



City of Bethel
Parks, Recreation, Aquatic, Health & Safety Center Committee
Regular Meeting - Monday, August 10, 2020 6:00 pm
City Hall Council Chambers, Bethel, AK

Brian Lefferts
Committee Chair
Term Expires 2020

Judy Wasierski
Vice-Chair
Term Expires 2021

Kathy Hanson
Committee Member
Term Expires 2021

Beverly Hoffman
Committee Member
Term Expires 2021

Garrett Hussion
Committee Member
Term Expires 2022

Rose Henderson
Committee Member
Term Expires 2023

Kathryn Baldwin
Alt. Committee Member
Term Expires 2020

Michelle DeWitt
Council Representative
Term Expires 2020

Stacey Reardon
YK Fitness Center Director

Corbin Ford
Property Maint. Foreman
Ex Officio Member

Meetings will resume in-person participation. Participants will be required to wear facemasks while in the building and will be required to maintain six feet of distance between other participants.

We will also continue to hold meetings via Zoom.

To join this meeting, follow these instructions:

Go to the website, <https://zoom.us/join> or

Zoom Meeting ID: 566-285-696 Passcode: 367746

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – Three minutes per person

We are still accepting written testimony from the public for each of our public meetings. Deadline to submit written testimony will be 4:00pm the day of the meeting. Please send written testimony to pwadmin@cityofbethel.net. Anonymous submissions will not be accepted.

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES

- A. July 13, 2020 Regular Meeting

VI. UNFINISHED BUSINESS

- A. Phase II Multipurpose Facility
- B. 2020 Committee Goals
- C. Pinky's Park Developments and Updates Park Names

VII. NEW BUSINESS

- A. Sugar-Sweetened Beverage Tax
- B. Re-establishing a Parks and Recreation Department by FY2022
- C. Parks/Public Spaces Permit System
- D. State/Cleanliness of Parks
- E. YK Fitness Center COVID Policies

VIII. PROPERTY MAINTENANCE REPORT

IX. YK FITNESS FACILITY DIRECTOR REPORT

X. COMMITTEE MEMBER COMMENTS

XI. ADJOURNMENT

Posted August 4, 2020 at City Hall, AC Co., Swanson's, and the Post Office.

City of Bethel, Alaska

Parks, Recreation, Aquatic, Health & Safety Center Committee Minutes

July 13, 2020

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular Parks and Recreation Committee Meeting was held on July 13, 2020 via Zoom. Brian Lefferts called the meeting to order at 06:02 pm.

II. ROLL CALL:

Comprising a quorum of the committee, the following were present for Roll Call: Brian Lefferts, Judy Wasierski, Kathy Hanson, Beverly Hoffman, Rose Henderson, Michelle DeWitt and Garrett Hussion.
 Also Present: Stacey Reardon and Charlie Dan
 Excused Absence: Kathryn Baldwin
 Unexcused Absence: Corbin Ford

III. PEOPLE TO BE HEARD:

Teddi Worrock- Employee Group Benefits or discounted rate for City employees at the Fitness Center would be great

IV. APPROVAL OF AGENDA:

MOVED BY:	Kathy Hanson	Motion to approve Agenda.
SECONDED BY:	Judy Wasierski	
VOTE ON MOTION	Motion carried by unanimous vote.	

V. APPROVAL OF MINUTES:

MOVED BY:	Beverly Hoffman	Motion to approve meeting minutes for June 8, 2020.
SECONDED BY:	Garrett Hussion	
VOTE ON MOTION	Motion carried by unanimous vote.	

VI. SPECIAL ORDER OF BUSINESS:

VII. UNFINISHED BUSINESS:

- A. City of Bethel Park Rules Signage- signs came in and remove from agenda
- B. Sport's Field Fence- remove from agenda for now, reaching out to Yuut to seek funding (possibly add a shed)
- C. Phase II Multipurpose Facility- Follow up with the Grant Manager
- D. 2020 Committee Goals- Recreational Services contract will be introduced once budget is settled. Sugar Sweet Tax added to the next agenda.
- E. Pinky's Park Developments and Updates Park Names- hold a survey monkey to create some names for the park and possibly have the children choose names from the survey. Then, order signs with the names.
- F. 4th of July Event- remove from agenda
- G. PFD Membership Sales- are currently being sold, July is the slowest month usually. Remove from agenda
- H. 0.05% of Sales Tax Dedicated to YK Fitness Ordinance- Council has adopted the ordinance, remove from agenda
- I. Health Fitness Contract- It was approved in the last Council meeting.

VIII. NEW BUSINESS:

IX. PROPERTY MAINTENANCE REPORT:

X. YKFC FACILITY DIRECTOR'S REPORT:

MOVED BY:	Rose Henderson	
------------------	----------------	--

SECONDED BY:	Judy Wasierski	Motion to submit recommendation regarding the CARES Act funding be allocated the YK Fitness Center revenue loss.
VOTE ON MOTION	Motion carried by unanimous vote.	

XI. MEMBER COMMENTS:

Brian Lefferts: No comment
 Judy Wasierski: Welcome Sugar!
 Kathy Hanson: No comment
 Beverly Hoffman: This was a great meeting, tonight.
 Garrett Hussion: No comment, thank you for meeting tonight.
 Michelle DeWitt: No comment
 Rose Henderson: Thank you all for allowing me to be here, excited to take on this position.

XII. ADJOURNMENT:

MOVED BY:	Beverly Hoffman	Motion to adjourn.
SECONDED BY:	Rose Henderson	
VOTE ON MOTION	Motion carried by unanimous vote.	

With no further business, meeting adjourned at 7:24 PM.

APPROVED THIS _____ DAY OF _____, 2020.

 Brian Lefferts
 Committee Chair

 Charlie Dan
 Recorder of Minutes

Yukon-Kuskokwim Fitness Center

Safety. Wellness. Community

We continue to work to maintain a safe environment for all and appreciate all Patrons and Staff following these safety protocols. We understand these policies pose some challenges, but our goal is to keep everyone safe and we appreciate your understanding and assistance. Policies are subject to change without notice based on changing conditions.

August 2020

Safety Protocols: p. 1-2
Aquatics: p. 3-4
Instructional p.5
Group Fitness: p. 6
Schedules: p. 7

Before Your Visit:

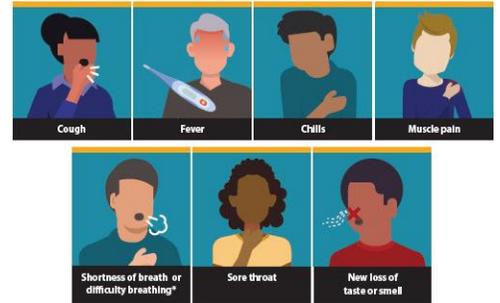
Symptoms: Anyone experiencing symptoms related to CoVID-19 is asked not to enter the facility. Self-quarantine and contact YKHC at 907-543-6949. All patrons and staff will be required to confirm they are free of symptoms at check in.

Travel: Test or Quarantine before visiting

- If you have traveled outside Alaska, please follow Alaska State guidelines and test before you travel and again on arrival, making sure both tests are negative before visiting the facility. Alternatively, wait to visit the facility until after a 14-day quarantine.
- If you have traveled outside the YK Delta, but within Alaska please complete coronavirus testing and assure you are negative for the virus before visiting the facility.

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Exposure: If you know you have been exposed to someone who has tested positive for CoVID-19 please wait to visit the facility until you have received 2 negative tests at least 72 hours apart. Contact YKHC at 907-543-6949 for information and assistance.

Contact Information: To aid healthcare workers in the event of a positive test of anyone using the facility all users will be required to provide contact information on check in each time they visit the facility.

Effective July 1st youth between the ages of 11-15 who have an up to date swim waiver & swim test will be allowed to use the facility without an adult between the hours of 2pm-9pm. Youth will be required to provide guardian contact information and will be ejected without refund if they do not follow facility policies and staff directions.

Morning hours will continue to be reserved for adults and youth with adult supervision.

Mask: All patrons and staff are required to wear face masks in all common areas including:

- Check In
- Lobby
- Hallways
- Locker rooms
- Restrooms
- Pool bleachers and pool deck



Patrons in exercise areas are strongly encouraged to wear masks, but for breathing safety may remove masks during exercise. Masks must be replaced before entering common areas.

Patrons will not be allowed to enter without a mask.

During Your Visit

Hand Washing: All users will be expected to wash their hands before beginning activities and frequently throughout time at the center.





Distance: Users will be expected to maintain appropriate distances from each other.

- In common areas 6 feet of distance (includes locker rooms and on the pool deck)
- In exercise areas 10 feet of distance (Cardio/Weight Room, Studio, while swimming)

Traffic Patterns: To reduce congestion around doorways, areas with multiple entrances will have designated entrance and exit doors. Areas with single entrances will have doors designated for entrance or exit only. If an area has only a single door, that door will be propped open to allow patrons to work together to maintain their distance.

Patron Limits: To assure the ability for proper distancing the total number of patrons in the facility will be limited to 70, with the below limits for each room/area. We ask patrons to be considerate and limit time in areas with lower capacity numbers to allow use by all. We appreciate your assistance.

- Pool & pool deck = 45 people
- Cardio/Weight Room = 14 people
- Studio = 14 people
- Concessions area: 20 people
- Men's & Women's Locker Rooms: 12 people
- Men's & Women's Bathrooms: 4 people
- Family Locker Room: Restricted to users from the same household
- Spa: 6 people
 - We ask spa users to limit their time to 15 minutes to allow other users a turn

Disinfectant wipes: to aid in cleaning we have buckets with pre-moistened disinfectant wipes placed throughout the facility. Please use these wipes to clean any item or surface you have touched or that needs cleaning. Be sure to wash your hands after using the wipes and before eating. Do not use wipes on your face and do not place wipes in your mouth.

Shower curtains: As a compromise between users with modesty concerns and users with high infection rate concerns we have replaced most of the shower curtains, but will continue to have at least one stall without a curtain available for use by anyone concerns about this high contact item. Shower curtains will be removed and washed daily.

Memberships: All memberships were re-activated effective 5/9/20 and 2 additional days were added to the days remaining on the membership as of 3/18/20. For example, if your membership had 5 days remaining as of 3/18, you had 7 days remaining as of 5/9/20. We appreciate your patience.

After Your Visit

We realize that your time at our facility is only part of your day, if you learn that you were exposed to someone who has tested positive for CoVID-19 outside our facility please be sure to include the YK Fitness Center in your contact tracing report to medical staff and feel free to contact Stacey at Stacey.reardon@hfit.com to let us know the dates you were at the facility so we can help assure all staff and visitors you may have contacted get tested.

We greatly appreciate your help in keeping our facility a clean and safe environment for all by following these safety protocols. We understand these policies pose some challenges, but our goal is to keep everyone safe and we appreciate your understanding and assistance. Anyone not following safety policies will be asked to leave the facility. Thank you for your support.



Aquatics

Swim Rental: Capacity restrictions limit availability for party rentals during normal operational hours, but we are offering an exclusive pool use rental through the end of August. Have the whole pool and lobby area to yourself. Safety policies apply, click the picture or visit <http://www.ykfitness.org/rentals> for details.



YKFC is available for exclusive pool parties this summer.
 Rent the Pool and Lobby for 2 hours of exclusive use for up to 50 people.
 Available Saturday or Sunday from 11am-1pm; June – August
 Cost: \$250
 Visit <http://www.ykfitness.org/rentals> for details.
 Contact: ykfc@cityofbethel.net or 543-1398 to schedule your pool party.

Become a Certified Lifeguard

Lifeguard training will be offered as a blended learning program with a combination of online training and in person classes. Participants will need computer and internet access to participate in required online training.

In addition to the online content there will be swim skill requirements, in water skills tests and land skills tests. **In person classes will meet Tuesday-Friday, Sept 1-4th, 10am-5pm.** Candidates must be able to attend all classes.

+ Now Hiring Certified **LIFEGUARDS!** **+**
 FREE Training @YKFitness Center

Blended Learning Course Begins Aug 27th
Registration Due by Aug 26th

To be eligible Candidates must:

- Be at least 15 years old,
- Pass pre-course testing,
- Complete Online course content,
- Attend in person classes,
- Pass written and skills testing.

Visit <http://www.ykfitness.org/certifications> for registration information and to view a video of the pretest skills

Email questions to stacey.reardon@hfit.com or call 543-1398

Get certified and get a job!



Important dates:

- **NOW** start practicing your swim skills
- **August 26th**: Complete Registration
- **Aug 31st**: Complete Online training and manual review
- **Sept 1st**: Begin in person training

This certification is offered with the support of the American Red Cross Centennial program

Private Swim Lessons:

A limited number of private swim lessons spots are currently available. To place a request for lessons click the rates or visit <http://www.ykfitness.org/aquatics>

Questions? Contact Stacey at 543-0390.

Private Swim Lessons

30 mins	Members	Non-Members	60 mins	Members	Non-Members
1 session	\$19	\$28	1 session	\$33	\$50
5 sessions	\$87	\$133	5 sessions	\$156	\$239
10 sessions	\$164	\$252	10 sessions	\$296	\$454

We recommend 30-minute sessions for young swimmers. 60-minute sessions are for older or more advanced swimmers.

Semi-Private Swim Lessons

- For groups of 2-4 swimmers of similar skills and goals
- Patrons set-up their own groups, YKFC does not assign swimmers to groups

30 mins	Members	Non-Members	60 mins	Members	Non-Members
1 session	\$9 per/person	\$14 per/person	1 session	\$16 per/person	\$25 per/person
5 sessions	\$43 per/person	\$67 per/person	5 sessions	\$78 per/person	\$120 per/person
10 sessions	\$82 per/person	\$126 per/person	10 sessions	\$147 per/person	\$227 per/person

We recommend 30-minute sessions for young swimmers. 60-minute sessions are for older or more advanced swimmers.
 Adults may be required in the water with young groups.
 Instructor availability is limited.



Aquatics

Group Swim Lessons

- **Fall 1 Session: September 13th – October 31st**
- **Fall 2 Session: November 1st – Dec 19th**

Schedules are still being developed for our fall group swim lessons, but please be prepared for the following CoVID related safety changes to swim classes.

- Smaller class sizes to allow for social distancing
- Class area will be closed to other patrons during classes.
- Instructors will not provide hands on direction of participants, an adult will be required in the water with all preschool and youth beginner (Level 1 & 2) participants to provide hands on assistance and to assure young swimmers maintain distancing during class.

Virtual Learning

The American Red Cross has developed some great tools for families to use together to practice being safe around water.



Water Safety for Kids
Resources to help your child learn about water safety while having fun in and around water.

Staying "Safe at Home" includes water safety, too.

Families have always played a vital role in teaching kids how important it is to learn to swim and behave safely in and around the water. That's even more true today when most schools, swim clubs and recreation centers are closed due to the COVID-19 pandemic.

The Red Cross wants to help parents, caregivers and kids to learn and share water safety knowledge and skills together. If your child isn't able to take formal swim lessons right now, you can still help them learn to be safer around backyard pools, ponds or other natural bodies of water. We hope your family enjoys a safe, healthy and fun summer!

Resources for Parents and Caregivers

These resources will help you learn more about water safety and support you in teaching children about water safety.

 <p>WHALE Tales Parent & Caregiver Guide How to teach important swim and water safety concepts. Includes the activity sheet answer keys!</p> <p>DOWNLOAD</p>	 <p>Water Safety for Parents & Caregivers Course Our FREE online course helps parents and caregivers learn the basics of water safety. Versión en español próximamente.</p> <p>SIGN UP</p>
 <p>Be a Water Safety Ambassador Course Take this FREE online course and help your community thrive by teaching kids and adults about water safety.</p> <p>SIGN UP</p>	 <p>Download the Swim App for iPhone and Android Our FREE app teaches drowning prevention, tracks swimming progress and more.</p> <p>LEARN MORE</p>



Group Instruction

Registration for fall classes will open August 17th

- Fall 1 Session: September 13th – October 31st
- Fall 2 Session: November 1st – Dec 19th

3Ts with Warren

3Ts is a new class developed by Sensi Warren Polk. In this class Warren will work with students to help them develop balance, coordination, and flow through a combination of movements from various martial art forms including JUDO, Tai Chi, and Jeet Kudo. Movements will include learning techniques for striking and defending while also learning techniques for focus and relaxation. Mastery of the movements in this course will improve performance in a variety of sports, develop skills for self-defense, make daily living tasks easier, and increase overall wellbeing. [This program has been adapted for social distancing, there will be no participant to participant or instructor to participant contact.](#)

Youth class: Age 7-16, 4:30-5:30pm Tuesdays or Saturdays

Adult Class: Age 16+, 5:30-6:30pm Thursdays or Saturdays

Participants may register for one class or both but may only attend the day registered for.

Are you interested in teaching an instructional class?

We are hiring fun instructors who can teach socially distanced programs.

Contact Stacey at Stacey.reardon@hfit.com or 543-0390 with your class ideas!





Group Fitness Classes August 2020

Class	Schedule	Class Capacity Limit
Anti-Gravity/Barre With Kevin	Wednesdays at 6AM 8/5, 8/12, 8/19, 8/26	YKFC = 10
Cycling With Rose	Tuesdays at 6:30pm 8/4, 8/11, 8/18	YKFC = 10
Indoor Bootcamp With Kevin	Mondays at 6AM 8/3, 8/10, 8/17, 8/24, 8/31 Fridays at 6AM 8/7, 8/14, 8/21, 8/28	YKFC = 10
Week End Wind Down With Kevin	Fridays at 7pm 8/7, 8/14, 8/21, 8/28	YKFC = 10
<p>Classes are First Come First Served. Drop-in or use a Fitness Class Pass. Drop-in Rate: \$11 Non-Member/\$7.15 Member</p>		

[Visit ykfitness.org or call 543-0390 for more information or to purchase your Fitness Class Pass.](http://ykfitness.org)

Class Descriptions

Barre + Anti-Gravity: This 60-minute class is designed to trim, tighten and tone your entire body with an emphasis on defining your glutes and legs. By using small, controlled movements, isometric holds and high repetition, you can develop a strong, long, and lean physique. The Barre + Anti-Gravity workout combines elements of dance, yoga and high rep resistance training and is all low impact. With heavy focus on body weight total body strengthening, light weight dumbbell-high rep upper body strength training, and core stability, you will build functional strength and sculpt your body. This workout emphasizes improving muscle endurance, tone, coordination and balance.

Bootcamp: 60-minute class to get fit fast using this total body training. Classes are designed so that participants exert moderate to high intensity to burn calories. Anything is game in this class, which uses full-body interval training mixed with HIIT type workouts to improve strength and build lean muscle. Varied activities will include the use of the body's own weight to create resistance, along with dumbbells, kettlebells, battle ropes, and other forms of resistance. Agility, power and speed are emphasized in this athletic workout. Designed for those at an intermediate or advanced level with modifications demonstrated and encouraged if needed.

Cycling: This 60-minute class is a stationary bike class. Participants will cycle to music, and through direction from instructor will cycle through various endurance cycling workouts. Participants will burn calories, keep muscles in shape, and improve cardiovascular endurance and strength. This class is a great way to get a vigorous workout without the impact of running or jumping. Beginner to advanced welcome.

Week End Wind Down: The Week End Wind Down is a 60 minute class that focuses on stretches for the total body and concludes with a relaxation segment. Balance your workout routines with flexibility training to enhance sports performance, increase strength and range of motion, and reduce risk for injury. The class uses a variety of stretch techniques including use of stretch straps, foam rollers and pressure point balls to break up trigger points and soothe tight muscles and fascia while increasing blood flow and circulation. Participants at all levels of physical fitness are encouraged to attend.





August 2020 Studio Schedule

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
5:30-6:00a						Closed	
6:00-7:00a	Bootcamp		Antigravity/ Barre		Bootcamp		
7:00-8:00a							
8:00-9:00a							
9:00-10:00a							
10:00-11:00a							
11:00a-12:00p							
12:00-1:00p							
1:00-2:00p							
2:00-3:00p							
3:00-3:30p							
3:30-4:00p							
4:00-4:30p							
4:30-5:00p						Delta Illusion Dance	
5:00-5:30p							
5:30-6:00p							
6:00-6:30p							
6:30-7:00p		Cycling					
7:00-7:30p							
7:30-8:00p							
8:00-8:30p							
8:30-9:00p							
Check the Weekly Schedule for class occurrences on specific dates.							
Schedule subject to change without notice							

August 2020 Pool Schedule currently under construction

At this time pool use is unrestricted, but as we move towards the start of the school year we are working with the Lower Kuskokwim School District on options for providing facility access for student swim programs. Specific schedules are still being discussed and awaiting approval, but we want to provide some information here to prepare everyone for changes to pool use during school programs.

In previous years we have allowed shared use of the pool between student and facility member groups. This year, due to CoVID-19 concerns we will have to restrict area use to one group or the other. Our two main student groups using the facility this fall will be in the pool and will include the BRHS Swim Team and BRHS swim class. To allow for appropriate distancing of students in these groups they will be using all 6 lanes of the pool and therefore the pool will be closed to other facility patrons during these practices/classes. We apologize for this inconvenience and appreciate your understanding as we work to provide programs while keeping everyone safe.

Swim team is tentatively scheduled to begin in the mornings starting Aug 10th, swim classes will not begin until August 24th. We will post the pool schedule as soon as we have confirmed that classes will be held. We appreciate your patience.



The Fitness Center reopened on May 9th. In compliance with Reopen Alaska Responsibly guidelines we implemented expanded cleaning protocols, safety requirements for patrons and staff and limited capacities for each area of the facility.

With the state's move to Phase 3/4, starting May 23rd we were able to expand capacities and open the spa, but have kept cleaning protocols and safety requirements for patrons and staff in place.

Moving into June we continued to monitor cases in the Delta area and are continually reviewing policies to assure they are up to date with state and local requirements.

Schedule, Events and Programs

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

Group fitness classes resumed with outdoor classes in April and indoor classes resuming in May. Health Fitness Continues to offer Virtual classes which are available to the Bethel community.

Instructional classes, aquatic classes, and youth programs have not yet resumed due to ongoing concerns about the safety of those activities. A limited number of private swim lessons have been made available and certification classes to expand instructor and lifeguard availability have been scheduled.

YK Fitness Center
Group Fitness Classes July 2020

Class	Schedule	Class Capacity Limit
Anti-Gravity Barre	Wednesdays at 6AM @YKFC 7/1, 7/8, 7/15 With Kevin	YKFC = 10
Indoor Bootcamp	Mondays at 6AM @YKFC 6/29, 7/6, 7/13 Fridays at 6AM @YKFC 7/3, 7/10, 7/17 With Kevin	YKFC = 10
Outdoor Bootcamp	Saturdays at 10AM @ Pinky's Park 7/11 With Kevin	Pinky's = 30 <small>Please arrive 15 minutes before class for outdoor class.</small>
Cycling	Tuesdays at 6:30pm 6/30, 7/7, 7/14 With Rose	YKFC = 10

Classes are First Come First Served. Drop-in or use a Fitness Class Pass.
 Drop-in Rate: \$11 Non-Member, \$11.5 Member

Visit ykfitness.org or call 543-0390 for more information or to purchase your Fitness Class Pass.
 Please remember to wear your mask in all common areas including check-in, hallways and locker.

+ NOW HIRING CERTIFIED SWIM INSTRUCTORS! **+**
 FREE Training @YKFitness Center

Blended Learning Course Begins July 13th
 Registration Due by July 12th

- TO BE ELIGIBLE CANDIDATES MUST:
- BE AT LEAST 16 YEARS OLD
- PASS PRE-COURSE TESTING
- COMPLETE ONLINE COURSE CONTENT
- ATTEND IN PERSON CLASSES
- PASS WRITTEN AND SKILLS TESTING

Visit <http://www.ykfitness.org/certifications> for registration information

Email questions to stacey.reardon@hfit.com or call 543-1398
 Get certified and get a job!



+ Now Hiring Certified LIFEGUARDS! **+**
 FREE Training @YKFitness Center

Blended Learning Course Begins July 27th
 Registration Due by July 26th

To be eligible Candidates must:

- Be at least 15 years old.
- Pass pre-course testing.
- Complete Online course content.
- Attend in person classes.
- Pass written and skills testing.

Visit <http://www.ykfitness.org/certifications> for registration information and to view a video of the pretest skills

Email questions to stacey.reardon@hfit.com or call 543-1398
 Get certified and get a job!



With PFDs being distributed in July Membership Sales are scheduled.

YK Fitness Center

July PFD Special
 Buy 1, Get 1 FREE
 Monthly Memberships
 Save up to \$90

Offer Valid July 1st – July 31st

Visit ykfitness.org or call 543-0390 for details.



Membership SALE!
 July 1 – July 31
 Buy Now Activate Later*

Annual	Pool OR Fitness	Pool AND Fitness
Adult	\$440-\$528	\$404-\$724
Youth	\$330-\$264	\$330-\$424
Senior	\$274-\$220	\$480-\$384
Military	\$440-\$352	\$440-\$312

Individuals can save \$181!

Members get 35% off classes!

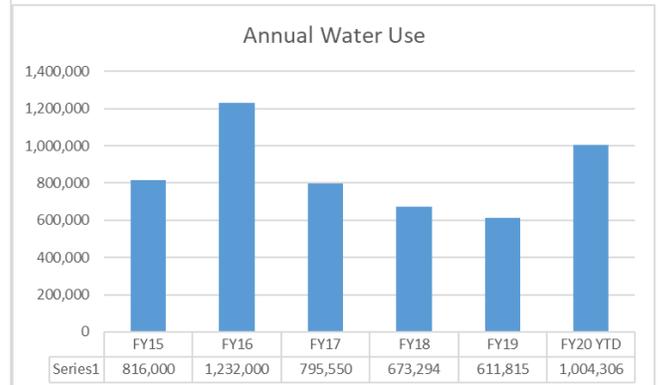
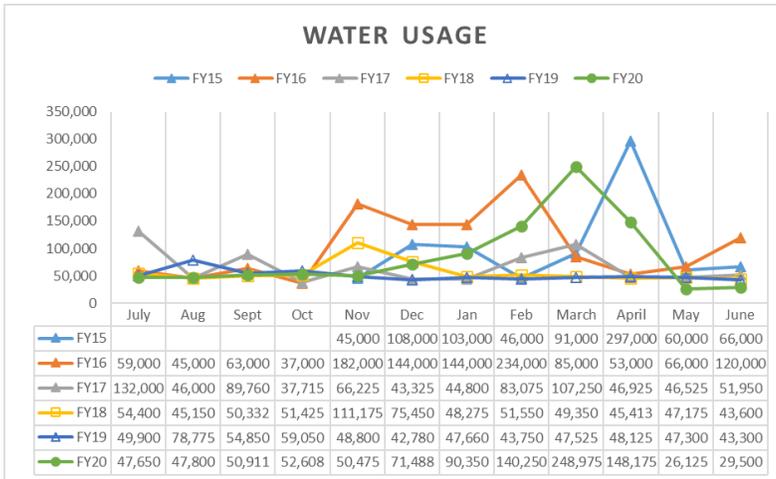
Families can save over \$200 per person!

Purchase 3 or more memberships and save an additional 10% on each membership!

Call 543-0390 or visit ykfitness.org and invest in your health today!

YK Fitness Center

*Restrictions apply.



*Note: Facility opened in November of 2014 (FY15)

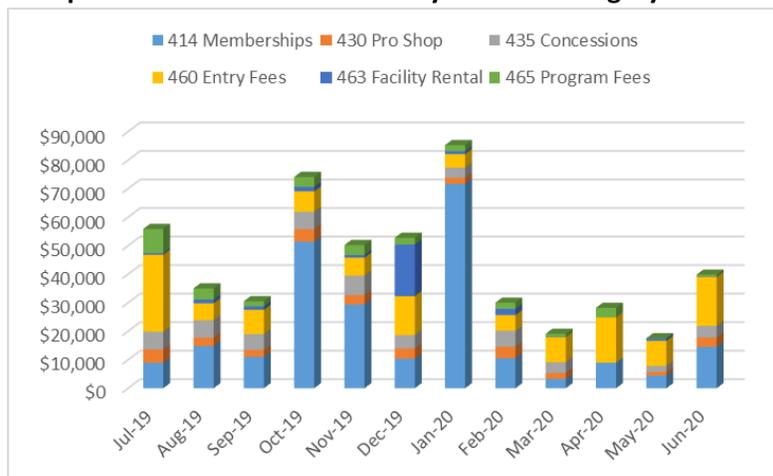
Starting during maintenance closure in Dec 2019/Jan 2020 hot water has been used to keep pipes from freezing resulting in higher than normal usage. Water was turned off in March once outside temps were consistently above freezing temperatures.

Revenue

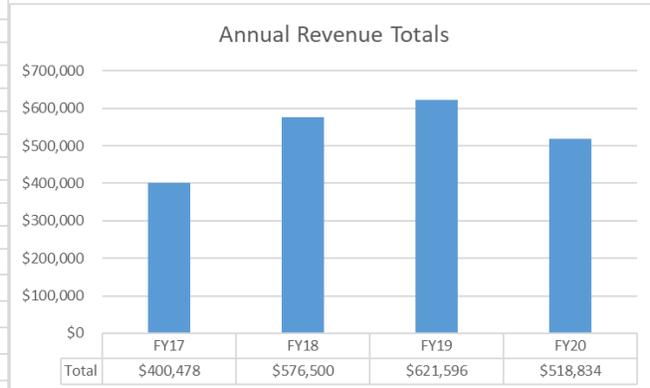
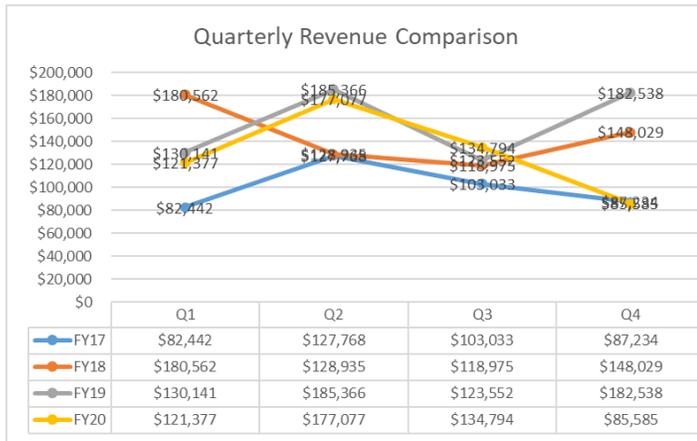
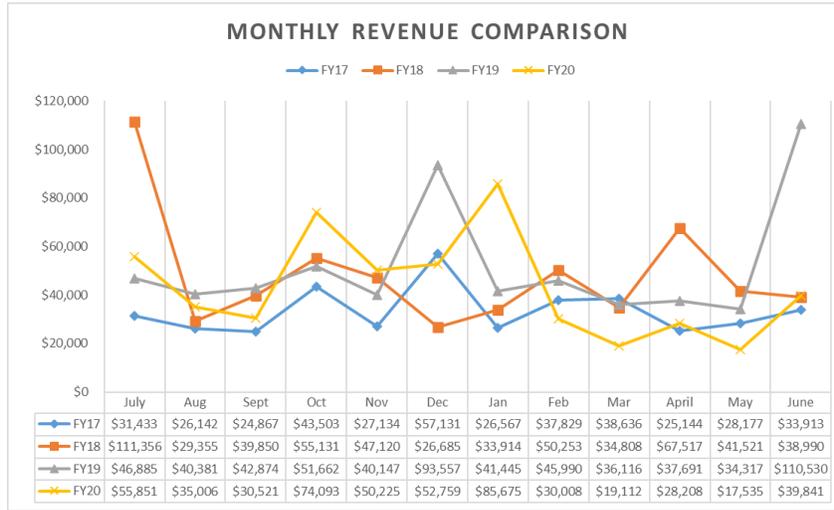
FY20 Revenue

Code	Facility Revenue	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total	FY20 Budgeted	%attained
414	Memberships	\$8,919	\$14,808	\$11,032	\$51,405	\$29,362	\$10,341	\$71,686	\$10,544	\$3,293	\$8,899	\$4,413	\$14,479	\$239,180	\$394,655	60.60%
430	Pro Shop	\$4,772	\$2,976	\$2,432	\$4,454	\$3,347	\$3,596	\$2,165	\$4,054	\$2,066	\$0	\$1,316	\$3,338	\$34,515	\$44,100	78.27%
435	Concessions	\$6,173	\$6,091	\$5,523	\$6,023	\$6,795	\$4,717	\$3,520	\$5,594	\$3,797	\$113	\$2,074	\$4,072	\$54,492	\$64,900	83.96%
460	Entry Fees	\$26,964	\$5,934	\$8,521	\$7,164	\$6,298	\$13,652	\$4,765	\$5,469	\$8,774	\$15,819	\$8,813	\$17,178	\$129,351	\$115,730	111.77%
463	Facility Rental	\$576	\$1,306	\$1,210	\$1,562	\$916	\$18,069	\$999	\$2,166	\$146	\$0	\$792	\$192	\$27,934	\$42,075	66.39%
465	Program Fees	\$8,447	\$3,891	\$1,803	\$3,485	\$3,508	\$2,384	\$2,134	\$2,181	\$1,035	\$3,378	\$127	\$582	\$32,956	\$83,318	39.55%
WomenInPhilanthropy Grant														\$405		
Facility Revenue Total		\$55,851	\$35,006	\$30,521	\$74,093	\$50,225	\$52,759	\$85,675	\$30,008	\$19,112	\$28,208	\$17,535	\$39,841	\$518,834	\$744,778	69.66%

The below chart represents the portion of the total revenue by revenue category.

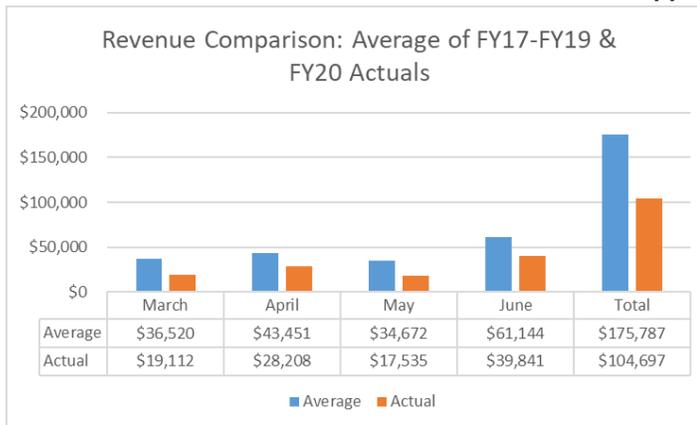


Revenue Comparisons:



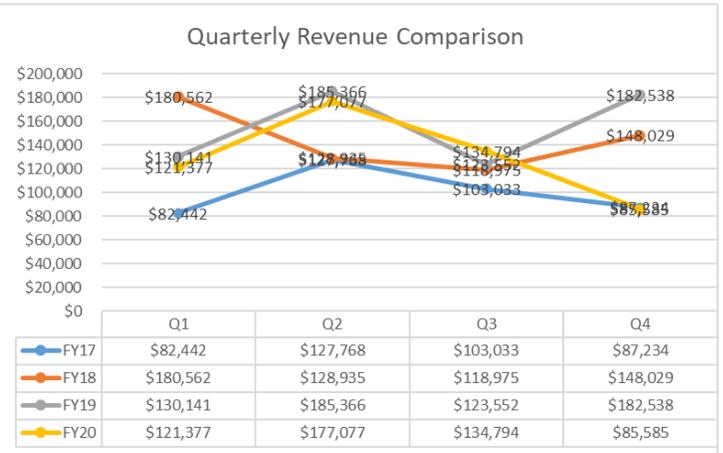
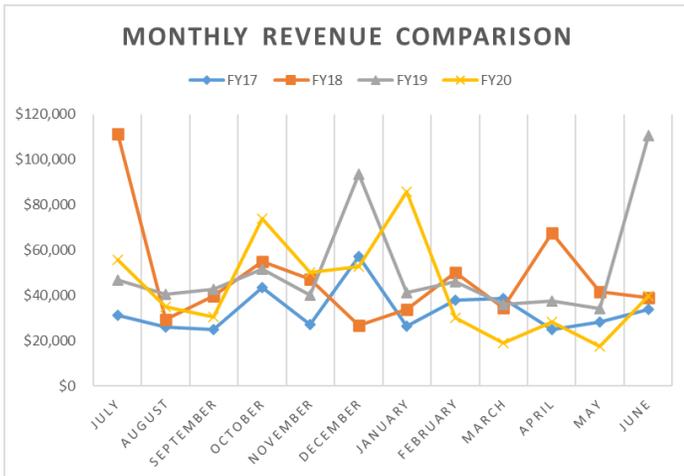
As of January 2020, we were on target to meet or exceed FY19 revenue totals, but the combination of the Dec/Jan closure due to mechanical issues and the closures and ongoing restrictions due to CoVID-19 concerns have limited revenue opportunities.

Comparing FY20 revenue for March-June with average revenue for those months over the past 3 years, CoVID-19 related closures and restrictions have resulted in an approximate revenue loss of \$71,090.

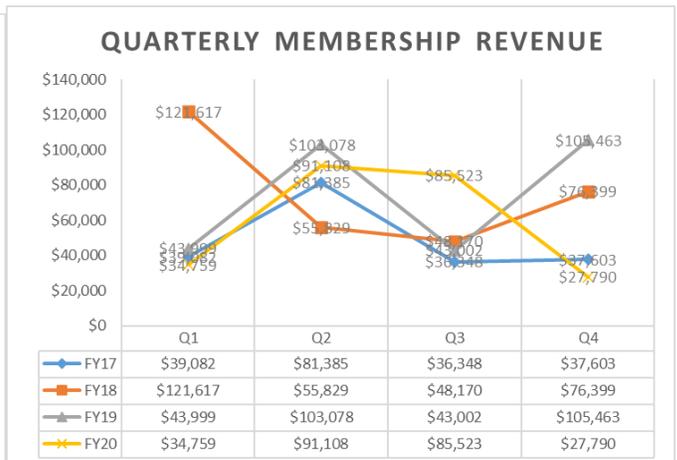
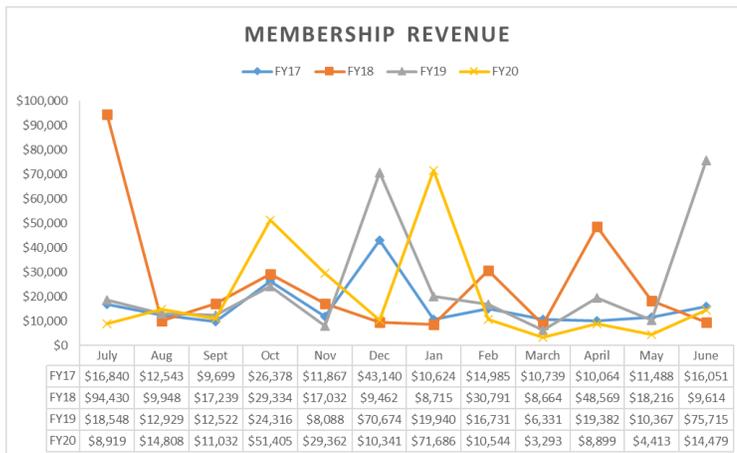


	March	April	May	June	Total
Average FY17-FY19	\$36,520	\$43,451	\$34,672	\$61,144	\$175,787
Actual FY20	\$19,112	\$28,208	\$17,535	\$39,841	\$104,697
Loss	\$17,409	\$15,242	\$17,136	\$21,303	\$71,090

Revenue Comparisons: Monthly Totals

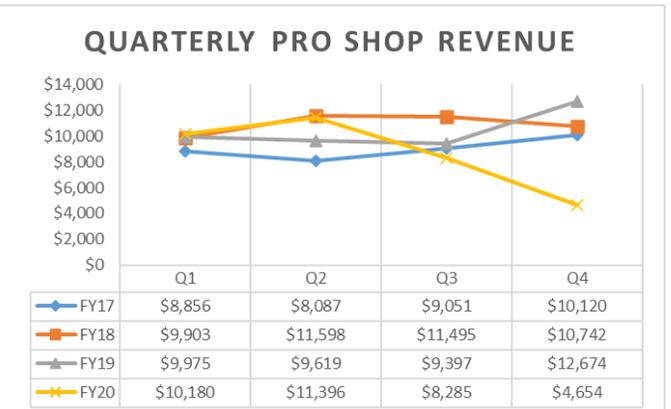
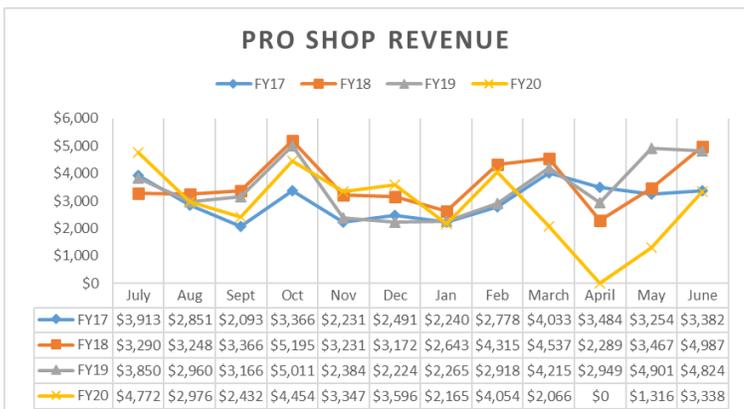


Revenue Comparisons by line Item

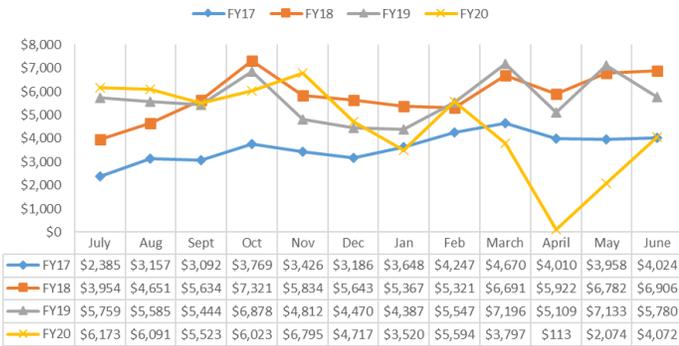


Variations in membership revenue are due primarily to inconsistencies in when payments are received from corporate membership partners.

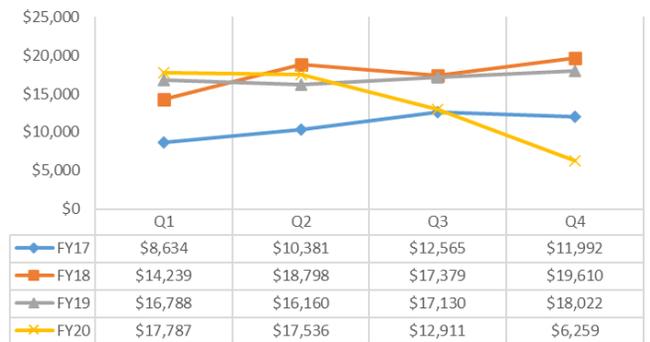
Trends for Proshop, Concessions, and Programs revenue highlight the unexpected revenue losses from the January closure due to mechanical issues as well as the March closure due to COVID-19.



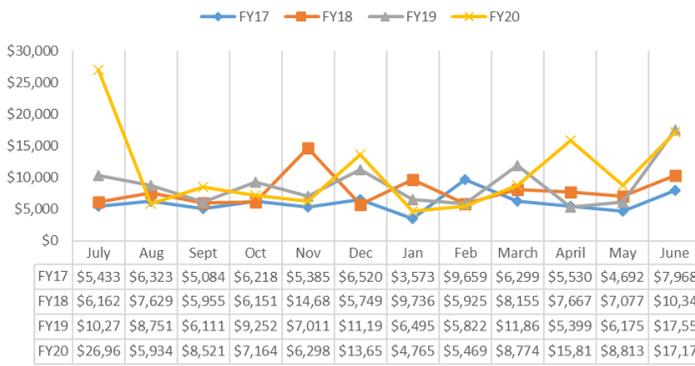
CONCESSIONS REVENUE



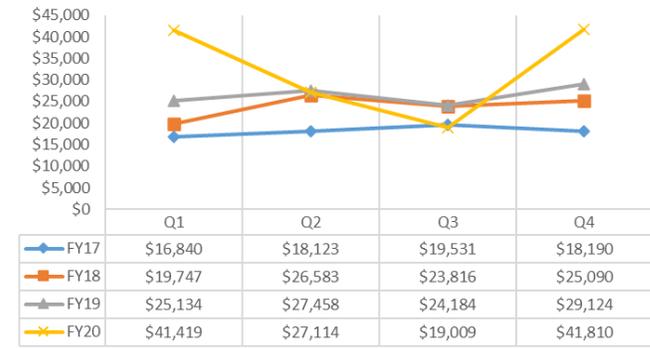
QUARTERLY CONCESSIONS REVENUE



DAILY ENTRY FEES

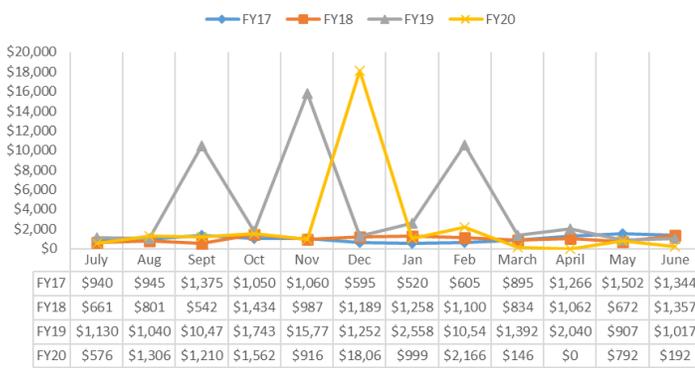


QUARTERLY ENTRY FEES REVENUE



June 2020 entry fees are scewed upward due to receipt of a check for several months of entry fees from a corporate agreement.

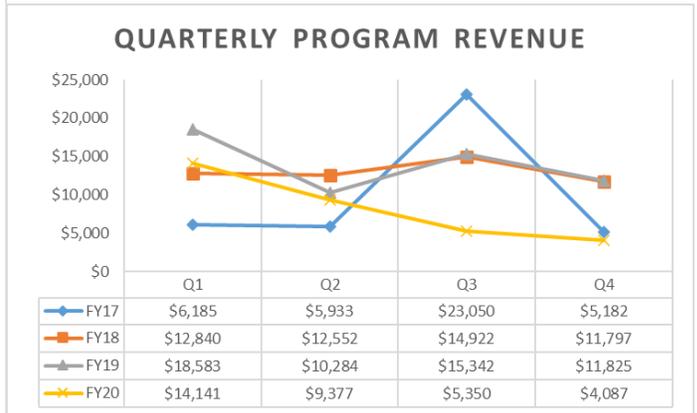
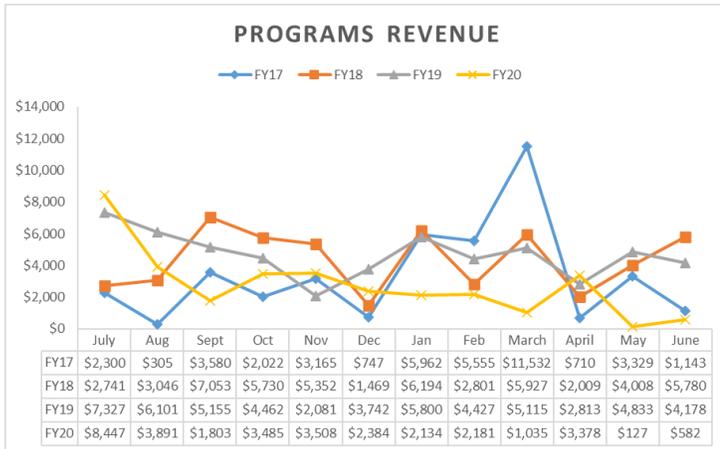
FACILITY RENTALS



QUARTERLY RENTAL REVENUE



Variation in Rental Fees are a reflection of the FY19 change to school district fees being recorded as part of facility rental contracts instead of as part of the single contract fee for membership and rental services combined. Month to month spikes are a reflection of when checks for fees that may cover several months are received.



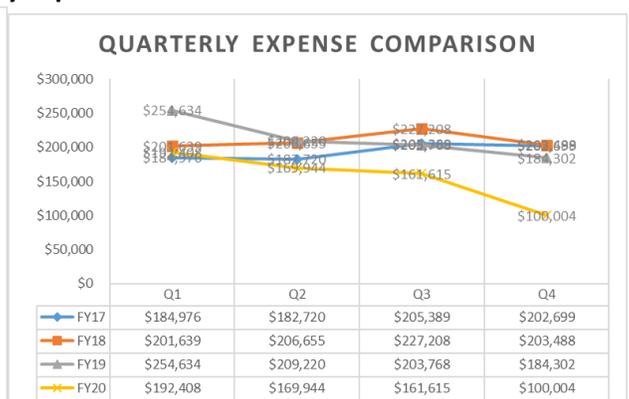
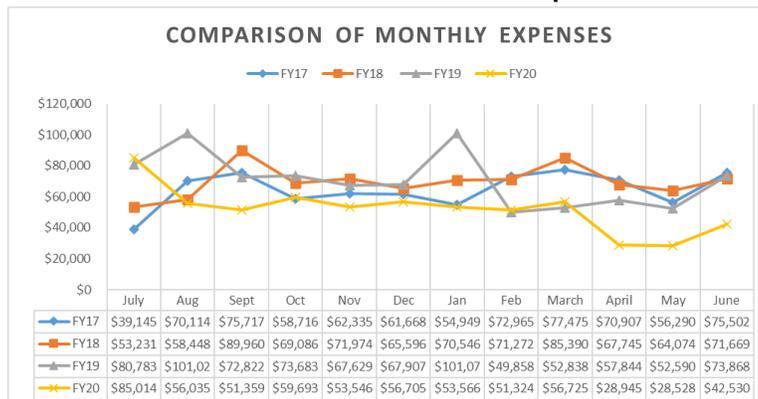
Variations in Program Revenue reflect the registration periods that run across 6-8 week sessions as well as the variability of instructor schedules. Additionally, the FY20 closures in January due to mechanical issues, March-May for CoVID-19 and the program reductions due to CoVID-19 restrictions have strongly impacted programming we have been able to offer.

FY19 Expenses

Expenses	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total	Budgeted	% used	remaining
Wages	\$54,419	\$35,425	\$33,001	\$33,777	\$32,436	\$28,616	\$37,499	\$32,527	\$36,843	\$19,254	\$19,500	\$26,802	\$390,100	\$665,682	58.60%	\$275,582
Benefits	\$12,492	\$8,074	\$7,356	\$7,583	\$6,921	\$6,209	\$8,699	\$7,223	\$8,426	\$5,365	\$4,787	\$5,993	\$89,128	\$146,058	61.02%	\$56,930
520 Housing	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$1,545	\$35,535	\$37,080	95.83%	\$1,545
545 Travel/Training	\$0	\$0	\$152	\$0	\$0	\$0	\$0	\$51	\$392	\$0	\$0	\$0	\$595	\$3,000	19.85%	\$2,405
561 Supplies	\$11,321	\$4,024	\$6,258	\$4,451	\$5,256	\$6,999	\$2,284	\$3,817	\$4,979	\$479	\$507	\$6,161	\$56,537	\$100,605	56.20%	\$44,068
580 Boiler	\$0	\$55	\$0	\$62	\$782	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$899	\$6,000	14.99%	\$5,101
661 Vehicle Maintenance/Repair	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40	\$0	\$0	\$0	\$0	\$40	\$250	15.83%	\$210
663 Janitorial Supplies/Services	\$1,101	\$407	\$128	\$7,053	\$125	\$347	\$223	\$3,021	\$1,857	\$223	\$44	\$740	\$15,268	\$20,400	74.84%	\$5,132
668 Software Licenses	\$1,172	\$368	\$319	\$771	\$521	\$609	\$868	\$316	\$200	\$498	\$233	\$528	\$6,405	\$7,560	84.72%	\$1,155
669 Other Purchased Services	\$0	\$1,250	\$0	\$0	\$0	\$8,835	\$0	\$0	\$0	\$0	\$0	\$0	\$10,085	\$25,160	40.08%	\$15,075
683 Minor Equipment	\$0	\$2,332	\$0	\$470	\$2,328	\$346	\$0	\$0	\$0	\$0	\$0	\$0	\$5,477	\$21,000	26.08%	\$15,523
684 Donations and Awards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	0.00%	\$500
724 Dues/Subscriptions	\$179	\$179	\$179	\$179	\$179	\$369	\$179	\$186	\$186	\$0	\$0	\$186	\$1,999	\$2,000	99.96%	\$1
727 Advertising	\$98	\$9	\$193	\$11	\$0	\$420	\$173	\$200	\$0	\$16	\$10	\$0	\$1,130	\$8,000	14.13%	\$6,870
733 Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200	0.00%	\$200
736 Bank Charges	\$1,015	\$823	\$684	\$2,246	\$1,500	\$864	\$551	\$853	\$436	\$20	\$358	\$576	\$9,925	\$14,645	67.77%	\$4,720
790 Allowance for Special Events	\$80	\$0	\$0	\$0	\$407	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$487	\$800	60.91%	\$313
799 Miscellaneous	\$45	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$316	\$0	\$0	\$0	\$361	\$10,125	3.57%	\$9,764
TOTAL	\$85,014	\$56,035	\$51,359	\$59,693	\$53,546	\$56,705	\$53,566	\$51,324	\$56,725	\$28,945	\$28,528	\$42,530	\$623,971	\$1,069,064	58.37%	\$445,093

Expense totals do not include purchases for the building that have been made by City of Bethel Property Maintenance.

Comparison of Monthly Expenses

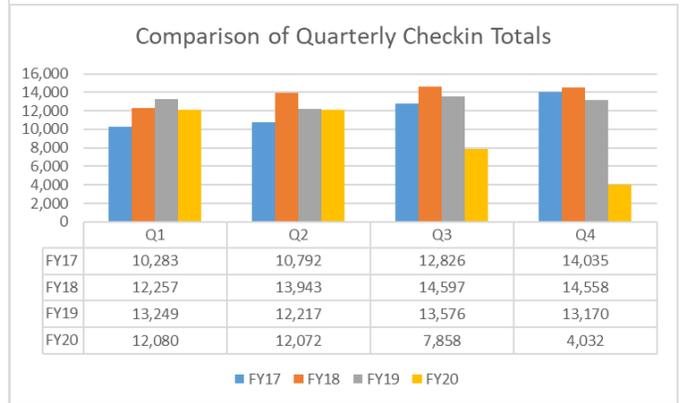
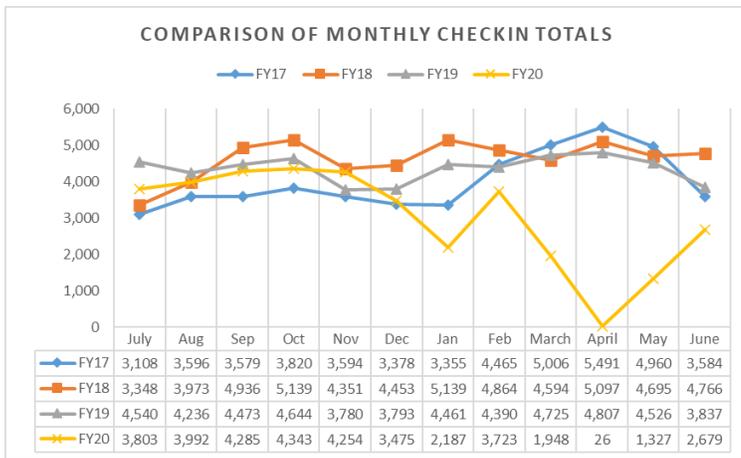


We have actively worked to keep expenses low through this time of reduced revenue due to CoVID-19.

Facility Utilization

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

Facility Check-In	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
Member Checkins	1,623	1,432	1,687	1749	1,729	1,564	1,090	1,821	844	0	774	1,288	15,601
Daily Admissions	1,876	1,787	1,965	2021	1,974	1,678	891	1,576	851	0	517	1,125	16,261
Rentals	0	529	404	374	324	61	37	76	105	0	0	176	2,086
Fitness Programming	132	150	146	118	153	109	116	180	64	26	36	88	1,318
Aquatics Programming	32	47	83	54	65	52	53	70	14	0	0	2	472
Youth Programs	140	47		27	9	11	0	0	70	0	0	0	304
Monthly Totals	3,803	3,992	4,285	4,343	4,254	3,475	2,187	3,723	1,948	26	1,327	2,679	36,042



December 2019 and January 2020 check-in numbers were impacted by the facility being closed from 12/27-1/12 (18 days) due to mechanical issues from extreme cold.

Concerns about CoVID-19 began impacting facility utilization in late February 2020 and into the facility closure which started by Governor mandate at 5pm March 18th. The facility reopened on May 9th at limited capacity, but patrons and staff continue to express concerns about using the facility and utilization remains lower than average. We reached 28% of average utilization for May and 66% of average utilization for June.

	March	April	May	June
Average	4,775	5,132	4,727	4,062
FY20	1,948	26	1,327	2,679
%	41%	1%	28%	66%



CITY OF BETHEL
Office of the City Manager

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

Celebrating 50 Years of Service

DATE: August 4, 2020
TO: Bethel City Council
FROM: Vincenzo S. Corazza, City Manager
SUBJECT: City Manager July 2020 Monthly Report for August 11, 2020 Regular City Council Meeting

The July monthly administration report on city finances and operations is as follows:

Finances Highlights

City finances are on track and under budget with 100% of the fiscal year having elapsed (Expenditure Reports run a month or so behind). Departments operating spending percentages in the General Fund appear below:

Administration	70%
Finance Dept.	100%
Planning Dept.	69%
IT Dept.	87%
Fire Dept.	98%
Police Dept.	86%
PW - Admin	85%
PW - Streets & Roads	79%
PW - Property Maintenance	38%

Note Property Maintenance’s budget includes capital expenditures and \$1.6 million is unspent and rolls over into this year’s, FY21 budget. This explains their low percentage.

Departments operating spending percentages in the Enterprise Funds appear below:

Hauled Refuse	64%
Landfill Operations	62%
Utility Billing	54%
Hauled Water	61%
Piped Water	89%
Bethel Hts Treatment Plant	72%
City Sub Treatment Plant	88%
Hauled Sewer	75%
Piped Sewer	73%
Sewer Lagoon	74%
Municipal Dock	59%
Small Boat Harbor	73%
Bethel Transit	85%
Vehicle & Equipment	79%

See attached Year-To-Date Report printed on 7/31/2020 that covers the Year To Date for the 12 months ending June 30 2020 for detailed financial information.

Operation Highlights

During the month of July 2020, City facilities remained partially opened to the public with limited hours and mitigating measures in place due to the ongoing Coronavirus (COVID-19) emergency. Mask requirements have been in effect since the day city facilities were reopened after Memorial Day.

Fin: Cheryl Bartlett with Carmon Jackson, CPA LLC returned again in July to train Finance Team members, straightened the utility billing as well as sales accounts, and conducted investigations into utility billings and sales tax accounts. She has unearthed hundreds of thousands (if not millions) in missed revenue opportunities.

Fin: City Council has authorized the City to sign a new 5-year contract with a new CPA firm to audit the city’s finances. Carmon Jackson will assist the city with audit prep and the new Auditor will begin their work sometime in winter 2020.

PW: Hauled Utilities is down to 11 of 18 drivers. 9 drivers is the minimum number that were identified through Covid-19 discussion as the system failure amount.

PW: Utility Maintenance repaired 16 residential lift stations and fixed a water main that broke in the ASHA/Bethel Heights neighborhood.

PW: Property Maintenance is finishing up the Americans with Disabilities Act (ADA) compliant ramp for the Public Works building. See photo of progress.



PW: Transit provided one of their extra busses as an EOC Transport to ferry Layover Passengers from the Airport to and from their non-congregate shelter/hotel.

PD: Patrol has four vacancies – 3 Peace Officers and 1 Dispatcher.

PD: The approximately 1,370 calls, especially intoxicated pedestrians and DUI for in July, an increase from June, was possibly attributed to the early issuance of the Permanent Fund Dividend (PFD) checks on July first.

FD: Chief Bill Howell retired on July 31, 2020.

FD: The Fire Department responded to 137 EMS and 17 Fire calls during July.

POB: Port Office conducted maintenance along the seawall adding rip rap (armor rock) along the rock wall as well as ripping out trees near Lower Access and Beach 2. Clearing vegetation allows the “trail” to be visible from the waterside and increased attractiveness to be used as a recreational trail (left side of embedded photo).



Plan: Five site plan applications were approved in July with seven pending.

Plan: ADOT&PF continues to finalize ROW issues regarding the planned road access project that would include connecting Tundra Ridge with BIA Road. Survey Firms started preliminary work in July.

IT: Began work on installing surveillance systems at city facilities – City Hall, Public Works and Fire Department.

HR: For the month of July, the total number of personnel vacancies was 14. Four Permanent hires were conducted.

EOC: CARES Act Budget and Spending Plan was approved thru Council on 7/14/2020

EOC: Rolled out two projects: YKHC Covid Testing Support at Airport Program and Lodging Transit Personnel/Covid-19 Layover Lodging Program.

Department Reports

Detailed reports from the following departments are attached (after Financial YTD Report):

- 1) Finance Department
- 2) Public Works Department
- 3) Police Department
- 4) Fire Department
- 5) Port of Bethel
- 6) Planning Department
- 7) Information & Technology Department
- 8) Human Resource Department
- 9) Emergency Operations Center

Memorandum

To: Bethel City Council

From: John Sargent, Acting Finance Director

Subject: Acting Finance Director's Report for
August 11, 2020 City Council Meeting

Date: August 2, 2020



Carmen Jackson, CPA LLC

The City of Bethel signed a contract with Carmen Jackson, CPA LLC that allows the firm to provide a host of accounting services to the City until December 31, 2021 and audit preparation services for two fiscal years, ending March 31, 2022.

Trainer Cheryl Bartlett has been to Bethel twice in the last six weeks for two weeks each time. Cheryl conducts investigations into utility billing and sales tax accounts to find errors in data entry, cash receipting, document ties, and billing. Cheryl's mantra to Finance Department staff is to "work the aging report." Cheryl is devising a three-month schedule for her future visits.

Contract for Audit Services

The City Manager and I must complete background check forms and other documentation before CPA firm BDO will sign a contract with the City to complete the FY 2020 audit and financial statements. BDO is the firm that formerly completed five years of City audits prior to the five-year series recently completed by Altman, Rogers & Co.

Personnel Changes

I submitted a request to the City Manager to allow me to hire someone to fill a sixth Accounting Specialist position. Currently, there are five Accounting Specialist I positions in the FY 2021 Budget: two specializing in utility billing, two specializing in sales taxes, and one specializing in accounts payable/payroll. One utility billing Specialist occupies the office in the Public Works building in order to accept utility bills and work closely with the hauled utility foreman.

One Accounting Specialist specializing in sales taxes submitted her two-week resignation on July 31, 2020. Another Accounting Specialist specializing in sales taxes accepted a transfer to the Hauled Utility Division to serve as Administrative Assistant. The individual serving the Department in a temporary position at the front desk is leaving Bethel for 7-10 days. Another Accounting Specialist in utility billing is on leave and due back August 10th.

I plan to freshen up the vacancy announcement for the Assistant Finance Director and then have the HR Director add the position to the executive search firm hired by the City to find a Finance Director. The hope is that both positions can be hired about the same time.

Bed and Breakfasts, Air B&Bs, and Other Lodging Businesses

The Finance Department continues to work with the Planning Department to determine the location and legitimacy of various lodging businesses in Bethel. Some of the lodging businesses do not have business licenses and others with business licenses are inappropriately located in residential zones.

Expected FY 2021 Budget Modifications

The FY 2021 Budget will need to be amended to reflect continued FY 2020 expenditures in the Finance Department that were not adequately compensated for in the FY 2021 Budget. Late spring 2020 costs not captured in the FY 2021 Budget include the use of Caselle staff to perform some utility billing functions at \$2,000+ per month, the training cost provided by Carmen Jackson, CPA LLC (\$15,000 for each 2-week visit), and the cost of the temporary Administrative Assistant position filled in early June 2020 to cover the front desk. A recent unanticipated cost incurred was the addition of six new Caselle accounting system site licenses so that all department heads, foremen, and administrative assistants can access the program simultaneously.



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

MEMORANDUM

DATE: 07.31.2020
TO: Vincenzo S. Corazza, City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Hauled Utilities:

Workforce has grown a little this month; we still have several positions to fill and will need to do our best to fill them before winter comes. The new fleet continues to prove its worth, as mechanical failures are few. V&E has been very quick to fix any mechanical issues we have had. As a result of a new fleet and V&E we have consistently completed our routes reliably. I feel like the Satellite Utility Billing office is a great asset when it is staffed, but becomes a stressor/problem when it is not staffed. This month has been stressful for account-holders and myself because of the confusion.

Utility Maintenance: 16 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.
- 16 residential lift station repairs
- Line flushing and leveling activities on low-flow and plugged sewer lines. Non-compliance reports were filled out per DEC requirements.
- Daily safety meeting
- Main water line broke up in ASHA and has been repaired and we are continue to monitor it.
- The water line to the courthouse broke and has been repaired and we continue to monitor it.
- Been working with to Fire Dep. On getting hydro testing done.
- We been cutting brush by the PD line getting ready to install new sewer line
- All three Utility Maint. Trucks are having issues that require repairs. Several of these are major safety issues. Continue to work with V&E to repair them, but some issues are arising due to two of the vehicles are more than 10 years old

Property Maintenance: Progress on Public Works ADA Compliant Ramp



Road Maintenance:

Streets and Roads have hauled all the salt sand that we will need this winter from the city sand pit to the salt sand pile on the shop's north side. We hauled 550 dump-truck loads to this sand pile to be mixed with salt when we get it on the last barge of the year.

Streets and Roads has been pushing up sand at the city sand pit for the last two weeks, with the D-8N, for the dump trucks. We pushed up five piles, two road sand piles, two landfill piles and one pile for the salt sand this winter.

In July, Streets and Roads hauled two barge-loads of D-1 gravel from Knik's yard to the gravel pile on the south side of the City shop. This was a total of 3,600 hundred tons of D-1 gravel.

Streets and Roads has been hauling cover to the Landfill's winter cover pile for this winter to be used for cover. We also will have the salt to mix with this pile on the last barge of the year.

Street and Roads dug a seawall culvert pipe across 9300 road by 9330 Tundra Ridge and reset it. It has been sinking for the last 4 years and was below ground level, becoming a problem to thaw with our steamer in the spring.



Gravel pile so far.

Landfill / Recycle Center:

The Landfill has been actively using our new dump truck along with the road crew to haul cover material, road sand and/or sand for our winter salt sand pile. It's hard to believe how we did it before without a dump truck for so many years.

We have had a couple of temporary workers who cleaned up green up duties, picked up bulky items and cleaned around dumpsters. They have helped a lot with the draining of vehicles and doing some of the busy work that frees up our operators to do the real work that needs to be done every day.

The Kuskokwim Art Guild painted all 18 new dumpsters and now they are ready for use.

Water Plant Operations:

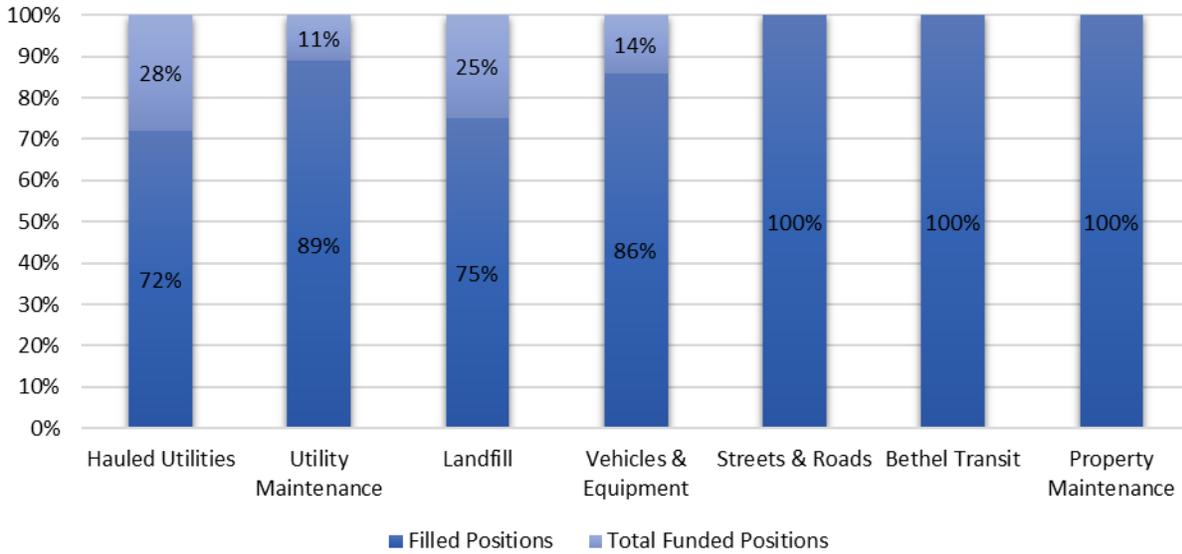
- Bethel Heights Water plant
 - Standard daily rounding with nothing significant to note.

- City Sub Water Plant
 - Daily rounds to building for boiler checks and heat output.
 - We send it 20 Lead and Cooper samples SGS lab for testing.
 - Lost elect power 4 hours 7/29 blown fuse at transformer.

Staffing Issues/Concerns/Training:

Chart Updated: 07/31/2020

Public Works Employment Vacancy Status



Department	Hauled Utilities	Utility Maintenance	Landfill	Vehicles & Equipment	Streets & Roads	Bethel Transit	Property Maintenance
Filled Positions	13	8	3	6	5	3	5
Total Funded Positions	18	9	4	7	5	3	5



Bethel Transit System
PO Box 1388
370A 4th AVE
Bethel, AK 99559-1388
www.cityofbethel.net
(907)543-3039

July Transit Report

Good morning, the July report for Transit is still fairly limited. There were (0) no accidents/incidents to report. I have been working on trying to streamline the daily input requirements in order to ease the needs for AKDOT/BlackCAT.

Martin Prince Jr. was hired 6/30 as the new part time bus driver, and has slid into his role relatively seamlessly as he has been a commercial driver/bus driver most of his adult life.

Bus 438 was removed from the register mid-month and taken to the Fire Department by Mr. Arnold (Public Works Director) and Mr. Thompson from V & E. Bus 439 remains on the register and is awaiting a Plexiglas shield to meet the requirements of the City of Bethel for driver/passenger safety. There also continues to be issues with the right rear dually lug nuts working loose on Bus 439. This is a safety issue and will need continual monitoring. Bus 440 is the only active bus and recently went into the shop for regularly scheduled maintenance.

Both Bus 439 and 440 were in the July 4th parade at the request of Mr. Corazza (City Manager) and Mr. Arnold, and accrued 31.0 miles advertising the Bethel Transit System along with the Fire and Police department vehicles.

Mandatory training was attended by both drivers 7/30/2020 and I will be in the same training today.

Beginning, August 1st, there will once again be the regular Green Line route starting at 930am and concluding at 230pm. A request was made via email to Ms. Dan to place advertising of this via various social media at the beginning of this week. Both drivers were reminded to place word of mouth advertising during their regular runs through town, and updated schedules were printed and placed in the bus for the passengers to view.

Attached in the graph below are the various statistics current as of today for ridership and maintenance requirements:

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Total Ridership	106	216	173	249	As of Thu - 221	UNAVAILABLE
Disabled Pax	11	32	35	39	As of Thu - 43	UNAVAILABLE
\$3 - Adult	18	34	29	53	As of Thu - 25	UNAVAILABLE
\$2 - Youth	5	4	9	12	As of Thu - 2	UNAVAILABLE
\$1 - Senior	13	14	15	11	As of Thu - 21	UNAVAILABLE
Para-rider	0	0	0	0	As of Thu - 0	UNAVAILABLE
Monthly Pass	\$60 Adult - 1	\$30 Youth - 0	\$25 Senior - 0			
Fuel Total (Gal)	49.609	91.729	94.18	85.684	As of Thu - 73.905	UNAVAILABLE
Revenue Miles	337.3	705.3	696.1	694.2	As of Thu - 566.4	UNAVAILABLE
Service Date	7/18/2020	Mileage Done	20,533.00			
ONC Passes Sold	\$25 Senior - 47	\$60 Chap - 14				
TWC Passes Sold	\$5 Day - NONE	\$3 ATP - NONE	\$2 YTP - NONE			
OCS Passes Sold	\$60 Adult - 1					

UNAVAILABLE - Due report due date

ATP - Adult Trip Pass

YTP - Youth Trip Pass

Chap - Adult Chaperone

James Ferguson
Bethel Transit Manager

CITY OF BETHEL
POLICE DEPARTMENT



July 2020 Monthly Report

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Community Safety Patrol	3	3	
Community Service Officer	2	2	
Administrative Assistant	2	2	
Dispatcher	4	3	1
Dispatch Supervisor	1	1	
Peace Officers	16	13	3

Current peace officer vacant positions are the newly grant funded school resource officer, one patrol officer, and one police lieutenant. Officer Todd Herring will be starting next rotation, which took use from 4 to 3 sworn vacancies. Dispatcher Randall Kennedy left at the end of July, and CSP Mullai has submitted his notice to leave mid-August. Investigator Pavil continues to serve well as acting lieutenant.

Operations:

Operations				
	July 2020	June 2020	July 2019	2020 Total
Calls	1370	1129	1538	7510
Reports	107	95	132	691
Intoxicated Pedestrian	262	197	374	1157
Driving Under Influence	18	3	20	78
Domestic Violence Reports	28	37	40	202
Animal Call	41	32	37	300
Animal Bite	4	1	2	18
Death Investigation	0	2	2	14

The uptick in overall calls, especially intoxicated pedestrians and DUI, was possibly due to the early issuance of the PFD checks on July first. PD support of EOC operations continues as needed by way of staffing a liaison officer, assisting with transport of airline passengers, and encouraging voluntary compliance of citizens through our everyday contacts.



CITY OF BETHEL
Fire Department

William F. Howell, III, Fire Chief
P.O. Box 1388, Bethel, Alaska 99559
Phone: (907)-543-2131
Fax: (907)-543-2702
bhowell@cityofbethel.net

Celebrating 50 Years of Service

DATE: July 31, 2020
TO: Vinny Corazza, City Manager
FROM: Daron Solesbee, Fire Captain
SUBJECT: Management Report, July 2020

Current Events

- Chief Howell has decided to retire after almost 28 years of honorable service with the Bethel Fire Department. His last day was Friday, July, 31, 2020. Good luck with your future endeavors and enjoy retirement!
- The Department has completed its annual NFPA ground ladder and fire hose testing. Annual NFPA testing of the Department's fire pumps and City of Bethel's fire hydrants have been started. Staff is working with Underwriter's Laboratories, Inc. to schedule fire pump testing.
- Medic-5 has been stocked with equipment and personnel are conducting Driver/Operator training. This ambulance will be placed fully in service as soon as this is completed.
- The 2020 Cama-i Dance Festival has been postponed until Fall 2020 due to concerns regarding the Novel Coronavirus (COVID-19).

Community Planning/Preparedness

- The department is working as part of the City of Bethel COVID-19 Task Force under the Operations Section of the Emergency Operations Center. Captain Solesbee is currently serving as the Operations Section Chief and FF/EMT Haviland is the EMS Branch Supervisor. Currently, staff are trained in precautions and PPE is used on all EMS incidents.
- Bethel Fire Department has been selected as a test site for the new Medicaid Supplemental Emergency Medical Transport (SEMT) program. The City of

Bethel will receive training from AP Triton in the coming months for program implementation and management.

- Fire department staff members are conducting pre-incident planning inspections for various commercial and assembly occupancies. This information will be crucial, should an emergency incident occur at these locations.

Training

- On 07/02/2020 at 11:00 a.m., a Staff Meeting was held at the fire station. Staff reviewed current department events, training, and project assignments.
- On 07/07/2020 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders reviewed intravenous resuscitation and conducted drills.
- On 07/09/2020 at 7:00 p.m., a Fire Meeting was held at the fire station. Responders reviewed ground and aerial ladder operations and conducted drills.
- On 07/21/2020 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders reviewed emergency medication use and conducted drills.
- On 07/23/2020 at 7:00 p.m., a Fire Meeting was held at the fire station. Responders conducted an overview of the use and maintenance of the Trimax 30 Mini-CAFS units.

Responses

- Between 07/01/2020 and 07/31/2020, the Bethel Fire Department responded to 137 EMS and 17 Fire incidents.
- On 07/05/2020 at 5:00 p.m., Medics responded for a person coming from a village by boat with a broken leg. The patient was assessed and transported to the hospital.
- On 07/21/2020 at 10:00 p.m., Firefighters responded to Main Street for the report of smoke showing from the old Prematernal Home building. Firefighters observed smoke emitting from the building and requested fire tones for additional personnel and resources. Firefighters extinguished the fire and returned to quarters. The fire cause is under investigation.
- On 07/22/2020 at 1:30 a.m., Firefighters responded to Main Street for the report of multiple cars on fire at Nicholson's Auto. Firefighters observed three vehicles on fire. The fires were extinguished and Firefighters returned to quarters. The fire cause is under investigation.
- On 07/30/2020 at 3:11 a.m., Firefighters responded to Napakiak Drive for the report of a fire in a boiler room. Firefighters observed smoke upon arrival and extinguished the fire. The fire was caused by a boiler malfunction.

Budget/Financial

- The department is operating within budget.

Grants

- The Department was awarded \$5,141.00 from the Department of Homeland Security for a new Thermal Imaging Camera (TIC). One MSA Evolution 6000+ thermal imaging camera was received and was mounted on Truck-1.
- The Department has submitted an invoice to YKHC Injury Control & EMS for the Phase 18 Code Blue Grant reimbursement of \$45,000 for the remount of Medic-5 to a new chassis. **This request is still pending.**

Staffing/Recruitment

- The Department will soon start the recruitment process for a new Fire Chief.
- Shanna Mendenhall was hired to fill the Firefighter Intern position. Shanna was a former Firefighter Intern in Summer 2019 and recently returned from U.S. Army basic training at Fort Sill, OK and Advanced Individual Training (A.I.T.) in San Antonio, TX as a 68W Combat Medic. She is certified as a State of Alaska EMT-1 and NREMT. Welcome back to our team, Shanna!

Vehicles & Equipment

- We have received the parts for the Class-A Foam system for Engine-4. Staff determined that a 1" valve was required, upon finding the ¾" valve shipped was too small for the current foam system plumbing.
- Fire pump testing is upcoming August 2020. Staff will perform vacuum and leak tests to ensure they will pass when tested by Underwriter's Laboratories, Inc.

FIRE DEPARTMENT VEHICLE STATUS			
Vehicle	Type	Year	Status
Medic 4	Ambulance	1999	<i>(Backup ambulance)In service.</i>
Medic 5	Ambulance	2019	Received in Bethel via the second Alaska Marine Lines barge. V&E conducted a mechanical inspection and BFD staff are currently outfitting this ambulance and conducting Driver/Operator training before being placed into service.

Medic 6	Ambulance	2017	<i>(Frontline Ambulance)</i> In service. Driver's side rear Liquid Spring Suspension strut was replaced by FF Wenger. Back-Up camera is not functioning (wiring/connection issue). Rear heat in patient compartment is intermittent. Paint defects. Staff is requesting a technician from Braun Northwest to troubleshoot and repair these issues.
Engine 4	Pumper	2013	<i>(Frontline pumper)</i> In service, Seat belt sensor silenced but still needing repair by V&E. Generator is experiencing frequent 20A fuse blowouts. Pump packing rings need to be tightened and/or replaced.
Engine 3	Pumper	1986	<i>Being outfitted as a tender and water supply unit. 3000 feet of LDH (future).</i> (Poor overall condition needs replacement). Generator was remounted. Pump packing rings need to be tightened and/or replaced.
Truck 1	Ladder Truck	2017	Outfitting, in service. See 2019 UL Pump and Aerial reports. DEF sensor malfunction was repaired by V&E. The aerial desiccant plugs and hydraulic pump to be repaired by V&E or Hughes Fire Equipment technician.
Com 1	Pickup	2014	In service. Mirror adjustment button inoperable. Replacement ordered.
Com 2	Pickup	2004	In service.

PORT OF BETHEL

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



TO: Vinny Corazza, City Manager
FROM: Allen Wold, Port Director
SUBJECT: July 2020 Managers Report

- **Small Boat Harbor**
 - Picking up drift, cutting grass/trees, and picking up around dumpsters.
 - Taking boats out of Storage off the pipes still.
 - Tagging vehicles with impound signs that seem to have been abandoned.
 - Bilging boats out and calling owners to take care of their own boats. Customers complaining that we don't bail their boat out enough. We bail/bilge boats out of courtesy.
- **City Dock/Beach 1/Petro Port**
 - 3 mainline barges (AK Logistics and AML) AML had to lighterage one their tug/barge down river on to a smaller barge.
 - Repairing weather port and our office connex.
 - Teaching one of my guys to use the Grader.
 - Tugs/barges (M/V Chena and M/V Warhorse) pulled up to Beach 1 to be repaired.
- **Port Office**
 - Property Maintenance checking on building daily.
 - Finally got our VHF and camera antenna.
 - Cleaning office daily with disinfectant.
- **Admin**
 - Monthly storage/wharfage/moorage billing for customers.
 - Safety meetings with crew. Meetings with the Directors and City Council Meetings.
 - Met with Coast Guard. Just a meeting about the climate and residents.
- **Seawall**
 - Daily checks along seawall, consistent clean up replacing life rings and line that go missing.
 - Welded and tightened cable fencing in front of 1st National and the East Addition.
 - Adding more rip rap (armor rock) along rock wall.
 - Ripping out trees along rock seawall on Lower Access and Beach 2.
- **Misc.**
 - Inventory of tools, cleaning supplies, etc. in office and shops.
 - V&E working on our pickups.
 - Streets and Roads using our heavy equipment.
 - We had a summer hire intern for a month.
 - Ordered and new truck and skid steer. Waiting on quotes for hydroseeder.



To: Vinny Corazza, City Manager

From: Ted Meyer, Planner

Subject: July Manager's Report

Date: July 27, 2020

SUBDIVISIONS

ONC Ciullkulek Subdivision

Construction of the Ciullkulek Subdivision access road started in mid-May. Recent road inspections indicated the project is proceeding as planned.

Blue Sky Estates Subdivision

The Subdivision Agreement was signed on June 26. The Site Plan Permit was approved on the same day, and the Notice to Proceed given. Construction was scheduled for July, but has been pushed back to late August/early September due to the busy fill season.

Tanqik Subdivision

DOWL is currently reviewing plans. In addition, the proposed subdivision agreement is currently being reviewed by DOWL and City staff. Once negotiated and agreed upon, the agreement will be presented to the Planning Commission for recommendation to the City Council.

Tract N Subdivision (at the west end of Tundra Ridge)

Staff is working on a proposal to ensure compliance with BMC road constructions standards.

SITE PLAN PERMITS

Five applications were approved in July, with seven pending.

CODE ENFORCEMENT

Staff continues to work with the City Attorney on a code enforcement issue.

MAPPING

Staff still awaits an update from DOWL of the City Zoning Map. They are adding 78 Blue Sky Estate Subdivision property and two zoning designations recently recommended by the Planning Commission and approved by the City Council. Staff also awaits mapping of all piped water lines, hydrants, and lift stations.

PLANNED DOT&PF ROAD CONSTRUCTION PROJECT

DOT&PF continues to finalize ROW issues regarding the planned road access project that would include connecting Tundra Ridge with BIA Road. Survey Firms started preliminary work in July.

BUSINESS LICENSE APPLICATIONS AND ZONING CHECKS

The Finance Dept. and Planning Dept. have coordinated to set up a process for ensuring that business license applications and renewals are consistent with the Zoning Code.

BETHEL EMERGENCY OPERATIONS CENTER BUSINESS

Planning staff, in their role as EOC Logistics, continue to order Personal Protective Equipment and sanitary supplies from the State EOC and from commercial vendors as well. Staff also purchases meals and delivers to air travelers with overnight stays whose connecting flights out of Bethel are not the same day.

RFP REVIEW & SCORING

Reviewed and scored RFP for 5-year auditing services. Met with review team on July 17 to discuss.

Memorandum

Date: August 1, 2020

To: Vinny Corazza, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



July 2020 Current Events

July has been an exceptionally busy month. Below are some of the current event highlights that took place. Items are organized into a ***purchasing agent*** section and an ***IT director*** section.

Purchasing Agent

- **Request for Bids (RFB) Business:**

The following RFBs have closed –

- 1) Sewage Lagoon Pump – Closed on 6/29/20, being presented for Council approval on the last meeting of July. Winning bidder – DXP/Alaska Pump & Supply.
- 2) Sewage Lagoon Boat and Trailer – Closed on 7/21/20, being presented for Council approval on the last meeting of July. Winning bidder – JC Enterprises.

- **Request for Proposals (RFP) Business:**

The following RFPs have closed –

- 1) Financial Auditing Services – Closed on 7/6/20, scored on 7/17/20, being presented for Council approval on the last meeting of July. Winning proposer cannot be disclosed until the contract agreement is signed and finalized.

- **Vehicle Purchase:**

The Port approached me and requested I look into the possibility of procuring them a Ford Ranger for use in their Port operations. The costs for this had rolled over from the previous fiscal year. I found a state contract that the City would be able to leverage to reach out to Kendall Ford of Anchorage for the purposes of finding a vehicle that would work. Fortunately for the City, Kendall did have one left in stock. I sent the purchase orders to them and hopefully they will be able to have the vehicle sent out to us before the final barge of the season.

- **Sole Source Justification:**

I have been in talks with our V&E and Streets and Roads supervisors about justifying NC Machinery out of Anchorage as a sole source vendor for CAT-brand equipment. The City currently uses all CAT equipment for its gravel road maintenance and is very pleased with the quality of the product they use. Naming NC Machinery (the only reseller of CAT parts and equipment in Alaska) a sole source vendor will allow them to expedite the procurement of repair parts and new equipment for gravel road maintenance. The decision will be placed before Council by month's end.

Memorandum

Date: August 1, 2020

To: Vinny Corazza, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



- **Surplus Auction:**

I have been in communications with Public Works regarding an upcoming vehicle surplus auction they are organizing. My role in the event is to be a single point of contact for those submitting bids for vehicles. After the auction closes in August, I will handle the bid management. The bidding window closes on August 6th.

IT Director

- **Surveillance Systems Installed:**

Some months back, City Manager Corazza directed me to purchase a security camera system for City Hall, Public Works, and the Fire Dept. With some assistance from the City's contracted electrician, VanGo, we were able to complete the installation for all three systems this month. Cameras were placed indoors at most if not all points of entry for each building so to help protect the cameras from the extremes of Alaska's winters. Due to time constraints, the electrician will help us install a second batch of cameras towards the beginning of the upcoming month.

- **Reorganized P-drive:**

The City has a collaborative network drive that is accessible to everyone with network credentials called the "Public drive" or "P-drive". Over the many years this resource has been in place, a lot of different files have been stored on this network drive with no rhyme or reason to its organization. Those that feel this chaos the most are employees that have joined the City's family recently and cannot find anything within that drive.

To alleviate this issue, City Manager Corazza directed me to try and put into place an organization method where all files that are added into that drive are organized into department-specific folders that are logical to both long-time employees as well as new. Security rules have been set up so this organization cannot be disrupted, which should keep the file structure at least somewhat sensible going forward.

- **Emergency Operations Center Equipment:**

With the birth of the City's C.A.R.E.S. Act budget, the City is now free to start making COVID-related purchases without the apprehension of obliterating each department's operational fund. City Manager Corazza had me get with the Fire Chief to discuss purchases needed to renovate the Fire Dept classroom into a workable Emergency Operations Center (EOC). Up until this point, we have been setting up a makeshift EOC within City Hall's Council chambers. Purchases include EOC-dedicated equipment, additional power, network wiring, as well as launching a project to hook KYUK up to our backup power generator so that, in the event of a loss of power, they can remain operational to help us get important information out to the public.

Memorandum

Date: August 1, 2020

To: Vinny Corazza, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



- **ArcGIS Licensing for Fire Dept:**

The Fire Dept expressed an interest to be able to view and develop maps similar to what the Planning Dept uses in its day-to-day operation. I purchased additional licenses and installed the ArcGIS Desktop software at the Fire Dept. With it, they should not only be able to view some of our existing map data, but should also be able to work with our Engineering firm, DOWL, to develop new maps specific to the Fire Dept such as accurately-marked locations of all City fire hydrants.

- **SQL Upgraded for Finance:**

SQL Studio is a software we use for database management. The database is the heart of our financial management program, Caselle. Up until recently, our SQL software was so old that Caselle placed a hold on our updates. According to Caselle, updating while on the SQL version we had would have completely broken the system and crippled our Finance dept.

We managed to get SQL upgraded this month and Caselle unlocked our updates. We were then able to bring our version of Caselle up to the most recent release, version 2020.5.171. When our new servers are installed in September (hopefully), our version of SQL will be updated further to the most recent which should prevent this issue from coming up again for the near future.

Future Plans

- **Server Refresh:**

The timetables for the City's server refresh project have been updated. Arctic IT is looking to have resources join me in Bethel to begin the installation and data migration in September. Currently, we are in a holding pattern until all ordered equipment either arrives onsite in Bethel or arrives to Arctic IT and they will bring it with them.

- **Phone System Swap:**

Alaska Communications is currently engineering this project for me. The project itself is fairly complex because our network has many points that must be considered such as how our phone system ties into the Vesta E911 equipment. Once the engineering of the project is completed, they will get me the figures for costs and we can progress to getting equipment ordered.



CITY OF BETHEL

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

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

DATE: 30 July 2020

Position	Number of Vacancies	Number of New Applications	Number Hired During Period	Number of Vacancies Remaining	Applicants in Review
Finance Director	1	0	0	1	0
Asst Fin Dir	1	3	0	1	2
Police Lieut.	1	0	0	1	0
Police Ofc	1	1	0	1	1
Public Safety Dispatcher	1	0	1	1	0
PW Admin Asst (FY 21)	1	1	0	1	3
Driver Hauled	6	1	1	6	1
Mechanic	1	0	1	1	0
Water Operator	1	0	0	1	0
TOTALS	14	6	2	14	7

Applications and Hiring:

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

From those 3 Applicants:

- 1 Dispatcher was hired
- 1 Police Officer was hired
- 1 Transit manager was hired
- 1 Hauled Utility Driver was hired
- 1 internal promotion was conducted (dispatch supervisor)

We currently have 9 job positions with a total of 14 openings, with 7 applications under review.

30 July 2020

BEACON Programs:

1 random test was conducted with all selectees successfully tested

Reports of Injury:

There were no reports of injury

Administrative Actions:

Multiple routine PAR actions were executed.

Multiple yearly performance evaluations were submitted and processed.

Employee related announcements:

None

Training, Conferences and Seminars:

HR conducted annual Prevention of Sexual Harassment training 30/31 July.
Training continues into August. Goal is 100% workforce trained

James P. Harris
Human Resources Manager

CITY OF BETHEL, ALASKA EMERGENCY OPERATIONS CENTER



DATE: August 4, 2020

TO: Vincenzo S. Corazza, City Manager

FROM: Vincenzo S. Corazza, Emergency Operations Center director

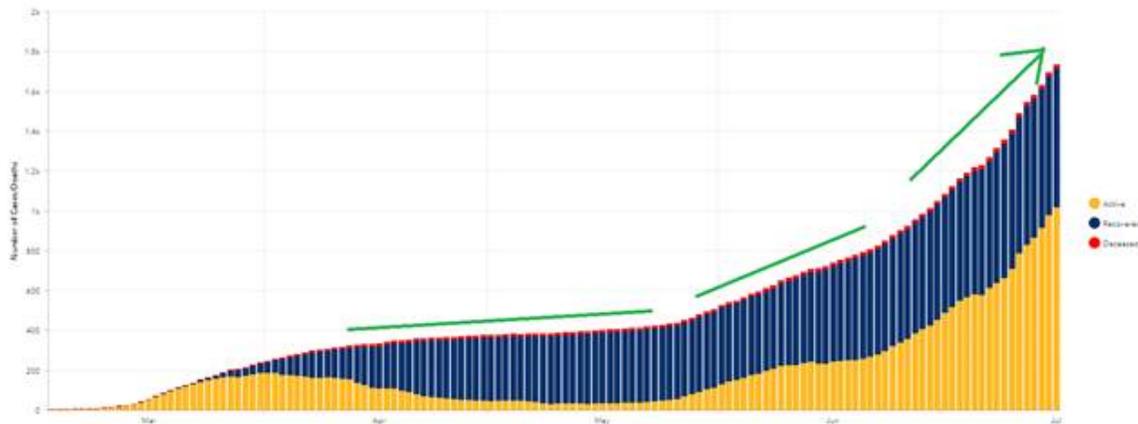
SUBJECT: Emergency Operations Center July 2020 Report

Operations Highlights

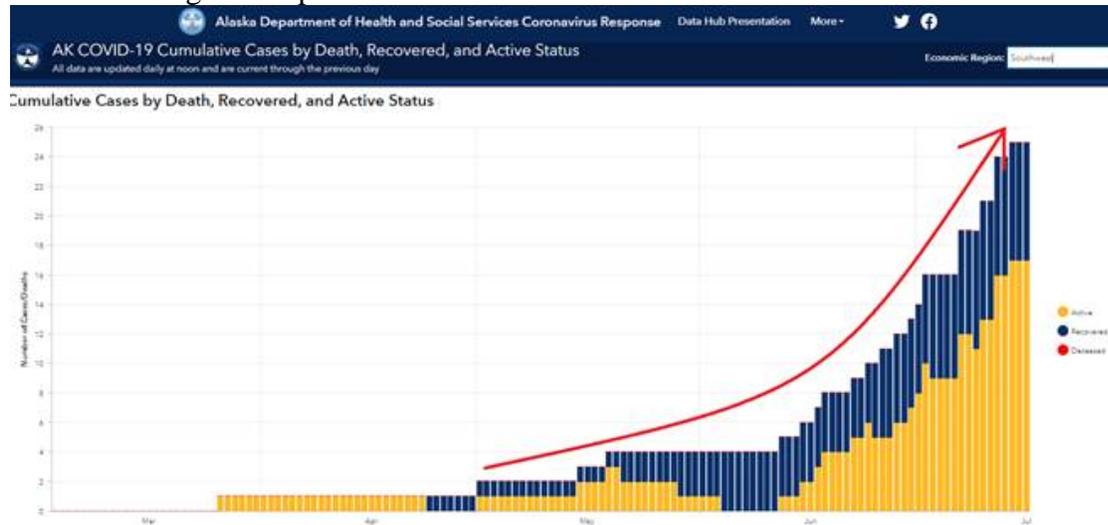
Starting July 22, the Emergency Operations Center (EOC) was elevated to Level 3 for every Wednesdays due to the uptrend in State Covid cases as well as the Southwest region (see embedded graphics).

State Graph

Cumulative Cases by Death, Recovered, and Active Status



Southwest Region Graph



YKHC COVID Testing Support at Airport

As approved in the CARES Act Budget and Spending Plan, the EOC is using some of its CARES Act funds to implement an incentive program to encourage airplane passengers who arrive in Bethel from Anchorage (the Alaska "hot zone") to get a COVID-19 test at the Yukon Kuskokwim Health Corporation's (YKHC) airport test site.

Three City-paid personnel staffed a booth at the airport for demonstration weekend July 25-26, 2020 and gave out 55 gift cards on Saturday and 69 gift cards on Sunday. Program was well-received by incoming passengers.

The City received full cooperation from Alaska Airlines Station Manager for tent placement and staff work inside terminal. YKHC allowed the City to share their table inside the terminal and cooperated with City-paid staff outside at the City tent.

Lodging Transit Personnel (COVID-19 Layover Lodging Program)

Also approved in the CARES Act Budget and Spending Plan, the EOC rolled out the Lodging Transit Personnel program, also known as the Layover Lodging Program. The intent of the Layover Lodging Program is to use CARES Act funds to cover the cost of lodging, and meals on a contingency basis, for those airline passengers from Anchorage who are unable to make a connecting flight the same day to a neighboring village. The purpose of the program is to keep Anchorage through-passengers isolated in a hotel and not interact with the Bethel community or have hotel visitors. Program participants must submit to a COVID-19 test and have a scheduled flight out of Bethel.

See embedded Flyer promoting the program.

Laying over in Bethel?

COVID-19 Lodging



The Bethel
Emergency
Operations Center
can help you get
layover lodging! Just
call 907-543-2083 to
check for availability!

**Need lodging while waiting
for your flight connection?**

NO Cost to you!! **We will provide food
and transportation!!**



What you need to do:

1. Test for COVID-19
2. Don't leave your room (isolate)
3. Have no visitors
4. Follow the rules of your hotel

Call us at 543-2083!!

Finances Highlights

On 7/14/2020, the City Council passed the CARES Act Budget and Spending Plan, authorizing the EOC to start spending the first disbursement of the \$8.4 million (\$4,193,478.70) that was received and deposited on 6/29/2020.

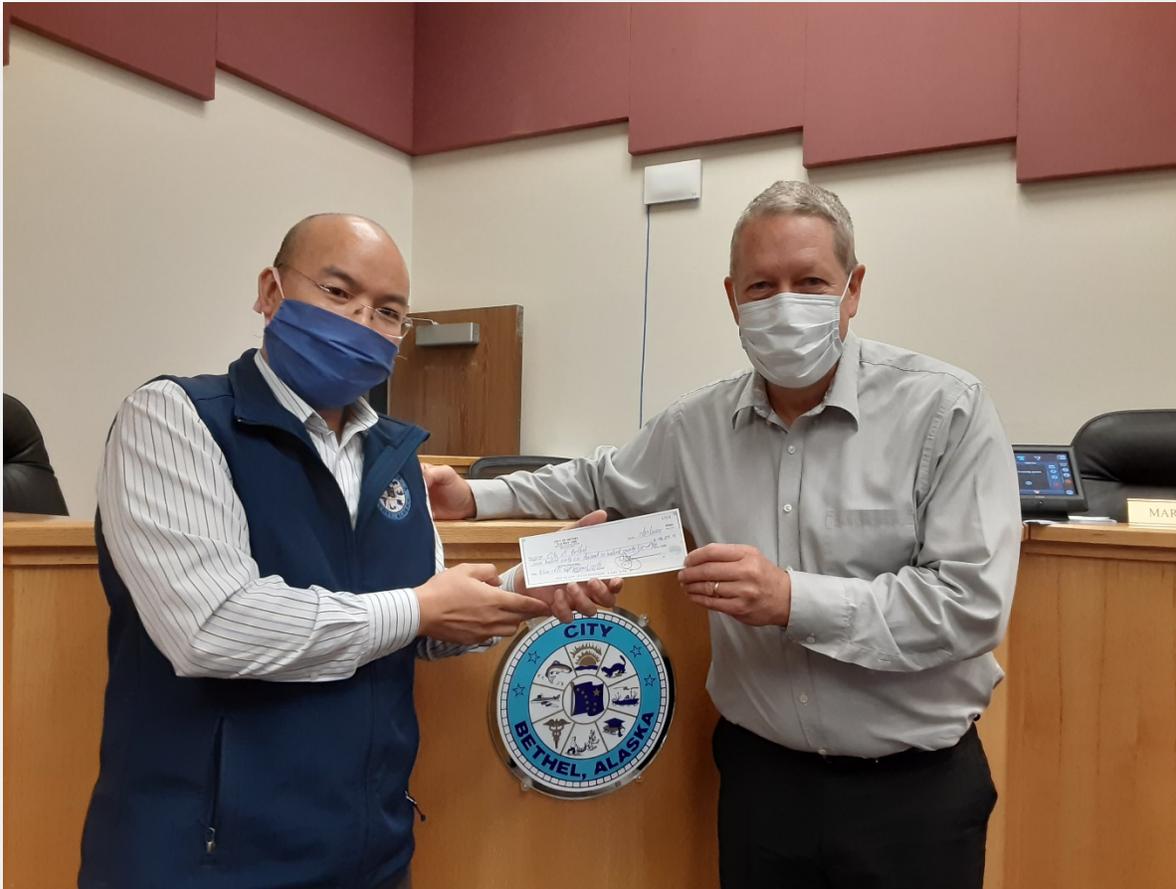
State of Alaska requires 80% of the first disbursement (50% of total \$8.4 million) to be spent before the second disbursement of 25% of \$8.4 million is released and then consequently 80% of that total to get the third and final disbursement.

As of July 31, 2020, the EOC has expended \$2,088,139.63 or 49.8% of the first CARES Act disbursement. The EOC plans on requesting the State of Alaska immediately send the second disbursement upon filing the July CARES Act report to the State of Alaska Office of Management and Budget.

The \$2,088,139.63 includes the following expenditure categories:

Medical	\$6,897.68
Public Health	\$3,315.45
Payroll	\$796,675.91
Compliance	\$0
Economic Support	\$1,120,000
Other	\$161,250.59

Of note is the \$797K for Payroll. This is the City's reimbursement for Public Safety personnel during the month of March 1, 2020 thru June 30, 2020. See attached write-up.



7/29/2020 Vinny Corazza, in his capacity as Emergency Operations Director, issues a Public Safety Personnel Payroll Reimbursement CARES Act Check in the amount of \$796,675.91 for the months of March 1 thru June 30, 2020 to John Sargent, in capacity as Acting Finance Director for the City of Bethel.

The reimbursement is eligible as highlighted in the US Department of Treasury guidance, <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.