



**CITY OF BETHEL
PORT COMMISSION**

MONDAY, NOVEMBER 20, 2023, 7:00 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

Join Zoom Meeting:

<https://us06web.zoom.us/j/9509539812?pwd=b1JvRytsZmhja25uODV4WW5KL2R6Zz09>

Meeting ID: 851 1379 4718

Passcode: 239023

Phone Toll Free: 888 475 4499

833 548 0276

833 548 0282

877 853 5257

MEMBERS

Alan Murphy, **Chair**
Stacey Reardon
Michael Meeks

Rich Pope, **Vice-Chair**
Rose Henderson, **Council Rep.**

STAFF

Port Director: Ed Flores, Ex Officio Member

Recorder:

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

- A. Please submit written public comments to port@cityofbethel.net by 4:00 p.m. the day of the meeting.

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

- A. Approval of minutes from, 06/19/2023, 09/18/2023, & 10/16/2023

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

- A. Discussion - Recommendation that the City Council ask Alaska DOT to raise Hanger Lake Road
B. Discussion - Small Boat Harbor vehicle parking for non-residents of Bethel
C. Discussion - Possibility of purchasing the lot across from the Small Boat Harbor
D. Discussion - Alaska Logistics
E. Discussion - City Dock Inspection Report

VIII. EX OFFICIO REPORT

- A. Directors Reports

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted <<DATE>> at City Hall, AC Co., Swanson's, and the Post Office.

Name, Ex-Officio Staff

Posted <<DATE>> at City Hall, AC Co., Swanson's, and the Post Office.

Name, Ex-Officio Staff

City of Bethel Port Commission Meeting Minutes

June 19, 2023

Regular Meeting 7 p.m.

Bethel, Alaska

I. CALL TO ORDER

THE MEETING WAS CALLED TO ORDER AT 7:30 P.M.

II. ROLL CALL

COMMISSIONERS PRESENT:	
Comm. Murphy	Com. Meeks
Comm. Pope	
Comm. Reardon	
COMMISSIONERS ABSENT:	
Comm. Hessler	
ALSO IN ATTENDANCE WERE THE FOLLOWING:	
Edward Flores	
Thomas Oosterman	

III. SPECIAL ORDER OF BUSINESS

IV. PEOPLE TO BE HEARD

V. APPROVAL OF AGENDA

MOVED:	Comm. Pope	Approval of Agenda
SECONDED:	Comm. Meeks	
VOTE ON MAIN MOTION	Pass 4-0	

VI. APPROVAL OF MINUTES

VII. MOVED:	Comm. Pope	Blanket approval of minutes from 01/16/23, 03/20/23, 04/17/23, 05/15/23
SECONDED:	Comm. Meeks	
VOTE ON MAIN MOTION	Pass 4-0	

VIII. PORT DIRECTOR'S REPORT

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

XI. COMMISSION REPRESENTATIVE'S COMMENTS

City of Bethel Port Commission Meeting Minutes

June 19, 2023

Regular Meeting 7 p.m.

Bethel, Alaska

XII. ADJOURNMENT

XIII. MOVED:	Comm. Meeks	Motion to Adjourn
SECONDED:	Comm. Reardon	
VOTE ON MAIN MOTION	Pass 4-0	

Respectfully Submitted:

Alan Murphy, Chairman

APPROVED THIS _____ day of _____ 2023

ATTEST: _____

City of Bethel Port Commission Meeting Minutes

September 18, 2023

Regular Meeting 7 p.m.

Bethel, Alaska

I. CALL TO ORDER

THE MEETING WAS CALLED TO ORDER AT 7:30 P.M.

II. ROLL CALL

COMMISSIONERS PRESENT:	
Comm. Hessler	
Comm. Reardon	
COMMISSIONERS ABSENT:	
Comm. Murphy	Comm. Meeks
Comm. Pope	
ALSO IN ATTENDANCE WERE THE FOLLOWING:	
Edward Flores	
Sharmin Shompa	

No Quorum

III. SPECIAL ORDER OF BUSINESS

IV. PEOPLE TO BE HEARD

V. APPROVAL OF AGENDA

VI. APPROVAL OF MINUTES

VII. PORT DIRECTOR'S REPORT

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

X. COMMISSION REPRESENTATIVE'S COMMENTS

XI. ADJOURNMENT

Respectfully Submitted:

Alan Murphy, Chairman

APPROVED THIS _____ day of _____ 2023

ATTEST: _____

Port Commission Meeting Minutes

1
City of Bethel, Alaska
September 18, 2023

City of Bethel Port Commission Meeting Minutes

October 16, 2023

Regular Meeting 7 p.m.

Bethel, Alaska

I. CALL TO ORDER

THE MEETING WAS CALLED TO ORDER AT 7:06 P.M.

II. ROLL CALL

COMMISSIONERS PRESENT:	
Comm. Murphy	
Comm. Reardon	
COMMISSIONERS ABSENT:	
Comm. Pope	Comm. Henderson
Comm. Meeks	
ALSO IN ATTENDANCE WERE THE FOLLOWING:	
Edward Flores	
Sharmin Shompa	

No Quorum

III. SPECIAL ORDER OF BUSINESS

IV. PEOPLE TO BE HEARD

V. APPROVAL OF AGENDA

VI. APPROVAL OF MINUTES

VII. PORT DIRECTOR'S REPORT

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

X. COMMISSION REPRESENTATIVE'S COMMENTS

XI. ADJOURNMENT

Respectfully Submitted:

Alan Murphy, Chairman

APPROVED THIS _____ day of _____ 2023

ATTEST: _____

Port Commission Meeting Minutes

1
City of Bethel, Alaska
October 16, 2023

PORT OF BETHEL

STRUCTURAL CONDITION ASSESSMENT

Bethel, Alaska

**Inspection Dates: 11/03/2022
12/07/2022
6/14/2023**

Report Date: 7/3/2023

Prepared for:

City of Bethel
P.O. Box 1388
Bethel, AK 99559

Prepared by:



Juneau Office:
9085 Glacier Highway, Suite 102
Juneau, AK 99801
Ph 907-780-3533

July 2023

Project # 1528.50270.53



7/3/2023

TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
1.0 INTRODUCTION	3
2.0 EXISTING CONFIGURATION.....	3
3.0 INSPECTION FINDINGS.....	6
3.1 East Wall Condition Rating: SERIOUS	6
3.1.1 Sheet Pile Wall Segment	7
3.2 Dock Face (South Wall) Condition Rating: FAIR	8
3.3 West Wall Condition Rating: FAIR.....	8
4.0 EVALUATION AND ASSESSMENT	9
5.0 RECOMMENDATIONS	9

APPENDICES

Appendix 1: PHOTOS

Appendix 2: WALL TILT AND UT THICKNESS MEASUREMENTS

Appendix 3: SITE PLAN

EXECUTIVE SUMMARY

INSPECTION

This report describes engineering services for the condition assessment of the Port of Bethel steel sheet pile bulkhead and the steel/timber east wingwall. The primary purpose of the visual inspection was to evaluate the structure's overall condition, determine the significance of observed damage and deterioration, identify necessary future inspections and maintenance, determine maintenance priorities, and address the immediate and long-term corrective actions. The inspection provides a snapshot evaluation at the time of inspection.

Routine inspections are crucial for effective waterfront facility maintenance management programs. They compare the current condition of the structure with its original as-constructed condition, identify damage and deterioration that may reduce design capacity, monitor the rate of progression over time, and determine the frequency of inspections based on prior condition rating.

CONDITION SUMMARY

The east wall is in SERIOUS condition due to failed tiebacks and wall creep seaward due to lack of lateral restraint at the top of the wall. The east wing wall has a local failure near the dock closed cell which is allowing loss of backfill. Signs of similar local failures were observed and correspond to where the wall is leaning furthest seaward.

The south wall and the west wall are in FAIR condition with minor damage.

SIGNIFICANT FINDINGS:

- The east wing wall has a fractured sheet pile near the connection with the closed cell of the main dock structure, leading to the loss of backfill material.
- The damaged sheet pile has been cut to stop the crack propagation, approximately 63" below the top of the wall.
- The east wall leans seaward, indicating failed tiebacks connecting soldier piles to anchor walls and compromising structural integrity.
- Cuts in the sheet pile webbing suggest attempts to prevent crack propagation, indicating that the wall's current structural capacity has been exceeded, putting it at risk of failure.

RECOMMENDATIONS:

DOWL is deeply concerned about the structural integrity of the east wall and risk of significant failure. Portions of the east wall should be closed until a study can be conducted to analyze the structural capacity of the wall in relation to the demands placed on the wall and until corrective actions are taken. Appendix 2 shows measurements of the wall tilt and excessive seaward deflections between soldier piles S4 through S27. No equipment should be stored or operated

within 20 feet of the east wall. There are no records of when the cracks appeared or were addressed in the sheet pile webbing near soldier piles S11 – S13. This makes it difficult to assess the severity of the situation and the rate of damage progression.

The City of Bethel should conduct a feasibility study to determine if the east wall's failed tiebacks and anchor wall system can be rehabilitated cost effectively for the steel sheet pile portion of the wall until the City can secure funds for wall replacement. This effort will require a geotechnical investigation, engineering analysis of the anchor system's current condition, and a site evaluation to determine the failure mechanism for the failed tiebacks.

The damaged east wingwall section should be repaired to prevent loss of backfill material.

The east wall should be closely monitored for additional crack formation in the sheet pile webbing, and the west wing wall should be monitored to determine if the seaward tilt is increasing and to monitor for crack development in the sheet pile webbing.

Based on the condition of the east wall, the structure should be inspected at a maximum interval of 24 months to monitor deterioration.

1.0 INTRODUCTION

The following report describes engineering services related to the above-water condition assessment of the Port of Bethel steel and timber bulkhead (wall). The site was inspected on November 3, 2022, by Nate Geary, a structural design engineer from DOWL's Bridge and Structures section; and the face of the wall was inspected on December 7, 2022, by Chase Nelson, a senior engineer with DOWL. Mudline elevations were measured along the perimeter of the wall on June 14, 2023. The weather was 10 degrees Fahrenheit with winds at 10-15 mph and blowing snow during the initial inspection. The site was hit with a winter storm two days prior to the initial inspection resulting in snow on the site and a mostly frozen river preventing skiff access along the face of the wall. The primary purpose of the routine inspection was to:

- Assign a condition assessment of the inspection results to determine the significance of observed damage and deterioration on the structure.
- Determine future inspections and maintenance required to prolong the life of the structure.
- Determine the priority of maintenance activities.

The inspection was performed per the American Society of Civil Engineers (ASCE) Manuals and Reports on Engineering Practice Number 130: "Waterfront Facilities Inspection and Assessment" and per applicable AASHTO standards for the condition evaluation/ assessment of structures. The general visual condition of all components was noted and recorded on field notes and documented with photographs. Waterfront facilities are subject to deterioration over time, and this inspection should be considered a "snapshot" evaluation at the time of the inspection.

Prior to the on-site inspection, DOWL obtained and reviewed existing photos and a 2005 inspection report to identify areas of concern for the structure.

The river was frozen during the first two site inspections, but the ice was unsafe to walk on to inspect the face of the dock (south wall). The mudline elevations along the perimeter of the wall were measured during the June, 2023 inspection.

2.0 EXISTING CONFIGURATION

The Port of Bethel was originally designed by Galliet & Silides in 1974 and constructed in 1975 by the State of Alaska. The original dock consists of four 60.5' diameter closed-cell sheet pile cells constructed parallel to the Kuskokwim River flowline and of closure walls between each of the cells. The dock face is approximately 253 feet long and has fendering along the face of the wall. The fendering consists of two rows of fixed rubber bumpers secured near the top of the wall with welded metal brackets and two rows of cylindrical donut fenders suspended by chains near the waterline. There are four 24" diameter pipe-pile mooring bollards along the face of the wall; and there is a 10" diameter bollard mounted to a HP pile near the southeast corner. The dock has a concrete curb poured flush with the top edge of the sheet pile wall. The top of the dock is approximately 13 feet MLLW.

In 1981, the east wing wall was constructed along the edge of Browns Slough. The wall is roughly 705 feet long and consists of a sheet pile wall approximately 430 feet long and a 275 feet long timber wall. The sheet pile wall has 24" diameter pipe-piles acting as soldier piles with tiebacks to an anchor wall. The timber portion of the wall has HP10x32 soldier piles spaced at roughly 8 feet on center with tiebacks to an anchor wall. The retaining timbers are 7x9 creosote-treated timbers laid flat and extend down to elevation -6' MLLW. The east wall fendering extends approximately 250 feet north of the dock face along Brown Slough and has concrete curbing along the top of wall in that area. The fendering system is the same as dock face with two fixed rows at the top and suspended cylindrical donuts near the waterline. There is 12x12 timber bullrail along the remaining length of the east wall. There are six 8" diameter mooring bollards embedded into the soldier pipe piles along the sheet pile section of the wall.

The west wing wall was constructed in 2005 and consists of two open cell sheet pile cells with a closure cell connecting the west wall to the dock's closed cell. The west wall length is roughly 100 feet, and there is no fendering along this section. There is a 24" diameter pipe-pile mooring bollard at the seaward open cell.

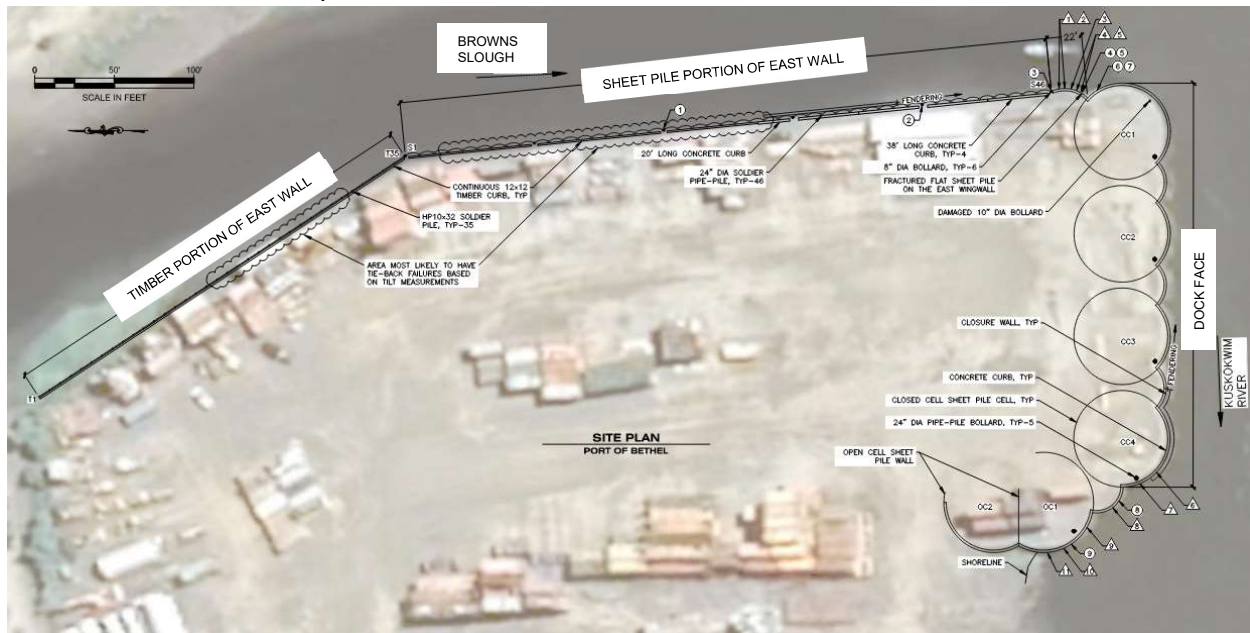


Figure 1: Site Plan – Port of Bethel.
(See Appendix 3 for enlarged site plan)



Photo 1: East Wall – Timber Segment



Photo 2: East Wall – Sheet Pile Segment



Photo 3: West Wall

3.0 INSPECTION FINDINGS

Member condition ratings used in this report are taken from the ASCE Waterfront Facilities manual and borrow from the FHWA Report No. FHWA-PD-96-001 and are summarized below:

6. **Good Condition** – some minor problems.
5. **Satisfactory Condition** – structural elements show some minor deterioration.
4. **Fair Condition** – all primary structural elements are sound but may have minor section loss, distortion, cracking, spalling or scour.
3. **Poor Condition** – advanced section loss, cracking, spalling or scour.
2. **Serious Condition** – loss of section, deterioration, spalling or scour have seriously affected primary structural components. Local failures are possible. Fatigue cracks in steel and shear cracks in concrete may be present. The condition warrants a structural review to determine the effect on strength of the structure.
1. **Critical Condition** – advanced deterioration of primary structural elements. Fatigue cracks in steel or shear cracks in concrete may be present or scour may have removed substructure support. Unless closely monitored it may be necessary to close the structure until corrective action is taken.

See Appendix 1 for damage photos, Appendix 2 for tilt and wall thickness measurements, and Appendix 3 for a site plan with damage callouts and mudline elevations.

3.1 East Wall

Condition Rating: SERIOUS

The east wall is leaning seaward indicating multiple failed tiebacks and has resulted in cracks in the sheet pile webbing. In these areas, the wall is being restrained by the moment capacity of the soldier piles, severely limiting the wall capacity and increasing the risk of local or global failures.

3.1.1 Timber Wall Segment

- The timber portion of the east retaining wall is highly permeable and built from driven HP piles with creosote treated retaining timbers that allow water seepage between the timbers. Spring breakup is likely the worst time for this condition where the water levels are high (near the top of the wall).
- The two HP soldier piles at the northern end of the timber wall are jacking out of the ground. The end pile has jacked roughly 6' out of the ground, and the adjacent pile has jacked roughly 1.5'. The retaining timbers in this section have jacked roughly 1.5'. The mudline elevation at this location is roughly 4' MLLW, and prior drawings indicate the retaining timbers extend to -6' MLLW leaving roughly 10' embedment. The (2) 1" diameter tiebacks are pulling the northern HP pile shoreward as it jacks out of the ground.
- The HP soldier pile roughly 200' from the north end of the timber section is jacking out of the ground by roughly 1'.

- The timber portion of the wall leans seaward toward Brown Slough by roughly two degrees with half of the wall leaning seaward by approximately five degrees, indicating multiple failed tiebacks.
- The steel HP and timber retaining wall material condition is fair.
- The 12x12 timber bullrail is missing a 16' section at the northern end of the wall. Overall, the timber bullrail is in poor condition with local failures and damage.
- Soldier pile, T17, is leaning seaward by 5.5 degrees; and the timber bullrail is damaged at the dap splice due to the wall movement.

3.1.2 Sheet Pile Wall Segment

- Areas of the steel sheet pile has holes cut through the webbing between soldier piles S11 and S13. This corresponds with the segment of the wall leaning furthest seaward, and it appears the these were local failures with cuts made in the sheet pile webbing to arrest crack propagation.
- The sheet pile portion of the east wall has steel soldier pipe piles leaning seaward by an average of 0.5 degrees with roughly half the wall segment's piles leaning seaward by 2-3 degrees and indicating failed tiebacks.
- UT and caliper measurements at the east wing wall sheet piles indicate minor section loss of roughly 3% to 5%.
- A 40' section of the 12x12 timber bullrail is badly damaged and completely missing in a section. The overall condition of the timber bullrail is poor.
- The top rows of fendering are mounted to the scalloped shaped wall using welded WTs with varying web lengths to provide a straight segment of fendering. The fendering brackets on the north end have crack indications along the length of the welded connection to the sheet pile web.
- Safety ladders are located at each of the 6 mooring bollards which are spaced roughly 80' apart. Some of the rebar rungs are damaged and missing and do not provide safe egress from the water. These ladders do not meet safety code.
- The 8" diameter mooring bollards are in fair condition.
- The concrete curbing is in fair condition with only minor damage.

The east wingwall has a fractured sheet pile near the connection with the closed cell of the main dock structure. The damaged sheet pile has been cut perpendicular to the crack and through the interlock and web of the adjacent sheet. The horizontal cut line follows a failed weld that appears to have spliced the top five feet of sheet pile wall to a lower section. The metal between the two sections appears to have different ages or material properties with the top section exhibiting more signs of corrosion than the lower section. The horizontal cut is roughly 63" below the top of wall.



Photo 4: Damaged East Wall Sheet Pile

The wingwall has a soldier pile with a tie-back at the end furthest from the closed cell and has a riveted connection to a t-pile at the closed cell connection. The wall tilts seaward 1 degree at the soldier pile and is plumb at the closed sheet pile cell. The adjacent sheets tilt seaward with the largest value of three degrees tilt just below the damaged area. The mudline depth was measured at 13' below the top of wall (0' MLLW), and there is no toe undermining since the sheet piles are driven to elevation -28' MLLW.

The existing flat sheet piling used on the damaged wingwall section is no longer manufactured (PS28) and cannot be replaced in-kind.

3.2 Dock Face (South Wall)

Condition Rating: FAIR

- A 10" diameter mooring bollard mounted on a HP pile is damaged and appears to have been overloaded.
- Two of the four 24" diameter pipe-pile mooring bollards are damaged.

3.3 West Wall

Condition Rating: FAIR

- The closure wall between the closed sheet pile cell, CC4, and the open sheet pile cell, OC1, has a tilt angle close to plumb at the t-pile connections to the cells but leans seaward by four degrees at the middle of the closure wall. This generates strong concern about risk of web fracturing similar to the east wingwall and portions of the east wall near soldier piles S11 – S13 and should be closely monitored for crack development.

- The mooring bollard shows minor deterioration.
- UT measurements at the west open cell and closure wall sheet piles indicate minor section loss of roughly 7%.

4.0 EVALUATION AND ASSESSMENT

The east wall was previously rated in poor condition in 2005, and this inspection confirmed many of the same defects recorded during the prior inspection. The cracks in the sheet pile wall identified in this report are new since the 2005 report. Prior inspections found failed tiebacks between the soldier piles and anchor wall, and this inspection found large segments of the wall leaning seaward. The 2005 inspection did not record exact measurements; so it is not possible to quantify how much farther the wall has tilted seaward since the last inspection. As each additional tie-back fails, there will be more strain on the remaining ones allowing the wall to tilt further at an accelerating rate until it will eventually fail. The failures can be local or global and can occur gradually or be catastrophic. The SERIOUS rating of the east wall indicates the potential for failures and the need to closely monitor for any changes in the wall tilt until the wall can be replaced.

The sheet pile fracture in the east wing wall likely occurred due to the connection between a flexible, cantilevered sheet pile wall and a rigid closed cell structure. The dock's closed cell structure is a very rigid system that gains its strength and stability from the shear strength and uses the weight of the contained infill material to resist applied loads. The attached east wingwall, on the other hand, is a flexible system that relies on tiebacks extending shoreward from the soldier piles and connected to anchor walls to utilize the lateral pressure of the wall backfill to anchor the system. The t-pile connection between the two systems creates a large stress concentration and fatigue loading on the wing wall and caused it to respond like a paperclip being flexed back and forth too many times with the load cycles.

The sheet pile web cracks between soldier piles S11 and S13 may indicate over-stressing of the sheet piles due to failures in the anchoring system and demands exceeding the structural capacity.

5.0 RECOMMENDATIONS

DOWL is deeply concerned about the structural integrity of the east wall and risk of significant failure. The wall should be replaced, and portions of the east wall should be closed until a study can be conducted to analyze the structural capacity of the wall in relation to the demands placed on the wall and until corrective actions are taken. Appendix 2 shows measurements of the wall tilt and excessive seaward deflections between soldier piles S4 through S27, along the east wingwall, and at the west wingwall (closure wall between closed cell, CC4, and open cell, OC1); and Appendix 3 shows those locations in plan view. No equipment should be stored or operated within 20 feet of the face of these damaged sections along the east wall or along the

timber portion of the east wall. This corresponds to roughly a 1:1 slope to the river mudline at the base of the wall. There are no records of when the cracks appeared or were addressed in the sheet pile webbing near soldier piles S11 – S13. This makes it difficult to assess the severity of the situation and the rate of damage progression.

The east wall condition warrants a structural review to determine the damaged anchor system's effects on the structural strength of the wall. The City of Bethel should conduct a feasibility study to determine if the east wall's failed tiebacks and anchor wall system can be rehabilitated cost effectively for the steel sheet pile portion of the wall until the City can secure funds for wall replacement. This effort will require a geotechnical investigation, engineering analysis of the anchor system's current condition, and a site evaluation to determine the failure mechanism for the failed tiebacks.

The damaged east wing wall section should be repaired or rehabilitated. To rehabilitate the wall section to the original, as-designed capacity, the damaged sheet pile should be removed and replaced with new. Because the existing PS28 sheet is no longer produced, a new sheet could be fabricated from a PS31 sheet pile to match the existing interlock width of 15 inches. A sample PS31 sheet was sent to Ed Flores at the City of Bethel to confirm that the interlock is compatible with existing. This distance between interlocks at the damaged section may have increased due to wall creep, and the existing flat sheet piles will not have much stretch to allow the gap to be closed. One potential option would be to have two halves of the replacement sheet be field welded along the web to field-fit the replacement.

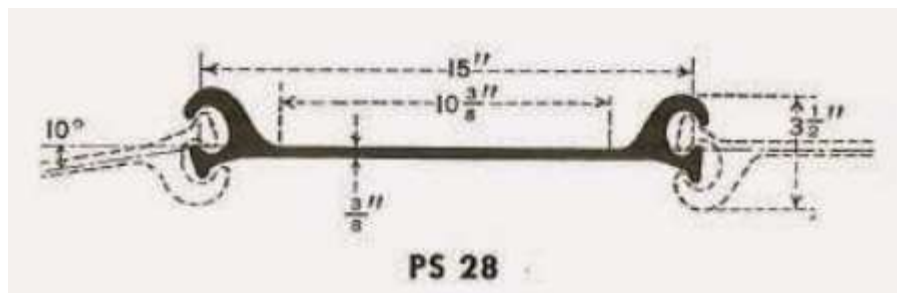


Figure 6: PS28 Flat Sheet Pile Dimensions

Another repair option would be to make a vertical cut along the adjacent sheet at the interlock and then weld a flat, steel plate along the back of the wall to retain the backfill. Because there are no as-built records of the wall construction or material type, this option will require lab analysis of the existing sheet pile to determine the material properties and whether it is weldable.

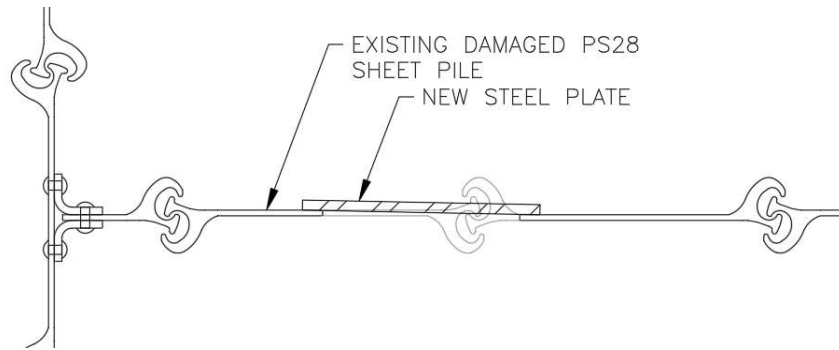


Figure 7: Welded Sheet Pile Repair Option

Neither of these options will resolve the stress riser issue unless the connection is stiffened. One upgrade option would be to encapsulate the top of the wall in reinforced concrete which will act like a pin connection at the top of the wall instead of a cantilever and will distribute the stress more efficiently to the rest of the wall section. The wall and connection would need an engineering analysis to determine the details for this type of upgrade.

Each of these options will address the loss of backfill material and the load induced fatigue in the steel sheet pile, but these will not extend the design life of the wall system.

The east wall should be closely monitored for additional crack formation in the sheet pile webbing, and the west wing wall should be monitored to determine if the seaward tilt is increasing and to monitor for crack development in the sheet pile webbing.

A routine inspection schedule should be implemented to monitor the wall for further deterioration, and tilt measurements should be compared against the findings in this report. Based on the condition of the east wall, ASCE recommends that the structure be inspected at a maximum interval of 24 months.

Due to the prior history of sheet pile toe undermining, the mudline elevation along the face of the wall should be measured at regular intervals, and the records should be stored and analyzed to determine the seasonal patterns of channel migration and identify potential future risks for undermining. Mudline measurements from this inspection are recorded in Appendix 3.

The following list summarizes the recommended corrective action priorities. The list does not include the recommended studies or wall replacement.

- **Category I – Priority**
 - Repair the damaged east wing wall sheet pile
 - Restrict cargo storage and equipment operations along east wall segments mentioned in this section.
 - Replace the damaged timber bull-rail along the east wall.
 - Implement a routine inspection program.
- **Category II – Improvements**
 - Repair damaged fender brackets.

- **Category III – Future Upgrades**

- Retrofit the east wing wall to stiffen the connection to the closed cell sheet pile.
- Remove the existing, deficient safety ladders. Provide new safety ladders at 100' intervals along the face of the bulkhead.
- Provide life rings at 200' intervals along the face of the work area.

APPENDIX 1: PHOTOS



Pile jacking at north end of the timber wall



HP leaning shoreward as the pile frost jacks while still restrained by the (2) tie-backs



Intact HP tiebacks



Differential settlement or jacking along timber wall



Evidence of failed tie-back along timber wall at soldier pile T17



Evidence of failed tie-back along timber wall and damaged timber bullrail



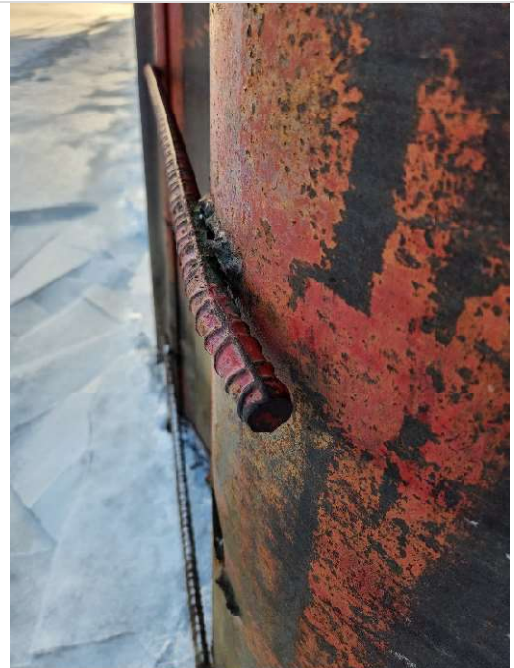
Damaged timber bullrail along timber wall



Damaged timber bullrail along timber wall



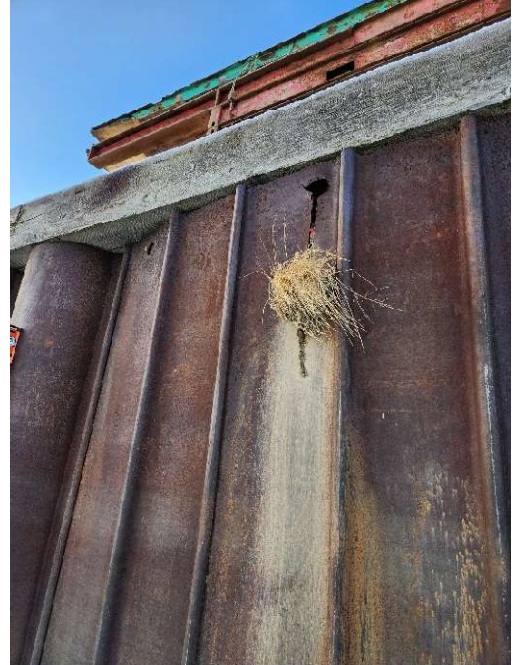
Damaged safety ladder at soldier pile T35 & S1



Damaged safety ladder at soldier pile T35 & S1



Damaged sheet pile near soldier pile S11



Damaged sheet pile near soldier pile S12



Damaged sheet pile near soldier pile S13



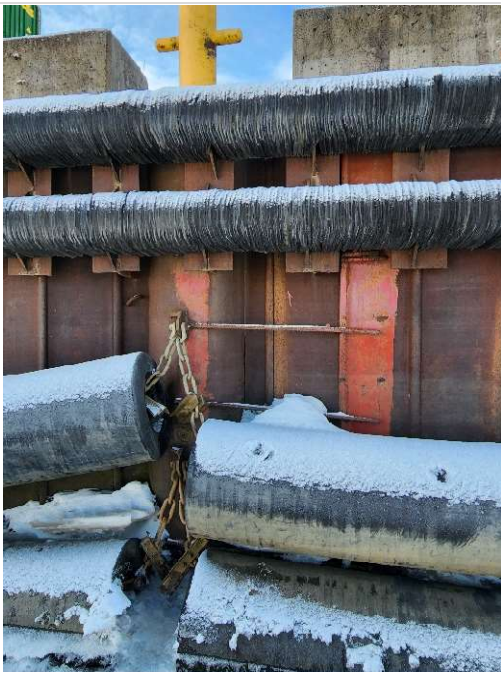
Safety ladder at soldier pile S19



Start of east wall fendering



Crack indication at connection between fendering bracket and wall near start of east wall fendering



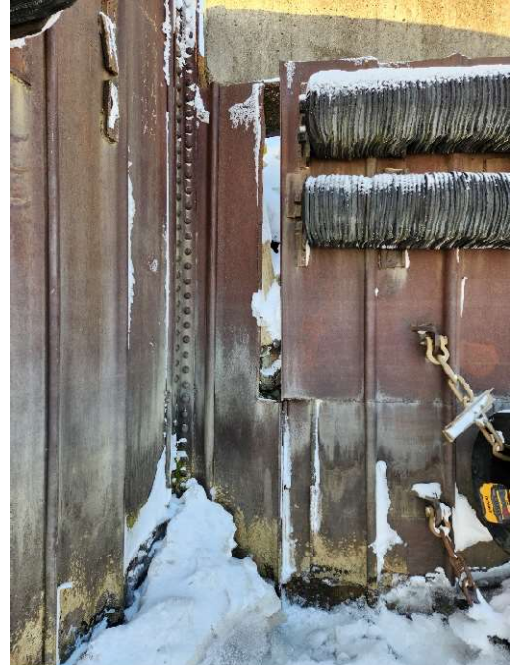
Safety ladder at soldier pile S28



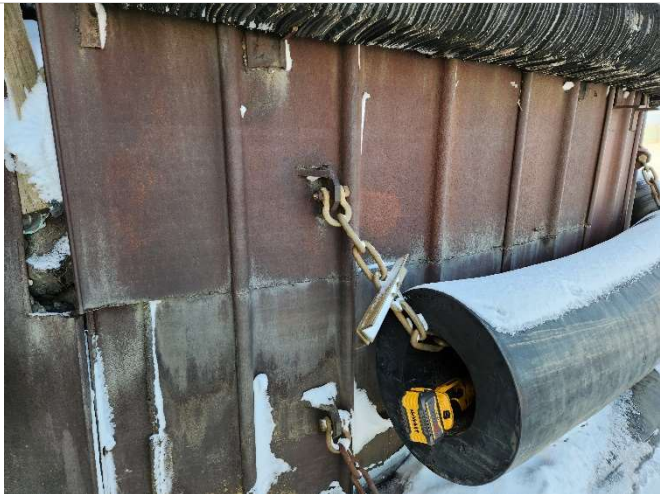
Safety ladder at soldier pile S37



Safety ladder at soldier pile S46



Damaged east wing wall sheet pile



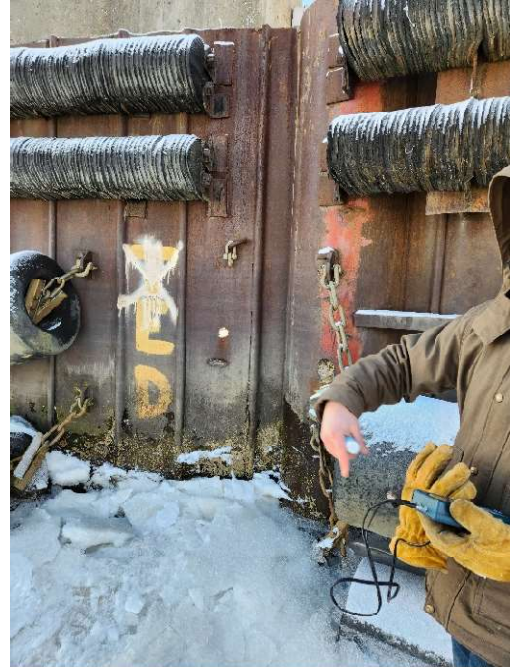
Damaged east wing wall sheet pile. Note splice between top sheet pile area and lower section



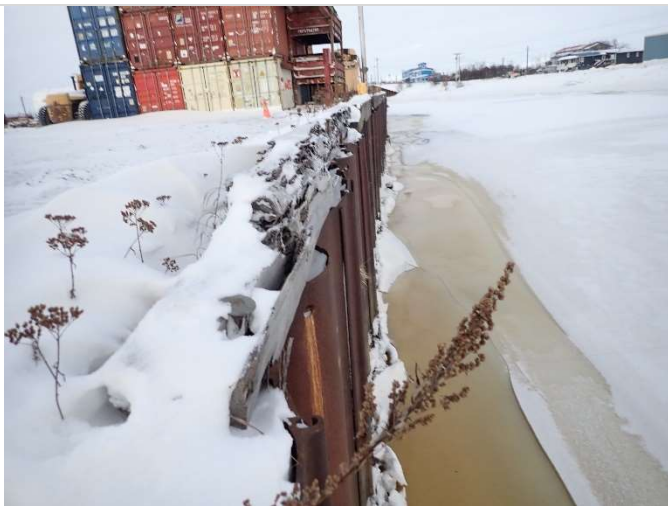
Welded splice connection between top and bottom wall sections



Prep area for UT thickness remaining measurement



Prep area for UT thickness remaining measurement near soldier pile S46



Damaged timber bullrail along east sheet pile wall



Damaged timber bullrail along east sheet pile wall



Fendering and concrete curb along east sheet pile wall



8" dia mooring bollard at intersection of east timber and sheet pile wall



8" dia mooring bollard between concrete curbs on the east sheet pile wall.



Damaged sheet pile on east wall



Safety ladder on east sheet pile wall



Fendering on east sheet pile wall



Concrete curb and fendering along east sheet pile wall



Concrete curb and fendering along east sheet pile wall



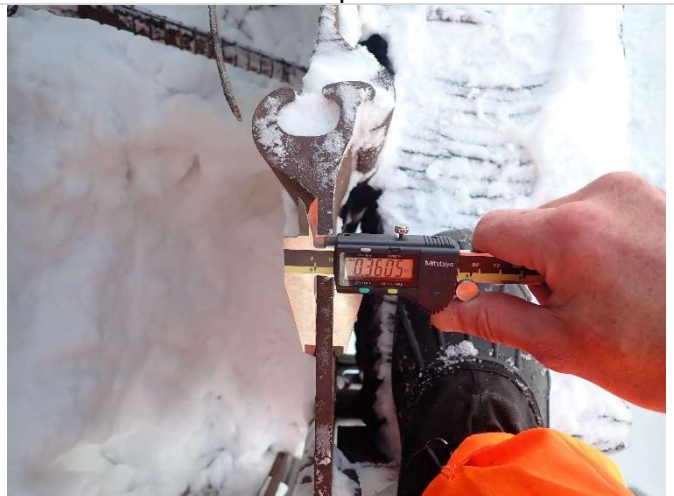
Minor damage to concrete curb metal strip along east wall.



Fractured sheet pile with material loss at connection between east wing wall and dock closed sheet pile dock cell



Fractured sheet pile with material loss at east wing wall



East wing wall PS28 web thickness remaining at top of wall



Overall length of PS28 sheet pile at east wing wall



Length of damaged sheet pile section



Top of dock face



Damaged 10" dia bollard at SE corner of dock (closed cell #1)



Damaged 24" dia pipe pile bollard at closed cell #2



Damaged 24" dia pipe pile bollard at closed cell #3. Hole has been drilled through pile-pile with a 3" dia bar inserted through the pile



Top of west wing wall



Elevation view of the west wing wall and armour rock protecting the wall's shoreward toe



Leaning closure wall between closed cell, CC4, and open cell, OC1. Photo taken in Dec inspection when the ice was thick enough for foot traffic along the east and west walls.



Start of fendering at closed cell, CC4

APPENDIX 2: WALL TILT AND UT THICKNESS MEASUREMENTS

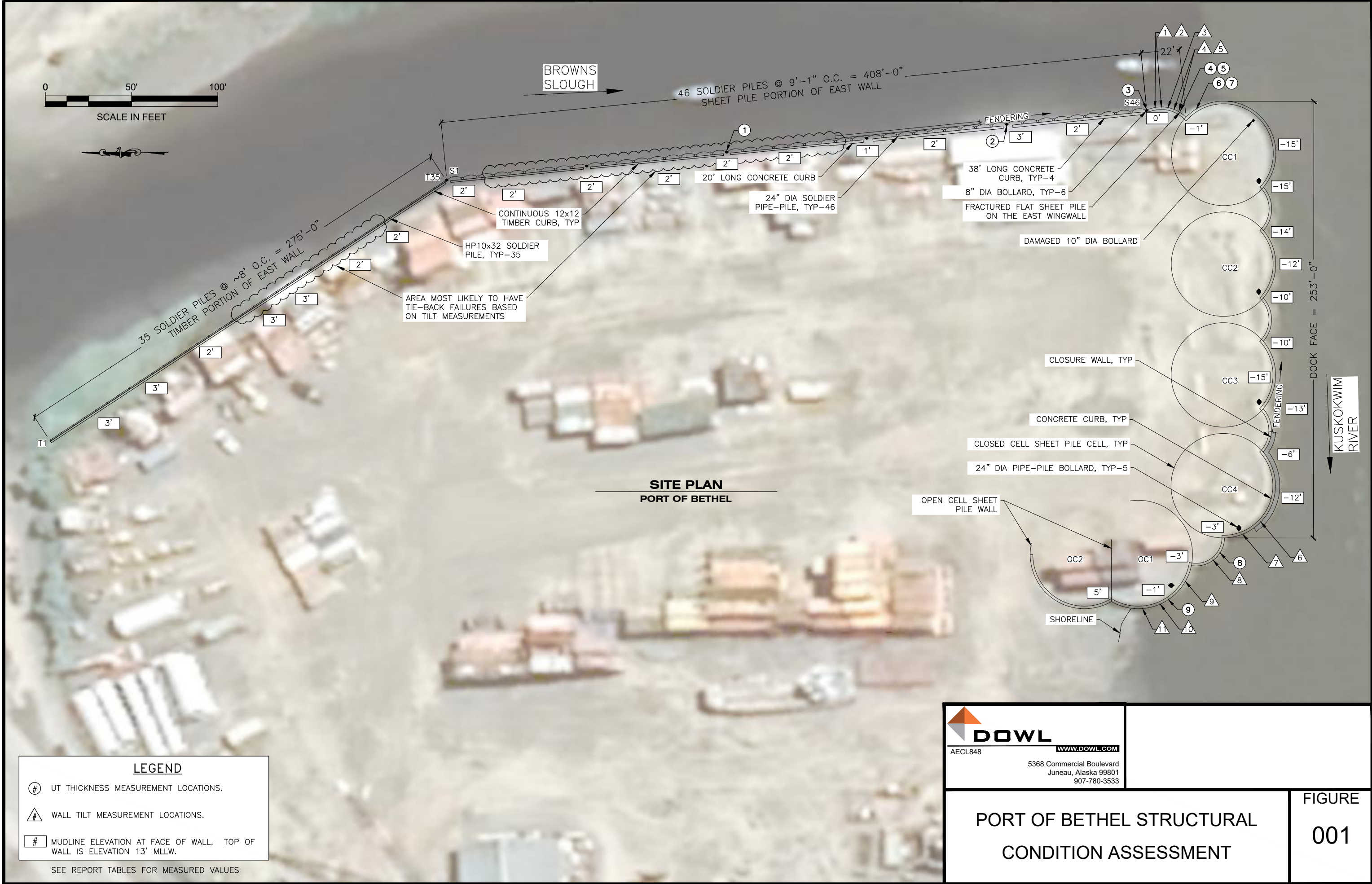
#	East Timber Wall Soldier Pile	
	Tilt (degrees)	Notes
T1	6.7	
T2		
T3		
T4	3.0	
T5		
T6		
T7	1.7	
T8		
T9		
T10	2.0	
T11		
T12		
T13	1.5	
T14		
T15		
T16	2.0	
T17		Damaged
T18	5.5	
T19		
T20	3.2	
T21		
T22		
T23	4.6	
T24		
T25		
T26	4.4	
T27		
T28		
T29	4.5	
T30		
T31		
T32	2.2	
T33		
T34	1.4	
T35	0.0	Sheet Pile #1

#	East Steel Wall Soldier Pile	
	Tilt (degrees)	Notes
S1	0.0	Timber Pile #35,
S2	0.7	
S3	0.3	
S4	1.7	
S5	1.7	
S6	1.6	
S7	1.0	
S8	0.6	
S9	1.8	
S10	0.5	
S11	2.5	Damage - See Photos
S12	2.5	Damage - See Photos
S13	3.0	Damage - See Photos
S14	2.8	
S15	2.5	
S16	2.0	
S17	1.6	
S18	1.2	
S19	1.2	Safety Ladder, Thickness Reading #1
S20	1.0	
S21	0.5	
S22	0.7	
S23	1.4	
S24	1.8	
S25	1.7	
S26	1.8	Bumpers begin
S27	0.5	
S28	0.6	Safety Ladder
S29	0.3	
S30	1.0	
S31	0.5	
S32	0.5	
S33	0.4	
S34	0.7	
S35	0.3	
S36	0.3	
S37	0.5	Safety Ladder, Thickness Reading #2
S38	0.0	
S39	0.9	
S40	0.4	
S41	0.3	
S42	0.6	
S43	0.6	
S44	0.7	
S45	0.6	
S46	0.6	Safety Ladder, Thickness Reading #3

#	E Wingwall Sheet Pile	
	Tilt (degrees)	Notes
1	1.0	Damaged sheet pile hinged seaward 6 to 8 inches.
2	1.9	
3	3.0	
4	2.0	
5	2.0	
#	W Wall Sheet Pile	
	Tilt	Notes
6	1.0	
7	1.0	
8	4.0	
9	0.4	
10	0.5	
11	0.1	

#	UT Thickness Remaining Measurements	
	Location	Notes
1	0.410	Steel Pile 19
2	0.380	Steel Pile 37
3	0.385	Steel Pile 46
4	0.327	On patched section of wall at failure point.
5	0.366	On original wall at failure point.
6	0.502	On closed cell wall after failure point.
7	0.502	On closed cell wall after failure point below summer water line.
8	0.467	West wall
9	0.467	West wall

APPENDIX 3: SITE PLAN





CITY OF BETHEL

Post Office Box 1388

Bethel, Alaska 99559

Phone: 907-543-2047

TO: City Manager
FROM: Human Resources
SUBJECT: November's Manager Report

DATE: November 5, 2023

On-Site Support

HR provided three weeks of on-site support thus far. In addition to organizing documents and files, on-site activities included in-processing, disciplinary-related activities, benefits enrollment, auditing files for conformance with federal laws, evaluation and PAR processing, assisting with policy development, identifying improvements and efficiencies within the Caselle system, and establishing practices for remote support to hiring and benefits management.

Recruiting

HR is implementing systems to transition to a shared digital application and tracking process. The download option for applications has been removed from the website, and all applications and associated resumes are being stored in a digital format. HR created and implemented a formal application tracking system using Excel, which logs all applications received, the associated Head Department review, and disposition status. These changes are reducing the need for paper document storage and will improve efforts to meet retention and disposition requirements for these records.

During the month of October, the City received 20 job applications.

- 2 positions were filled (HR Director and Fire Department Administrative Assistant)
- 1 internal applicant is in consideration for a promotion
- Of the remaining applications, 6 were not selected due to a more qualified candidate being hired, 3 were seeking remote work, 1 accepted a position elsewhere, 6 were unqualified and 1 was not eligible for rehire.

Future efforts include reviewing the FY24 budgeted positions and presenting a visual representation of the City's vacancies, applications, and recommended changes to the recruitment methods.

Performance Management

HR is performing an audit of the City's personnel records with respect to annual evaluations and associated merit increases. While many employees have received timely evaluations and merit increases, managerial vacancies have resulted in a number of absent evaluations. All non-exempt

employees will have their evaluations logged and completed as needed and/or the earned merit increases processed by the end of the calendar year.

Personnel Records

Approximately 50% of the unfiled documents have been identified and filed into personnel records. The focus is on current employees, making sure that payroll data in Caselle matches the employee PARs.

HR will be moving toward digital processing and maintenance of these records. Initially, at the recommendation of the City's insurance provider, the files are being scanned into the local server. Ultimately, HR hopes to adopt a technology-based HR Management system that includes initial onboarding, file storage and maintenance, and employee access to their own records. Such a program, including an expansion into electronic payroll processing, can have a positive effect on other Departments, streamlining the payroll function and reducing the amount of administrative support to process payroll.

Benefits

The Premiera Health Insurance accounts have been audited and all former employees removed from coverage. HR has access to the electronic portals for managing City benefit programs and will be ensuring monthly review of enrollees.

Work Injuries and OSHA Notifications

There were two new workplace injuries during this reporting period. Neither required special OSHA reporting.

Future Projects

- Coordinating recruitment efforts with the Alaska Job Center and local training sites
- Continuing to work on creative strategies for filling vacant managerial positions
- Rolling out the newly-ratified Collective Bargaining Agreement
- Serving as Designated Employer Representative for the FMCSA Drug and Alcohol Program for our Hauled Utility Drivers
- Expanding remote HR support to Department Heads
- Developing a digital policy manual

Memorandum

Date: October 1, 2023
To: Alan Lanning, Interim City Manager
From: Bo Foley, IT Director
Subject: IT Director's Report



November 2023 Current Events

- **Vacation 10/16 through 11/13:**

This month, I stepped away for a four-week vacation starting on October 16 and so my manager's report this month (and next month) will be a bit sparse. During my time away, I did not name my technician as acting IT director as I was vacationing in town and expected to do my normal administrative duties such as check requests, credit card allocation, the monthly manager's report, and helping with any emergencies that popped up.

- **Problems with the Caselle Server:**

This month, a lot of issues have started creeping up for users that spend the lion's share of their work hours in the Caselle software. Such issues include random crashing or slow performance. In working with Caselle support on the matter, they are beginning to blame our hardware after attempting other remedies that have not yielded any significant respite. Our servers are not very old and have a good three or four years left before I would think about replacing them, but it is plausible that the Caselle database has outgrown the environments that were originally set up for it. As such, I will likely think about purchasing hardware in FY25 to create a more robust environment for the Caselle data in the hopes that it eliminates any hardware-related bottlenecks. If the situation becomes dire, I will have to do a budget modification to try and pick something up sooner.

- **Normal Business:**

The rest of the month has been filled with normal daily trouble-ticket response for issues regarding printing, scanning, file access, and especially employee management.

Future Plans

- **Replacing Surveillance Systems:**

Upon returning from vacation mid-November, I will be working to replace the surveillance systems at the Fire Dept and Public Works. The current solutions do not work well at all, especially when it comes to looking up data for past events.

CITY OF BETHEL POLICE DEPARTMENT



October 2023 Monthly Report

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Safety Patrol (three grant funded)	3	1	2
Community Service Officer	2	2	0
Evidence and Record Custodian	1	0	1
Administrative Assistant/Taxi Inspector	1	1	0
Public Safety Dispatcher (one E911 funded)	5	5	0
Public Safety Dispatch Supervisor	1	1	0
Peace Officers (one grant funded/reimbursed SRO)	20	18	2

Operations:

Operations Tempo				
	October 2023	September 2023	October 2022	2023 Total
Calls Total	1200	1273	1213	13224
Reports Total	118	106	104	1006
Intoxicated Pedestrian Calls	167	155	213	1319
Driving Under Influence Calls	12	13	16	140
Domestic Violence Reports	26	13	26	158
Animal Calls	35	26	48	341
Animal Bite Reports	1	0	1	3
Sexual Assault Reports	6	11	11	68
Death Investigation Reports	0	2	1	8

Det. Bouma and Det. Floyd attended a Homicide Investigation class. Lt. Wigner, Lt. Poole, Sgt. Evan, Cpl. Revard, Det. Bouma and Det. Floyd attended an Interview and Interrogation class. All officers and CSO/CSP attended CPR/First Aid/ AED Class.

Chief Hicks attended the International Association of Chiefs of Police Conference in San Diego and in addition to training and networking which is standard at such conferences, was also able to secure a 1-year free license for digital forensics analytical software from DataPilot Inc valued at approximately \$2000.

The department purchased and issued Narcan for all officers to use in the event of accidental fentanyl exposure or to aid in responding to overdose calls.

Two new dispatchers, one CSO, and one Police Officer started with the department during the month of October.

We have entered into a partnership with the Anchorage FBI Child Exploitation and Human Trafficking Task. Our Detectives will be working alongside federal agents with extensive experience in these fields. This, in turn, will lead to the successful identification, apprehension, and prosecution of individuals involved in criminal activities related to crimes against children within our community.

By joining this Task Force Bethel PD will be able to bring the following benefits to the community:

- Enhanced Expertise and Resources
- Comprehensive Investigations
- Improved Community Safety
- Collaboration and Networking
- Community Outreach and Education

The police department is currently conducting a background check on one police officer applicant, which indicates an ongoing hiring process.

The department continues to recruit for all vacancies, highlighting the ongoing efforts to hire new personnel and maintain a fully staffed and efficient police force.

PORT OF BETHEL

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



To: City Manager
From: Edward Flores, Port Director
Subject: October 2023 Managers Report

- **Small Boat Harbor**

The Small Boat Harbor activity is at a halt for the season. The floats came out of the water starting on the 12th of October. The port crew will remove all remaining boats from the harbor starting the first of November. We are working with the planning department to ease the presence of vehicles in the Harbor over the winter. We want to work with the Public Works Department on the approaches in the Small Boat Harbor this winter to level them out.

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

City Dock and Beach 1 are primarily in winter mode. All but a few companies are done for the season and have cleaned up their area of the dock for winter storage. We are currently working on how much storage we will be looking at this winter. Beach 1 still has two more vessels to be brought up for the winter, and that should bring us to a total of 13 boats and 1 barge. Beach 2 will be used for storage as well, we currently have roughly ½ an acre of storage that is being used at Beach 2.

- **Port Office**

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

- **Admin**

Our monthly storage is prepped and will head out the door this first week of November. The Port Commission did not have a quorum this month. Our next meeting will be at City Hall on November 20, 2023, at 7 p.m. We at the Port would like to welcome Council Member Henderson as our new Council Representative.

- **Seawall**

The Port crew is doing daily checks along the seawall. Constant clean-up, as needed. The port crew will do fence repairs to the upper access road in the first week of November.

- **Misc.**

We are maintaining the cleanliness around the waterfront as much as we safely can. We will be doing a few lighting upgrades to the warehouse on the Dock, as well as the Small Boat Harbor Attendant post. We will be changing both interior and exterior fixtures. The Port Ford Ranger is down for mechanical, other than that we have nothing to report for vehicles except that the new port work trucks numbered MD-03 & MD-04 are running and working well. From now on all Port trucks will be numbered from MD-05 on. MD stands for Municipal Dock.



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: 10.31.2023
TO: City Manager
FROM: Public Works Director
SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Hauled Utilities: We currently have 12 drivers' positions filled. I have 5 vacant positions. With unplanned absences and with valid time of request, this has frequently left us understaffed. This has caused a bit of a struggle to keep up with scheduled services. The utility truck drivers continue to work long hours and 6 days a week to get the job done. Hauled utilities has continuously received great support from Road Maintenance and Vehicle maintenance.

Utility Maintenance: 8 alarms on residential lift stations were responded to. Multiple issues with grinder pumps, and float systems

- Monthly meter reading and service connections were completed.
- Clean up and organization of shops and vehicles.
- 8 residential lift station repairs.
- Tundra Center lift station still in dire need of repairs/ replacement. Currently, lift station is not functioning at full capacity/ has required creativity to modify pump to continue to operate.
- Mixing up main lift station by hand with soap to prevent matt build up
- leveling activities on low-flow and plugged sewer lines
- been flushing ASHA we also had some plug sewer line in ASHA.
- Hook up water and sewer line to 265 Akiachak
- Fix all water leak in ASHA also did 3 tie in in ASHA

Utility Maintenance has 2 vacant staff workers still short staffed
Got parts order to fix water leak in ASHA

Property Maintenance:

0 of 2 Temporary positions filled. Positions posted since early 2022.
4 of 4 FTE positions filled.

POOL: Replace ballast in light fixture. Repair mixing valves in women's and men's showers to

increase hot water. Replace pump #13's fuse. Replace pressure gauge on boiler #2.

COURTHOUSE: Replace zone valve DA office. Replace actuator on AHU for DA's office. Turn the entrance way heat on. Count cores for courthouse replacement. Replace flapper on toilet in judges' office.

CITY HALL: Turn on the entrance way heat. Replace fuel pump on boiler. Move shelf for HR. Reset boiler. Adjust boiler fuel lines.

TRANSIT: Clean unit heater in pump room.

PUBLIC WORKS: Replace zone valve, thermostat, and transformer in Hauled Utilities. Replace unit heater fan motor Hauled Utilities Bay. Remove sheet from roof of 1940 Tundra Ridge. Drain 2" water line by V&E door. Work on Boiler #2. Clear sand trap. Replace HPL battery. Turn on all heat traces. Turn on sewer glycol line. Replace coin vents on unit heaters. Install new pump on main fuel tank.

DOG POUND: Cut wires on kennels. Replace water filters. Level fuel tank.

TEEN CENTER: Reset A, B, and C loop.

POLICE DEPARTMENT: Flush hot water heater. Work on garage door #2.

BETHEL HEIGHTS WATER PLANT: Add lock hasp to backwash door. Adjust side door.

CITY SUB WATER PLANT: Replace coin vent on boiler #1. Turn on B loop. Turn boilers up. Remove wall for roll up door.

PORT: Turn on boiler #1. Repair door on AML warehouse.

FIRE DEPARTMENT: Repair sprayer on sink.

BUS BARN: Replace primary controls on unit heater.

LANDFILL: Repair drain on sink in office.

HIGHWAY LIFT STATION: Repair door latch.

UTILITY MAINTENANCE: Repair unit heater. Repair furnace stack. Assist with repair of water lines. Assist with repair of sewer lines. ASHA pump cleaned. Assist with clogged sewer lines. Replace nozzle on unit heater.

Road Maintenance:

Been a busy month getting last minute projects completed before freeze up.

All of our equipment has been put into winter mode in the event winter shows up. We finished grubbing, ditching and adding a culvert on 4th avenue. Ahtna has completed the foundation for the new chemical building that will be put up next summer. We helped Udelhoven get mobed in for the water plants filter media replacement. Besides that lots of grading.

Vehicles and Equipment:

Fixing and repairing city vehicles and equipment as usual.

Transit System:

Another busy month for Transit. Bus 440 has been running without any major issues but it's due for its service along with 439. Both transit drivers have been doing an awesome job with their duties of transporting the public.

The following riders consisted of: Seniors-965, Youth-13, Adults-124, Disabled-214, and Pass riders-1,292. Bus 440 logged 2,560 miles and fuel pumped was 315.153 gallons for the month. Day Pass purchases-52, Adult Month Passes-14, and Youth Month Passes-2. As of 30 October, the total fares is \$1,378.00.

Landfill & Hauled Refuse:

We have been preparing for freeze up, organizing, mixing salt sand for cover with help from Streets and roads, replacing signage to help the public navigate the landfill and dump their trash accordingly to minimize moving trash over and over. Our winter working face is complete. This month we interviewed for the remaining landfill tech position and filled it. We also hired a temp landfill worker who has been a big help. Landfill manager has been working closely with Cheryl Bartlet correcting mistakes made by finance for years, I believe it is due to turnover issues, etc. She has been great and very diligent helping correct these and has brought several billing issues to my attention and helping me resolve them or create processes to avoid it happening in the future. Shredding will continue with the warm weather here. We have received cameras and set them up around dumpster sites that have been left littered by the public in an effort to stop unnecessary trash spreading throughout town. This month the hauled refuse truck brought in 61 loads of dumpster trash. We received 51 misc. city loads, 177 private citizen loads, 2665 cu. Yards of commercial waste, 17 refrigerators and freezers and 8 junk vehicles.



Project Description	Task Order	GL Code	Total Budget	Billed	Remaining
Lift Station Improvements	TO #15	660-70-6890	\$513,227.10	\$506,147.45	\$7,079.65
Lead and Copper Issues at City Sub	TO #17	510-84-6335	\$49,000.00	\$29,876.06	\$19,123.94
Subdivision Construction Oversight	TO #26	100-54-6320	\$82,340.00	\$64,157.90	\$18,182.10
Yukon Kuskokwim Health and Fitness Center Repairs	TO #28	400-50-9692	\$124,266.00	\$111,619.08	\$12,646.92
CEHH Hydraulics and Hydrology Study	TO #31	100-66-6892	\$93,450.00	\$81,947.00	\$11,503.00
Utility Rate Study	TO #39	100-51-6325	\$94,431.00	\$89,860.36	\$4,570.64
YK Fitness Center Lift Station Replacement	TO #44	400-50-9692	\$89,987.00	\$89,840.46	\$146.54
Chemical Storage Building	TO #45	660-70-6892	\$305,929.00	\$183,095.91	\$122,833.09
Transit Center Boiler Replacement	TO #46	560-50-6890	\$85,320.00	\$59,587.60	\$25,732.40
Dog Pound Facility Concept Design	TO #49	100-61-6890	\$10,473.00	\$10,473.00	\$0.00
General Planning Services	TO #52	100-54-6320	\$115,000.00	\$113,588.75	\$1,411.25
Port Wall Inspection	TO #53	520-50-6339	\$37,815.00	\$37,815.00	\$0.00
QFC#2 Lift Station	TO #55	660-70-6320	\$107,855.00	\$72,039.20	\$35,815.80
WTP Automation Study	TO #56	510-84-6890	\$67,630.00	\$25,045.67	\$42,584.33
Wetlands and Hydrologic Modeling	TO #58	100-54-6890	\$95,843.00	\$80,872.76	\$14,970.24
Police Tower Estimate	TO #59	100-61-6890	\$43,523.00	\$13,932.95	\$29,590.05
Well Testing	TO #61	510-83-6335	\$21,697.00	\$0.00	\$21,697.00
Bethel Hts/Martina Oscar W&S	TO #63	631-50-6324	\$233,140.00	\$58,524.33	\$174,615.67
Fire Tower Site Plan	TO #64	100-60-6890	\$13,272.00	\$9,954.00	\$3,318.00
Filter Media Replacement	TO #65	660-70-6892	\$20,000.00	\$8,209.74	\$11,790.26
Lagoon Assessment	TO #66	510-87-6320	\$56,101.00	\$0.00	\$56,101.00



CITY OF BETHEL

Daron R. Solesbee, Fire Chief

Fire Department

P.O. Box 3231, Bethel, Alaska 99559

Phone: (907)-543-2131

Fax: (907)-543-2702

dsolesbee@cityofbethel.net

Celebrating 50 Years of Service

DATE: November 6, 2023

TO: City Manager

FROM: Daron Solesbee, Fire Chief

SUBJECT: Management Report, October 2023

Current Events

- The department conducted a "Wet Down and Push Back" Ceremony on October 21st to commemorate Engine 5 being placed into service. Public Safety personnel, City Council Members, and members of the public attended and assisted with the pushing in of the new fire engine.
- The department is planning a dedication ceremony and open house at the new *BFD Firefighter Training Tower Facility*, located at 1215 Ridgecrest Drive. This is being tentatively scheduled for mid-November, after construction and staff training is completed.
- The department is continually recruiting new volunteer responders and administrative support. If anyone is interested, please fill out a BFD Volunteer Application Packet today!

Community Planning/Preparedness/Prevention

- The department conducted multiple plan reviews for new commercial structures. These plans were reviewed for compliance with requirements stated in the 2021 International Fire Code (IFC), Chapter 5 - Fire Service Features.
- The department will be completing hydrant flow testing soon, due to low staffing and high incident call volume. Areas which will be affected include City Subdivision, FAA Housing, and the Industrial Corridor.

- The department received the new Draeger Swede Survival Phase II Fire Training Facility. The system was fully assembled by SimPro and finished on October 31st. Draeger will provide an instructor class to the department on November 3-4. Go check it out!
- It's getting colder outside, so please take this opportunity to clean your chimneys. Bethel residents may come by the fire station and borrow a chimney brush and rods free of charge but must return them within three days.

Training

- New staff and volunteers are receiving continuous Driver/Operator training on the handling characteristics, operation of specialty equipment, care and maintenance, and emergency operational procedures of the department's ambulances and fire apparatus.
- Staff have completed several online, classroom, and skill drill training sessions covering various topics including firefighting, emergency medical treatment, fire inspection, fire investigation, and fire prevention.
- Staff have conducted several drills on firefighting and EMS knowledge and skills during each shift.

Responses

- Between 10/01/2023 and 10/31/2023, the Bethel Fire Department responded to 158 EMS and 13 Fire incidents.
- See attached reports for Fire and EMS response breakdowns.

Budget/Financial

- The department is operating within its FY2024 budget.

Grants

- The department will continue to seek grant funding for fire and EMS equipment, additional staffing, replacement fire apparatus and ambulances, and other equipment.

Property Maintenance

- The fire station foundation will be repaired and improved to allow for increased ventilation to preserve the position of the foundation piles.

- The fire station's front office and classroom need to be updated and remodeled, as the original (circa 1980) cabinets, shelving, and counter tops are very worn and in poor condition. The department will explore options and possibly create an RFP for this project.
- The department will seek an RFP for chain-link fencing to surround the department's new firefighter skills training facility, which will be constructed in October at 1215 Ridgecrest Drive.

Staffing/Recruitment

- The department is recruiting one Fire Lieutenant (PS4A, Base Pay is \$67,336/yr + DOE).
- The department is recruiting four Firefighter/EMT's (PS2A, Base Pay is \$52,373/yr + DOE).
- The department is recruiting four Temporary Firefighters (non-benefitted, up to 6 months, 40 hours/week, not eligible for overtime, \$25/hour).
- Due to low staffing and coverage concerns, firefighters will be working a 48-on/48-off shift schedule until further notice. This will ensure that employees receive much-needed days off.
- The department is advertising for these positions nationally through multiple job advertisement services, Fire and EMS magazines, firefighter recruitment organizations, and various fire academies throughout Alaska and the lower 48 states. Department leadership will attend career fairs around the state to recruit personnel.
- The department is continually recruiting volunteer members to serve as firefighters, ETT/EMT's, and support personnel. Become a volunteer today!

Vehicles & Equipment

- The department's new Class-A Pumper, Engine 5, was placed into service.
- The department has started the process of developing a specification with Braun Northwest, Inc. for a new Advanced Life Support Type-1 Ambulance to replace Medic-4, the 1999 Ford ALS Type-1 ambulance. The department will utilize a cooperative bid purchasing contract to acquire and purchase this vehicle.
- 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 this summer to allow this apparatus to be taken out of service for modifications.

FIRE DEPARTMENT VEHICLE STATUS			
Vehicle	Type	Year	Status
Medic 4	Ambulance	1999	(Reserve Ambulance) In service. Slated for replacement in FY24.
Medic 5	Ambulance, Light Rescue	2019	(Frontline Ambulance) In service. MARSARS placed in service, reflected on inventory sheet.
Medic 6	Ambulance	2017	(Second-Out Ambulance) In service.
Medic 7	Ambulance	2024	Specification is under review by department.
Engine 5	Pumper	2023	In Service.
Engine 4	Pumper	2013	In service. Pump packing rings need to be tightened and/or replaced. Generator issues. Transmission and engine need service.
Engine 3	Pumper	1986	Out of Service (In storage at Port Storage Yard) The pump transmission was received and reinstalled by a local heavy equipment/diesel mechanic.
Truck 1	Ladder Truck	2017	In service. Transmission and engine serviced in October.
Com 1	SUV	2021	In service.
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	Public Safety Boat	2004	Out of Service (In storage at Port Storage Yard) Needs new outboard motor (obsolete/frequent breakdowns). Needs a replacement steering system, preferably hydraulic. Intermittent fuel starvation issue (fuel pump) that causes sputtering.

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPARTMENT</u>					
100-60-6000 SALARIES	178,600.70	178,600.70	792,237.00	613,636.30	22.5
100-60-6004 LONGEVITY BONUS	.00	.00	10,000.00	10,000.00	.0
100-60-6010 FLSA OVERTIME	55,429.27	55,429.27	120,000.00	64,570.73	46.2
100-60-6011 CALL BACK OVERTIME	20,367.42	20,367.42	50,000.00	29,632.58	40.7
100-60-6022 HOLIDAY PAY	6,484.20	6,484.20	15,000.00	8,515.80	43.2
100-60-6023 LEAVE CASHOUT	2,750.10	2,750.10	45,789.00	43,038.90	6.0
100-60-6030 SOCIAL SECURITY EXPENSE	167.40	167.40	.00	(167.40)	.0
100-60-6031 PAYABLE MEDICARE FICA	3,952.00	3,952.00	14,532.00	10,580.00	27.2
100-60-6032 UNEMPLOYMENT	.00	.00	17,840.00	17,840.00	.0
100-60-6033 WORKERS' COMPENSATION	7,499.28	7,499.28	25,891.00	18,391.72	29.0
100-60-6034 PERS	56,800.00	56,800.00	220,492.00	163,692.00	25.8
100-60-6040 EMPLOYEE GROUP BENEFITS	48,573.24	48,573.24	305,136.00	256,562.76	15.9
100-60-6041 UTILITY BENEFIT	10,266.46	10,266.46	54,720.00	44,453.54	18.8
100-60-6061 TRAVEL/TRAINING	17,420.13	17,420.13	42,900.00	25,479.87	40.6
100-60-6100 SUPPLIES	16,964.76	16,964.76	77,800.00	60,835.24	21.8
100-60-6103 WEARING APPAREL	1,676.39	1,676.39	16,700.00	15,023.61	10.0
100-60-6150 GASOLINE/DIESEL/OIL	3,157.42	3,157.42	16,400.00	13,242.58	19.3
100-60-6153 HEATING FUEL	377.96	377.96	40,000.00	39,622.04	.9
100-60-6155 WATER/SEWER/GARBAGE	.00	.00	11,600.00	11,600.00	.0
100-60-6160 ELECTRICITY	3,169.47	3,169.47	21,200.00	18,030.53	15.0
100-60-6170 TELEPHONE	722.17	722.17	2,400.00	1,677.83	30.1
100-60-6171 STAFF CELLULAR PHONES	683.97	683.97	4,000.00	3,316.03	17.1
100-60-6200 MINOR EQUIPMENT	3,783.61	3,783.61	22,000.00	18,216.39	17.2
100-60-6230 VEHICLE MAINT/REPAIR	3,227.20	3,227.20	18,000.00	14,772.80	17.9
100-60-6231 VEHICLE PARTS & TOOLS	3,234.42	3,234.42	28,000.00	24,765.58	11.6
100-60-6240 PROPERTY MAINT	4,295.47	4,295.47	30,000.00	25,704.53	14.3
100-60-6335 OTHER PURCHASED SERVICES	8,101.15	8,101.15	26,052.22	17,951.07	31.1
100-60-6400 INSURANCE	32,415.39	32,415.39	108,000.00	75,584.61	30.0
100-60-6502 ADVERTISING	1,610.48	1,610.48	3,000.00	1,389.52	53.7
100-60-6503 DUES & SUBSCRIPTIONS	135.00	135.00	12,500.00	12,365.00	1.1
100-60-6530 FINANCE CHARGES/PENALTIES	.00	.00	500.00	500.00	.0
100-60-6534 COLLECTION/SMALL CLAIMS	8,122.61	8,122.61	31,200.00	23,077.39	26.0
100-60-6537 FIRE PREVENTION PROGRAM	2,930.69	2,930.69	7,500.00	4,569.31	39.1
100-60-6539 MISCELLANEOUS EXPENSES	.00	.00	1,500.00	1,500.00	.0
100-60-6660 XFER TO F-58 FLEET REPLACEMENT	169,807.04	169,807.04	.00	(169,807.04)	.0
100-60-6711 ADMIN OVERHEAD-IT SVCS	7,377.70	7,377.70	22,800.00	15,422.30	32.4
100-60-6890 CAPITAL EXPENDITURES	15,142.44	15,142.44	388,524.00	373,381.56	3.9
100-60-9649 VOLUNTEER STIPEND	.00	.00	15,000.00	15,000.00	.0
100-60-9698 FIRE APPARATUS CLASS A PUMPER	.00	.00	4,947.78	4,947.78	.0
TOTAL FIRE DEPARTMENT	695,245.54	695,245.54	2,624,161.00	1,928,915.46	26.5
TOTAL FUND EXPENDITURES	695,245.54	695,245.54	2,624,161.00	1,928,915.46	26.5
NET REVENUE OVER EXPENDITURES	(695,245.54)	(695,245.54)	(2,624,161.00)	(1,928,915.46)	(26.5)

Search Parameters

Data Types: Emergency Medical Services

Source Versions: NEMSIS v2.2.1; NEMSIS v3.3.4; NEMSIS v3.4.0; NEMSIS v3.5.0

Agencies: Bethel Fire Department

Date Range: Previous Month (10/01/2023 to 10/31/2023)

Date Bin: Day

States: Alaska

Counties: Bethel Census Area

Syndromes:

Matches **ANY** of the following: Alcohol, Burns, COVID-19, Cardiac Arrest, Cardiovascular, Chest Pain, Child Abuse and Neglect, Constitutional, Drowning, Fall: From Height, Fall: Ground Level, Firearm Assault, Firearm Injury, Firearm Injury - Intentional, Firearm Injury - Unintentional, Gastrointestinal, Heat-related Illness, Heroin (VA), Heroin Overdose (DOSE) - EMS Pilot, Influenza-like Illness, Intimate Partner Violence, MIS-C, MVC Fatal, MVC Likely Fatal, MVC Non-Severe, MVC Severe, MVC Unknown Severity, Mental Health, Methamphetamine, Mpox, Neurological, Non-Opioid Overdose (VA), Nonfatal Heroin, Nonfatal Opioid Overdose (CSTE), Nonfatal Overdose, Opioid (FL ESOOS), Opioid (MI), Opioid (MT), Opioid (RI ESOOS), Opioid (VA), Overdose (DOSE) - EMS Pilot, Overdose (FL ESOOS), Overdose (MI), Respiratory, STEMI, Self-Harm, Sepsis, Sexual Violence, Stimulant Overdose (DOSE) - EMS Pilot, Stroke, Substance Use Disorder, Suicide Attempt, Suicide Ideation, Trauma

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, Hypoglycemia, Hypoxia, Influenza, Injury, Intentional, Intoxication, Irritable, Lacrimation, Lethargy, Local paralysis, Lower respiratory infection, LSD, Lymphadenopathy, Malaise, Marijuana, MDMA, Melena, Methadone, Methamphetamine, Miosis, Mpox, 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, Xylazine

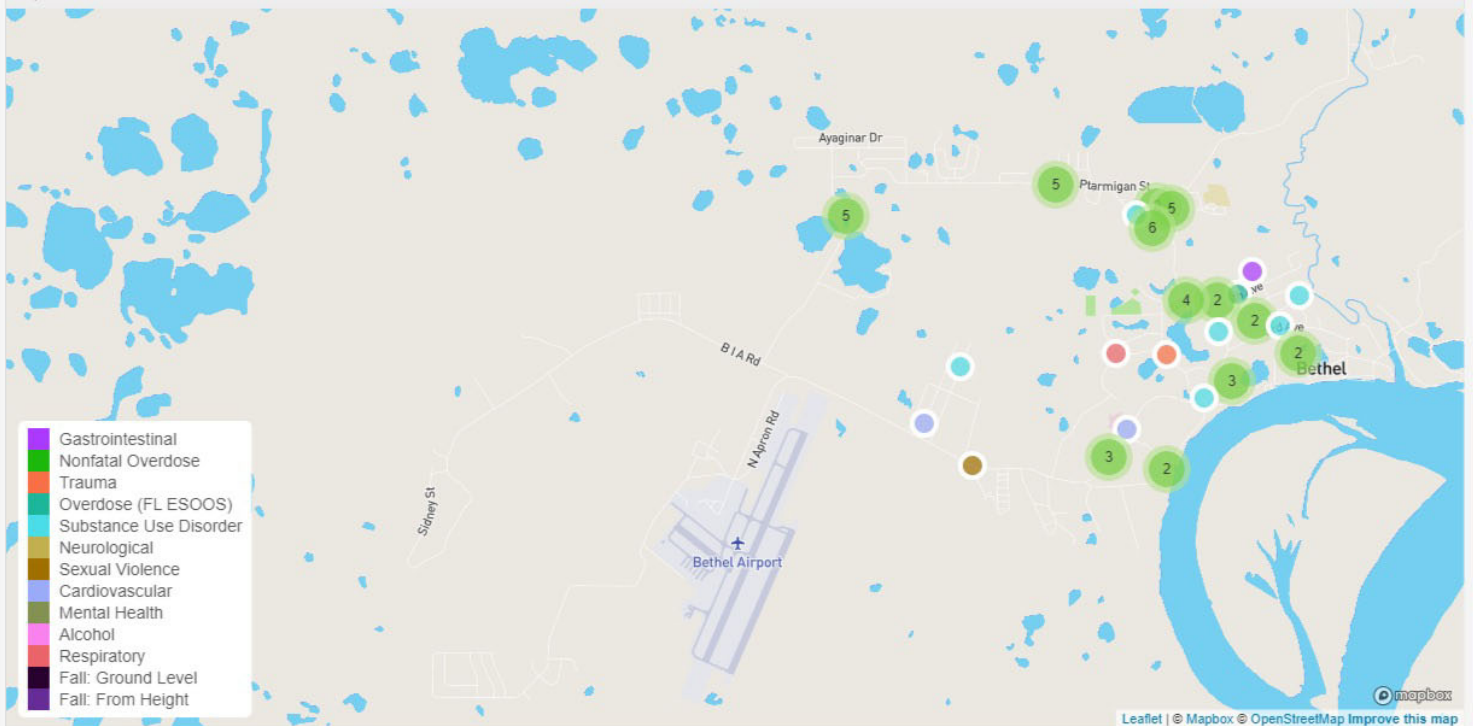
Types of Service Requested:

Emergency Response (Primary Response Area); Emergency Response (Intercept); Emergency Response (Mutual Aid); Hospital to Hospital Transfer; Hospital to Non-Hospital Transfer; Non-Hospital to Hospital Transfer; Non-Hospital to Non-Hospital Transfer; Administrative Operations; Crew Transport Only; Mobile Integrated Health Care Encounter; Mortuary Services; Non-Patient Care Rescue/Extrication; Other Routine Medical Transport; Public Assistance; Transport of Organs or Body Parts; Evaluation for Special Referral/Intake Programs; Standby; Support Services

Minimum Alert Threshold: ● Moderate

Map

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

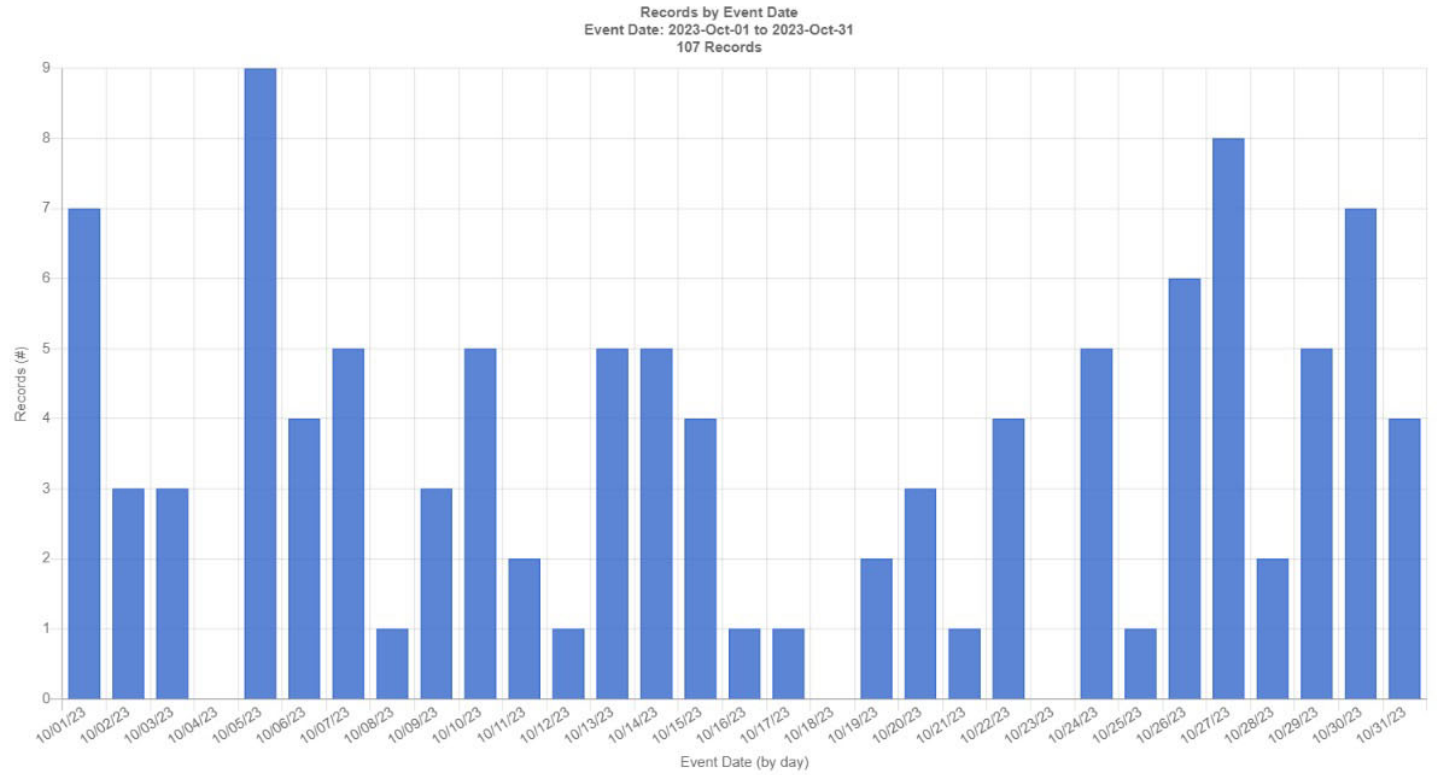


Leaflet | © Mapbox © OpenStreetMap Improve this map

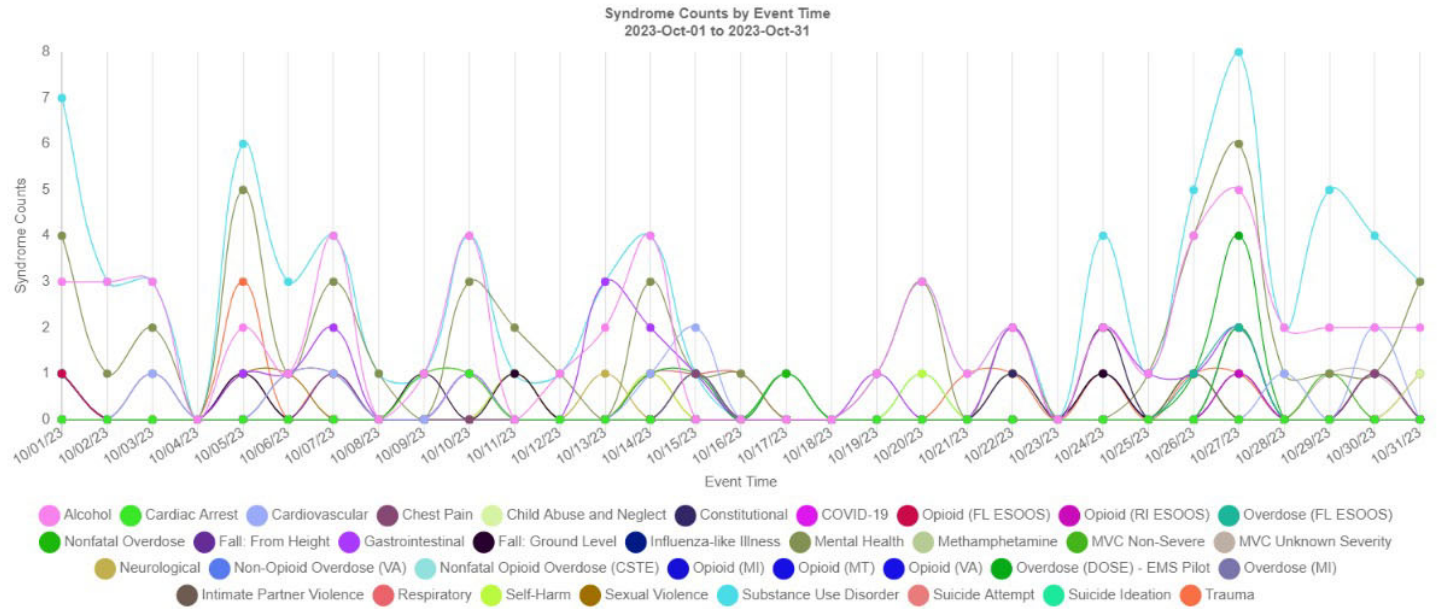
Date(s) Shown: 10/01/23 - 10/31/23, Binning: Day

Data Explorer: Records by Event Date

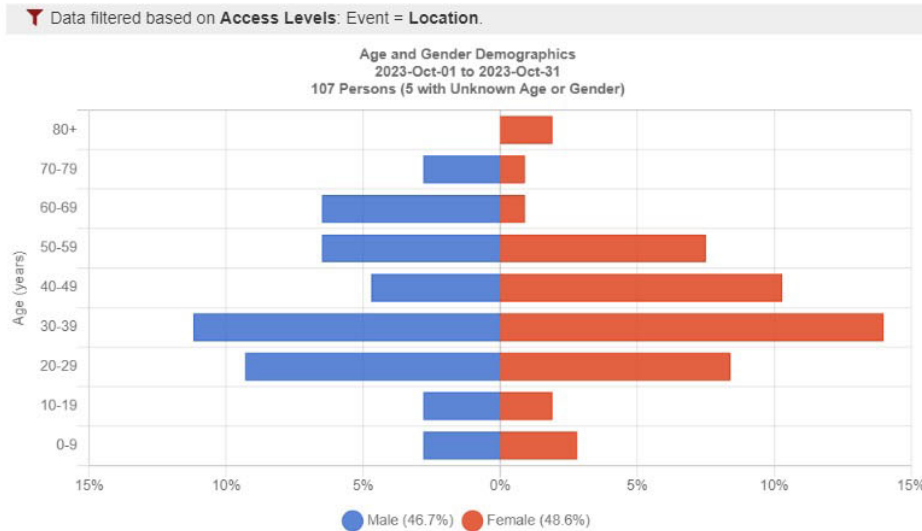
Data filtered based on **Access Levels**: Event = **Location**. Operational = **Full**.



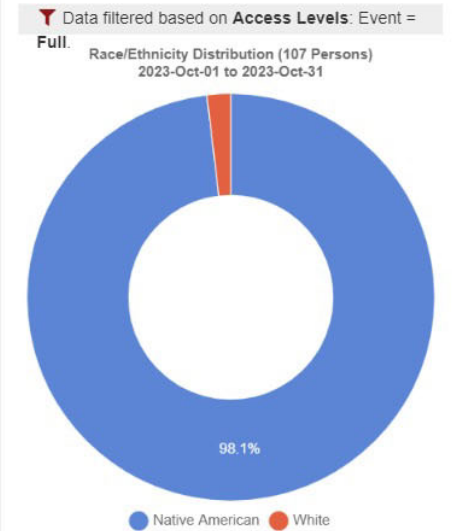
Syndrome Counts by Time



Age and Gender Distribution



Race/Ethnicity



Bethel Fire Department

Bethel, AK

This report was generated on 11/6/2023 1:19:58 PM



Incident Type per Zone for Incident Status for Date Range

Incident Status(s): All Incident Statuses | Start Date: 10/01/2023 | End Date: 10/31/2023

INCIDENT TYPE	INCIDENT STATUS	# INCIDENTS
Zone: 10 - Airport		
511 - Lock-out	Reviewed	1
511 - Lock-out	Completed	1
Zone: 13 - Larson Subdivision and B.I.A.		
111 - Building fire	Completed	1
Zone: 3 - 3rd Ave, 4th Ave, 5th Ave, 6th Ave, and 7th Ave		
651 - Smoke scare, odor of smoke	Reviewed	1
Zone: 5 - City Subdivision		
131 - Passenger vehicle fire	Completed	1
511 - Lock-out	Reviewed	1
561 - Unauthorized burning	Reviewed	1
Zone: 6 - ASHA Housing (Bethel Heights)		
511 - Lock-out	Completed	1
611 - Dispatched & cancelled en route	Completed	1
651 - Smoke scare, odor of smoke	Completed	1
733 - Smoke detector activation due to malfunction	Completed	1
735 - Alarm system sounded due to malfunction	Completed	1
Zone: 9 - Trailer Court		
112 - Fires in structure other than in a building	Completed	1

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



emergencyreporting.com
Doc Id: 384
Page # 1 of 1

MEMORANDUM

DATE: November 6, 2023

TO: Alan Lanning, City Manager

FROM: Kristi McConnachie, Interim Grant Manager

SUBJECT: Grant Manager's Report for November 14, 2023 Bethel City Council Meeting



Grant Applications Approved

2023 State Homeland Security Program

The City of Bethel has been awarded \$268,000 for the 2023 State Homeland Security Program. The Obligating Award Document has been signed and returned. This grant budget includes funds for Fencing and Virtual Shooting Simulator for the Police Department.

Grant Applications to Prepare

Community Bridge Investment Program

The City is waiting for the Alaska Department of Transportation and Public Facilities to announce the community bridge investment program funding opportunity. The City hopes to apply for funding for the box culvert to be placed under Ptarmigan Street where Ptarmigan Creek will flow under it and the City will solve its beaver problem that is threatening road stability.

Energy Efficiency and Conservation Block Grant Program

The City of Bethel has a chance to secure \$75,220 in formula grant funding from Energy Efficiency Conservation Block Grant Program. City Administration is considering the purchase of solar panels for city buildings. The pre-award information sheet has been completed and the application is due January 31, 2024.

Purchasing Agent Duties

Purchasing:

Bulk Fuel Purchase - Purchase Agreement sent to Delta Western on 10/3

Chemical Storage Building Phase 1 - DOWL sent draft contract to Ahtna Contracting 10/09

Bulk Chemical Purchase - Contractor is waiting for a response to a question about purchase. Brent to reach out and talk to Bill in person to get a response. Contractor waiting for a response from prior to 10/06.

Fire Training Facility Fencing - RFP - Daron (Fire Chief) requested assistance to create the RFP. Received approved 2023 SHSP Grant to include fencing, 10/17. Asked DOWL for help with measurements to complete RFP. They were onsite 10/10. Hope to see something from them next week to complete RFP.

Pressure Filter Contract - DOWL is working with Contractor to complete contract. Last email was 10/3 that it was still in process. Udelhoven let me know Tuesday that they are comfortable with the language Libby developed. I will get that into the contract today and resend it. We should have something back from them soon. - Jen @ DOWL

Current Grants and Loans

Active grants/loans:	14	
Grant amount in play:	\$19,322,135	Exp to date: \$1,807,933
Loan amount in play:	<u>\$173,786</u>	Exp to date: \$0
	\$19,495,921	

#	Grant	Amount	% Complete	Expiration
1	CSP - DHSS FY 2024	\$323,081	15%	6/30/2024
	The Police Department will be responsible for overseeing the hiring of three CSPs to help people who are unable to care for themselves. Most people picked up are taken to the Sobering Center, funded by the same grantor as the city's CSP grant. Police Chief states this program has been instrumental in enabling the Bethel Police Department to provide vital assistance to the citizens of the community.			
2	21SHSP-GY21 - Radios and Training	\$78,500	59%	12/31/2023
	The Fire Department received and paid for portable radios. Procurement has been completed for Reid's Interview and Interrogation. Five officers have now completed Interview and Interrogation training.			
3	22SHSP-GY22 - Police Radios	\$39,000	99%	9/30/2024
	The City Police Department ordered nine portable radios from Motorola Solutions, Inc. Radios have been delivered, inspected, and tested. A check request was sent to the City of Bethel Finance Department on 10/16/2023 for payment of the radios. To do: Complete Final Report once payment is made and close grant by November 15, 2023.			
4	23SHSP-GY23 - Police Equipment	\$268,000	0%	09/30/2025
	Purchase and installation of chain-link fencing for city facility to secure heavy equipment needed for emergency response capabilities, \$192000, and virtual reality (VR) training systems for the Police Department, \$76000.			
5	COPS Hiring Program - School Resource Officer (SRO)	\$125,000	36%	6/30/2024
	The City received a one-year extension on the grant. The Finance Manager submitted a report to claim the entire \$125,000 in grant funds. The City must request LKSD to pay for SRO salary not covered by grant.			

6	Coronavirus Local Fiscal Recovery Fund (ARPA)	\$3,357,327	42%	12/31/2024															
		The City has spent the following so far: <table><tr><td>Description</td><td>Spent</td><td>Budget</td></tr><tr><td>Chemical Storage Building</td><td>\$557,293</td><td>\$1,500,000</td></tr><tr><td>Lift Station Repairs</td><td>\$554,444</td><td>\$190,000</td></tr><tr><td>KYUK Radio Tower</td><td>\$250,000</td><td>\$250,000</td></tr><tr><td>Gen. Gov. Services</td><td>\$42,194</td><td></td></tr></table>			Description	Spent	Budget	Chemical Storage Building	\$557,293	\$1,500,000	Lift Station Repairs	\$554,444	\$190,000	KYUK Radio Tower	\$250,000	\$250,000	Gen. Gov. Services	\$42,194	
Description	Spent	Budget																	
Chemical Storage Building	\$557,293	\$1,500,000																	
Lift Station Repairs	\$554,444	\$190,000																	
KYUK Radio Tower	\$250,000	\$250,000																	
Gen. Gov. Services	\$42,194																		
7	Designated Legislative Grant YK Fitness Center Gym/Track Design	\$500,000	0%	6/30/2026															
		The City’s Park and Recreation Committee discussed this grant at their meeting held July 10, 2023. The City continues to search and inquire about other grant opportunities that will allow the City to have enough money to complete design & construction of the gym.																	
8	Designated Legislative Grant Public Safety Communication Tower	\$500,000	0%	6/30/2028															
		No money has been spent on the project thus far. City Administration continues to look for construction funds.																	
9	Justice Assistance Grant (JAG)	\$14,170	100%	9/30/2023															
		Police Chief purchased one drug dog and sent an officer to training with the dog. To do: Complete Final Report and close grant.																	
10	Healthy & Equitable Funding	\$242,057	37%	6/30/2024															
		The City received playground equipment for installation in Pinky’s Park. The City will pay the playground company to install it. Spent to date - Minor Equip-Playground \$ 89,844																	
11	Camp Initiative Grant 2023	\$15,000	0%	TBD															
		The City was awarded a \$15,000 Camp Initiative grant from the Alaska Community Foundation. YK Fitness Center Director Stacey Reardon is coordinating the camp again this year. The grant funding will be used as scholarship funds for those that have difficulty paying camp fees for their children.																	
12	VSW Capital Improvement Project Grant – W&S Improvements	\$13,860,000	0%	6/30/2027															
		The City signed the grant agreement with the State of Alaska, Department of Environmental Conservation, Village Safe Water Program in the amount of \$13,860,000. The funding will pay for design, bid documents, right-of-way acquisitions, and construction of the Bethel Heights Water and Sewer Improvements project. DOWL estimates that it will take at least one year to acquire the easements and right-of-ways. DOWL stated they were awarded the contract in June and have currently worked on negotiating the Scope of Work and their Contract.																	

13	State Revolving Fund Loan – Drinking Water	\$86,893	0%	6/29/2027
		All invoices have been uploaded. The City should be receiving this money and returning \$11,893 to close out the loan.		
14	State Revolving Fund Loan – Clean Water	\$86,893	0%	6/29/2027
		All invoices have been uploaded. The City should be receiving this money and returning \$11,893 to close out the loan.		

City of Bethel, Alaska

City Clerk's Office

Council Meetings

November 14, 2023, Regular City Council Meeting

November 28, 2023, Regular City Council Meeting

City Clerk's Office

- Researched the FDA's new standards for Tobacco Products in response to a question from Finance. Provided reference material to Finance and Legal suggesting non-tobacco-nicotine products fall under the FDA regulations as tobacco products effective April 2023.
- Reviewed city manager applicant information and coordinated with GOVHR.
- Arranged the cancelled travel to Bethel for city manager applicant.
- Coordinated with council members and department heads to arrange the schedule for the city manager applicant's onsite visit.
- Worked through the FSD.gov and SAM.gov sites to update the agency information for our federal grants to include updating the primary signatory to be the City Clerk, finance signatory to be Interim Finance Director, and the Program Manager to be a team member with Carmen Jackson. This update took hours to complete.
- Provided support/training to temporary ex officio member on Zoom meetings and general ex officio duties during a committee meeting.
- Provided one on one training to the Public Safety and Transportation Commission Ex Officio.
- The City Clerk is Second Vice President of the [Alaska Association of Municipal Clerks](#). She sits on the Executive Board, the Education Committee and two sub committees, Nuts and Bolts (for New Clerks and Academy (advanced education for experienced clerks), and finally the Mentorship Committee. The City Clerk attends approximately two meetings each month this year. Next year as Vice-President, the City Clerk will be responsible for a lot more of the planning of the annual conference which will require more meetings and organizing.
- Organized travel and training for City Council Members for the AML Conference.
- Processed two burial permits and two burial reservations.
- Provided four notary services.
- Initiated the annual report to the US Department of State for passport processing. Both the Deputy City Clerk, and the City Clerk will complete their annual training/testing requirements in November.
- Started to review the costs of contractors providing support to the City.
- Drafted a budget modification for the adoption of an Admin Assistant for the City Manager's Office.
- Drafted a code amendment to allow for telework for non-represented employees. Researched pay associated with teleworking locations. Drafted a code amendment and associated pay schedules based off a percent differential based off location to accompany the teleworking code amendment.
- Reviewed finance department's updated business license/sales tax certificate application for the 2024 renewal period. Provided suggestions to have the form fields be the same as those in our

accounting system so when the application is filled out online the data can be downloaded into a cvs or excel file then uploaded to the accounting system without double manual entry of the content. Provided this same suggestion for utility billing. Provided finance staff with the ordinance drafted in 2022 to repeal the business licenses and rely only on the sales tax certificates, as well as a document that summarizes the sales tax/businesses license operations for like communities around the state. Met with the finance staff to go over the ordinance/operations. Recommended the Finance team consider the code amendment next year considering the timeline for committee/council review in the remaining months of 2023. The amendments to the form will eliminate the extra steps the City was requiring from businesses, good job Business Licensing and Sales Tax Team!!

- Attended a workman's compensation training provided by APEI.
- Met with legal, public works, acting city manager, and DOWL to go over talking points for meeting with state officials and water/sewer issues.
- Research and provided explanation to Finance team of the senior exemption standards changing in 2021. Suggested a new exemption application form be created that matches the current code requirements.
- Coordinated with Representative McCormicks Office and the Department of Environmental Conservation on a meeting scheduled for November 13th. Began preparing a white paper/talking points for the City related to harm caused by RUBA/Village Safe Water funding distributions, along with the City's infrastructure expansion needs to help create a sustainable system and significantly reduced water rates for Bethel residents.

Administration-Support provided to administration outside of the clerk's duties.

Grants: The City Clerk has been assigned Grant Administrator for the City in the absence of City Manager, Grant Manager, etc.. Those responsibilities include being a primary contact for the grants, signing and circulating the grants, and providing copies to appropriate departments to ensure they are aware of their obligations. Tracking the review/signature collections for these grants has been time-consuming.

- Reviewed State of Alaska Division of Homeland Security and Emergency Management Grant Award of \$268,000 for the Police Department. \$192,000 is for fencing, and \$76,000 is for Virtual Shooting Simulator. Signed as the agency signatory and circulated to Interim Finance Director, Contract Grant Manager, and Police Chief to ensure grant compliance terms are followed.
- Reviewed/Processed 2022 State Homeland Security Grant Amendment No. 4.

Claims Against the City:

The administration is responsible for managing the workflow with the City allegedly causing damage to private property. In the absence of continued policy follow through, the Clerk's Office worked with Legal and Public Works to determine prior and futures steps on a claim against the City.

Housing Organizing:

- Scheduled cleaning service for the former Interim City Manager's rental property. Spent time at the property straightening up the space and preparing it for contractors. There was a leak with the washing machine, worked with landlord to get it fixed.
- Arranged Housing for Interim Human Resources Director.

Committee/Commission Support:

With the significant turnover with the City's administrative assistants, the committee/commission ex officio support has been neglected. The City Manager is responsible for the effective management of the committees and commissions. Unfortunately, because of staff turnover there are only a few ex officio members trained to perform the tasks required to support these bodies. The City Clerk is assisting with the agenda/packet for the Community Parks and Recreation Committee for the month of November but has advised the Acting City Manager an alternative solution must be identified for the future months. The City Clerk's Office does not have the resources to continue to support the committees/commission outside of general training.

Finance

Worked with Contractor's to respond to multiple 2022 audit requests. With multiple people out of the office during the initiation of the audit and multiple agency vacancies, a lot of research work had to be performed to respond to a number of auditors' requests. E911 surcharge history, lease documents, ARPA Funding Documents, PILT Award information.

Human Resource Support

Continue to accept, log, and distribute applications for city employment. Provided reminder to Interim City Manager, and Interim Finance Director of the applications received and requested status update on the candidates. Recommended to administration the City begin considering advertising part time administrative assistant opportunities to see if the applicant pool increases.

Followed up with each department to get applicant status.

Application Summary:

Position	Applications Received October	Application Received November
Account Specialist 1 Utility Billing	3	
Accounting Specialist 1 Sales Tax	1	
Accounting Specialist 1 Payroll/Accounts Payable	1	
Admin Assistant	1	5
Community Service Patrol Officer		
Deputy Finance Director <i>(Waiting on updated job description from administration before advertising outside of the city)</i>		
Evidence Custodian/Records Clerk		
Finance Director	1	
Firefighter/EMT		
Fire Lieutenant		
Hauled Utility Driver	1	
Heavy Equipment Mechanic II	1	
Human Resources	6	
Grant Manager		1
Landfill Technician	1	1
Mechanic		
Planner	1	
Police Officer		
Public Safety Dispatcher		

Temporary Landfill Tech		
Temporary Utility maintenance Worker		
Utility Maintenance Worker	1	
Water Plant Operator	1	

Committee/Commission Vacancies	Regular	Alternate
Community Parks and Recreation Committee	full	1
Planning Commission	full	1
Port Commission	2	2
Public Safety and Transportation Commission	1	2
Community Action Grant Technical Review Board	full	1
Public Works Committee	3	2
Finance Committee	2	2
Ethics Board	full	1

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

MUNICIPAL DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CHARGES FOR SERVICES</u>					
520-43-4402 CITY DOCK-STORAGE	17,138.00	17,138.00	50,000.00	32,862.00	34.3
520-43-4403 CITY DOCK-PERMITS	.00	.00	3,000.00	3,000.00	.0
520-43-4404 CITY DOCK-WHARFAGE	127,472.31	127,472.31	140,000.00	12,527.69	91.1
520-43-4405 CITY DOCK-DOCKAGE	10,235.47	10,235.47	25,000.00	14,764.53	40.9
520-43-4408 SLOUGH BERTH-DOCKAGE	.00	.00	2,000.00	2,000.00	.0
520-43-4409 SBH PETRO PORT-FUEL THRU-PUT	125,182.76	125,182.76	275,000.00	149,817.24	45.5
520-43-4410 PETRO YARD - STORAGE	.00	.00	2,000.00	2,000.00	.0
520-43-4412 PETRO PORT-FUEL THRU-PUT	250,365.52	250,365.52	550,000.00	299,634.48	45.5
520-43-4413 PETRO PORT-DOCKAGE	15,605.40	15,605.40	20,000.00	4,394.60	78.0
520-43-4415 SEAWALL MOORAGE	.00	.00	30,000.00	30,000.00	.0
520-43-4416 SEAWALL DOCKAGE	12,283.81	12,283.81	30,000.00	17,716.19	41.0
520-43-4418 BEACH-STORAGE	28,817.68	28,817.68	25,000.00	(3,817.68)	115.3
520-43-4419 BEACH-WHARFAGE	98,021.25	98,021.25	100,000.00	1,978.75	98.0
520-43-4420 BEACH-DOCKAGE	11,960.48	11,960.48	25,000.00	13,039.52	47.8
520-43-4421 BOAT HARBOR-STORAGE	.00	.00	3,500.00	3,500.00	.0
520-43-4422 BOAT HARBOR-MOORAGE	5,078.29	5,078.29	15,000.00	9,921.71	33.9
520-43-9460 EAST ADDITION-STORAGE	181.15	181.15	.00	(181.15)	.0
TOTAL CHARGES FOR SERVICES	702,342.12	702,342.12	1,295,500.00	593,157.88	54.2
<u>LEASE REVENUE</u>					
520-44-4440 LEASE REVENUE	30,553.92	30,553.92	30,552.00	(1.92)	100.0
TOTAL LEASE REVENUE	30,553.92	30,553.92	30,552.00	(1.92)	100.0
<u>MISCELLANEOUS</u>					
520-45-4388 EXTRA WATER CALLS	12,473.12	12,473.12	25,000.00	12,526.88	49.9
520-45-4424 SMALL BOAT HARBOR STORAGE	3,650.00	3,650.00	.00	(3,650.00)	.0
520-45-4535 SMALL BOAT HARBOR PERMITS	3,210.00	3,210.00	20,000.00	16,790.00	16.1
520-45-4559 PERMITS/LICENSES/FEEES	1,080.00	1,080.00	.00	(1,080.00)	.0
TOTAL MISCELLANEOUS	20,413.12	20,413.12	45,000.00	24,586.88	45.4
<u>MISCELLANEOUS</u>					
520-49-4439 MISCELLANEOUS REVENUE	1,040.00	1,040.00	2,000.00	960.00	52.0
520-49-4590 INVESTMENT INCOME	6,968.67	6,968.67	20,000.00	13,031.33	34.8
TOTAL MISCELLANEOUS	8,008.67	8,008.67	22,000.00	13,991.33	36.4
TOTAL FUND REVENUE	761,317.83	761,317.83	1,393,052.00	631,734.17	54.7

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

MUNICIPAL DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DOCK EXPENDITURES</u>					
520-50-6000 SALARIES	56,368.05	56,368.05	219,797.00	163,428.95	25.7
520-50-6010 OVERTIME	1,455.25	1,455.25	5,000.00	3,544.75	29.1
520-50-6022 HOLIDAY PAY	1,780.49	1,780.49	2,300.00	519.51	77.4
520-50-6023 LEAVE CASHOUT	5,468.48	5,468.48	10,616.00	5,147.52	51.5
520-50-6030 SOCIAL SECURITY EXPENSE	199.57	199.57	3,227.00	3,027.43	6.2
520-50-6031 PAYABLE MEDICARE FICA	977.95	977.95	3,260.00	2,282.05	30.0
520-50-6032 UNEMPLOYMENT	.00	.00	4,001.00	4,001.00	.0
520-50-6033 WORKERS' COMPENSATION	1,048.36	1,048.36	5,807.00	4,758.64	18.1
520-50-6034 PERS	12,404.70	12,404.70	47,636.00	35,231.30	26.0
520-50-6040 EMPLOYEE GROUP BENEFITS	15,583.69	15,583.69	99,678.00	84,094.31	15.6
520-50-6041 UTILITY BENEFIT	2,460.18	2,460.18	17,875.00	15,414.82	13.8
520-50-6060 TRAVEL/TRAINING	1,135.15	1,135.15	5,000.00	3,864.85	22.7
520-50-6100 SUPPLIES	424.16	424.16	8,000.00	7,575.84	5.3
520-50-6103 WEARING APPAREL	127.19	127.19	5,000.00	4,872.81	2.5
520-50-6121 MUNICIPAL DOCK GRAVEL	.00	.00	130,000.00	130,000.00	.0
520-50-6150 GASOLINE/DIESEL/OIL	2,273.57	2,273.57	15,000.00	12,726.43	15.2
520-50-6153 HEATING FUEL	.00	.00	10,000.00	10,000.00	.0
520-50-6155 WATER/SEWER/GARBAGE	4,448.80	4,448.80	10,000.00	5,551.20	44.5
520-50-6156 WATER FOR BARGES	.00	.00	12,000.00	12,000.00	.0
520-50-6160 ELECTRICITY	3,653.98	3,653.98	13,509.00	9,855.02	27.1
520-50-6170 TELEPHONE	636.93	636.93	2,250.00	1,613.07	28.3
520-50-6171 STAFF CELLULAR PHONES	532.65	532.65	2,400.00	1,867.35	22.2
520-50-6200 MINOR EQUIPMENT	.00	.00	30,000.00	30,000.00	.0
520-50-6230 VEHICLE MAINT/REPAIR	511.51	511.51	3,200.00	2,688.49	16.0
520-50-6231 VEHICLE PARTS & TOOLS	2,469.57	2,469.57	20,000.00	17,530.43	12.4
520-50-6232 TIRES & WHEELS	.00	.00	5,000.00	5,000.00	.0
520-50-6241 MUNICIPAL DOCK MAINT.	2,622.36	2,622.36	50,000.00	47,377.64	5.2
520-50-6242 MAINT-SEAWALL	.00	.00	7,000.00	7,000.00	.0
520-50-6244 ICR-PROPERTY MAINTENANCE 5%	5,266.74	5,266.74	26,600.00	21,333.26	19.8
520-50-6320 OTHER PROFESSIONAL FEES	1,053.37	1,053.37	20,000.00	18,946.63	5.3
520-50-6321 LEGAL FEES	.00	.00	5,000.00	5,000.00	.0
520-50-6324 PLANNING/ENGINEERING FEES	.00	.00	50,000.00	50,000.00	.0
520-50-6339 OTHER PURCHASED SERVICES	2,832.14	2,832.14	30,000.00	27,167.86	9.4
520-50-6400 INSURANCE	6,002.84	6,002.84	15,000.00	8,997.16	40.0
520-50-6502 ADVERTISING	.00	.00	1,000.00	1,000.00	.0
520-50-6503 DUES & SUBSCRIPTIONS	150.00	150.00	2,000.00	1,850.00	7.5
520-50-6531 BANK CHARGES	1,206.44	1,206.44	3,000.00	1,793.56	40.2
520-50-6539 MISCELLANEOUS EXPENSES	8.56	8.56	900.00	891.44	1.0
520-50-6710 ADMIN OVERHEAD-GF	19,771.24	19,771.24	83,580.00	63,808.76	23.7
520-50-6711 ADMIN OVERHEAD-IT SVCS	7,863.08	7,863.08	24,300.00	16,436.92	32.4
520-50-6890 CAPITAL EXPENDITURES	139,967.00	139,967.00	100,000.00	(39,967.00)	140.0
TOTAL DOCK EXPENDITURES	300,704.00	300,704.00	1,108,936.00	808,232.00	27.1

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

MUNICIPAL DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 55</u>					
520-55-6000 SALARIES	37,503.23	37,503.23	110,277.00	72,773.77	34.0
520-55-6010 OVERTIME	746.18	746.18	.00	(746.18)	.0
520-55-6022 HOLIDAY PAY	245.00	245.00	700.00	455.00	35.0
520-55-6023 LEAVE CASHOUT	413.66	413.66	1,266.00	852.34	32.7
520-55-6030 SOCIAL SECURITY EXPENSE	1,873.82	1,873.82	5,235.00	3,361.18	35.8
520-55-6031 PAYABLE MEDICARE FICA	566.26	566.26	1,599.00	1,032.74	35.4
520-55-6032 UNEMPLOYMENT	.00	.00	1,963.00	1,963.00	.0
520-55-6033 WORKERS' COMPENSATION	838.60	838.60	2,849.00	2,010.40	29.4
520-55-6034 PERS	1,819.76	1,819.76	5,572.00	3,752.24	32.7
520-55-6040 EMPLOYEE GROUP BENEFITS	1,114.11	1,114.11	12,205.00	11,090.89	9.1
520-55-6041 UTILITY BENEFIT	947.94	947.94	24,261.00	23,313.06	3.9
520-55-6100 SUPPLIES	1,033.57	1,033.57	3,000.00	1,966.43	34.5
520-55-6103 WEARING APPAREL	.00	.00	3,000.00	3,000.00	.0
520-55-6132 SMALL BOAT HARBOR GRAVEL	.00	.00	30,000.00	30,000.00	.0
520-55-6150 GASOLINE/DIESEL/OIL	98.18	98.18	10,000.00	9,901.82	1.0
520-55-6155 WATER/SEWER/GARBAGE	.00	.00	7,100.00	7,100.00	.0
520-55-6160 ELECTRICITY	.00	.00	2,000.00	2,000.00	.0
520-55-6200 MINOR EQUIPMENT	1,492.42	1,492.42	4,000.00	2,507.58	37.3
520-55-6241 SMALL BOAT HARBOR MAINTENANCE	.00	.00	6,000.00	6,000.00	.0
520-55-6400 INSURANCE	2,189.04	2,189.04	5,470.00	3,280.96	40.0
520-55-6539 MISCELLANEOUS EXPENSES	86.00	86.00	1,000.00	914.00	8.6
520-55-6710 ADMIN OVERHEAD-GF	7,825.95	7,825.95	33,083.00	25,257.05	23.7
TOTAL DEPARTMENT 55	58,793.72	58,793.72	270,580.00	211,786.28	21.7
TOTAL FUND EXPENDITURES	359,497.72	359,497.72	1,379,516.00	1,020,018.28	26.1
NET REVENUE OVER EXPENDITURES	401,820.11	401,820.11	13,536.00	(388,284.11)	2968.5