



City of Bethel
Parks, Recreation, Aquatic, Health & Safety Center Committee Regular
Meeting - Monday, March 11, 2019 6:00 pm
City Hall Council Chambers, Bethel, AK

Brian Lefferts
Chair
Term Expires 2020

Judy Wasierski
Vice-Chair
Term Expires 2021

Michelle DeWitt
Committee Member Term
Expires 2020

Kathy Hanson *Committee*
Member Term Expires
2021

Beverly Hoffman
Committee Member Term
Expires 2021

Justin Wintersteen
Committee Member Term
Expires 2019

Kathryn Baldwin
Alt. Committee Member
Term Expires 2020

Peter Evon
Alt. Committee Member
Term Expires 2020

Mitchell Forbes *Council*
Representative Term
Expires 2019

Stacey Reardon
YK Fitness Center Director

Corbin Ford
Property Maint. Forman Ex
Officio Member

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD – Three minutes per person
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES
 - A. August 13, 2018 Meeting Minutes
 - B. September 10, 2018 Meeting Minutes
 - C. February 11, 2019 Meeting Minutes
- VI. SPECIAL ORDER OF BUSINESS
- VII. UNFINISHED BUSINESS
 - A. Land and Water Conservation Grant
 - B. Evaluate FY17/FY18 YK Fitness Center (YKFC) Expenses for Future Action
 - C. Evaluate Past YKFC Endowment Fund Transactions and Current Fund Balance
 - D. Annual 4th of July Preparation
- VIII. NEW BUSINESS
 - A. Maintenance for the Sport's Field (Codman Services)
 - B. Contracting for Recreational Services (DeWitt)
- IX. PROPERTY MAINTENANCE REPORT
- X. YK FITNESS FACILITY DIRECTOR REPORT
- XI. COMMITTEE MEMBER COMMENTS
- XII. ADJOURNMENT

Posted March 6, 2019 at City Hall, AC Co., Swanson's, and the Post Office.

Charlie Dan, Public Works Assistant

City of Bethel

Parks, Recreation and Aquatic, Health & Safety Center Committee

August 13, 2018

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Parks, Recreation, Aquatic Health & Safety Center Committee was held on August 13, 2018 at 6:00 pm in the City Hall Council Chambers, in Bethel, Alaska.

Chair Michelle DeWitt called the meeting to order at 6:03 pm.

II. ROLL CALL

Compromising a quorum of the Committee, the following members were present for roll call:

Michele DeWitt ✓	Kathy Hanson ✓	Brian Lefferts ✓
Judy Wasierski ✓	Beverly Hoffman ✓	Luis Lemus (Ex-Officio) ✓
Kathryn Baldwin	Justin Wintersteen ✓	Mitchell Forbes ✓
Stacey Reardon ✓	John Sargent (Recorder) ✓	

III. PEOPLE TO BE HEARD

None

IV. APPROVAL OF AGENDA

MOVED:	Kathy Hanson	Approve Agenda as presented.
SECONDED:	Beverly Hoffman	
VOTE ON MAIN MOTION	All in favor Motion passes; 7 in favor and 0 opposed.	

V. UNFINISHED BUSINESS

A. July 4th Event Debrief

MOVED:	Kathy Hanson	Direct Administration to gather and preserve important documents related to the Parks & Rec Dept.
SECONDED:	Beverly Hoffman	
VOTE ON MAIN MOTION	Motion passes; 7 in favor and 0 opposed.	

B. Owl Park Update

C. Health Fitness Contract Operations Plan

D. Art Installation at the YKFC

E. Parks/Rec. Budget

F. City of Bethel 30-Year Plan

G. Public Safety & Transportation Committee – Markers for reporting locations in parks

H. Pinky's Park Improvement Project Update: Boardwalk & Sports Field

VI. NEW BUSINESS

- A. Need for Alternate Members
- B. YKFC Report – Stacey Reardon & Luis Lemus

VII. COMMITTEE MEMBER COMMENTS

VIII. ADJOURNMENT

MOVED:	Kathy Hanson	Adjourn meeting at 7:43.
SECONDED:	Brian Lefferts	
VOTE ON MAIN MOTION	Motion passes; 7 in favor and 0 opposed.	

Michelle DeWitt, Chair

ATTEST:

John Sargent, Recorder

City of Bethel

Parks, Recreation and Aquatic, Health & Safety Center Committee

September 10, 2018

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Parks, Recreation, Aquatic Health & Safety Center Committee was held on September 10, 2018 at 6:00 pm in the City Hall Council Chambers, in Bethel, Alaska.

Chair Michelle DeWitt called the meeting to order at 6:03 pm.

II. ROLL CALL

Compromising a quorum of the Committee, the following members were present for roll call:

Michele DeWitt ✓	Kathy Hanson ✓	Brian Lefferts ✓
Stacey Reardon ✓	Beverly Hoffman ✓	Mitchell Forbes ✓
	Derek Bradley (Recorder) ✓	

III. PEOPLE TO BE HEARD

None

IV. APPROVAL OF AGENDA

MOVED:	B. Hoffman	Approve Agenda as presented.
SECONDED:	B. Lefferts	
VOTE ON MAIN MOTION	All in favor Motion passes; 5 in favor and 0 opposed.	

V. APPROVAL OF MINUTES

MOVED:	B. Hoffman	Motion to approve meeting minutes from 8.13.18
SECONDED:	K. Hanson	
VOTE ON MAIN MOTION	Motion passes; 5 in favor and 0 opposed.	

VI. SPECIAL ORDER OF BUSINESS

N/A

VII. UNFINISHED BUSINESS

D.

MOVED:	B. Hoffman	Motion to request City Admin place trash cans inside skate park.
SECONDED:	K. Hanson	
VOTE ON MAIN MOTION	Motion passes; 5 in favor and 0 opposed.	

VIII. PARKS AND RECREATION DEPARTMENT REPORT

IX. YK FITNESS FACILITY DIRECTOR REPORT

X. NEW BUSINESS

XI. COMMITTEE MEMBER COMMENTS

(see attached)

XII. ADJOURNMENT

MOVED:	K. Hanson	Adjourn meeting 7:23pm.
SECONDED:	B. Lefferts	
VOTE ON MAIN MOTION	Motion passes; 5 in favor and 0 opposed.	

Michelle DeWitt, Chair

ATTEST:

Derek Bradley, Recorder

City of Bethel, Alaska

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

February 11, 2019

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular Parks and Recreation Committee Meeting was held on February 11, 2019 in the City Hall council chambers in, Bethel, Alaska. Brian Lefferts called the meeting to order at 6:03 pm.

II. ROLL CALL:

Comprising a quorum of the committee, the following were present for Roll Call: Brian Lefferts, Michelle DeWitt, Kathy Hanson, Beverly Hoffman, and Mitchell Forbes.

Also Present:

Committee Recorder, Charlie Dan; YKFC Director, Stacey Reardon; Property Maintenance Forman, Corbin Ford; City Grant Writer John Sargent.

Excused Absences: Judy Wasierski, Justin Wintersteen, and Peter Evon

Unexcused Absence: Kathryn Baldwin

III. PEOPLE TO BE HEARD:

A. Shawn Codman- Construction on the Sports Field needs services.

MOVED BY:	Beverly Hoffman	Motion to suspend rules to allow committee members to interact with People To Be Heard for this particular meeting.
SECONDED BY:	None Second	
VOTE ON MOTION	1 moved, 0 second: Motion not carried.	

IV. APPROVAL OF AGENDA:

MOVED BY:	Kathy Hanson	Motion to approve Agenda.
SECONDED BY:	Beverly Hoffman	
VOTE ON MOTION	Motion carried by no objections.	

V. APPROVAL OF MINUTES:

MOVED BY:	Michelle DeWitt	Motion to approve minutes for December 10, 2018 and January 14, 2019 meeting.
SECONDED BY:	Kathy Hanson	
VOTE ON MOTION	Motion carried by no objections.	

VI. SPECIAL ORDER OF BUSINESS:

VII. UNFINISHED BUSINESS:

- A. Select a Member to Report at the February 12 City Council Meeting: Mitchell Forbes volunteered to attend meeting
- B. Land and Water Conservation Grant: John Sargent discussed grant amongst committee members
- C. Annual 4th of July Preparation- Review of Funding and Options for Organizing the Event P4: Committee members discussed the upcoming 4th of July event.
- D. Review of Fiscal Year (FY)19 YK Fitness Center (YKFC) Operating Budget P5-6

MOVED BY:	Kathy Hanson	Motion to recommend to the City Council to have Administration review Audits in the Budget for Yukon Kuskokwim Fitness Center (YKFC). Specifically, discrepancies in Membership revenue, missing interest income for FY18 and FY19, excess indirect cost recovery, and the missing endowment fund balance.
SECONDED BY:	Beverly Hoffman	
VOTE ON MOTION	Motion carried by no objections.	

VIII. PARKS AND RECREATION DEPARTMENT REPORT:

A. Corbin Ford gave his report

IX. YKFC FACILITY DIRECTOR'S REPORT:

A. Stacey Reardon gave her report

X. NEW BUSINESS:

- A. Evaluate FY17/ FY18 YKFC Expenses for Future Action P7-40: Tabled
- B. Evaluate Past YKFC Endowment Fund Transactions and Current Fund Balance: Tabled
- C. Discussion of March Meeting Quorum to see if Special Meeting is required P52: No changes in regular meeting date is needed.

XI. MEMBER COMMENTS:

Brian Lefferts: no comment
Michelle DeWitt: no comment
Kathy Hanson: no comment
Beverly Hoffman: no comment
Mitchell Forbes: no comment

XII. ADJOURNMENT:

MOVED BY:	Kathy Hanson	Motion to adjourn.
SECONDED BY:	Michelle DeWitt	
VOTE ON MOTION	Motion carried by unanimous vote.	

With no further business, meeting adjourned at 8:07 PM.

APPROVED THIS _____ DAY OF _____, 2019.

Charlie Dan
Recorder of Minutes

Brian Lefferts
Committee Chair

Yukon Kuskokwim Regional Health and Aquatic Safety Training Center (40-50)		FY16	FY17	FY18	FY19
		Actuals	Actuals (Pre-Audit)	Approved Budget	Approved Budget
REVENUE					
46-414	Memberships	272,515		372,000	383,160
43-430	Pro Shop	34,475	-	39,675	42,000
43-435	Concessions	40,669	-	49,200	55,000
43-460	Entry Fees	-	-	78,480	81,500
43-463	Facility Rental	7,763	-	12,750	12,750
43-465	Program Fees	59,496	-	90,500	80,500
	Total Operating Revenues	414,918	-	642,605	654,910
46-412	Cash Transfer from GF: Retail Sales Taxes	539,358	363,350	588,375	529,583
46-413	Cash Transfer from GF: Alcohol Sales Taxes				6,000
49-487	Interest Income		390	42,660	50,000
	Total Non-Operating Revenue	539,358	363,740	631,035	579,583
	Total Revenue	954,276	363,740	1,273,640	1,234,493
EXPENSE					
MATERIALS, SUPPLIES, & SERVICES					
602	Gasoline/Diesel/Oil			3,750	2,400
621	Electricity	58,006	80,337	96,000	115,200
623	Heating Fuel	157,914	159,632	200,000	240,000
624	Water/Sewer/Garbage	82,992	64,882	76,350	52,000
646	Contractor's Pass-thru expenses	760,403	260,026	912,534	917,610
649	Professional Services (HealthFit @ \$12,360)	145,110	177,913	140,200	148,320
662	Prop Maint		54		
669	Other Professional Services		258	25,160	25,160
683	Minor Equipment		110		
687	Land Easement Acquisition				
661	Vehicle Maint/Repairs			1,000	1,000
721	Insurance	25,237	27,035	26,000	39,000
996	Indirect Cost Recovery - I.T.	35,685	-	10,770	42,172
997	Indirect Cost Recovery - Property Maintenance - 5%				41,251
998	Indirect Cost Recovery - Administration	16,359		27,682	28,755
	Total Operating Expenses	1,281,706	770,247	1,519,446	1,652,867
	Net Operating Deficit	(327,430)	(406,507)	(245,806)	(418,374)
CAPITAL EXPENDITURES (40-50-699)					
699	Server and Domain Setup			-	30,000
	Total Capital Expenditures			-	30,000
	Net Operating and Capex	(327,430)	(268,214)	(245,837)	(448,374)

Yukon Kusokwim Regional Health and Aquatic Safety Training Center (40-50)

Healthfit Contractor Expenses

Personnel - Wages & Benefits		701,804	
Housing		37,080	
	Total Personnel	<u>738,884</u>	
545 Travel/Training			
	1st Aid/CPR	3,465	
	Staff Inservice Training	2,266	
		<u>5,731</u>	
561 Supplies			
	Office	4,080	
	Pool Maint	7,350	
	Chemical	28,080	
	Fitness Items	1,591	
	Aquatics Program	2,575	
	Concession Inventory	34,000	
	Pro-Shop Inventory	21,500	
		<u>99,176</u>	
580 Boiler		5,250	
661 Vehicle Maint		500	
663 Janitorial Supplies		18,000	
		<u>23,750</u>	
668 Software licenses			
	POS	6,369	
	Employees Scheduling	500	
		<u>6,869</u>	
683 Minor Equipment		10,500	
684 Donations/Awards		500	
724 Dues/Subscriptions		2,000	
727 Advertising		9,000	
733 Postage		400	
736 Bank fees		14,500	
790 Allowance for Special Events			
	Member Incentives	400	
	Community Events	400	
		<u>37,700</u>	
Misc			
	Bldng Maint Reserve	3,750	
799 Misc		1,750	
		<u>5,500</u>	
	Total Non-Personnel	<u>178,726</u>	
646 Total Contractor Pass-Thru Expense		<u>917,610</u>	
649 Contractor: Healthfit \$12,360		<u>148,320</u>	
	Total Direct Expense	<u><u>1,065,930</u></u>	

CITY OF BETHEL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JULY 31, 2018

YK REG AQUA HLTH & SAFETY CTR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LOCAL FUNDED EXPENDITURES</u>					
40-50-602 GASOLINE/OIL/DIESEL	1,148.18	228.20	2,400.00	2,171.80	9.5
40-50-621 ELECTRICITY	100,202.77	13,089.19	115,200.00	102,110.81	11.4
40-50-622 TELEPHONE	1,352.36	104.60	1,256.00	1,151.40	8.3
40-50-623 HEATING FUEL	180,005.37	17,277.27	240,000.00	222,722.73	7.2
40-50-624 WATER/SEWER/GARBAGE	58,983.78	3,991.23	52,000.00	48,008.77	7.7
40-50-646 CONTRACTOR'S FEES	772,711.90	99,409.43	916,354.00	816,944.57	10.9
40-50-649 PROFESSIONAL SVS	140,004.00	.00	148,320.00	148,320.00	.0
40-50-661 VEHICL MAINT/REPAIR	.00	.00	1,000.00	1,000.00	.0
40-50-662 PROP MAINT	7,787.25	.00	.00	.00	.0
40-50-669 OTHER PURCHASED SERVICES	8,300.00	.00	25,160.00	25,160.00	.0
40-50-699 CAPITAL EXP-SERVER DOMAIN	.00	.00	30,000.00	30,000.00	.0
40-50-702 DEPRECIATION - BUILDING	727,718.00	.00	.00	.00	.0
40-50-704 DEPRECIATION - M&E	87,500.20	.00	.00	.00	.0
40-50-721 INSURANCE	31,772.70	.00	39,000.00	39,000.00	.0
40-50-996 ADMIN OVERHEAD-IT SVCS	12,449.63	3,327.50	42,172.00	38,844.50	7.9
40-50-997 ICR-PROPERTY MAINTENANCE-5%	.00	.00	41,251.00	41,251.00	.0
40-50-998 ADMINISTRATIVE OVERHEAD-GF	31,134.09	2,656.00	28,755.00	26,099.00	9.2
TOTAL LOCAL FUNDED EXPENDITURES	2,161,070.23	140,083.42	1,682,868.00	1,542,784.58	8.3
TOTAL FUND EXPENDITURES	2,161,070.23	140,083.42	1,682,868.00	1,542,784.58	8.3

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-66-622 TELEPHONE	20.57	20.57	100.00	79.43	20.6
10-66-623 HEATING FUEL	413.84	413.84	3,600.00	3,186.16	11.5
10-66-626 WATER/SEWER/GARBAGE	1,168.83	1,168.83	3,500.00	2,331.17	33.4
10-66-627 STAFF CELLULAR PHONES	559.05	559.05	1,320.00	760.95	42.4
10-66-647 STREET LIGHT MT & POLE RENTAL	1,155.39	1,155.39	19,000.00	17,844.61	6.1
10-66-661 VEHICLE MAINT/REPAIR	24,264.78	24,264.78	139,103.00	114,838.22	17.4
10-66-669 OTHER PURCHASED SERVICES	214.07	214.07	10,000.00	9,785.93	2.1
10-66-683 MINOR EQUIPMENT	.00	.00	7,000.00	7,000.00	.0
10-66-690 CAPITAL PROJECT EXPENDITURES	8,095.43	8,095.43	113,636.90	105,541.47	7.1
10-66-691 CAP EXP ASPHALT KETTLE 01	.00	.00	27,356.00	27,356.00	.0
10-66-721 INSURANCE	.00	.00	21,000.00	21,000.00	.0
10-66-727 ADVERTISING	.00	.00	200.00	200.00	.0
10-66-771 GRAVEL (WAS #578)	351,537.00	351,537.00	350,000.00	(1,537.00)	100.4
10-66-772 CULVERTS 18"	.00	.00	18,000.00	18,000.00	.0
10-66-774 SEAWALL PIPE	92,013.60	92,013.60	91,200.00	(813.60)	100.9
10-66-799 MISCELLANEOUS EXPENSES	.00	.00	500.00	500.00	.0
10-66-996 ADMIN OVERHEAD-IT SVCS	4,710.29	4,710.29	14,260.00	9,549.71	33.0
TOTAL PW-STREETS & ROADS	966,123.00	966,123.00	1,798,787.90	832,664.90	53.7
PROPERTY MAINTENANCE					
10-70-501 SALARIES	140,224.26	140,224.26	307,480.00	167,255.74	45.6
10-70-502 OVERTIME	17,405.73	17,405.73	30,000.00	12,594.27	58.0
10-70-508 LEAVE CASHOUT	.00	.00	13,685.00	13,685.00	.0
10-70-510 SOCIAL SECURITY EXPENSE	842.45	842.45	1,746.00	903.55	48.3
10-70-511 MEDICARE FICA	2,387.03	2,387.03	4,893.00	2,505.97	48.8
10-70-512 EMPLOYEE GROUP BENEFITS	35,509.62	35,509.62	112,171.00	76,661.38	31.7
10-70-515 UNEMPLOYMENT	.00	.00	4,781.00	4,781.00	.0
10-70-516 WORKERS' COMPENSATION	.00	.00	15,257.00	15,257.00	.0
10-70-518 PERS	31,418.85	31,418.85	68,050.00	36,631.15	46.2
10-70-519 UTILITY BENEFIT	2,959.32	2,959.32	23,028.00	20,068.68	12.9
10-70-545 TRAINING/TRAVEL	.00	.00	4,000.00	4,000.00	.0
10-70-561 SUPPLIES	246.56	246.56	2,000.00	1,753.44	12.3
10-70-562 MATERIALS	.00	.00	2,000.00	2,000.00	.0
10-70-563 WEARING APPAREL	.00	.00	2,500.00	2,500.00	.0
10-70-566 CLEANUP GREENUP SUPPLIES	.00	.00	700.00	700.00	.0
10-70-580 BOILER EXPENSE	8,507.54	8,507.54	15,000.00	6,492.46	56.7
10-70-590 GLYCOL SUPPLIES	4,998.00	4,998.00	6,000.00	1,002.00	83.3
10-70-591 CARPENTRY EXPENSE	213.98	213.98	10,000.00	9,786.02	2.1
10-70-592 PLUMBING SUPPLIES	1,187.93	1,187.93	6,000.00	4,812.07	19.8
10-70-593 ELECTRICAL SUPPLIES	1,746.26	1,746.26	10,000.00	8,253.74	17.5
10-70-594 PAINT SUPPLIES	72.42	72.42	2,500.00	2,427.58	2.9
10-70-595 BOARDWALK REPAIR SUPPLIES	.00	.00	3,000.00	3,000.00	.0
10-70-601 VEHICLE MT. (PARTS & TOOLS)	1,005.92	1,005.92	3,000.00	1,994.08	33.5
10-70-602 GASOLINE/DIESEL/OIL	3,413.16	3,413.16	7,200.00	3,786.84	47.4
10-70-621 ELECTRICITY	6,098.56	6,098.56	14,400.00	8,301.44	42.4
10-70-622 TELEPHONE	102.21	102.21	100.00	(2.21)	102.2
10-70-623 HEATING FUEL	9,381.54	9,381.54	36,000.00	26,618.46	26.1
10-70-626 WATER/SEWER/GARBAGE	9,844.65	9,844.65	17,400.00	7,555.35	56.6
10-70-627 STAFF CELLULAR PHONES	312.43	312.43	1,320.00	1,007.57	23.7
10-70-661 VEHICLE MAINT/REPAIR	970.59	970.59	5,564.00	4,593.41	17.4
10-70-662 WIND TURBINE CONTRACT	.00	.00	5,300.00	5,300.00	.0
10-70-668 PARKS MAINTENANCE	13,358.02	13,358.02	17,500.00	4,141.98	76.3

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-70-669 OTHER PURCHASED SERVICES	13,116.92	13,116.92	36,175.00	23,058.08	36.3
10-70-683 MINOR EQUIPMENT	7,264.24	7,264.24	11,175.00	3,910.76	65.0
10-70-690 CAPITAL EXPENDITURES	1,335.03	1,335.03	318,000.00	316,664.97	.4
10-70-694 FIRE ALARM PANEL	.00	.00	75,000.00	75,000.00	.0
10-70-721 INSURANCE	.00	.00	7,300.00	7,300.00	.0
10-70-776 4TH OF JULY	.00	.00	2,000.00	2,000.00	.0
10-70-799 MISCELLANEOUS EXPENSES	.00	.00	1,000.00	1,000.00	.0
10-70-875 INDIRECT COST RECOVERY	.00	.00	(272,257.00)	(272,257.00)	.0
10-70-996 ADMIN OVERHEAD-IT SVCS	8,964.16	8,964.16	27,146.00	18,181.84	33.0
TOTAL PROPERTY MAINTENANCE	322,887.38	322,887.38	958,114.00	635,226.62	33.7
PARKS & REC/BYC					
10-71-501 SALARIES	(2,660.00)	(2,660.00)	.00	2,660.00	.0
10-71-510 SOCIAL SECURITY EXPENSE	(164.92)	(164.92)	.00	164.92	.0
10-71-511 MEDICARE FICA	(38.57)	(38.57)	.00	38.57	.0
10-71-518 PERS	289.47	289.47	.00	(289.47)	.0
TOTAL PARKS & REC/BYC	(2,574.02)	(2,574.02)	.00	2,574.02	.0
COMMUNITY SERVICE					
10-72-745 LIBRARY CONTRIBUTION	33,800.00	33,800.00	67,600.00	33,800.00	50.0
10-72-760 COMMUNITY ACTION GRANT	47,167.50	47,167.50	87,454.00	40,286.50	53.9
10-72-798 UAF 4-H CONTRIBUTION	.00	.00	112,000.00	112,000.00	.0
TOTAL COMMUNITY SERVICE	80,967.50	80,967.50	267,054.00	186,086.50	30.3
IN KIND MATCH & TRANSFERS					
10-73-550 CASH XFER POOL F40- SALES TAX	.00	.00	529,583.00	529,583.00	.0
10-73-551 CASH XFER POOL F40- ALCO TAX	.00	.00	6,000.00	6,000.00	.0
10-73-622 CASH XFER- FUND	.00	.00	80,580.00	80,580.00	.0
TOTAL IN KIND MATCH & TRANSFERS	.00	.00	616,163.00	616,163.00	.0
TOTAL FUND EXPENDITURES	4,552,526.49	4,552,526.49	11,994,866.90	7,442,340.41	38.0
NET REVENUE OVER EXPENDITURES	4,307,423.85	4,307,423.85	(2,049,637.90)	(6,357,061.75)	210.2

CITY OF BETHEL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2019

PARKS DEVELOPMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS DEVELOPMENT</u>					
26-50-690 PARK DEVELOPMENT	103,657.03	103,657.03	102,922.01	(735.02)	100.7
26-50-694 BIKE/WALKING PATHS	.00	.00	20,552.00	20,552.00	.0
TOTAL PARKS DEVELOPMENT	103,657.03	103,657.03	123,474.01	19,816.98	84.0
TOTAL FUND EXPENDITURES	103,657.03	103,657.03	123,474.01	19,816.98	84.0
NET REVENUE OVER EXPENDITURES	(20,657.03)	(20,657.03)	(123,474.01)	(102,816.98)	(16.7)

CITY OF BETHEL
 BALANCE SHEET
 JANUARY 31, 2019

YK REG AQUA HLTH & SAFETY CTR

ASSETS

40-10100	CASH IN COMBINED FUND	3,194,301.29	
40-14200	INVENTORY-HEATING FUEL	23,178.75	
40-16300	BUILDINGS	21,831,540.08	
40-16500	MACHINERY & EQUIPMENT	1,465,627.00	
40-16800	ACCUM DEPR BUILDING	(2,669,380.32)	
40-17000	ACCUM DEPR - M & E	(321,559.67)	
	TOTAL ASSETS		23,523,707.13

LIABILITIES AND EQUITY

LIABILITIES

40-20100	VOUCHERS PAYABLE	21,880.00	
40-25950	DUE TO/FROM POOL MGMT CO.	65,232.62	
	TOTAL LIABILITIES		87,112.62

FUND EQUITY

40-30100	CONTRIBUTED CAPITAL-STATE	23,061,119.31	
40-30200	CONTRIBUTED CAPITAL- OTHER	236,047.77	
	UNAPPROPRIATED FUND BALANCE:		
40-39900	FUND BALANCE	525,351.31	
	REVENUE OVER EXPENDITURES - YTD	(385,923.88)	
	BALANCE - CURRENT DATE	139,427.43	
	TOTAL FUND EQUITY		23,436,594.51
	TOTAL LIABILITIES AND EQUITY		23,523,707.13

CITY OF BETHEL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2019

YK REG AQUA HLTH & SAFETY CTR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
40-42-414 DELTA WOMEN'S GROUP GRANT	(270.00)	(270.00)	.00	270.00	.0
40-42-415 CAG	(160.00)	(160.00)	72,454.00	72,614.00	(.2)
TOTAL SOURCE 42	(430.00)	(430.00)	72,454.00	72,884.00	(.6)
 <u>SOURCE 43</u>					
40-43-430 PRO-SHOP REVENUE	3,850.00	3,850.00	42,000.00	38,150.00	9.2
40-43-435 CONCESSION REVENUE	5,759.00	5,759.00	55,000.00	49,241.00	10.5
40-43-460 ENTRY FEE	10,272.00	10,272.00	81,500.00	71,228.00	12.6
40-43-463 FACILITY RENTAL	1,130.00	1,130.00	12,750.00	11,620.00	8.9
40-43-465 PROGRAM FEES	7,327.00	7,327.00	80,500.00	73,173.00	9.1
TOTAL SOURCE 43	28,338.00	28,338.00	271,750.00	243,412.00	10.4
 <u>TRANSFERS IN</u>					
40-46-412 LOCAL SOURCES-SALES TAX REV	.00	.00	529,583.00	529,583.00	.0
40-46-413 LOCAL SOURCES-ALCOHOLTAX REV	.00	.00	6,000.00	6,000.00	.0
40-46-414 WELLNESS PROGRAM	18,548.00	18,548.00	383,160.00	364,612.00	4.8
TOTAL TRANSFERS IN	18,548.00	18,548.00	918,743.00	900,195.00	2.0
 <u>MISCELLANEOUS</u>					
40-49-487 INVESTMENT INCOME	.00	.00	50,000.00	50,000.00	.0
TOTAL MISCELLANEOUS	.00	.00	50,000.00	50,000.00	.0
TOTAL FUND REVENUE	46,456.00	46,456.00	1,312,947.00	1,266,491.00	3.5

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2019

YK REG AQUA HLTH & SAFETY CTR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LOCAL FUNDED EXPENDITURES</u>					
40-50-602 GASOLINE/OIL/DIESEL	502.62	502.62	2,400.00	1,897.38	20.9
40-50-621 ELECTRICITY	63,871.33	63,871.33	115,200.00	51,328.67	55.4
40-50-622 TELEPHONE	729.74	729.74	1,256.00	526.26	58.1
40-50-623 HEATING FUEL	87,673.84	87,673.84	240,000.00	152,326.16	36.5
40-50-624 WATER/SEWER/GARBAGE	18,957.37	18,957.37	52,000.00	33,042.63	36.5
40-50-646 CONTRACTOR'S FEES	224,429.93	224,429.93	916,354.00	691,924.07	24.5
40-50-649 PROFESSIONAL SVS	.00	.00	148,320.00	148,320.00	.0
40-50-661 VEHICL MAINT/REPAIR	16.79	16.79	1,000.00	983.21	1.7
40-50-669 OTHER PURCHASED SERVICES	140.43	140.43	25,160.00	25,019.57	.6
40-50-683 MINOR EQUIPMENT	845.07	845.07	.00	(845.07)	.0
40-50-699 CAPITAL EXP-SERVER DOMAIN	13,652.30	13,652.30	30,000.00	16,347.70	45.5
40-50-721 INSURANCE	.00	.00	39,000.00	39,000.00	.0
40-50-996 ADMIN OVERHEAD-IT SVCS	13,932.46	13,932.46	42,172.00	28,239.54	33.0
40-50-997 ICR-PROPERTY MAINTENANCE-5%	.00	.00	41,251.00	41,251.00	.0
40-50-998 ADMINISTRATIVE OVERHEAD-GF	7,628.00	7,628.00	28,755.00	21,127.00	26.5
TOTAL LOCAL FUNDED EXPENDITURES	432,379.88	432,379.88	1,682,868.00	1,250,488.12	25.7
TOTAL FUND EXPENDITURES	432,379.88	432,379.88	1,682,868.00	1,250,488.12	25.7
NET REVENUE OVER EXPENDITURES	(385,923.88)	(385,923.88)	(369,921.00)	16,002.88	(104.3)

JOB ESTIMATE

Codman Services
 970 6th Ave
 P. O. Box 114
 Bethel, AK 99559
 907-545-4975
shaun.codman@codmanservices.com

DATE OF INVOICE	WORK START DATE	WORK END DATE
	05/01/2019	09/30/2019
QUOTE NUMBER	VALID UNTIL	PAYMENT DUE BY
1	04/15/2019	

CLIENT
 ATTN: Bill Arnold
 City of Bethel

 Bethel, AK

MATERIAL	QTY	UNIT PRICE	TOTAL
Seed (50# bag)		125.00	0.00
Fertilizer (50# bag)		22.00	0.00
Gas (gallon)		6.25	0.00
Water provided by COB			0.00
			0.00
			0.00
Unsure how much material will be needed			0.00
			0.00
			0.00
TOTAL MATERIALS			\$0.00

DESCRIPTION OF WORK

Proposal for the following properties: Owl Park, Soccer Field, & Pinky's Park. Work starting: Second week of May, weather permitting. End of work: Last week in September.

LABOR	HOURS	RATE	TOTAL
Hand Seeding	20.00	150.00	3000.00
Aerating	20.00	150.00	3000.00
Mowing	80.00	150.00	12000.00
Fertilizing	20.00	150.00	3000.00
			0.00
TOTAL LABOR			\$21,000.00

TERMS AND CONDITIONS

Hydroseeding (if needed) will be billed per sq ft

MISCELLANEOUS CHARGES	HOURS / QTY	RATE	TOTAL
Hydroseeding per square foot		0.30	
			0.00
			0.00
			0.00
			0.00
TOTAL MISCELLANEOUS			\$0.00

For questions concerning this quote, please contact
 Shaun Codman

	SUBTOTAL	21000.00
	SUBTOTAL LESS DISCOUNT	21000.00
	TAX RATE	0.00%
	TOTAL TAX	0.00
	TOTAL	\$21,000.00

JOB ESTIMATE

Codman Services
 970 6th Ave
 P. O. Box 114
 Bethel, AK 99559
 907-545-4975
shaun.codman@codmanservices.com

DATE OF INVOICE	WORK START DATE	WORK END DATE
	05/01/2019	09/30/2019
QUOTE NUMBER	VALID UNTIL	PAYMENT DUE BY
1	04/15/2019	



CLIENT
 ATTN: Bill Arnold
 City of Bethel
 Bethel, AK

MATERIAL	QTY	UNIT PRICE	TOTAL
Seed (50# bag)		125.00	0.00
Fertilizer (50# bag)		22.00	0.00
Gas (gallon)		6.25	0.00
Water provided by COB			0.00
			0.00
Unsure how much material will be needed			0.00
			0.00
			0.00
TOTAL MATERIALS			\$0.00

DESCRIPTION OF WORK

Proposal for the following properties: Owl Park, Soccer Field, & Pinky's Park. Work starting: Second week of May, weather permitting. End of work: Last week in September.

LABOR	HOURS	RATE	TOTAL
Hand Seeding	20.00	150.00	3000.00
Aerating	20.00	150.00	3000.00
Mowing	80.00	150.00	12000.00
Fertilizing	20.00	150.00	3000.00
			0.00
TOTAL LABOR			\$21,000.00

TERMS AND CONDITIONS

Hydroseeding (if needed) will be billed per sq ft

MISCELLANEOUS CHARGES	HOURS / QTY	RATE	TOTAL
Hydroseeding per square foot		0.30	
			0.00
			0.00
			0.00
			0.00
TOTAL MISCELLANEOUS			\$0.00

For questions concerning this quote, please contact
 Shaun Codman

	SUBTOTAL	21000.00
	SUBTOTAL LESS DISCOUNT	21000.00
	TAX RATE	0.00%
	TOTAL TAX	0.00
	TOTAL	\$21,000.00

Property Maintenance:

- City Hall
 - All building Boiler and pressure vessel inspections completed
 - Roof Replace/Rebuild
 - Plans to replace the failing rubber lined roof of the City Hall building has begun. COB's engineering firm DOWL has completed and submitted the "As built" and "current condition" survey. Recommendations have been made for a permanent fix to rebuild a metal flashed, sloped roof versus replacing the existing style roof with same/same build.
- Court House
 - All building Boiler and pressure vessel inspections completed
 - **Dry Sprinkler System:**
 - System Status is same as last report. However action is being made to produce a solution to survey and replace weak, failed or near failure portions of the system. COB will be utilizing a contractor for this scope work.
 - **Holding Cell Area Door:**
 - Issue still remains as reported on previous report, however, the current door has been fixed with a temporary solution until the ordered door arrives and can be installed. The temporary fix has allowed the door to operate in a normal condition as before. Instructions to use the door carefully have been provided to the court house staff.
 - **Bathroom water line near Court Room #4:**
 - Company "Advance Look" is scheduled to send an Industrial Hygienist to Bethel for a deep look into water intrusion and hidden damages from the water leak. The hygienist is expected to arrive March 7th and complete a water damage survey of the building by March 9th.
 - **Cracks in Dry Wall near holding cell entry door:**
 - Update to previous report. COB building maintenance staff made an evaluation of the damage and have completed repairing and painting the areas inside the holding cell area. Cracks are still present near the entry door area, where the door will be replaced upon arrival.
 - **Dusty sprinkler heads and escutcheon plates:**
 - **Current Status:** Dusty, dirty in various locations
 - **Summary of Issue:** We have made note of this discrepancy and truthfully it simply is a task that fails to get done. I am not confident that this duty is assigned to a Janitor. I would rather have my staff deal with the issue than an untrained janitorial service.
 - **Solution to Issue:** I can assign the work to be completed this coming week. Plain and simple, I hold ourselves accountable for this issue. It needs to get done and we will see how it goes.

- Public Works Building
 - All building Boiler and pressure vessel inspections completed
 - The Replacement of the structural support laminate beam underneath the building boiler room is approaching fast. Preparations to remove the beam and replace with the engineered steel I-beam is in the works. This will be a project completed by the COB building maintenance staff. Expect to complete removal and install by mid-March.
 - South Side
 - Pioneer Door inspected the cause of the door intermittent failure. It was determined the spring tension clamp was slipping and would need to be replaced. As a solution a shaft has been installed through the spring/shaft coupler. Anticipate completing a door spring shaft rebuild during the summer months. All safety stops and limiting switches are now in normal operation. Door operates normally for now.
 - Fire sprinkler system deep look, awaiting contact with engineering firm DOWL for further data needed ad direction.

- Dog Pound
 - All building Boiler and pressure vessel inspections completed
 - Bethel Friends of Canines have transitioned into the dog pound building. Minor issues with building maintaining heat have been discovered. Newly installed boiler needed minor adjustment to allow for continued operation.
 - BFK9 is planning to relocate their current kennel building from Tundra Ridge area to the Dog pound lot. Site pad work will be happening soon. COB building maintenance will assist in ensuring site is prepped correctly and building is placed with in staked region.

- Log Cabin
 - All building Boiler and pressure vessel inspections completed
 - Temporarily closed.

- YKFC - Pool
 - All building Boiler and pressure vessel inspections completed
 - Boiler #1 over pressure relief pop off valve started showing signs of fatigue. Boiler #1 shut down and a full service and flush conducted. Parts ordered to replace pressure relief valve.
 - Water leaks near the windows in the pool deck area were discovered again. This will be addressed again to determine problem and new solution.

- Fire Department
 - Boiler and pressure vessel inspection by State of Alaska complete.

- Police Department

- All building Boiler and pressure vessel inspections completed
- Low fuel alarms on the onsite power generator have occurred several times. Each time a full inspection of the Onsite generator fuel system is completed and no issues have been found. Each time the low fuel alarm has activated, the actual fuel levels have been above 75% capacity.
- Bethel Heights Water Treatment Plant
 - All building Boiler and pressure vessel inspections completed
 - Inline circulating fan that provides air to the piping room is repaired and operational.
- City Subdivision Water Treatment Plant
 - All building Boiler and pressure vessel inspections completed
 - Boiler pump line A has been showing signs of declining pressure. Glycol is occasionally added and pressure returns to normal for several days. Leak inspection throughout entire line has been conducted with no leaks found. Suspect air trapped in line as it is part of the new corridor.
- Teen Center
 - All building Boiler and pressure vessel inspections completed
 - Vandalism and theft was reported by program director. Back door latching mechanism was not latching perfectly due to building shift. Alteration to the door alignment was made to prevent intruders from entering the building again.

Parks and Recreation:

No tasks at this time.

Outlook and preparation for upcoming Summer projects have begun. PRAHSC committee is involved with communication. Proposals for field ad parks grass and sod maintenance has been provided by Codman services.

Images of the damaged floor at the fitness center have been reviewed by the committee and options are being weighed whether to refinish or refurbish the existing floor.

Schedule, Events and Programs

- ❖ Winter session runs January 14th – March 3rd
- ❖ Registration for Winter Programs began December 17th.
- ❖ January Group Fitness Classes will start January 2nd, February Classes start February 1st
- ❖ Winter Swim Lessons and Instructional Classes run January 14th – March 3rd.
- ❖ Youth Sport Club will run during the holiday break, on Jan 25th, and during Spring Break. Feb 28-March 8th.

Staffing

Operational Staff:

Now Hiring:

- Part Time Customer Service Supervisors
- Certified Lifeguards
 - visit ykfitness.org to view pre-requisites
- Operations Staff
 - Front Desk
 - Facility Attendant

March 4th – March 8th, 1pm-7:30pm

To be eligible Candidates must:

- Be at least 15 years old.
- Pass pre-course testing.
- Attend all classes.
- Complete Red Cross Registration (\$40)

Pre-Course Test (completed on first day of class):

- Swim 300 yards of Freestyle and Breast Stroke without stopping
- Tread Water 2 mins with legs only
- Swim 20 yards, Retrieve 10lb brick, swim with both hands on brick 20 yards in 1:40.

Visit ykfitness.org to view a video of the pretest



Email questions to stacey.reardon@hill.com or call 543-0390

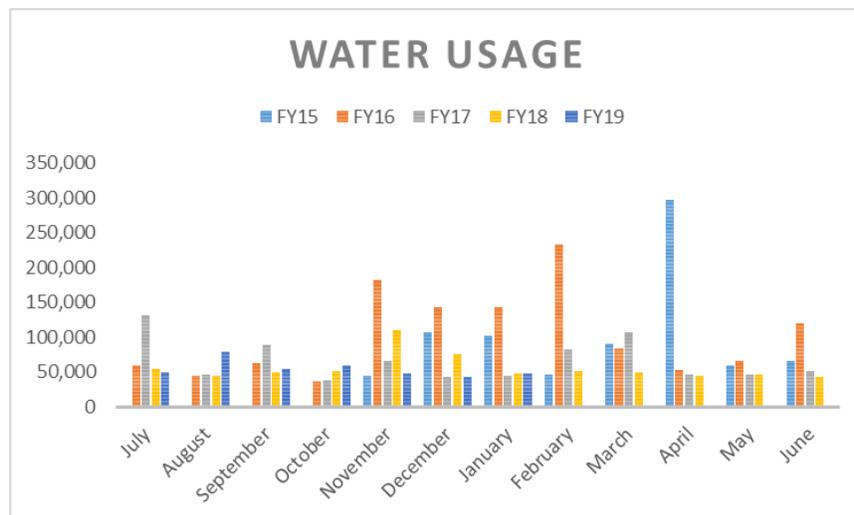
Get certified and get a job!

Programming Staff: We are looking for programming staff to fill the below roles:

- Full Time Aquatic Coordinator
- Swim Instructors
- Instructors for youth classes, particularly dance and tumbling
- Fitness Instructors and Certified Personal Trainers
- Instructors for any activity, craft or music patrons might be interested in learning.

Anyone interested in working at the YK Fitness Center can call 543-0390 or visit ykfitness.org for information and links to our applications.

Facility Maintenance



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

Facility Maintenance

Maintenance:

- Cardio/Weight Room:
 - Replaced cracked back and seats on free weight benches
 - Brought in Frontier Fitness Contractor who completed maintenance on treadmills including:
 - replacing running belts and drive belts on treadmills
 - Cleaned, serviced and adjusted motors and tracks on treadmills and elliptical machines
 - Replaced cracked cables on XFT machine
 - Cleaned serviced and adjusted cables, plates and tracks on all circuit machines
- Locker Rooms:
 - Removed broken seat in handicapped shower in women's locker room
 - Adjusted flush system in men's locker room
- Pool: Electrician brought in to replace and calibrate Pulsar chemical feeder.
- Boilers:
 - Completed full cleanout of both boilers, including fluid drain and refill
- Assembled additional stationary bicycle to accommodate growth in cycling class.
- Cleaned out air handlers

Previously reported maintenance still pending:

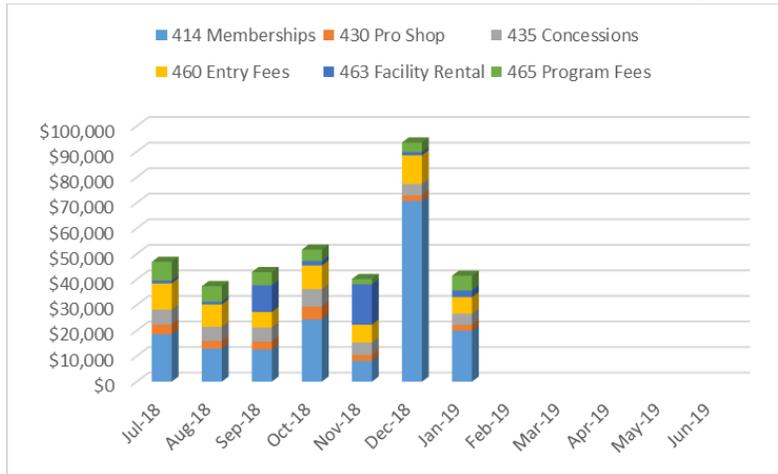
- Identified issue with parking lot lighting as related to a conductor on the main power supply. Waiting on replacement part.
- Efforts were made to clean up a spill of Muriatic Acid in the facility connex. In the course of cleanup it was found that the spill was more extensive than initially thought and assistance was requested from the Fire Department. It was determined that additional protective equipment is needed to clean up the spill and the connex has been closed off pending procurement of the additional protective equipment.
- Main drain at bottom of pool – looking at replacement drain covers and processes for installation.
- Lamps for UV system are nearing the end of their use life and will need to be replaced. Due to the delicate and highly technical nature of the work it may be necessary to bring in a contractor. We are looking at options. Update August 2018: Two possible vendors for bulb replacement have been identified and quotes are being sought for parts and service.
- Overhead fans in pool area need maintenance. Working with City Facilities Department to develop a plan for safe access to trouble shoot the fans. Jan 2018: City of Bethel is looking into purchasing a lift that will allow access to the fans as well as other maintenance areas in the pool. Update 3/18/18 a scissor lift has been identified and purchasing is being reviewed. 5/15/18 scissor lift scheduled to arrive on first barge. 6/19/18 still waiting on lift. August 2018 Scissor lift has been received and we are scheduling with property maintenance to inspect the fans and determine next steps. September 2018 waiting for replacement fan. October 2018 Fan has been received, waiting on electrician to install.

Revenue

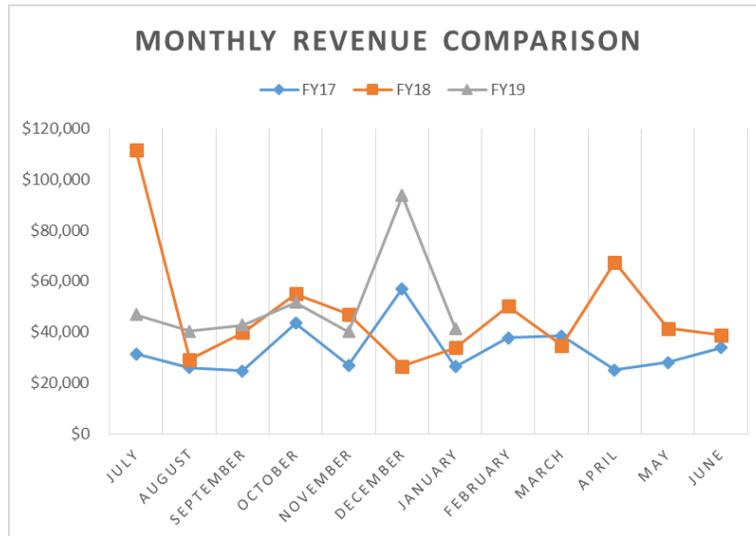
FY19 Revenue

Code	Facility Revenue	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total	FY19 Budget	%attained
414	Memberships	\$18,548	\$12,929	\$12,522	\$24,316	\$8,088	\$70,674	\$19,940						\$167,017	\$383,160	43.59%
430	Pro Shop	\$3,850	\$2,960	\$3,166	\$5,011	\$2,384	\$2,224	\$2,265						\$21,860	\$42,000	52.05%
435	Concessions	\$5,759	\$5,585	\$5,444	\$6,878	\$4,812	\$4,470	\$4,387						\$37,335	\$55,000	67.88%
460	Entry Fees	\$10,272	\$8,751	\$6,111	\$9,252	\$7,011	\$11,195	\$6,495						\$59,087	\$81,500	72.50%
463	Facility Rental	\$1,130	\$1,040	\$10,476	\$1,743	\$15,772	\$1,252	\$2,558						\$33,970	\$12,750	266.43%
465	Program Fees	\$7,327	\$6,101	\$5,155	\$4,462	\$2,081	\$3,742	\$5,800						\$34,667	\$80,500	43.06%
	Community Action Grant													\$0	\$767	0.00%
	WomenInPhilanthropy Grant		\$3,016											\$3,016	\$4,681	64.42%
	Facility Revenue Total	\$46,885	\$40,381	\$42,874	\$51,662	\$40,147	\$93,557	\$41,445	\$0	\$0	\$0	\$0	\$0	\$356,952	\$660,358	54.05%

The below chart represents the portion of the total revenue that each revenue category represents.



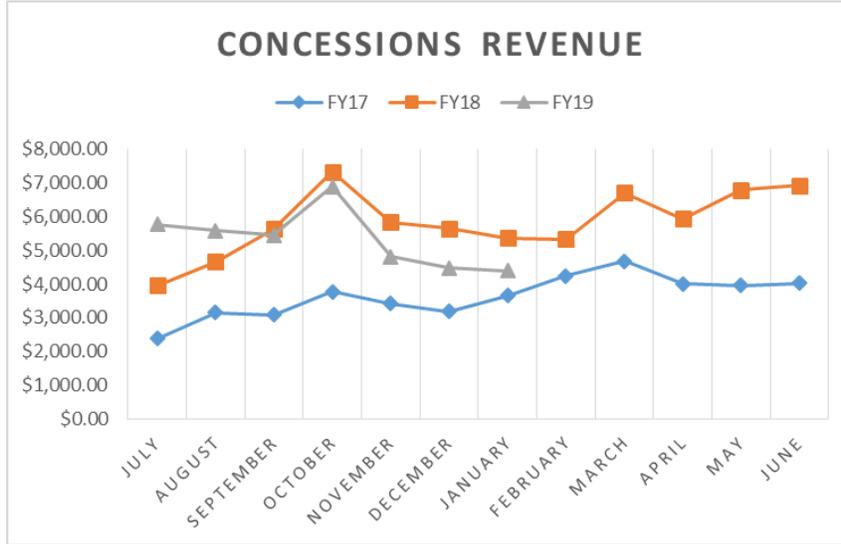
Revenue Comparisons



Monthly Revenue Totals	July	August	September	October	November	December	January	February	March	April	May	June	Total
FY17	\$31,433	\$26,142	\$24,867	\$43,503	\$27,134	\$57,131	\$26,567	\$37,829	\$38,636	\$25,144	\$28,177	\$33,913	\$400,478
FY18	\$111,356	\$29,355	\$39,850	\$55,131	\$47,120	\$26,685	\$33,914	\$50,253	\$34,808	\$67,517	\$41,521	\$38,990	\$576,500
FY19	\$46,885	\$40,381	\$42,874	\$51,662	\$40,147	\$93,557	\$41,445						\$356,952

Revenue

Concessions Comprisons



Concessions Sales Totals	July	August	September	October	November	December	January	February	March	April	May	June	Total
FY17	\$2,384.89	\$3,157.11	\$3,092.41	\$3,769.41	\$3,426.47	\$3,185.55	\$3,648.41	\$4,247.30	\$4,669.61	\$4,009.62	\$3,958.30	\$4,024.27	\$43,573.35
FY18	\$3,954.28	\$4,650.93	\$5,633.56	\$7,320.72	\$5,834.03	\$5,642.99	\$5,366.89	\$5,321.23	\$6,690.87	\$5,921.68	\$6,781.51	\$6,906.37	\$70,025.06
FY19	\$5,759.05	\$5,585.25	\$5,443.53	\$6,878.43	\$4,811.83	\$4,470.20	\$4,386.93						\$37,335.22

Pro Shop Comprisons



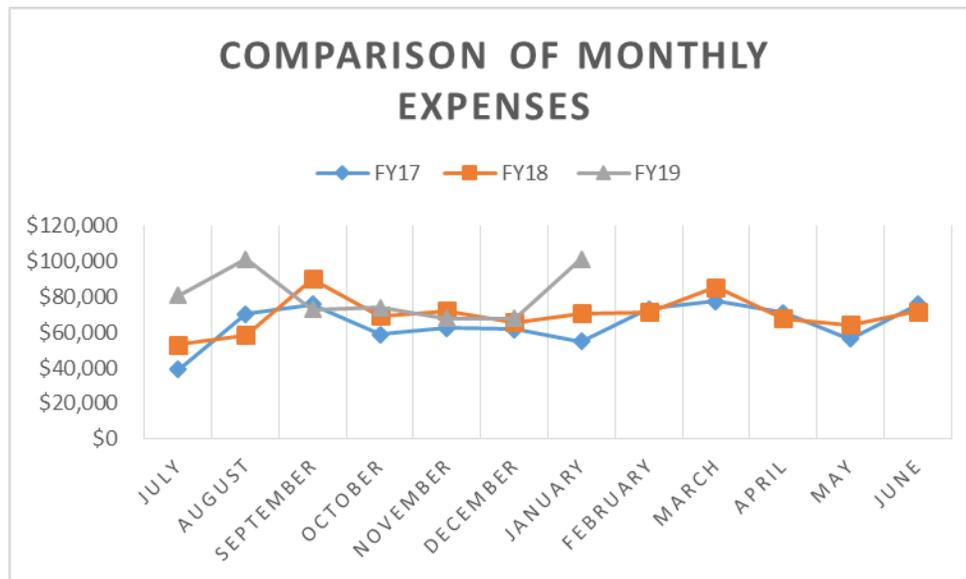
Pro Shop Sales Totals	July	August	September	October	November	December	January	February	March	April	May	June	Total
FY17	\$3,913.00	\$2,850.50	\$2,092.54	\$3,365.62	\$2,231.18	\$2,490.62	\$2,239.62	\$2,777.95	\$4,032.94	\$3,483.89	\$3,253.72	\$3,382.17	\$36,113.75
FY18	\$3,289.74	\$3,247.54	\$3,365.77	\$5,194.60	\$3,231.28	\$3,172.30	\$2,643.08	\$4,315.11	\$4,537.02	\$2,288.89	\$3,466.59	\$4,987.01	\$43,738.93
FY19	\$3,849.71	\$2,959.60	\$3,166.18	\$5,011.47	\$2,383.67	\$2,224.15	\$2,264.82						\$21,859.60

FY19 Expenses

	Expenses	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Total	Budgeted	% used
	Wages	\$36,428	\$55,950	\$35,994	\$36,176	\$34,862	\$35,698	\$55,053	\$290,161	\$581,604	49.89%
	Benefits	\$8,923	\$13,288	\$8,404	\$8,463	\$8,373	\$8,635	\$13,408	\$69,494	\$120,200	57.81%
520	Housing	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$21,630	\$37,080	58.33%
545	Travel/Training	\$0	\$82	\$0	\$0	\$821	\$0	\$239	\$1,142	\$5,731	19.93%
561	Supplies	\$12,789	\$3,747	\$3,431	\$8,657	\$4,992	\$4,967	\$5,709	\$44,292	\$99,176	44.66%
580	Boiler	\$0	\$0	\$0	\$0	\$0	\$0	\$5	\$5	\$5,250	0.10%
646	Contractors	\$12,017	\$12,017	\$12,017	\$12,017	\$12,017	\$12,017	\$21,723	\$153,910	\$148,320	103.77%
661	Vehicle Maintenance/Repair	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	0.00%
663	Janitorial Supplies/Services	\$316	\$151	\$7,560	\$274	\$701	\$898	\$81	\$9,981	\$18,000	55.45%
668	Software Licenses	\$899	\$427	\$447	\$547	\$418	\$966	\$434	\$4,138	\$6,869	60.24%
683	Minor Equipment	\$1,579	\$3,013	\$0	\$589	\$1,588	\$1,248	\$0	\$8,018	\$10,500	76.36%
684	Donations and Awards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	0.00%
724	Dues/Subscriptions	\$169	\$179	\$179	\$179	\$369	\$369	\$379	\$1,823	\$2,000	91.15%
727	Advertising	\$186	\$0	\$0	\$1,820	\$0	\$211	\$0	\$2,217	\$9,000	24.63%
733	Postage	\$3	\$0	\$0	\$0	\$0	\$0	\$0	\$3	\$400	0.63%
736	Bank Charges	\$1,134	\$947	\$884	\$1,374	\$783	\$774	\$951	\$6,847	\$14,500	47.22%
790	Allowance for Special Events	\$0	\$0	\$0	\$227	\$34	\$0	\$0	\$261	\$800	32.67%
799	Miscellaneous	\$0	\$7,643	\$0	\$817	\$0	\$0	\$0	\$8,460	\$5,500	153.82%
	Community Action Grant	\$160	\$184	\$0	\$0	\$0	\$0	\$0	\$344	\$767	44.85%
	Women In Philanthropy Grant	\$270	\$311	\$0	\$0	\$0	\$0	\$0	\$581	\$4,681	12.40%
	TOTAL	\$77,963	\$101,029	\$72,006	\$74,231	\$68,048	\$68,873	\$101,072	\$623,307	\$1,071,378	58.18%

Comparison of Monthly Expenses

Expenses for January 2019 are trending higher than previous years due to a combination of 3 pay periods falling within the month and fees paid to contractors for maintenance and parts for the pool chlorinator and for fitness cardio equipment (see maintenance).

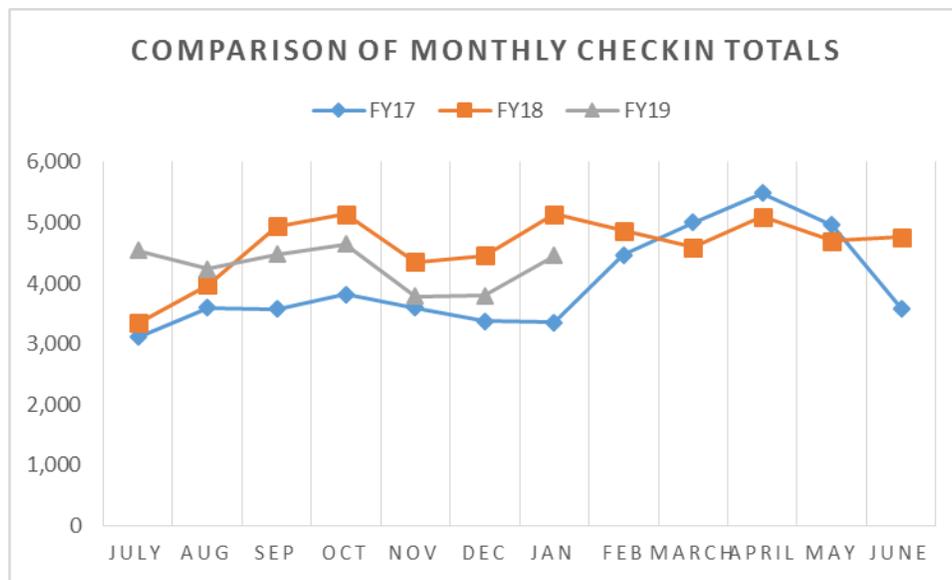


Monthly Expenses	July	August	September	October	November	December	January	February	March	April	May	June	Total
FY17	\$39,145	\$70,114	\$75,717	\$58,716	\$62,335	\$61,668	\$54,949	\$72,965	\$77,475	\$70,907	\$56,290	\$75,502	\$775,784
FY18	\$53,231	\$58,448	\$89,960	\$69,086	\$71,974	\$65,596	\$70,546	\$71,272	\$85,390	\$67,745	\$64,074	\$71,669	\$838,989
FY19	\$80,783	\$101,028	\$72,822	\$73,683	\$67,629	\$67,907	\$101,072						\$564,926

Facility Utilization

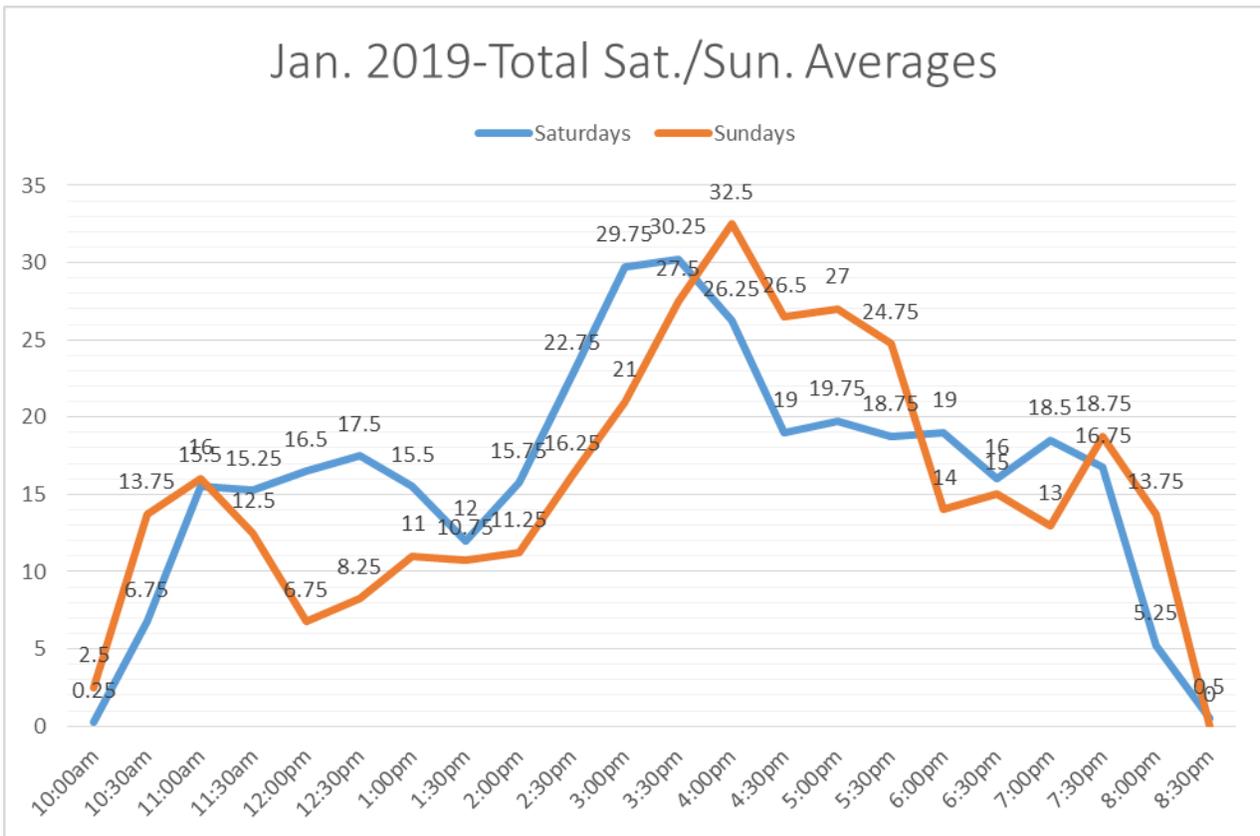
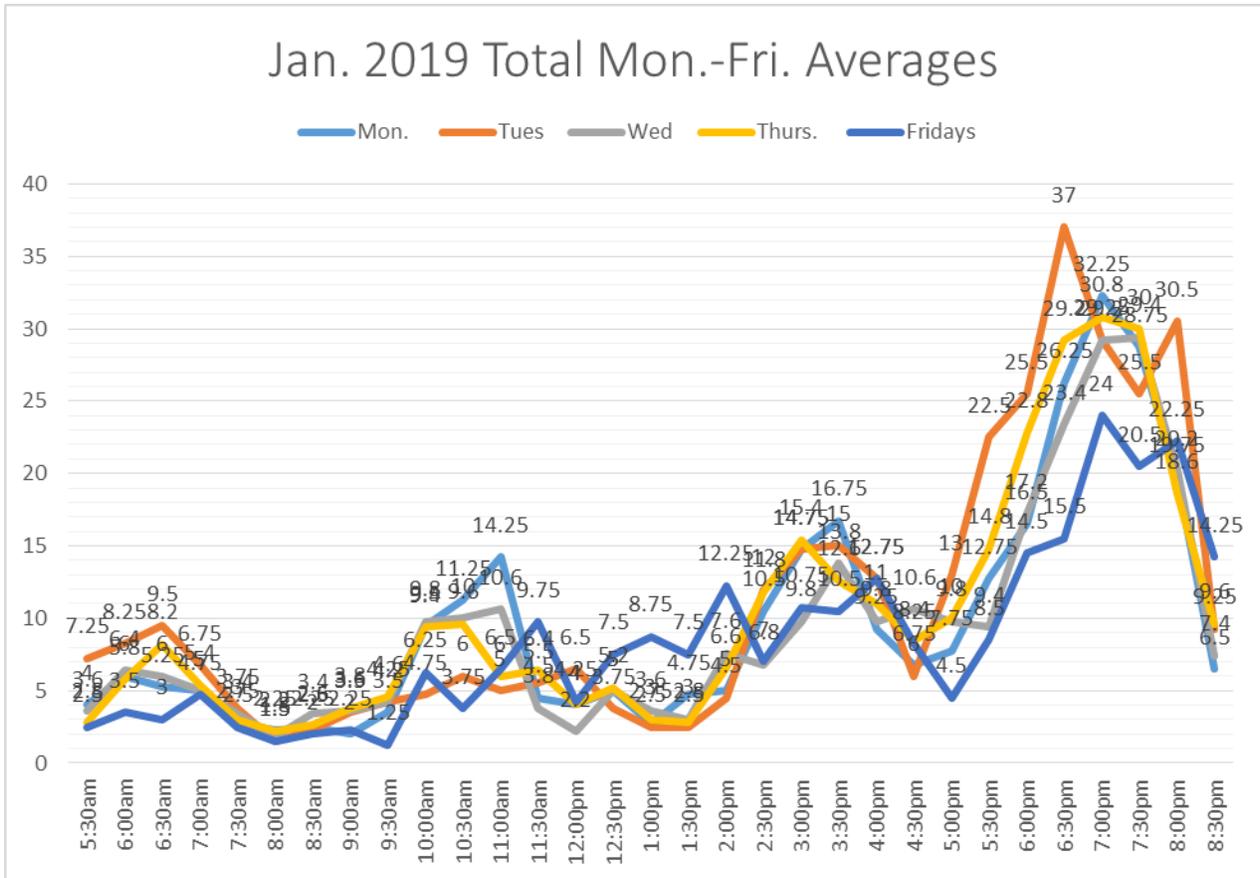
Facility Check-In: Facility Check-In numbers represent the total number of patrons who visited the facility and are based on a compilation of the number of members who checked-in, the number of daily passes sold and the number of participants in programs, activities, rentals and special events. These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

Facility Check-In	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
Member Checkins	2,771	2,563	1,712	1962	1,901	1,620	2,195						14,724
Daily Admissions	1,482	1,533	1,734	1448	1,238	1,557	1,648						10,640
Rentals	32	120	771	920	350	383	206						2,782
Fitness Programming	45	5	140	216	247	173	277						1,103
Aquatics Programming	34	88	97	90	44	43	103						499
Youth Programs	176	47	19	8	0	17	32						299
Monthly Totals	4,540	4,356	4,473	4,644	3,780	3,793	4,461	0	0	0	0	0	30,047

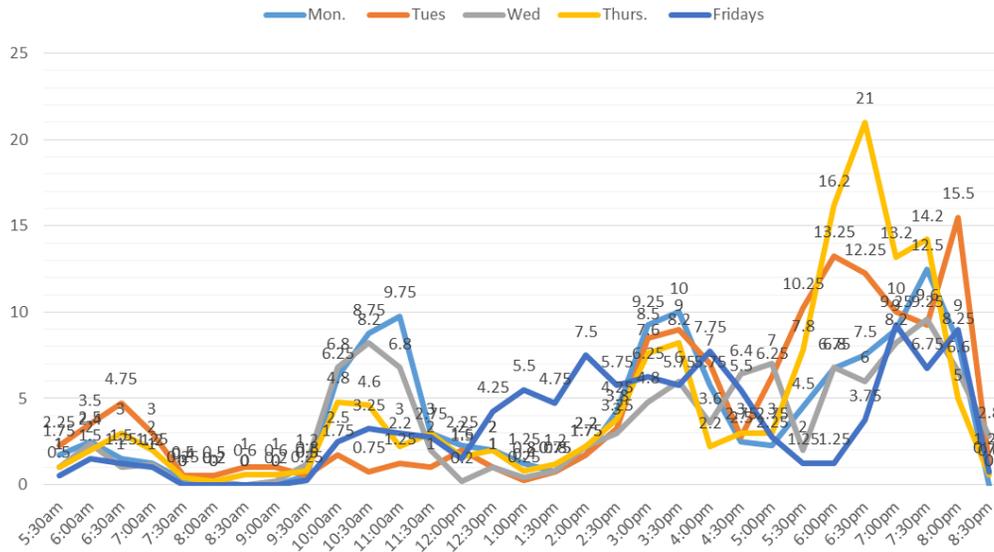


Facility Check-In	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
FY17	3,108	3,596	3,579	3,820	3,594	3,378	3,355	4,465	5,006	5,491	4,960	3,584	47,936
FY18	3,348	3,973	4,936	5,139	4,351	4,453	5,139	4,864	4,594	5,097	4,695	4,766	55,355
FY19	4,540	4,236	4,473	4,644	3,780	3,793	4,461						29,927

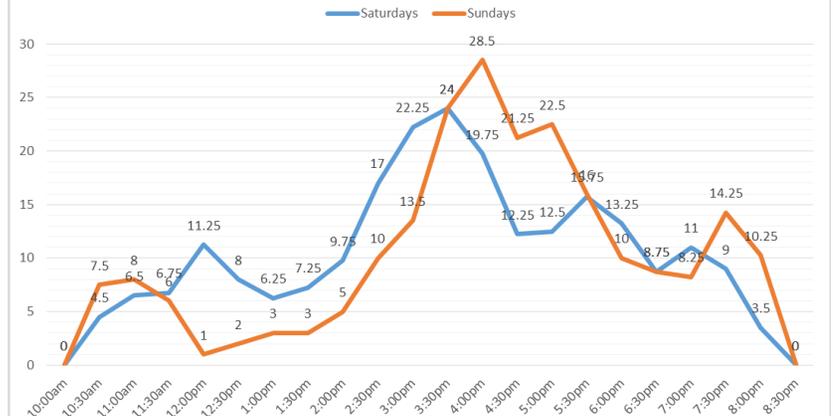
Area Usage: Count of the number of individuals in each area at the top and bottom of each hour. Showing trends and patterns of area usage, these numbers are not an accurate reporting of the overall number of patrons using the facility as patrons who remain in any area for more than 30 minutes are counted more than once. The below charts show average number of users for each area, by day of the week, per 30 minute period and are used from programming and operational hours planning.



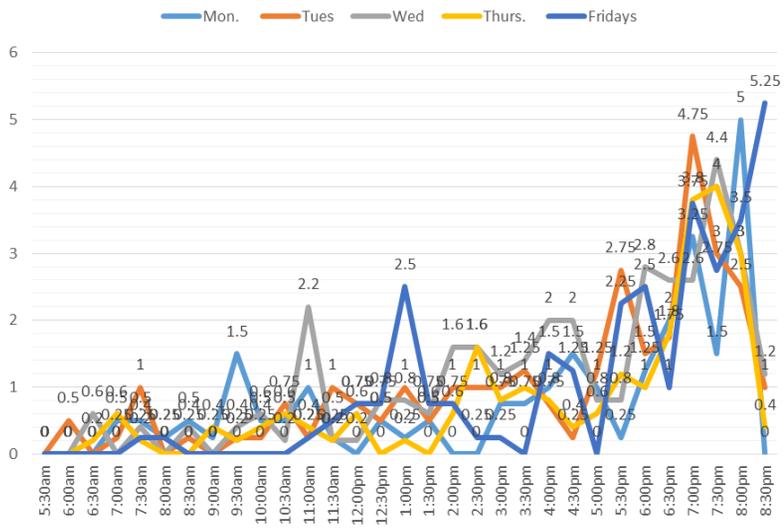
Jan. 2019 Pool Mon.-Fri. Averages



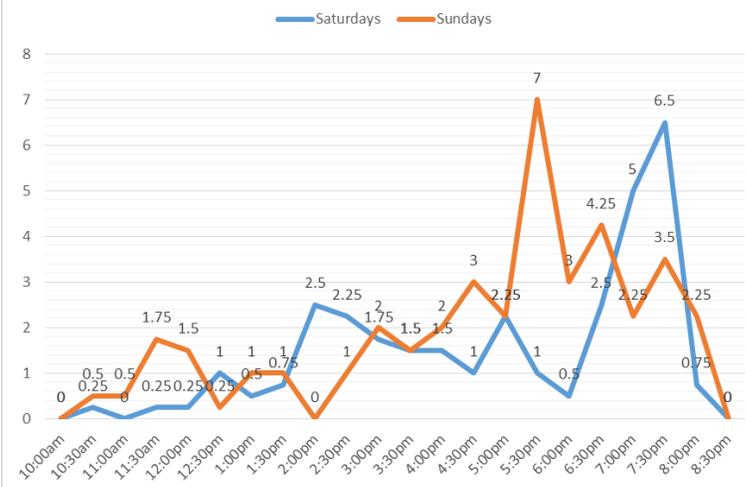
Jan. 2019 Pool Sat./Sun. Averages



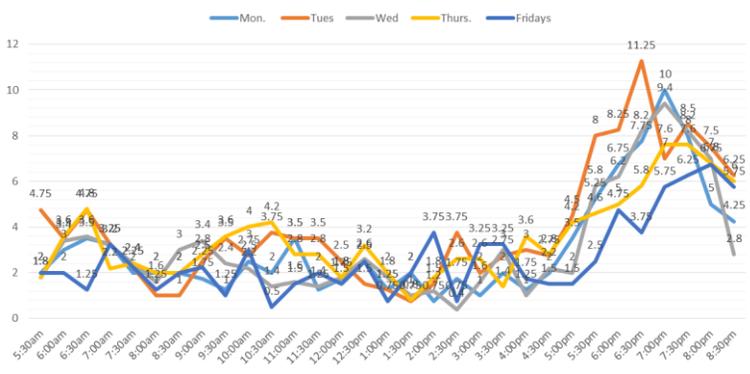
Jan. 2019 Spa Mon.-Fri. Averages



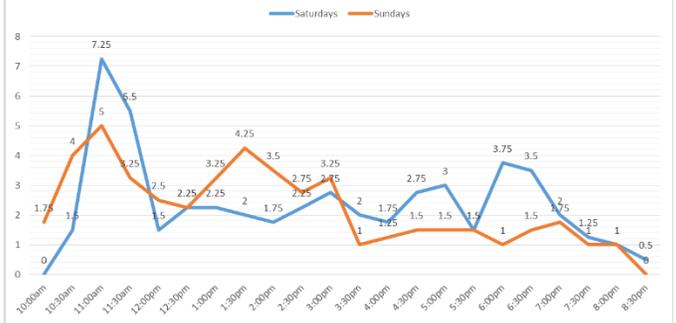
Jan. 2019 Spa Sat./Sun. Averages



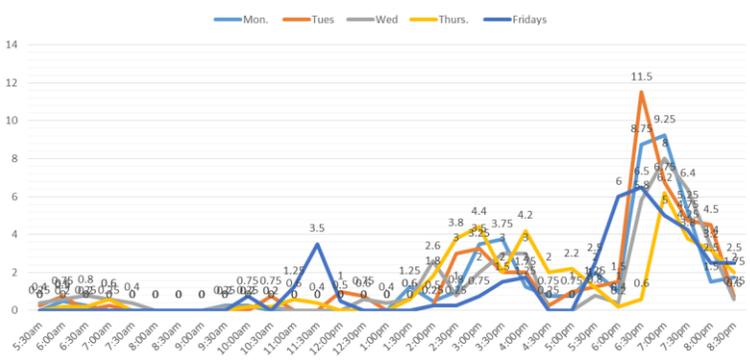
Jan. 2019 Fitness Mon.-Fri. Averages



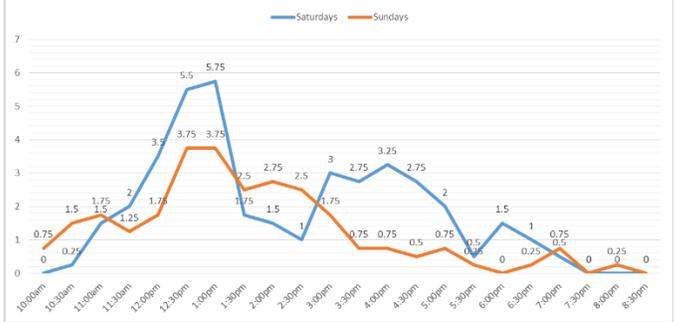
Jan. 2019 Fitness- Sat./Sun. Averages



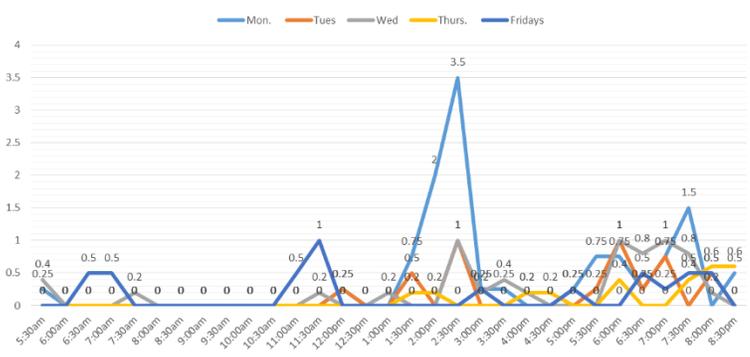
Jan. 2019 Studio- Mon.-Fri. Averages



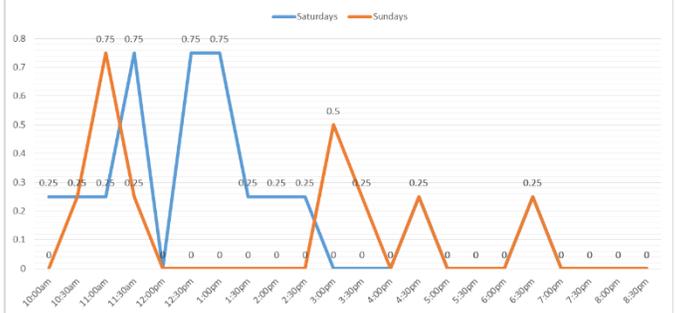
Jan. 2019 Studio- Sat./Sun. Averages



Jan. 2019 Bikes- Mon.-Fri. Averages



Jan. 2019 Bikes Sat./Sun. Averages





City of Bethel

Committees and Commissions

Recommendation to City Council

Committees and Commissions that wish to make a recommendation to City Council should turn this form in to the City Clerk or to the City Council representative on the committee or commission.

Committee/Commission: PUBLIC WORKS	Chairman: B. Lefferts
Date Submitted: 02/11/2019	Council Rep: M. Forbes
Issues:	
1. There is an \$85,000 discrepancy between the reported revenue from memberships provided by Health Fitness (\$302,015) and what is reported in the FY18 pre-audit Actuals (\$217,014).	
2. The FY18 40-50 budget included \$42,600 in interest income from the endowment fund. FY18 actual shows \$0 revenue interest.	
3. The FY19 budgeted Indirect cost recovery for IT services is \$42,000. This amount seems excessive for a pool/fitness facility.	
4. FY19 budgeted \$30,000 for server upgrades to the pool fitness facility. This amount seems excessive for a pool/fitness facility.	
5. The projected yearend balance for the Pool endowment fund is not listed in the FY18 actuals.	
Recommendations:	
1. Reconcile the difference between revenue for membership to 46-414. Health Fitness believes the City of Bethel may not have included a check for membership from LKSD.	
2. Verify the interest amount earned by the endowment fund, and list this in the FY18 49-487 account.	
3. Examine the methodology for calculating IT indirect cost recovery. Some departments such as Police and Fire may be using a higher cost per computer. The current method for estimating IT ICR may not be an accurate reflection of services rendered.	
4. Between the \$30,000 capital expense, and \$42,000 indirect expense, the pool is projected to spend \$72,000 on IT in FY19. This sounds excessive. You may want to consider looking in to the contract Arctic Information Technology to determine of this level of technology is necessary for this facility, and fees are competitive.	
5. Please provide the PRAHSC the Endowment Fund's projected FY18 YE/FY19 beginning fund balance.	

Passed unanimously by the PRAHSC on 2/11/2019.

Received by: _____
Date: _____