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833 548 0282 877 853 5257

Theresa Quiner, Chair
Melanie Fredericks
Farah Sears
Musa Saliu
Mikayla Miller Council Rep.

Peter Hicks, Ex Officio Member
Daron Solesbee, Ex Officio Member
Riona Dela Cruz, Ex Officio Member
police@cityofbethel.net
907-543-3814

Page 1 of 30

B. Inspector's Report

IX. MEMBER COMMENTS

X. ADJOURNMENT

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

Ex-Officio Staff

CITY OF BETHEL
POLICE DEPARTMENT



To: Public Safety and Transportation Commission

From: Lt. Christopher Wigner, Acting Chief

Reference: Renew of Taxicab Permits

Date: May 22, 2024

I am asking for your support on the extension of the taxicab permit requirement. Extending the cab permits until September 1st seems like a practical solution to ensure compliance with municipal codes while allowing for the hiring of a cab inspector. It provides a buffer period for the City of Bethel to make necessary arrangements without disrupting the operations of taxi companies and drivers. This approach demonstrates a proactive effort to balance regulatory requirements with the needs of the community.

Sincerely,

Christopher Wigner

Christopher Wigner
Acting Chief
Bethel Police Department

5.20.130 Renewal of license or permit.

- A. A permit or license issued in accordance with this chapter or Chapters [5.30](#) through [5.50](#) BMC shall be valid for two (2) calendar years and shall expire automatically on the date of original issue.
- B. An application to renew a permit or license shall be made to the transportation inspector, at the time set for submitting the application, and shall be treated in the same manner as an original application. A decision to grant a license or permit in two (2) years does not preclude the transportation inspector from denying a license or permit upon application for renewal.
- C. If a permittee or licensee is not qualified to hold their permit or license at the time of renewal, the transportation inspector shall not renew the permit or license and it shall become void and revert to the commission.
- D. Any person whose application for an original license or permit or for a renewal of license or permit has been denied and any person whose license or permit has been revoked may not apply for a new license or permit for one (1) year from the initial date of the denial or revocation. New taxicab permits shall only be issued in accordance with the provisions of BMC [5.30.050](#). [Ord. 21-21 § 2, 2021; Ord. 07-18 § 2; Ord. 01-02 § 3.]

The Bethel Municipal Code is current through Ordinance 24-03, passed March 26, 2024.

Disclaimer: The city clerk's office has the official version of the Bethel Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: www.cityofbethel.org

[Hosted by Code Publishing Company, A General Code Company.](#)

MEMORANDUM

Date: May 1, 2024

To: Bill Arnold, Acting City Manager

From: Lee Foley, Planning Director

Subject: Planning Director's Report

April 2024 Events

- The issue where a house was moved without a site permit from Main Street to the vacant lot belonging to Swanson's former furniture store has been resolved. The owner of the house submitted all required documentation, and it has been approved.
- Planning processed seven (7) residential site permits and one (1) commercial site permit.
- Met with City Council and obtained approval for departmental budget for FY2025.
- Proposed for consideration, a revised fee schedule for Planning and Code Enforcement using the municipalities of Homer, Valdez, Seward, and Kenai for rough comparisons.
- Bethel Community Services has expressed some interest in obtaining the land owned by the International Pentecostal Holiness Church – Alaska that is located across from the Bethel Family Clinic. The abandoned buildings on the property

provide a haven for homeless people, drug users, and alcohol abusers, creating a nuisance factor for the neighborhood in general and the Bethel Family Clinic in particular.

- Virtually attended the presentation of Bethel's two (2) projects, Pinky's Park Trail, and the Donut Hole Road, to DOT's scoring committee. Subsequently, received notice of DOT & PF CTP & TAP notification of no-award of funding. In a follow-on debriefing, DOT provided more insight into the scoring criteria and offered some ways in which we might enhance our chances for funding in the next go-around.
- Participated in a management process on how to deal with the illegal honey bucket waste left near the Bethel Landfill site.
- Received and accepted an invitation to attend a Land & Climate Work Session to be held in Bethel April 30 – May 2, 2024.
- Assisted in the process of reviewing the City's current leases with a view toward bringing them up to date.
- Attended the Planning Commission's monthly meeting.

CITY OF BETHEL POLICE DEPARTMENT



April 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	2	3
Public Safety Dispatch Supervisor	1	1	0
Peace Officers (one grant funded/reimbursed SRO)	20	17	3

Operations:

Operations Tempo				
	April 2024	March 2024	April 2023	2024 Total
Calls Total	1209*	1171	1384	5088
Reports Total	119	104	99	384
Intoxicated Pedestrian Calls	154	152	118	561
Driving Under Influence Calls	15	18	14	48
Domestic Violence Reports	27	42	11	137
Disturbance Calls	107	60	71	296
Subject Removal Calls	89	90	84	294
Animal Calls	46	26	24	132
Animal Bite Reports	1	0	0	2
Sexual Assault Reports	5	6	9	29
Death Investigation Reports	0	2	0	4

PERSONAL:

We have 2 dispatchers resigned and one was terminated.

We continue to recruit officers, dispatchers, CSP, and evidence tech. We have only had applications for officers, and we are currently conducting background checks.

Officers from the Bethel Police Department attended a job fair at YKHC and an online job fair through LKSD. Currently, we have not received any applications from either event.

TRAINING:

One officer attended the Tactical Diffusion Class

Other:

(*) calls for service security checks removed from this number.

Officers conducted 880 security checks.

We had several burglaries at the PC complex, after a short foot chase with the suspect they were able to locate him and made an arrest.

2240 calls came into dispatch to include 911, non-emergency and admin calls.

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: April 2024 Managers Report

- **Small Boat Harbor**

The Small Boat Harbor is now shut down for the season. Napaimute is done in the harbor and is not staging in the South Harbor anymore due to the river ice being in poor shape. Unfortunately, a couple of vehicles have found their way to the south side of the SBH. We will gather information on the three vehicles and one snow bucket to start the paperwork process to remove them. We will begin accepting applications for summer hire this last week of April. Hopefully we will have a full staff here this summer.

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

City Dock and Beach 1 are still in winter mode. The majority of the snow has melted from the Dock and Beach 1 and is drying well. We currently have four companies that are working on or have worked on their boats this month. We have issued 2 hot work permits for welding work on Beach 1. I am expecting a couple more crews to show up to work on vessels here in the first few weeks of May.

- **Port Office**

There are no issues to report for the Port Office, and it still operates well. We have received our use permits for the SBH and will start selling them here in the next few weeks.

- **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 May 20, 2024, at 7 p.m.

- **Seawall**

The Port personnel have been making checks on the seawall in a limited compacity this last winter to accommodate the cross country ski group. But with that ended, we will be making daily rounds through the seawall.

- **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 here in the next few weeks as the Port Attendants get hired for the season.



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: 04.30.2024

TO: City Manager

FROM: Bill Arnold, Public Works Director

**SUBJECT: Manager's Report – Public Works Department
Programs/Divisions**

Hauled Utilities:

We are still having personnel issues. Trying to interview and get people hired. We currently have one utility truck I down for maintenance. I am grateful for the pullouts provided by Road maintenance. We have continued to respond when needed by utility maintenance. Vendors issues finding replacement parts for the plumbing and valves for the sewer trucks.

Utility Maintenance:

- 8 alarms on residential lift stations were responded to. Multiple issues with grinder pumps, and float systems
- Monthly meter reading and service connections were completed.
- Clean up and organization of shops and vehicles.
- 8 residential lift station repairs.
- Tundra Center lift station still in dire need of repairs/ replacement. Currently, lift station is not functioning at full capacity/ has required creativity to modify pump to continue to operate.
- Mixing up main lift station by hand with soap to prevent matt build up
- leveling activities on low-flow and plugged sewer lines
- The few flushing activities that have required longer than 16 hours of work have been handled by rotating men on rest.
- Utility Maintenance has 3 vacant staff workers still short staffed

Property Maintenance:

COURTHOUSE: Shovel snow from entrances. Replaced fuel pump, Primary control module, and RIB low voltage controller on boiler. Replaced air filters. Reset breaker in DA offices due to heaters being plugged in at desks. Replace lamps and ballasts in light fixtures.

PUBLIC WORKS: Shovel snow from entrances. Replace flags around city. Cleaned both

steamers. Replace motor and fuel purge card on boiler 2. Replaced motor on steamer. Change fill pump on steamer. Repair exhaust fan. Repair urinal.

CITY SUB WATER PLANT: Replace gasket on unit heater. Replace fuel pump on boiler 2. Replace air vent on pressure tank. Repair and replace leaking parts on unit heaters.

BETHEL HEIGHTS WATER PLANT: Replace coin vent on boiler. Repair customer dollar machine for water.

POLICE DEPARTMENT: Work on overhead door. Work on water pumps.

LAND FILL: Replace water pump. Install new water filter. Replace expansion tank.

TRANSIT: Work with AVEC locating and repairing loose power connections to building.

Road Maintenance: Typical spring, lots of draining lots of blading.

Vehicles and Equipment: As usual just keeping up on services and repairs of all city vehicles and equipment.

Transit System:

Another busy month with ridership. Had to utilize Bus 439 when the regular Bus 440 was down for maintenance a couple times. Ridership consisted of .791 Seniors, 17 Youth, 143 Adults, 111 Disabled, and 1,240 Pass riders. 143 Day and 17 Month Passes were purchased for the month of which ONC paid for their 12 clients for 3 months (APR-MAY-JUN). Total bus fares-\$3,638.00. Bus 439 logged 1,795 miles and used 200.019 gallons while 440 logged 785 and 116.818 gallons of fuel was used.

Landfill & Hauled Refuse:

Aprils Landfill log shows 78 city dump truck loads and 4 City truck loads. 73 private citizen loads have been delivered to the landfill as well. 1,846 commercial cubic yards have been delivered. 3 refrigerators/freezers were disposed, and 3 vehicles were brought in as well as 3 dump truck cover loads. Our landfill equipment has been repaired and in operation. Clean up green up bags have been delivered to all pick up sites and 3 CSW from the Tundra Center were utilized to help with dumpster site clean ups. The use of CSW's will continue throughout the clean up months.

Staffing Issues/Concerns/Training:



**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: April 29, 2024

TO: Bill Arnold, Acting City Manager

FROM: Daron Solesbee, Fire Chief

SUBJECT: Management Report, April 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 developing 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 EMT-1 training course started on April 1st. Classes are held on Monday, Wednesday, and Friday from 6:00-10:00 p.m. There will be some classes held on Saturdays from 8:00 a.m. to 5:00 p.m.
- On 04/09/2024, firefighters conducted hose deployment and hose load drills.
- On 04/22/2024, firefighters conducted ground ladder placement drills at the new fire training facility. The crew also reviewed proper ground ladder cleaning and maintenance procedures.
- On 04/25/2024, firefighters conducted training on fire streams and fire suppression techniques. The crew also reviewed proper fire hose cleaning and maintenance procedures.

Responses

- Between 04/01/2024 and 04/29/2024, the Bethel Fire Department responded to 149 EMS and 14 Fire incidents.
- See attached reports for Fire and EMS response breakdowns.

Budget/Financial

- The department is operating within its FY2024 operational budget.

Grants

- The department will continue to seek grant funding for fire and EMS equipment, additional staffing, replacement fire apparatus and ambulances, and other equipment.
- 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 Chief (Salaried, DOQ).
- The department is recruiting one Fire Captain (PS6A, Base Pay is \$75,399/yr + DOE).
- The department is recruiting one Firefighter/EMT (PS2A, Base Pay is \$52,373/yr + DOE).
- 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.
- The department has reinstituted the Kelly Shift schedule with three shifts. Each shift currently has one Fire Lieutenant and one Firefighter/EMT. The shifts will gain a second Firefighter/EMT once
- The department is advertising for these positions nationally through multiple job advertisement services, Fire and EMS magazines, firefighter recruitment organizations, and various fire academies throughout Alaska and the lower 48 states. Department leadership will attend career fairs around the state to recruit personnel.
- The department is continually recruiting volunteer members to serve as firefighters, ETT/EMT's, and support personnel. Become a volunteer today!

Vehicles & Equipment

- The department 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. Needs new tires.</i>
Medic 6	Ambulance	2017	<i>(Second-Out Ambulance) In service. Needs new tires.</i>
Medic 7	Ambulance	2024	<i>Specification is under review by department.</i>
Engine 5	Pumper	2023	In Service.
Engine 4	Pumper	2013	In service. Pump packing rings need to be tightened and/or replaced. Generator issues. Transmission and engine need service.
Engine 3	Pumper	1986	Out of Service (In storage at Port Storage Yard)
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	In service. 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 (04/01/2024 to 04/29/2024)

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

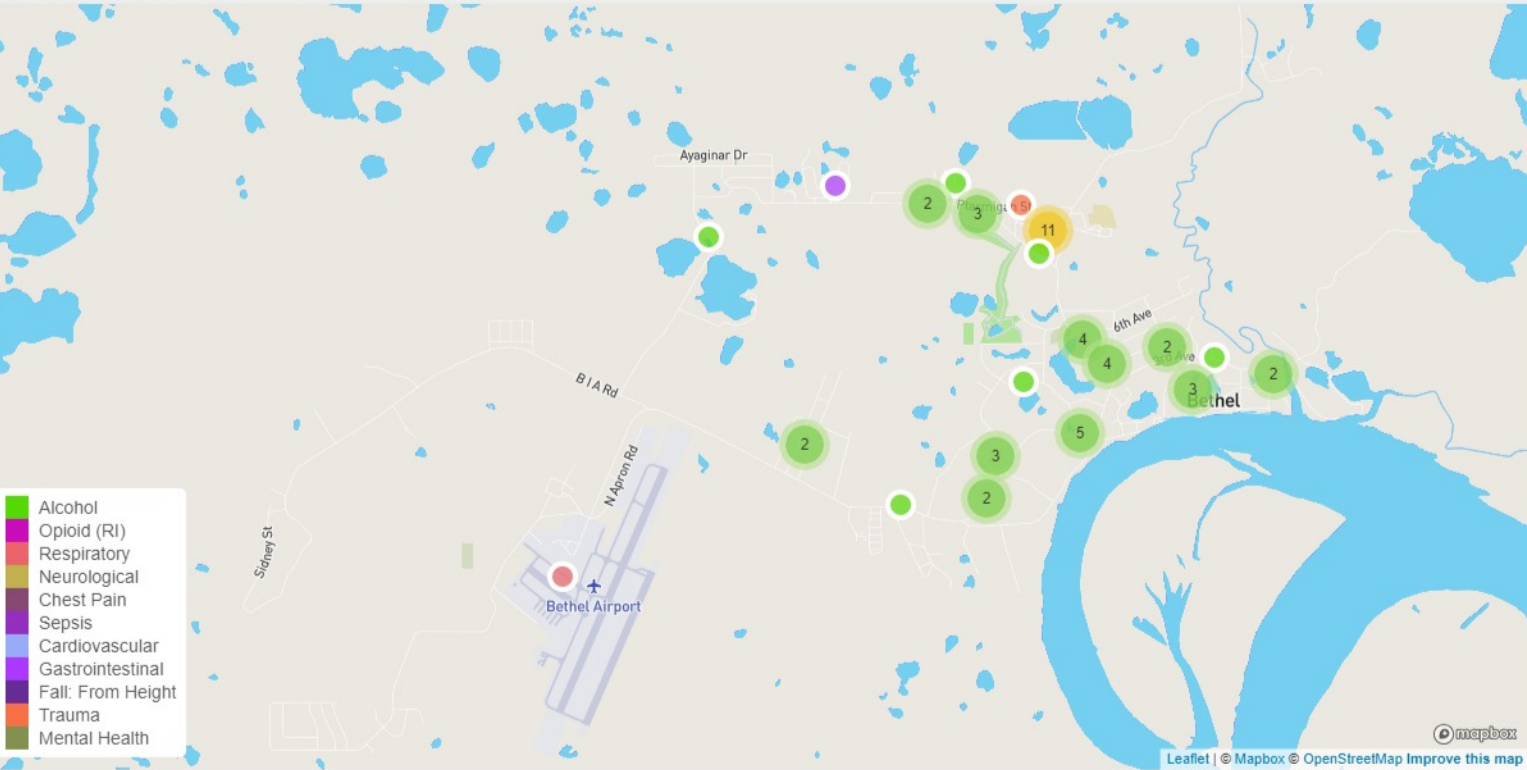
Types of Service Requested:

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

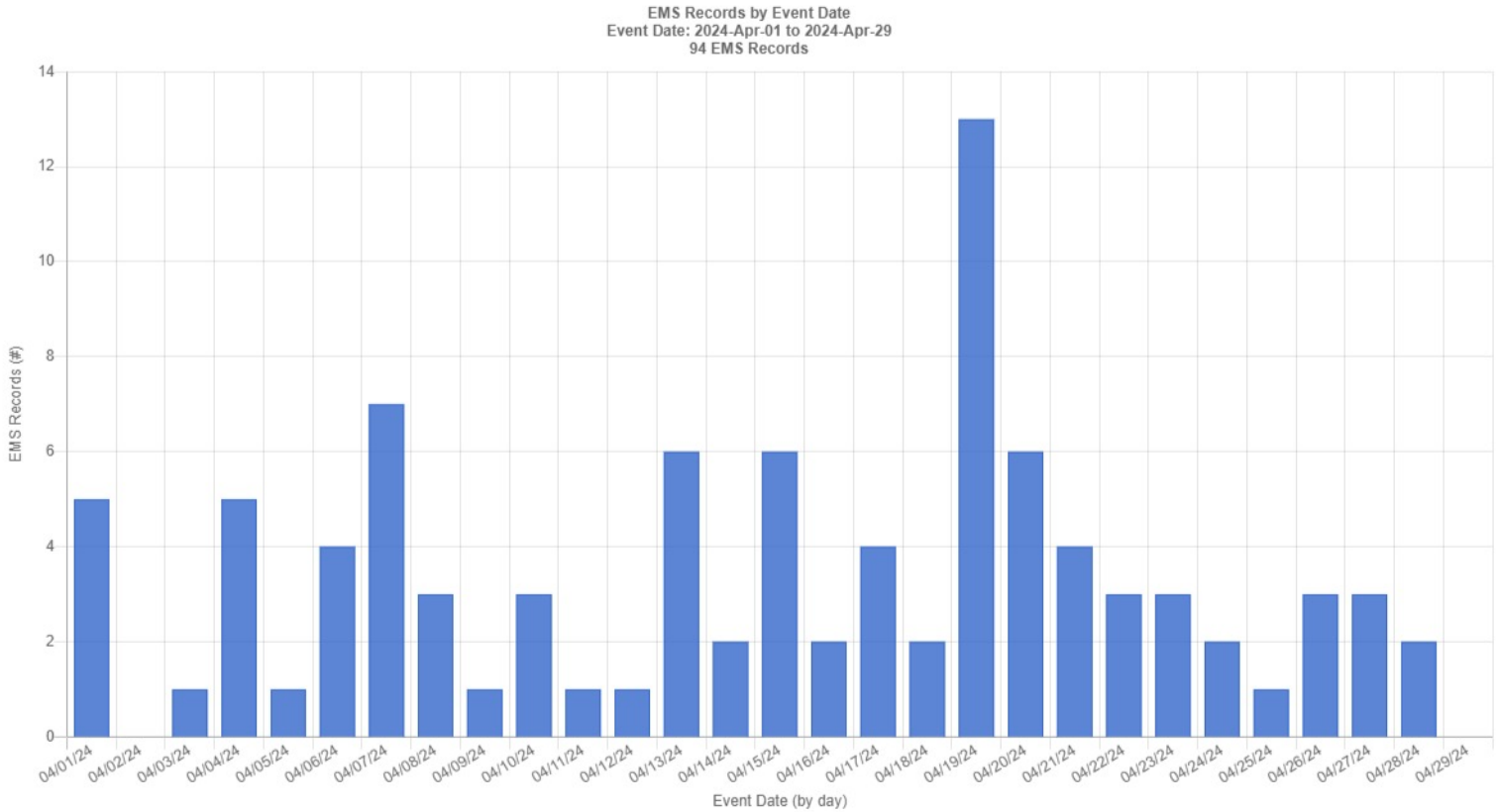
Map

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

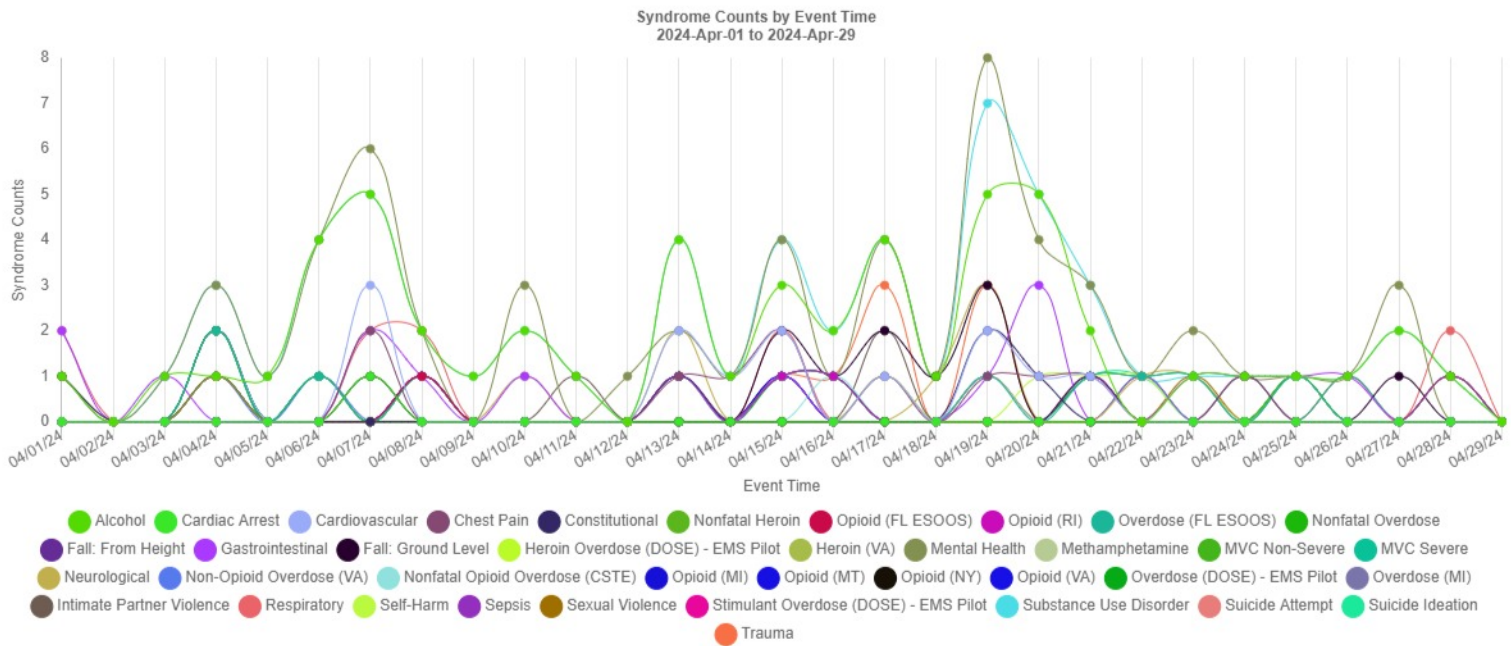


Data Explorer: EMS Records by Event Date

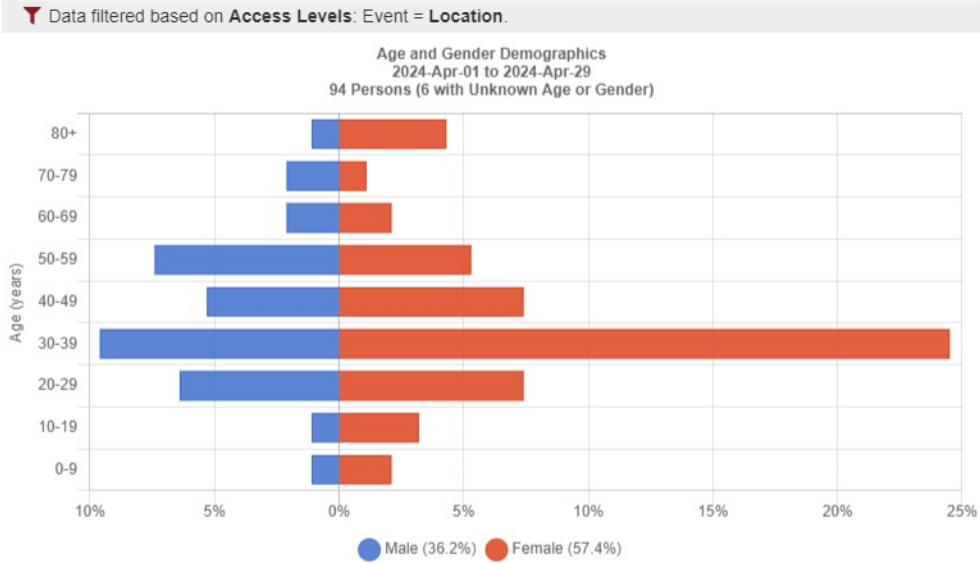
Data filtered based on Access Levels: Event = Location. Operational = Full.



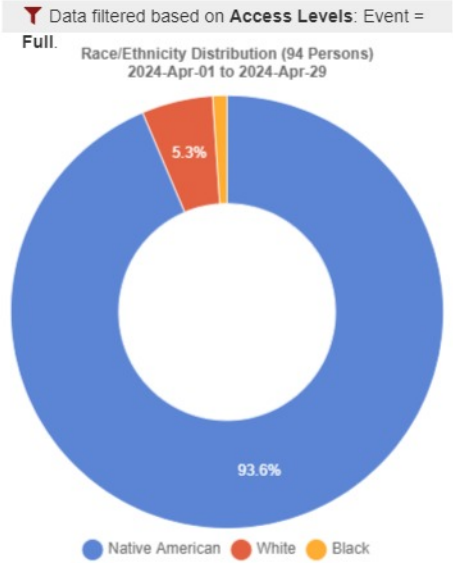
Syndrome Counts by Time



Age and Gender Distribution



Race/Ethnicity



Incident Type per Zone for Incident Status for Date Range
Incident Status(s): All Incident Statuses | Start Date: 04/01/2024 | End Date: 04/30/2024

INCIDENT TYPE	INCIDENT STATUS	# INCIDENTS
Zone: 5 - City Subdivision		
511 - Lock-out	Reviewed	1
511 - Lock-out	Completed	1
652 - Steam, vapor, fog or dust thought to be smoke	Reviewed	1
733 - Smoke detector activation due to malfunction	Reviewed	1
735 - Alarm system sounded due to malfunction	Reviewed	1
743 - Smoke detector activation, no fire - unintentional	Reviewed	1
Zone: 6 - ASHA Housing (Bethel Heights)		
511 - Lock-out	Reviewed	1
531 - Smoke or odor removal	Completed	1
611 - Dispatched & cancelled en route	Reviewed	1
622 - No incident found on arrival at dispatch address	Reviewed	2
745 - Alarm system activation, no fire - unintentional	Reviewed	2
Zone: 7 - Airport Road to Blueberry Subdivision		
111 - Building fire	Reviewed	1

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



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: April 30, 2024

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

HR Compliance

- I-9 forms are now being completed timely; in addition, nearly all currently employees have I-9s on file.
- All applications for City employment are now being processed and logged initially through the HR office and then forwarded on to Department Heads for review.
- All new hires are now being background screened prior to hire by an outside agency through HR. Results are confidential and maintained by HR alone. This process ensures we are protecting our employees' personal information as required by federal law and not allowing disclosure to co-workers, supervisors, or other individuals.
- All CDL-holders have now been entered into the random drug and alcohol testing pool, as required by federal law. All new hires into CDL positions are being pre-screened to this program prior to being authorized to drive, or perform maintenance on, a covered vehicle.
- Temporary (non-seasonal) employees are still being used to augment our hauled utility services. Research is still ongoing with respect to their benefit status and the City's possible need to offer benefits under ACA.

Benefits

The renewal process for FY25 benefit package is ongoing, with open enrollment scheduled for June 2024. The City is still awaiting quotes from our life/disability insurance provider..

Recruiting

Current vacancies at the Management Team level include City Manager, Finance Director, Police Chief, Fire Chief and IT Director. Administration has been actively interviewing prospects for Finance Director. A candidate for the Police Chief position has been invited to Bethel. In addition, with the resignation of the City's IT Technician, the City will be interviewing IT Director applicants over the next couple weeks.

HR is tracking position vacancies based on the approved number of personnel currently budgeted into each position. The below charts reflect the number of FY24 budgeted positions and vacancies for each department and specific details for the vacant positions.

Department	Number of Budgeted Positions	Vacancies
Administration	3	1
City Clerk	2	0
Finance	9	6
Planning	2	0
IT	2	2
Attorney	1	0
Fire	12	3
Police	33	9
Public Works	54	21
Port and Harbor	3	0
Total	121	42

A total of 18 new applications were received by HR during April for advertised positions. In many cases, applicants do not meet the minimum requirements for the positions to which they are applying.

Dept/Position	Number of Budgeted Positions	Number of Vacancies	Applications Received Since Jan 2024	Qualified Applications Under Review	Number Hired During Month	Departures During Month
Finance Director	1	1	5	3		
Accounting Spec I/Clerk	5	5	7	4		3
IT Director	1	1	5	3		1
IT Technician	1	1				1
Fire Chief	1	1	1	1		
Fire Captain	1	1				
Firefighter/EMT	6	1	4	2	2	
Chief of Police	1	1	8	3		
Police Sergeant	3	3				
Community Service Patrol	3	1	1	1		
Evidence Custodian	1	1				
Dispatcher	5	3	1	1		
Landfill Manager	1	1	1	1		
Utility Maintenance Foreman	1	1				
Util. Maint. Worker	4	2	2	2		
Hauled Utility Driver	17	13	12	3	2	1
Water Treatment Operator	3	1	9	5	1	1
Mechanic	5	3				

NeoGOV Transition

HR continues to train with NeoGov on a weekly basis, dedicating 3-5 hours per week to setting up the platform. The next steps involve uploading all current employees into the system and assigning responsibilities for each form to the appropriate supervisors and payroll. The first component should be completed by the end of June and all new hires processed in FY25, will be managed through the online portal.

Online Timekeeping

HR is continuing to work with Caselle to activate the online timekeeping. Work is focusing on transitioning pay codes from payroll into hourly categories for the employee side..

Work Injuries and OSHA Notifications

There was one workplace injury during the month, reported to APEI via their online portal. No OSHA reporting was required.

Ongoing and Future Projects

- Benefit Open Enrollment in June
- 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.

Memorandum

Date: May 1, 2024

To: Bill Arnold, Acting City Manager

From: Marcus Smith, IT Technician

Subject: IT Director's Report



April 2024 Current Events

- **FD Cameras**

While the majority of the new surveillance cameras are installed at the Fire Department, there are still two more that need to be mounted. These need to be mounted outside, under a metal awning, at the front of the building. I am waiting for the availability of Building Maintenance to install the mounting equipment. Once that is done, it's a simple process to get them up and running.

- **PW Cameras**

Public Works is the last stop on finishing my refurbishment of the City's decaying surveillance system. I was able to bring all the cameras online and am awaiting an indication from leadership on who at Public Works should have access to the system. Additionally, I am also waiting for Building Maintenance to install the cameras at the required locations throughout the building.

- **PW UPS**

I installed UPS units for all the workstations in the Public Works building. This will allow employees to continue working in the event of a temporary power outage.

- **Emails For All Employees**

Working with the HR Director, I am attempting to provide an email address to every city employee to comply with the new HR system she is implementing in June. This is requiring the purchase of new licenses to cover all employees. The process had entered a stall as there was some turnover both with our contracted company ACS and within the IT department with the loss of our IT director. I'm happy to say that progress has resumed and I may finish providing the emails within the next week.

- **Oneweb Failure**

Last month we suffered some catastrophic damage to the dish that provides internet connectivity to most of the City. It has undergone multiple repairs, but it seems each time something else goes wrong. It has been a great source of anxiety because it is our primary source of Internet and without it, we are down to our backup Starlinks. They function well, but if something happens to them, that's it. For the same reasons as the Email License Project, progress on this repair had stalled until this week. We now have the approval to go ahead with the final repair, which will hopefully bring us back to our fully redundant network.

Memorandum

Date: May 1, 2024

To: Bill Arnold, Acting City Manager

From: Marcus Smith, IT Technician

Subject: IT Director's Report



- **Xpress Bill Pay**

Over the past month, Xpress Bill Pay has been suffering periodic slowdowns. Usually, this would require restarting a service on one of our servers and then things would return to normal. In the past, this would occur once a month, but now the problem is occurring daily. I reached out to Alaska Communications Services for some input and together we reached out to Xpress Bill Pay themselves, however, we have been unable to reach them. Furthermore, Xpress Bill Pay seemed to have a systemwide crash yesterday, which leads me to believe this is a problem occurring on their end. We still have an open ticket on the matter and hope to have some answers soon.

- **Caselle Updates**

We had two Caselle updates this month, the initial one, and then the hotfix to fix it. Both required updating about thirty workstations after hours.

- **LogMeIn Updates**

I was prompted to update one of our teleworking applications, LogMeIn over the course of a week. This is a little more extensive than updating Caselle, which must be done to virtually every machine that we have. Hopefully, it doesn't have to be done again anytime soon.

- **DLI Server Connectivity and Remapping of Remote Power Controllers**

I was messaged by the technician who works on our Digital Logger software at the police department. This is a system that records incoming/outgoing phone information. He had lost remote connection to the server that hosts the software. After restoring the connection multiple times, we determined that the issue seemed to be from a corrupted application. So we reinstalled it and it seems to have solved the problem. Additionally, I set up a backup remote application that can be used if the primary goes down. In addition to that, he had me remap the power controllers that power all of the DLI equipment. The controllers allow someone to control the power to the devices remotely and he hadn't had an accurate map in years. Now he has proper remote control of the system.

- **PC setup**

I am about one-third of the way through setting up the new PCs for the new equipment rollout that should occur next winter. It is a slow process for a small department of one, but the rollout is not until the end of the year. So, there's still plenty of time

Memorandum

Date: May 1, 2024

To: Bill Arnold, Acting City Manager

From: Marcus Smith, IT Technician

Subject: IT Director's Report



- **Check Requests**

I have started doing check requests and managing the budget for my department. This was a task that Bo used to do so it took some getting used to, but I think I have the hang of it now.

- **Wells Fargo**

Similarly, I am also learning to approve payroll and purchases and do administrative duties as Bo used to do as well. It's a lot of work, but I am managing.

- **Finance Copier Repaired:**

The copier in the Finance Department did its best banshee impression, making an awful wailing sound anytime someone tried to make a copy three weeks ago. After an initial diagnosis, I determined it was going to need a Xerox repair technician. Two weeks ago, they arrived and repaired one of the shafts that feed paper through the machine. It has been working well ever since.

- **Normal Business**

There are always general problems with forgotten passwords, file access, and learning all the things Bo used to do because they still need to be done.

MEMORANDUM

DATE: May 7, 2024
TO: William Arnold, Acting City Manager
FROM: John Sargent, Grant Manager



SUBJECT: Grant Manager's Report for May 14, 2024 Bethel City Council Meeting

Grant Applications Approved

Coronavirus Capital Projects Fund (CCP)

The City of Bethel was notified in April 2024 that it will be awarded \$9 million for the design and construction of the Bethel Multipurpose Community Center. The new center will contain a gymnasium and rooms where patrons will be able use computers and high-speed internet to assist with employment, education endeavors, and health monitoring. The new facility will be attached to the YK Fitness Center.

Grant Applications in Preparation

Energy Efficiency and Conservation Block Grant Program

The City of Bethel has a chance to secure \$75,220 in formula grant funding from Energy Efficiency Conservation Block Grant Program. City Administration is planning to purchase of a solar power project for use at the YK Fitness Center.

Grant Applications Submitted

Community Service Patrol Grant

I prepared and submitted the City's application to request \$323,081 in funding to support the City's Community Service Patrol Program. The City will again use the services provided by the Police Dispatch Center to serve as in-kind match valued at \$32,081. The grant funds salaries and benefits of three Community Service Patrol Officers who help individuals in need by transporting them to a safe place.

Cybersecurity Grant

I prepared and submitted a cybersecurity grant application that requested \$75,000 to cover costs associated with a cybersecurity assessment. The assessment must identify equipment and services needed before the City is eligible to request grant funding to purchase the equipment and services.

Current Grants

#	Grant	Amount	Expiration
1	Coronavirus Capital Projects Fund	\$9,000,000	12/31/2026
	The City of Bethel will start the facility's design by using its Designated Legislative grant of \$500,000 and then tap this grant. The City continues to look for additional grant funds to be able to build the best facility possible.		
2	CSP - DHSS FY 2024	\$323,081	6/30/2024
	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.		
3	22SHSP-GY22 - Police Radios	39,000	9/30/2024
	Police Department ordered 9 portable radios. The City is currently completing the Final Report.		
4	23SHSP-GY23 – Virtual Simulator & Fencing	\$268,000	9/30/2025
	Request for Proposals being prepared to hire a company to purchase and install fencing on the perimeter of the new Streets and Roads Shop property. The security fence will help protect the City's heavy equipment stored therein.		
5	COPS Hiring Program - School Resource Officer (SRO)	125,000	6/30/2023
	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	Yukon-Kuskokwim Health Corporation Diabetes Prevention & Control Program	\$4,738	None
	To do: Complete Final Report and close grant.		
7	Coronavirus Local Fiscal Recovery Fund (ARPA)	\$3,361,604	12/31/2024
	I completed the ARPA report due on April 30, 2024. The City spent \$2,001,041 thus far and has \$1,360,563 to spend, some of which is obligated or soon to be obligated in construction contracts. The City is using ARPA funds to pay for its new chemical storage facility and to make Q2 lift station upgrades.		
8	Designated Legislative Grant YK Fitness Center Gym/Track Design	\$500,000	6/30/2026
	The claimed \$953.93 in administrative costs against this grant thus far. There is a \$499,046.07 balance. The City plans to spend this money first as it designs the new multipurpose community center funded by a new federal grant.		

9	Designated Legislative Grant Public Safety Communication Tower	\$500,000	6/30/2028
	DOWL designed the tower foundation and prepared bid documents. The City went out to bid and recieved a viable bid. The City is about to sign a contract with a company to purchase and install the communication tower.		
10	Justice Assistance Grant (JAG)	\$14,108	9/30/2023
	The Police Department purchased a drug dog and sent an officer to training with the dog. All grant funds have been spent. Grant reports are being completed to close the grant.		
11	Healthy & Equitable Funding	\$242,057	TBD
	The City is in possession of playground equipment that will be installed in summer 2024. The City was able to order three pieces of exercise equipment for the fitness center as part of this grant.		
12	VSW Capital Improvement Project Grant	\$13,860,000	TBD
	DOWL completed the design needed in the Bethel Heights Water Treatment Plant to accommodate the planned piped water system infrastructure, including being able to provide piped water to the new school.		
13	State Revolving Fund Loan – Drinking Water	\$86,893	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	6/29/2027
	All invoices have been uploaded. The City should be receiving this money and returning \$11,893 to close out the loan.		

City of Bethel, Alaska

City Clerk's Office

Council Meetings

May 7, 2024 Special City Council Meeting

May 14, 2024 Regular City Council Meeting

May 28, 2024 Regular City Council Meeting

City Clerk's Office

- Requested a list of properties that are not signed up for water and sewer services from the Finance Department-that list doesn't exist so a cross reference of all city properties will need to be conducted. Reached out to Planning to obtain a list of property addresses in the city to use as a cross reference, that list also does not exist. In the absence of a complete list, began to work through the 2,109 accounts to see if there are duplexes or triplexes that are missing accounts. Also identified what appear to be rental properties which will be cross referenced with the City's business licenses to help ensure renters all have business licenses. A few things were discovered through this project kickoff:
 - There are a number of properties on piped that have duplexes or multiplexes that seem to only have one account servicing the multiple units.
 - There are a number of properties on the hauled system that seem to have one account covering multiple units.This means the City's water/sewer/garbage enterprise funds are not collecting the revenue they should be. The next step will be to send notices out to the utility customers with multiple units to get them in compliance. We will also do an evaluation of the business license holders in the coming weeks to help ensure those properties with rental units are in compliance with our business licensing and sales tax requirements.
- In an effort to provide customers struggling with their utility payment some relief, reached out to AVCP and ONC to see if they have any financial assistance that residents can use to help cover water/sewer/garbage utility expenses. ONC has support, we are waiting to hear back from AVCP
- Requested the list of non-compliant businesses from the Finance Department to get enforcement action discussions started again. Legal and Finance initiated the first wave of notices.
- Met with CIVIC Optimize contractor to go over steps with the forms and workflow management. Requested records managers from each department to provide their availability to attend a training.
- Ran the Alaska Association of Municipal Clerk's Conference Planning Committee Meeting.
- Reviewed the City's fees and rates following confirmation on how much a local organization spent on a site plan permit. Requested Planning evaluate what other communities charge for site plans and present a recommendation to Administration to update our rates. Planning drafted changes to the rates and presented them to City Manager for review and approval before bringing them to council.

- Updated the personnel wage spreadsheet provided by HR, to identify expected increases the operating budget as a result of the recently negotiated agreement with the City's union employees. Between 2023 and 2025 the personnel costs for the currently 78 employees that fall under the union terms result in an increase from \$5,223,400 to \$5,977,857. This results in an increase of about \$250,000 annually for wages if benefits are included that number increases to about \$337,500 annually.
- Worked with the Bethel Friends of Canines and the Police Department to identify a credit card payment option for the Dog Pound.
- Received 87 entries for the Sign Design Contest, provided them to the Community Parks and Recreation Committee to narrow down for the Kids Vote.
- Organized travel of YKFC contractors to put together the equipment at the YKFC.
- Watched snips from the City Manager candidate interviews provided by GovHR.
- Worked through the City's SAM.gov account to make sure the appropriate access rights were provided to appropriate staff members.
- Reviewed prior appraisals for land to determine 2024 value of land for land lease extension.

AHFC Grants

Finalized the draft for the affordable housing Request for Proposal (RFP) and sent it to Grant Manger, Legal, Administration, and AHFC. On the 8th, received a response from AHFC which will be reviewed, and the draft completed for public distribution.

Began the draft RFP for the construction of the professional housing development. Waiting for administration to identify the lot that will hold the units to ensure the RFP contains all of the information necessary for the bidders. Once that is provided, the RFP will be completed and ready for public distribution.

Task	Period Total	Year to Date Total
Passport Appointments	3	31
Burial Permits/Reservations	1	15
Notary Services	2	13
Meeting Minutes Drafted	2	9
Resolutions Drafted	2	6
Ordinances Drafted	-	2
AM/IM Drafted	1	2

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