

CITY OF SAND POINT COUNCIL MEETING



Tuesday, October 11, 2022

Workshop : 2:00 pm

Meeting: 7:00 pm

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

CITY OF SAND POINT

(Packet will be available on website October 7, 2022) www.sandpointak.com



MAYOR

Mayor James Smith - Office Exp. 2023

COUNCIL MEMBERS

Danny Cumberlidge	Seat A - Exp. 2022
Allan Starnes	Seat B - Exp. 2023
Shirley Brown	Seat C - Exp. 2022
Jack Foster Jr.	Seat D - Exp. 2023
Marita Gundersen	Seat E - Exp. 2024
Arlene Gundersen	Seat F - Exp. 2024

SAND POINT CITY COUNCIL MEETING AGENDA CITY CHAMBERS

Regular Meeting

October 11, 2022 7:00 pm

There will be a workshop at 2:00 pm.

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

CERTIFICATION OF ELECTION/OATH OF OFFICE

CONSENT AGENDA:

1. Minutes: Minutes of Regular Meeting August 9, 2022
2. Minutes: Minutes of Regular Meeting September 13, 2022

REPORTS:

1. Finance Officer
2. Administrator
3. Police Chief
4. EMS Director
5. Fire Chief
6. Public Works Director
7. Water / Sewer Supervisor
8. Harbor Master

HEARINGS, ORDINANCES AND RESOLUTIONS:

1. Hearing: Community Block Development Grant
2. Resolution 22-05: Authorizing Participating in the Community Block Development Grant Program
3. Resolution 22-06: Honoring Shirley Brown For Her Many Years of Service to the City of Sand Point
4. Resolution 22-07: Honoring Danny Cumberlidge For His Many Years of Service to the City of Sand Point

OLD BUSINESS:

1. City Hall Repair Bid
2. Personnel Policies and Procedures Manual

NEW BUSINESS: None

PUBLIC COMMENTS

COUNCIL COMMENTS

ADJOURNMENT

To participate telephonically, please call 1-800-315- 6338 and use the passcode 26961 followed by the # key.

POSTED: 10/7/22

City of Sand Point



CERTIFICATION OF ELECTION

The City Council of Sand Point herewith certifies the October 4, 2022 General Election results as presented by the City Clerk as follows:

CITY COUNCIL SEAT A	Austin Roof
CITY COUNCIL SEAT C	Amy Eubank

The City Council by this certification herewith declares the following:

- 1. Austin Roof** is elected to **Seat A** of the Sand Point City Council for a term of three (3) years, expiring October, 2025.
- 2. Amy Eubank** is elected to **Seat C** of the Sand Point City Council for a term of three (3) years, expiring October, 2025.

**PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE
SAND POINT CITY COUNCIL**

This 11th day of October, 2022.

James Smith, Mayor

ATTEST:

Jade Gundersen, City Clerk

CONSENT AGENDA

CALL TO ORDER:

The regular meeting of the Sand Point City Council was held Tuesday, August 9, 2022 in the City Chambers and telephonically. Mayor James Smith called the meeting to order at 7:02 p.m.

ROLL CALL:

James Smith	Mayor	Present
Danny Cumberlidge	Seat A	Present
Allan Starnes	Seat B	Present
Shirley Brown	Seat C	Present
Jack Foster Jr.	Seat D	Present – Telephonically @ 7:08 pm
Marita Gundersen	Seat E	Present – Telephonically
Arlene Gundersen	Seat F	Present

A quorum was established.

Staff in attendance:

- Jordan Keeler, Administrator
- Jade Gundersen, Interim City Clerk
- Carmen Holmberg, EMS Director -Telephonically
- Robert Gadotti, Fire Chief
- Julius Karlsen, Public Works Director
- Dylan Jacobsen, Water & Sewer Supervisor
- Allen Kuchenoff Jr., Harbormaster

APPROVAL OF AGENDA:

Mayor James Smith requested a motion to approve the agenda.

MOTION: Council Member Shirley Brown made a motion to approve the agenda.

SECOND: Council Member Marita Gundersen seconded the motion.

VOTE: Motion passed unanimously.

CONSENT AGENDA:

Mayor James Smith requested a motion to approve the consent agenda with corrections.

MOTION: Council Member Arlene Gundersen made a motion to approve the Regular Meeting Minutes of July 20, 2022 with corrections.

SECOND: Council Member Shirley Brown seconded the motion.

VOTE: Motion passed unanimously.

REPORTS:

Finance Officer – Kurtis Gundersen

No report.

Administrator – Jordan Keeler

Administrator Jordan Keeler added to his written report that he extended the RFP an additional week for the Building Repair Bids because interested parties asked for more time. He will be meeting with the new principal tomorrow at 1:00 pm to discuss part-time student employees for various departments.

Police Chief – David Anderson

The report was included in the packet.

EMS Director– Carmen Holmberg

EMS Director Carmen Holmberg reported that Rescue 1 had 16 calls, 7 tone out, and 9 medivacs, and we are working on filling the relief EMS position.

Fire Chief – Robert Gaddotti

The Fire Department had 0 calls for the month of July and they conducted routine fire-house and equipment maintenance.

Public Works Director – Julius Karlsen

Public Works Director Julius Karlsen, reported that they graded the Harbor and City Dock Road, fueled all city buildings, hauled 2 vehicles from Peter Pan property, filled sinkhole by reservoir, and swept roads. They performed housekeeping at shop, put gravel and graded side roads, serviced Police Interceptor, and pumped oil for shop heaters. In addition, they ordered parts for Honda Ridgeline, brake parts for harbor F-150, and safety equipment for shop and first aid kits for shop, harbor, and water plant. They also helped harbor deploy oil boom to contain small fuel spill at footbridge.

Water & Sewer Supervisor – Dylan Jacobsen

Water and Sewer Supervisor, Dylan Jacobsen, reported that he had a meeting over the phone with Jordan, the Mayor and Trident reps regarding their potential upcoming water service connection. The contractors, Alaska Geothermal, for the lift station project at the jumps and Mud Bay arrived here on the 1st. He added that he completed monthly reports and water samples, weed whacked around the school pump house area and some dumpsters around town, and helped pick up some appliances left by dumpsters and in the harbors no dumping zone. He used maintenance kits on our chlorine analyzer, cleaned turbidimeters and flow meters, and cleaned up around the water plant.

Harbor Master – Allen Kuchenoff Jr.

Harbor Master Allen Kuchenoff reported that they cleaned oil bins and delivered used oil to public works. They performed maintenance work on the big travel lift and work truck. They had oil booms out for four days due to a fuel spill outside the harbor. They also hauled a few boats and did a couple of garbage runs. A pedestal caught fire on the A float. They ordered hard for the wall project and had one guy out due to a back injury.

HEARINGS, ORDINANCES, AND RESOLUTIONS: None

OLD BUSINESS: None.

NEW BUSINESS:

1. Boat Impoundment and Sale

Administrator Jordan Keeler explained the purpose and the process to impound boats and put them up for sale under Title 11.

MOTION: Council Member Arlene Gundersen made a motion to give direction to staff to move forward with the boat impoundment and sale.

SECOND: Council Member Shirley Brown seconded the motion.

VOTE: Motion passed unanimously.

2. Trident Water Connection Discussion

The council had a discussion at the workshop and more information is needed to proceed.

Council Member Marita Gundersen thanked Dylan Jacobsen and the two Trident Representatives that called in for the workshop for the information they provided. Council Member Shirley Brown added that they need more information.

PUBLIC COMMENTS:

Edee Jacobsen commented about how the harbor parking lots should not be used for storage for the derelict vehicles and are taking up parking space for the fishermen to go to work and asked what could be done.

Dick Jacobsen commented on the derelict boat issue and how difficult it was for someone purchasing a boat to get the documentation of the vessel and suggested that the City provide some documentation to help speed that up.

COUNCIL COMMENTS:

Council Member Arlene Gundersen asked about the Incinerator Grant the City applied for in the past and if they can apply again. Jordan stated that they can apply again, but it is not open yet.

Council Member Shirley Brown thanked the department heads for their reports and keeping them up to date.

Council Member Arlene Gundersen asked Administrator Jordan Keeler if they were considering a Student Representative again. He added that he'd ask the principal the following day.

The council discussed the battery quote to send batteries out for \$12,000. Councilmember Arlene Gundersen stated that the Pauloff Harbor Tribe is working with the City on sending the batteries out.

ADJOURNMENT:

MOTION: Council Member Arlene Gundersen made a motion to adjourn.

SECOND: Council Member Shirley Brown seconded the motion.

The meeting adjourned at 7:26 p.m.

James Smith Sr., Mayor

ATTEST:

Jade Gundersen, City Clerk

CALL TO ORDER:

The regular meeting of the Sand Point City Council was held Tuesday, September 13, 2022 in the City Chambers and telephonically. Mayor James Smith called the meeting to order at 7:05 p.m.

ROLL CALL:

James Smith	Mayor	Present
Danny Cumberlidge	Seat A	Absent
Allan Starnes	Seat B	Present
Shirley Brown	Seat C	Present
Jack Foster Jr.	Seat D	Present – Telephonically
Marita Gundersen	Seat E	Present
Arlene Gundersen	Seat F	Absent – Excused

A quorum was established.

Staff in attendance:

- Jordan Keeler, Administrator
- Kurtis Gundersen, Finance Officer – Telephonically
- Jade Gundersen, Interim City Clerk
- Dave Anderson, Police Chief
- Carmen Holmberg, EMS Director
- Julius Karlsen, Public Works Director
- Dylan Jacobsen, Water & Sewer Supervisor
- Allen Kuchenoff Jr., Harbormaster

APPROVAL OF AGENDA:

Mayor James Smith requested a motion to approve the agenda.

MOTION: Council Member Marita Gundersen made a motion to approve the agenda.

SECOND: Council Member Shirley Brown seconded the motion.

VOTE: Motion passed unanimously.

CONSENT AGENDA:

MOTION: Council Member Marita Gundersen made a motion to table the August 9, 2022 Meeting Minutes to the next meeting for revisions.

SECOND: Council Member Allan Starnes seconded the motion.

VOTE: Motion passed unanimously.

REPORTS:

Finance Officer – Kurtis Gundersen

Finance Officer Kurtis Gundersen reported that for the month of July, the City received \$75,441.44 in Raw Fish Tax and \$89,695.85 in Sales Tax.

Administrator – Jordan Keeler

Administrator Jordan Keeler added to his written report that the City’s attorney and Plaintiffs attorney in the outstanding lawsuit against the City have reached a trial date for April 2023. Both parties agreed to that date to avoid the fishing season. The City is facing an increase in audit fees from BDO, so if council would like the

city to put out to bid, he can start working on it, but does not anticipate a savings. He has started working on FY22 Community Development Block Grant for a new incinerator. There is a community process that it has to go through and it will start to go into motion at the next meeting. The claim for Duane Kapp has been resolved and closed out by AMLJIA. He will be working with harbor and other staff on tracking down ownership of derelict vessels at the harbor. He added that he is continuing to look for outside sources of funding to address municipal needs in the community. He stated that we received \$89,000 from the Community Assistance Program that the State administers, formerly known as Community Revenue Sharing, instead of the projected \$73,000.

Council Member Shirley Brown asked when the BDO contract would come up. Administrator Jordan Keeler stated that it is every year, that if we want to stick with BDO we would sign the engagement letter shortly and then the pre-audit prep would start with Irena.

Police Chief – David Anderson

Chief David Anderson reported that for the month of August, they had 28 calls for service that generated 27 reports. They had one person jailed for domestic violence. He added that Officer Lowery had been busy today, reporting to have seized \$10,000 that the City will see a portion of. He received a lot of calls about kids on ATVs and has had two meetings with kids at the teen center about acceptable and unacceptable ATV use as well as contacting various kids about it. It is something they address every year.

EMS Director– Carmen Holmberg

EMS Director Carmen Holmberg reported that Rescue 1 received 10 calls- 3 tone outs and 7 medevacs. Two medevacs required an officer on board. She is planning on ETT Training in October, has been looking at EMS equipment, hired Logan Thompson as EMS Relief, and is looking for an online BLS course to become an instructor.

Fire Chief – Robert Gaddotti

The report was included in the packet.

Mayor Smith thanked Jason Bjornstad for help with the dump fire.

Public Works Director – Julius Karlsen

Public Works Director Julius Karlsen reported that they graded the harbor, City Dock, and side roads, fueled city buildings, swept roads and the gear shed for the derby prep, put gravel on side roads, hauled rock for Alaska Geothermal who installed lift stations at Mud Bay and the Jumps, assisted harbor with freight boat and ferry, fueled harbor travel lifts, assisted UTI as needed while they ran fiber optic cable, and assisted the fire department with the landfill fire.

Water & Sewer Supervisor – Dylan Jacobsen

Water & Sewer Supervisor Dylan Jacobsen reported that he completed the water samples. He cleaned and set up the Porta Potty for the Silver Salmon Derby and pumped it out during the event. They set up to switch the sewer connection out for a trailer. They used the jetter on Johnson Avenue and the upper loop; and the work on the 2 new lift stations is coming along. Alaska Geothermal had left town to go finish another project while the panels for our lift station were delayed. They will be back sometime this week or next week to wrap it up. They had issues with the chlorine analyzer. He helped out picking up appliances and heavy items around town and the dumpsters. He helped Brandon when he had to work on the skid steer. He weed whacked and chopped alders in a few spots. He is signed up to attend the ARWA Conference in October. He thanked Shumagin Corporation for donating 150 pounds of lime.

Harbor Master – Allen Kuchenoff Jr.

Harbor Master Allen Kuchenoff Jr. reported that he hauled and stored boats for the winter. One guy transferred to Public Works. He worked on bills for summer storage. They brought oil to public works and did some dump runs. It was a one-man operation for two weeks.

Council Members Allan Starnes, Shirley Brown, and Jack Foster Jr. thanked Allen Kuchenoff Jr. for his hard work.

Mayor James Smith asked that if any fishermen are listening, to please stay away from the work area for the East Wall repair.

HEARINGS, ORDINANCES, AND RESOLUTIONS:

1. Resolution 22-04: Appointing Election Judges

Interim City Clerk Jade Gundersen recommended Marcy DeCosta, Mary Ann Krone, and Laiv Gundersen to be appointed as election judges for the 2022 General Election.

MOTION: Council Member Shirley Brown made a motion to adopt Resolution 22-04: Appointing Election Judges.

SECOND: Council Member Allan Starnes seconded the motion.

VOTE: Motion passed unanimously.

OLD BUSINESS: None.

NEW BUSINESS:

2. City Hall Repair Bid

Administrator Jordan Keeler stated that they put an RFP out to bid for the City Building repair.

The sole bid came in much higher than anticipated. He has been in contact with them on how they can lower the costs. The estimate bid before council is extremely cautious, including equipment rental from the City. In order to get the project done, the City has ARPA Funds and Local Government Lost Revenue Funds from the State.

Direction from Council was given to the City Administrator to work with the sole bidder on the city hall repair to come down on costs and bring back to council to consider.

3. FY21 Audit

Administrator Jordan Keeler reported that the FY 21 audit was a clean audit except a corrective action on a one-time discrepancy regarding payroll and a Personal Action Form. We have agreed to a corrective action plan and have already implemented it. There were also journal entries that are standard practice for the bond and relating to PERS.

MOTION: Council Member Marita Gundersen made a motion to accept the FY21 Audit.

SECOND: Council Member Allan Starnes seconded the motion.

VOTE: Motion passed unanimously.

4. Personnel Policies and Procedures Manual

Administrator Jordan Keeler stated that the last major review of the City's Personnel Policies and Procedures Manual was in 2015. The last change that was made was in 2019 to add in the ability to donate leave for employees who have exhausted their leave and are using FMLA. A couple proposals for the council to consider are medical travel days that would be granted each year on a use it/lose it basis so it would not be a financial liability to the City, not testing for marijuana for pre-employment screening, increasing the amount of

annual leave that can be banked, being able to cash out leave more than once a year if that situation arises, and shortening the length of time an individual needs to work for the City to increase annual leave accrual. The goal is to provide incentives to get employees to work for the City and keep them long term. He will bring back a tighter proposal for the council to consider at the next meeting.

5. Cost of Living Adjustment

Administrator Jordan Keeler explained that the figure before the council is the salary plus the City’s 22% contribution to PERS, in addition to the employers share of Social Security taxes, Medicare, and Unemployment. It shows 5% up to 10% increase cost to the City for a cost of living adjustment for hourly employees. The Council can make this effective immediately, or next pay period, or retroactive to July 1st according to our personnel manual.

MOTION: Council Member Marita Gundersen made a motion to approve a 6% cost of living adjustment for hourly employees effective July 1, 2022.

SECOND: Council Member Allan Starnes seconded the motion.

VOTE: Motion passed unanimously.

PUBLIC COMMENTS: None

EXECUTIVE SESSION:

MOTION: Council Member Marita Gundersen made a motion to move into Executive Session to discuss the City Clerk at 7:40 pm.

SECOND: Council Member Shirley Brown seconded the motion.

MOTION: Council Member Marita Gundersen made a motion to move out of Executive Session at 8:01 pm.

SECOND: Council Member Shirley Brown seconded the motion.

MOTION: Council Member Allan Starnes made a motion to approve the contract of City Clerk.

SECOND: Council Member Shirley Brown seconded the motion.

COUNCIL COMMENTS:

Council Member Allan Starnes encouraged the community members to be volunteers and stressed how important they are.

Council Member Shirley Brown thanked all the employees.

ADJOURNMENT:

MOTION: Council Member Marita Gundersen made a motion to adjourn.

SECOND: Council Member Allan Starnes seconded the motion.

The meeting adjourned at 8:07 pm.

James Smith Sr., Mayor

ATTEST:

Jade Gundersen, City Clerk

REPORTS

FINANCE OFFICER

**City of Sand Point
Raw Fish Tax Revenue**

	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
July	142,500.10	83,040.24	81,992.40	51,221.78	113,532.23	75,441.44
August	139,542.35	48,290.30	88,100.71	27,115.98	138,608.76	28,749.51
September	37,427.07	49,496.61	65,893.27	24,635.83	50,718.35	
October	32,201.69	46,261.99	51,476.42	18,438.92	54,051.75	
November	10,083.69	4,963.48	3,495.99	1,111.79	1,794.82	
December	515.28	74.67			480.71	
January	3,836.52	12,558.77		2,616.57	19,887.44	
February	27,529.30	24,948.95		37,744.95	0.38	
March	45,022.21	82,916.26	13,306.96	38,681.59	524.88	
April	58,469.24	13,561.22	13,500.37	30,237.38	51,631.27	
May	24,240.36	8,025.95	8,261.04	15,943.63	23,111.00	
June	58,431.26	89,711.60	16,659.69	121,562.18	72,778.80	
Total	579,799.07	463,850.04	342,686.85	369,310.60	527,120.39	104,190.95

Sales Tax Revenue

	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
July	79,691.25	92,628.52	88,102.92	61,022.60	70,786.04	89,695.85
August	77,015.98	65,979.46	102,628.84	62,489.92	74,541.89	95,558.85
September	66,935.45	71,697.10	86,603.67	65,441.59	102,222.37	
October	34,186.58	58,219.29	75,277.68	50,576.22	71,318.24	
November	49,870.42	46,835.09	42,723.86	35,912.73	51,328.38	
December	31,235.26	39,642.29	50,112.63	44,715.17	83,784.18	
January	39,387.33	44,528.74	34,118.45	39,231.36	47,846.93	
February	45,302.69	41,619.24	35,316.83	49,311.31	50,102.23	
March	81,890.02	75,803.84	48,712.31	67,978.55	65,376.73	
April	45,633.53	49,639.45	33,711.29	47,933.84	45,696.71	
May	46,470.55	61,719.51	47,729.27	47,260.30	52,776.83	
June	81,316.23	93,332.26	71,991.16	82,115.58	102,952.69	
Total	678,935.29	741,644.79	717,028.91	653,989.17	818,733.22	185,254.70

CITY OF SAND POINT
***Expenditure Guideline-No Enc Sum©**

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Current Period: AUGUST 22-23

	22-23 YTD Budget	22-23 YTD Amt	AUGUST MTD Amt	22-23 YTD Balance	% of YTD
GENERAL FUND					
LEGISLATIVE	\$100,100.00	\$11,844.38	\$8,422.19	\$88,255.62	11.83%
ADMINISTRATION	\$1,057,102.41	\$125,811.46	\$50,199.09	\$931,290.95	11.90%
PARKS AND RECREATION	\$13,000.00	\$4,567.09	\$2,372.32	\$8,432.91	35.13%
PUBLIC SAFETY	\$778,214.00	\$126,720.84	\$75,430.82	\$651,493.16	16.28%
PUBLIC WORKS	\$476,625.00	\$32,566.76	\$16,389.87	\$444,058.24	6.83%
FACILITIES	\$281,323.00	\$43,737.46	\$17,588.17	\$237,585.54	15.55%
<i>Total GENERAL FUND</i>	<u>\$2,706,364.41</u>	<u>\$345,247.99</u>	<u>\$170,402.46</u>	<u>\$2,361,116.42</u>	<u>12.76%</u>
BINGO FUND					
ADMINISTRATION	\$388,688.00	\$54,274.27	\$34,874.32	\$334,413.73	13.96%
<i>Total BINGO FUND</i>	<u>\$388,688.00</u>	<u>\$54,274.27</u>	<u>\$34,874.32</u>	<u>\$334,413.73</u>	<u>13.96%</u>
SILVER SALMON DERBY					
FIRE	\$27,274.00	\$11,386.68	\$11,386.68	\$15,887.32	41.75%
<i>Total SILVER SALMON DERBY</i>	<u>\$27,274.00</u>	<u>\$11,386.68</u>	<u>\$11,386.68</u>	<u>\$15,887.32</u>	<u>41.75%</u>
CLINIC OPERATIONS/MAINTENANCE					
ADMINISTRATION	\$62,412.00	\$0.00	\$0.00	\$62,412.00	0.00%
<i>Total CLINIC OPERATIONS/MAINTENANCE</i>	<u>\$62,412.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$62,412.00</u>	<u>0.00%</u>
ROCK CRUSHER ENTERPRISE FUND					
PUBLIC WORKS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<i>Total ROCK CRUSHER ENTERPRISE FUND</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
WATER/SEWER OPERATIONS					
WATER/SEWER	\$250,500.00	\$25,402.01	\$14,498.23	\$225,097.99	10.14%
<i>Total WATER/SEWER OPERATIONS</i>	<u>\$250,500.00</u>	<u>\$25,402.01</u>	<u>\$14,498.23</u>	<u>\$225,097.99</u>	<u>10.14%</u>
HARBOR/PORT OPERATIONS					
HARBOR	\$410,100.00	\$85,445.16	\$33,753.65	\$324,654.84	20.84%
<i>Total HARBOR/PORT OPERATIONS</i>	<u>\$410,100.00</u>	<u>\$85,445.16</u>	<u>\$33,753.65</u>	<u>\$324,654.84</u>	<u>20.84%</u>
SOA DOCK					
HARBOR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<i>Total SOA DOCK</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
REFUSE COLLECTION					
PUBLIC WORKS	\$143,150.00	\$11,253.98	\$5,334.74	\$131,896.02	7.86%
<i>Total REFUSE COLLECTION</i>	<u>\$143,150.00</u>	<u>\$11,253.98</u>	<u>\$5,334.74</u>	<u>\$131,896.02</u>	<u>7.86%</u>
Report Total	<u>\$3,988,488.41</u>	<u>\$533,010.09</u>	<u>\$270,250.08</u>	<u>\$3,455,478.32</u>	<u>13.36%</u>

CITY OF SAND POINT

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*Fund Summary -
Budget to Actual©

AUGUST 22-23

	22-23 YTD Budget	AUGUST MTD Amount	22-23 YTD Amount	22-23 YTD Balance	22-23 % YTD Budget
FUND 01 GENERAL FUND					
Revenue	\$2,581,651.51	\$172,574.10	\$432,509.21	\$2,149,142.30	16.75%
Expenditure	\$2,706,364.41	\$170,402.46	\$345,247.99	\$2,361,116.42	12.76%
		\$2,171.64	\$87,261.22		
FUND 02 BINGO FUND					
Revenue	\$390,000.00	\$36,770.00	\$57,064.00	\$332,936.00	14.63%
Expenditure	\$388,688.00	\$34,874.32	\$54,274.27	\$334,413.73	13.96%
		\$1,895.68	\$2,789.73		
FUND 03 SILVER SALMON DERBY					
Revenue	\$40,075.00	\$0.00	\$0.00	\$40,075.00	0.00%
Expenditure	\$27,274.00	\$11,386.68	\$11,386.68	\$15,887.32	41.75%
		-\$11,386.68	-\$11,386.68		
FUND 09 ARPA LOCAL GOVT LOST REV					
Revenue	\$0.00	\$128,766.13	\$128,766.13	-\$128,766.13	0.00%
		\$128,766.13	\$128,766.13		
FUND 10 CLINIC OPERATIONS/MAINTENANCE					
Revenue	\$307,410.00	\$0.00	\$0.00	\$307,410.00	0.00%
Expenditure	\$62,412.00	\$0.00	\$0.00	\$62,412.00	0.00%
		\$0.00	\$0.00		
FUND 61 WATER/SEWER OPERATIONS					
Revenue	\$261,450.00	\$16,961.39	\$36,332.24	\$225,117.76	13.90%
Expenditure	\$250,500.00	\$14,498.23	\$25,402.01	\$225,097.99	10.14%
		\$2,463.16	\$10,930.23		
FUND 62 HARBOR/PORT OPERATIONS					
Revenue	\$770,268.00	\$82,427.94	\$109,722.71	\$660,545.29	14.24%
Expenditure	\$410,100.00	\$33,753.65	\$85,445.16	\$324,654.84	20.84%
		\$48,674.29	\$24,277.55		
FUND 63 SOA DOCK					
Revenue	\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 65 REFUSE COLLECTION					
Revenue	\$147,000.00	\$12,822.72	\$26,633.66	\$120,366.34	18.12%
Expenditure	\$143,150.00	\$5,334.74	\$11,253.98	\$131,896.02	7.86%
		\$7,487.98	\$15,379.68		
Report Total		\$180,072.20	\$258,017.86		

CITY OF SAND POINT
***Revenue Guideline-Alt Code©**

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Current Period: AUGUST 22-23

		22-23	22-23	AUGUST	22-23	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	YTD
GENERAL FUND						
Active	R 01-002 GENERAL FUND/WELLS F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-200 CAPITAL GAIN / LOSS	\$0.00	\$6,710.18	(\$19,885.73)	-\$6,710.18	0.00%
Active	R 01-201 INTEREST INCOME	\$8,000.00	\$7,769.93	\$3,894.43	\$230.07	97.12%
Active	R 01-202 FINES AND PENALTIES	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	R 01-203 OTHER REVENUE	\$2,500.00	\$400.00	\$0.00	\$2,100.00	16.00%
Active	R 01-205 4% SALES TAX	\$650,000.00	\$194,187.47	\$95,974.07	\$455,812.53	29.88%
Active	R 01-208 CARES INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-213 RAW FISH TAX	\$500,000.00	\$148,220.24	\$75,441.44	\$351,779.76	29.64%
Active	R 01-214 FINE-LATE SALES TAX	\$250.00	\$349.83	\$349.83	-\$99.83	139.93%
Active	R 01-217 7% B & B Tax	\$7,500.00	\$1,583.10	\$292.59	\$5,916.90	21.11%
Active	R 01-225 PAYMENT IN LIEU OF TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-230 DONATIONS	\$76,668.51	\$0.00	\$0.00	\$76,668.51	0.00%
Active	R 01-232 FIRE MISC REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-233 BUSINESS LIC. FEE	\$2,000.00	\$275.00	\$0.00	\$1,725.00	13.75%
Active	R 01-234 SB 46 PERS RELIEF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-238 ANCHORAGE OFFICE	\$40,000.00	\$40,000.00	\$0.00	\$0.00	100.00%
Active	R 01-250 STATE REVENUE SHARIN	\$73,072.00	\$0.00	\$0.00	\$73,072.00	0.00%
Active	R 01-256 REVENUE--STATE OF ALA	\$158,350.00	\$0.00	\$0.00	\$158,350.00	0.00%
Active	R 01-257 REVENUE--FEDERAL GOV	\$256,841.00	\$0.00	\$0.00	\$256,841.00	0.00%
Active	R 01-258 REVENUE--ALEUTIANS EA	\$404,470.00	\$0.00	\$0.00	\$404,470.00	0.00%
Active	R 01-260 STATE LIQUOR SHARE TA	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
Active	R 01-265 SOA DOCCEDED SHARED FI	\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
Active	R 01-266 SOA DOR FISH BUS SHAR	\$158,000.00	\$0.00	\$0.00	\$158,000.00	0.00%
Active	R 01-285 EQUIPMENT RENTAL	\$35,000.00	\$107.50	\$107.50	\$34,892.50	0.31%
Active	R 01-290 AK HIDTA PROGRAM	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
Active	R 01-291 BUILDING RENTALS	\$110,000.00	\$32,805.96	\$16,299.97	\$77,194.04	29.82%
Active	R 01-293 LIBRARY GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-296 PD FORFEITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-297 POLICE MISC REVENUE	\$0.00	\$100.00	\$100.00	-\$100.00	0.00%
Active	R 01-298 EMS MISC REVENUE	\$45,000.00	\$0.00	\$0.00	\$45,000.00	0.00%
	Total	\$2,581,651.51	\$432,509.21	\$172,574.10	\$2,149,142.30	16.75%
	Total GENERAL FUND	\$2,581,651.51	\$432,509.21	\$172,574.10	\$2,149,142.30	16.75%
BINGO FUND						
Active	R 02-294 BINGO REVENUE	\$15,000.00	\$4,119.00	\$1,878.00	\$10,881.00	27.46%
Active	R 02-295 PULL TAB REVENUE	\$375,000.00	\$52,945.00	\$34,892.00	\$322,055.00	14.12%
	Total	\$390,000.00	\$57,064.00	\$36,770.00	\$332,936.00	14.63%
	Total BINGO FUND	\$390,000.00	\$57,064.00	\$36,770.00	\$332,936.00	14.63%
SILVER SALMON DERBY						
Active	R 03-230 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 03-292 SILVER SALMON DERBY	\$40,075.00	\$0.00	\$0.00	\$40,075.00	0.00%
	Total	\$40,075.00	\$0.00	\$0.00	\$40,075.00	0.00%
	Total SILVER SALMON DERBY	\$40,075.00	\$0.00	\$0.00	\$40,075.00	0.00%
ARPA LOCAL GOVT LOST REV						
Active	R 09-256 REVENUE--STATE OF ALA	\$0.00	\$128,766.13	\$128,766.13	-\$128,766.13	0.00%
Active	R 09-257 REVENUE--FEDERAL GOV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total	\$0.00	\$128,766.13	\$128,766.13	-\$128,766.13	0.00%

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Current Period: AUGUST 22-23

		22-23	22-23	AUGUST	22-23	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	YTD
Total ARPA LOCAL GOVT LOST REV		\$0.00	\$128,766.13	\$128,766.13	-\$128,766.13	0.00%
CLINIC OPERATIONS/MAINTENANCE						
Active	R 10-257 REVENUE--FEDERAL GOV	\$307,410.00	\$0.00	\$0.00	\$307,410.00	0.00%
Active	R 10-291 BUILDING RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total		\$307,410.00	\$0.00	\$0.00	\$307,410.00	0.00%
Total CLINIC OPERATIONS/MAINTENANCE		\$307,410.00	\$0.00	\$0.00	\$307,410.00	0.00%
WATER/SEWER OPERATIONS						
Active	R 61-202 FINES AND PENALTIES	\$1,000.00	\$36.29	\$11.13	\$963.71	3.63%
Active	R 61-203 OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 61-206 WATER/SEWER REVENUE	\$225,000.00	\$36,268.38	\$16,922.69	\$188,731.62	16.12%
Active	R 61-234 SB 46 PERS RELIEF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 61-235 TRANSFER IN	\$35,450.00	\$0.00	\$0.00	\$35,450.00	0.00%
Active	R 61-270 ON BEHALF REVENUE PE	\$0.00	\$27.57	\$27.57	-\$27.57	0.00%
Total		\$261,450.00	\$36,332.24	\$16,961.39	\$225,117.76	13.90%
Total WATER/SEWER OPERATIONS		\$261,450.00	\$36,332.24	\$16,961.39	\$225,117.76	13.90%
HARBOR/PORT OPERATIONS						
Active	R 62-201 INTEREST INCOME	\$5,500.00	\$608.49	\$314.67	\$4,891.51	11.06%
Active	R 62-203 OTHER REVENUE	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	R 62-210 HARBOR/MOORAGE	\$315,000.00	\$56,344.28	\$47,513.14	\$258,655.72	17.89%
Active	R 62-211 HARBOR/TRAVELLIFT	\$150,000.00	\$15,362.90	\$8,588.10	\$134,637.10	10.24%
Active	R 62-212 BOAT HARBOR/RENTS	\$138,268.00	\$12,704.64	\$12,113.94	\$125,563.36	9.19%
Active	R 62-215 HARBOR/WHARFAGE	\$45,000.00	\$4,453.35	\$2,659.42	\$40,546.65	9.90%
Active	R 62-219 HARBOR ELEC SERVICE F	\$10,000.00	\$788.43	\$231.42	\$9,211.57	7.88%
Active	R 62-220 HARBOR/ELEC DEPOSIT	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	R 62-221 HARBOR/VAN STORAGE	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
Active	R 62-222 HARBOR/STALL ELECTRIC	\$40,000.00	\$4,141.35	\$2,089.11	\$35,858.65	10.35%
Active	R 62-223 HARBOR/ELECTRICITY	\$4,000.00	\$591.01	\$54.65	\$3,408.99	14.78%
Active	R 62-224 GEARSHED LOCKER RENT	\$15,000.00	\$300.00	\$300.00	\$14,700.00	2.00%
Active	R 62-234 SB 46 PERS RELIEF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 62-237 HARBOR STORAGE	\$2,000.00	\$2,293.17	\$0.00	-\$293.17	114.66%
Active	R 62-270 ON BEHALF REVENUE PE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 62-285 EQUIPMENT RENTAL	\$20,000.00	\$12,135.09	\$8,563.49	\$7,864.91	60.68%
Active	R 62-299 GAIN/LOSS DISPOSITION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total		\$770,268.00	\$109,722.71	\$82,427.94	\$660,545.29	14.24%
Total HARBOR/PORT OPERATIONS		\$770,268.00	\$109,722.71	\$82,427.94	\$660,545.29	14.24%
SOA DOCK						
Active	R 63-215 HARBOR/WHARFAGE	\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
Active	R 63-245 CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total		\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
Total SOA DOCK		\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
REFUSE COLLECTION						
Active	R 65-202 FINES AND PENALTIES	\$1,000.00	\$23.45	\$5.99	\$976.55	2.35%
Active	R 65-204 REFUSE COLLECTION	\$146,000.00	\$26,610.21	\$12,816.73	\$119,389.79	18.23%
Active	R 65-234 SB 46 PERS RELIEF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 65-235 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 65-270 ON BEHALF REVENUE PE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF SAND POINT
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Current Period: AUGUST 22-23

	22-23 YTD Budget	22-23 YTD Amt	AUGUST MTD Amt	22-23 YTD Balance	% of YTD
Total	\$147,000.00	\$26,633.66	\$12,822.72	\$120,366.34	18.12%
Total REFUSE COLLECTION	\$147,000.00	\$26,633.66	\$12,822.72	\$120,366.34	18.12%
Report Total	\$4,532,854.51	\$791,027.95	\$450,322.28	\$3,741,826.56	17.45%

City of Sand Point
Bank Balance

Date

	Balance	
		Date
Bank	End of August	10/4/2022
Key Bank	3,038,190.50	3,056,189.90
Wells Fargo - General	754,579.89	750,100.10
Wells Fargo - Bingo Fund	151,315.59	151,082.23
Wells Fargo - Silver Salmon Fund	36,478.53	36,478.53
Wells Fargo - PD Federal Forfeiture	593.67	593.67
Wells Fargo - PD State Forfeiture	6,666.61	6,666.61
Charles Schwab	619,614.97	571,619.29

ADMINISTRATOR

TO: Mayor Smith
City Council Members

FROM: Jordan Keeler
City Administrator

DATE: October 5, 2022

SUBJ: Monthly Report for October 2022



Here is a summary of items since our September 13th meeting:

- Met with staff and contractors to review their proposal to see where we could find significant cost savings. I also met with them this week and I expect to have an updated bid based on the above conversations.
- Nearly finished the FFY 2022 CDBG grant, which we will cover later on in the meeting. If it passes, I will have the Mayor sign the necessary signature blocks for the grant.
- At the direction of the Mayor, I submitted letters to the three tribes in the community asking for financial assistance for a new burn box as well as backup generator for the water plant.
- Continue to seek outside funding sources to address larger budget needs in the community.
- The issue of landfill hours came up this past week. It may be a good idea to run a trial period where the landfill would open later on Mondays and stay open until 7 in the evening or so to accommodate residents who cannot make it during the work day.
- Thank you again to Shirley and Danny for your service to the City. Congratulations to Amy and Austin! I look forward to working both of you.

POLICE CHIEF



David E Anderson
CHIEF OF POLICE

SAND POINT

DEPARTMENT of PUBLIC SAFETY

Post Office Box 423
Sand Point, Alaska 99661
EMAIL: sppd@arctic.net



TEL: (907)383-3700
FAX: (907)383-5496

MEMORANDUM

To: Honorable Jim Smith, Mayor, City of Sand Point
Mr. Jordan Keeler, City Administrator, City of Sand Point
Mr. Danny Cumberlidge, City Councilperson, City of Sand Point
Mr. Allan Starnes, City Councilperson, City of Sand Point
Ms. Shirley Brown, City Councilperson, City of Sand Point
Mr. Jack Foster Jr. City Councilperson, City of Sand Point
Ms. Marita Gundersen, City Councilperson, City of Sand Point
Ms. Arlene Gundersen, City Councilperson, City of Sand Point

From: Cathy Adams, Administrative Assistant

Date: October 3, 2022

Ref: Police department's Monthly Report for September

Police Department

- Dave Anderson, Chief of Police
- John Young, Police Officer
- Tyler Fryberger, Police Officer
- Richard Lowery, Police Officer

Administrative Assistant

- Cathy Adams

Dispatcher

- Alfred 'Jesse' Pesterkoff, 911 Dispatcher

Police Activity

September 2022

37 calls to 911

11 hang-ups
1 pocket dial
5 EMS
3 EMS assists
3 Medivac
2 Ambulance
2 Welfare checks
Alarm at AC
Coast Guard reporting EPIRB
1 Vehicle collision
Gun shots reported
Juvenile reckless driving
4 noise complaints
2 concerned citizens

Incidents Generated

3 EMS Assists
3 Youth ATV contacts
4 welfare checks
1 civil document served
1 vehicle collision investigated
4 public assists
1 vehicle traffic stop
1 investigation referred to an outside agency
2 abandoned vehicles tagged
1 Reddi report
10 disturbance reports

EMS DIRECTOR

**EMS Report
September 2022**

Rescue 1 received 9 calls: 4 tone outs 5 medevacs

EMS Director Position

EMS Relief Position

ETT Training - cancelled

Carmen Holmberg

FIRE CHIEF

PUBLIC WORKS
DIRECTOR

City of Sand Point Public Works Department

Monthly Report September 2022

Shop

- Grade Harbor and City Dock road
- Fueled city buildings
- Sweep roads
- Put gravel on side roads
- Grade side roads
- Fueled harbor travel lifts
- Hauled 27 loads of rock for Trident
- Hauled 11 loads of rock for driveway
- Dug, located and repaired water shutoff
- Pumped used oil to storage tanks
- Backhaul project got underway
- Assisted with backhaul project
- Ordered Brush cutter for mini excavator
- Ordered Skid Steer bucket

Water/Sewer City Council Report

September 2022

Dylan Jacobsen

- Water samples/reports done.
- We dug up and located a shut off valve for a house on the main road.
- Located the shut off valve for Shumagin Corporation/Motel/Lounge and assisted their maintenance with fixing a leak.
- Had someone here from ANTHC for a few days. He inspected the work done on the new lift stations and programmed the new pumps, and we worked on a flow meter at the water plant.
- Contractors working on the lift stations were delayed, they weren't able to make it back in September. They should be here this month to finish the project.
- Discussed future projects with our project manager at ANTHC.
- Pulled out and cleaned the screens on the reservoir intake.
- Routine maintenance around the water plant.

HARBOR MASTER

Robert E. Galovin
Small Boat Harbor Report
September 2022

- Ted Morehouse has been fixing up the wall
- Hauling and storing boats
- Recycle guys are working on the cars and batteries

HEARINGS, ORDINANCES AND RESOLUTIONS

Memo

To: Mayor Smith
From: Jordan Keeler, Administrator
cc: City Council
Date: October 4, 2022
Re: CDBG Application and Resolution 22-05

The Community Development Block Grant (CDBG) is administered by the state of Alaska using federal funds. The CDBG is intended to provide low-to-moderate income communities funding to address community development, planning, and special economic development. This grant opportunity is competitive and subject to a maximum award amount \$850,000 and requires a 25% match. All incorporated municipalities in Alaska are eligible to apply, except Anchorage, as long as they meet the income requirements.

Part of the application requires public participation. The City must show that residents had an opportunity to review the project, the purchase of an air curtain burner (incinerator), and offer input on the project selection. The public must also have the ability to offer alternative proposals and the governing body, in this case City Council, must consider any alternatives offered as well as any comments offered on the selected project. To this end, the City Clerk posted a Public Notice at four places in Sand Point as well digitally. The Public Notice contains a short primer on the CDBG program, what the City intends to apply for, and how to comment on the proposal by means of mail, email, phone calls and a notice of tonight's hearing. To date, the City has not received any feedback on the proposal, but residents may offer oral comments during the public hearing.

During the public hearing, I will address in detail the eligible activities under each of the three broad categories, why the City selected an incinerator, other choices considered, and how the incinerator meets the requirements of the City in context of the programmatic goals of the CDBG. Once this is complete, City Council will vote on the resolution that authorizes the City to participate in the CDBG and authorize it to submit an application. Please note that the resolution language is directly from the State's application packet and somewhat less descriptive than a standard resolution.



RESOLUTION 22-05

A RESOLUTION OF THE SAND POINT CITY COUNCIL AUTHORIZING PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

WHEREAS, the Council of the City of Sand Point wishes to provide a new incinerator for use in the community; and

WHEREAS, this entity is an applicant for a grant in the amount of \$200,000 from the Alaska Department of Commerce, Community, and Economic Development (hereinafter "Department"), under the CDBG program;

NOW THEREFORE BE IT RESOLVED that the Mayor of the City of Sand Point is hereby authorized to negotiate and execute any and all documents required for granting and managing funds on behalf of this organization. The mayor of Sand Point is also authorized to execute subsequent amendments to said grant agreement to provide for adjustments to the project within the scope of services or tasks, based upon the needs of the project.

PASSED AND APPROVED BY A DULY CONSTITUTED QUORUM OF THE CITY FOR THE CITY OF SAND POINT ON OCTOBER 11th, 2022.

CITY OF SAND POINT

James Smith, Mayor

ATTEST:

Jade Gundersen, City Clerk

City of Sand Point



RESOLUTION 22-06

A RESOLUTION OF THE CITY OF SAND POINT HONORING SHIRLEY BROWN FOR HER 24 YEARS OF SERVICE ON THE SAND POINT CITY COUNCIL

WHEREAS, Shirley Brown has honorably served on the Sand Point City Council for 24 years; and,

WHEREAS, Shirley Brown has completed her last term of service to the community to enjoy a well-earned retirement from public service; and,

WHEREAS, Shirley Brown's long tenure on the council has provided Council and staff a detailed history of the City and background on many facets of the community; and,

WHEREAS, Shirley Brown's detailed knowledge of parliamentary procedure has allowed Council to navigate tricky procedural issues; and,

WHEREAS, Shirley Brown advocated for community members and City employees; and,

WHEREAS, Shirley Brown also served as mayor *pro-temp* over the years as needed when the mayor has been unavailable;

NOW THEREFORE, BE IT RESOLVED THAT: the City of Sand Point, by this resolution, honors Shirley Brown for her years of service on the Sand Point City Council and congratulates her on newfound retirement from both politics and her career.

PASSED AND APPROVED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL FOR THE CITY OF SAND POINT ON THIS 11th DAY OF OCTOBER, 2022.

CITY OF SAND POINT

James Smith, Mayor

ATTEST:

Jade Gundersen, City Clerk

City of Sand Point



RESOLUTION 22-07

A RESOLUTION OF THE CITY OF SAND POINT HONORING DANNY CUMBERLIDGE FOR HIS 11 YEARS OF SERVICE ON THE SAND POINT CITY COUNCIL

WHEREAS, Danny Cumberlidge has honorably served on the Sand Point City Council for 11 years beginning with his appointment to a seat in 2011; and,

WHEREAS, Danny Cumberlidge has completed his last term of service to the community to focus on other pursuits; and,

WHEREAS, Danny Cumberlidge's tenure on the council was enriched by his focus on fisheries and the community impacts from fishing; and,

WHEREAS, Danny Cumberlidge advocacy and representation on behalf of the City and City Council on various fisheries related boards, councils and meetings was an asset to the community; and,

NOW THEREFORE, BE IT RESOLVED THAT: the City of Sand Point, by this resolution, honors Danny Cumberlidge for his years of service on the Sand Point City Council and looks forward to continuing to work with him on vital fisheries issues.

PASSED AND APPROVED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL FOR THE CITY OF SAND POINT ON THIS 11th DAY OF OCTOBER, 2022.

CITY OF SAND POINT

James Smith, Mayor

ATTEST:

Jade Gundersen, City Clerk

OLD BUSINESS

Memo

To: Mayor Smith
From: Jordan Keeler, Administrator
cc: City Council
Date: October 4, 2022
Re: Personnel Policies and Procedures Manual Changes

The City issues a copy of the Personnel Policies and Procedures Manual (PPPM) to all new employees that covers employee and employer obligations in the course of employment. It is a good exercise to review the PPPM on a periodic basis to make sure that Council and Mayor are aware of the contents and it is also a chance to make any needed changes. Based on conversations during last month's meetings, I have the following amendments for your review. Each amendment to the PPPM should be considered separately.

1. Medical Travel Days: The goal of this policy is to accommodate the medically related travel needs of staff who must travel to Anchorage or elsewhere to access medical treatment not available in Sand Point. This policy recognizes that services are limited in Sand Point and travel to and from Sand Point is subject to flight delays. By adding three paid days each fiscal year, City employees will not have to burn leave to access medical treatment or worry about flight delays. These days do not roll over and are on a use it or lose it basis. Employees cannot cash out any unused days upon separation of employment from the City.

Section 5-H

Short-term Absences

(Sick, Bereavement, Medical Travel & Jury Leave)

Policy: *It is the policy of the City to permit employees to be absent from work on an authorized short-term basis for a variety of reasons, including sickness or injury. To help employees maintain their income during certain authorized absences, the City will provide compensation according to the guidelines below.*

Comment:

(1) A short-term absence generally is any absence of five workdays or less.

Normally, absences that are longer than five workdays or that are designated as Family and Medical Leave Act absences must be converted to a leave of absence if employment rights are to be maintained. (See Leaves of Absence, Section 5-1)

(2) An authorized short-term absence may include any of the following (the phrase "immediate family" for the purposes of this policy includes the employee's spouse, brother, sister, father, mother, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any member of the employee's household):

(a) Sickness or injury resulting in the temporary disability of the employee or a member of the employee's immediate family;

(b) Death or funeral in the employee's immediate family (bereavement);

(3) In order for short-term absences to be considered authorized and eligible for compensation, employees must obtain approval for the absence from their supervisor. Employees should give their supervisor as much advance notice as is practicable under the circumstances. Unauthorized absences and absences in excess of what is allowed under this policy, except for an approved leave of absence, will be considered abuses of this policy and are grounds for disciplinary action.

(4) Full-time employees are eligible to be compensated for regular base wages lost during periods of authorized absence to the extent that they have accumulated hours of paid absence as provided under this policy. Hours of paid absence may be accumulated as follows:

<u>Years of Service:</u>	<u>Accrue Monthly:</u>	<u>Accrue Yearly:</u>
Upon initial eligibility	8.0 hours	96.0 hours
After 4 years	12.0 hours	144.0 hours
After 8 years	16.0 hours	192.0 hours

(5) Part-time and temporary employees are not eligible for compensation for short-term absences but may take unpaid absences if approved by the Personnel Department.

(6) Employees will not be paid for approved absences covered by workers' compensation payments.

(7) Short-term absences resulting from jury duty or testifying as a subpoenaed witness will not be charged against an employee's available days of paid absence. Employees will be paid their regular base rate for authorized absences to serve as a juror or subpoenaed witness, up to a limit of two workweeks per calendar year.

(8) Employees may accumulate unused hours of Sick Leave indefinitely. These accumulated hours may be used only for absences detailed above. Unused hours of Sick Leave are not convertible into cash, personal holidays, or vacation. When employment is terminated, unless employee has not completed the probationary period, employee will be paid 25% of unused Sick Leave at their current base pay. Total hours paid cannot exceed 200 hours.

(9) If the absence is due to illness or injury of the employee or a family member, written certification from the health care provider of the ill or injured employee or family member verifying the need for leave is required if the absence exceeds three consecutive days and also may be required for certain shorter absences. Employees who falsify the reason for an absence will be subject to disciplinary action, up to and including termination and compensation for the absence will be stopped immediately.

(10) Employees returning from a short-term absence must report to their supervisor, and, when appropriate, certify that they are fit to return to work. The supervisor should counsel the employee on the importance of good attendance and warn that excessive absences will lead to discipline, up to and including termination.

(11) Compensation during authorized absences will not be granted before days of paid absence have been accrued. In addition, authorized days off for short-term absences will not be considered as working time for calculating weekly overtime compensation.

(12) With prior approval of the Personnel Officer, employees may donate accrued leave generated under this policy to another eligible employee. Donations will only be allowed when an emergency exists and the recipient has exhausted all available leave.

(13) Each employee shall receive 3 days of Medical Travel Leave at the beginning of the Fiscal Year to be used when travelling out of and into Sand Point for medical care. These days, if not used, do not roll over and cannot be cashed out when separating from employment with the City or as payment in lieu of time off.

2. Increasing the amount of hours of personal leave that can be accrued and a faster rate of accrual: The purpose of this policy change is allow employees to accrue leave beyond the current 240-hour cap as employees cannot always use all of their leave due to seasonal workload or staffing issues and once an employee hits the cap, they are effectively penalized by not accruing leave despite working. The other change related to this is to decrease the amount of time it takes to increase tiers of leave accrual. The goal is to offer a competitive compensation package and reward employees for their service to the City.

Section 5-F Annual Leave

Policy: It is the policy of the City to grant annual leave with pay to full-time employees in accordance with the guidelines established below. Part-time and temporary employees do not receive this benefit.

Comment:

(1) The established vacation year is the calendar year, January 1 through December 31 each year. Annual Leave is accrued or earned based on the employee's length of service and on the time actually worked. A maximum of ~~240~~ 280 hours (~~30~~ 35 days) of annual leave is allowed to be carried by an employee at any given time. Further accrual past this amount will not be allowed.

(2) Full-time employees will accrue paid annual leave according to the following schedule:

<u>Years of Service:</u>	<u>Accrue</u> <u>Monthly:</u>	<u>Accrue</u> <u>Yearly:</u>
Upon initial hire	8.0 hours	96.0 hours
After 48 <u>24</u> months of continuous employment	12.0 hours	144.0 hours
After 96 <u>48</u> months of continuous employment	16.0 hours	192.0 hours

(8) When employment is terminated, unless employee has not completed the probationary period, employee will receive pay for any unused annual leave accrued at the time of termination up to a total of ~~240~~ 280 hours.

3. Offer a vacation cash out more than once per year: Current policy allows employees to cash out accrued leave, up to 80 hours per year, once per calendar year at the Mayor's discretion. Moving to a twice yearly cash out request will give employees more flexibility in managing their personal leave as situations change throughout the year and where an employee stands on January 1st is likely to be different than July 1st and again on the 20th of December. It is important to keep in mind that any payout remains at the sole discretion of the Mayor.

Section 5-F

Annual Leave

Policy: *It is the policy of the City to grant annual leave with pay to full-time employees in accordance with the guidelines established below. Part-time and temporary employees do not receive this benefit.*

(8) The Mayor may allow a maximum of 80 hours of annual leave paid to the employee. This payment in lieu of time off may be granted only ~~once~~ twice per calendar year.

If council decides that each policy change is advantageous for both employees and the City, then I would ask for a motion from Council to adopt the above changes. Please note that I did not include any language regarding delisting marijuana/cannabis testing as a pre-employment requirement; I did not get a firm read on Council's desire to move forward on that front. If Council directs me, I can come back at the November meeting with suggest changes regarding marijuana use and City employment.

NEW BUSINESS

PUBLIC COMMENTS

COUNCIL COMMENTS

ADJOURNMENT

FYI