



**CITY OF BETHEL
PORT COMMISSION**

MONDAY, MARCH 18, 2024, 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		STAFF
Alan Murphy, Chair	Rich Pope, Vice-Chair	Port Director: Edward Flores, Ex Officio Member
Stacey Reardon	Rose Henderson, Council Rep.	Recorder: Sharmin Shompa
Michael Meeks		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. SPECIAL ORDER OF BUSINESS

- A. Election of Chair and Vice-Chair

VI. APPROVAL OF MEETING MINUTES

- A. Approval of minutes from, 06/19/23, 09/18/23, 10/16/23, 11/20/23, 12/18/23, 1/15/24 & 02/19/24

VII. UNFINISHED BUSINESS

VIII. 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. DNR Notice of Proposed New Regulations on Derelict Vessels
- F. Discussion - City Dock Inspection Report
- G. Approval of The Port Commission Regular Meeting 2024 Calendar

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

Ex-Officio Staff

H. Knik Dock Letter of Non-objection

IX. EX OFFICIO REPORT

A. Managers Reports

X. MEMBER COMMENTS

XI. ADJOURNMENT

XII. APPROVAL OF MEETING MINUTES

XIII. NEW BUSINESS

XIV. APPROVAL OF MEETING MINUTES

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

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

City of Bethel Port Commission Meeting Minutes

November 20, 2023

Regular Meeting 7 p.m.

Bethel, Alaska

I. CALL TO ORDER

THE MEETING WAS CALLED TO ORDER AT 7:20 P.M.

II. ROLL CALL

COMMISSIONERS PRESENT:	
COMMISSIONERS ABSENT:	
Comm. Murphy	Comm. Reardon
Comm. Pope	Comm. Meeks
Comm. Henderson	
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
November 20, 2023

City of Bethel Port Commission Meeting Minutes

December 18, 2023

Regular Meeting 7 p.m.

Bethel, Alaska

I. CALL TO ORDER

THE MEETING WAS CALLED TO ORDER AT 7:00 P.M.

II. ROLL CALL

COMMISSIONERS PRESENT:	
Comm. Pope	
Comm. Reardon	
Comm. Henderson	
COMMISSIONERS ABSENT:	
Comm. Murphy	
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
December 18, 2023

City of Bethel Port Commission Meeting Minutes

January 15, 2024

Regular Meeting 7 p.m.

Bethel, Alaska

I. CALL TO ORDER

THE MEETING WAS CALLED TO ORDER AT 7:00 P.M.

II. ROLL CALL

COMMISSIONERS PRESENT:	
Comm. Henderson	
COMMISSIONERS ABSENT:	
Comm. Murphy	Comm. Reardon
Comm. Pope	
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 _____ 2024

ATTEST: _____

Port Commission Meeting Minutes

1
City of Bethel, Alaska
January 15, 2024

City of Bethel Port Commission Meeting Minutes

February 19, 2024

Regular Meeting 7 p.m.

Bethel, Alaska

I. CALL TO ORDER

THE MEETING WAS CALLED TO ORDER AT 7:11 P.M.

II. ROLL CALL

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

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 _____ 2024

ATTEST: _____

Port Commission Meeting Minutes

1
City of Bethel, Alaska
February 19, 2024

NOTICE OF PROPOSED NEW REGULATIONS ON DERELICT VESSELS
IN THE REGULATIONS OF THE DEPARTMENT OF NATURAL RESOURCES

BRIEF DESCRIPTION

The Department of Natural Resources proposes to adopt new regulations on the administration of the Derelict Vessel Prevention Program Fund and the department's related enforcement authorities.

The Department of Natural Resources proposes to adopt regulation changes in Title 11 of the Alaska Administrative Code, dealing with the administration of the Derelict Vessel Prevention Program Fund and the department's related enforcement authorities, including the following:

- (1) 11 AAC Chapter 61 is proposed to be added as follows:
 - Defines appropriate uses of the derelict vessel prevention program fund to include: reimbursement to a municipality or state agency for the removal of a derelict vessel from waters of the state or from state or municipal property; payment for the development and implementation of other derelict vessel prevention program goals; subsidization of projects directly related to the derelict vessel prevention program; payment for administering the fund.
 - Establishes annual percentages of money available for each use of the derelict vessel prevention program. Allows for the exceedance of these percentages, when money from the fund remains available, for situations where removal of a derelict vessel would prevent substantial harm or substantially improve ecological conditions.
 - Establishes the processes by which a state agency or municipality may apply for reimbursement, or a municipality may apply for a guarantee of reimbursement.
 - Establishes enforcement authority.
 - Establishes definitions.

The public may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to Marcella Dent at 550 W. 7th Avenue, Suite 1070, Anchorage, AK 99501-3579. Additionally, the Department of Natural Resources will accept comments through SmartComment at <https://alaskadnr.commentinput.com?id=cfCQx2GVWM> or by electronic mail at dnr.derelictvessels.regulation@alaska.gov. The comments must be received not later than **5:00 pm Alaska Daylight Time on Monday, April 1, 2024**.

The public may submit written questions relevant to the proposed action to the contact information provided above. The questions must be received at least 10 days before the end of the public comment period by **Friday, March 22, 2024**. The Department of Natural Resources will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and at <https://dnr.alaska.gov/mlw/news/>.

Persons with a disability who need a special accommodation in order to participate in this process

may contact Marcella Dent, dnr.derelictvessels.regulation@alaska.gov or 907-334-2683 not later than **Friday, March 22, 2024** to ensure that any necessary accommodations can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting Marcella Dent, dnr.derelictvessels.regulation@alaska.gov or 907-334-2683.

After the public comment period ends, the Department of Natural Resources will either adopt the proposed regulation changes or other provisions dealing with the same subject, without further notice, or decide to take no action. The language of the final regulation may be different from that of the proposed regulation. Anyone whose interests could be affected should comment during the time allowed.

Statutory authority: AS 30.30.090; AS 30.30.095; AS 30.30.096; AS 30.30.165; AS 30.30.010

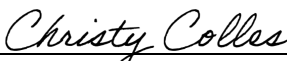
Statutes being implemented, interpreted, or made specific: AS 30.30.090; AS 30.30.095; AS 30.30.096; AS 30.30.165; AS 30.30.010

Fiscal information: The proposed regulation changes are not expected to require an increased appropriation.

The Department of Natural Resources keeps a list of individuals and organizations interested in its regulations. Those on the list will automatically be sent a copy of all of the department notices of proposed regulation changes. To be added to or removed from the list, send a request to the department at dnr.derelictvessels.regulation@alaska.gov, giving your name, and either your e-mail address or mailing address, as you prefer for receiving notices.

Individuals can also subscribe to receive automated notifications of all State of Alaska notices, including public notice for regulation changes, by subscribing to the Alaska Online Public Notices System: <https://aws.state.ak.us/OnlinePublicNotices/Default.aspx>.

Date: February 28, 2024



Christy Colles, Director
Alaska Department of Natural Resources
Division of Mining, Land and Water

APPENDIX C-1: Additional Regulation Notice Information

ADDITIONAL REGULATION NOTICE INFORMATION (AS 44.62.190(d))

1. Adopting agency: Department of Natural Resources
2. General subject of regulation: Derelict vessel prevention program fund and related enforcement authority
3. Citation of regulation (may be grouped): 11 AAC 61.010-61.900
4. Department of Law file number, if any: 2023200268
5. Reason for the proposed action:
 - () Compliance with federal law or action (identify): _____
 - () Compliance with new or changed state statute
 - () Compliance with federal or state court decision (identify): _____
 - () Development of program standards
 - (x) Other (identify): New chapter of regulations to interpret and make specific the Derelict Vessels Act, AS 30.30.
6. Appropriation/Allocation: 3002 Department of Natural Resources/Agency Unallocated
7. Estimated annual cost to comply with the proposed action to:
 - A private person: no cost
 - Another state agency: no cost
 - A municipality: no cost
8. Cost of implementation to the state agency and available funding (in thousands of dollars):

	Initial Year	Subsequent
	FY <u>2024</u>	Years
Operating Cost	\$ <u>0</u>	\$ <u>0</u>
Capital Cost	\$ <u>0</u>	\$ <u>0</u>
1002 Federal receipts	\$ <u>0</u>	\$ <u>0</u>
1003 General fund match	\$ <u>0</u>	\$ <u>0</u>
1004 General fund	\$ <u>0</u>	\$ <u>0</u>
1005 General fund/ program	\$ <u>0</u>	\$ <u>0</u>

APPENDIX C-1: Additional Regulation Notice Information

Other (identify) \$ 0 \$ 0

9. The name of the contact person for the regulation:

Name: Aaron Timian
Title: Natural Resource Manager 3
Address: 550 W 7th Ave, Ste 1050a, Anchorage, AK 99501-3579
Telephone: (907) 465-3513
E-mail address: aaron.timian@alaska.gov

10. The origin of the proposed action:

☒ Staff of state agency
☐ Federal government
☐ General public
☐ Petition for regulation change
☐ Other (identify): _____

11. Date: February 28, 2024 Prepared by: Marcella Dent
[signature]
Name (printed): Marcella Dent
Title (printed): Natural Resources Specialist
Telephone: 907-334-2683

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

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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.

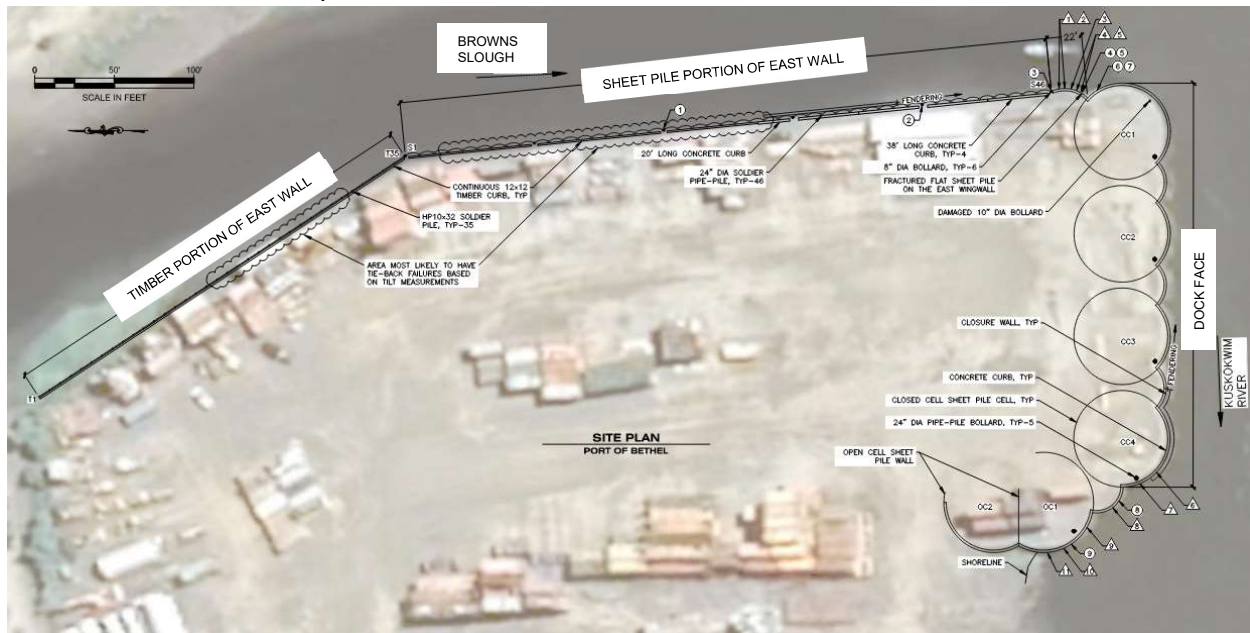


Figure 1: Site Plan – Port of Bethel.
(See Appendix 3 for enlarged site plan)



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.

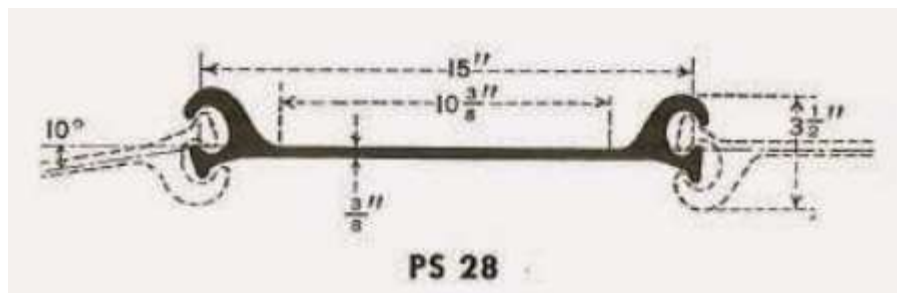


Figure 6: PS28 Flat Sheet Pile Dimensions

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.

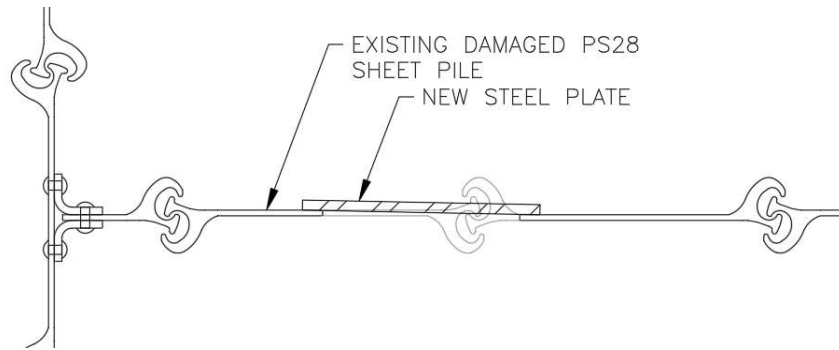


Figure 7: Welded Sheet Pile Repair Option

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



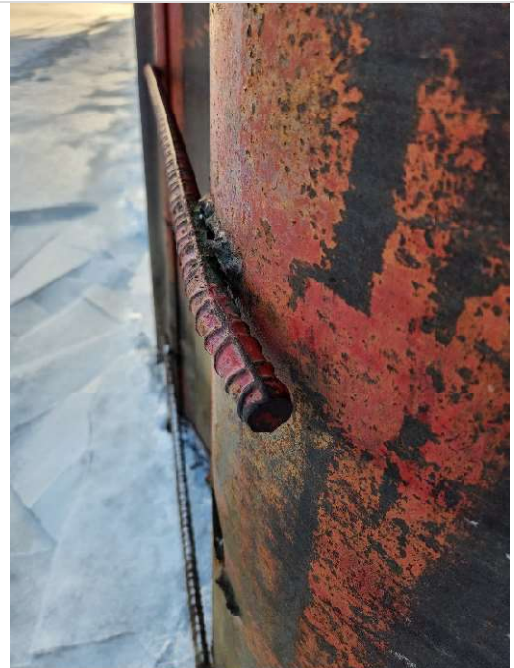
Damaged timber bullrail along timber wall



Damaged timber bullrail along timber wall



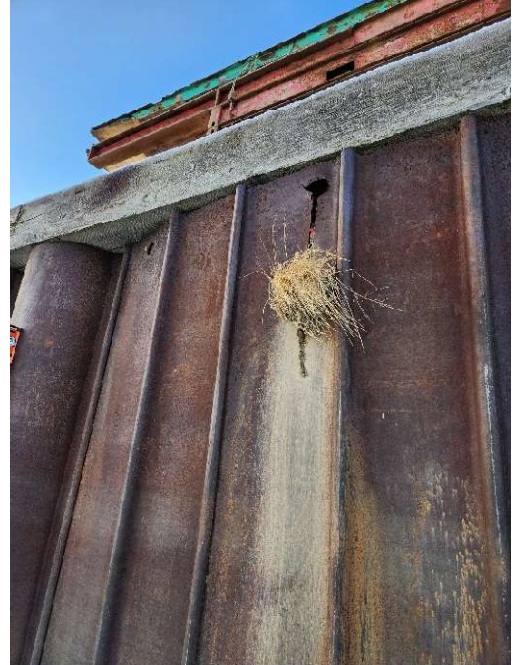
Damaged safety ladder at soldier pile T35 & S1



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



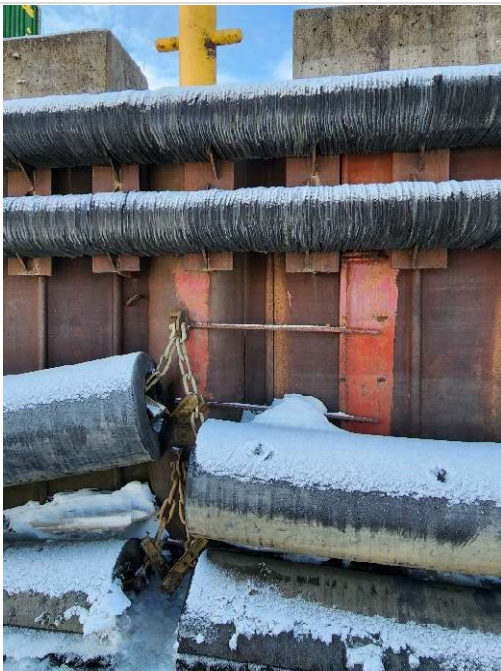
Safety ladder at soldier pile S19



Start of east wall fendering



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



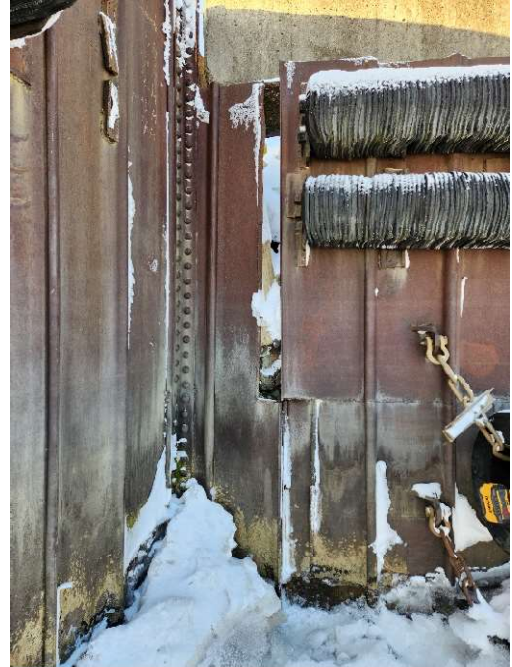
Safety ladder at soldier pile S28



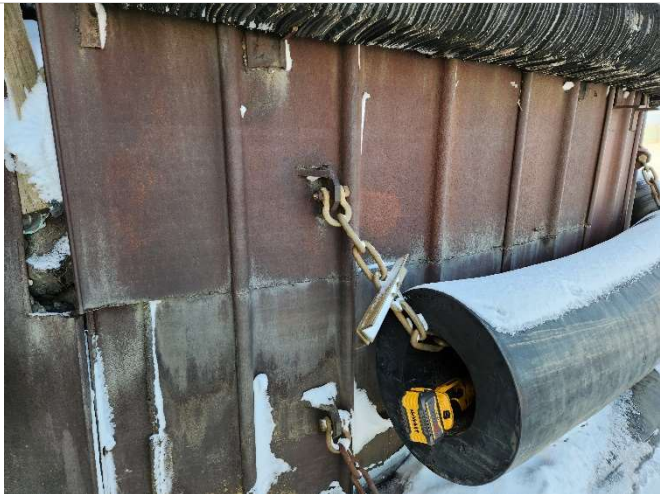
Safety ladder at soldier pile S37



Safety ladder at soldier pile S46



Damaged east wing wall sheet pile



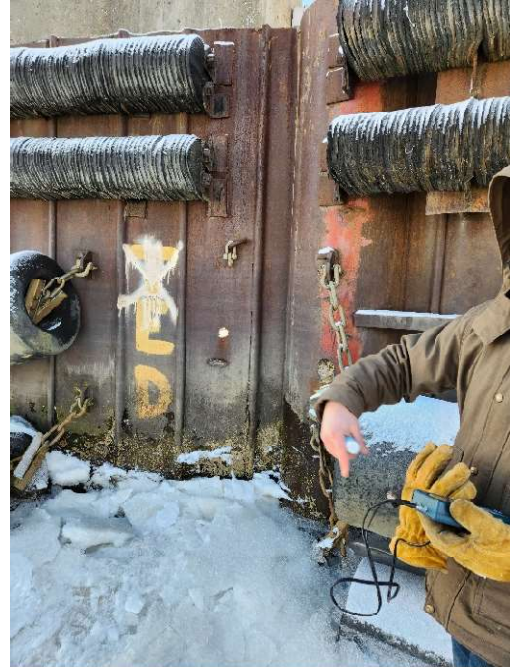
Damaged east wing wall sheet pile. Note splice between top sheet pile area and lower section



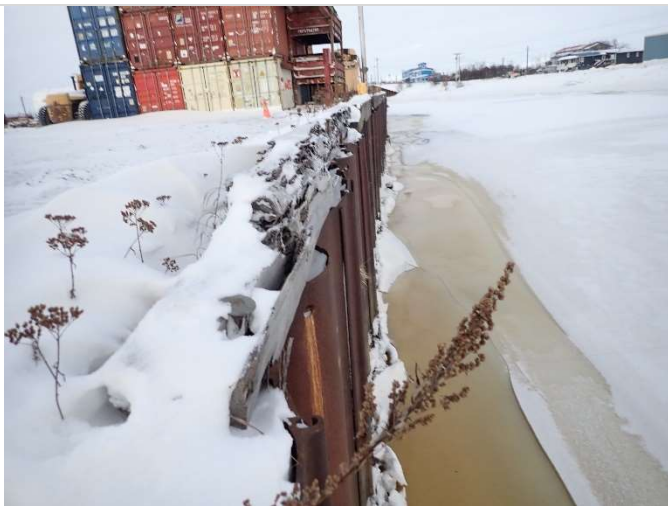
Welded splice connection between top and bottom wall sections



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

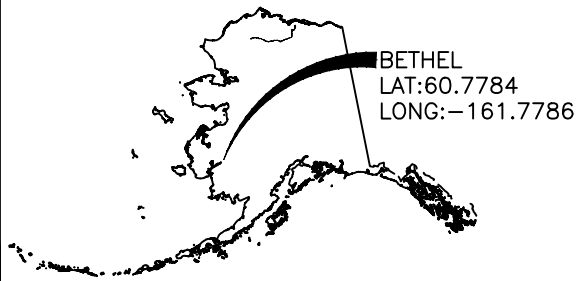
APPENDIX 3: SITE PLAN



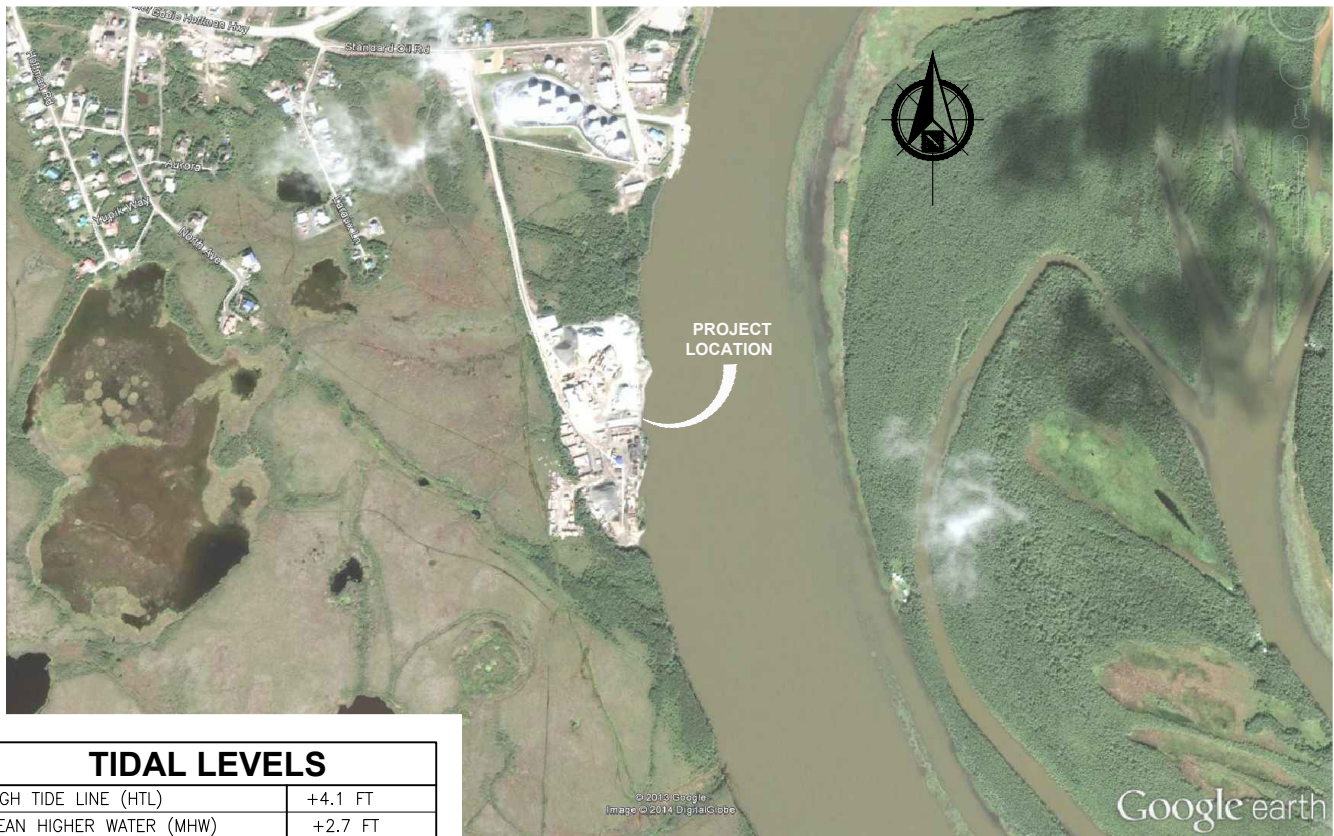
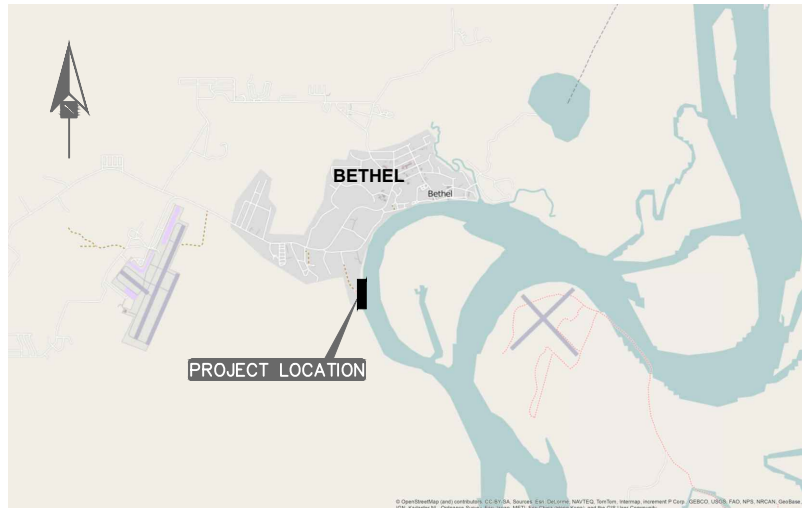
Regular Port Commission Meeting Dates for 2024

The Port Commission meets every 3rd Monday of each month at 7 p.m.

MONTH	REGULAR MEETING DATE	RESCHEDULED MEETING DATE / CANCEL
January	01/15/2024	
February	02/19/2024	
March	03/18/2024	
April	04/15/2024	
May	05/20/2024	
June	06/17/2024	
July	07/15/2024	
August	08/19/2024	
September	09/16/2024	
October	10/21/2024	
November	11/18/2024	
December	12/16/2024	



LOCATION MAP



TIDAL LEVELS

HIGH TIDE LINE (HTL)	+4.1 FT
MEAN HIGHER WATER (MHW)	+2.7 FT
MEAN LOWER LOW WATER (MLLW)	+0.0 FT

PURPOSE:
INSTALL SHEET PILE DOCK FOR
EROSION PROTECTION, NAVIGATION
SAFETY, AND FREIGHT TRANSFER.

DATUM: MLLW= 0.0
SEC.017 T8W R71W
LAT: 60.7784
LONG: -161.7786

VICINITY MAP

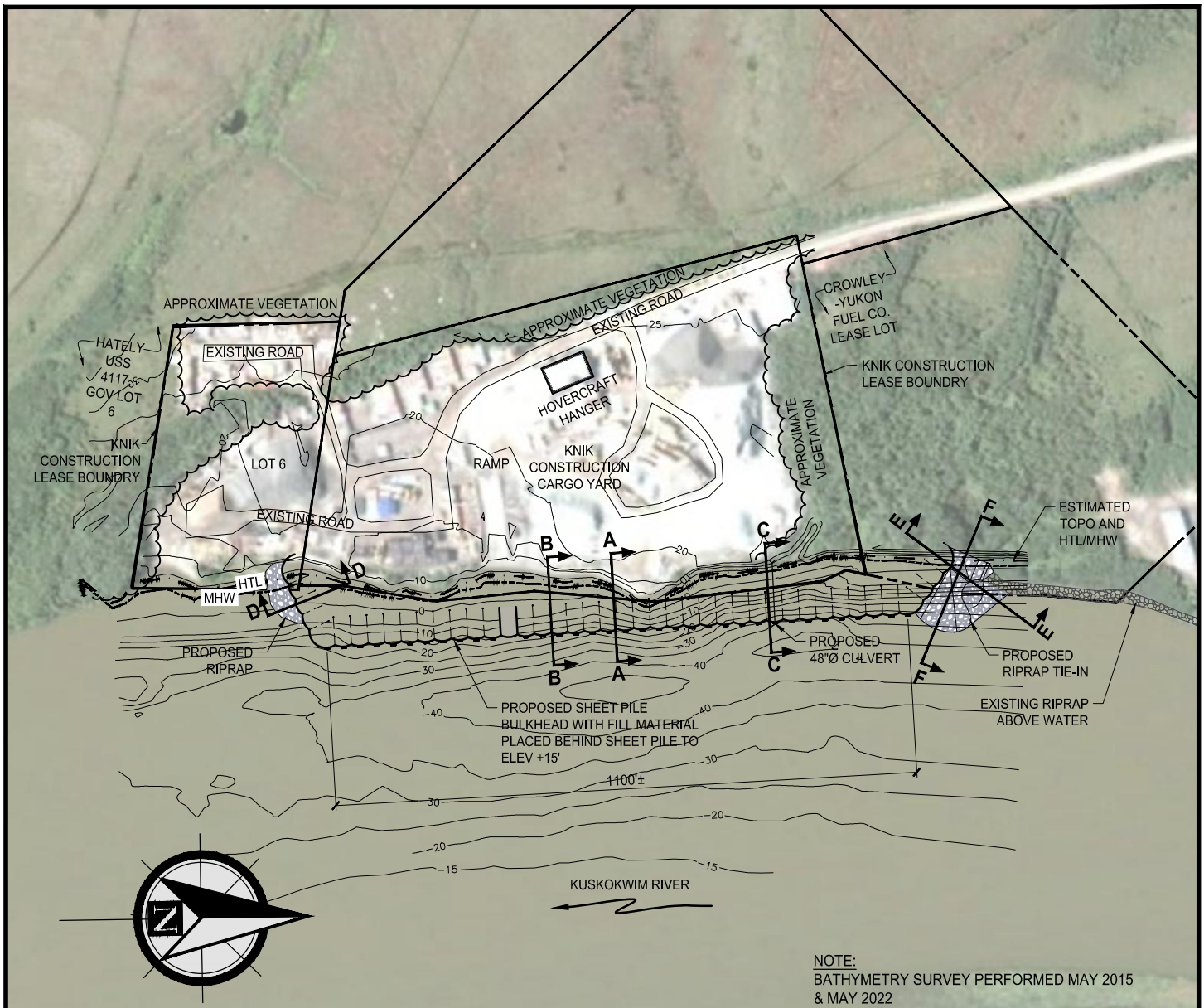
KNIK CONSTRUCTION CO., INC.
6520 KULIS DRIVE
ANCHORAGE, AK 99502

12/08/2023

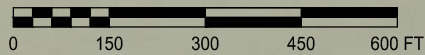
KNIK CONSTRUCTION BETHEL YARD DOCK

AT: BETHEL, AK
IN: KUSKOKWIM RIVER

SHEET 1 of 7



NOTE:
BATHYMETRY SURVEY PERFORMED MAY 2015
& MAY 2022



TIDAL LEVELS	
HIGH TIDE LINE (HTL)	+4.1 FT
MEAN HIGHER WATER (MHW)	+2.7 FT
MEAN LOWER LOW WATER (MLLW)	+0.0 FT

PILE QUANTITIES				
TYPE	TOTAL	BELOW HTL	BELOW MHW	
SHEET PILE	1,900 EA	1,840 EA	1,825 EA	
30"Ø MOORING BOLLARD PILE	12 EA	—	—	

FILL QUANTITIES			
	DOCK FILL (CY)	RIPRAP (CY)	FOOTPRINT (ACRE)
TOTAL	120,000	5,800	5.0
BELOW HTL	50,000	4,000	3.5
BELOW MHW	44,000	3,600	3.2

PURPOSE:
INSTALL SHEET PILE DOCK FOR
EROSION PROTECTION, NAVIGATION
SAFETY, AND FREIGHT TRANSFER.

DATUM: MLLW= 0.0
SEC.017 T8W R71W
LAT: 60.7784
LONG: -161.7786

SITE PLAN

KNIK CONSTRUCTION CO., INC.
6520 KULIS DRIVE
ANCHORAGE, AK 99502

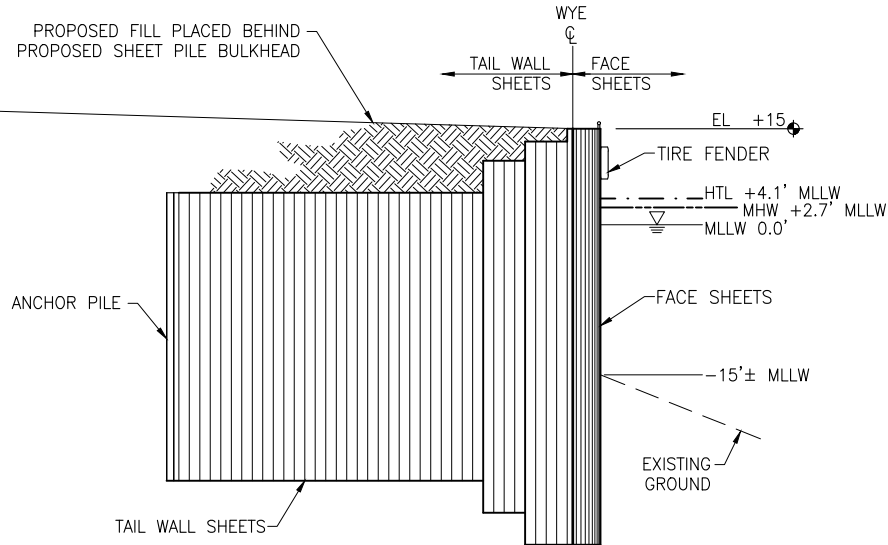
12/08/2023

**KNIK CONSTRUCTION
BETHEL YARD DOCK**

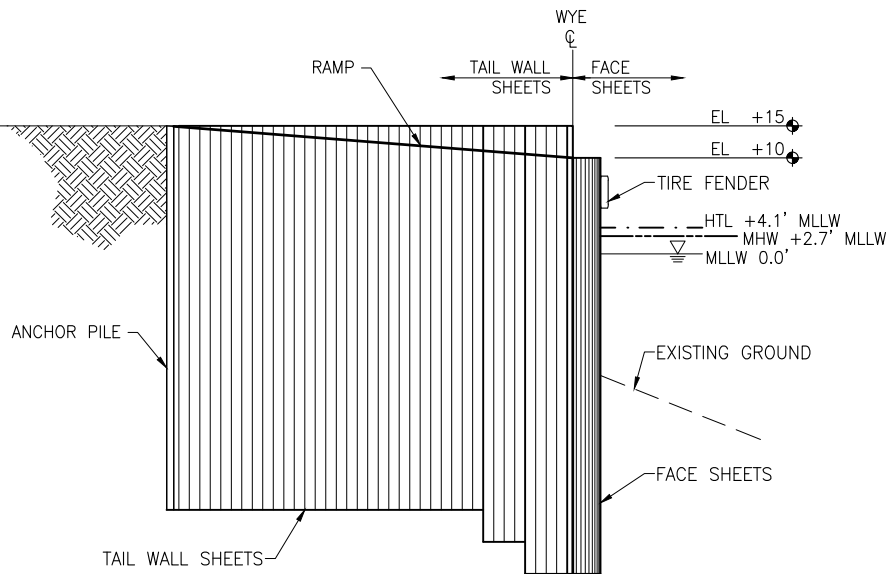
AT: BETHEL, AK
IN: KUSKOKWIM RIVER

SHEET 2 of 7

PROPOSED FILL PLACED BEHIND
PROPOSED SHEET PILE BULKHEAD



SECTION A-A
NTS



SECTION B-B
NTS

TIDAL LEVELS

HIGH TIDE LINE (HTL)	+4.1 FT
MEAN HIGHER WATER (MHW)	+2.7 FT
MEAN LOWER LOW WATER (MLLW)	+0.0 FT

PURPOSE:
INSTALL SHEET PILE DOCK FOR
EROSION PROTECTION, NAVIGATION
SAFETY, AND FREIGHT TRANSFER.

DATUM: MLLW= 0.0
SEC.017 T8W R71W
LAT: 60.7784
LONG: -161.7786

SECTIONS

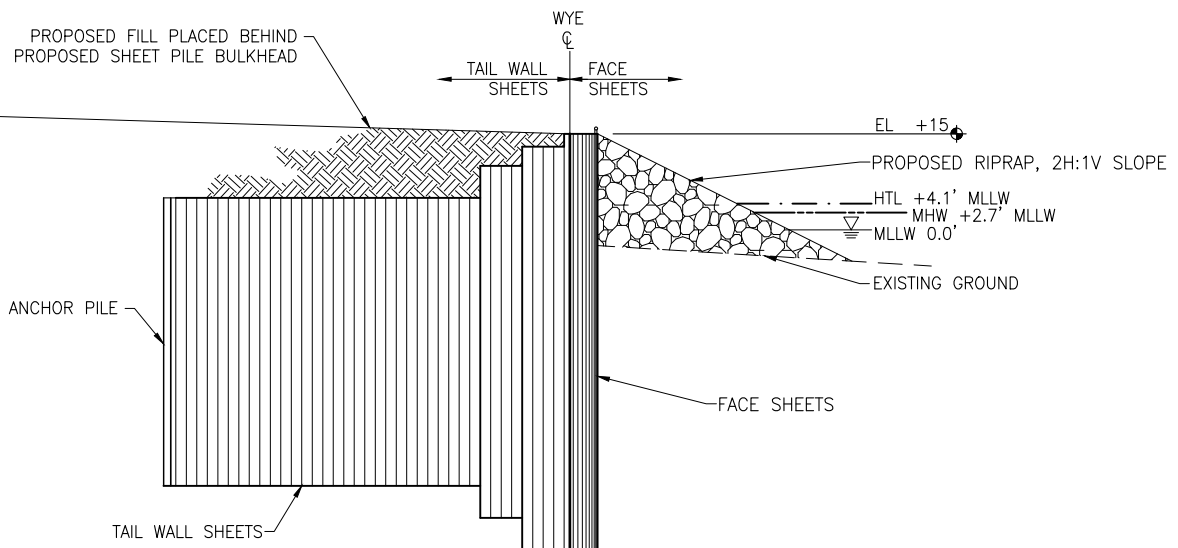
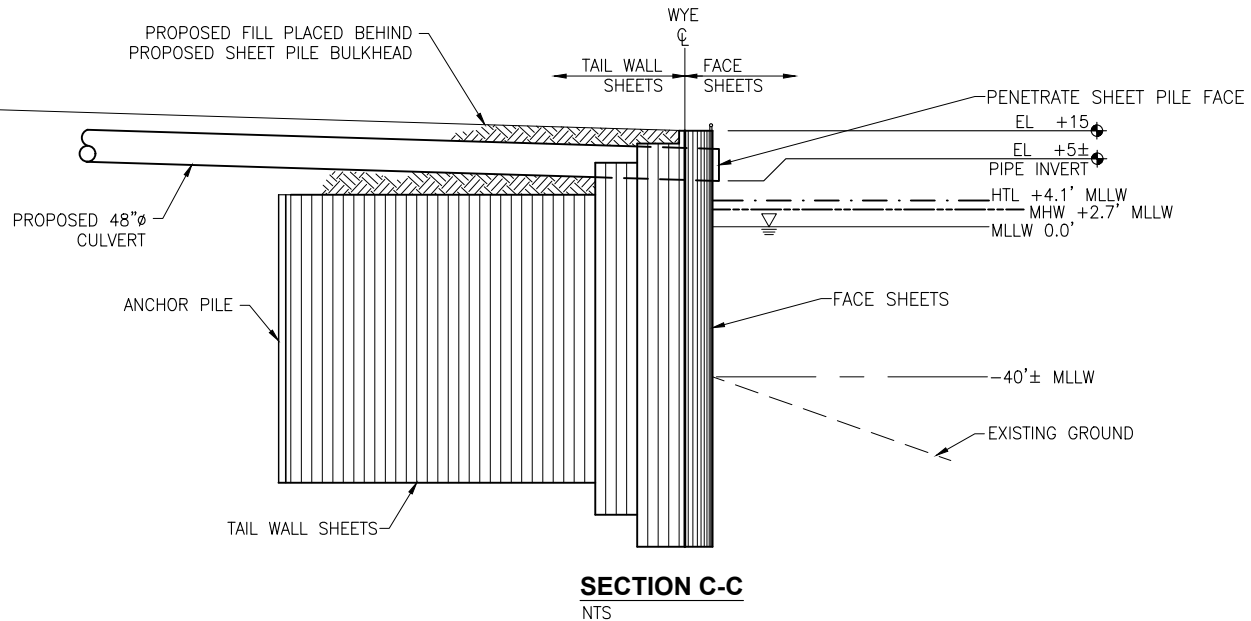
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ANCHORAGE, AK 99502

12/08/2023

**KNIK CONSTRUCTION
BETHEL YARD DOCK**

AT: BETHEL, AK
IN: KUSKOKWIM RIVER

SHEET 3 of 7



TIDAL LEVELS

HIGH TIDE LINE (HTL)	+4.1 FT
MEAN HIGHER WATER (MHW)	+2.7 FT
MEAN LOWER LOW WATER (MLLW)	+0.0 FT

PURPOSE:
INSTALL SHEET PILE DOCK FOR
EROSION PROTECTION, NAVIGATION
SAFETY, AND FREIGHT TRANSFER.

DATUM: MLLW= 0.0
SEC.017 T8W R71W
LAT: 60.7784
LONG: -161.7786

SECTIONS

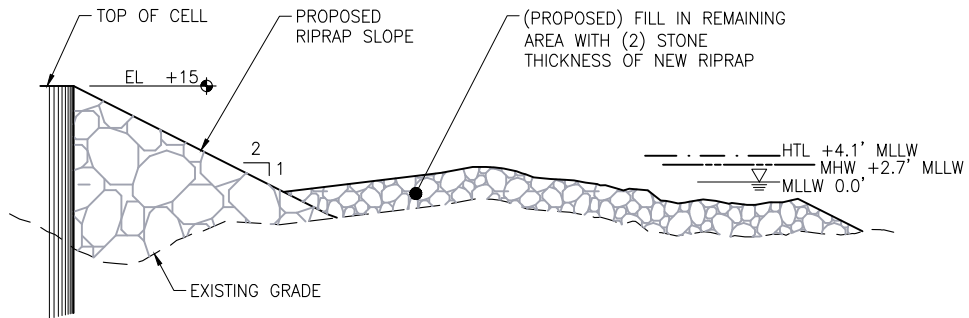
KNIK CONSTRUCTION CO., INC.
6520 KULIS DRIVE
ANCHORAGE, AK 99502

12/08/2023

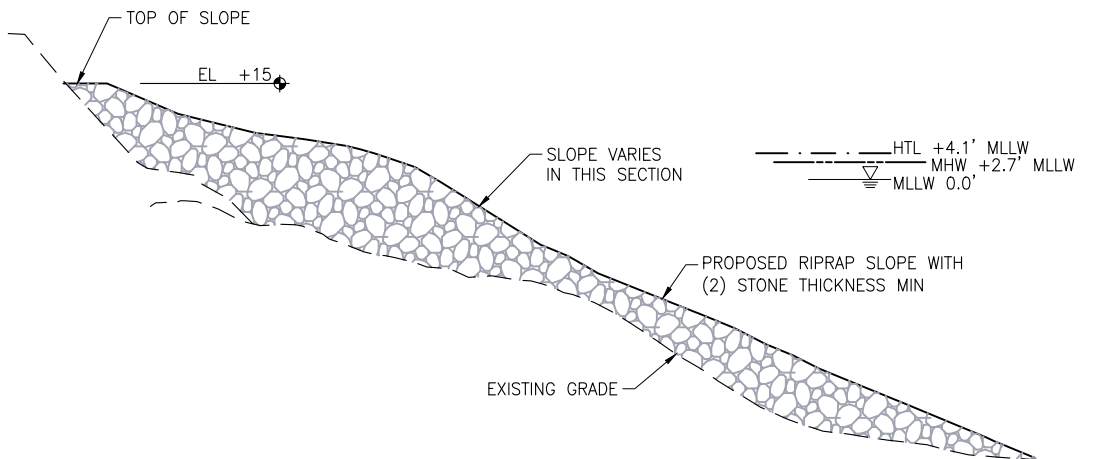
KNIK CONSTRUCTION BETHEL YARD DOCK

AT: BETHEL, AK
IN: KUSKOKWIM RIVER

SHEET 4 of 7



SECTION E-E
NTS



SECTION F-F
NTS

TIDAL LEVELS

HIGH TIDE LINE (HTL)	+4.1 FT
MEAN HIGHER WATER (MHW)	+2.7 FT
MEAN LOWER LOW WATER (MLLW)	+0.0 FT

PURPOSE:
INSTALL SHEET PILE DOCK FOR
EROSION PROTECTION, NAVIGATION
SAFETY, AND FREIGHT TRANSFER.

DATUM: MLLW= 0.0
SEC.017 T8W R71W
LAT: 60.7784
LONG: -161.7786

SECTIONS

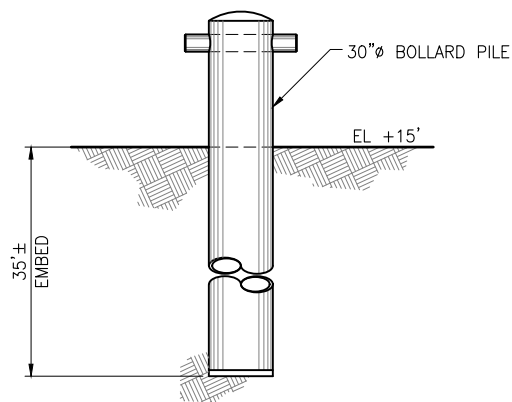
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6520 KULIS DRIVE
ANCHORAGE, AK 99502

12/08/2023

**KNIK CONSTRUCTION
BETHEL YARD DOCK**

AT: BETHEL, AK
IN: KUSKOKWIM RIVER

SHEET 5 of 7



MOORING BOLLARD

NTS

PURPOSE:
INSTALL SHEET PILE DOCK FOR
EROSION PROTECTION, NAVIGATION
SAFETY, AND FREIGHT TRANSFER.

DATUM: MLLW= 0.0

SEC.017 T8W R71W

LAT: 60.7784

LONG: -161.7786

MOORING BOLLARD

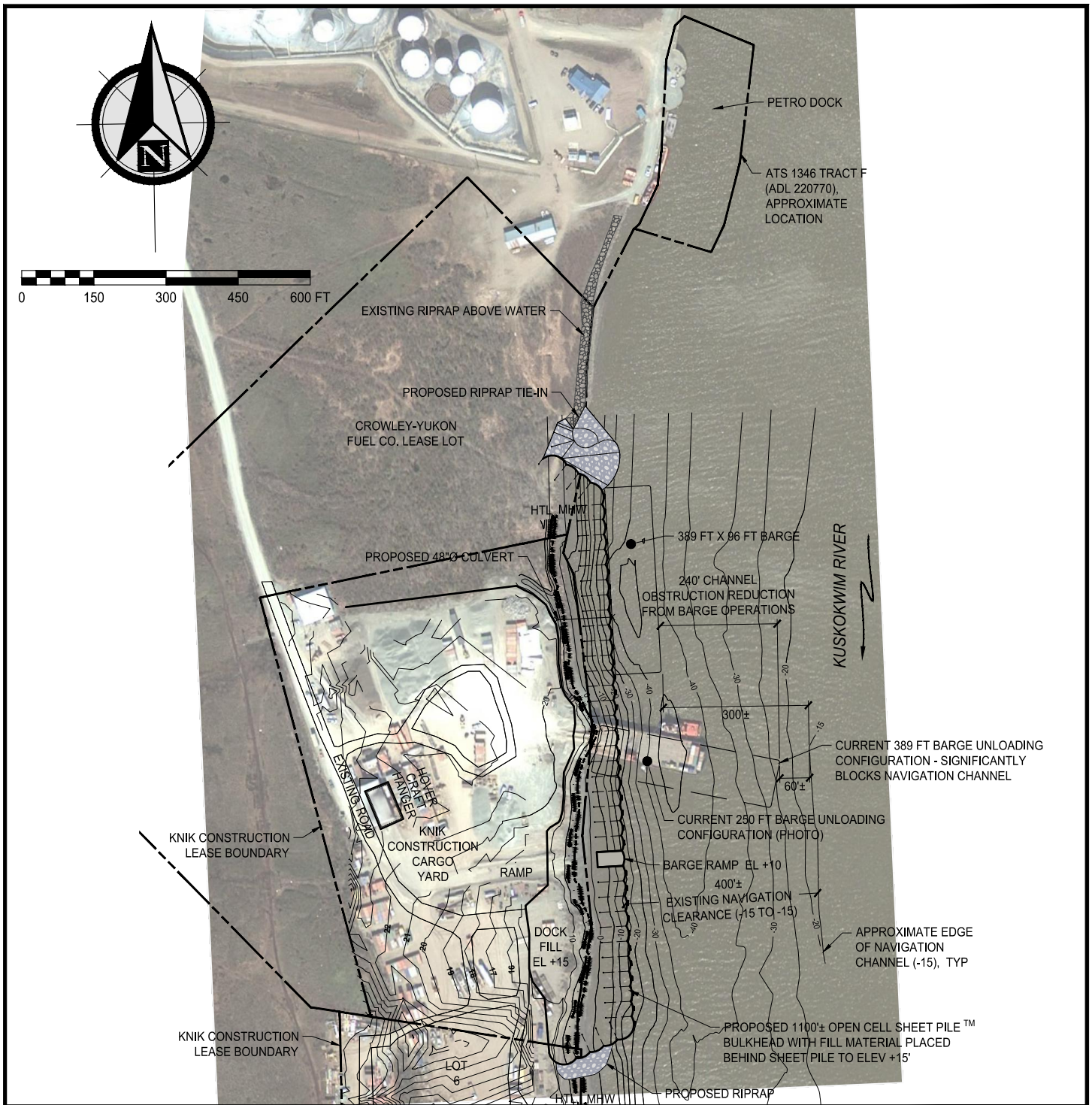
KNIK CONSTRUCTION CO., INC.
6520 KULIS DRIVE
ANCHORAGE, AK 99502

12/08/2023

KNIK CONSTRUCTION BETHEL YARD DOCK

AT: BETHEL, AK
IN: KUSKOKWIM RIVER

SHEET 6 of 7



PURPOSE:
INSTALL SHEET PILE DOCK FOR
EROSION PROTECTION, NAVIGATION
SAFETY, AND FREIGHT TRANSFER.

DATUM: MLLW= 0.0
SEC.017 T8W R71W
LAT: 60.7784
LONG: -161.7786

NAVIGATION PLAN

KNIK CONSTRUCTION CO., INC.
6520 KULIS DRIVE
ANCHORAGE, AK 99502

12/08/2023

KNIK CONSTRUCTION BETHEL YARD DOCK

AT: BETHEL, AK
IN: KUSKOKWIM RIVER

SHEET 7 of 7

CITY OF BETHEL POLICE DEPARTMENT



January 2024 Monthly Report

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Safety Patrol (three grant funded)	3	2	1
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				
	February 2024	January 2024	February 2023	2023 Total
Calls Total	1836	872	1280	2708
Reports Total	103	58	112	161
Intoxicated Pedestrian Calls	154	101	100	255
Driving Under Influence Calls	8	7	11	15
Domestic Violence Reports	43	25	17	68
Disturbance Calls	82	47	66	129
Subject Removal Calls	62	53	87	115
Animal Calls	36	24	48	60
Animal Bite Reports	0	0	0	0
Sexual Assault Reports	11	7	10	18
Death Investigation Reports	2	0	0	2

PERSONAL:

Lena White has accepted the swing shift dispatcher position and started on the 19th.

We have four applicants that are in the background stage of the hiring for police officer.

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.

TRAINING:

Sgt. Evan and Lt. Wigner attended the Crisis Response and Intervention Training Train-the-Trainer sponsored by APSC.

Lt. Poole attended a three-day Honor Guard Training, self-sponsored.

All officers, CSO's, and CSP are attending the Taser update training.

Dispatcher Supervisor and Lt. Wigner are attending the Crisis Intervention Training for 911 dispatchers sponsored by the RVCRI grant. We will be using the training to train our dispatcher on CIT for 911.

Other:

A more detailed police blotter will be posted on the police department Facebook on Mondays and will also be posted on the police blotter link on the city website.

The stats listed above will also be listed on the police department Facebook every month.

We are getting quotes for a company to install the necessary data lines and starlink for the camera's being placed in the Watson's Corner Area (A.C. Main)

Looking to start the Vacation House Check Program in March.

Officer s conducted 741 security checks.

PORT OF BETHEL

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



To: Bill Arnold, Acting City Manager
From: Edward Flores, Port Director
Subject: February 2024 Managers Report

- **Small Boat Harbor**

The Small Boat Harbor is now shut down for the season. We have a total of 44 Boats in storage for the winter season. And we are down to zero vehicles in the harbor, We have granted access to the Napaimute crew to stage their heavy equipment in the southside of the Harbor at night so that it would be closer to the river onramp. In the last week of the month we did receive our mini excavator back from repairs and had the port crew start digging out the pilings on the west bank of the harbor to start on the cuts. We will be contacting the Public Works Department for help on this.

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

City Dock and Beach 1 are in winter mode. We are maintaining the snow in the City Dock and Beach 1 Crowley has personnel in and out of the City Dock doing work on some heavy equipment as well as their boat.. other than the few crews that show up to work on boats the City Dock is calm. But we are expecting everything to start speeding up here in the next few months.

- **Port Office**

There are no issues to report for the Port Office, and it still operates well. We did run out of fuel for the building in the last part of February, but building maintenance did their best and get out building back up and warm. Building Maintenance reports that our building is running well.

- **Admin**

Our monthly storage was prepared and will leave the Port office this first week of March. The Port Commission did not have a quorum this last month. Our next meeting will be at City Hall on March 18, 2024, at 7 p.m.

- **Seawall**

The Port crew is doing daily checks along the seawall. Constant clean-up, as needed. The Cross-Country program has asked to use the lower access for skiing. We gave them the access code for the lower seawall, and the Port will not be maintaining the lower access; they will groom it.

- **Misc.**

We are maintaining the cleanliness around the waterfront as much as we safely can. We will do a few lighting upgrades to the warehouse on the Dock and the Small Boat Harbor Attendant post. Our mini excavator has been returned after repairs. All other equipment is up and running.



CITY OF BETHEL

Fire Department

Daron R. Solesbee, Fire Chief

P.O. Box 3231, Bethel, Alaska 99559

Phone: (907)-543-2131

Fax: (907)-543-2702

dsolesbee@cityofbethel.net

Celebrating 50 Years of Service

DATE: February 27, 2024

TO: Bill Arnold, Acting City Manager

FROM: Daron Solesbee, Fire Chief

SUBJECT: Management Report, February 2024

Current Events

- 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 is planning a *FireOps 101* course for the City of Bethel's elected and appointed officials who may vote on issues which may affect emergency services. This event will allow public officials to experience real-world fire and emergency medical scenarios as a first responder. Officials will don protective gear and operate as a member of a firefighting or emergency medical services crew while facing various challenging scenarios to gain a proper perspective.
- The department is planning to start an "Adopt-a-Hydrant" program, where Bethel residents can "adopt" a fire hydrant in town and keep it clear of snow and vegetation for a predetermined amount of time. This will allow for easier identification and use of the hydrants by Fire Department personnel, and will be a great way for the department to connect to residents.
- The department met with Acting Police Chief Chris Wigner to develop an Active Shooter/Hostile Event Response (ASHER) drill tentatively planned for May 2024. This planned training will assist the department in policy development, training, and effective responses to these incidents.

- It's that season, 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

- Staff and volunteers are receiving continuous Driver/Operator and Pump Operator training on the use and maintenance of department vehicles, pumps, and specialty equipment.
- Staff have completed several online, classroom, and skill drill training sessions covering various topics including firefighting, hazardous materials, emergency medical treatment, fire inspection, fire investigation, and fire prevention.
- The Emergency Trauma Technician (ETT) course concluded on February 3, 2024. Congratulations to all who completed their training and passed their final exam! Welcome to the team!
- The EMT-3 Initial and Refresher Course was held at the fire station from February 1-6, 2024. This course allowed members to advance their knowledge of EMS operations and skills to perform advanced life support procedures and administer additional medications according to their scope of practice. The State of Alaska EMT-3 cognitive exam will take place on March 15 at 2:00 p.m. at the YKHC Community Health Services Building.
- The Fire Chief attended the Fire Law Group's webinar training, "FLSA Bootcamp for Volunteer and Combination Fire Departments". This training explained the relationship between volunteer compensation and the Fair Labor Standards Act.
- The Basic Fire Ground Operations (BGFO) course is currently held each Saturday from February 17 to March 2, 2024. Each class will be from 8:00 a.m. to 5:00 p.m.
- On 02/22/2024 at 7:00 p.m., a Fire Meeting was held at the fire station. Firefighters reviewed the apparatus inventories, tools, and equipment on Truck-1, Engine-5, and Engine-4. Also, Firefighters reviewed procedures for the proper cleaning, care, and maintenance of tools and equipment.

Responses

- Between 02/01/2024 and 02/27/2024, the Bethel Fire Department responded to 101 EMS and 15 Fire incidents.
- See attached reports for Fire and EMS response breakdowns.

Budget/Financial

- The department is operating within its FY2024 operational budget with the exception of overages in the personnel budget, of which a budget modification will be submitted to City Council.
- The department is preparing its FY2025 Operating and Capital Budgets.

Grants

- The department will continue to seek grant funding for fire and EMS equipment, additional staffing, replacement fire apparatus and ambulances, and other equipment.
- The department was awarded funding for security cameras and fencing for the Draeger Fire Training Facility through the AKDHS SHSP Grant.

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.

Staffing/Recruitment

- The department is recruiting one Fire Captain (PS6A, Base Pay is \$75,399/yr + DOE).
- The department is recruiting three Firefighter/EMT's (PS2A, Base Pay is \$52,373/yr + DOE).
- The department re-hired Daniel Chakuchin as a Firefighter/EMT. Welcome back to BFD, DJ!
- The department hired Austin Kirby as Temporary Firefighter. He will receive training in EMT-1, Basic Fire Ground Operations, and Firefighter-1. Hopefully, he will become qualified to apply for one of the full-time Firefighter/EMT positions.
- The department is recruiting two Temporary Firefighters (Up to 6 Months) positions. This position will pay \$25.00/hour with no employee benefits. No certifications are required to qualify for this position. Individuals will be required to be free of any felonies and serious misdemeanors. On-the-job Firefighter and

EMS certification training and uniforms will be provided. To apply, go to www.cityofbethel.org/employment and complete the online application.

- The department will start the BFD Student Work Program with LKSD in the coming months. This program will allow high school students to gain valuable work experience and skills while volunteering at the fire station during school hours.
- 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. Once more personnel are hired, trained, and meet qualifications, we will return to the regular three 24-hour Kelly Shift model.
- 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!
- During the month of February, eight volunteers have been added to the department. Welcome to the team!

Vehicles & Equipment

- 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	<i>(Reserve Ambulance) In service. Will be replaced soon (Braun Northwest, Inc.)</i>
Medic 5	Ambulance, Light Rescue	2019	<i>(Frontline Ambulance) In service.</i>
Medic 6	Ambulance	2017	<i>(Second-Out Ambulance) In service.</i>
Medic 7	Ambulance	2024	Specification is under review by department.
Engine 5	Pumper	2023	In Service. Alaska Safety installed the MSA Evolution 6000 thermal imaging camera, TIC charger, flashlights, and flashlight chargers in the cab.
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)
Truck 1	Ladder Truck	2017	In service. Transmission and engine serviced in October.
Com 1	SUV	2021	In service. Vehicle serviced by V&E, battery voltage problem resolved, 3-plug adapter installed for block heater, battery warmer, and battery maintainer/charger.
Com 2	Pickup	2014	In service.
Com 3	Pickup	2004	In service. Fair condition. Seats need to be replaced.
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.

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: Current Month (02/01/2024 to 02/27/2024)

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 (NY), Opioid (RI), 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, Injure, 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

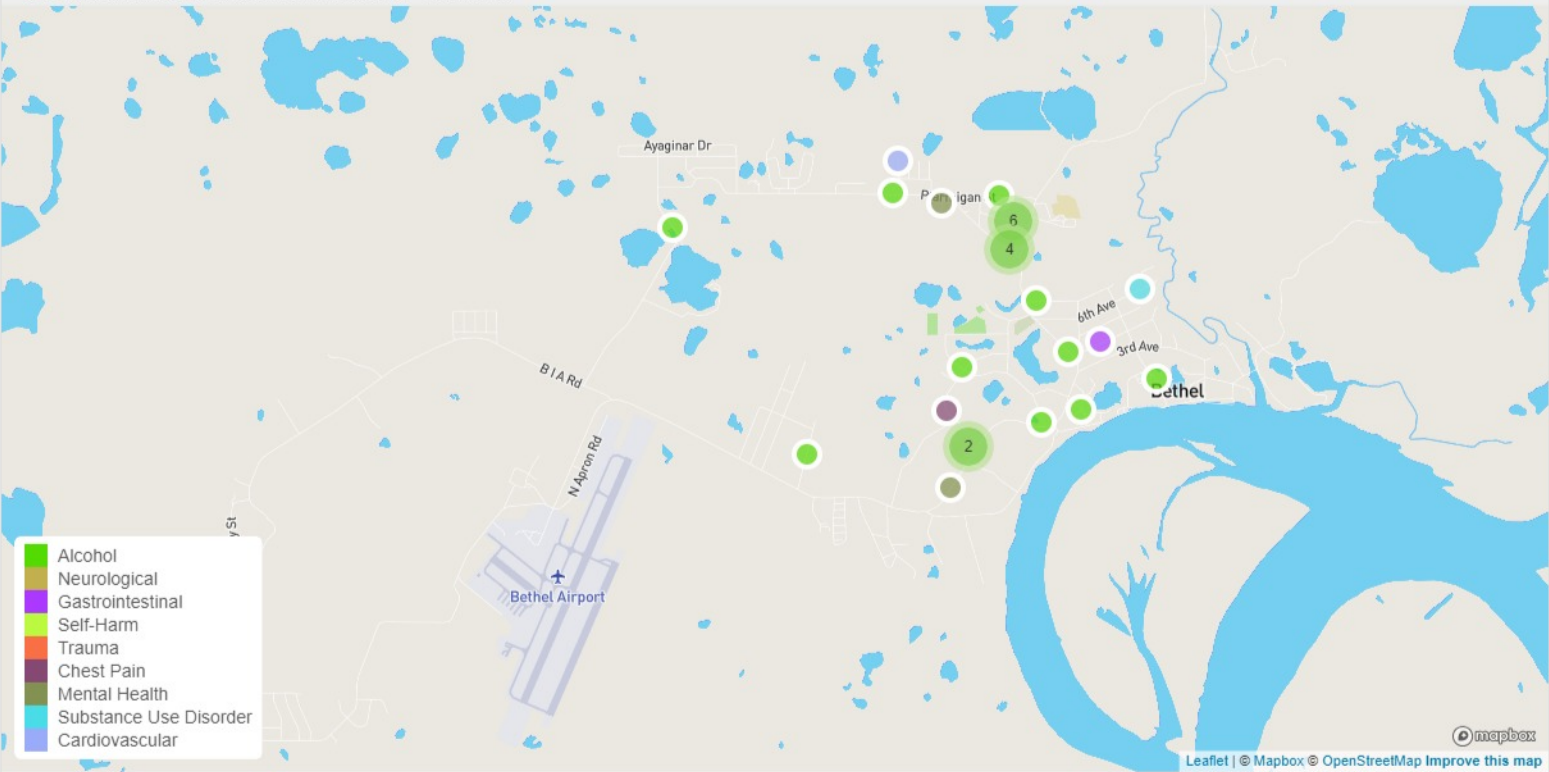
Types of Service Requested:

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

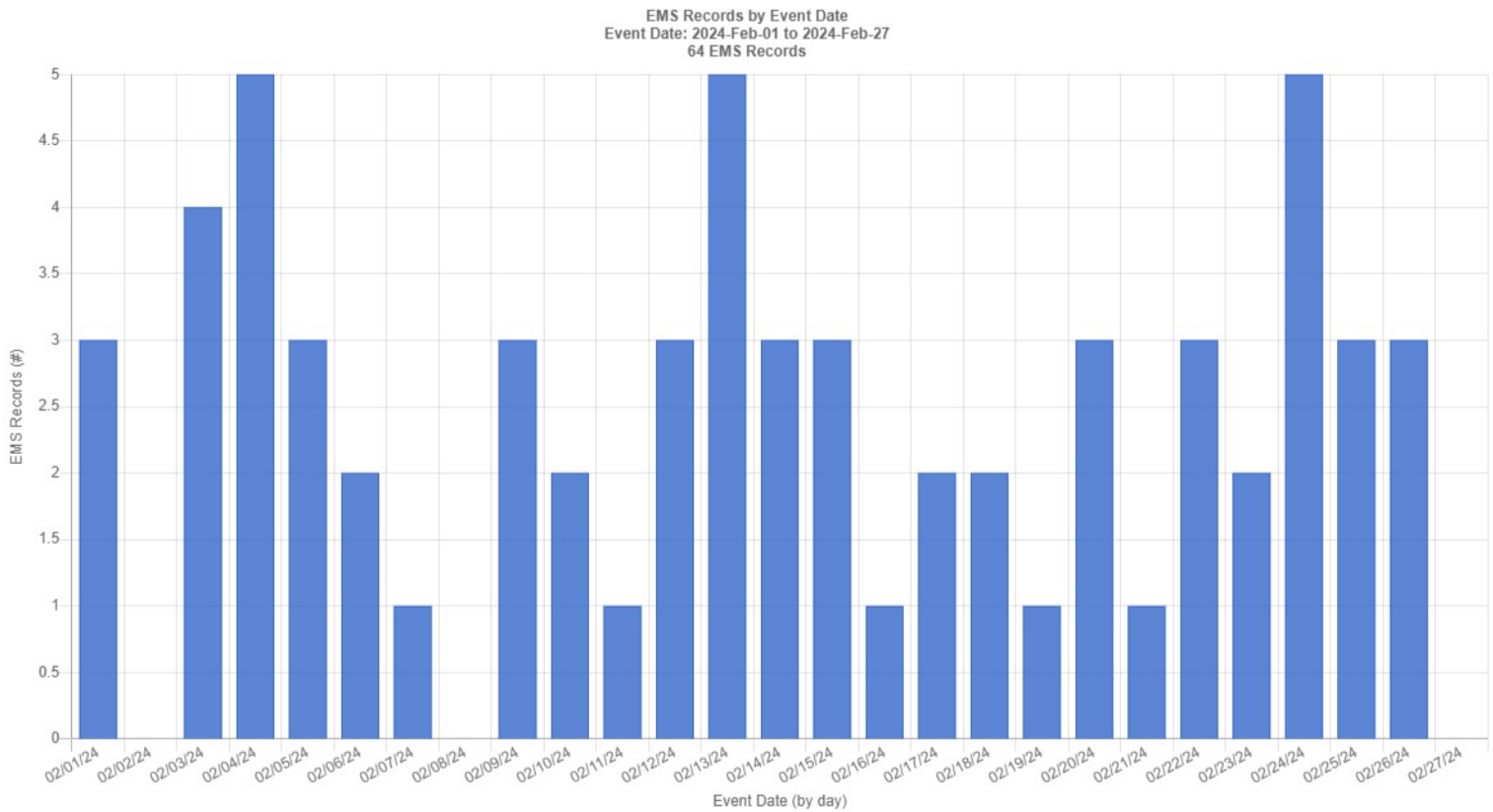
Map

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

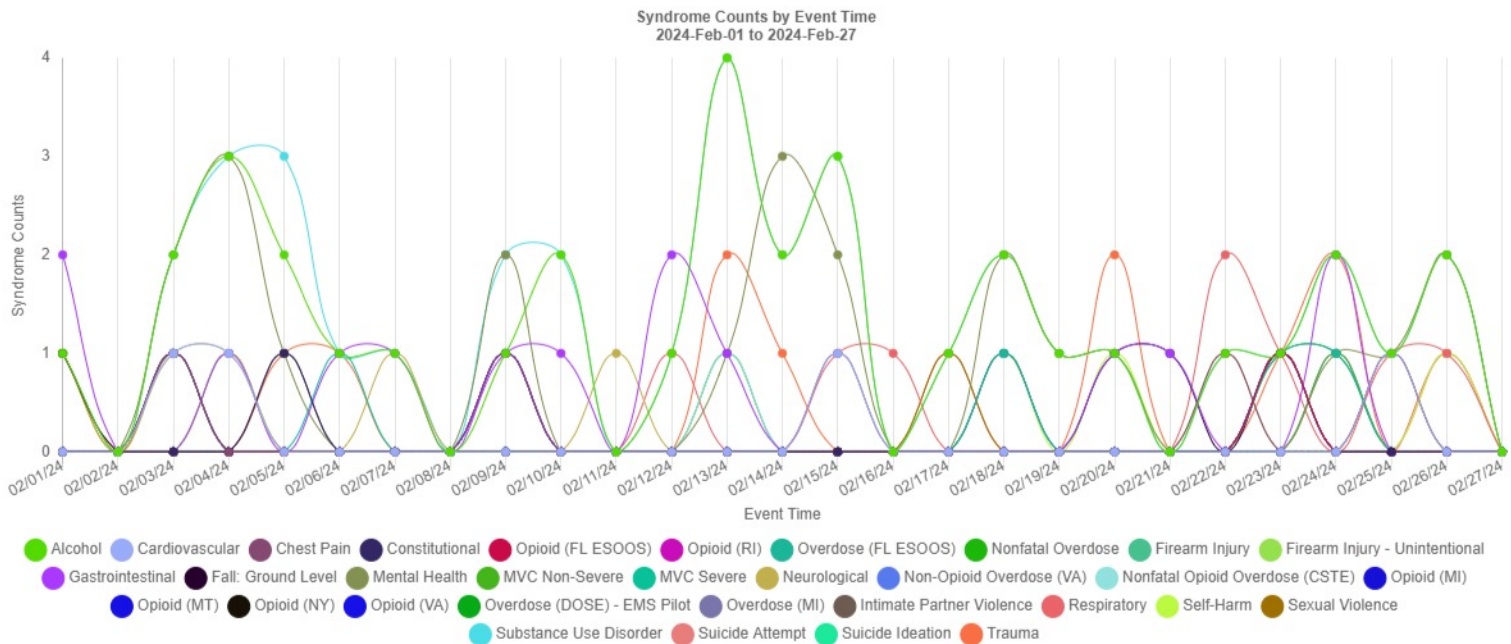


Data Explorer: EMS Records by Event Date

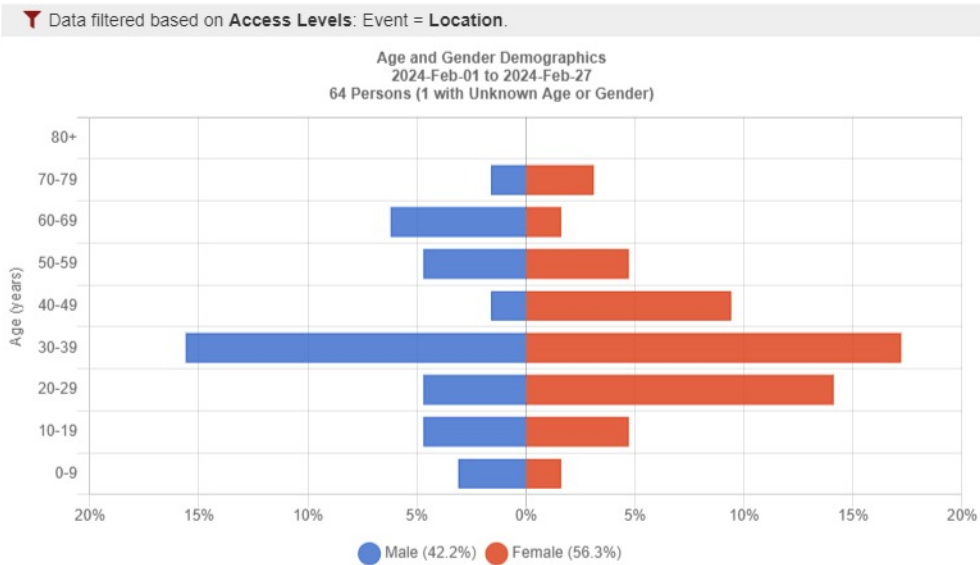
Data filtered based on **Access Levels**: Event = **Location**. Operational = **Full**.



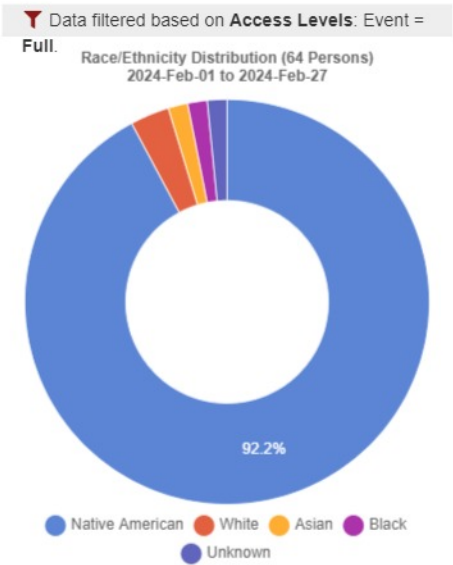
Syndrome Counts by Time



Age and Gender Distribution



Race/Ethnicity



Bethel Fire Department

Bethel, AK

This report was generated on 2/27/2024 2:55:26 PM



Incident Type per Zone for Incident Status for Date Range

Incident Status(s): All Incident Statuses | Start Date: 02/01/2024 | End Date: 02/29/2024

INCIDENT TYPE	INCIDENT STATUS	# INCIDENTS
Zone: 10 - Airport		
733 - Smoke detector activation due to malfunction	Completed	1
Zone: 12 - Tundra Ridge Subdivision		
114 - Chimney or flue fire, confined to chimney or flue	Completed	1
622 - No incident found on arrival at dispatch address	Completed	1
Zone: 2 - East Ave., Hanger Lake Road, Osier Street		
111 - Building fire	Completed	1
Zone: 3 - 3rd Ave, 4th Ave, 5th Ave, 6th Ave, and 7th Ave		
511 - Lock-out	Completed	1
735 - Alarm system sounded due to malfunction	Reviewed	1
Zone: 5 - City Subdivision		
511 - Lock-out	Completed	4
733 - Smoke detector activation due to malfunction	Completed	1
Zone: 6 - ASHA Housing (Bethel Heights)		
511 - Lock-out	Completed	1
745 - Alarm system activation, no fire - unintentional	Completed	1
Zone: 8 - Hoffman Subdivision		
511 - Lock-out	Completed	1
743 - Smoke detector activation, no fire - unintentional	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

Page 5646292

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	327,332.48	327,332.48	792,237.00	464,904.52	41.3
100-60-6004 LONGEVITY BONUS	.00	.00	10,000.00	10,000.00	.0
100-60-6010 FLSA OVERTIME	115,226.38	115,226.38	120,000.00	4,773.62	96.0
100-60-6011 CALL BACK OVERTIME	35,873.77	35,873.77	50,000.00	14,126.23	71.8
100-60-6022 HOLIDAY PAY	22,366.66	22,366.66	15,000.00	(7,366.66)	149.1
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	753.30	753.30	.00	(753.30)	.0
100-60-6031 PAYABLE MEDICARE FICA	7,566.13	7,566.13	14,532.00	6,965.87	52.1
100-60-6032 UNEMPLOYMENT	.00	.00	17,840.00	17,840.00	.0
100-60-6033 WORKERS' COMPENSATION	5,566.33	5,566.33	25,891.00	20,324.67	21.5
100-60-6034 PERS	107,432.91	107,432.91	220,492.00	113,059.09	48.7
100-60-6040 EMPLOYEE GROUP BENEFITS	62,291.51	62,291.51	305,136.00	242,844.49	20.4
100-60-6041 UTILITY BENEFIT	25,064.27	25,064.27	54,720.00	29,655.73	45.8
100-60-6060 TRAVEL/TRAINING	(387.30)	(387.30)	.00	387.30	.0
100-60-6061 TRAVEL/TRAINING	29,789.12	29,789.12	42,900.00	13,110.88	69.4
100-60-6100 SUPPLIES	58,517.42	58,517.42	77,800.00	19,282.58	75.2
100-60-6103 WEARING APPAREL	5,482.55	5,482.55	16,700.00	11,217.45	32.8
100-60-6150 GASOLINE/DIESEL/OIL	10,689.15	10,689.15	16,400.00	5,710.85	65.2
100-60-6153 HEATING FUEL	19,528.85	19,528.85	27,500.00	7,971.15	71.0
100-60-6155 WATER/SEWER/GARBAGE	2,437.36	2,437.36	11,600.00	9,162.64	21.0
100-60-6160 ELECTRICITY	12,179.81	12,179.81	21,200.00	9,020.19	57.5
100-60-6170 TELEPHONE	1,938.05	1,938.05	2,400.00	461.95	80.8
100-60-6171 STAFF CELLULAR PHONES	1,826.14	1,826.14	4,000.00	2,173.86	45.7
100-60-6200 MINOR EQUIPMENT	4,498.87	4,498.87	22,000.00	17,501.13	20.5
100-60-6230 VEHICLE MAINT/REPAIR	8,759.25	8,759.25	18,000.00	9,240.75	48.7
100-60-6231 VEHICLE PARTS & TOOLS	25,398.73	25,398.73	28,000.00	2,601.27	90.7
100-60-6240 PROPERTY MAINT	6,920.14	6,920.14	30,000.00	23,079.86	23.1
100-60-6335 OTHER PURCHASED SERVICES	35,807.33	35,807.33	38,552.22	2,744.89	92.9
100-60-6400 INSURANCE	52,340.43	52,340.43	108,000.00	55,659.57	48.5
100-60-6502 ADVERTISING	2,862.98	2,862.98	3,000.00	137.02	95.4
100-60-6503 DUES & SUBSCRIPTIONS	7,898.97	7,898.97	12,500.00	4,601.03	63.2
100-60-6530 FINANCE CHARGES/PENALTIES	.00	.00	500.00	500.00	.0
100-60-6534 COLLECTION/SMALL CLAIMS	9,900.32	9,900.32	31,200.00	21,299.68	31.7
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	1,041.22	1,041.22	1,500.00	458.78	69.4
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	18,477.22	18,477.22	22,800.00	4,322.78	81.0
100-60-6890 CAPITAL EXPENDITURES	66,296.29	66,296.29	891,148.00	824,851.71	7.4
100-60-9649 VOLUNTEER STIPEND	5,465.00	5,465.00	15,000.00	9,535.00	36.4
100-60-9698 FIRE APPARATUS CLASS A PUMPER	18,113.78	18,113.78	4,947.78	(13,166.00)	366.1
TOTAL FIRE DEPARTMENT	1,290,743.25	1,290,743.25	3,126,785.00	1,836,041.75	41.3
TOTAL FUND EXPENDITURES	1,290,743.25	1,290,743.25	3,126,785.00	1,836,041.75	41.3
NET REVENUE OVER EXPENDITURES	(1,290,743.25)	(1,290,743.25)	(3,126,785.00)	(1,836,041.75)	(41.3)



CITY OF BETHEL

Post Office Box 1388

Bethel, Alaska 99559

Phone: 907-543-2047

TO: City Manager
FROM: Human Resources
SUBJECT: Monthly Manager Report

DATE: March 1, 2024

The following identifies significant projects that were in addition to general personnel action-based activities (hiring, terminations, benefits review, employee support, etc):

Training

Participated in the Alaska TTAP Webinar relating to CDL requirements in Alaska, sponsored by the University of Alaska Fairbanks. The presentation focused on CDL- learners, and emphasized that in communities like Bethel, full requirements to obtain a CDL are exempted through December 2024. To obtain a restricted CDL to drive in Bethel, an individual needs to pass a knowledge test and a modified skills test. While the requirements are significantly less than an unrestricted license, there is no local entity conducting skills testing, and local candidates will still need to travel to a third-party testing site to complete the skills portion.

As a follow-on, HR will be providing a brief DOT training with all CDL drivers, mechanics and transit drivers during the week of March 10th, at which time HR will review driver responsibilities and requirements, have employees review and acknowledge the applicable policies, and answer questions.

HR Compliance

As a continuation of HR's efforts to shore up processes and meet regulatory requirements, HR is working with the City's benefits broker, Wilson-Albers, to undergo a Full Compliance Assessment. This process will not only will review the City's personnel and benefits processes, but will highlight areas in which the City can effectively transition to online HR support. In addition, the assessment will help the City understand how to better meet the Affordable Care Act requirements with respect to our temporary/seasonal workforce.

Benefits

HR met with Retirements and Benefits Counselor to discuss considerations when hiring individuals who have previously retired from PERS service. Individuals who have retired must wait six months before returning to work. For those wishing to continue to receive their pensions, there is a limit on both hours and income, and the position has to be temporary. For individuals who would like to return to work as a full-time employee, they have the option to suspend pension benefits and start a second pension

account while earning full-time pay and benefits. This second pension is then blended into the first when the employee retires “again.”

Recruiting

Current vacancies at the Management Team level include City Manager, Finance Director, Police Chief and IT Director (planned summer 2024 departure.)

Public Safety staff vacancies include Fire Captain, 2 Firefighter/EMT, Police Sgt, Community Service Patrol, Evidence Custodian, and Dispatcher. These vacancies may change with the adoption of the FY24 budget and potential restructuring.

Public Works vacancies are still critical, with 12 operator/driver (CDL) positions open, a heavy equipment mechanic, and Utility Maintenance Foreman, Water Treatment Operator and two Utility Maintenance Workers.

A total of 23 applications were received by HR during February for advertised positions. In many cases, applicants do not meet the minimum requirements for the positions to which they are applying. Some applications have not been captured in this spreadsheet as they were already at the Department level prior to HR's hire, and therefore are only recognized at the time of a hire request.

Position	Number of Applications since 11/1/23	Hire Date (s)	Applications under Review
Finance Director	1		1
Chief of Police	6		6
IT Director	3		3
Accounting Specialist I	6	3/4/24	4
Admin Asst	15		5
Community Service Patrol	1		1
Facility Maintenance	1		1
Firefighter/EMT	4	2/5/24	2
Grant Manager	2		2
Hauled Utility Driver	7		4
Police Officer	5		4
Dispatcher	1	2/19/24	1
Utility Maintenance Worker	1		1
Water Plant Operator	7		5

2023-2026 Collective Bargaining Agreement

The new negotiated wage scale was implemented with the first pay period in February. Floating holiday values have been entered for union-represented employees, as they need to be taken by June 30, 2024. In addition, mandatory PTO use notices have been provided to employees.

Retro-applications of the 2023 CBA rates are going to be accomplished and applied over the next several pay periods.

Supervisors with employees requiring evaluations during the next quarter have been advised and HR will continue to follow up to ensure merit increases and evaluations are completed timely and do not require retro-active application.

NeoGOV Transition

Thank you to City Council for approving expenditures to allow the City to transition to an online-based pre-boarding, on-boarding, and off-boarding system. NeoGov implementation has begun, with a projected completion date of June 7, 2024. The system will allow the City to streamline personnel processes and retain documents in an accessible format for HR, the employees, payroll and supervisors.

Work Injuries and OSHA Notifications

There were no new workplace injuries during this reporting period.

FMCSA/FTA Drug and Alcohol Program

Nearly half of the current CDL workforce have been placed back into the compliance program, and the remaining half will be completed by the end of the quarter. Random testing of covered individuals will also begin in the second quarter. The City has three individuals serving as Designated Employer Representatives with Beacon OHSS, our Third Party Administrator. HR is the overall DER for both the FMCSA and FTA programs, with the Transit Manager identified as DER for FTA and Admin/PW Admin Assistant identified as DER for administrative/backup support.

Ongoing and 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.
- Presentation and acknowledgment of City Drug and Alcohol Policies.
- Developing a digital policy manual
- Updating the Employee Handbook, last adopted by City Council in 2015.



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: 02.29.2024

TO: City Manager

FROM: Bill Arnold, Public Works Director

SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Hauled Utilities: All our utility trucks are road worthy at this time. Our department had a couple of drivers put in a seven-day work week to keep us up to date on our scheduled services. Thanks goes out to the Road crew, for all the pull outs. Hauled utilities have been called out numerous times to assist piped utilities with lift station issues.

- **Utility Maintenance:** 18alarms 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.
- 18 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.
- Utility Maintenance has 2 vacant staff workers still short staffed

Property Maintenance

POOL: Inspect unit heaters in crawl space under pool. Replace pressure gauge on boiler.

COURTHOUSE: Salt entry ways. Repair lights in prisoner cells. Shovel Snow. Adjust side door to clerks office.

CITY HALL: Salt entry ways Shovel snow. Make multiple keys for employees.

PUBLIC WORKS: Repair base board heat. Hang V&E first aid kit. Clear snow Replace light in V&E. Adjust south overhead door. Set up HPL for KUSKO 300.

TEEN CENTER: Set up HPL to thaw lift station.

CITY SUB WATER PLANT: Pump up B loop pressure. Replace coin vents. Replace motor on Boiler 1.

BETHEL HEIGHTS WATER PLANT: Solder leaking pipe.

TRANSIT: Swap locksets in storage room.

POLICE DEPARTMENT: Repair heat on 3rd floor. Work on stuck bay door. Unclog toilets 3 times.

PORT: Weld man basket. Wait on Delta Western to come fill up empty fuel tank. Warm up cold boilers.

FIRE DEPARTMENT: Add glycol to boiler.

DOG POUND: Replace exterior light. Clear snow. Replace water filter.

HIGHWAY LIFT STATION: Replace coinvents. Add glycol. Replace fuel pump on boiler 1.

PARKS AND REC: Repair ramp by YK.

Road Maintenance: Plowed lots of roads and pushed a lot of snow.

Vehicles and Equipment: service and repair city vehicles and equipment as needed.

Transit System:

Another steady month of ridership. Bus 440 is down for maintenance and 439 took over until the regular bus is done. Ridership consists of: 770 Seniors, 19 Youth, 130 Adults, 135 Disabled, and 1,057 Pass riders. 104 Day Passes and 17 Month Passes were purchased totaling \$1,198.00 along with regular fares for the leap year month. Bus 440 logged 2,229 miles and 309.582 gallons of fuel. Bus 439 so far has logged 200 miles and 22.984 gallons.

Landfill & Hauled Refuse:

Weve been replacing more dumpsters as needed with rebuilt dumpsters, cleaning dumpster pads of wind blown litter and snow. The roads and dumping pads have been kept clear and clean within the landfill, a lot of trash has been compacted and prepped for cover this spring/summer. Streets and roads helped build a gate for the shop door to prevent future break ins. The excavator

is down temporarily waiting for parts, the track keeps slipping off the undercarriage due to worn parts.

Staffing Issues/Concerns/Training:

MEMORANDUM



DATE: March 5, 2024

TO: William Arnold, Interim City Manager

FROM: Kristi McConnachie, Interim Grant Manager

SUBJECT: Grant Manager's Report for March 12, 2024 Bethel City Council Meeting

Grant Applications Approved

Grant Applications Submitted

2024 SHSP Security Grant

The Interim Grants Manager successfully submitted the application for the 2024 State Homeland Security Program on 2/11/2024. In previous years the city has benefited from this program by purchasing radios for the police and fire departments, extended training for police staff, and currently a large Fencing project to secure heavy equipment for emergency response capabilities. This application is requesting a large Fencing project for the Fire Department, Camera projects for the Fire and Police Departments and additional Training for the Police Department.

			Complete Applicable Boxes Below Is the project:			Funding Request
Project Priority	Project Budget Category (drop-down options)	Project Title	Law Enforcement Related	National Priority Related	AK Assessment or WICF Gap? Yes or No	
1	Equipment	Fire Training Facility Security Fencing	Yes	Yes	Yes	\$185,000
2	Equipment	Security Cameras-Fire & Police Depts	Yes	Yes	Yes	\$200,000
3	Equipment	Body Cams & Car Video Camera Systems	Yes	Yes	Yes	\$282,284
4	Training	ICS 300 and ICS 400 Training	Yes	Yes	Yes	\$15,000
5	Training	FBI-LEEDA Officer Training	Yes	Yes	Yes	\$35,000
AlaskaEx						\$
Total Requested SHSP Funds:						\$717,284

Transit Grant FY 2025-Sect 5311 Grant

The Interim Grants Manager successfully submitted the FY 2025 – Sect 5311 Transit Grant application on 2/20/2024 which requests \$393,364 in funding for the Administration, Operations and Preventative maintenance necessary to continue the Transit program in Bethel. The City's required match for FY 2025 is \$113,177 for this Grant.

FY24 RAISE Grant

The Interim Grants Manager successfully applied for the FY2024 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant on 2/27/2024. This grant provides a unique opportunity for USDOT to invest in road, rail, transit, and port projects that promise to achieve national objectives. Projects in a rural area, a historically disadvantaged community, or an area of persistent poverty will be eligible for up to 100 per cent federal cost share. The City applied for \$374,007 to complete DOWL Engineers Task Order #53 Port Wall Condition Assessment dated 10/16/2023 and inspected on 6/14/2023 which includes Priority Repairs, Structural Analysis of Anchoring System and Long-Term Rehabilitation or Replacement Planning Level Design for the Port Wall. Selections will be announced no later than June 27, 2024.

Village Safe Water CIP 2024 Planning Project Grant

The Interim Grants Manager successfully applied for the VSW Capital Improvement Project (CIP) 2024 Planning Project by the Department of Environmental Conservation on February 29, 2024. The City applied for \$75,000 to complete DOWL Engineers Task Order #67 Ciullkulek Subdivision and Boster Station PER dated 2/22/2024 which includes 2 phases based off the Bethel Community-Wide Piped Water and Wastewater Preliminary Engineering Report prepared by DOWL in May, 2023;

The phase 1 portion of the planning document will identify solutions to the need of a distribution center and an extension of the existing circulating water main. The distribution center will include a water storage tank and sufficient facilities for water truck filling and distribution for the western subdivisions and sufficient facilities to serve Ciullkulek Subdivision with piped water. The planning document will include solutions to extending the water main from the existing circulating water main.

The phase 2 portion of the planning document will identify solutions to providing circulating water distribution main low-pressure wastewater main to serve Ciullkulek Subdivision. The water main will connect into the new distribution center and the wastewater main will connect into the existing force main.

If accepted the VSW (CIP) 2024 Construction Project applications will be due 05/3/2024 with CIP scores finalized on July 8, 2024.

Grant Applications to Prepare

FY24 Safe Streets and Roads for All (SS4A) Grant Program

The city is researching the FY24 Safe Streets and Roads for All (SS4A) Grant Program by the US Department of Transportation. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries. Over \$3 Billion is still available for future funding rounds. There are three Notice of Funding Opportunities (NOFO) coming up; April 4, May 16, and August 29, 2024.

Port Infrastructure Development Program

The city has been invited by US DOT Maritime Administration to apply for their Port Infrastructure Development Program open February 16, 2024 and closing April 30, 2024.

Grant funds for FY 2024 will be awarded for projects improving the safety, efficiency, or reliability of the movement of goods through ports and intermodal connections to ports.

FY25 Community Assistance Program (CAP)

The city has been invited by the Division of Community and Regional Affairs (DCRA) to apply for their Community Assistance Program due no later than June 1, 2024. Their estimated FY25 CAP payment for the City of Bethel is \$76,150.43.

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.

Purchasing Agent Duties

Current Grants and Loans

Active grants/loans:	14	
Grant amount in play:	\$19,417,135	Exp to date: \$3,224,873
Loan amount in play:	<u>\$173,786</u>	Exp to date: \$0
	\$19,590,921	

#	Grant	Amount	% Complete	Expiration
1	CSP - DHSS FY 2024	\$323,081	49%	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. Executed 10/16/2023.			
2	21SHSP-GY21 - Radios and Training	\$78,500	89%	12/31/2023
	Fire Department received and paid for portable radios. Procurement has been completed for Reid's Interview and Interrogation. Eight officers have now completed Interview and Interrogation training. Six officers have completed the Taser CEW Instructor Certification Course. To do: Complete Final Report and close grant.			
3	22SHSP-GY22 - Police Radios	\$39,000	99%	9/30/2024
	The Police Department ordered nine portable radios from Procomm Alaska, LLC/Motorola Solutions, Inc. The radios have been delivered, inspected, and tested by the City of Bethel Police Department. Check			

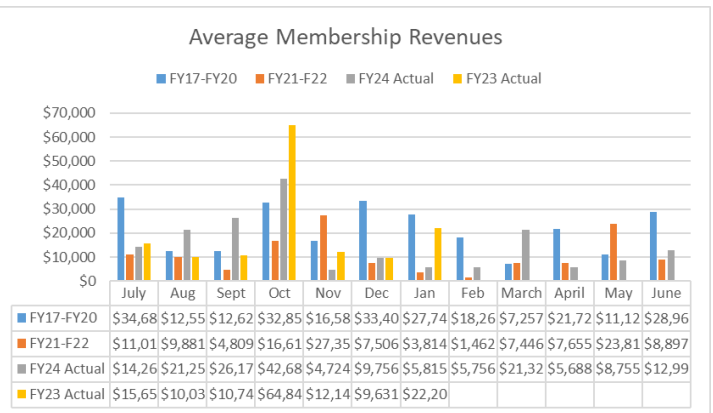
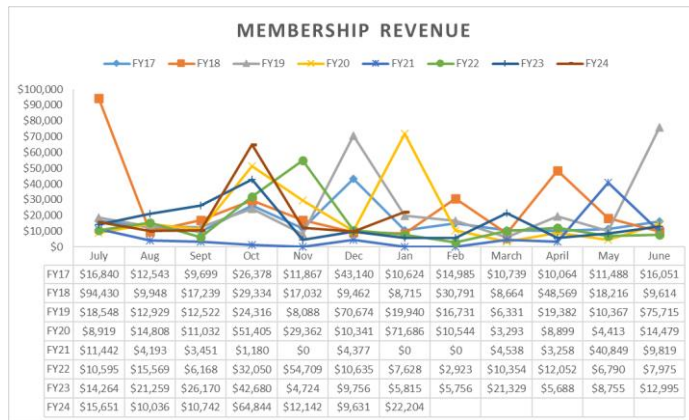
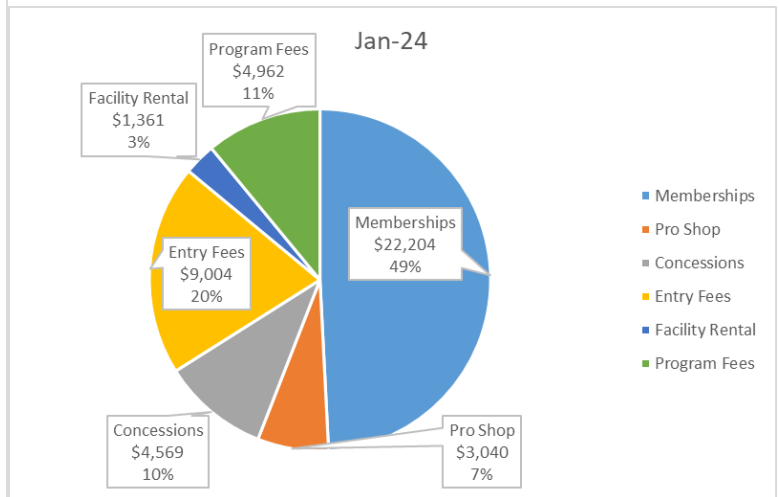
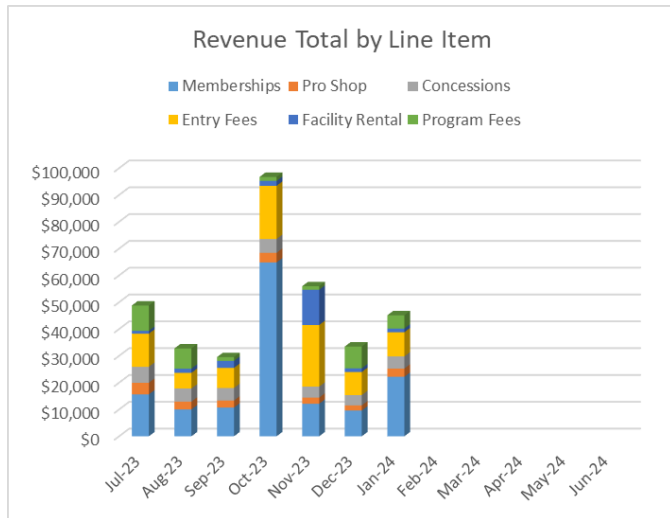
		#230127 dated 11/3/2023 for \$38,567.80 was sent to Motorola for payment in full. To do: Complete Final Report and close grant.																				
4	23SHSP-GY23 - Police Equipment	\$268,000	0%	09/30/2025																		
		Purchase and installation of chain-link fencing for city facility to secure 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	77%	12/31/2024																		
		The City has spent the following so far: <table><tr><td><u>Description</u></td><td><u>Spent</u></td><td><u>Budget</u></td></tr><tr><td>Chemical Storage Building</td><td>\$717,343</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>\$418,648</td><td></td></tr><tr><td>Rehab of Water Filters</td><td>\$644,084</td><td>\$1,000,000</td></tr></table>			<u>Description</u>	<u>Spent</u>	<u>Budget</u>	Chemical Storage Building	\$717,343	\$1,500,000	Lift Station Repairs	\$554,444	\$190,000	KYUK Radio Tower	\$250,000	\$250,000	Gen. Gov. Services	\$418,648		Rehab of Water Filters	\$644,084	\$1,000,000
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Gen. Gov. Services	\$418,648																					
Rehab of Water Filters	\$644,084	\$1,000,000																				
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 the design & construction of the gym. The City of Bethel is seeking approval of \$9 million in grant funds from the Coronavirus Capital Project Fund (CCPF), Multi-Purpose Community Facility Projects opportunity, to support the construction of the second phase of the City’s YK Fitness Center.																				
8	Designated Legislative Grant Public Safety Communication Tower	\$500,000	0%	6/30/2028																		
		No money has been spent on the project thus far.																				
9	Justice Assistance Grant (JAG)	\$14,170	100%	9/30/2023																		
		Police Chief purchased one drug dog and sent an officer to train with the dog. To do: Complete Final Report and close grant.																				
10	Healthy & Equitable Funding	\$242,057	43%	6/30/2024																		
		The City received playground equipment for installation in Pinky’s Park. Installation is scheduled for Summer of 2024. The City received an extension invitation to Dec 31, 2024 due to staffing challenges, shipping																				

		delays, or other difficulties. We have begun the request process for this extension in order to complete our timeframe of installation. Spent to date - Minor Equip-Playground \$ 104,093		
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	\$13,955,000	1%	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 rights-of-way. Amendment #1 signed 11/14/2023 for additional \$95K supplemental funding for VSW Cooperative Project Amendment.		
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.		

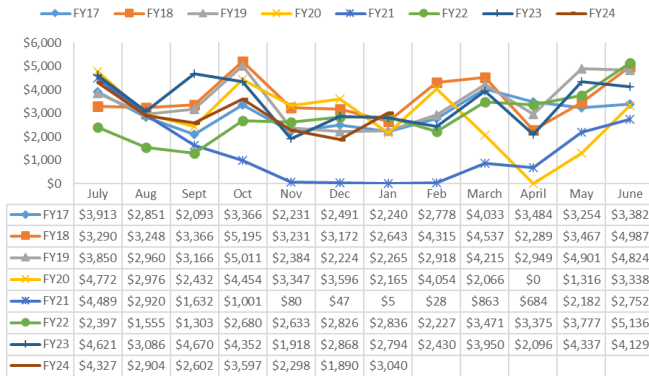
Revenue

Code	Facility Revenue	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total	FY24 Budgeted	%attained
43-9420	Memberships	\$15,651	\$10,036	\$10,742	\$64,844	\$12,142	\$9,631	\$22,204						\$145,250	\$250,000	58%
43-4360	Pro Shop	\$4,327	\$2,904	\$2,602	\$3,597	\$2,298	\$1,890	\$3,040						\$20,659	\$42,000	49%
43-4361	Concessions	\$5,963	\$4,901	\$4,695	\$5,158	\$4,094	\$3,848	\$4,569						\$33,227	\$60,000	55%
43-4362	Entry Fees	\$12,345	\$5,816	\$7,491	\$19,828	\$22,976	\$8,600	\$9,004						\$86,059	\$115,000	75%
43-4440	Facility Rental	\$1,065	\$1,583	\$2,613	\$1,830	\$13,135	\$1,370	\$1,361						\$22,956	\$26,000	88%
43-4369	Program Fees	\$9,434	\$7,538	\$1,391	\$1,482	\$1,329	\$8,145	\$4,962						\$34,281	\$50,000	69%
Misc (Grants, Donations, Etc.)														\$0	\$0	
Facility Revenue Total		\$48,784	\$32,776	\$29,534	\$96,739	\$55,975	\$33,483	\$45,140	\$0	\$0	\$0	\$0	\$0	\$342,432	\$543,000	63%

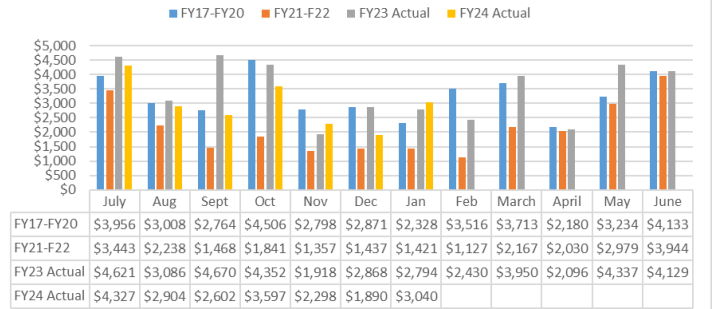
Revenue Comparisons by line Item:



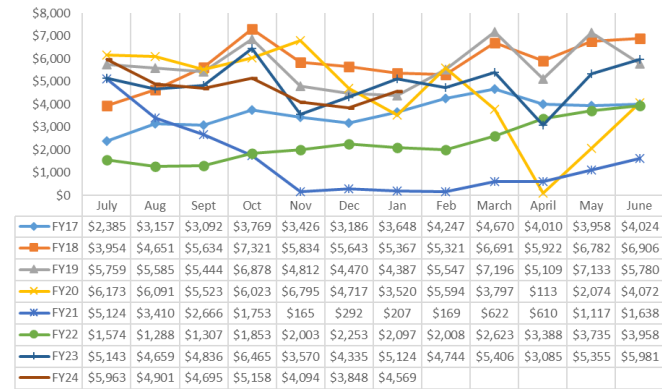
PRO SHOP REVENUE



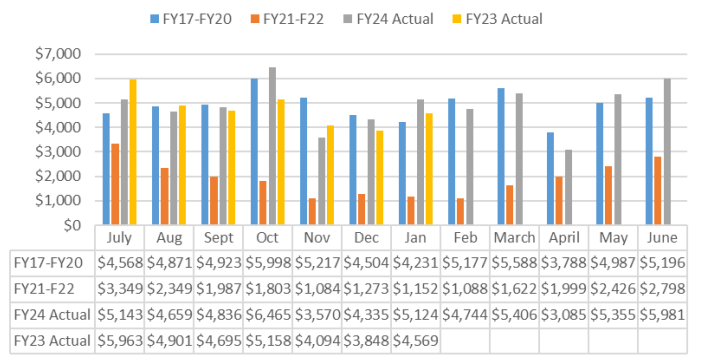
Pro Shop Average Revenue



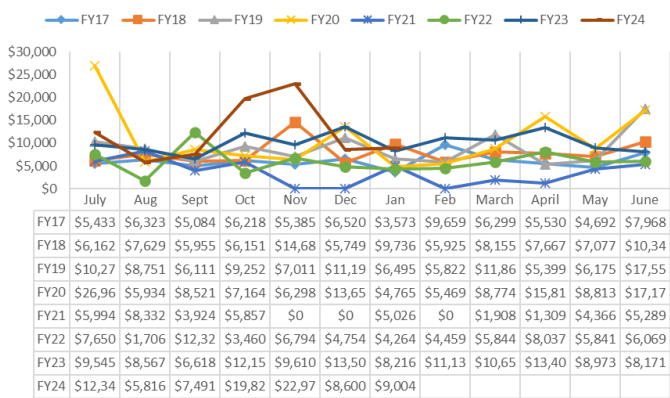
CONCESSIONS REVENUE



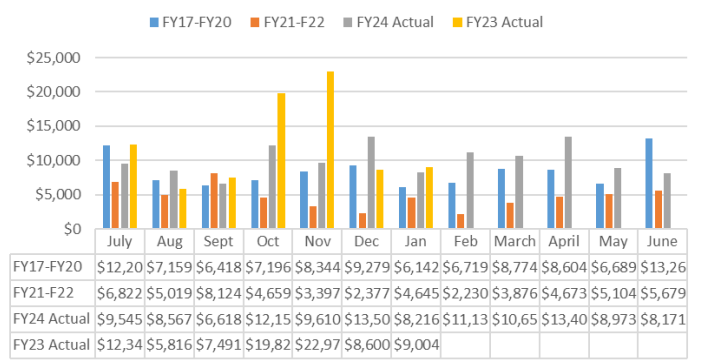
Concessions Average Revenue

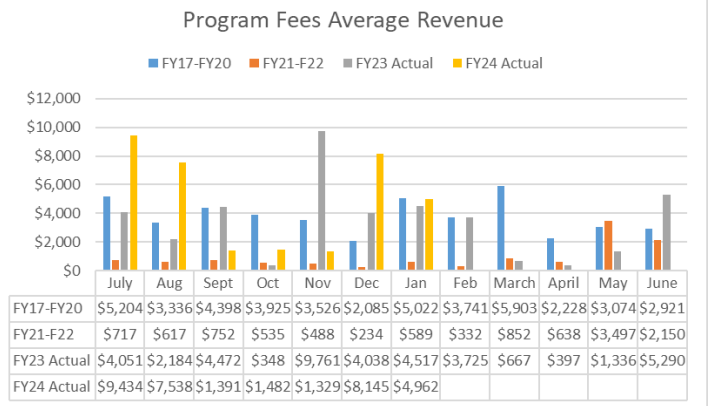
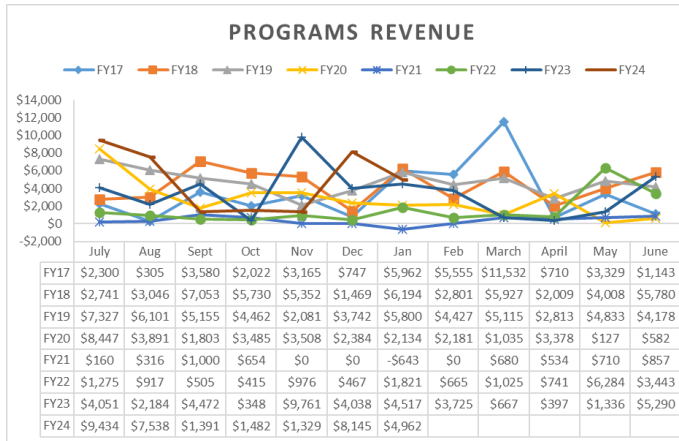
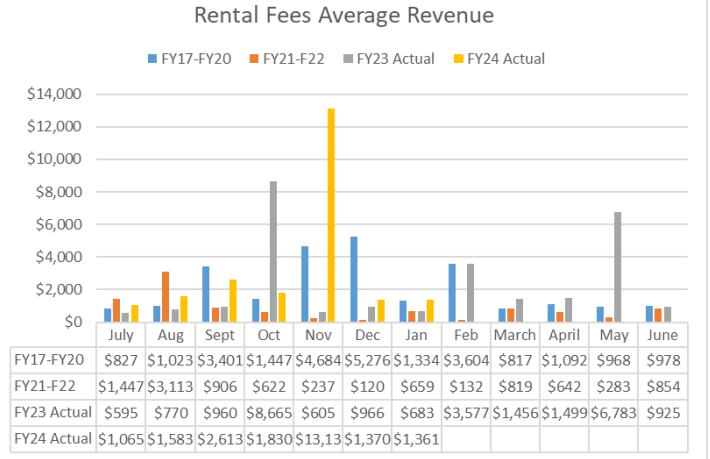
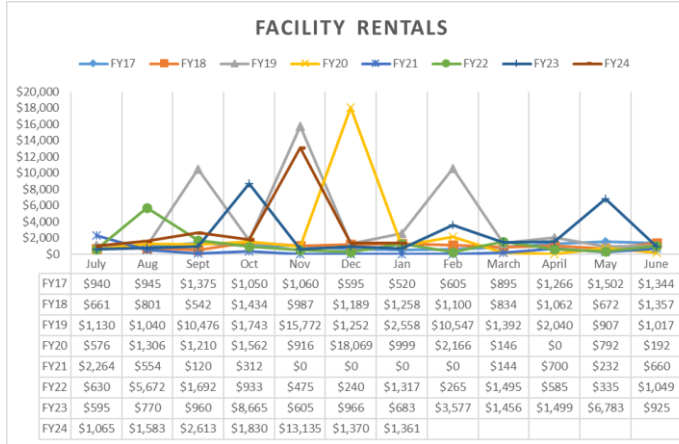


DAILY ENTRY FEES



Daily Entry Fees Average Revenue





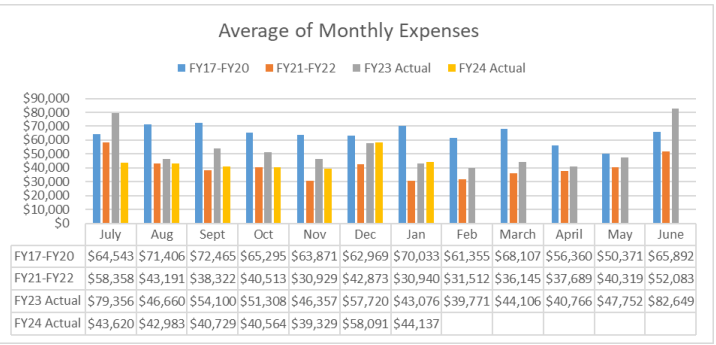
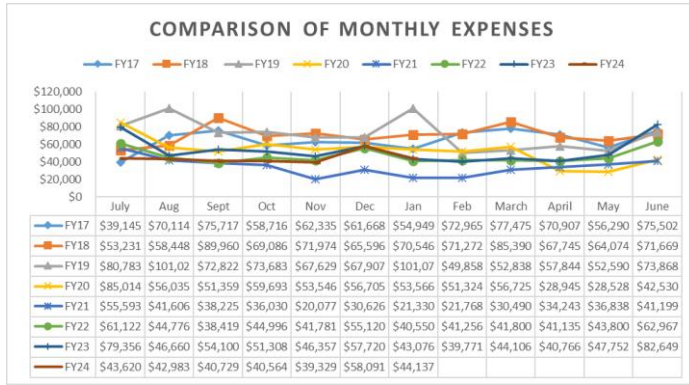
Expenses

We continue to strive to minimize facility expenses while providing necessary safety and resources.

	Expenses	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total	Budgeted	% used
	Wages & Benefits	\$37,934	\$37,727	\$35,473	\$33,975	\$33,989	\$53,210	\$37,966						\$270,274	\$609,921	44.31%
6060	Travel/Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0						\$0	\$2,000	0.00%
6100	Supplies	\$2,408	\$2,695	\$3,804	\$2,675	\$2,178	\$1,729	\$3,348						\$18,837	\$74,000	25.46%
6110	Building Maintenance	\$565	\$705	\$220	\$356	\$1,313	\$1,901	\$473						\$5,534	\$16,100	34.37%
6331	Software Licenses	\$511	\$345	\$312	\$1,201	\$833	\$347	\$551						\$4,101	\$500	820.16%
6200	General Expenses	\$1,559	\$933	\$839	\$2,356	\$1,016	\$904	\$1,577						\$9,184	\$10,300	89.17%
6430	Allowance for Special Events	\$0	\$186	\$0	\$0	\$0	\$0	\$0						\$186	\$1,000	18.65%
6539	Unforeseen	\$0	\$0	\$0	\$0	\$0	\$0	\$0						\$0	\$2,000	0.00%
	Non Budgeted/Grant Funded	\$642	\$392	\$80	\$0	\$0	\$0	\$221						\$1,335		
	TOTAL	\$43,620	\$42,983	\$40,729	\$40,564	\$39,329	\$58,091	\$44,137	\$0	\$0	\$0	\$0	\$0	\$309,452	\$715,821	43.23%

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

**Expense totals do not include purchases made by City of Bethel Property Maintenance or other direct city expenses.

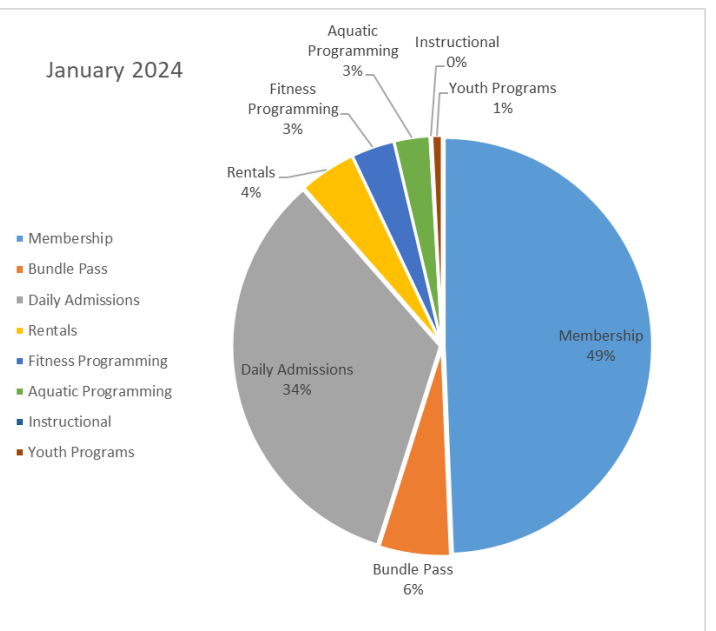
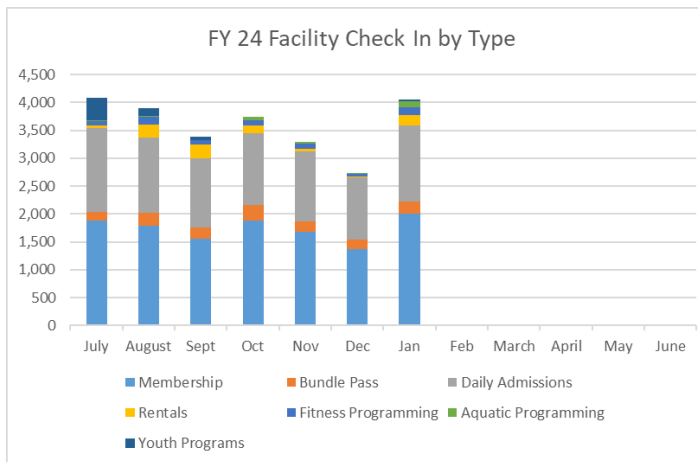


Facility Utilization

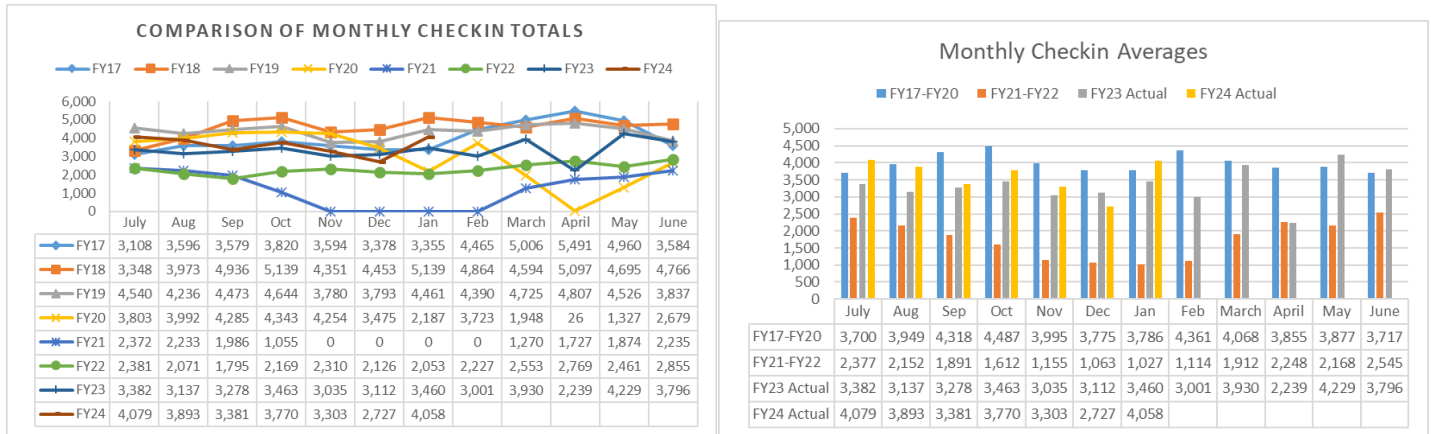
The Below Facility utilization numbers represent the total number of patrons who visited the facility over the course of the month based on the number of check -ins by members and bundle pass holders, the number of daily passes sold, and the number of participants who checked in for programs, activities, rentals, and events.

These numbers represent facility visits, not individuals, as most individuals visit multiple times per month.

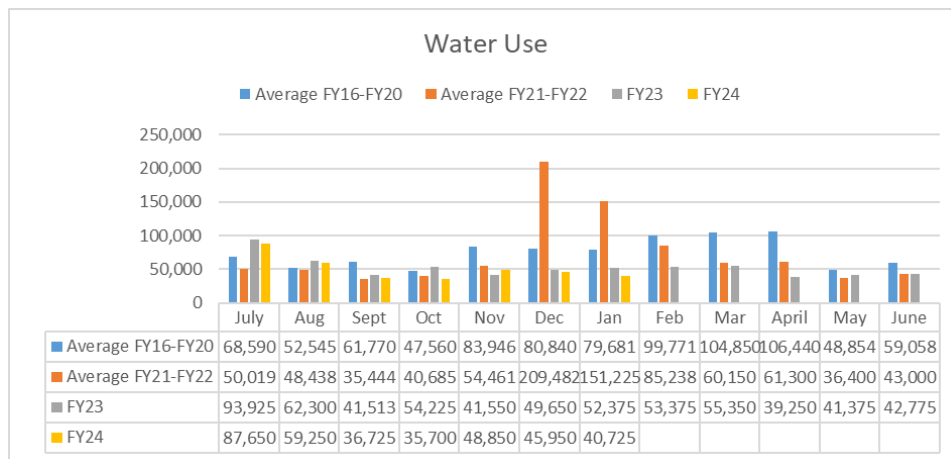
Facility Check-In FY24	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Membership	1,880	1,794	1,560	1874	1682	1368	2003						12,161
Bundle Pass	151	220	195	289	180	166	224						1,425
Daily Admissions	1,515	1,354	1,237	1284	1263	1118	1366						9,137
Rentals	49	232	248	144	44	14	179						910
Fitness Programming	69	143	92	86	88	58	136						672
Aquatic Programming	15	18	0	69	36	3	112						253
Instructional	0	0	0	24	10	0	6						40
Youth Programs	400	132	49	0	0	0	32						613
Monthly Totals	4,079	3,893	3,381	3,770	3,303	2,727	4,058	0	0	0	0	0	25,211



Facility utilization for January was 7% above pre-covid averages for January. Totals were boosted by increases across all check in categories and the addition of more classes and programs which fluctuate based on instructor availability.



Water Use



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

MEMORANDUM

Date: March 5, 2024

To: Bill Arnold, Acting City Manager

From: Lee Foley, Planning Director

Subject: Planning Director's Report

February 2024 Events

- Bethel PD assisted Planning in addressing several code enforcement issues with respect to road blockages
- Attended Teams Meeting discussion with the ACM & DOWL with respect to DOT ROW Encroachment project to rehabilitate Ptarmigan, Akakeek, & Delapp
- Satisfied an overlooked long-standing request by Kristen Hall of KYUK to record Quit Claim Deed
- Pauline created and posted a Public Hearing Notice for the purpose of obtaining a CUP request by Sahmi Pellumbi to construct a Triplex
- Attended and completed training in Managing Floodplain Development through the NFIP, February 26 – March 1, 2024, in Anchorage



William Arnold, Acting City Manager
300 Chief Eddie Hoffman HWY
PO Box 1388 Bethel, AK 99559
P: (907) 543-1373
C: (907)545-0111
warnold@cityofbethel.net

MEMORANDUM

DATE: 3/5/2024
TO: City Council
FROM: Bill Arnold, Acting City manager
SUBJECT: Manager's Report

Altman Rogers is preparing the FY22 audit and said they will have the draft to the city within two week. Prep for the FY23 audit is underway.

The Finance Department has been doing an internal audit on the pool fund to make sure the proper funds are being transferred into it interest bearing account.

They have been also doing the same for the Water and Sewer subscription fees.

HR has put together a panel to review and interview for the Police Chief position. This will be taking place the week of March 18.



March 6, 2024

Bill Arnold
City of Bethel
P.O. Box 1388
Bethel, Alaska 99559

**Subject: DOWL Term Contract
Planning and Engineering Services
Project Billing Summary Report**

Dear Mr. Arnold:

DOWL appreciates the opportunity to assist the City of Bethel with all your planning and engineering needs. In accordance with the term contract requirements, we are providing a monthly summary of active Task Orders and their Budget Status. See the attached table.

Sincerely,
DOWL

A handwritten signature in blue ink, appearing to read "Chase A. Nelson".

Chase A. Nelson, P.E.
Term Contract Project Manager

Attachment(s): Budget Status Table

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	\$30,281.06	\$18,718.94
Yukon Kuskokwim Health and Fitness Center Repairs	TO #28	400-50-9692	\$124,266.00	\$116,008.33	\$8,257.67
Utility Rate Study	TO #39	100-51-6325	\$94,431.00	\$89,860.36	\$4,570.64
Chemical Storage Building	TO #45	660-70-6892	\$330,929.00	\$263,702.39	\$67,226.61
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	\$209,349.00	\$98,262.91	\$111,086.09
General Planning Services	TO #52	100-54-6320	\$158,180.00	\$149,963.75	\$8,216.25
QFC#2 Lift Station	TO #55	660-50-6320	\$107,855.00	\$91,862.18	\$15,992.82
WTP Automation Study	TO #56	510-84-6890	\$67,630.00	\$28,142.32	\$39,487.68
Police Tower Estimate	TO #59	100-61-6890	\$64,047.00	\$21,032.10	\$43,014.90
Well Testing	TO #61	510-83-6335	\$24,197.00	\$21,163.50	\$3,033.50
Bethel Hts/Martina Oscar W&S	TO #63	631-50-6324	\$233,140.00	\$149,188.85	\$83,951.15
Lagoon Assessment	TO #66	510-87-6320	\$56,101.00	\$22,299.01	\$33,801.99



City of Bethel
Finance Department
Monthly Manager's Report for February 2024

Date: February 1st- February 29th, 2024
To: William Arnold, Acting City Manager
From: Cynthia Sharp, Deputy Finance Director

Subject: Management Report, February 29th, 2024

The Finance Department's Monthly Managerial Report details the progress, activities, plans, and challenges of the Finance Department for February 2024.

Current Events within the Finance Department

- The City's financial auditors, BDO, have completed the FY21 audit.
- I am working with the acting Finance Director to get the FY25 Budget completed.
- Starla in sales tax has gotten the Bun and Bake on a payment plan for their past due sales tax.
- Payroll is working with HR to get retro pay done to comply with the new collective bargaining agreement
- Utility billing is working on cleaning up old accounts and getting the past due accounts sent to collections
- The PC Tickets are being sent in for collections weekly
- We are working on cleaning up and organizing our electronic filing system

Personnel

Staffing/Recruitment

- New staff hires- Norman Michaels
- Norman will start 3/4/24

Open Positions

- Finance Director
- Front desk

Finance Committee

Finance Committee Meeting February 2024

- Finance Committee did not have a quorum

City of Bethel, Alaska

City Clerk's Office

Council Meetings

March 12, 2024 Regular City Council Meeting

March 26, 2024 Regular City Council Meeting

City Clerk's Office

- Watched an online training from the Cybersecurity and Infrastructure Security Agency on Election Facility Security.
- Prepared a Resolution seeking support to relocate Precinct No. 1 to the Cultural Center. Submitted the draft to the Election Officials for review and comment.
- Updating the City's website and forms to support the transition to the new website and workflow process.
- Reviewed documents and provided a few amendments to council packet documents.
- Reviewed budget/audits for water/sewer enterprise fund and YK Fitness Center enterprise fund.
- Reviewed/provided suggestions to the Administration on the draft newsletter.
- Met with the Chair of the Planning Commission to provide support with the upcoming Planning Commission meeting. Followed up with Planning Staff on the tasks that needed to be completed for the meeting.
- Began the bi-annual update to the records retention schedule.

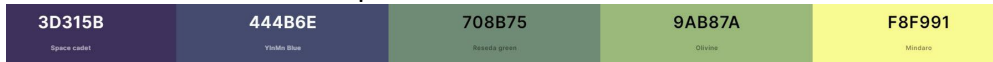
Administration Support

- Researched super drain replacement in response to the drain lines at the YK Fitness Center are cracked.
- Updating vendor booth maps, registration forms, online content for Fourth of July Celebration. Reached out to DEC about food worker cards for food vendors and researched the requirements for obtaining the cards.
- Finalized the Request for Proposal on the Last Frontier Housing Project. Reviewed granting criteria for the Affordable Housing and the Professional Housing and submitted a list of questions to AHFC. Will ensure full understanding of the scope prior to releasing the RFP for the affordable housing.
- Reviewed and responded to the RUBA Best Practices score for the last quarter.
- Reviewed the Yuut Executive Board Meeting packet.
- Updated the site plan permit application for homestays.
- Created a guide for a site plan permit application process.
- Reviewed the City's utility bills and began preparing the Power Cost Equalization Application for the 16 services they likely fall under the PCE qualifications.
- Provided detailed check list for Planning Department and Planning Commission on the Conditional Use Permit hearing process.

Website and Workflow Improvement Tasks

- Received forms from departments and began working through the forms to see if they are necessary and have appropriate content. Will work with each department to get forms updated before we initiate the administrative workflow processes. Have begun to update forms as needed.
- Held two meetings with contractors to discuss website development needs.
- Going through pages on the City's website to ensure content is correct, making updates as necessary.

Selected the website color pallet:



Tasks	Period Total	Year to Date Total
Passport Appointments	3	14
Burial Permits/Reservations	4	8
Notary Services	3	8
Meeting Minutes Drafted	1	6
Resolutions Drafted	1	4
Ordinances Drafted	-	2
AM/IM Drafted	1	3

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

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

MUNICIPAL DOCK

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>CHARGES FOR SERVICES</u>					
520-43-4402	CITY DOCK-STORAGE	52,722.72	52,722.72	50,000.00	(2,722.72)	105.5
520-43-4403	CITY DOCK-PERMITS	.00	.00	3,000.00	3,000.00	.0
520-43-4404	CITY DOCK-WHARFAGE	181,452.88	181,452.88	140,000.00	(41,452.88)	129.6
520-43-4405	CITY DOCK-DOCKAGE	20,140.99	20,140.99	25,000.00	4,859.01	80.6
520-43-4408	SLOUGH BERTH-DOCKAGE	.00	.00	2,000.00	2,000.00	.0
520-43-4409	SBH PETRO PORT-FUEL THRU-PUT	310,955.39	310,955.39	275,000.00	(35,955.39)	113.1
520-43-4410	PETRO YARD - STORAGE	8,276.40	8,276.40	2,000.00	(6,276.40)	413.8
520-43-4412	PETRO PORT-FUEL THRU-PUT	620,582.40	620,582.40	550,000.00	(70,582.40)	112.8
520-43-4413	PETRO PORT-DOCKAGE	24,679.54	24,679.54	20,000.00	(4,679.54)	123.4
520-43-4415	SEAWALL MOORAGE	.00	.00	30,000.00	30,000.00	.0
520-43-4416	SEAWALL DOCKAGE	15,547.63	15,547.63	30,000.00	14,452.37	51.8
520-43-4418	BEACH-STORAGE	83,500.44	83,500.44	25,000.00	(58,500.44)	334.0
520-43-4419	BEACH-WHARFAGE	131,790.29	131,790.29	100,000.00	(31,790.29)	131.8
520-43-4420	BEACH-DOCKAGE	21,639.89	21,639.89	25,000.00	3,360.11	86.6
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	1,476,548.01	1,476,548.01	1,295,500.00	(181,048.01)	114.0
	<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	28,878.12	28,878.12	25,000.00	(3,878.12)	115.5
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	36,818.12	36,818.12	45,000.00	8,181.88	81.8
	<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	16,720.24	16,720.24	20,000.00	3,279.76	83.6
	TOTAL MISCELLANEOUS	17,760.24	17,760.24	22,000.00	4,239.76	80.7
	TOTAL FUND REVENUE	1,561,680.29	1,561,680.29	1,393,052.00	(168,628.29)	112.1

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

MUNICIPAL DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DOCK EXPENDITURES</u>					
520-50-6000 SALARIES	112,780.85	112,780.85	219,797.00	107,016.15	51.3
520-50-6010 OVERTIME	2,858.95	2,858.95	5,000.00	2,141.05	57.2
520-50-6022 HOLIDAY PAY	4,967.70	4,967.70	2,300.00	(2,667.70)	216.0
520-50-6023 LEAVE CASHOUT	9,588.33	9,588.33	10,616.00	1,027.67	90.3
520-50-6030 SOCIAL SECURITY EXPENSE	199.57	199.57	3,227.00	3,027.43	6.2
520-50-6031 PAYABLE MEDICARE FICA	1,964.72	1,964.72	3,260.00	1,295.28	60.3
520-50-6032 UNEMPLOYMENT	.00	.00	4,001.00	4,001.00	.0
520-50-6033 WORKERS' COMPENSATION	797.10	797.10	5,807.00	5,009.90	13.7
520-50-6034 PERS	25,825.55	25,825.55	47,636.00	21,810.45	54.2
520-50-6040 EMPLOYEE GROUP BENEFITS	34,926.68	34,926.68	99,678.00	64,751.32	35.0
520-50-6041 UTILITY BENEFIT	5,302.33	5,302.33	17,875.00	12,572.67	29.7
520-50-6060 TRAVEL/TRAINING	1,135.15	1,135.15	5,000.00	3,864.85	22.7
520-50-6100 SUPPLIES	1,044.67	1,044.67	8,000.00	6,955.33	13.1
520-50-6103 WEARING APPAREL	127.19	127.19	5,000.00	4,872.81	2.5
520-50-6121 MUNICIPAL DOCK GRAVEL	130,000.00	130,000.00	130,000.00	.00	100.0
520-50-6150 GASOLINE/DIESEL/OIL	8,374.21	8,374.21	15,000.00	6,625.79	55.8
520-50-6153 HEATING FUEL	2,996.42	2,996.42	10,000.00	7,003.58	30.0
520-50-6155 WATER/SEWER/GARBAGE	8,905.73	8,905.73	10,000.00	1,094.27	89.1
520-50-6156 WATER FOR BARGES	.00	.00	12,000.00	12,000.00	.0
520-50-6160 ELECTRICITY	10,171.15	10,171.15	13,509.00	3,337.85	75.3
520-50-6170 TELEPHONE	1,405.15	1,405.15	2,250.00	844.85	62.5
520-50-6171 STAFF CELLULAR PHONES	1,065.99	1,065.99	2,400.00	1,334.01	44.4
520-50-6200 MINOR EQUIPMENT	137.37	137.37	30,000.00	29,862.63	.5
520-50-6230 VEHICLE MAINT/REPAIR	1,291.80	1,291.80	3,200.00	1,908.20	40.4
520-50-6231 VEHICLE PARTS & TOOLS	4,700.45	4,700.45	20,000.00	15,299.55	23.5
520-50-6232 TIRES & WHEELS	1,932.96	1,932.96	5,000.00	3,067.04	38.7
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%	12,668.14	12,668.14	26,600.00	13,931.86	47.6
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	8,602.00	8,602.00	30,000.00	21,398.00	28.7
520-50-6400 INSURANCE	8,797.63	8,797.63	15,000.00	6,202.37	58.7
520-50-6502 ADVERTISING	275.00	275.00	1,000.00	725.00	27.5
520-50-6503 DUES & SUBSCRIPTIONS	236.40	236.40	2,000.00	1,763.60	11.8
520-50-6531 BANK CHARGES	1,234.89	1,234.89	3,000.00	1,765.11	41.2
520-50-6539 MISCELLANEOUS EXPENSES	285.74	285.74	900.00	614.26	31.8
520-50-6710 ADMIN OVERHEAD-GF	48,126.27	48,126.27	83,580.00	35,453.73	57.6
520-50-6711 ADMIN OVERHEAD-IT SVCS	19,692.84	19,692.84	24,300.00	4,607.16	81.0
520-50-6890 CAPITAL EXPENDITURES	139,967.00	139,967.00	426,020.75	286,053.75	32.9
TOTAL DOCK EXPENDITURES	616,061.66	616,061.66	1,434,956.75	818,895.09	42.9
TOTAL FUND EXPENDITURES	616,061.66	616,061.66	1,434,956.75	818,895.09	42.9
NET REVENUE OVER EXPENDITURES	945,618.63	945,618.63	(41,904.75)	(987,523.38)	2256.6