



**CITY OF BETHEL
PORT COMMISSION
MONDAY, SEPTEMBER 19, 2022, 7:00 PM
LOCATION:**

**THE PUBLIC CAN PARTICIPATE VIRTUALLY BY ZOOM OR CONFERENCE CALL ONLY.
EMAILED PUBLIC COMMENTS WILL BE ACCEPTED. SEE BELOW**

JOIN ZOOM

MEETING [HTTPS://US06WEB.ZOOM.US/J/9509539812?PWD=B1JVRyTSZMHJA25UODV4WW5KL2R6ZZ09](https://us06web.zoom.us/j/9509539812?pwd=B1JVRyTSZMHJA25UODV4WW5KL2R6ZZ09)

MEETING ID: 851 1379 4718

PASSCODE: 239023

DIAL BY LOCATION

253 215 8782 US
(TACOMA)

346 248 7799 US
(HOUSTON)

669 900 9128 US (SAN
JOSE)

301 715 8592 US (DC)
312 626 6799 US
(CHICAGO)
646 558 8656 US (NEW
YORK)

83 833 548 0276 US
TOLL-FREE
833 548 0282 US
TOLL-FREE

877 853 5257 US
TOLL-FREE
888 475 4499 US
TOLL-FREE

MEMBERS

Alan Murphy, Chair
Rich Pope, Vice-Chair
Stacey Reardon
Mike Meeks
Beth Hessler, Council Rep.

STAFF

STAFF
Port Director: Ed Flores, Ex Officio Member
Recorder: Wendy Wade
Email: port@cityofbethel.net
Phone: 907-543-2310
Website: www.cityofbethel.org

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON**
- IV. APPROVAL OF AGENDA**
- V. APPROVAL OF MEETING MINUTES**
 - A. 08/15/22 Meeting Minutes
- VI. UNFINISHED BUSINESS**
- VII. NEW BUSINESS**
 - A. Rate Increase
- VIII. EX OFFICIO REPORT**
- IX. MEMBER COMMENTS**
- X. ADJOURNMENT**

Posted September 19, 2022 at City Hall, AC Co., Swanson's, and the Post Office.

Name, Ex-Officio Staff

City of Bethel Port Commission Meeting Minutes

August 15, 2022

Regular Meeting 7 p.m.

Bethel, Alaska

I. CALL TO ORDER

MEETING CALLED TO ORDER AT 7:02 P.M.

II. ROLL CALL

COMMISSIONERS PRESENT:	
Comm. Murphy	Comm. Meeks
Comm. Pope	Comm. Reardon (at 7:02 p.m.)
Comm. Hessler	
COMMISSIONERS ABSENT:	
ALSO IN ATTENDANCE WERE THE FOLLOWING:	
Edward Flores	

III. SPECIAL ORDER OF BUSINESS

IV. PEOPLE TO BE HEARD

None

V. APPROVAL OF AGENDA

MOVED:	Comm. Pope	Approval of agenda
SECONDED:	Comm. Meeks	
VOTE ON MAIN MOTION	4-0 All in favor	

VI. APPROVAL OF MINUTES

MOVED:	Comm. Hessler	APPROVAL OF MINUTES FROM – 05/16/22, & 07/18/22
SECONDED:	Comm. Meeks	
VOTE ON MAIN MOTION	5-0 All in favor	

VII. PORT DIRECTOR'S REPORT

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

City of Bethel Port Commission Meeting Minutes

August 15, 2022

Regular Meeting 7 p.m.

Bethel, Alaska

X. COMMISSION REPRESENTATIVES COMMENTS

XI. ADJOURNMENT

MOVED:	Comm. Pope	Motion to Adjourn
SECONDED:	Comm. Meeks	
VOTE ON MAIN MOTION	5-0 All in favor	

Respectfully Submitted:

Alan Murphy, Chairman

APPROVED THIS _____ day of _____ 2022

ATTEST: _____

Section 2 – DESCRIPTIONS AND SCHEDULE OF CHARGES

GENERAL DESCRIPTIONS AND CHARGES

200

A. MINIMUM CHARGES:

Except as otherwise provided herein, where named services are performed, the minimum charge for any single shipment shall be:

Wharfage:	\$75.00
Storage:	\$75.00
Call-Outs	\$400.00 (unscheduled)
	\$200.00 (scheduled)

B. FRESH WATER FOR VESSELS:

Water deliveries shall be arranged through the Port Office. Fresh water will be furnished to vessels as follows:

(Regular delivery hours are 5 am to 5 pm Monday to Friday)

Service	2017	2018	2019	2020	2021
Hook-up Fee	\$135	\$140	\$150	\$160	\$170
Rate Per Gallon	\$0.18	\$0.19	\$0.20	\$0.21	\$0.22
After Hours Call-Out Charge	\$75	\$80	\$85	\$90	\$95

The above charges include the service of Port personnel to hook-up and disconnect hoses. The Port will furnish on request a maximum of 100 feet of 2-1/2 inch hose suitable for dispensing potable water.

C. GRAY WATER SERVICES FOR VESSELS

Arrangements for gray water services for vessels shall be arranged through the Port Office. Gray water will be removed during regular hours (Monday to Friday 5 am to 5 pm) as follows:

Service	2017	2018	2019	2020	2021
Hook-up Fee	\$135	\$140	\$150	\$160	\$170
Rate Per Gallon	\$0.18	\$0.19	\$0.20	\$0.21	\$0.22
After Hours Call-Out Charge	\$75	\$80	\$85	\$90	\$95

D. REFUSE REMOVAL AND DISPOSAL

The following charges will apply to refuse placed in a Port-supplied refuse box or dumpster:

Dumpster	2017	2018	2019	2020	2021
4 yard	\$130	\$137	\$145	\$150	\$160
8 yard	\$235	\$250	\$260	\$275	\$285

Requests to empty dumpsters must be made no later than 10 am Monday through Saturday. There is no dumpster service on Sundays.

NOTE 1: No wood, pallets, metal, heavy plastics such as crab line, or poly totes, fish waste, chemicals, or food additives, or hazardous materials are allowed in dumpsters. If a vessel requires any of these prohibitive materials to be hauled to the Landfill by the Port of Bethel, the following charges shall apply:

- a. Pallets or wood (per dump truck load): \$650.00
- b. Other waste or scrap (per dump truck load): Landfill charges plus a \$350.00 administrative fee

NOTE 2: placing prohibited material in a dumpster and/or failure to sort refuse required by Landfill will result in a penalty equal to any fees incurred by the Port plus a 30% Administrative charge, or equal to any time and material plus a 30% Administrative Charge, whichever is greater.

E. FUEL TRANSFER CHARGES/RULES:

There will be assessed a six cent charge (**\$0.06**) **PER GALLON** of fuel transferred from vessel to tanker, tanker to vessel, vessel to vessel, vessel to pipeline and/or pipeline to vessel. This will be in addition to dockage charges.

The Port of Bethel will be charging an introductory rate of \$0.03 per gallon on all fuel transferred from pipeline to vessel for the calendar year of 2023. At the start of calendar year 2024 the per gallon rate will then increase to the full \$0.06 per gallon.

All carriers or its agent for dock-side fuel operations, bringing in fuel to transfer to tanker trucks will show proof of fuel clean-up equipment aboard each vessel, show proof that tanker trucks are certified to take on fuel and will give the Harbormaster a completed copy of the "DECLARATION OF INSPECTION PRIOR TO BULK CARGO TRANSFER". No fuel will be transferred without proof of the above mentioned requirements and any other Federal, State or Local requirements.

The deliverer of fuel accepts the responsibility and costs for any clean-up of fuel that may occur. The Port of Bethel will not provide any fuel clean-up equipment, hoses, storage tanks, or parking areas for tanker trucks. The Port of Bethel reserves the right to refuse the dock for any and all fuel transfers, and may demand of the carrier to have on-site inspections by any and all State and Federal agencies involved in fuel transfer and delivery.

The carrier liable for fuel transfer must give proof of liability insurance with the Port of Bethel named as certificate holder. This does not relieve the Port of Bethel or holders of Terminal Use Permits from liability for their own negligence.

The carrier of the fuel or its agent is responsible for all clean-up of pipeline, catch barrels and areas affected immediately upon completion of transfer operations. This includes clearing the pipe line located in the Terminal to be fuel free. Should the Port



CITY OF BETHEL
P.O. Box 388
Bethel, Alaska 99559
Ph. (907) 543-4150
Fax (907) 543-3817

MEMORANDUM

DATE: July 20 – July 19 – August 2, 2022

TO: City Council

FROM: Peter Williams, City Manager

RE: Managers' Report

Covid-19 – Masks, hand cleaner, and testing kits are still available. The test kits we have are out of date. The manufacturer told us we could extend the masks' shelf life for three months. It appears the number of cases being reported is increasing.

Daily Log

August 16 – The DEC inspected the landfill and waiting for their report. The DEC awarded the landfill a Gold Star after the last inspection. 2) Met the fiance Dept, City Attorney and City Clerk to discuss collecting the sales taxes. 3) Met with the manager from YKFC, H.R., and City Clerk to discuss providing employees a discount for being members of the YKFC. 4)

August 17 – 1) Discussed the Fire Department's response to the fire at AVCP with the Fire Chief. He reported that the lack of volunteers hampered the department's ability to use all of the resources on hand. I'm thankful for the police officers who stepped up to help with the hoses and other tasks that the volunteers usually handle. The Public Works and hauled W&S drivers also helped out. The fire Chief and I also discussed the Fire Station Geotechnical Report concerning the station's foundation. Rainwater from the roof causes erosion around the foundation and may be why the floor is cracking in the Bays where the fire trucks are stored. 2) Reissued RFP for management of YKFC. We will advertise in the Seattle area. 3) Discussed the salary for the Police Chiefs position with Administration. The salary we will offer is \$130,000 per year. 4) The Community Assitant Program notified the City that we would receive \$225,610 instead of the F.Y. 23 budgeted amount of \$102,000.

August 18 – 1) Met with H.R. to discuss setting up a job fair. 2) Met with the Port director and dock attendants to discuss the guardrail installation along East Ave. and sent the 2006 City Dock Structural Report. A serious crack in one of the sheet piles on the face of the dock needs to be repaired. We requested Dowl Inc. for a task proposal for the repairs. A similar repair in the past cost approximately \$770,000. 2) Met with KYUK to discuss the CUP for their new AM Tower. 3) Reviewed a draft of the CBA. 3) Sent DOWL Inc. a request to manage the trail construction between KCC and YHKC. Also requested help to determine a COA for the repair on the City Dock. 4) Discussed Sales Tax procedures with the finance director. Met separately with a council member about the same subject.

August 19 – 1) Administration met to discuss the collection of past due sale taxes. The Finance Dept. is following the process per the BMC. If any changes are made to the code, it will be difficult to receive a recommendation from the Finance Comm. due to the lack of a quorum. 2) Met with the H.R. director to discuss a few issues regarding personnel. 3) Attended a Bethel Comp Plan Update meeting. Future meetings for this project are :

4) Discussed some problems with invoices and check requests. 4) Bid issued for the thermister piles for the boardwalk lighting project. 5) A final inspection by the electrical and mechanical engineers for Lift Station and Courthouse Projects was completed. P.W. Dept will work with DOWL to complete a Preliminary Engineer Report for a SCADA system (supervisory control and data acquisition) to monitor the piped water and sewer system electronically. This will be a new project.

August 22 – 1) Discussed the Bethel Comp. Plan with DOWL Inc. Next meeting will be on September 7. 2) Reviewed the P.D.s comments for the newsletter Brittany Media is working on. 3) Worked with the Grant Writer concerning the OMB Grant for funds to add a gym to the YKFC facility. 4) Requested a fee proposal from DOWL to manage to develop a trail between KCC and YKHC. We will need a USACE Nation Wide permit and a topography survey. 5) Forward the 2006 City Dock Structural Report our Engineers concerning a crack in the sheet pile on the face of the city dock. This will most likely be a complicated repair and a capital improvement. 6) We Received a concept plan of the survey we requested for dividing the property between the Bus Barn and BSAR building.

August 23 - 1) Reviewed IT's comments for the newsletter. 2) Met with the USDA and Rural Development to discuss financing for the Aves Project. Attended city council meeting.

August 24 – 1) Discussed the Fire Dept response to questions from KYUK. We decided to withhold a statement until the report from the Fire Marshall's office is released. 2) Signed Task Order 20 for DOWLS support for the planning department after the City Planner retires on September 1. 3)

April 25 – 1) Met with Brilliant Media to discuss the City's Newsletter. 2) Ask the H.R. Manager to discuss the Employee Assistant Program for the responders to the fire at the AVCP complex. 3) Discussed the City's public response to the fire at AVCP with the City Attorney The insurance company was notified of the situation.

April 26 – 1) Reviewed the negotiated contract for the Hydrographic survey. 2) Met with all of the Directors separately to discuss questions concerning their Depts. 2) The RFP for managing the pool was re-issued in multiple states. 3) The Grant Manager and I discussed the OMB grant for funding a gym will be submitted on August 29.

August 29 – 1) Discussed personnel, utility billing, collections, and discontinuing water services with the Finance Dept., P.W. Dept, and the City Attorney. 2) Met with the Fire Chief to discuss the threats he has been receiving. Met with the City's P.R. team to discuss what information can be released about the fire at AVCP apartments. We can not release any info till the Fire Marshalls report is finished.

Due to the situation during the Covid pandemic, the Fire Dept. has not been giving the public any ideas concerning fire prevention and what to do if someone is involved in a fire. The Fire chief would like to start those programs again in the future. 3) Met with the Finance Dept and the City Attorney to discuss delinquent accounts to ensure the City was following the procedure per the BMC if we decided to disconnect water services to these accounts.

August 30 – 1) The Planning Dept. is coordinating with Dowl Inc. to provide planning services for the Planning Dept. We will not have a City Planner after September 1. Dowl Inc. will help us stay in compliance by reviewing conditional General Use Permits, DOT requests, and USACE permitting. Dowl Inc. and I will attend the planning commission meetings. The Admin Assistant and I will work together to handle the day-to-day tasks. 2) Met with H.R. Pro to discuss COBRA services. 3) The fiance Dept is short-staffed. I attended a meeting with the Fiance Dept. with a company that can help automate our billing process. They can integrate this program with the Caselle program that the finance department uses to keep track of utility bills. 4) The Transit Manager reported that the State had approved four submissions for payment totaling \$97,363.

August 31 – 1) The Administration met with BDO to discuss completing the FY - 21 Audit. Their goal is to have it completed on September 30 of this year. BDO has stated that they do not have the staff to work with us for the FY-22 Audit. We will have to go out to bid and find another firm for the FY-22 Audit. We will have Carmen Jackson LLC start working on bringing our books up to date in the meantime. 2) Requested that the Grant Manager attend AML's Infrastructure Symposium in Anchorage Sept 6-9th. There will be a workshop to help understand the State Revolving Loan Program for owners of water and wastewater systems. 3) Ask the I.T. dept to look into purchasing cameras for the

P.W. Building and the Port facilities. 4) Met with CBA negotiating team for the Admins. final review of the CBA. 5) Signed checks, invoices, and PARS.

Sept. 1 – 1) Discussed Sales Tax liens and ongoing audits with the Finance Director, City Attorney, and Outside Counsel. 2) Reviewed site plan permit and CUP application for Alaska Grown Cannabis. This store will be located where Swansons Furniture Store used to be. Also, the Planning dept is working with the Polks and the DOT to fulfill DOTs requirements for moving the buildings on what will be the Tundra Ridge Road. 3) Reviewed the processes per the BMC for publically posting delinquent W&S and Sales Tax accounts. 4) Met with the Acting Port Director to discuss the dock accounts, new floats for the boat harbor, and repairs to the City Dock.

Sept 2 - 1) The USACE will visit Bethel on September 13 to review our concerns about dredging the SBH. I also expressed our concern about the river channel shoaling along the waterfront. 2) Administration met to discuss delinquent sales taxes.

Sept 6 - 1) Discussed some personal issues with H.R. 2) ADF&G visited to discuss beavers and culverts. We need to replace the seawall pipe used when a culvert crosses a stream.

Peter Williams
Bethel City Manager



Celebrating 50 Years of Service

**CITY OF BETHEL
Fire Department**

Daron R. Solesbee, Fire Chief

P.O. Box 3231, Bethel, Alaska 99559

Phone: (907)-543-2131

Fax: (907)-543-2702

dsolesbee@cityofbethel.net

DATE: September 6, 2022

TO: Peter Williams, City Manager

FROM: Daron Solesbee, Fire Chief

SUBJECT: Management Report, August 2022

Current Events

- The department is continually recruiting for new volunteer responders and administrative support. If anyone is interested, please fill out a BFD Volunteer Application Packet today!
- The department will be conducting CPR classes and an EMT-1 (2019 Update) course this fall. If interested in attending this training to become a Volunteer EMT, please call the fire station.
- The department will be conducting a Firefighter-1 course in Spring 2023. If interested in attending this training to become a Volunteer Firefighter, please call the fire station.
- The department is entered into a memorandum of agreement with the Yukon-Kuskokwim Health Corporation to provide EMS transports of intoxicated persons (non-medical) to the YKHC Sobering Center. This will free up valuable resources for the YKDRH Emergency Department.

Community Planning/Preparedness/Prevention

- The department is preparing for the upcoming Alaska Fire Prevention Month that will start in October. There will be in-person fire safety classes and tours at the fire station. Staff and volunteers are looking forward to seeing students this year!
- The department has assisted several homeowners with the installation, testing, and provided free batteries for smoke and carbon monoxide alarms.

- The department received partial funding for a new fire training facility from the City of Bethel Capital Budget and will seek the remaining funds from grants and donations. This facility will be constructed by Draeger and will feature live-burn chambers, forcible entry doors/windows, reconfigurable walls for victim searches, vertical ventilation props, fire department connection, standpipes, stairs, and rope rescue anchors for technical rescues. The department's 1972 Crown Firecoach, "Engine 2", and 1986 Braun Type-3 Ambulance, "Medic 3", were hauled to the City Landfill for disposal, pursuant to provisions within the Bethel Municipal Code. This was to make room for the planned construction of the department's new fire training facility.

Training

- Staff are completing online training to become certified as State of Alaska Fire Investigator Technicians (AKFIT).
- New staff and volunteers are receiving continuous Driver/Operator training on the handling characteristics, operation of specialty equipment, care, maintenance, and safety of the department's ambulances and fire apparatus.
- Staff have completed several online training modules covering various topics of firefighting, emergency medical, fire inspection, and fire prevention.
- On 08/02/2022 an EMT Meeting was held at the fire station. Responders reviewed the responsibilities and duties of being an Ambulance Driver/Operator. Responders conducted familiarization drills with the various equipment and systems on each of the department's ambulances.
- On 08/03/2022, staff conducted training on the department's ladder truck aerial device. Staff discussed and practiced operations and maintenance tasks.
- On 08/30/2022, an AHA BLS Provider course was held for two new members of the department.

Responses

- Between 08/01/2022 and 08/31/2022, the Bethel Fire Department responded to 94 EMS and 25 Fire incidents.
- On 08/09/2022 at 3:04 p.m. medics responded to the report of a person experiencing chest pain. The patient was assessed, treated, and transported to the hospital.

- On 08/10/2022 at 2:58 p.m. medics responded to a report of a person not breathing. Medics confirmed obvious death and turned the scene over to the Bethel Police Department for a death investigation.
- On 08/12/2022 at 4:13 a.m. firefighters responded to the AVCP-RHA housing complex for the report of a fire. Firefighters deployed hose lines to extinguish the fire. There were three fatalities. The cause of the fire is under investigation by the Bethel Police Department and Deputy Fire Marshals from the State of Alaska Division of Fire and Life Safety. The department offers its sincere condolences to the family and friends of the fire victims.

Budget/Financial

- The department is operating within its FY23 budget.
- The department purchased a new Class-A Pumper Tender Apparatus (Fire Engine) from Pierce Manufacturing, Inc. under a cooperative bid purchasing contract from Sourcewell-MN and by utilizing a portion of the Fire Department's Fleet Replacement Fund. This pumper will replace the 1986 Grumman-Spartan Super Pumper-Tanker, Engine 3. Due to production delays, this apparatus is anticipated to be shipped to Bethel on the first barge of 2023.

Grants

- The department will continue to seek grant funding for fire and EMS equipment, additional staffing, replacement fire apparatus and ambulances, and other equipment.
- The department received the 2021 State of Alaska Homeland Security SHSP grant award for the purchase of new portable and mobile radios to replace obsolete equipment. This equipment was purchased from Motorola Solutions, Inc. through Sourcewell Contract #042021-MOT.
- The department and City Grant Manager prepared an application for the 2022 State of Alaska Homeland Security SHSP Grant for security fencing, cameras, and lighting for the planned fire training tower which will be located adjacent to the fire station.

Property Maintenance

- It was discovered that the fire station needs foundation leveling, especially under the hose tower. The hose tower was leveled several years ago and now the floor is separating from the wall. This has the potential to cause significant water damage. The water/sewer utility connection's insulated box is currently separating from the exterior wall, which could cause freeze-ups. Additionally, the thermo-siphons that keep the ground frozen around the fire station's wood foundation piles need to be serviced and/or replaced. The installation of

additional thermosyphons was recommended. Arctic Foundations, Inc. conducted their inspection of the thermosyphons and have issued a report. These issues were discussed with the City of Bethel's contracted engineering firm, DOWL, to formulate a strategy and request for proposals to repair the foundation and structural issues.

- The department submitted a work order to Property Maintenance for the replacement of the fire station's damaged rain gutter system. Water runoff should be directed as far from the building as possible to prevent further water accumulation under the fire station.
- A geotechnical foundation study was performed for the fire station and administration is developing a plan to improve the fire station foundation.
- The fire station's retaining walls are bulging towards the building and causing damage to the aluminum siding. This indicates possible catastrophic failure, which could damage the fire station's foundation. This work should be completed as soon as possible.

Staffing/Recruitment

- The department is recruiting for one Firefighter/EMT (PS2A, \$52,373/yr + DOE) position.
- The department is recruiting for two Fire Lieutenant (PS4A, \$67,336/yr + DOE) positions.
- The department is recruiting for one Administrative Assistant (Range 4, \$42,783/yr) position.
- The department hired two individuals as Firefighter/EMT's in August.
- The Fire Lieutenant position has been advertised nationwide.
- The department is continually recruiting for volunteer members to serve as firefighters, ETT/EMT's, and support personnel. Become a volunteer today!

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. This project was put on hold to allow for the receipt of Engine-5 in May/June 2023 to allow this apparatus to be taken out of service for modifications.

- The department's 2021 Ford Expedition, "Command 1", has an open recall for possible under-hood fires, even when the engine is off. The vehicle is currently parked away from the fire station with its battery disconnected. V&E will receive parts next month.

FIRE DEPARTMENT VEHICLE STATUS			
Vehicle	Type	Year	Status
Medic 4	Ambulance	1999	(Reserve Ambulance) In service. Needs replacement.
Medic 5	Ambulance	2019	(Frontline Ambulance) In service.
Medic 6	Ambulance	2017	(Second-Out Ambulance) In service. Back-Up camera is not functioning (wiring/connection issue). Rear heat in patient compartment is intermittent. Paint defects. Staff is requesting a technician from Braun Northwest to troubleshoot and repair these issues.
Medic 7	Ambulance		In planning stage. Due to chassis production delays, there will be production delays.
Engine 5	Pumper	2022	Purchasing contract executed on 08/02/2021 with Hughes Fire Equipment, Inc. (Pierce Mfg, Inc.). This vehicle was PAID IN FULL on 10/04/2021. The apparatus will arrive in Bethel in May/June 2023.
Engine 4	Pumper	2013	(Frontline Pumper) In service. Generator reoccurring fuel delivery problem. Pump packing rings need to be tightened and/or replaced. Tank-to-Pump valve has a leak and is being repaired.
Engine 3	Pumper	1986	(Poor overall condition; needs replacement). Pump packing rings need to be tightened and/or replaced (unable to pass pump certification testing).
Truck 1	Ladder Truck	2017	In service.
Com 1	SUV	2021	Out of Service (temporarily). Open Ford recall.
Com 2	Pickup	2014	In service.
Com 3	Pickup	2004	In service. Fair condition.
Honda 1	ATV	2004	In service.
Honda 2	ATV	2004	In service.
Fire Boat	Boat	2004	The boat has been tuned up and is parked at the Small Boat Harbor when the Public Safety Float is installed by Port of Bethel personnel. Needs new outboard motor (obsolete). The fabric rear cabin door and plastic windows were recently replaced.

Search Parameters

Data Types: Emergency Medical Services

Agencies: Bethel Fire Department

Date Range: Previous Month (08/01/2022 to 08/31/2022)

States: Alaska

Counties: Bethel Census Area

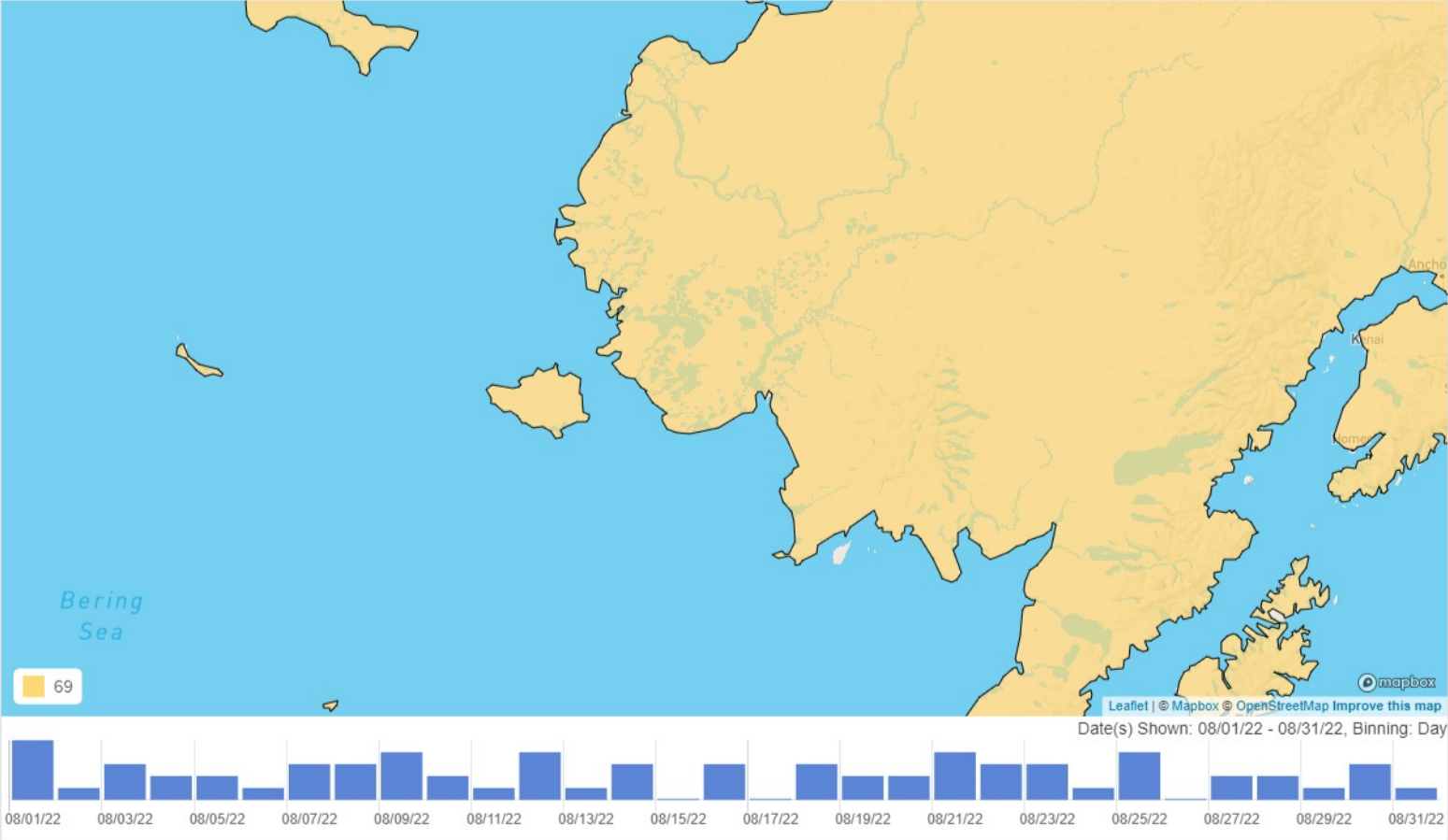
biospatial Symptoms (match at least 1):
 Abdominal pain, Abuse or Neglect, Agitation, Alcohol, Altered consciousness, Anorexia, Anosmia, Apnea, Assault, Benzodiazepine, Blisters, Blurred vision, Body aches, Bronchiolitis, Bronchitis, Chills, Cocaine, Conjunctivitis, COPD, Cough, COVID-19, Crack, Dehydration, Diaphoresis, Diarrhea, Domestic Violence, Drooling, Drug, Drunk, Dyspnea, Earache, Epiglottitis, Fentanyl, Eye pain, Faintness, Fever, Food poisoning, Gastroenteritis, Gastrointestinal, Generalized weakness, Heat-related illness, Hemoptysis, Hoarseness, Hypertension, Hypoxia, Influenza, Injure, Intentional, Intoxication, Irritable, Lacrimation, Lethargy, Local paralysis, Lower respiratory infection, LSD, Lymphadenopathy, Malaise, Marijuana, MDMA, Melena, Methadone, Methamphetamine, Miosis, Monkeypox, Narcan, Nausea, Opioid treatment, Oral mucosal changes, Overdose, Oxycodone, Painkiller, Pale, PCP, Pinpoint, Pleural effusion, Pleuritic pain, Pneumonia, Poison, Pregnant, Psilocybin, Psych, Psychiatric, Pulmonary edema, Rash, Respiratory distress, Rhinitis, Seizure, Sinusitis, Slur, Sore throat, Stridor, Suboxone, Suicide, Suicide attempt, Suicide ideation, Tachypnea, Travel/Contact - Asia, Travel/Contact - China, Travel/Contact - Europe, Travel/Contact - Iran, Travel/Contact - Italy, Twitching, Unconscious, Unresponsive, Upper respiratory congestion, Upper respiratory infection, Violence, Viral symptoms, Vomiting, Wheezing

Types of Service Requested: 911 Response (Scene); Intercept; Interfacility Transport; Medical Transport; Mutual Aid; Public Assistance/Other Not Listed; Standby

Minimum Alert Threshold:  Moderate

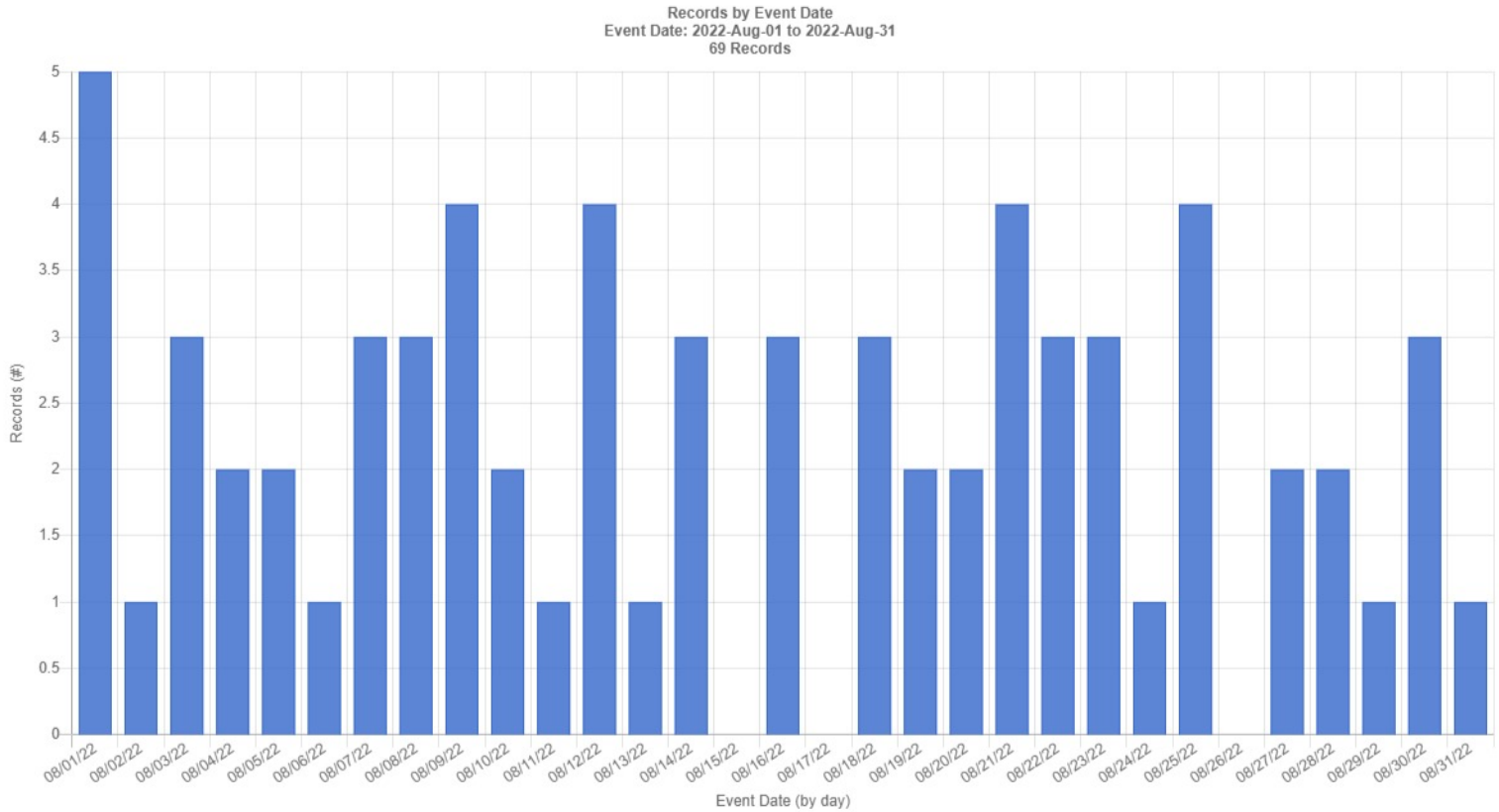
Map

 Data filtered based on **Access Levels:** Event = Location.



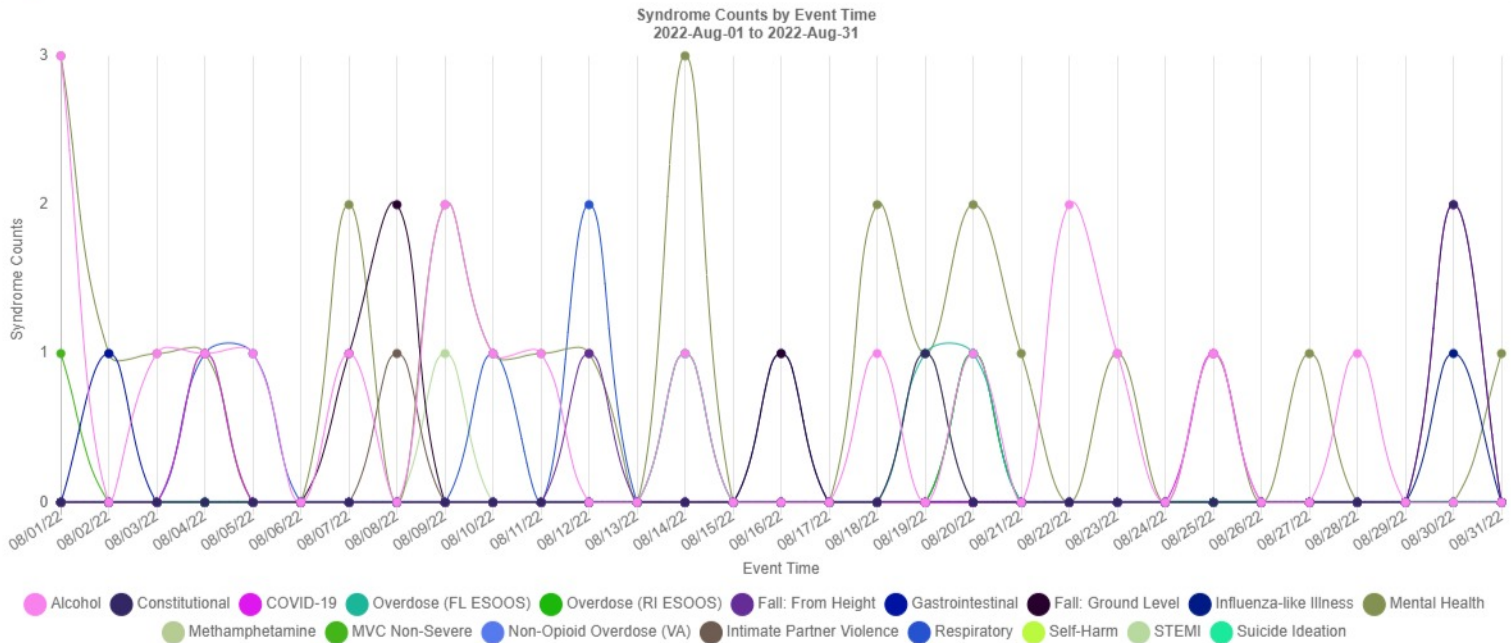
Data Explorer: Records by Event Date

Data filtered based on **Access Levels**: Event = **Location**. Operational = **Full**.



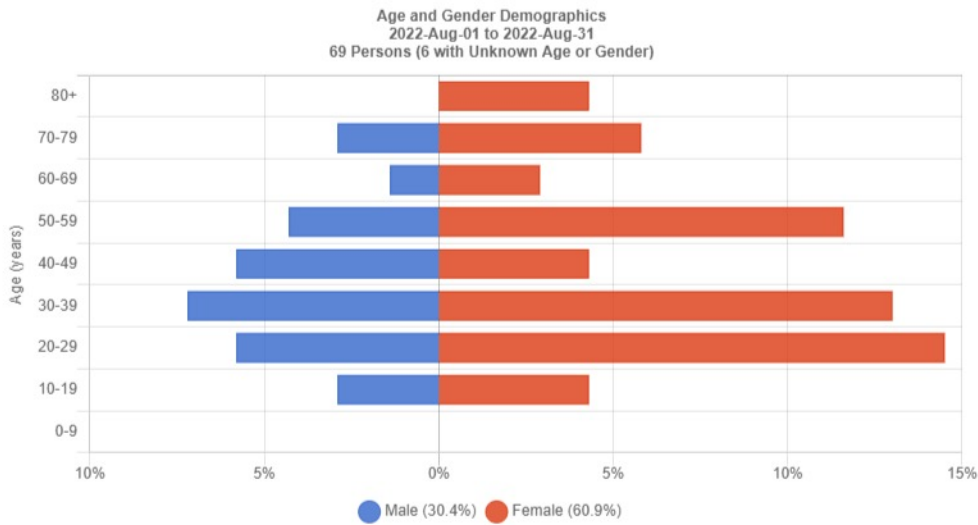
Syndrome Counts by Time

Data filtered based on Access Levels: Event = Location.



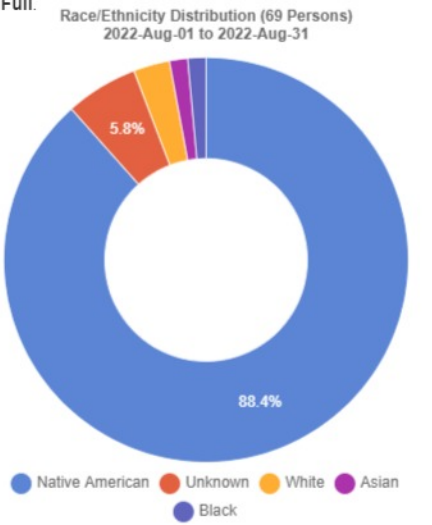
Age and Gender Distribution

Data filtered based on Access Levels: Event = Location.



Race/Ethnicity

Data filtered based on Access Levels: Event = Full.



Bethel Fire Department

Bethel, AK

This report was generated on 9/6/2022 4:24:17 PM



Incident Type per Zone for Incident Status for Date Range

Incident Status(s): All Incident Statuses | Start Date: 08/01/2022 | End Date: 08/31/2022

INCIDENT TYPE	INCIDENT STATUS	# INCIDENTS
Zone: 1 - 1st Ave (River Access) to Alder Street		
511 - Lock-out	Completed	3
511 - Lock-out	Incomplete	1
Zone: 10 - Airport		
511 - Lock-out	Completed	1
Zone: 11 - Quivik Subdivision		
511 - Lock-out	Completed	1
Zone: 12 - Tundra Ridge Subdivision		
511 - Lock-out	Completed	1
Zone: 13 - Larson Subdivision and B.I.A.		
715 - Local alarm system, malicious false alarm	Incomplete	1
911 - Citizen complaint	Completed	1
Zone: 4 - Ridgecrest Dr. (at Brown's Slough), City Landfill to Haroldson's Subdivision		
745 - Alarm system activation, no fire - unintentional	Completed	1
Zone: 5 - City Subdivision		
113 - Cooking fire, confined to container	Completed	1
511 - Lock-out	Reviewed	1
511 - Lock-out	Completed	2
745 - Alarm system activation, no fire - unintentional	Reviewed	1
745 - Alarm system activation, no fire - unintentional	Completed	2
Zone: 6 - ASHA Housing (Bethel Heights)		
111 - Building fire	Completed	1
462 - Aircraft standby	Completed	1
511 - Lock-out	Reviewed	1
511 - Lock-out	Completed	1
651 - Smoke scare, odor of smoke	Completed	1
745 - Alarm system activation, no fire - unintentional	Completed	1
Zone: 7 - Airport Road to Blueberry Subdivision		
511 - Lock-out	Completed	1
Zone: 8 - Hoffman Subdivision		
511 - Lock-out	Completed	1

This report gives a count of each incident type for the Incident Status or Statuses selected.



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Doc Id: 384

Page # 1 of 1

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPARTMENT</u>					
100-60-6000 SALARIES	55,101.26	116,794.02	823,062.00	706,267.98	14.2
100-60-6010 FLSA OVERTIME	9,148.06	28,432.26	70,000.00	41,567.74	40.6
100-60-6011 CALL BACK OVERTIME	3,711.90	5,118.48	50,000.00	44,881.52	10.2
100-60-6022 HOLIDAY PAY	.00	4,033.08	.00	(4,033.08)	.0
100-60-6023 LEAVE CASHOUT	.00	.00	46,971.00	46,971.00	.0
100-60-6030 SOCIAL SECURITY EXPENSE	248.00	502.20	2,500.00	1,997.80	20.1
100-60-6031 PAYABLE MEDICARE FICA	1,018.12	2,303.84	11,454.00	9,150.16	20.1
100-60-6032 UNEMPLOYMENT	.00	.00	17,143.00	17,143.00	.0
100-60-6033 WORKERS' COMPENSATION	.00	2,242.77	3,482.00	1,239.23	64.4
100-60-6034 PERS	14,071.46	32,160.09	211,873.00	179,712.91	15.2
100-60-6040 EMPLOYEE GROUP BENEFITS	14,286.20	28,780.68	330,564.00	301,783.32	8.7
100-60-6041 UTILITY BENEFIT	.00	2,140.07	59,280.00	57,139.93	3.6
100-60-6061 TRAVEL/TRAINING	.00	.00	31,600.00	31,600.00	.0
100-60-6100 SUPPLIES	.00	758.72	25,200.00	24,441.28	3.0
100-60-6103 WEARING APPAREL	.00	281.95	13,214.00	12,932.05	2.1
100-60-6150 GASOLINE/DIESEL/OIL	755.35	2,330.71	13,500.00	11,169.29	17.3
100-60-6153 HEATING FUEL	.00	2,690.42	20,000.00	17,309.58	13.5
100-60-6155 WATER/SEWER/GARBAGE	.00	.00	4,459.00	4,459.00	.0
100-60-6160 ELECTRICITY	1,257.90	1,257.90	18,205.00	16,947.10	6.9
100-60-6170 TELEPHONE	242.93	628.98	2,500.00	1,871.02	25.2
100-60-6171 STAFF CELLULAR PHONES	440.70	661.05	5,000.00	4,338.95	13.2
100-60-6200 MINOR EQUIPMENT	.00	2,860.22	21,000.00	18,139.78	13.6
100-60-6230 VEHICLE MAINT/REPAIR	.00	696.33	18,000.00	17,303.67	3.9
100-60-6231 VEHICLE PARTS & TOOLS	.00	1,342.42	48,000.00	46,657.58	2.8
100-60-6240 PROPERTY MAINT	.00	57.96	33,000.00	32,942.04	.2
100-60-6335 OTHER PURCHASED SERVICES	142.90	237.95	34,100.00	33,862.05	.7
100-60-6400 INSURANCE	.00	8,493.12	76,777.00	68,283.88	11.1
100-60-6502 ADVERTISING	.00	575.00	1,800.00	1,225.00	31.9
100-60-6503 DUES & SUBSCRIPTIONS	.00	2,389.24	9,500.00	7,110.76	25.2
100-60-6534 COLLECTION/SMALL CLAIMS	.00	.00	31,200.00	31,200.00	.0
100-60-6537 FIRE PREVENTION PROGRAM	.00	.00	5,200.00	5,200.00	.0
100-60-6539 MISCELLANEOUS EXPENSES	.00	.00	1,500.00	1,500.00	.0
100-60-6711 ADMIN OVERHEAD-IT SVCS	.00	2,153.43	33,260.00	31,106.57	6.5
100-60-6890 CAPITAL EXPENDITURES	.00	.00	252,624.00	252,624.00	.0
100-60-9649 VOLUNTEER STIPEND	.00	(160.00)	20,000.00	20,160.00	(.8)
TOTAL FIRE DEPARTMENT	100,424.78	249,762.89	2,345,968.00	2,096,205.11	10.7
TOTAL FUND EXPENDITURES	100,424.78	249,762.89	2,345,968.00	2,096,205.11	10.7
NET REVENUE OVER EXPENDITURES	(100,424.78)	(249,762.89)	(2,345,968.00)	(2,096,205.11)	(10.7)

MEMORANDUM

DATE: August 4, 2022

TO: Peter Williams, City Manager

FROM: John Sargent, Grant Manager

SUBJECT: Grant Manager's Report for August 9, 2022 Bethel City Council Meeting



Grant Awards

CSP Program Grant

The City's FY 2023 CSP grant agreement has been executed for the same amount of money the City has received in past years (\$323,081).

Grant Applications

Preparing

Justice Assistance Grant

I am completing the FY 2022 Edward Byrne Memorial Justice Assistance Grant (JAG) application in the amount of \$14,170 to apply for the purchase of one drug-sniffing canine and officer-dog training. The target drugs will be heroin, methamphetamine, and opioids. This application is strongly supported by the Bethel Friends of Canines. The application is due August 8, 2022.

Alaska State Revolving Fund Loan Questionnaire

Complete questionnaire to request \$8,250,000 in loan funding to replace the City's interim loan it has with First National Bank of Alaska, backed by the promise of a USDA-RD loan. The State Revolving Loan will provide the City a better interest rate than the USDA-RD loan and allow the City to save some money in interest payments as it rescopes the Avenues project and goes out to bid in 8 months to a year from now.

Grant Administration

Community Service Patrol Grant

The Finance Department and Carmen Jackson, CPA was able to determine the amount of salary and benefits overcharges to remove from the CSP Grant account. I filed the Quarter 4 cumulative fiscal report with the grantor and requested the full grant allocation to salaries and benefits (\$303,995), but there was still \$34,931.04 in overages to Personnel.

Homeland Security Grant

I filed a Procurement Method Report with the Alaska Division of Homeland Security and Emergency Management for approval of the Police Department attend taser instructor

training as part of our funded grant. The Police Department has \$20,000 for taser instructor training and \$20,000 for interrogator training.

I completed the paperwork for the Fire Department to purchase one mobile radio and 10 portable radios. These radios are funded by one of the City's homeland security grants.

Purchasing Agent Duties

YK Fitness Center RFP Issued

I prepared and issued the Request for Proposals (RFP) to hire an Operator for the YK Fitness Center. Legal, Finance, and Administration had considerable input in the development of the RFP. One prospective company attended the mandatory site visit on July 27, 2022. Proposals are due August 12, 2022.

Hydrographic Survey Proposals Submitted

The City received three proposals from companies interested in performing a hydrographic survey for the City of Bethel. The proposals are being scored. The City hopes to get the survey done this summer-fall.

RFPs in Process

I have many RFPs in process to be prepared and issued, including: bulk fuel, carrier on tracks (marooka-like equipment), boardwalk helical installations, and surface material for parks.

Current Grants and Loans

Active grants/loans:	21
Grant amount in play:	\$25,381,542
Loan amount in play:	\$8,423,786
	33,805,328

#	Grant	Amount	Status: Excellent: Good - Fair - Needs Work
1	CSP - DHSS FY 2023	\$323,081	Excellent
	The Quarter 4 fiscal and progress reports were filed with the State Department of Health and Social Services to close out FY 2022. The City's FY 2023 CSP grant is approved and active.		
2	USDA Loan - Avenues	8,250,000	Excellent
	DOWL continues to work on redesigning the Avenues water and sewer infrastructure project to make the project more fundable. The City will go out to bid again in a few months.		
	To do: Prepare report for USDA summarizing progress and expenditures.		

3	USDA Grant - Avenues	5,021,000	Excellent
	The USDA grant cannot be spent until the loan funds are exhausted. The City will likely receive additional grant funding in USDA's next grant/loan offer.		
4	Forensic software/body cameras-20SHSP-GY20	255,784	Excellent
	City working to purchase \$105,000 worth of servers to body camera and car camera video storage. Alaska Communications is assisting with the purchase of Dell computers from the NASPO ValuePoint contract. To do: Prepare RFP to hire a company to produce Emergency Operations Plan.		
5	Section 5311: Rural Area Formula (CARES Act)	731,328	OK
	Transit Manager Evon Fox doing a great job completing and submitting billing summaries to the State Transit Office. The City pushed DOT&PF Transit officials to allow for the purchase of two new cutaway buses with CARES Act Transit funds. To do:		
6	COPS – School Violence Prevention Program-LKSD	500,000	Fair
	School district revised the Request for Bids document and is nearly ready to go out to bid to hire a contractor to complete the project. To do: Gather information from LKSD and use it for progress and financial grant reports.		
7	COPS Hiring Program - School Resource Officer (SRO)	125,000	Good
	SRO served from August 11, 2021 to May 25, 2022 on Bethel school campuses. To do: Complete reports for reimbursement. Ask for grant performance period extension. Bill LKSD for SRO salary not covered by grant.		
8	FEMA Public Assistance Program	\$58,066	Fair
	To do: Upload completed forms and all support documents to FEMA's grant portal website.		
9	Yukon-Kuskokwim Health Corporation Diabetes Prevention & Control Program	\$4,738	Good
	To do: Complete Final Report and close grant.		
10	FY 22 Alaska Public Entity Insurance Safety Grant	\$5,000	Good
	The Police Department used the grant money to buy two portable vehicle speed detectors. To do: Complete Final Report and close grant.		
11	COVID-19 Community Funding	\$284,730	Good
	I completed Final Report and requested reimbursement of City, LKSD, and YKHC expenditures that were submitted. No word yet on reimbursement.		

12	Alaska Chamber of Commerce Vaccine Incentive Program	\$45,000	Excellent
	To do: Complete final report and close grant.		
13	Coronavirus Local Fiscal Recovery Fund (ARPA)	\$3,361,604	Excellent
	I completed the City's first report by the April 30, 2022 deadline. The City spent \$457,931.87 thus far from the grant.		
	To do: Spend funds according to grant guidance. Complete first financial and progress report due by April 2023.		
14	Designated Legislative Grant YK Fitness Center Gym/Track Design	\$500,000	Excellent
	DOWL completed the gymnasium feasibility. Paying for new gymnasium will be a challenge. Grantor does not want to cover the cost of a second feasibility study. No funds from this grant have been spent.		
15	Justice Assistance Grant (JAG)	\$13,508	Excellent
	Grant funds should be expended by the September 30, 2022 deadline.		
	To do: Continue to collect expenditure documentation and prepare and submit grant reports.		
16	Healthy & Equitable Funding	\$37,703	Excellent
	City ordered playground equipment as part of this grant. The equipment will arrive in spring 2023 and hopefully be installed by locals under the direction of a certified playground installer.		
	The City arranged to give Winter House the \$13,500 portion of this grant designated to support homeless individuals. Winter House will use the money to pay staff, food costs, and toiletries associated with the daytime summer openings.		
17	ARPA Non-Profit Funding	\$100,000	Excellent
	I completed grant report and claimed \$100,000 in expenditures.		
18	Camp Initiative Grant	\$15,000	Excellent
	YK Fitness Center used the \$15,000 to offer scholarships to children who attended a 10-week summer camp. City will use records provided by YK Fitness Center to request reimbursement.		
19	VSW Capital Improvement Project Grant	\$14,000,000	Excellent
	Newly awarded grant to pay for water and sewer infrastructure in Bethel Heights Subdivision. City awaits grant agreement.		

20	State Revolving Fund Loan – Drinking Water	\$86,893	Excellent
	Loan will cover half of the cost City’s Community-wide Water System Expansion Preliminary Engineering Report and Environmental Assessment cost. VSW to subsidize \$75,000 of this loan (i.e., forgive principal). To do: City Manager must sign loan agreement.		
21	State Revolving Fund Loan – Clean Water	\$86,893	Excellent
	Loan will cover half of the cost City’s Community-wide Water System Expansion Preliminary Engineering Report and Environmental Assessment cost. VSW to subsidize \$75,000 of this loan (i.e., forgive principal). To do: City Manager must sign loan agreement.		

Schedule, Events and Programs

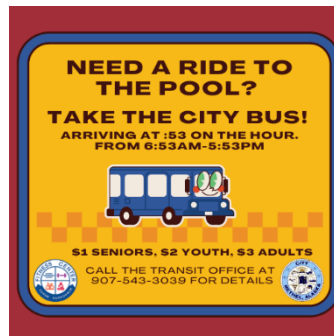
Visit ykfitness.org for the most up to date schedules and information.

Summer has seen a boost in activity at the Fitness Center. Starting the week of June 27th we removed all remaining COVID-19 restrictions as have seen an increase in visits to the facility. We continue to monitor Community Risk levels and will re-introduce mitigation strategies if health officials recommend doing so.

Staffing for July was very challenging with many of our students out and few new staff applications received. We are actively hiring for Programming Staff to help finish out the summer and Lifeguards to help us throughout the year and are looking for an Aquatic Supervisor to help increase our ability to offer aquatic programs and services. We are offering Lifeguard Training in August.



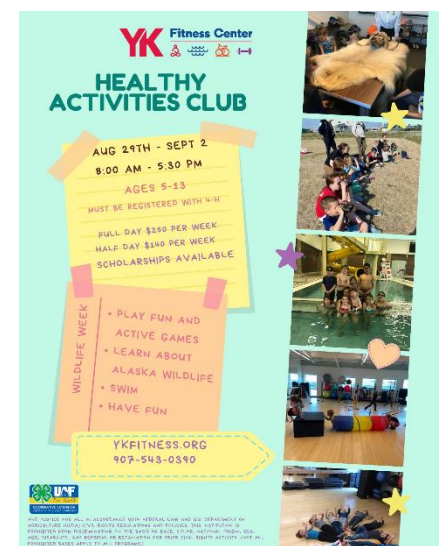
In July we offered Swim Lessons and will offer Lifeguard Training in August. We also worked with community members to host Family Field Nights at Big Dipper Field.



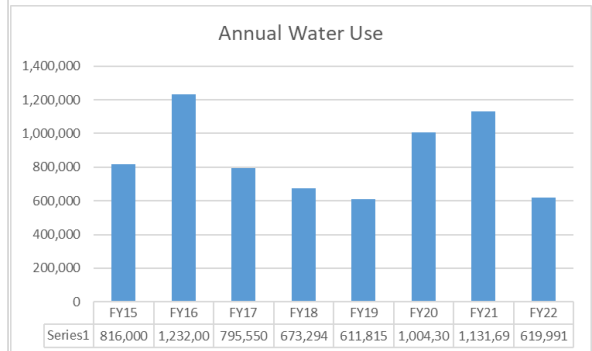
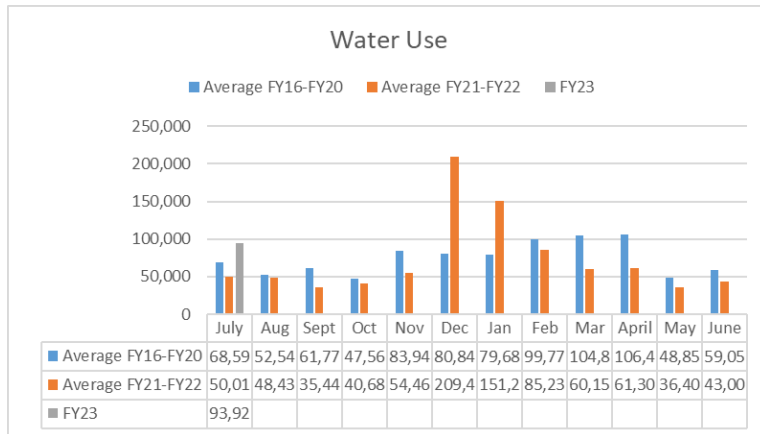
At the end of July the City bus added the fitness center to their route and we added the City bus to our marketing materials.

Our Healthy Activities Club Continued through July and into August with an additional week offered during the school break week at the end of August.

GROUP SWIM LESSONS Summer 2022				
Classes meet July 9th - August 6th				
AGE*	CLASS	Day/Time**	Notes/Requirements/Restrictions	Fee/In fee
4-5 years	Pre-swim 1	Wednesdays at 5:30pm with Eke	Swimmers not fully toilet trained must wear swim diaper with a tight fitting cover over the diaper.	\$10
	Pre-swim 2	Saturdays at 10:30am with Eke	Swimmers entering this class must be at least 4 years old on the first day of class. Swimmers should be willing to put their face in the water, fully submerge their head, and be willing to float on their back with arms in the water with minimal assistance.	
6-8 years	Level 1	Saturdays at 10:30am with Eke	Swimmers entering this class must be at least 6 years old on the first day of class. No previous swimming needed. Swimmers should be able to float on their back with minimal assistance on front with face in the water and on back with arms in the water. This class must be at least 6 years old on the first day of class.	\$10
	Level 2	Saturdays at 10:30am with Eke	Swimmers entering this class should be comfortable participating face in the water and fully submerging underwater without assistance. Swimmers should be able to float with minimal assistance on front with face in the water and on back with arms in the water. This class must be at least 6 years old on the first day of class.	
	Level 3	Wednesdays at 5:30pm with Eke	Swimmers entering this class should be comfortable under the water, be able to float on front and back without support for 30 seconds, be able to swim 50 yards on front and on back and be ready to begin attempting skills in deep water. Swimmers entering this class must be at least 6 years old on the first day of class.	
	Level 4	Wednesdays at 4:45pm with Eke	Swimmers entering this class should be able to swim 100 yards each of Front Crawl with side breathing, Backstroke, Elementary Backstroke, and 50 yards of Breaststroke or Sidestroke. They should be comfortable in deep water and able to float on front and back with arms in the water. This class will continue familiar with the competitive swim strokes and interested in learning about competitive swimming. Swimmers entering this class should be able to complete at least 25 yards of Freestyle, Backstroke, and either Breaststroke or Sidestroke without stopping. They should be comfortable in deep water.	
12+	Swim Club	Wednesdays 7:30am-8:30am with Eke	Swimmers entering this class should be able to complete at least 25 yards of Freestyle, Backstroke, and either Breaststroke or Sidestroke without stopping. They should be comfortable in deep water.	\$30
12+	Introduction to Aquatics	Tuesdays at 7:00pm with Eke	Swimmers entering this class should be able to complete at least 25 yards of Freestyle, Backstroke, and either Breaststroke or Sidestroke without stopping. They should be comfortable in deep water.	\$10
12+	Adult Beginner	Saturdays at 10:30am with Eke	Swimmers entering this class should be able to complete at least 25 yards of Freestyle, Backstroke, and either Breaststroke or Sidestroke without stopping. They should be comfortable in deep water.	\$10
12+	Adult Intermediate	Saturdays at 12:30pm with Eke	Swimmers entering this class should be able to complete at least 25 yards of Freestyle, Backstroke, and either Breaststroke or Sidestroke without stopping. They should be comfortable in deep water.	\$10
12+	Lifeguard Training	August 1st 10am-6pm	Swimmers entering this class should be able to complete at least 25 yards of Freestyle, Backstroke, and either Breaststroke or Sidestroke without stopping. They should be comfortable in deep water.	\$10



Water Use

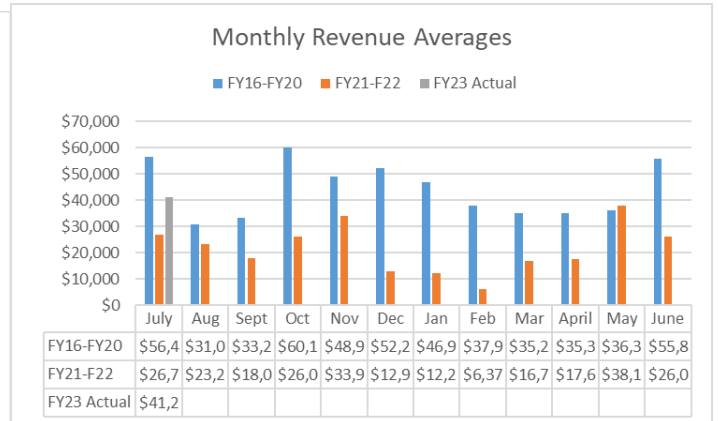
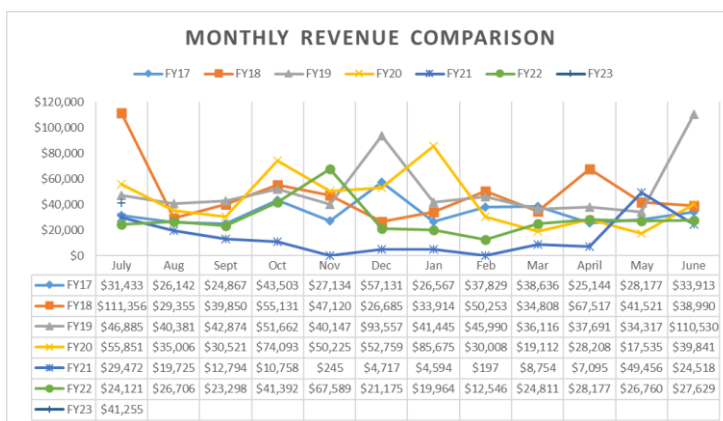


*Note: Facility opened in November of 2014 (FY15). Starting during maintenance closure in Dec 2019/Jan 2020 hot water has been used to keep pipes from freezing resulting in higher-than-normal usage. Water was turned off in late March 2020 once outside temps were consistently above freezing temperatures. Problems again arose in Dec 2020 and water was used to assure there were no freeze ups of facility piping through early March 2021.

Revenue

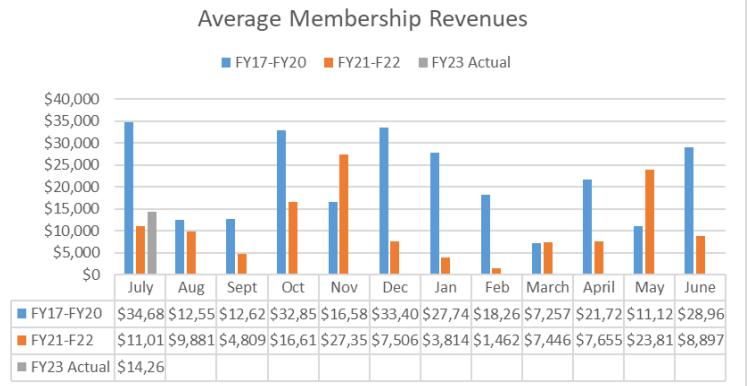
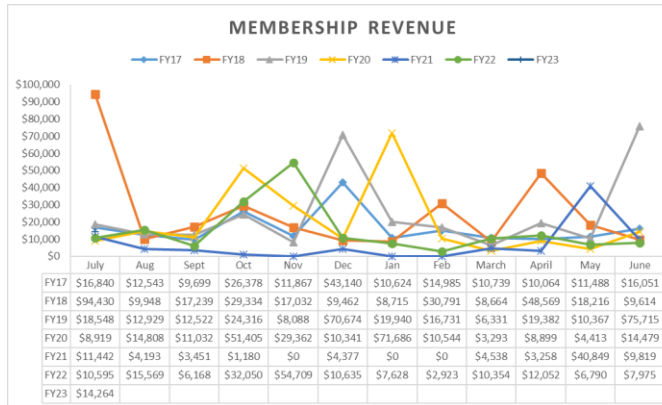
Code	Facility Revenue	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Total	FY22 Budgeted	%attained
43-9421	Memberships	\$14,264												\$14,264	\$260,000	5%
43-4360	Pro Shop	\$4,621												\$4,621	\$40,000	12%
43-4361	Concessions	\$5,143												\$5,143	\$60,000	9%
43-4369	Entry Fees	\$9,545												\$9,545	\$100,000	10%
43-4440	Facility Rental	\$595												\$595	\$25,500	2%
43-4364	Program Fees	\$4,051												\$4,051	\$50,000	8%
Misc (Grants, Donations, Etc.)		\$3,037												\$3,037	\$5,000	61%
Facility Revenue Total		\$41,255	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$41,255	\$540,500	8%

During July we continued to lift COVID-19 restrictions and saw a return to the facility of more community members. We achieved approximately 73% of pre-COVID-19 average revenue in July.

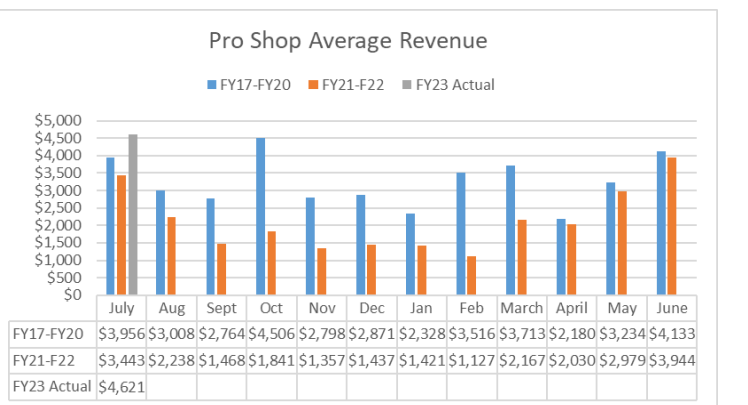
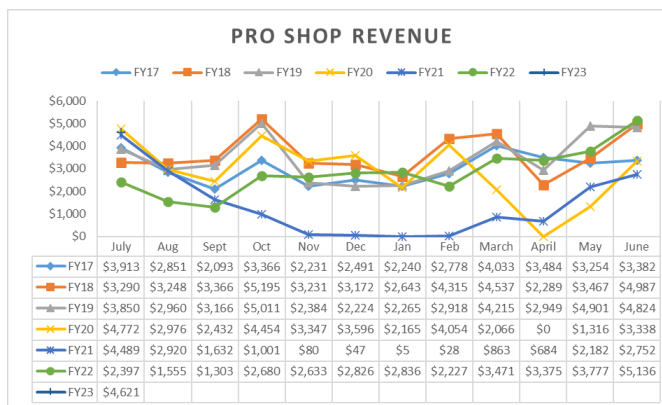


Revenue Comparisons by line Item:

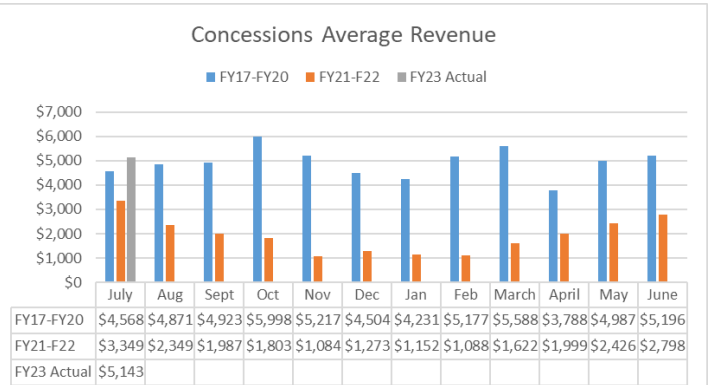
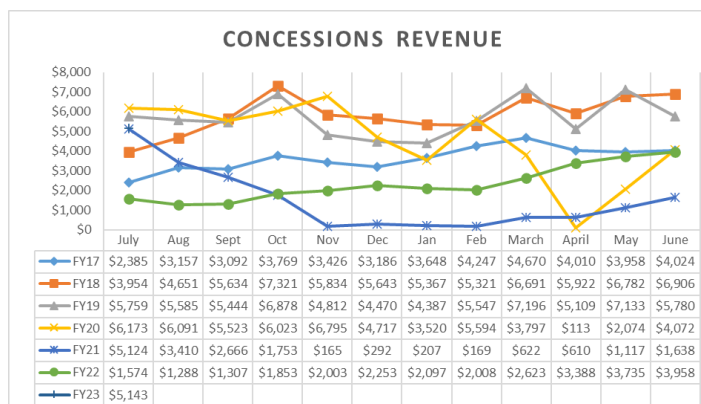
Confidence is growing in the community that we are reaching the end of the pandemic and membership revenue is beginning to re-build.



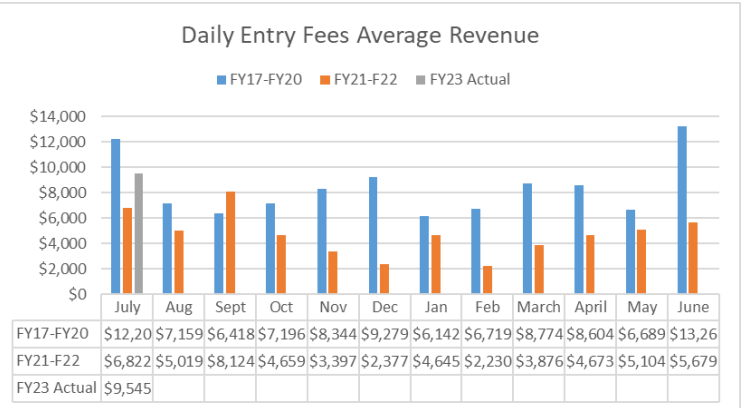
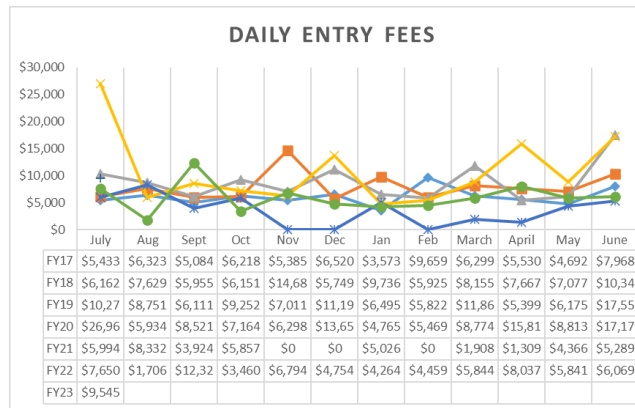
Proshop revenues for July were positively influence by an increase in users as we continue to lift COVID restrictions and return to normal operations.



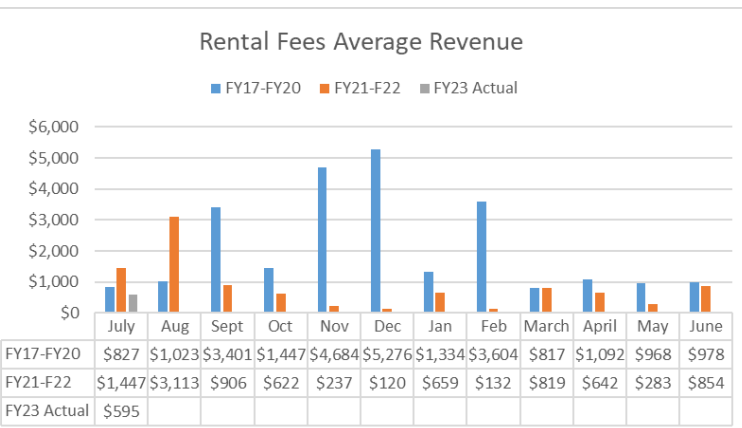
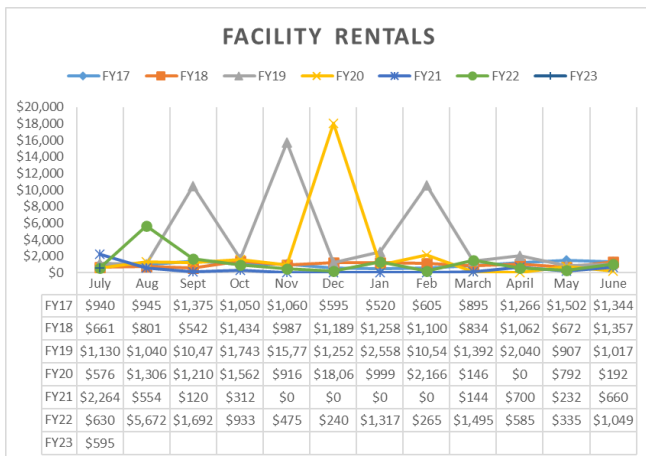
In July we have seen an improvement in the supply of goods getting to the facility as well as an influx of patrons visiting and staying for concessions. As a result July 2022 Concessions revenue rebounded and surpassed the pre-covid July average.



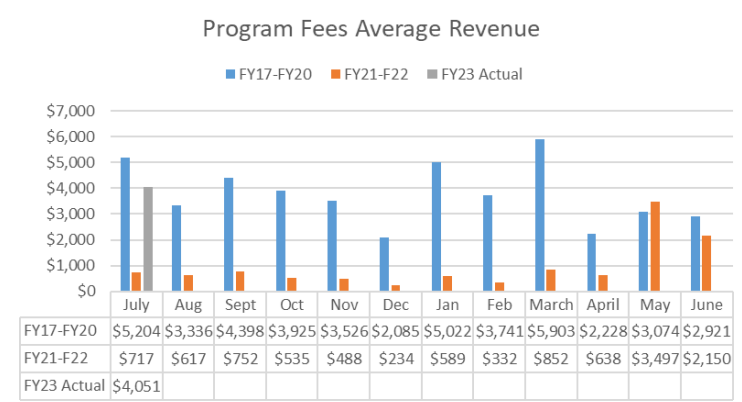
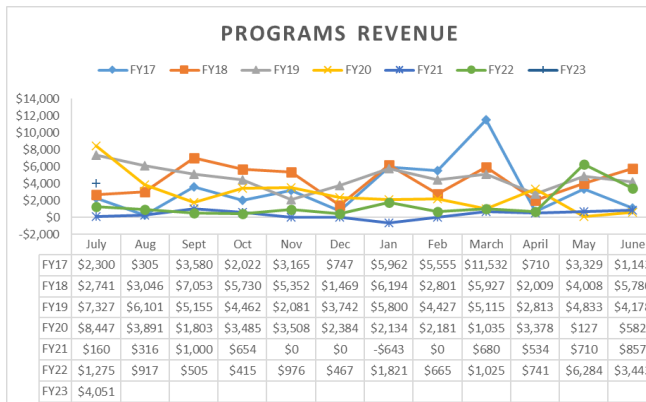
Daily entry fee revenue has continued to increase as we continue to reduce COVID-19 restrictions and community members continue to return to using the facility.



Facility rental fees will continue to remain low until we are able to resume larger group rentals and parties.



With the addition of swim lessons and our Healthy Activities Club Program, revenues for July reached 78% of pre-pandemic totals. Additional program revenue will be collected after invoiced fees are received from grant funders.

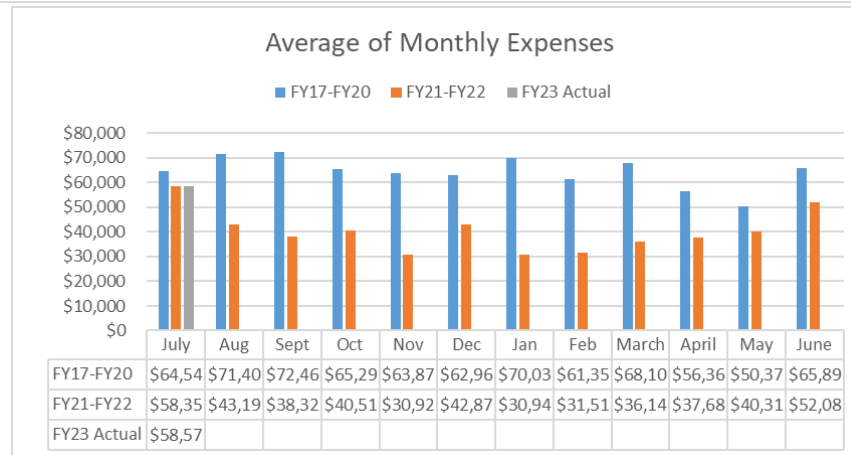
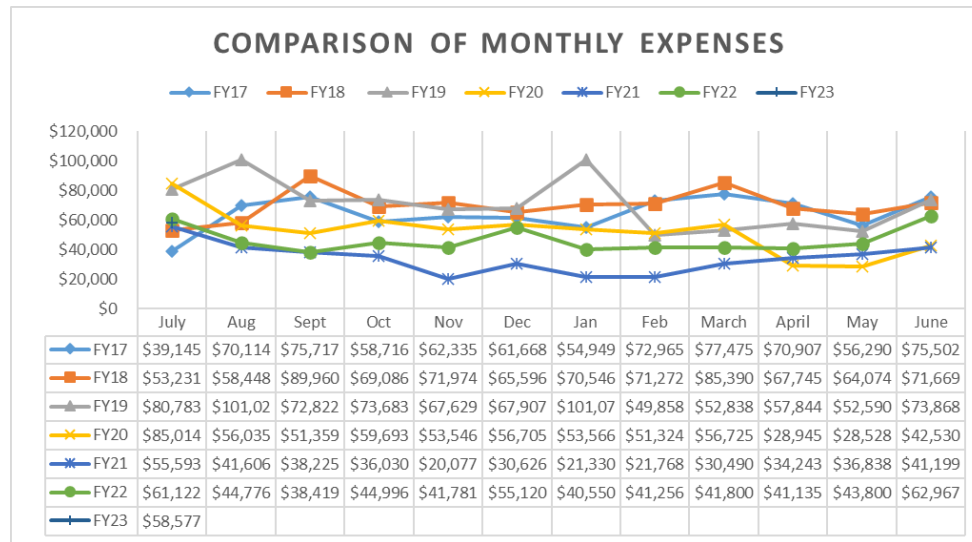


Expenses

	Expenses	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Total	Budgeted	% used	remaining
	Wages & Benefits	\$58,339												\$58,339	\$652,550	8.94%	\$594,211
545	Travel/Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	0.00%	\$1,000
561	Supplies	\$12,261	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,261	\$76,000	16.13%	\$63,739
580, 661, 663, 799	Building Maintenance	\$166	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$166	\$22,600	0.74%	\$22,434
668	Software Licenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,500	0.00%	\$6,500
669	General Expenses	\$5	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5	\$30,850	0.02%	\$30,845
790	Allowance for Special Events	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100	0.00%	\$1,100
799	Unforeseen	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	0.00%	\$2,500
	Non Budgeted/Grant Funded	\$879															
	TOTAL	\$71,651	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70,772	\$793,100	8.92%	\$722,328

* Due to our 2 week pay period structure there are 2 months out of each year in which 3 pay periods fall, skewing wages totals upwards for those months.

**Expense totals do not include purchases for the building that have been made by City of Bethel Property Maintenance or other direct city expenses.



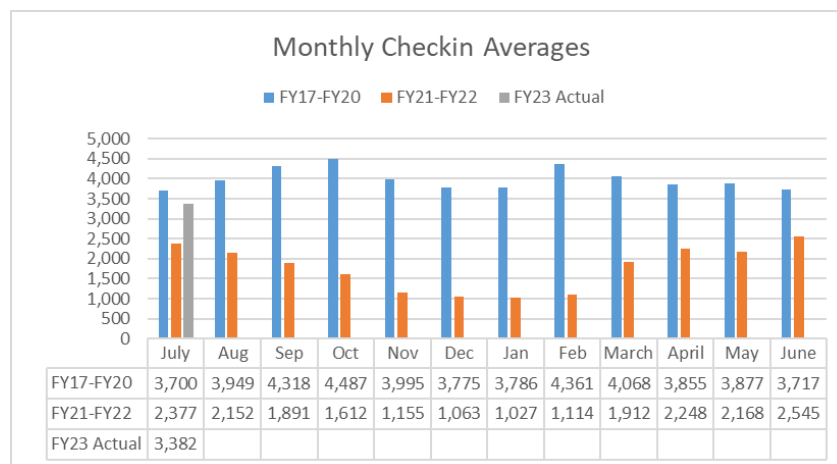
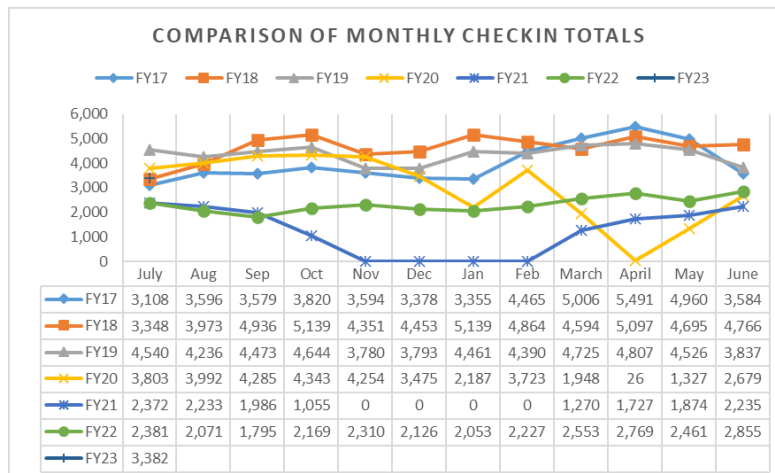
We actively work to keep expenses low while still making seasonal purchases, purchases for maintenance and cleaning, and to keep essential proshop and concessions items stocked as well to maintain staffing at levels appropriate to provide safety and customer service.

Facility Utilization

Facility Check-In: Facility Check-In numbers represent the total number of patrons who visited the facility and are based on a compilation of the number of members who checked-in, the number of daily passes sold and the number of participants in programs, activities, rentals, and special events. These numbers represent facility visits, not individuals as most individuals visit the facility multiple times over the course of the month.

Facility Check-In	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Total
Member Checkins	1,262												1,262
Daily Admissions	1,563												1,563
Rentals	0												0
Fitness Programming	103												103
Aquatics Programming	55												55
Youth Programs	399												399
Monthly Totals	3,382	0	0	0	0	0	0	0	0	0	0	0	3,382

Concerns about CoVID-19 began impacting facility utilization in late February 2020 and continue to the present, but July reached approximately 90% of pre-CoVID-19 normal boosted by strong participation in our Healthy Activities Club and an influx of users from individuals who were in Bethel due to Fires in surrounding communities. We anticipate continued higher utilization rates as we continue to remove the remaining CoVID-19 restrictions.



09/09/2022

City of Bethel, Human Resources Manager Report

Director of Human Resources: Larisa Bogunovic

Overall, the focus has been around recruitment for the Human Resources Department.

Provided below is the list of current vacancies:

1. Administrative Assistant.
 - a. Fire Department.
 - b. Public Works.
2. Water Treatment Coordinator
3. Seasonal City Port Attendant (Temporary position, five vacancies).
4. City Planner.
5. Heavy Equipment Mechanic.
6. Facility Maintenance Technician.
7. Utility Maintenance Worker.
8. Seasonal Maintenance Worker (Temporary, two vacancies).
9. Hauled Utility Driver, Full Time, and Temporary Part Time. Temporary pay at \$50/hour. This is a high urgent vacancy for the city.
10. Firefighter/EMT.
11. Evidence Custodian-Records Clerk.
12. Fire Lieutenant.
13. Recruits and Lateral Police Officers.
14. Public Safety Dispatchers.
15. Accounts Payable-Finance Department. One Full Time, and one Temporary position.

As of 7/1/2022, we have filled nine positions, to include the Chief of Police. This position has remained vacant since April of 2022. Candidate Leonard Hicks is set to begin employment effective 9/12/2022. A high priority position to be filled is the current vacancy for the City Planner position, due to a retirement. Thus far, no applications have been received therefore, strategically the utilization of an outside recruitment agency will be reviewed.

Human Resources has received one Grievance since 7/1/2022, with a response set to be generated and delivered the week of 9/6/2022 by HR Director, Larisa Bogunovic

Human Resources Director, along with Lieutenant Poole, will be attending the Culture Center's Saturday Market 9/10/2022, for an impromptu job fair.

Larisa Bogunovic

Director of Human Resources

Memorandum

Date: September 1, 2022
To: Pete Williams, City Manager
From: Bo Foley, IT Director
Subject: IT Director's Report



August 2022 Current Events

- **IT Technician:**

I'm very pleased to report that I was able to start my new IT Technician, Marcus Smith, this month. It has been very challenging helping him overcome the initial challenges that most people face when moving to Bethel for the first time, such as finding housing, but we managed to run into a little luck the week that he was able to come up. He will be spending the first few weeks (or months) shadowing me as I help him to learn the ins and outs of what is expected of him and I believe he will be a significant factor in helping to spread, and eventually take over, the workload of the daily trouble tickets.

- **In the Loop Newsletter:**

Brilliant Media Strategies, a public relations contractor the City has partnered with, has been helping us with our monthly newsletter, entitled 'In the Loop'. The newsletter is aimed at bringing information to the public about various products, changes, and projects the City is working on that may help bolster or add to the array of services the City provides to the public. This month, I helped add some information to the City website that helps guide the public in signing up to receive this newsletter electronically and, in some cases, by mail. They can find this information at cityofbethel.org/intheloop.

- **New IT Truck:**

Working with the foreman of the Vehicles & Equipment department, I was able to obtain a quote (with estimate for shipping) for a new IT truck for my department and get a purchase order submitted to Kendall Ford. When this arrives, it should allow my technician to get around the City independently when responding to trouble tickets submitted by users. Unfortunately, the lead times on vehicles have been as bad as a year or more due to supply chain issues with certain electronic parts and that's before we are able to schedule it to be put on a barge, which extends wait times even more. Despite this, the technician and I will share the current vehicle, and I will also try to find other temporary means to make things work.

- **Server Room Air Conditioner Update:**

I finally heard back from LONG Building Technologies, and they have informed me that they have received my air-conditioning equipment and have scheduled installation for mid-September. With any luck, we can finally get the Police Dept. server room some relief from its heat woes.

Memorandum

Date: September 1, 2022

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



- **E911 Computer Restored:**

Last month, one of the E911 dispatch stations at the Police Dept had to be taken offline and sent to ProComm for repairs. I'm happy to report that the computer was successfully remedied and put back into place. We now have both the main and redundant stations working in tandem once again.

- **Normal Business:**

The rest of the month has been filled with normal daily trouble-ticket responses such as employee access management, printer/scanner problems, software support, and asset updates.

Future Plans

- **Technician Training:**

For the next few months, I will be focusing on getting Marcus Smith trained up to assume some of the daily responsibilities of my department. I also hope to have his support on several of my projects that will finally be moving to their next steps now that equipment is beginning to show up.

Ted Meyer, Bethel City Planner
Project Status Report
August 11, 2022

Below are my current projects and the status of each.

1. SITE PLAN PERMITS

a) New Ayaprun School-

The City received the design of the new planned driveway crossing over the existing City water and sewer pipes on August 11. I forwarded it to Chase for review. This was the last task to be completed, and once Chase approves, I'll sign off on the Site Plan Permit for school construction.

August 31 Update: The Final Plat that includes the ROW vacation (May 2021 PC hearing) of width sections was signed by Pete and Ted on August 31.

Project Manager: Warren Nicolai, 907-543-4967, 545-3043

August 16 Update

Chase Nelson reviewed the design and was satisfied with the result. Bill Arnold concurred. The Site Plan Permit was approved for school construction.

b) Polk planned construction on Proposed new Ridgecrest Road

Warren Polk 907-545-1711

Matt Walsh – DOT ROW agent handling the Polk project- 907-269-0677

Warren Polk submitted a Site Plan Permit on July 29 for relocating three houses on to his property off the Planned Ridgecrest Road. The approximate location is just north of the H-Marker Road intersection. A problem with his drawing is that we don't know exactly where it is on our mapping or on the ground. I drove out there and with the cars and house he had moved on to the now winding road, there is no way to determine where his property abuts the planned new ROW, without corner markers. I'm going to tell him he needs to plat the property.

Matt Walsh is the project manager from DOT (907-269-0677). As Warren's property is being impacted by the new road, DOT is paying for Warren's building relocation fees. Harry Faulkner will be the contractor for this. The DOT is currently coordinating with Harry as well.

I told Warren he needs to get a review from the Corps as well. I'll follow up on the status of that.

August 30 Update

The DOT gave Warren until October 30 to move his three Houses currently sitting in Polk Road. As stated to him in an earlier email, he needs to plat the property site and get a Corps review before we can approve the Site Plan Permit for the pad that will accommodate the three houses. The Corps is currently considering a request from DOT for a categorical exclusion in order to

bypass the Corp's one-month plus review process. Pauline emailed Warren's new drawings to LaQuita this morning.

Also because Warren's proposed site location is in the Preservation Zone, it will require a Conditional Use Permit, which add at least another 30 days to the permitting process. Therefore, Warren submitted two more alternative sites, across the street on the west side. These two site locations are located in the General Use Zone, which will not require a CUP. Warren, Jim Flemings and I went out to the three sites (Alternatives 1, 2, and 3) checked drainage at Warren's request, and took photos (attached). Warren is currently contracting with Travis at McClintock for the plat(s).

Sept 1 Update

There has been some confusion from Matt Walsh at DOT about the need for Warren to have his lot platted. I spoke with LaQuita and she cleared up the issue by stating Warren needs to get a site plan with surveyed boundary lines from a registered surveyor (also known as a plot plan).

The BIA should be contacted as it is still a Native Allotment..

c) Bethel Winter House Project- Bethel Permanent Supportive Housing Project (20-unit attached apartment building wing).

Dena Strait – 907-440-9443

Sent email on Aug 2 to Dena Strait, Winter House consultant (& cc'd Pete) regarding:

- No need for another CUP
- Parking is squared away

The latest request from Dena on Aug 10 is to approve their pilings permit before the building design is complete, and before approval from all state and federal agencies has been received. I told her I can't do that. I also added that the planning dept could sign off on the Site Plan Permit immediately after the Corps and SFM approvals.

d) Travis Dostert (Notice of Violation) August 16 Update

I received a complaint from Lorin Bradbury in July about Travis Dostert pushing fill and vegetative debris on his property at his Kuskokwim Inn on Ptarmigan. Also, two junk cars had been placed in the ROW. While checking out the problem, we noticed:

- Vegetation had been cleared and fill had been placed in the backyard with no Site Plan Permit
- Two single family structures have been relocated to the property, with no permit.

I called him one month ago and then two weeks ago on the phone and told him he needs to fill out a permit application, which both times he agreed to, but haven't heard from since. I spoke to Libby and I'm planning to write a Notice of Violation.

August 30 Update

I'm currently working on a Notice of Violation to send him. We will need a person on the ground here working with Libby over the phone in the process in bringing Mr. Dostert into compliance with **BMC 18.16.010**.

Sept 1 Update

I ran out of time to complete the almost- finished letter. *The letter is located in M/2022 Planning/Site Plan Permits/2022/*

2. CONDITIONAL USE PERMITS (current or upcoming)

e) KYUK 220-foot Radio Antenna Tower project

Kristin Hall- 907-545-4208

KYUK is following BMC 16.10 (Tall Towers) because the tower is above the 100-foot threshold, at 220-foot. The tasks required of the applicant in the chapter are quite extensive. When they finish off the required work under that chapter, they can then submit for a Conditional Use Permit. Pauline recently helped them draw the site plan drawing for presentation at a community meeting, that is facilitated by them (required in BMC 16.10.). KYUK is hoping to have their CUP application heard by the PC in the fall.

f) Locating a Church in the Residential Zone (Kasayuli)

Doug Holmes- 425-501-6267

Doug Holmes Conditional Use Permit for constructing a 49-seat church on a 10,000 square-foot lot in the Residential Zone – at 5905 Nacaullek St., Kasayuli. The Kuqo's are currently constructing a 2,000 square-foot single family house on the lot. Doug Holmes made a deal that if he can get a CUP for opening a church (by CUP) in the Residential Zone, he'll then buy the property and structure.

Doug first submitted the CUP application in June. He has submitted several drawing variations for trying to come up with the required parking. He can come up with 10 parking spaces on the property (backing out on to the street only) but needs the required 13 spaces. He contacted YK for leasing spaces across the street. YK was initially receptive, but apparently now, things fell through. Doug is now considering to withdraw the CUP application.

August 16 Update- Doug Holmes submitted a new parking plan showing the minimum required parking, for consideration. I'll make another site visit and field proof the drawing. It will still be an uphill battle for him to get the church approved by the PC as it is in the middle of the neighborhood and will bring in non-residential traffic to the property.

August 30 Update

Upon making another site visit, we found that his drawing didn't indicate a slope (12-feet high and that had cars parked on it. Doug withdrew the application (for the time being).

g) New Marijuana Store Request August 16 Update

Jana Weltzin, attorney and store representative- 907-231-3750, 630-913-1113

Kalla Peacock from Kotzebue submitted a CUP application for a marijuana store on August 15. The proposed location is 230 Tundra, across the street from Swansons (there are burnt structures on property). Mr. Peacock had originally applied for a marijuana store at the Q2 1 ½ years ago, but withdrew because of the lack of the required parking.

3. SURVEYS (Farpoint Land Surveys status- Mike Horne)

Mike Horne- 907-250-0402

Sept 1 Update

Mike needs to be called and asked what steps the city needs to do to bring each survey to conclusion. I was never able to do this as planned, during my last week.

I need to follow up, to conclusion, on the five surveys performed by Mike Horne:

Existing:

1. Courthouse subdivision replat (KYUK) *(sent to Kristin on Sept 1, 2022 for comment)*
2. ONC land conveyance survey for land underneath multipurpose building at Pinky's Park.- *the city signed the Final and sent to Recorder's office on Sept 26, 2022.*
3. ROW Plat for road from sewage lagoon to landfill
4. As-built for 105 Ptarmigan Road.
5. ?

Planned new surveys to be requested from Mike on July 28:

6. UAF to YK Trail
7. Lot line adjustment near Search and Rescue Building on First Ave.

4. SUBDIVISIONS

Kuqo Subdivision

Velson Kuqo- 907-545-4646

The Final Plat for Phase 1 of the planned new Kuqo Subdivision (south of Kasayuli) was approved several months ago. Phase One consisted of only delineating the property boundaries of the land sale to Kuqo, as well as showing access from Noel Polty Road. Phase Two should be the preliminary plat for identification of parcels, ROWs, utilities,

easements, etc. I told Velson Kuqo that he'll need to enter into a Subdivision Agreement with the City after the preliminary plat for this phase has been approved by the planning commission. Mike Horne is Velson's surveyor.

5. ROADS & TRAILS

a) UAF Trail to YK

Corps Representative- Tyler Marye, Regulatory Specialist- 907-753-5778

- I sent a request to the Corps for a wetland review on August 9.
- Pauline sent a request to Mike Horne on July 28 for two surveys:
 1. Survey the City property lines in which the planned trail will be completely aligned in.
 2. Survey the proposed trail alignment after the Corps gives the thumbs up on their wetland review.

b) John Jordan need for road name and Address

jungjordantrucking@hotmail.com

BMC 17.50 doesn't have much on the process for road names. I'll look up how other cities do it.

Sept 1 Update

Mr Jordan needs to come by the planning dept to show the extent of the road that he wants named with his name, and the exact location of the address on our GIS Map. Our GIS mapping is also our address map. For accuracy sake, he needs to place this info on our GIS address map.

c) VFW road name change (Bob Herron)

Pauline has the status for this road name change and process.

6. PLANNING COMMISSION HEARINGS (Past 3 Months)

June 14 Planning Commission Meeting –

- a) GCI Conditional Use Permit for Cell Tower New Construction at 2000 BIA Road- approved.
- b) Faulkner Rezoning un-zoned property at 2000 BIA Road to General Use, in conjunction with GCI cell tower construction- The PC, by resolution, recommended the new zoning to the City Council. The second reading is on August 23.

July 14 Planning Commission Meeting –

- a) Contreras B&B Conditional Use Permit- approved

- b) Job Hale B&B Conditional Use Permit- approved

August 11 Planning Commission Meeting –

- a) Vannasse B&B Conditional Use Permit-approved
- b) Malone B&B Conditional Use Permit- approved

Note: The above are the last of the Conditional Use Permit hearings for Bed & Breakfasts. After the August 11 meeting, there will no more Conditional Use Permit hearings for B&B's with illegal non-conforming uses. All future B&B's must now be compliant with all standards found in BMC 18.32 (Ordinance #21-37).

- c) Pellumbi Rezoning at 115 Hoffman Street- approved. This rezoning is going for first reading at the CC meeting on August 23.

There are no other PC hearings scheduled at this time.

7. Open Space Zone Land to Jill Seamans Sept 1 Update

Jill Seamans rents a house that has the property line running through it. The property on the west side belongs to her landlord; the property on the east side is City, Open Space property. Her landlord has agreed to sell her the house, but the bank won't finance it with the property line running through it. Jill contacted the city to purchase a section of the open space property, in 2021. The city attorney didn't have a problem with it. My concern was that it may set a precedent for selling open space property, which has been a problem with other cities.

Following BMC guidelines for property frontage, Pauline drew in proposed boundaries on a GIS Map. Jill agreed to the boundaries a couple of weeks ago, but has since moved to Africa, until coming back in January. I recommend submitting the conceptual drawing to the PC and city council when Jill comes back in January. If approved she could then have the conceptual drawing platted.

8. HACKNEY LAWSUIT

I have a phone meeting with Libby from 10am to 11on August 17 for her to prep me for the deposition to take place by Hackney attorneys here at 9am, Wed, August 29. This prep and at least another day to review all the records will detract from my real work here.

Sept 1 Update

Lawsuit attorneys for the Hackney's paid a visit to city hall on Monday, Aug 29, to grill me during a deposition meeting on the Hackney case. They still plan to sue the City.

CITY OF BETHEL POLICE DEPARTMENT



August 2022 Monthly Report

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Safety Patrol (three grant funded)	3	3	
Community Service Officer	2	1	1
Evidence and Record Custodian	1	1	
Administrative Assistant/Taxi Inspector	1	1	
Public Safety Dispatcher (one E911 funded)	5	5	
Public Safety Dispatch Supervisor	1	1	
Peace Officers (one grant funded/reimbursed SRO)	19	16	3

Operations:

Operations Tempo				
	August 2022	July 2022	August 2021	2022 Total
Calls Total	1087	1117	1350	8765
Reports Total	92	88	88	637
Intoxicated Pedestrian Calls	129	125	226	1358
Driving Under Influence Calls	17	12	26	134
Domestic Violence Reports	20	20	12	178
Animal Calls	36	30	57	299
Animal Bite Reports	0	2	3	4
Sexual Assault Reports	9	4	5	40
Death Investigation Reports	5	0	2	15

On 08/07/2022 myself, Acting Lieutenant Wigner, Acting Sergeant Revard, Investigator Smith, Officer Jackson and Officer Griffin conducted training in person at the high school for response to school active shooter. Additional training was assigned to all staff at the police department regarding response to active school shooter via policeone. Which is our online training platform.

On 08/28/2022 – 08/31/2022 myself and Acting Lieutenant Winger attended Crisis Intervention Team Training at the International CIT conference in Pittsburg PA. We will be talking to the public safety committee this month regarding a CIT team being established in Bethel. The travel to and from and the training was paid for by Alaska Police Standards and Training Commission. This training cost the Bethel Police Department \$0.00

We hired three new police officers and two resign.

We're currently working backgrounds on several police officers. We continue to recruit for all vacancies.

There have been 46 calls for service that are drug related since January 1, 2022. However, I believe this number is much higher as we can only track calls for service where the officer can confirm it is narcotics related. We do have an Investigator, assigned to the WAANT Unit and as of January 1, 2022 he has made 0 arrests related to narcotics.

The Bethel Police Department has continued to conduct traffic stops on ATV's and passed out literature regarding the state and City laws and letting the public know of our second and final ATV/Side by Side free safety check at the cultural center parking lot on September 10th from 10-2PM. The Police Department, Fire Department and the DMV will be present, and we encourage the community to attend.

We have had a total of 36 calls for service for animal complaints this month. These calls for service range from animals running loose to aggressive animals that are taken to the pound. Bethel Friends of K9 is now running the pound and the police department is conducting animal control and writing citations. BFK9 and I have asked to have building maintenance assist with the pound on several occasions. These issues range from no water to cages that are broken and or have huge holes in the floors where when the cages are attempted to be cleaned by BFK9 the animal's urine and feces drain onto the floor of the pound and not into the drains that they are supposed to. We have both attempted to make contact with building maintenance supervisor Corbin and as far as I know he has yet to address these problems.

PORT OF BETHEL

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



TO: Peter Williams, City Manager
FROM: Edward Flores, Acting Port Director
SUBJECT: August 2022 Managers Report

- **Small Boat Harbor**

The Small Boat Harbor has had a good month, besides the weather. We are down to three Port Attendants, two on the first shift & one on the second. Our second shift attendant has expressed interest in staying at the Port until we no longer need him. We will be taking the floats out of the water in September.

In the month of August 2022, we have sold approximately

- 5 float spaces
- 4 general permits
- 11 ramp permits

- **City Dock/Beach 1/Petro Port**

We had a seawall inspection last month by the U.S. Corp. of Engineers. Our waterfront is in good condition. There were no movements in the wall from their 2019 visit. The only thing concerning to them was a crack in the wall on the City Dock, slough side, near the face. Our municipal engineering firm, DOWL, is aware.

In the month of August, the Port of Bethel had.

- 5,444,481 Pounds of freight for Bethel.
- 1,821,647 Pounds of freight for the surrounding villages.
- 724,212 Gallons of petro

Come through the Port.

- **Port Office**

There are no issues to report for the Port Office, and it is still operating well. Building Maintenance is doing daily checks on the building.

The office is open Monday through Friday from 8 to 4:30.

- **Admin**

We are currently working on purchasing two new work trucks, a road watering truck, a telehandler, and replacements for all the floats in the harbor. These were approved through the Capital Improvement Plan.

- **Seawall**

The Port crew is doing daily checks along the seawall and the lower access parts of the wall. We plan to lay new gravel on the lower access road between the Float Plane Area and Beach 2.

- **Misc.**

The Port crew has installed guard railing and laid out topsoil around the lot where the Yukon Lodge sat. We will look into getting the lot hydro-seeded before the end of the month.



William Arnold, Public Works Director
1155 Ridgecrest Drive
PO Box 649 Bethel, AK 99559
P: (907) 543-3110
F: (907) 543-2046
warnold@cityofbethel.net

MEMORANDUM

DATE: 08.31.2022

TO: Peter Williams, City Manager

FROM: Bill Arnold, Public Works Director

SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Hauled Utilities: We are working long hours and six to 7 seven days a week. This department is severely short staffed and extremely overworked. We have 5 regular fulltime drivers. We have one temporary we have one temporary fulltime driver and one temporary part time driver, On Monday Sept12, we will add another Temporary part time driver. ON Sept 5, 2022, one employee's temporary status expired, and he is no longer working with us.

Utility Maintenance:

Property Maintenance:

0 of 2 Temporary positions filled. Positions posted since early 2022.

3 of 4 FTE positions filled. Vacant positions posted since October 2021.still posted.

Currently short staffed.

Summer season facilities projects and maintenance tasks in process but going very slow. Department is having to prioritize issues to keep up with Pre-Winter work. Department is trying to catch up on long due heating and air handling maintenance in City buildings and are prioritizing the work to critical systems as we prepare for winter to return

Parks problems and vandalism and graffiti a daily problem.

Most of the department's efforts are focused on the pool and courthouse building. Pools heating and air handling system has continuous problems. Long Building Technologies has been brought into the scope to assist. They will need more visits to bethel to continue troubleshooting issues with the Air handler supply fan and the exhaust fan. The problems at the pool need daily attention. Parts for the boiler are on order.

Courthouse is receiving a new tie in for fire suppression. Work is taking place by contractors within the mechanical room. Johnson controls submitted quotes for work that will need to be done to bring sprinkler system back in to full, no discrepancy service.

CSWTP is experiencing issues in the electrical cabinet for the 550 and 560 series Loop pumps. Also Loop lines are found low pressure weekly and have to be pumped up. Over 800 gallons of

glycol was added to the loop lines last week to maintain pressure for the week. Each week there is loss and system need to be pumped back up.

Road Maintenance:

Streets and Roads had the graders out when the roads would hold up in between the four big rainstorms that lasted a few days a week, in August.

Streets and Roads Hauled in sand and capped it off with gravel to the road at the top off the seawall the was sinking behind the bus barn. After grading the sand and gravel, we compact it.

Street and Roads hauled August, 4,200 ton of gravel from Knik to the south side of the city shop with dump trucks.

Street and Roads hauled in sand and gravel at the city shop parking lot, Graded it and compacted in.

Streets and Road dug five graves for the month of August at the new cemetery by the airport.

Vehicles and Equipment: The usual of fixing and repairing vehicles and equipment. On 8-30-22 picked up new back hoe from the dock. The last dump truck and back loader has been delivered to the dock in Seattle we should be seeing them on the last barge.

Transit System:

Bethel Transit had a busy month with riders again. The following are the numbers, Seniors-163, Youth-14, Adults-120, Disabled-94, and Pass Riders-715. Total-1,106. The regular fares totaled \$771.00, day and month fares \$1,972.00. Total-\$2,743.00. Bus 440 end mileage for the month was 3,012.4 and 414.475 gallons of fuel was pumped in.

Landfill:

Another month gone by at the landfill. We had the annual landfill inspection by DEC. It seems to have turned out well, as we got some good feedback from our new person assigned to us from DEC.

In preparation for the inspection, a lot of trash and water ponds were covered and filled in. plus just some tidying up. We were thankful that streets and roads crew could help us out for a few days getting prepared as well.

Staffing Issues/Concerns/Training:



City of Bethel
Finance Department
Monthly City Manager's Report for August 2022

Date: August 1 to August 31, 2022
To: Peter Williams, City Manager
From: Duane Wright, Finance Director
Subject: Management Report, August - 2022

The Finance Department's Monthly City Manager Report details the progress, challenges, and activities of the Finance Department for the month.

Current Activities within the Finance Department

- The Finance Department continues work on activities related to completion of the external (BDO) annual audit for FY-21. Discussed audit progress with BDO account partner. He says the audit firm is having difficulty with obtaining staff to complete the audit. They are experience significant staffing across the US accounting profession. They are now estimating completing the audit by October 15, 2022.
- BDO is currently unable to commit to a start date for the FY-22 audit. They have advising us to seek another auditing company for completion of the June 30, 2022 audit. They are no longer committing to completion of the FY-22 audit. The city will need to develop an RFP and solicit audit firms to complete an audit of FY-22.
- The Finance Director has invested over \$11 million dollars in interest bearing obligations which will yield over 3 percent in annual earnings on these funds over the several years to come. Historically we have not earned anything on idle funds hold by the city.
- As part of the audit process for FY-21 the Finance Department is investigating the funding and disbursement of moneys from the "Cares-Act" funding during 2020. There was a separate account established at FNB Alaska and none of the transactions recorded there were incorporated in the Caselle accounting system used by the city. This element of the FY-21 audit remains in-process of examination by BDO.
- The Finance Department is working processes to establish a month close process. The books have not been closed since 6/2019.

- The Finance Department is looking outsourcing the monthly utility billing process. We have identified an outside organization to preform this function. We will look to move the process just as soon as we can complete a transition plan.
- The Finance Department continues to work on improved payroll processes to enhance the over-all accuracy and integrity of payroll processing, HR compliance, Sales Tax collection and payment processing.
- The Finance Department is no longer fully staffed. We are currently two staff members short. Both open slots are Accounting Assistant I positions. Our advertising has not yet yielded candidates for consideration. We are working with HR Manager to find replacements.
- The Finance Director continues to work on sales tax compliance processes (Audits). We have several audits underway. We are continuing to pursue those situations where we identify non-compliance in sales tax reporting. The audit process continues to encounter significant resistance to completing audits.
- The Finance Director has identified a “gap” in business license compliance. The finance department has implemented a process to identify those businesses operating in city. We are notifying the “non-compliant” businesses to bring them into compliance. To date we have set out over 150 letters.
- The Finance Director has initiated a review of the current P-Card procurement processes. This is an area of ‘weak’ internal control. We are looking to implement an enhanced PURCHASING process. Using Purchase Orders (PO) to better control purchasing and accounting processes.
- The Finance team continues to work on team building and learning activities.
- Finance Department is implementing an ACH process for accounts payable processing. This will enhance and streamline payment processing to accounts payable vendors.

Staffing/Recruitment

- Two fulltime positions is open for Accounting Specialist I

Training

The Finance Department is working on a goal of cross-training for all team members. We are also committed to continuous training for all team members.

Group Training Sessions:

- The finance department has initiated regular weekly team training sessions. These sessions occur on Friday mornings and cover information relevant to the operation of the finance department.

Independent Training(s):

- The Deputy Director is continuing his CPA preparation/training.

Select Tasks & Statuses by Sub-Department

Utility Billing

Tasks	Frequency	Status
Collections	Monthly	Current. This month we were very aggressive in contacting and issuing payment plans for delinquent account holders.
ORS'	Daily	Current.

Payroll/AP

Tasks	Frequency	Status
Personnel Action Requests (PARs)	As Needed	Current.
Deferred Compensation	Bi-weekly	Current.
Payroll	Bi-weekly	Current.
Accounts Payable	Weekly	Current.

Sales Tax

Tasks	Frequency	Status
Applying Business License Payments	Daily	Current.
Mailing Delinquency Notices	Monthly	Current.
Constructing Aging Reports	Monthly	Current.
Applying Business License Renewals	As needed	Current.
Drafting Payment Plans	As needed	Current.
Applying Payments	Daily	Current.
Reviewing & Processing Exemption Cards	As needed	Current.

General Ledger

Tasks	Frequency	Status
Journal Entries	Monthly Recurring	Current (April)
Budget Amendments (from budget ordinances)	As needed	Current (April)
Cash Reconciliations	Monthly	Current (April)
Investment Reconciliations	Monthly	Current (April)
Create Allocations & Run Checkout	Monthly	Current (April)
DOJ Grants	Quarterly	Current (April)

Internal Improvements

The following are a list of internal tasks, actions, projects, or changes that we have made within the Finance Department for the purpose of improving operations:

- Developed a new “Delinquent Dock Storage Payment Agreement”
- Reviewing the process for open not renewed bi-annual business licenses. Working to complete and reconcile all business license renewals. Investigating all businesses suspected of failure to comply with city business license requirements.
- Identifying businesses not in compliance with sales tax reporting and conducting examinations.
- Enhanced payroll processing steps to include a detailed second review and approval step for payroll completion. We have enhanced payroll processing steps to include a process of checks and balances to improve quality.
- Establish a vendor ACH payment process.
- Complete accounting month-end closure processes and procedures.

Small & Big Wins

Finance Department

- The Finance Department continues the process of Sale Tax audits. Including the development of the documented policies and procedures.
- The Finance Department has established an investment process to earn a 3% earnings rate on \$11 million dollars.
- Finance department continues to support the FY-21 Audit process. Audit still underway.

Challenges

- The Finance Department must continue training so that we can enhance our collective level of proficiency.
- The Chart of Accounts update has affected our ability to complete quarterly reports for some grants and will continue to limit our ability to do detailed account analysis.
- We are still working on a discovery and correct process to insure errors and omissions left by former personal.

Goals for the Future

- Utilizing data analytics to identify challenges and opportunities that can spur economic development.
- Reconciling all accounts and their correct distributions, particularly the Seawall Maintenance Fund.
- Conduct regular accounting month-end closings on a schedule.
- Seeking approval from the Union to begin implementing the Finance Department's Incentive Program.
- Development of enhanced internal control processes.
- Increased training events for small business owners with guidance on how to file their sales tax returns.

City of Bethel Public Relations

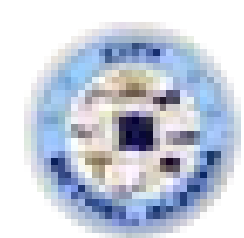
Report - August 30, 2022

BY THE NUMBERS

38	18	16,391	105
Facebook Posts Drafted/Posted by BR (from contract start)	Total Facebook Page Posts (past 28 days)	Total Facebook Post Reach (past 28 days)	New Facebook Page Followers (past 28 days)

TOP PERFORMING POST (PAST 14 DAYS)

Most Engagement



City of Bethel, Alaska

Published by Krysten Demientieff · August 22 at 1:58 PM ·

Press Release

On 8/21/2022 at approximately 1800 hours, the Bethel Police Communications received a 911 call from Bethel Control Tower advising an aircraft had just landed on Ridgecrest in front of Hawaii Inn. Upon officers arriving on scene the plane had already moved off of the road and parked in the parking lot of BNC.

There was no damage to the plane, which appeared to be a small single engine Cessna or any structures during this incident. The Bethel Control Tower has filed a mandatory occurrence report with the FAA. As of now it appears the plane ran out of gas and landed on the road in town as a last resort.

Case Officer: Officer Lt. J Poole
BPD Report Number: 2208734

Post Impressions

9,260

Post Reach

9,103

Post Engagement

2,180

Reactions - 187

Comments - 44

Shares - 45

Other Clicks- 895

IN THE LOOP - MONTHLY NEWSLETTER

91	33%	100	9
Sucessful Email Newsletter Deliveries (August 2022 Issue)	Email Newsletter Open Rate (August 2022 Issue)	Total E-Newsletter Subscribers (as of this report)	New E-Newsletter Subscribers (past 30 days)

City of Bethel, Alaska

City Clerk's Office

Council Meetings

September 13, 2022, Regular City Council Meeting

September 27, 2022, Regular City Council Meeting

- Provided notice of term expiration for the 7 committee/commission volunteers whose terms expire December 31st.
- Contacted burial permit holders that have payments due to remind them of the outstanding balance.
- Researched business license standards in the state compared to tax certificate. Worked jointly with the attorney and provided code comparisons to the Finance Department to consider updates to title 5 and 4 related to business licensing and tax certificates.
- Finalized the ballot and programing requirements for the October 4th Election.
- Updated the notice of election and provided information to media.
- Sat with KYUK for Coffee Talk and provided information on the Declaration of Candidacy for Write In.
- Researched local option limitations, how long before we can hold certain local option elections after adopted of a different local option.
- Continue to create the Community Parks and Recreation Committee and the Public Works Committee packet/agendas.
- Provided one on one civic clerk training to the Port Ex Officio.
- Conducted interviews for the Public Works Admin position.
- Worked through six boxes of records to determine retention requirements.
- Received an appeal of the decision of the finance director that will be managed by the Office of Administrative Hearings. The City Clerk's Office acts as primary contact for OAH.
- Supporting the State of Alaska Division of Election in trying to secure a location for the November Election. Acting as absentee in person voting official for the State REAA Election so voters don't have to go to two different voting locations to vote early/absentee.
- Scheduled election training for September 14.
- Updated the contact information on each of the department's pages on the City's website.
- Sent notice of term expiration to the committee/commission volunteers.
- Reviewed and amended the proposed budget modification.
- Drafted an ordinance to codify classifications of non represented employees.
- Finalized a prior draft of a code amendment changing leave accrual from annual/sick to PTO for non represented employees.
- Working through code amendments for the Board of Ethics and ethics complaint reviews.
- Continued to research sales tax code provisions for other communities and prepared amendments to sales tax code for Council Member Hessler.

Items to work on:

Senior Citizen Sales Tax Code Amendments (Henderson)

Code Amendment Fill on Properties, Site Plan Permitting (Hessler)

Committee/Commission/Board Vacancies –

	Regular Member	Alternate Member
Community Parks and Recreation Committee	full	2

Planning Commission	full	full
Port Commission	2	2
Public Safety and Transportation Commission	full	2
Community Action Grant Technical Review Board	full	2
Public Works Committee	3	2
Finance Committee	1	2
Ethics Board	full	full