

City of Sand Point Council Meeting



Workshop: Monday, July 12, 2021 – 2:00 p.m.

Meeting: Monday, July 12, 2021 – 7:00 p.m.

CALL TO ORDER

ROLL CALL

CITY OF SAND POINT

(Packet will be available on website July 8, 2021
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. 2021
Emil Mobeck	Seat F - Exp. 2021

SAND POINT CITY COUNCIL MEETING AGENDA CITY CHAMBERS

Regular Meeting

Monday, July 12, 2021 7:00 pm

**CALL TO ORDER
ROLL CALL
APPROVAL OF AGENDA**

CONSENT AGENDA:

1. Minutes: Minutes of Regular Meeting on June 4, 2021

REPORTS:

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

HEARINGS, ORDINANCES AND RESOLUTIONS:

1. Resolution 21-06: ARPA Accounting Funds

OLD BUSINESS:

NEW BUSINESS:

1. Donation Request: QTT Environmental Teen Group
2. Building Permit: Amy Eubank
3. VIP Taxes & Consulting, LLC Contract Proposal

PUBLIC COMMENTS

EXECUTIVE SESSION: Legal

COUNCIL COMMENTS

ADJOURNMENT

Note: Due to concerns about the COVID-19 virus and to follow best practices in order to prevent the spread of the virus, the meeting will also be held telephonically. Please call 1-800-315-6338 and use the passcode 26961 followed by the # key.

THERE IS A WORKSHOP FOR THIS MEETING AT 2:00 P.M.-SAME DAY SAME CALL IN NUMBER AS ABOVE.

POSTED: 07/07/21

CALL TO ORDER:

The regular meeting of the Sand Point City Council was held Friday, June 4, 2021 in the City Chambers and telephonically. Mayor James Smith called the meeting to order at 7:01 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	Absent - excused
Marita Gundersen	Seat E	Present
Emil Mobeck	Seat F	Present

A quorum was established.

Staff in attendance:

- Jordan Keeler, Administrator
- Shannon Sommer, City Clerk
- Douglas Holmberg, Harbor Master
- Dylan Jacobsen, Water & Sewer Operator

APPROVAL OF AGENDA:

Mayor James Smith requested a motion to approve the agenda.

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

SECOND: Councilperson Emil Mobeck seconded the motion.

VOTE: Motion passed unanimously.

CONSENT AGENDA:

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

MOTION: Councilperson Shirley Brown made a motion to approve the Regular Meeting Minutes of May 11, 2021.

SECOND: Councilperson Marita Gundersen seconded the motion.

VOTE: Motion passed unanimously.

REPORTS:

Finance Officer – Krista Galvin

Finance Officer Krista Galvin reports were included in the packet.

Administrator – Jordan Keeler

Administrator Keeler reported the city will receive the bond monies for the Travel Lift Thursday, June 16, 2021 in the amount of \$1,100,000. There will be a dentist arriving in Sand Point for four days, having 10 appointments a day and to call the Sand Point Health Clinic for more information. The States remote maintenance workers were here in Sand Point the previous month to help troubleshoot with client’s issues, developing maintenance plans and he was pleased to comment they said the City’s water and sewer system was in the upper echelon across the State. He thanked the water and sewer department and the public works department who assist when necessary.

Police Chief – Dave Anderson

Police Chief Dave Anderson’s report was included in the packet.

EMS Chief – Carmen Holmberg

EMS Chief Carmen Holmberg’s report was included in the packet.

Fire Chief – Jason Bjornstad

Fire Chief Jason Bjornstad’s report was included in the packet.

Acting Public Works Director – Julius Karlsen

Acting Public Works Director Julius Karlsen’s report was included in the packet.

Water and Sewer Operator – Dylan Jacobsen

Water and Sewer Operator Dylan Jacobsen reported Alaska Rural Water Association employees were here in Sand Point as well as the remote maintenance workers, for a sanitary survey. The survey is done every three year and this year’s survey was later than usual because of COVID-19. They fixed a water leak by the school.

Councilperson Mobeck asked Water and Sewer Operator Jacobsen the status of the Kelly Avenue outfall line and if ANTHC will come to Sand Point this summer. Water and Sewer Operator Jacobsen replied as far as he knows at this point the outfall looks good, there will be people arriving to put anchors on the outfall line at a later date and an ANTHC employee will come to Sand Point to look at lift stations and Johnson Avenue, there will be a project with the lift stations at a later date.

Harbor Master – Douglas Holmberg

Harbor Master Douglas Holmberg reported they are busy hauling boats. He ordered parts for the Grove. The Travel Lift pulley needs maintenance. He stated he would like Mayor Smith to give him more direction instead of the harbor crew. The bridge needs to be surveyed to change the timbers. He suggested the city hire a professional in Human Resources.

HEARINGS, ORDINANCES, AND RESOLUTIONS:

1. Ordinance 2021-02: FY22 Budget – 2nd Reading

MOTION: Councilperson Shirley made a motion to put Ordinance 2021-02: FY22 Budget on the floor for 2nd reading.

SECOND: Councilperson Allan Starnes seconded the motion.

VOTE: Motion passed unanimously.

Administrator Keeler stated the FY22 budget is fairly pessimistic, the city is looking at a \$502,000 deficit. For the past five years there has been a decline in Raw Fish and Sales Tax. Raw Fish and Sales Tax tend to move in tandem. The expense costs come from the General Fund to pay, for example, liability insurance and elections. He explained that if a department has \$50,000 in their budget it doesn’t mean the department needs to spend all of the monies. There will be more clarity on where we stand financially at the mid-year budget amendment.

MOTION: Councilperson Marita Gundersen made a motion to put adopt Ordinance 2021-02: FY22 Budget.

SECOND: Councilperson Shirley Brown seconded the motion.

VOTE: Motion passed unanimously.

2. Ordinance 2021-03: Harbor Rate Increase – 2nd Reading

MOTION: Councilperson Marita Gundersen made a motion to put Ordinance 2021-3: Harbor Rates Increase on the floor for 2nd reading.

SECOND: Councilperson Danny Cumberlidge seconded the motion.

VOTE: Motion passed unanimously.

Administrator Keeler stated the resolution highlights the need to purchase for a new Travel Lift and the need to increase the harbor rates. Raising the harbor rates is a requirement by the Revenue Bond to keep the reserves to purchase the new Travel Lift.

MOTION: Councilperson Shirley Brown made a motion to adopt Ordinance 2021-03: Harbor Rates Increase.

SECOND: Councilperson Marita Gundersen seconded the motion.

VOTE: Motion passed unanimously.

3. Resolution 21-04: Akutan and Sand Point Harbor Grant Letter of Support

Administrator Keeler stated the resolution letter of support for the Aleutians East Borough harbor grant is a necessary requirement for the grant.

MOTION: Councilperson Emil Mobeck made a motion to put adopt Resolution 21-04: Akutan and Sand Point Harbor Grant Letter of Support.

SECOND: Councilperson Danny Cumberlidge seconded the motion.

VOTE: Motion passed unanimously.

4. Resolution 21-05: Authorizing Purchase of Travel Lift

Administrator Keeler stated the resolution is needed for the purchase of a new Travel Lift with Kendrick Equipment, our authorized vendor in our region. Kendrick Equipment paid the down payment of the new Travel Lift. Once the bond is finalized, the City will reimburse Kendrick Equipment for the down payment and the City will follow the payment schedule laid out in the purchase agreement.

MOTION: Councilperson Marita Gundersen made a motion to adopt Resolution 21-05: Authorizing Purchase of Travel Lift.

SECOND: Councilperson Emil Mobeck seconded the motion.

VOTE: Motion passed unanimously.

OLD BUSINESS: None.

NEW BUSINESS:

1. Donation Request: QTT Environmental Youth Group

MOTION: Councilperson Shirley Brown made a motion to donate \$500 to QTT Environmental Youth Group.

SECOND: Councilperson Danny Cumberlidge seconded the motion.

VOTE: Motion passed unanimously.

2. Donation Request: QTT End of Summer Clean Up

MOTION: Councilperson Emil Mobeck made a motion to donate \$1,000 to the QTT End of Summer Clean Up.

SECOND: Councilperson Shirley Brown seconded the motion.

VOTE: Motion passed unanimously.

3. FY22 Employee Rates of Pay

FY22 Employee Rates of Pay will be on the August 2021 agenda.

4. Bank of America Change Request

Administrator Keeler stated Bank of America needed this very specific change request language in order to change the credit card name of the present Finance Officers name to the new Finance Officers name.

MOTION: Councilperson Marita Gundersen made a motion to accept the Bank of America Change Request

SECOND: Councilperson Allan Starnes seconded the motion.

VOTE: Motion passed unanimously.

5. Pay Scale Update

Administrator Keeler stated the current pay scale is outdated in terms of both job titles and rates of pay. There are several titles not listed but used in practiced and do not have approved job descriptions.

MOTION: Councilperson Shirley Brown made a motion to direct staff to update the pay scale, job descriptions and job titles.
SECOND: Councilperson Emil Mobeck seconded the motion.
VOTE: Motion passed unanimously.

6. Health Insurance Renewal

Administer Keeler stated there are two options for the health insurance renewal, the traditional renewal option or an HSA option. The new employee enrollees will need to turn in their application by next Friday, June 11, 2021. He also stated Premera Blue Cross Blue Shield is now being accepted by Eastern Aleutian Tribes.

7. City Contracts

MOTION: Councilperson Shirley Brown made a motion to accept the City Administrator contract.
SECOND: Councilperson Marita Gundersen seconded the motion.
VOTE: Motion passed unanimously.

MOTION: Councilperson Shirley Brown made a motion to go accept the Finance Office contract.
SECOND: Councilperson Danny Cumberlidge seconded the motion.
VOTE: Motion passed unanimously.

MOTION: Councilperson Marita Gundersen made a motion to accept the City Clerk contract.
SECOND: Councilperson Emil Mobeck seconded the motion.
VOTE: Motion passed unanimously.

PUBLIC COMMENTS:

Trident Seafoods Corporation Director of Manufacturing Dave Abbasian introduced and welcomed new Trident Seafoods Corporation Vice President of Alaska White Fish Operations, Jeff Welbourn. Trident Seafoods Corporation Director of Manufacturing Welbourn stated he is new to the community; he will help oversee western Alaska for Trident Seafoods. He expressed their appreciation for the care and understanding for the past year due to COVID-19. He also commented Trident Seafoods will be in operation for the salmon season. Starting tomorrow Saturday, June 5, 2021, the Trident Store will now be open to the public from 8:00am to 11:30am and from 1:00pm to 9:00pm, with a maximum of 8 customers at a time, masks are mandatory and they will post signs. They will communicate with the community and fishermen over the next few days for the salmon season. Harbormaster Holmberg invited them to the harbor house. Councilperson Mobeck asked if they will move product out of town after June. Trident Seafoods VP replied they will be processing all summer, hoping for a lot of fish to show up in June, July and August. He also stated they will be here in Sand Point for the next few days, if anybody had any questions to ask, feel free to contact them and they will have more answers.

EXECUTIVE SESSION:

MOTION: Councilperson Emil Mobeck made a motion to go into Executive Session at 7:41pm.
SECOND: Councilperson Marita Gundersen seconded the motion.
VOTE: Motion passed unanimously.

MOTION: Councilperson Shirley Brown made a motion to go out of Executive Session at 8:26pm with no action taken.
SECOND: Councilperson Marita Gundersen seconded the motion.
VOTE: Motion passed unanimously.

COUNCIL COMMENTS:

Councilperson Starnes thanked the Aleutians East Borough for being over 80% vaccinated. He thanked the Eastern Aleutian Tribes Sand Point Health Clinic employees and the Government. Councilperson Brown expressed her opinion about having a relief person for Water and Sewer Operator Jacobsen. Administrator Keeler commented Harbor Maintenance Drayton Newman will cross train to be a relief for Water and Sewer Operator Jacobsen.

Councilperson Cumberlidge commented he was glad everyone who attended the meeting. Administrator Keeler commented he was glad to see a thank you letters from donation recipients Pink Rain Champagne and the QTT Environmental Department. Mayor Smith stated the July 2021 meeting will be Monday, July 12, 2021.

ADJOURNMENT:

MOTION: Councilperson Marita Gundersen made a motion to adjourn.

SECOND: Councilperson Emil Mobeck seconded the motion.

The meeting adjourned at 8:36 p.m.

James Smith, Mayor

ATTEST:

Shannon Sommer, City Clerk

REPORTS

FINANCE OFFICER

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

	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
July	110,509.71	129,882.77	142,500.10	83,040.24	81,992.40	51,221.78
August	94,822.69	42,576.34	139,542.35	48,290.30	88,100.71	27,115.98
September	62,297.79	63,622.18	37,427.07	49,496.61	65,893.27	24,635.83
October	76,878.70	59,854.60	32,201.69	46,261.99	51,476.42	18,438.92
November	3,770.50	6,757.09	10,083.69	4,963.48	3,495.99	1,111.79
December	735.79	-	515.28	74.67		
January	21,798.52	8,015.18	3,836.52	12,558.77		2,616.57
February	47,098.16	47,058.04	27,529.30	24,948.95		37,744.95
March	69,354.74	95,569.42	45,022.21	82,916.26	13,306.96	38,681.59
April	23,493.50	5,984.43	58,469.24	13,561.22	13,500.37	30,237.38
May	16,091.74	20,790.33	24,240.36	8,025.95	8,261.04	15,943.63
June	78,884.08	109,955.05	58,431.26	89,711.60	16,659.69	-
Total	605,735.92	590,065.43	579,799.07	463,850.04	342,686.85	247,748.42

Sales Tax Revenue

	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
July	88,780.27	75,255.42	79,691.25	92,628.52	88,102.92	61,022.60
August	92,491.15	64,147.25	77,015.98	65,979.46	102,628.84	62,489.92
September	95,569.47	80,332.82	66,935.45	71,697.10	86,603.67	65,441.59
October	71,821.64	62,727.84	34,186.58	58,219.29	75,277.68	50,576.22
November	35,841.10	36,741.45	49,870.42	46,835.09	42,723.86	35,912.73
December	48,357.80	37,647.73	31,235.26	39,642.29	50,112.63	44,715.17
January	60,942.89	58,373.49	39,387.33	44,528.74	34,118.45	39,231.36
February	60,702.43	59,618.34	45,302.69	41,619.24	35,316.83	49,311.31
March	81,364.98	77,700.11	81,890.02	75,803.84	48,712.31	67,978.55
April	53,394.08	52,535.54	45,633.53	49,639.45	33,711.29	47,933.84
May	44,528.77	45,569.00	46,470.55	61,719.51	47,729.27	47,260.30
June	80,350.37	78,996.36	81,316.23	93,332.26	71,991.16	-
Total	814,144.95	729,645.35	678,935.29	741,644.79	717,028.91	571,873.59

City of Sand Point
Bank Balance

Date

	Balance	
		Date
Bank	End of May	7/6/2021
Key Bank	2,759,963.78	3,037,689.78
Key Bank / CARES	32,677.53	0.00
Wells Fargo - General	138,203.52	448,054.21
Wells Fargo - Bingo Fund	130,072.05	132,607.79
Wells Fargo - Silver Salmon Fund	32,872.43	32,872.43
Wells Fargo - PD Forfeiture	593.67	593.67
Wells Fargo - PD Forfeiture	6,666.61	6,666.61
Charles Schwab	650,711.38	655,347.97

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

07/06/21 2:47 PM

Page 1

Current Period: JUNE 20-21

	20-21 YTD Budget	20-21 YTD Amt	JUNE MTD Amt	20-21 YTD Balance	% of YTD
GENERAL FUND					
LEGISLATIVE	\$89,200.00	\$78,327.78	\$600.00	\$10,872.22	87.81%
ADMINISTRATION	\$1,889,472.34	\$1,602,717.93	\$6,192.40	\$286,754.41	84.82%
PARKS AND RECREATION	\$23,000.00	\$326.94	\$0.00	\$22,673.06	1.42%
PUBLIC SAFETY	\$813,565.93	\$658,718.80	\$18,795.73	\$154,847.13	80.97%
PUBLIC WORKS	\$548,202.00	\$420,379.63	\$14,970.87	\$127,822.37	76.68%
FACILITIES	\$279,623.00	\$186,218.96	\$4,558.63	\$93,404.04	66.60%
<i>Total GENERAL FUND</i>	<u>\$3,643,063.27</u>	<u>\$2,946,690.04</u>	<u>\$45,117.63</u>	<u>\$696,373.23</u>	<u>80.88%</u>
BINGO FUND					
ADMINISTRATION	\$418,800.00	\$556,495.47	\$43,389.81	-\$137,695.47	132.88%
<i>Total BINGO FUND</i>	<u>\$418,800.00</u>	<u>\$556,495.47</u>	<u>\$43,389.81</u>	<u>-\$137,695.47</u>	<u>132.88%</u>
SILVER SALMON DERBY					
FIRE	\$0.00	\$5,124.76	\$0.00	-\$5,124.76	0.00%
<i>Total SILVER SALMON DERBY</i>	<u>\$0.00</u>	<u>\$5,124.76</u>	<u>\$0.00</u>	<u>-\$5,124.76</u>	<u>0.00%</u>
CLINIC OPERATIONS/MAINTENANCE					
ADMINISTRATION	\$62,412.00	\$2,961.13	\$0.00	\$59,450.87	4.74%
<i>Total CLINIC OPERATIONS/MAINTENANCE</i>	<u>\$62,412.00</u>	<u>\$2,961.13</u>	<u>\$0.00</u>	<u>\$59,450.87</u>	<u>4.74%</u>
WATER/SEWER OPERATIONS					
WATER/SEWER	\$307,403.00	\$277,194.19	\$16,352.88	\$30,208.81	90.17%
<i>Total WATER/SEWER OPERATIONS</i>	<u>\$307,403.00</u>	<u>\$277,194.19</u>	<u>\$16,352.88</u>	<u>\$30,208.81</u>	<u>90.17%</u>
HARBOR/PORT OPERATIONS					
HARBOR	\$638,871.67	\$642,287.62	\$38,989.71	-\$3,415.95	100.53%
<i>Total HARBOR/PORT OPERATIONS</i>	<u>\$638,871.67</u>	<u>\$642,287.62</u>	<u>\$38,989.71</u>	<u>-\$3,415.95</u>	<u>100.53%</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	\$156,701.60	\$121,447.93	\$954.56	\$35,253.67	77.50%
<i>Total REFUSE COLLECTION</i>	<u>\$156,701.60</u>	<u>\$121,447.93</u>	<u>\$954.56</u>	<u>\$35,253.67</u>	<u>77.50%</u>
Report Total	<u>\$5,227,251.54</u>	<u>\$4,552,201.14</u>	<u>\$144,804.59</u>	<u>\$675,050.40</u>	<u>87.09%</u>

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

07/06/21 2:48 PM

Page 1

Current Period: JUNE 20-21

		20-21	20-21	JUNE	20-21	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	YTD
GENERAL FUND						
Active	R 01-200 CAPITAL GAIN / LOSS	\$0.00	\$109,939.31	\$0.00	-\$109,939.31	0.00%
Active	R 01-201 INTEREST INCOME	\$10,000.00	\$8,029.03	\$23.56	\$1,970.97	80.29%
Active	R 01-202 FINES AND PENALTYS	\$1,500.00	\$2,285.46	\$0.00	-\$785.46	152.36%
Active	R 01-203 OTHER REVENUE	\$2,500.00	\$100,746.88	\$0.00	-\$98,246.88	4029.88%
Active	R 01-205 4% SALES TAX	\$525,000.00	\$643,864.75	\$47,260.30	-\$118,864.75	122.64%
Active	R 01-208 CARES INTEREST	\$37.60	\$57.15	\$0.31	-\$19.55	151.99%
Active	R 01-213 RAW FISH TAX	\$225,000.00	\$264,408.11	\$15,943.63	-\$39,408.11	117.51%
Active	R 01-214 FINE-LATE SALES TAX	\$250.00	\$161.59	\$0.00	\$88.41	64.64%
Active	R 01-217 7% B & B Tax	\$3,000.00	\$4,586.98	\$1,861.41	-\$1,586.98	152.90%
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	\$10,000.00	\$0.00	-\$10,000.00	0.00%
Active	R 01-233 BUSINESS LIC. FEE	\$4,000.00	\$2,725.00	\$175.00	\$1,275.00	68.13%
Active	R 01-234 SB 46 PERS RELIEF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-238 ANCHORAGE OFFICE	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	R 01-250 STATE REVENUE SHARIN	\$87,901.00	\$75,301.77	\$0.00	\$12,599.23	85.67%
Active	R 01-256 REVENUE--STATE OF ALA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-257 REVENUE--FEDERAL GOV	\$1,117,742.00	\$607,876.50	\$0.00	\$509,865.50	54.38%
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 FIS	\$28,000.00	\$7,096.16	\$0.00	\$20,903.84	25.34%
Active	R 01-266 SOA DOR FISH BUS SHAR	\$225,000.00	\$186,485.55	\$0.00	\$38,514.45	82.88%
Active	R 01-285 EQUIPMENT RENTAL	\$35,000.00	\$7,708.74	\$0.22	\$27,291.26	22.02%
Active	R 01-290 AK HIDTA PROGRAM	\$9,000.00	\$3,482.58	\$0.00	\$5,517.42	38.70%
Active	R 01-291 BUILDING RENTALS	\$110,000.00	\$115,177.84	\$11,892.25	-\$5,177.84	104.71%
Active	R 01-293 LIBRARY GRANT	\$7,000.00	\$7,000.00	\$0.00	\$0.00	100.00%
Active	R 01-296 PD FORFEITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-297 POLICE MISC REVENUE	\$165,000.00	\$225,708.45	\$24,546.78	-\$60,708.45	136.79%
Active	R 01-298 EMS MISC REVENUE	\$45,000.00	\$44,144.00	\$0.00	\$856.00	98.10%
	Total	<u>\$2,685,099.11</u>	<u>\$2,426,785.85</u>	<u>\$101,703.46</u>	<u>\$258,313.26</u>	<u>90.38%</u>
	Total GENERAL FUND	\$2,685,099.11	\$2,426,785.85	\$101,703.46	\$258,313.26	90.38%
BINGO FUND						
Active	R 02-294 BINGO REVENUE	\$20,000.00	\$30,749.00	\$2,196.00	-\$10,749.00	153.75%
Active	R 02-295 PULL TAB REVENUE	\$430,000.00	\$584,580.00	\$35,919.00	-\$154,580.00	135.95%
	Total	<u>\$450,000.00</u>	<u>\$615,329.00</u>	<u>\$38,115.00</u>	<u>-\$165,329.00</u>	<u>136.74%</u>
	Total BINGO FUND	\$450,000.00	\$615,329.00	\$38,115.00	-\$165,329.00	136.74%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
	Total SILVER SALMON DERBY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLINIC OPERATIONS/MAINTENANCE						
Active	R 10-257 REVENUE--FEDERAL GOV	\$729,548.00	\$1,035,707.28	\$306,159.28	-\$306,159.28	141.97%
Active	R 10-291 BUILDING RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total	<u>\$729,548.00</u>	<u>\$1,035,707.28</u>	<u>\$306,159.28</u>	<u>-\$306,159.28</u>	<u>141.97%</u>
	Total CLINIC OPERATIONS/MAINTENANCE	\$729,548.00	\$1,035,707.28	\$306,159.28	-\$306,159.28	141.97%
WATER/SEWER OPERATIONS						

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

07/06/21 2:48 PM

Page 2

Current Period: JUNE 20-21

		20-21	20-21	JUNE	20-21	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	YTD
Active	R 61-202 FINES AND PENALTYS	\$1,500.00	\$750.61	\$40.42	\$749.39	50.04%
Active	R 61-206 WATER/SEWER REVENUE	\$220,000.00	\$228,251.87	\$15,247.34	-\$8,251.87	103.75%
Active	R 61-234 SB 46 PERS RELIEF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 61-235 TRANSFER IN	\$60,500.00	\$0.00	\$0.00	\$60,500.00	0.00%
Active	R 61-270 ON BEHALF REVENUE PE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total		\$282,000.00	\$229,002.48	\$15,287.76	\$52,997.52	81.21%
Total WATER/SEWER OPERATIONS		\$282,000.00	\$229,002.48	\$15,287.76	\$52,997.52	81.21%
HARBOR/PORT OPERATIONS						
Active	R 62-201 INTEREST INCOME	\$5,000.00	\$4,335.49	\$331.70	\$664.51	86.71%
Active	R 62-203 OTHER REVENUE	\$0.00	\$5,765.91	\$0.00	-\$5,765.91	0.00%
Active	R 62-210 HARBOR/MOORAGE	\$250,000.00	\$164,173.51	\$2,966.75	\$85,826.49	65.67%
Active	R 62-211 HARBOR/TRAVELLIFT	\$110,000.00	\$75,854.69	\$6,562.86	\$34,145.31	68.96%
Active	R 62-212 BOAT HARBOR/RENTS	\$85,000.00	\$163,965.18	\$12,877.04	-\$78,965.18	192.90%
Active	R 62-215 HARBOR/WHARFAGE	\$0.00	\$20,810.03	\$0.00	-\$20,810.03	0.00%
Active	R 62-219 HARBOR ELEC SERVICE F	\$10,000.00	\$8,330.04	\$556.42	\$1,669.96	83.30%
Active	R 62-220 HARBOR/ELEC DEPOSIT	\$500.00	\$400.00	\$0.00	\$100.00	80.00%
Active	R 62-221 HARBOR/VAN STORAGE	\$20,000.00	\$16,667.28	\$0.00	\$3,332.72	83.34%
Active	R 62-222 HARBOR/STALL ELECTRIC	\$40,000.00	\$32,210.48	\$2,539.34	\$7,789.52	80.53%
Active	R 62-223 HARBOR/ELECTRICITY	\$4,000.00	\$2,616.75	\$849.61	\$1,383.25	65.42%
Active	R 62-224 GEARSHED LOCKER RENT	\$15,000.00	\$14,874.99	\$0.00	\$125.01	99.17%
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	\$300.00	\$0.00	\$1,700.00	15.00%
Active	R 62-270 ON BEHALF REVENUE PE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 62-285 EQUIPMENT RENTAL	\$30,000.00	\$5,409.49	\$1,131.56	\$24,590.51	18.03%
Total		\$571,500.00	\$515,713.84	\$27,815.28	\$55,786.16	90.24%
Total HARBOR/PORT OPERATIONS		\$571,500.00	\$515,713.84	\$27,815.28	\$55,786.16	90.24%
SOA DOCK						
Active	R 63-215 HARBOR/WHARFAGE	\$65,000.00	\$1,151.85	\$0.00	\$63,848.15	1.77%
Active	R 63-245 CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total		\$65,000.00	\$1,151.85	\$0.00	\$63,848.15	1.77%
Total SOA DOCK		\$65,000.00	\$1,151.85	\$0.00	\$63,848.15	1.77%
REFUSE COLLECTION						
Active	R 65-202 FINES AND PENALTYS	\$1,500.00	\$292.79	\$22.89	\$1,207.21	19.52%
Active	R 65-204 REFUSE COLLECTION	\$146,000.00	\$170,743.69	\$11,821.00	-\$24,743.69	116.95%
Active	R 65-234 SB 46 PERS RELIEF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 65-235 TRANSFER IN	\$12,150.00	\$0.00	\$0.00	\$12,150.00	0.00%
Active	R 65-270 ON BEHALF REVENUE PE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total		\$159,650.00	\$171,036.48	\$11,843.89	-\$11,386.48	107.13%
Total REFUSE COLLECTION		\$159,650.00	\$171,036.48	\$11,843.89	-\$11,386.48	107.13%
Report Total		\$4,942,797.11	\$4,994,726.78	\$500,924.67	-\$51,929.67	101.05%

CITY OF SAND POINT

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Page 1

***Fund Summary -
Budget to Actual©**

JUNE 20-21

	20-21 YTD Budget	JUNE MTD Amount	20-21 YTD Amount	20-21 YTD Balance	20-21 % YTD Budget
FUND 01 GENERAL FUND					
Revenue	\$2,685,099.11	\$101,703.46	\$2,426,785.85	\$258,313.26	90.38%
Expenditure	\$3,643,063.27	\$45,117.63	\$2,946,690.04	\$696,373.23	80.88%
		\$56,585.83	-\$519,904.19		
FUND 02 BINGO FUND					
Revenue	\$450,000.00	\$38,115.00	\$615,329.00	-\$165,329.00	136.74%
Expenditure	\$418,800.00	\$43,389.81	\$556,495.47	-\$137,695.47	132.88%
		-\$5,274.81	\$58,833.53		
FUND 03 SILVER SALMON DERBY					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$5,124.76	-\$5,124.76	0.00%
		\$0.00	-\$5,124.76		
FUND 10 CLINIC OPERATIONS/MAINTENANCE					
Revenue	\$729,548.00	\$306,159.28	\$1,035,707.28	-\$306,159.28	141.97%
Expenditure	\$62,412.00	\$0.00	\$2,961.13	\$59,450.87	4.74%
		\$306,159.28	\$1,032,746.15		
FUND 61 WATER/SEWER OPERATIONS					
Revenue	\$282,000.00	\$15,287.76	\$229,002.48	\$52,997.52	81.21%
Expenditure	\$307,403.00	\$16,352.88	\$277,194.19	\$30,208.81	90.17%
		-\$1,065.12	-\$48,191.71		
FUND 62 HARBOR/PORT OPERATIONS					
Revenue	\$571,500.00	\$27,815.28	\$515,713.84	\$55,786.16	90.24%
Expenditure	\$638,871.67	\$38,989.71	\$642,287.62	-\$3,415.95	100.53%
		-\$11,174.43	-\$126,573.78		
FUND 63 SOA DOCK					
Revenue	\$65,000.00	\$0.00	\$1,151.85	\$63,848.15	1.77%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$1,151.85		
FUND 65 REFUSE COLLECTION					
Revenue	\$159,650.00	\$11,843.89	\$171,036.48	-\$11,386.48	107.13%
Expenditure	\$156,701.60	\$954.56	\$121,447.93	\$35,253.67	77.50%
		\$10,889.33	\$49,588.55		
Report Total		\$356,120.08	\$442,525.64		

TO: Mayor Smith
City Council Members

FROM: Jordan Keeler
City Administrator

DATE: July 7, 2021

SUBJ: Monthly Report for July 2021



Here is a summary of items since our June meeting.

- Executed the remaining bond documentation and made the first series of progress payments to the vendor. Things are on schedule with the project.
- Finished the paperwork for liability and health insurance.
- Awaiting information from the State on the timing of the ARP funding for the city. It's budgeted for the next fiscal year at the moment.
- Followed legislative activities on key issues for the City. Unfortunately, the Governor's vetoes covered funding for the new harbor, but there's a chance that the legislature will restore the funding in the special session. Community Assistance and shared fisheries tax were funded at the current levels and formulas.
- Met with representatives from Trident both in-person and over telephonically.
- Worked to change over accounts relating to personnel changes.
- Took a few afternoons off.



SAND POINT POLICE DEPARTMENT

Post Office Box 423
Sand Point, Alaska 99661



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
Mr. Emil Mobeck, City Councilperson, City of Sand Point

From: Denise Mobeck, Administrative Assistant

Date: July 7, 2021

Ref: Police Department's Monthly Report for June

Police Department

- Dave Anderson, Chief of Police
- Brent Nierman, Police Sergeant
- Richard Lowery, Police Officer
- Justin Cash, Investigator

Administrative Assistant

- Denise Mobeck

Dispatchers

- Anne Christine Nielsen, 911 Dispatcher
- Alfred 'Jesse' Pesterkoff, 911 Dispatcher

Police Activity

JUNE 2021

3 persons were jailed

- 1 Vehicle Theft, DUI
- 1 Criminal Trespass, Theft, Resisting Arrest, MICS IV
- 1 Arrest Warrant

48 calls to 911

- 13 misdial/pocket dial
- 13 MOC requests
- 2 ambulance requests
- 1 stolen 4-wheeler
- 1 fight at tavern
- 2 miscellaneous information for officer
- 2 unlicensed underaged person reckless driving on ATV
- 1 suicidal person
- 1 young child on ATV
- 10 drunken disturbances
- 1 underaged person riding 4-wheeler with no safety gear
- 1 noise complaint

Activity/Calls for service not on 911 line

- Assault
- Suspicious circumstances
- REDDI report
- Unsecured door at residence
- Drug intel investigation
- Trespass for unwanted person
- Public Assist
- Drug intel for found item
- Civil issue
- Public assist
- Assist with medical
- Criminal mischief, damaged property

Note from Chief Anderson

A conditional offer of employment has been accepted to fill the vacancy left by Officer Farr. We anticipate the new officer start date to be September 1.

With warmer weather comes greater activity with ATV's being driven on the main roads, here are a couple reminders to be in compliance.

Per Sand Point City ordinance 12.30.060, ATV's may operate on the public streets and roadways of the City of Sand Point, subject to the following conditions:

- (a) *License.* The person operating the all-terrain vehicle must be:
 - (1) A duly licensed driver in the State of Alaska and at least 16 years of age;
 - (2) At least 14 years of age and duly licensed with a State of Alaska drivers instruction permit and completed a City-approved safety education certification course. **OR**
 - (3) **Under the direct supervision** of the operator's licensed parent or legal guardian.

- (b) *Safety Equipment:* Operators must wear protective equipment. Licensed operators under the age of 18 AND passengers of adults, must wear head gear and eye protection

2021 EMS Report

May 2021

- Rescue 1 received 7 calls, 3 tones outs, 2 Medevac's and 2 fire standby's.
- We had the EMS Appreciation Potluck; it was a good turnout.
- The first weekend of May we completed the ETT course with Dave Anderson, Richard Lowery, Marcy DeCosta, Michael Knudson, Lindsey Holmberg, Alexia Holmberg, Jason Bjornstad and Evelyn Porcincula Foster.

June 2021

- Rescue 1 received 8 calls, 4 tone outs, 3 medevacs and 1 fire standby.
- I went and successfully completed an ETT Instructor Course, and now in the process with applying with the State of Alaska to become certified to teach an ETT course.
- We are in the process of ordering an AutoPulse and 8 more radios for the team.
- Logan Thompson successfully completed his EMERGE course, and is now an EMT.
- EMS went to a Fire meeting, and we started to do a cross training. We hope to continue doing this.
- I would also like to thank my whole team for helping cover while I was, and thankful to see our team grow. I am very proud and thankful for our EMS crew.

FIRE CHIEF

No report given at this time.

June 2021 Public Works Report

Shop

- Fueled buildings, equipment
- Hauled 5 abandoned vehicles to shop
- Clean waste oil burner heaters in shop
- Graded roads
- Built a driveway/ hauled rock
- Hauled and spread rock to Trident's leased harbor lot
- Repaired PTO wiring on Pump Truck
- Repaired radiator hose on shop flatbed
- Dig and repair sewer force main at trident lift station
- Police Ford Interceptor front end work and steering electrical
- Change batteries in Interceptor and Tahoe Police vehicles
- Sweep roads
- AHA mud bay backfill
- Ordered new set of tracks for Bobcat 325 excavator
- Sent Mack Dump truck to cold bay for sand, 2 more trips upcoming
- One grave dug
- Rented out Case 580 Backhoe

Landfill

- Picked up around dumpsters
- Repair and weld Skid Steer bucket
- Received and crushed 152 55-gallon drums from unga mining operation

Water/Sewer Report June 2021

- This month I completed our annual Consumer Confidence Report, posted them around town at the City Building, Post Office and Store. Shannon helped by posting the report on the website and distributing the report via mail.
- The shop crew assisted me with fixing a sewer leak down at Trident. Thank you to them and to the Trident representatives who were there.
- Pumped the lift stations and porta-pottys set up for the Aerospace crew up at the school.
- Spoke with Nichole from ANTCH they tentatively plan to be here from July 20th-23rd regarding some upgrades in the water plant.
- Cleaned the screens out on the intake of the reservoir.
- Drained the Kelly Avenue sewage pond.
- Sent out water samples/other reports and did some other minor maintenance.

June 2021

On June 8th the Kendricks tech was in an inspected the IMO 150 Travel lift there is 21 things that he suggests to get fixed or repaired will fix the things that need attention right away.

Been fixing things as needed still working on the Grove got one part in and worked for a little bit need to trouble shoot it more to see what else is wrong with it when the crane inspector was here he passed the dock crane but he told me he won't pass the grove because the bubble goes out of the circle so he told me that the big bearing would need to be replaced.

It's been busy guys are doing a great job on doing things.

HEARINGS, ORDINANCES AND RESOLUTIONS

**RESOLUTION 21-06: ARPA
ACCEPTING FUNDS**

Memo

To: Mayor Smith
From: Jordan Keeler, Administrator
cc: City Council
Date: July 2, 2021
Re: Resolution 21-06 Accepting ARPA Funds

Resolution 21-06 authorizes the City of Sand Point to accept funds via the State from the American Rescue Plan in the amount of \$240,000. These funds are a small portion of the “bailout” authorized by the Biden administration earlier this year and somewhat similar to the CARES Act funds issued last year. Like last year, the City is required to pass a resolution to accept the funds. The main difference as far this resolution is concerned is that it does not require the City to list the actual amount and it also explicitly names Jordan Keeler as the person to handle all of the paperwork for the funds; CARES Act funding did not require that.

City of Sand Point



RESOLUTION 21-06

RESOLUTION FOR ACCEPTANCE OF CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS AWARD TO NON-ENTITLEMENT UNITS OF LOCAL GOVERNMENT (NEUS)

A RESOLUTION of the City of Sand Point (hereinafter “municipality”) accepting Coronavirus State and Local Fiscal Recover Funds Award to Non-Entitlement Units of Local Government (NEUs) from the Alaska Department of Commerce, Community and Economic Development (hereinafter “Department”).

WHEREAS, the municipality wishes to provide the above-described funds for the community of Sand Point,

WHEREAS, the municipality total operating budget revenue in effect as of January 27, 2020 was \$3,897,863.00,

BE IT HEREBY RESOLVED that the municipality has read and agrees to the federal guidance pertaining to the Recovery Funds, and accepts the Recovery Funds from the Department, and

BE IT HEREBY RESOLVED that Jordan Keeler is hereby authorized to negotiate and execute any and all documents required for issuing and managing funds on behalf of this municipality. Jordan Keeler is also authorized to execute subsequent amendments to said agreement, based upon the needs of the project.

PASSED AND APPROVED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL FOR THE CITY OF SAND POINT ON THIS 12th DAY OF JULY, 2021.

CITY OF SAND POINT

James Smith, Mayor

ATTEST:

Shannon Sommer, City Clerk

OLD BUSINESS

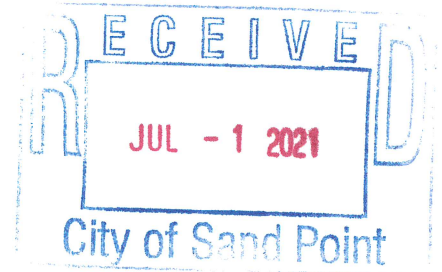
NEW BUSINESS



QAGAN TAYAGUNGIN TRIBE
P.O. BOX 447
SAND POINT, ALASKA 99661
PHONE (907) 383-5616
FAX (907) 383-5814

City of Sand Point
P.O Box 249
Sand Point, AK 99661

June 30, 2021



Dear Honorable Mayor Jim Smith & Council Members

I am writing on behalf of Qagan Tayagungin Tribe's Environmental Department and we would like to ask if you would provide a \$500.00 donation for Environmental Teen Group. We are looking for donations to purchase a variety of craft supplies, environmental educational activity kits and other items as necessary.

Environmental Teen Group (ETG) takes place every Wednesday night at 8 o'clock at the Teen Center. ETG is accommodated by Qagan Tayagungin Tribe and was established back in 2012. The purpose of ETG is to educate the teens on environmental issues/concerns our community faces, this gives them the opportunity to participate in environmentally friendly experiments, lesson plans and activities. It is with hopeful expectations that the teenagers within our community become environmental advocates and be prime examples for our younger generations to come.

A number of up-coming activities include; designing signs with environmental quotes encouraging environmental awareness, beach clean-ups, picking up trash for cash, car washes, agriculture activities, up-cycling projects, talking trash & taking action lessons on ocean conservancy, marine debris and how humans impact the earth, environmental health risks and much more.

For students to participate in these group activities, a permission slip must be signed by their parent. Children are our future and doing such activities will help our community better understand ways to live a more sustainable life and support a clean, healthy, prosperous environment. Thank you for your time and consideration of this donation request.

Sincerely,

A handwritten signature in black ink that reads 'Ivy-Jane Jacobsen'.

Ivy-Jane Jacobsen
Environmental Department

Building Permit Application

Owner/Applicant: Amy Eubank landowner

Address: Box 47H Sand Point, AK 99661

Are you the owner? Landowner yes
(If answer is no, you must attach a title/quick deed with application.)

Legal Description:
Tract D Block 2 Lot 12 SUB Humbolt

ZONING DISTRICT: () R-8 () R-10 () R-20 () MH-5 () A-U
() C-3 () C-4 () H-1 () L-1 () O-P

PERMIT FOR USE () Conditional Use () Home Occupancy
() Temporary Use () Other _____

RESIDENTIAL:
 Single Family
() Mobile Home
() Multi Family () Light Industrial

COMMERCIAL:
 General Commercial
 Neighborhood Commercial
() Heavy Industrial

Main Dwelling will be as follows: Number of Units: 1 round house

Height: 15 Feet Description of Use: None

Setbacks: Type of Construction:
Front yard setback 350 ft. () Wood frame
Side yard setback 20 ft. () Masonry
Backyard setback 290 ft. () Other: _____

PROVISION FOR WATER AND SEWER: () Attach to existing City System

****ATTACH SITE PLAN SHOWING EXISTING AND PROPOSED BUILDING, LOT SIZE, LOT COVERAGE, SETBACKS AND ALL OTHER REQUIREMENTS TO COMPLY WITH THE ZONING AND SUBDIVISION CODES.****

Applicants Signature: Amy Eubank Date: June 5, 2021

THIS REQUEST IS IN ACCORDANCE WITH SECTION 13.07.020 OF THE MUNICIPAL CODE. SUBJECT TO THE BUILDING PERMIT ORDINANCE, CHAPTER 7 OF THE SAND POINT MUNICIPAL CODE

This Building Permit is: () Approved () Denied

By: _____ Date: _____

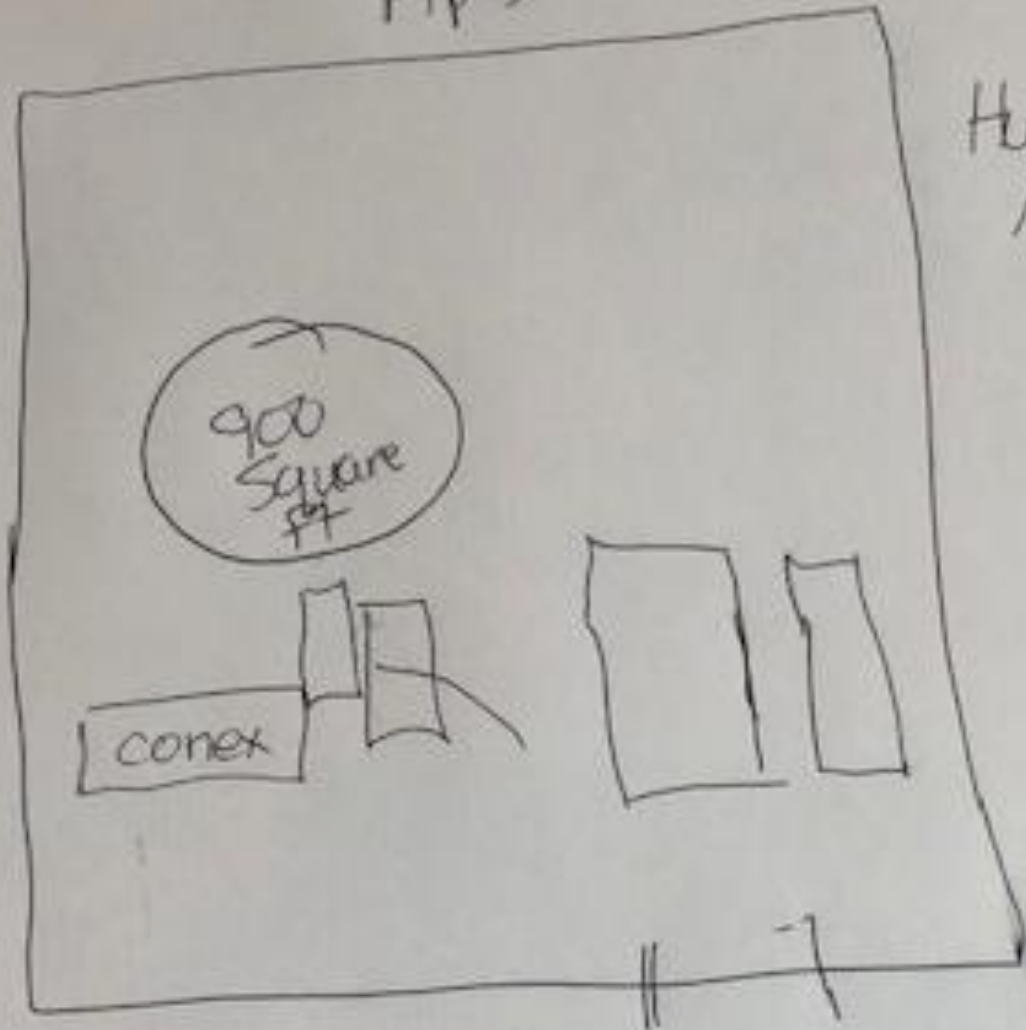
Title: _____ Expiration: _____

City of Sand Point
P.O. Box 249
Sand Point, AK 99661 (907) 383-2696

Apts



Humbolt Ave



Road

By: Amy Eubank Date: June 15, 21
Title: _____ Expiration: _____

VIP TAXES & CONSULTING, LLC CONTRACT PROPOSAL

Memo

To: Mayor Smith
From: Jordan Keeler, Administrator
cc: City Council
Date: July 6, 2021
Re: Contract for professional services

The proposal for your consideration is from Irina Morozova for assistance in preparing for the audit as well as continued assistance through out the year on various taxation and technical assistance on the finer points of accounting procedures. Irina has assisted the City for several years and her experience as an auditor has been useful to the City and her accounting knowledge will be especially important as the City has a new Finance Officer. In order to ensure a smooth transition and audit, I recommend that Council approve this contract.

City of Sand Point, Alaska

Proposal to Provide Accounting Assistance

For the Fiscal Year Ending
June 30, 2021

Irina Morozova, CPA

1029 W 16th Avenue,
Anchorage, AK 99501
(720) 357-4147

June 2, 2021

City of Sand Point, Alaska

Table of Contents

	Page
Letter of Transmittal.....	1 - 2
Work Plan.....	3
Acceptance Page	4

June 2, 2021

Mr. Jordan Keeler
City Administrator
City of Sand Point
3380 C Street, Suite 205
Anchorage, Alaska 99503

RE: Accounting Assistance and Audit Prep for 2021 Audit

Dear Jordan:

I want to thank you for giving me the opportunity to submit a proposal to perform the following professional services for the City of Sand Point.

- Audit preparation assistance for the year ending June 30, 2021
- Assistance with single audit for the year ending June 30, 2021
- Assistance with preparation of CARES information for the auditors for the year ending June 30, 2021
- Assistance with the new bond calculations and recording it in the general ledger
- Assistance and support for the City of Sand Point's accounting personnel during the 2021 audit
- Training of the City of Sand Point's accounting personnel on best practices and accounting close-out
- Assistance with gaming reports, reconciliations and compliance with the State of Alaska gaming statutes and regulations
- Assistance with payroll reports and reconciliations
- Assistance with preparing and filing IRS Form 941, Employer's Quarterly Federal Tax, on quarterly basis
- Assistance with preparing and filing the Alaska Quarterly Contribution Report on quarterly basis

City of Sand Point
June 2, 2021

- Assistance with preparing and filing Form W-3, Transmittal of Wage and Tax Statements, and Form W-2, Wage and Tax Statement, for all City's employees for the year 2021
- Assistance with preparing and filing IRS Form 1099-NEC, Nonemployee Compensation, for the City's independent contractors for the year 2021
- Telephone conferences on an as-needed basis to discuss the operations of the City of Sand Point, business matters, accounting matters, and any other topics
- Unlimited phone and email support for the City of Sand Point's personnel regarding accounting assistance, general questions, and other matters that do not require changes to the scope of this engagement

Professional services will begin on July 1, 2021 and will continue for a period of twelve months until June 30, 2022.

The price for the above professional services will be \$39,900.00 payable on the last day of each month in equal installments of \$3,325.00. The price does not include any out-of-pocket expenses, such as travel, postage, courier services, etc.

Because my proposal provides ongoing access to the accounting advice you need on a fixed-price basis, you will not be concerned about escalating costs. My service is built around fixed pricing, as opposed to hourly rates, and offers you access to the accumulated intellectual capital of my firm.

I take great pride in the level of experience, competence, and professionalism I can offer. I understand the importance of meeting deadlines and the effect it has on the annual audit of a government entity.

I look forward to your favorable consideration of my proposal and welcome the opportunity to discuss it with you in person. Please feel free to call if you have any questions about the contents of my proposal. I would be happy to discuss it with you in detail.

Very truly yours,



Irina V. Morozova, CPA

WORK PLAN

It is my understanding that the upcoming tasks facing the City of Sand Point is the preparation of accounting records for the 2021 audit, the training of the City's accounting personnel, and assistance with various quarterly reports to the new Finance Officer. Accordingly, I have outlined a work plan. Other accounting services will be performed when requested.

- Assist the City's accounting personnel with on-going questions – July 1, 2021 – June 30, 2022
- Obtain reports and records from the City's accounting personnel, reconcile beginning balances and set up new 2021 work papers for the audit prep – July 2021
- Assist the Finance Officer with preparing CARES information for the auditors – July – August, 2021
- A trip to Sand Point to perform audit prep work and to provide on-site training of the new Finance Officer – July - August 2021.
- Complete audit prep work and deliver accounting records to the auditors with sufficient time to begin and complete the 2021 audit – the date to be agreed with the auditors.
- Support the City's accounting personnel during the 2021 audit – until the audit is completed.
- Answer auditors' questions and provide additional information requested by the auditors until the financial statements are issued.
- Assist the Finance Officer and the City Administrator with reviewing audited financial statements – upon the 2021 audit completion.
- Assure that June 30, 2021 balances per general ledger agree to the auditors' records - upon the 2021 audit completion.
- Three additional trips to Sand Point, as discussed with the City Administrator, to assist the new Finance Officer with on-going questions and various quarterly and annual reports such as IRS Form 941, Employer's Quarterly Federal Tax, the Alaska Quarterly Contribution Report, IRS Form W-3, Transmittal of Wage and Tax Statements, IRS Form W-2, Wage and Tax Statement, gaming reports for the State of Alaska, and prepare financial information for grants reporting – October 2021, January 2022, April 2022.

I appreciate the opportunity to submit this proposal and am available to discuss any items or questions you may have regarding it. If this proposal is acceptable to you, please sign where indicated below and return it to our office.

Very truly yours,

Irina V. Morozova, CPA

ACCEPTED:

City of Sand Point

Title:

Date:

PUBLIC COMMENTS

EXECUTIVE SESSION: LEGAL

COUNCIL COMMENTS

ADJOURNMENT

FYI