAY – CITY COUNCIL CHAMBERS**
**AGENDA**

**Members**

Madelene Reichard
*Chair*

Mark Springer
*Council Representative*

Azara Mohammadi

Peter Williams

Richard Garcia

**Ex-Officio Members**

Amy Davis
*Acting Police Chief*

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**
November 06, December 04, January 02, February 05, March 04, April 01
May 06

**VI. UNFINISHED BUSINESS**
A. Update on Transportation Planning (*City Manager*)

**VII. NEW BUSINESS**
A. Commissions Acceptance of Resignation and Declaring Seat Vacant per BMC Code 2.52.070
B. Election of Vice Chair for Commission
C. Review and Modify if Needed Recommendation to Council –Real ID Act *(Azara Mohammadi)*
D. Review and Modify if Needed Recommendation to Council –US Census Grant *(Azara Mohammadi)*

**VIII. CHIEFS' COMMENTS**
Fire Chief
Chief of Police

**IX. TRANSPORTATION INSPECTOR'S REPORT**
**X. COUNCIL REPRESENTATIVE'S COMMENTS**
**XI. COMMISSION MEMBER'S COMMENTS**
**XII. ADJOURNMENT**

Jesslyn McGowan

Jesslyn McGowan, *Recorder*
POSTED on June 5th, 2020
POST OFFICE, AC QUICKSTOP, CORINA'S CASE LOT, CITY HALL, & POLICE DEPT.
*Next Public Safety and Transportation Commission Meeting will be* ***July 01, 2020***

*"Deep Sea Port and Transportation Center of the Kuskokwim"*

# City of Bethel, Alaska
# Public Safety & Transportation Commission

November 06, 2019 Regular Meeting Bethel, Alaska

## I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on November 06, 2019 in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:55 pm.

## II. ROLL CALL

Present: Richard Garcia *Chair*
Mark Springer *Council Representative*
Azara Mohammadi
Madelene Reichard

Absent: Amy Davis *Acting Chief of Police*
Daron Solesbee *Acting Fire Chief*

Ex-Officio Present: Jesslyn McGowan *Recorder*

## III. PEOPLE TO BE HEARD

No one to be heard.

## IV. APPROVAL OF AGENDA

| | | |
|---|---|---|
| **MOVED:** | Mohammadi | Motion to approve the agenda. |
| **SECONDED:** | Springer | |
| **VOTE ON MAIN MOTION** | All in favor. | |

## V. APPROVAL OF MINUTES

| | | |
|---|---|---|
| **MOVED:** | Mohammadi | Motion to approve the minutes from the regular meetings from July 2019-October 2019. |
| **SECONDED:** | Springer | |
| **VOTE ON MAIN MOTION** | All in favor. | |

DRAFT

## VI. UNFINISHED BUSINESS

### A. Update on Transportation Planning

Acting City Manager not present.

| | | |
|---|---|---|
| **MOVED:** | Springer | Motion to table till next meeting. |
| **SECONDED:** | Reichard | |
| **VOTE ON MAIN MOTION** | All in favor. | |

### B. Update on Tracking Cellphone calls to 911

Jesslyn McGowan gave an update on behalf of Acting Chief Amy Davis for tracking cellphone calls to 911. She informed everyone Phase II is complete and police department is now able to trace cellphone locations when they call 911.

## VII. NEW BUSINESS

### A. Electing New Vice Chair

Azara Mohammadi nominated Madelene Reichard.

| | | |
|---|---|---|
| **MOVED:** | Springer | Motion to close nominations. |
| **SECONDED:** | Mohammadi | |
| **VOTE ON MAIN MOTION** | All in favor. | |

Madelene Reichard is now Vice Chair.

## VIII. CHIEF's COMMENTS

Acting Chief Davis – See Report in Commission Packet

Acting Fire Solsebee – See Report in Commission Packet

## IX. TRANSPORTATION INSPECTOR'S REPORT

See Report in Commission Packet

## X. COUNCIL REPRESENTATIVE's COMMENTS

Council Member Mark Springer apologized for being late. He spoke about his previous history on being on this commission and looking forward to hopefully the commission members having a say in the hiring for the Police Chief. He also hopes the commission and other commissions will take a more active role in the department budget proposals and recommendations to the council as budget season comes up.

DRAFT

## XI. COMMISSION MEMBER's COMMENTS

*Azara Mohammadi*- No comment
*Madelene Reichard*- No comment
*Richard Garcia* –Spoke about how December will be his last meeting before he resigns as he accepted a new position in Aniak.

## XII. ADJOURNMENT

| | | |
|---|---|---|
| **MOVED:** | Springer | Motion to adjourn. |
| **SECONDED:** | Mohammadi | |
| **VOTE ON MAIN MOTION** | All in favor. | |

*Meeting adjourned at 7:09 pm.*

APPROVED THIS _____ DAY OF_____, 2019.

_____ _____
Jesslyn McGowan, Recorder Richard Garcia, Chair

DRAFT

# City of Bethel, Alaska
# Public Safety & Transportation Commission

December 04, 2019 Regular Meeting Bethel, Alaska

## I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on December 04, 2019 in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:46pm.

## II. ROLL CALL

Present: Madelene Reichard

Absent: Richard Garcia *Chair*
Mark Springer *Council Representative*
Azara Mohammadi
Daron Solesbee *Acting Fire Chief*
Amy Davis *Acting Police Chief*

Ex-Officio Present: Jesslyn McGowan *Recorder*

A quorum was not established of the Commission.

## III. ADJOURNMENT

*Meeting adjourned at 6:46 pm.*

APPROVED THIS _____ DAY OF_____, 2019.

_____ _____
Jesslyn McGowan, Recorder Richard Garcia, Chair

DRAFT

# City of Bethel, Alaska
# Public Safety & Transportation Commission

January 2, 2020 Regular Meeting Bethel, Alaska

## I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was NOT held on January 2nd, 2020 in the Bethel City Hall Council Chambers.

The meeting was called to order and was cancelled due to not having enough members to establish a quorum.

APPROVED THIS _____ DAY OF_____, 2020.

_____ _____

Jesslyn McGowan, Recorder Madelene Reichard, Chair

DRAFT

# City of Bethel, Alaska
# Public Safety & Transportation Commission

February 05, 2020 Regular Meeting Bethel, Alaska

## I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was NOT held on February 5th, 2020 in the Bethel City Hall Council Chambers.

The meeting was not called to order and was cancelled in advance due to not having enough members to establish a quorum.

APPROVED THIS _____ DAY OF_____, 2020.

_____ _____

Jesslyn McGowan, Recorder Madelene Reichard, Chair

DRAFT

# City of Bethel, Alaska
# Public Safety & Transportation Commission

March 04, 2020 Regular Meeting Bethel, Alaska

## I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was NOT held on March 4th, 2020 in the Bethel City Hall Council Chambers.

The meeting was not called to order and was cancelled in advance due to not having enough members to establish a quorum.

APPROVED THIS _____ DAY OF_____, 2020.

_____ _____

Jesslyn McGowan, Recorder Madelene Reichard, Chair

DRAFT

# City of Bethel, Alaska
# Public Safety & Transportation Commission

April 01, 2020 Regular Meeting Bethel, Alaska

## I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was NOT held on April 1st, 2020 in the Bethel City Hall Council Chambers.

The meeting was not called to order and was cancelled in advance due to not having enough members to establish a quorum.

APPROVED THIS _____ DAY OF_____, 2020.

_____ _____

Jesslyn McGowan, Recorder Madelene Reichard, Chair

DRAFT

# City of Bethel, Alaska
# Public Safety & Transportation Commission

May 06, 2020 Regular Meeting Bethel, Alaska

## I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was NOT held on May 06, 2020 in the Bethel City Hall Council Chambers.

The meeting was not called to order and was cancelled in advance due to not having enough members to establish a quorum.

APPROVED THIS _____ DAY OF_____, 2020.

_____ _____

Jesslyn McGowan, Recorder Madelene Reichard, Chair

DRAFT

# City of Bethel

## Committees and Commissions

# Recommendation to City Council

Committees and Commissions that wish to make a recommendation to City Council should turn this form in to the City Clerk or to the City Council representative on the committee or commission.

| | |
|---|---|
| **Committee/Commission:** Public Safety & Transportation Commission | **Chairman:** Madelene Reichard |
| **Date Submitted:** | **Council Rep:** Mark Springer |

***Issue:***

In the event of a crisis, if residence of surrounding communities do not have access to DMV services, after the implementation of the REAL ID Act on October 01, 2020, the inhibited or delayed travel (especially for medical purposes) may pose a strain on Bethel's resources.

***Recommendation: To accept, by Resolution,***

The Public Safety and Transportation Commission recommends that the council hosts a donation drive for the Alaska Department of Motor Vehicles (DMV) On the Go program travel funding to Alaska communities that do not have access to DMV services, in light of the implementation of the REAL ID Act on October 01, 2020. The State of Alaska DMV is asking for $60,000 in donations to travel to rural Alaska, as this program's travel funding was eliminated last year.

***Other: Passed unanimously by the PSTC Commission on***

*Received by:* _____

*Date:* _____

# TSA, Alaska Department of Motor Vehicles encourage state residents to get REAL ID-compliant driver license, identification card

Local Press Release
*Monday, December 16, 2019*

ANCHORAGE, Alaska– Officials with the Transportation Security Administration (TSA) and the Alaska Department of Motor Vehicles (DMV) today reminded Alaska residents that starting Oct. 1, 2020, all travelers will need a REAL ID-compliant driver license, identification card or another acceptable form of identification to board a commercial flight.

To determine if an Alaska driver license or identification card is REAL ID-compliant, look for a star within a black circle in the upper right-hand corner. The presence of this icon will indicate that the credential is REAL ID-compliant.

Congress passed The REAL ID Act in 2005, enacting a recommendation from the 9/11 Commission that established minimum security standards for state-issued driver licenses and identification cards. The Act further prohibited federal agencies, including the TSA, from accepting state-issued driver licenses or identification cards that do not meet the minimum standards.

"Starting Oct. 1, 2020, TSA will no longer be permitted to accept state-issued driver licenses or identification cards from travelers if the credential does not meet the REAL ID standards," said TSA Federal Security Director for Alaska, Peter S. Duffy. "Most travelers use their driver license as their picture ID, so we are encouraging Alaskans to act now and make sure their license meets REAL ID standards."

"It's important that Alaskan residents consider that although they may not intend to travel, there's the possibility that they may need to travel for unanticipated reasons such as family matters or being medevacked to a city where a federally-compliant ID is required to board an aircraft home," said Department of Administration Commissioner Kelly Tshibaka.

The Alaska DMV has been working with rural community leaders to overcome challenges related to DMV access in rural Alaska. It recently developed a mobile solution that allows DMV and its partners to travel to remote communities and issue REAL ID-compliant identification.

Currently, state DMV representatives are available at ANC and FAI to answer questions from travelers about REAL ID. In the coming months, they will continue to periodically be on-site at airports and other locations throughout the state as the federal enforcement deadline approaches.

Beginning Oct. 1, 2020, all travelers will need a REAL ID-compliant state-issued ID or another acceptable form of identification to board a commercial flight or gain access to secure federal facilities, including military bases, nuclear facilities and some federal offices. Now is the time for residents to plan ahead to ensure compliance with identification requirements.

The Alaska DMV began issuing REAL ID-compliant licenses and identification cards in January 2019. Eligibility requirements include providing proof of identity, legal status in the United States, and Social Security Number as well as two forms of documentation to confirm primary residency in Alaska. More information on applying for a driver license or identification card in Alaska that meets REAL ID standards is available at Alaska.gov/DMV.

On the TSA website, there is a full list of acceptable forms of identification beyond a state-issued driver license or identification card that TSA accepts at the security checkpoint. Some examples of alternate forms of acceptable identification are a U.S. passport, U.S. passport card; active duty and retired military ID including IDs issued to dependents; federally-recognized tribal-issued photo ID; Department of Homeland Security Trusted Traveler card including a Global Entry or NEXUS card; and the Transportation Worker Identification Credential.

Signs are currently posted at airports nationwide reminding the public that REAL ID-compliant licenses or other acceptable forms of identification will be mandatory for commercial air travel beginning on October 1, 2020. More information and Frequently Asked Questions on REAL ID can be found at https://www.tsa.gov/real-id.

###

# City of Bethel

## Committees and Commissions

# Recommendation to City Council

Committees and Commissions that wish to make a recommendation to City Council should turn this form in to the City Clerk or to the City Council representative on the committee or commission.

| | |
|---|---|
| **Committee/Commission:** Public Safety & Transportation Commission | **Chairman:** Madelene Reichard |
| **Date Submitted:** | **Council Rep:** Mark Springer |

***Issue:***

Participation in the U.S. Census

***Recommendation: To accept, by Resolution,***

The Public Safety and Transportation Commission recommends that the council to participate in the Alaska Counts education campaign by applying for the $250 mini-grant, and using the funds to host an outreach event in Bethel to ensure (1) residents understand how to complete the census, (2) that the census is confidential, and (3) how critical the census is to ensuring that Bethel receives its full share of funding for public services, such as transportation and public safety funding.

***Other: Passed unanimously by the PSTC Commission on***

*Received by:* _____

*Date:* _____

***Below you will find the link to the application for mini-grant funding. Applications will be reviewed on a rolling basis, and you can expect to hear back within two weeks of submission. Note: We can only grant funds to nonprofits, government entities, schools, and tribes; individuals are not eligible to apply for mini-grant funding on their own.***

**Alaska Counts Mini-Grant Application**

### *What is Alaska Counts?*

Alaska Counts is an education campaign organized by the Alaska Census Working Group (ACWG) to ensure that every person in Alaska understands that completing the census is confidential, easy to complete, and critical to ensuring that every community gets its full share of funding for local public services. We are working to reach Alaskans across the state ahead of the 2020 count through census communications and outreach.

### *What is the Alaska Counts mini-grant program?*

The mini-grant program is an opportunity for organizations across the state to apply for up to $250 to conduct local census outreach in their own community. The Foraker Group, as fiscal agent for Alaska Counts, will disburse funds to organizations that apply for mini-grant funding.

### *What is the timeline to apply?*

Mini-grants will be disbursed on a rolling basis. Groups are encouraged to apply early, as funding is limited. Applicants can expect to hear back about their mini-grant application within two weeks.

### *Who is eligible to apply?*

Any nonprofit, government organization, regional housing authority, school, tribal organization, or tribe in the state of Alaska is eligible to apply for a mini-grant. Unfortunately we cannot disburse mini-grants to individuals; Preference will be given to entities that have not already been granted to; entities that apply for multiple mini-grants will need to demonstrate that they are serving different hard-to-count groups with each event/activity.

### *What are examples of eligible activities?*

Eligible activities range from hosting a local census lunch & learn event to sponsoring a poster making contest or developing a student-led census art project. Be creative–you know your community best! We won't fund partisan political activities/events, alcohol, or other impairing substances.

### *What are the reporting requirements?*

Reporting requirements for the mini-grant program are simple: All we ask is that you A) send a photo of the event/outreach activity you engage in along with an estimate of the number of people impacted by the project, and B) share a post on your group's social media within one week of the use of the mini-grant and tag Alaska Counts.

### *What do we do if we get media attention for our project?*

If you receive local media coverage of your project or event, please reach out! We'd love to share the story with our Alaska Counts audiences. You can email info@alaskacounts.org with information or questions about media coverage.

### *Can I download Alaska Counts materials myself rather than waiting for resources to be shipped?*

Yes! Please visit alaskacounts.org/resources to view and download available Alaska Counts materials. Please also reach out to info@alaskacounts.org if you have an idea for a resource that's not currently available, and we'll see what we can do to create it.

### *Can I get materials in languages other than English?*

We're working with partners to translate materials into non-English languages, including many Alaska Native languages. Hold tight! We'll have more information up soon, and we'll make sure to make translated materials available on our website as soon as we have them.

### *What if I don't use all the money? What do I do?*

Please reach out to us directly—by phone or by email—if you do not use all of the mini-grant funds awarded. We will work to help you redirect funds to census outreach efforts in your community or ask that you return the remaining funds. Please be mindful that funds are limited—only ask for what you think you truly need to activate your idea.

TRANSPORTATION INSPECTOR REPORT: **May 2020**

| 2020 | May |
|---|---|
| New Chauffeurs | 0 |
| Chauffeur Renewals | 5 |
| Chauffeur Transfers | 1 |
| Vehicle Permit Renewals | 23 |
| Vehicle Transfers | 2 |
| Inspections | 23 |
| Revocations | 0 |
| Temporary Permits | 0 |

- Kusko Cab had their semi-annual inspection this month. Everything went smoothly.
- There is no semi-annual inspection next month.
- There were three complaints made in the month of May, one were about a driver and two was about their driving, all complaints were followed up by an officer or I when available.

CITY OF BETHEL
Office of the City Manager

*Vincenzo S. Corazza*
*P.O. Box 1388, Bethel, Alaska 99559*
*Phone: (907)-543-1373*
*Fax: (907)-543-1388*
*citymanager@cityofbethel.net*

*Celebrating 50 Years of Service*

DATE: June 2, 2020

TO: Bethel City Council

FROM: Vincenzo S. Corazza, City Manager

SUBJECT: City Manager May 2020 Monthly Report for June 9, 2020 Regular City Council Meeting

As stated in the Bethel Municipal Code:

> *B.M.C. 2.21.050. The city manager, as the chief administrative officer, is responsible for the proper administration of all city affairs. The manager of the city shall: (F) –Make monthly reports to the city council on city finances and operations;*

Attached is the monthly administration report on city finances and operations. Note that City Manager talking points (verbal supplemental reports) are not part of this monthly report. The talking points will be uploaded to the City's website under Government > Departments and Divisions > Administration page under "City Council City Manager Report Talking Points" link. These are uploaded the day of the City Council meeting.

## Personnel Highlights

The following major personnel events occurred during the month of May:

- Christine Blake, Finance Director, left city employment
- Bill Ferguson, Transit Manager, resigned and left city employment
- James Ferguson was hired as Transit Manager
- Richard Simmons was hired and confirmed as Police Chief

## Finances Highlights

City finances are on track and under budget with 83% of the fiscal year having elapsed. Departments spending percentages in the General Fund appear below:

| | |
|---|---|
| Administration | 59% |
| Finance Dept. | 92% |
| Planning Dept. | 55% |
| IT Dept. | 72% |
| Fire Dept. | 80% |
| Police Dept. | 71% |
| PW - Admin | 61% |
| PW - Streets & Roads | 64% |
| PW – Property Maintenance | 30% |

See attached Budget-To-Actuals (also known as Year-To-Date Report) printed on 5/29/2020 that covers the month of April 2020 for detailed financial information.

**Operation Highlights**

During the month of May 2020, City facilities reopened to the public with limited hours and mitigating measures in place due to the ongoing Coronavirus (COVID-19) emergency.

Fin: Staff worked on Fiscal Year 2021 Budget and presented a first draft to Council on May 14, 2020. Three budget workshops with Council occurred and additional meetings are scheduled in June so the City can meet the statutory budget adoption by June 15, 2020.

PW: Property Maintenance is remodeling the front entrance of City Hall to be a secure single point entry approach. Work includes: Door relocation, wall removal, pony wall build, reception area remodel, electrical work, emergency lighting, and drop ceiling.

PW: Streets and Roads started hauling old broken down vehicles to the landfill. Nine junk vehicles were removed in May.

PW: On May 26, 2020, the Transit System started up again with one bus retrofitted with a Plexiglas shield to protect the driver from airborne droplets. Prior to the COVID-19 virus, the Transit System provided 100-150 rides per day, 2,500-3,000 rides per month, and 25,000-26,000 per year.

PD: A new police chief was interviewed and hired. Police Chief Richard Simmons is expected to begin work mid-July.

PD: There were approximately 1,237 calls for service in the month of May 2020, an increase of approximately 286 calls for service from April, but down approximately 344 calls for service from the same period in 2019.

POB: The first mainline barge and fuel barges have arrived. Port staff have begun selling small boat harbor permits to the public.

Plan: On May 13, 2020, the ONC Ciullkulek Subdivision started construction on the access road from the Chief Eddie Hoffman Highway to the subdivision.

HR: For the month of May, the total number of personnel vacancies is 13. While there were temporary hires during this period, there were zero permanent hires. Although Police Chief Richard Simmons was hired in May, HR does not count hires until the paperwork is signed and the employee starts work.

## Department Reports

Due to the fact that the former Finance Director Christine Blake left city employment, no Finance Department Report was submitted. Detailed reports from the following departments are attached:

1) Public Works Department
2) Police Department
3) Fire Department
4) Port of Bethel
5) Planning Department
6) Human Resource Department
7) Information & Technology Department

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

**MEMORANDUM**
**DATE: 05.31.2020**
**TO: Vincenzo S. Corazza, City Manager**
**FROM: Bill Arnold, Public Works Director**
**SUBJECT: Manager's Report – Public Works Department**

## Programs/Divisions

**Utility Maintenance:** 15 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.
- 15 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
- Sent in one of the main Lift Station pump to get repaired
- We have started our spring Lagoon Discharge on 3-27-2020
- All three Utility Maint. Trucks are having issues that require repairs. Several of these are major safety issues. Continue to work with V&E to repair them, but some issues are arising due to two of the vehicles are more than 10 years old
- Drain valve broke by 153 First Road housing, Repaired

Continue to monitor water leak on first road. Emergency repair parts ordered.

## Property Maintenance:

All buildings are monitored daily

- PW Building
  - Leveled front entrance, deck and stair. Added 36 inches of stair rise. Built stairs box and secured with gravel.
  - Steamed path for water drainage under neat the front portion of the building to furthest North drainage culvert.

- City Hall
  - Front entrance area remodel in progress. Door relocation, wall removal, Pony wall build, Reception area remodel, electrical work, emergency lighting, drop ceiling etc.
  - Preparations for painting the parking lot lines are in works. Paint and Asphalt sealer ordered and paint is already received. Awaiting Asphalt sealer to arrive in Bethel before the project can begin.
  - 2019 Summer projects left to complete Summer of 2020

        - Parking line permanent paint
        - Handicap area designation and paint
        - Loading/unloading designation and paint
        - Guard railing install
        - Relevel front and rear deck entrances

- Court House
    - Painting of holding cell areas requested by the State Troopers. Timing for project to be determined. May be able to time the work late fall early winter.
    - Dirt and gravel work of rear entrances completed. Minor touch ups remain.
    - Dirt and gravel work on OCS side entrance began. More work to complete but got pulled off for more priority tasks.
    - Dirt and gravel work needed on prisoner entrance sides of the building. Work to be done.
    -

- Port Office Building
    - Front entrance Lexan/Plexiglass install for COVID customer interaction
    - Drop slot for document drop off.

- Old "Bus Barn" Blue Warehouse Building
    - The foundation is failing
    - Man door is no longer accessible as the floor and door jam are severely affected by the foundation movement.

- YKFC - Pool
    - DOWL Engineering evaluation of building issues in process.

- Fire Department
    - Summer projects on "to do"
        - Build new set of stairs for rear deck and entry
        - Roll out lane Bay grates level and re attach
        - Manicured Gravel placement around flag pole area for halyard and hoisting

- Senior Center
    - Daily reports of children climbing around or on the building. "shewed" the children away. This happen often.
    - Vandalism and graffiti is evident all over exterior of building.

## Parks and Recreation:

- Parks and Rec in General

    - Projects to be considered for next spring/summer
        - All play parks
            - General maintenance and grounds upkeep

        - Rules and hours signage in works
        - Trashcan repair/replacement
        - Ground cover/chips upkeep has been halted for winter also out of chips.
        - Equipment repair and maintenance

    - Pinky's Park
        - Potential Softball field refurbish/re-sod/re-seed in discussion
        - Potential dugout repairs, repaint
        - Bleacher maintenance
        - Skate park/bike park expansion discussions (Unsure of administration direction on this)

    - Tundra Ridge Park
        - Found children removing all of the plastic barriers around the park area to make a fort like structure. Spoke with the kids. They were in the process of removing ALL the barriers but have several yet to remove. 90% of them have been pulled up.

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

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

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

## Road Maintenance:

Streets and Roads started hauling the old broken down vehicles to the landfill. So far, we removed nine junk vehicle this month of May and will be doing this through to June 30.
Streets and Roads hauled the other $150,000 of D-1 gravel for two days from Knik yard to the City Shop with four dump trucks, and the side dump truck. We used up half of the D-1 gravel

from that pile on 9400 Road, and 9300 Road in Tundra Ridge Subdivision, Kasayuli Subdivision, Second Road Housing, and on 6th Avenue.
Streets and Roads, in April, dug five graves at the new cemetery by the airport with 420D backhoe. The ground is now thawed out enough for us to dig the graves out using the backhoe.
Streets and Roads has been laying Calcium Chloride on the roads to help fight the dust and it keeps the roads smoother longer for traffic. The roads we have worked on were Housing, Ptarmigan Street, City Subdivision, Avenues, Boat Harbor Road, Standard Oil Road, Hoffman Subdivision, Blue Berry Subdivision, BIA Road and Noel Polty Boulevard.

## Transit System:

I will be retiring on May 29, 2020 and I greatly appreciate the opportunity to have served as the Bethel Public Transit Manager the past seven years. The Bethel Transit System has been successful due to the collective efforts / support of the Bethel City Council, City Administration, (City Manager(s), City Grant Manager, Public Works Director, Human Resources, and Finance Department), the various City departments, (City Shop, Streets and Roads, Utility Maintenance) and the community as a whole. Its success has been a bumpy one, lots of potholes, but working together, as a family, the potholes are being filled and the road is getting smoother.

The Bethel Transit System plays an important role in the Bethel Community. It provides transportation, at an affordable rate, to community members that do not have private vehicles and or cannot afford taxicab fares. Prior to the COVID-19 virus the Transit System provided 100-150 rides per day, 2,500-3,000 rides per month and 25,000-26,000 per year. The ridership is 98% local residents going to and from work, grocery stores, hospital and post office. Occasionally, passengers ride the bus because they have been isolated at home or senior apartments and need to “get out”.

The Transit System is in need of a part-time driver, 4-5 hours per day, and once one is hired then the system can go back to the full day, 6:30 am to 6:15pm and maybe run a short day on Saturday. The new manager may want to consider an additional weekly route. I would suggest an “inner City” type route. There is information in the computer on it. COVID-19 CARES Act: The application is now waiting for FTA approval. Once approved the Bethel Transit System should receive $800,000+ for the Fiscal Year 2020 and 2021, divided equally. We should also receive a capital grant for a new bus for FY 2020. The application is still waiting for FTA to finish processing it. The CARES Act applications took priority over everything else. Part of the COVID-19 funds may be able to be used for the purchase of a new bus also. The COVID-19 CARES ACT funds <u>does not</u> require a City match.

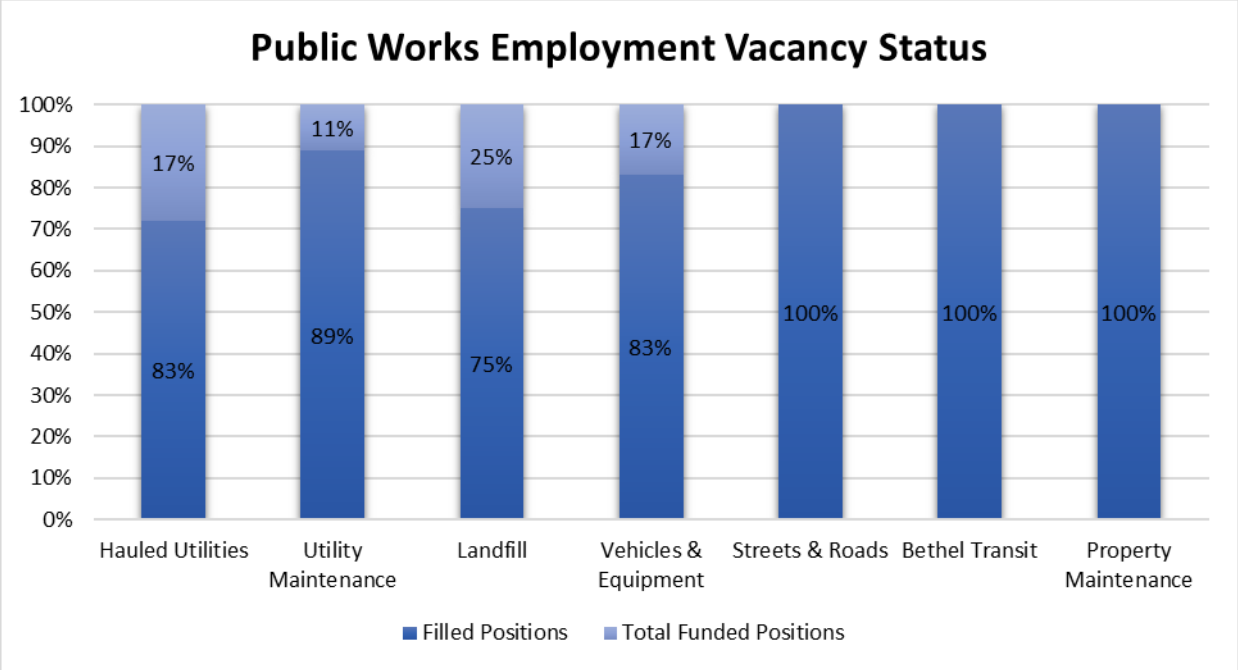
## Landfill / Recycle Center:

It is a busy time of the year for each department and we are no exception. The Landfill Office was moved next to the gate so Streets and Roads department could complete the new road.

Traditionally springtime brings mountains of trash and vehicles and this year was no different. We have spent hours pushing trash, stockpiling, compacting and covering it. That is what I call Job Security.

One day a week, we try to get out and pick up trash around the dumpsters.

**Staffing Issues/Concerns/Training:**
Chart Updated: 5/29/2020




| Department | Hauled Utilities | Utility Maintenance | Landfill | Vehicles & Equipment | Streets & Roads | Bethel Transit | Property Maintenance |
|---|---|---|---|---|---|---|---|
| Filled Positions | 13 | 8 | 3 | 5 | 5 | 3 | 5 |
| Total Funded Positions | 18 | 9 | 4 | 6 | 5 | 3 | 5 |

**May 2020 Monthly Report**

**Personnel:**

This month we opened our lobby up to the public. Everyone that comes into the lobby is required to wear a mask as well as our staff at the police department when interacting with the public. We are starting to see individuals who have been in need of getting fingerprints.

Our transportation inspector has been very busy trying to get all of the cabs their annual inspections. Our traveling officers have been flying in and getting the rapid COVID-19 tests prior to starting their shifts.

We currently have two vacancies in Patrol and have four applicants three of which are currently employed within the police department. The hiring process for a patrol officers continues to be a challenge with COVID-19.

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

Chief Richard Simmons Jr. has accepted the Chiefs position and will be joining the police department in July.

**Operations:**

There were approximately 1,237 calls for service the month of May; an increase of approximately 286 calls for service from April and down approximately 344 calls for service from the same period in 2019. The number of calls requiring investigative reports was at 127, up 20 from April and was up 31 for 2019. There were 191 intoxicated pedestrian calls compared to 452 for the same period last year. The number of domestic violence arrests was 26 this month compared to 33 for the same period in 2019 and 39 in April. There were 10 DUI arrests compared to 5 for the

same period last year and 6 arrests in April. There were three death investigations in May, compared to three for the same period last year.

**Animal Control:**

There were 42 animal control calls for service for the month with 5 reported dog bites.

CITY OF BETHEL
Fire Department

*William F. Howell, III, 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: June 1, 2020

TO: Vinny Corazza, City Manager

FROM: Daron Solesbee, Fire Captain

SUBJECT: Management Report, May 2020

**Current Events**

- Effective June 1, 2020, Daron Solesbee will go back to his regular position as Fire Captain. Bill Howell has reassumed his position as Fire Chief.
- The department has initiated annual ladder, fire hose, fire pump, and hydrant testing.
- The department is patiently waiting on the arrival of the newly remounted Medic-5. It is due to arrive in Bethel on the second Alaska Marine Lines barge.
- The 2020 Cama-i Dance Festival has been postponed until fall 2020 due to concerns regarding the Novel Coronavirus (COVID-19).

**Community Planning/Preparedness**

- The department is being proactive in its preparedness and potential response to the Novel Coronavirus-2019 (COVID-19). 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 and patient transportation 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 attended Emergency Preparedness Meetings at YKHC to discuss the management, response, and preparation regarding COVID-19.

- 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. AP Triton supposed to conduct training for involved parties in April 2020, but was postponed.

**Training**

- Staff meetings were held on May 8 and 22. Current department events and job assignments were discussed.

- On 05/02/2020 at 10:00 a.m., firefighters conducted Driver/Operator training with Medic-6. Staff reviewed the equipment and supply inventory, equipment operations, and handling characteristics.

- On 05/14/2020 at 7:00 p.m., a Fire Meeting was held at the fire station. Responders reviewed fire suppression techniques and conducted several live burn drills in the burn container.

- The department will host EMT-2 and EMT-3 Initial courses this spring. Course proposals have been requested. Due to travel restrictions caused by COVID-19, a distance learning format may be utilized.

- The remainder of the Firefighter-1 course was cancelled, due to COVID-19.

**Responses**

- Between 05/01/2020 and 05/31/2020, the Bethel Fire Department responded to 98 EMS and 15 Fire incidents.

- On 5/3/20 at 3:00 p.m. firefighters responded to the report of smoke coming from a building. Upon arrival firefighters observed smoke and fire coming from the building. The fire was extinguished and the property was searched. The cause of the fire is under investigation.

- On 5/3/20 at 6:00 p.m. firefighters responded to the report of a grass fire spreading under a house behind. Upon arrival firefighters observed smoke coming from behind a house. The fire was extinguished and the property was turned over to its owner. The cause of the fire is under investigation.

- On 5/8/20 at 5:13 a.m. Firefighters responded to the report of a vehicle fire. Firefighters noticed a fully involved vehicle inside the post office parking lot. Firefighters extinguished the fire. Cause of the fire is undetermined, and under investigation.

- On 5/10/20 at 7:20 pm medics responded to the report of a person who was deceased. EMT's confirmed the individual was deceased and turned over custody of the scene to BPD.

- On 5/30/20 at 4:39 a.m. medics responded to the report of a person with difficulty breathing. The patient was assessed and transported to the hospital.

- On 5/31/20 at 6:52 p.m. firefighters responded to a reported steam bath on fire. Firefighters found a fully involved steam bath and extinguished the fire.

**Budget/Financial**

- The department is operating within budget.
- The preliminary budget was submitted to the City Manager.
- The department has been attending all FY21 budget review meetings with City Council.

**Grants**

- The Department was awarded $5,141.00 from the Department of Homeland Security for a new Thermal Imaging Camera (TIC). One MSA Evolution 6000+ thermal imaging camera was received and is being mounted on 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. Two sets of turnout gear were received and the grant was closed out.

- 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 soon.

**Staffing/Recruitment**

- The Department is fully staffed.

- There is one full-time Firefighter Intern position available. The department is recruiting for this opening.

## 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 pump testing is upcoming. Staff will perform vacuum and leak tests to ensure they will pass when tested by Underwriter's Laboratories, Inc.

| **FIRE DEPARTMENT VEHICLE STATUS** | | | |
|---|---|---|---|
| **Vehicle** | **Type** | **Year** | **Status** |
| Medic 4 | Ambulance | 1999 | *(Backup ambulance)In service.* |
| Medic 5 | Ambulance | 2019 | Currently enroute to Bethel via the second Alaska Marine Lines barge. Will require mechanical inspection by V&E upon arrival to Bethel. |
| Medic 6 | Ambulance | 2017 | *(Frontline Ambulance) In service.* Slow leak in rear Liquid Spring suspension (new strut and fluid was ordered). 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. Generator is experiencing frequent 20A fuse blowouts. Pump packing rings need to be tightened and/or replaced. |
| Engine 3 | Pumper | 1986 | *Being outfitted as a tender and water supply unit. 3000 feet of LDH (future).* (Poor overall condition needs replacement). Generator was remounted. Pump packing rings need to be tightened and/or replaced. |
| Truck 1 | Ladder Truck | 2017 | Outfitting, in service. See 2019 UL Pump and Aerial reports. DEF sensor malfunction was repaired by |

| | | | |
|---|---|---|---|
| | | | V&E. The aerial desiccant plugs and hydraulic pump to be repaired by V&E or Hughes Fire Equipment technician. |
| Com 1 | Pickup | 2014 | In service. Mirror adjustment button inoperable. Replacement ordered. |
| Com 2 | Pickup | 2004 | In service. |

# `PORT OF BETHEL

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

TO: Vinny Corazza, City Manager

FROM: Allen Wold, Port Director

SUBJECT: May 2020 Managers Report

- **Small Boat Harbor**
  -Repairing floats.
  -Putting the floats in.
  -Hired full crew of Port Attendants. They all have previous experience.
  -Cleaning the harbor.

- **City Dock/Beach 1/Petro Port**
  -Customers in and out of the Dock. 6 crews working.
  -Maintaining access for use of Dock, Beach 1, and Petro Yard.
  -Graded and put calcium down on the City Dock.
  -Tugs and barges pushing in off the Beach 1 storage.
  -1st mainline barge came in.
  -3 fuel barges offloaded (1.2 million) two more scheduled to offload within the week.
  -1 fuel barge loading up to head up river.

- **Port Office**
  -Property Maintenance checking on building daily. They had to fix entrance door due to shifting.
  -Cleaning office daily with disinfectant.
  -Working on our camera system for the Small Boat Harbor and the City Dock.
  -Installing a pass box in the entrance for customers for Covoid 19 precautions.

- **Admin**
  -Monthly Storage billing for customers.
  -Port Commission on 5/18/20.
  -Working on FY21 Budget. Going to budget meetings and calling in for council meetings.
  -Selling permits to the public. (General use, ramp, and float spaces)

- **Seawall**
  -Consistent clean up.
  -Fixed cable fencing and cyclone fencing after break up.
  -Tugs and barges that don't have seasonal moorage parking along the seawall.

- **Misc.**
  -Inventory of tools, cleaning supplies, etc. in office and shops.
  -Fabricating ballards for the Port Office.
  -Handing out clean up green up raffle tickets.

To: Vinny Corazza, City Manager

From: Ted Meyer, Planner

Subject: May Manager's Report

Date: May 29, 2020

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**SUBDIVISIONS**

**ONC Ciullkulek Subdivision**

The Subdivision Agreement was signed and the Notice to Proceed was issued on May 13, 2020. The Ciullkulek Subdivision access road stated construction immediately after. The City-contracted DOWL Road Inspector started a few day after that. Daily reports are being submitted and the project is running smoothly.

**Blue Sky Estates Subdivision**

Nothing to report.

**Tanqik Subdivision**

Nothing to report.

**SITE PLAN PERMITS**

Sixteen (16) applications were approved in May with approximately the same number pending. Site visits by planning and public works staff regarding BMC standards such as building setbacks, property access, wetlands, and drainage are made during the application review process.

**CONDITIONAL USE PERMITS**

Staff is currently making site visits as part of a review for deeming an application complete, for a proposed marijuana store.

**CODE ENFORCEMENT**

Staff continues to work with the City Attorney on a code enforcement issue. Staff also investigated and is responding to six recent complaints regarding fill placement without a permit.

**MAPPING**

Staff is working with DOWL on updating the City Zoning Map by adding in the 78 Blue Sky Estate Subdivision property lines and two zoning designations recently recommended by the Planning Commission and approved by the City Council.

**PLANNED DOT&PF ROAD CONSTRUCTION PROJECT**

DOT&PF called on May 27 to discuss the City subdivision platting requirements combined with a road access project that would include connecting Tundra Ridge with BIA Road. DO&PF will keep us in the loop.

**PLANNING COMMISSION BUSINESS**

There were no agenda items available and no quorum present at the May 14, 2020 Planning Commission Meeting.

**BETHEL EMERGENCY OPERATIONS CENTER BUSINESS**

Planning staff, in their role as EOC Logistics, continue to order Personal Protective Equipment from the State EOC, and will be now researching and ordering from commercial vendors as well.

# CITY OF BETHEL

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


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

DATE: 1 June 2020

| Position | Number of Vacancies | Number of New Applications | Number Hired During Period | Number of Vacancies Remaining | Applicants in Review |
|---|---|---|---|---|---|
| Finance Director | 1 | 0 | 0 | 1 | 0 |
| Asst Fin Dir | 1 | 3 | 0 | 1 | 3 |
| Driver Hauled | 6 | 1 | 0 | 6 | 1 |
| Driver-Landfill | 1 | 1 | 0 | 1 | 1 |
| Water Operator | 1 | 0 | 0 | 1 | 0 |
| Transit Driver | 1 | 0 | 0 | 1 | 0 |
| Police Officer | 2 | 4 | 0 | 2 | 4 |
| **TOTALS** | **13** | 9 | 0 | 13 | 9 |

**Applications and Hiring:**

HR received a total of 5 **Applications** in May

*From those 5 Applicants:*

1 Utility Maintenance Worker was hired

1 Account Clerk (Front Desk) was hired

1 Transit Manager was hired.

1 applicant is currently in training pipeline for CDL certification.

We currently have 7 job positions with a total of 13 openings, with 9 applications under review.

**BEACON Programs**:

1 pre-employment 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:** June 1, 2020
**To:** Vinny Corazza, City Manager
**From:** Bo Foley, IT Director
**Subject:** IT Director's Report

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**May 2020 Current Events**

- **New Postage Meter:**
  It was brought to my attention earlier in the year that the fair-market-value lease we had for the City's postage machine was reaching maturity in August of this year. As such, I endeavored to negotiate a new lease that would replace our machine and provide us with a seamless transition of service. The new machine lease was procured using the State of Alaska NASPO cooperative purchasing agreement, signed by City Manager Corazza, and installed towards the latter half of May. The old machine was returned to Pitney Bowes and we will be able to enjoy the updated unit for a 60-month period before we must do this dance once more. All remaining funds from the old postage machine were successfully transferred over.

- **New Planning Plotter:**
  I finalized the installation of the new planning plotter this month for the planning department. The new wide-format printer/scanner is a bit smaller than the old one and works faster. With my limited usage of the device during testing and calibration, it seemed like it would be a good fit for the planning. The old unit will be stored until we can put it up for auction or backhaul it to either Anchorage or Seattle for E-recycling.

- **New IT Services Partner:**
  For near the entire time I have been IT director, I have been partnered with Arctic IT, utilizing their Arctic Care service. This service has augmented my department in ways that have made my life a lot easier in terms of handling the mundane everyday maintenance and updates across machines, covering our employees in my time of absence, solving difficult network issues, and helping me plan and execute projects. Despite this, I will be switching to a new partner in the hopes that they can provide me with a similar or better level of support at lower cost to the City. This month I am working with finalizing an agreement between the new partner and the City. The new agreement should go into effect at the turn of our fiscal year on July 1, 2020.

- **New Public Address System:**
  City Manager Corazza directed me to look into picking up a PA system for City use. Its original purpose was to help put on a graduation commencement that the City was supporting for the graduating class of 2020. I managed to find a fairly inexpensive system that had more or less everything we wanted built-in including the ability to play music while talking over microphones.

The company had it to me within a week and we were able to test and use it for the weekend ceremony. The equipment should serve the City well in many other functions including small gatherings, speeches, or even holiday employee events.

- **Budget Finalization:**
  I had a discussion with the City Council for my FY21 budget this month. Though the budget process is still ongoing and my budget may yet be revisited for alterations, I was able to give the Council (comprised of mostly new faces) a bit of insight into the items that make up my department financially as well as various projects I was hoping to launch in the coming year. Such projects include refreshing near-decade-old servers, migrating the City to Office 365, and replacing a failing air-conditioning Unit in the City's main server room.

**Future Plans**

- **Onboarding Process for New IT Services Partner:**
  For the immediate future, I will be looking to finalize a contract with my new IT services partner so we can begin the onboarding process. Arctic IT will be working with us to ensure as smooth and seamless transition as we can in removing all their software so that it may be replaced with the new provider's. The full transition will likely take several weeks once the agreement is concluded.

- **New Phone System:**
  One benefit of the new IT partner is that they also provide and support phone systems; a bit of a serendipitous bonus given that our current system is showing signs of failure. Under our new contract agreement, which names the new partner as a path I can use to obtaining new networking equipment, I will be trying to have the new company work up a proposal for swapping our entire system out. With luck, we can begin this process shortly after the turn of the fiscal year.

- **Surveillance Systems:**
  A project City Manager Corazza has tasked me with is looking into some small pre-packaged surveillance systems to cover some areas of Finance, Public Works, and the Fire department. Having three independent systems will require small alterations to each building such as adding power outlets where required or running wire. Another challenge will be with access control to

the video data; who controls and monitors it? Most systems I have found will not let me buy immediately in bulk so currently I am awaiting quotes for multiple packages from various sellers. The plan is to pick up three systems that use wireless cameras and once they are on site, determine what we will need from our contracted electricians in order to provide power to each camera. Wireless cameras will allow us more flexibility in terms of changing mounting locations after initial installation.