

City of Sand Point Council Meeting



Workshop: Tuesday, April 9, 2019 – 2:00 p.m.

Meeting: Tuesday, April 9, 2019 – 7:00 p.m.

CALL TO ORDER

ROLL CALL

CITY OF SAND POINT

(packet will be available on website April 5, 2019
www.sandpointak.com)



MAYOR

Mayor Glen Gardner Jr. - Office Exp. 2020

COUNCIL MEMBERS

Danny Cumberlidge	Seat A - Exp. 2019
Allan Starnes	Seat B - Exp. 2020
Shirley Brown	Seat C - Exp. 2019
Jack Foster Jr.	Seat D - Exp. 2020
Marita Gundersen	Seat E - Exp. 2021
Emil Mobeck	Seat F - Exp. 2021

SAND POINT CITY COUNCIL MEETING AGENDA CITY CHAMBERS

Regular Meeting

Tuesday, April 9, 2019 7:00 pm

CALL TO ORDER ROLL CALL APPROVAL OF AGENDA

CONSENT AGENDA:

1. Minutes: Minutes of Regular Meeting on March 12, 2019

REPORTS:

1. Finance Officer
2. Administrator
3. DPS Police Chief
4. Public Works Manager
5. Harbor Master
6. Student Representative

HEARINGS, ORDINANCES AND RESOLUTIONS:

1. Ordinance 2019-03: Water/Sewer/Refuse Rate Amendment – 1st Reading
2. Ordinance 2019-04: Harbor Rates Amendment – 1st Reading

OLD BUSINESS:

NEW BUSINESS:

1. VIP Taxes & Consulting, LLC Proposal

PUBLIC COMMENTS COUNCIL COMMENTS EXECUTIVE SESSION ADJOURNMENT

THERE IS A WORKSHOP FOR THIS MEETING AT 2 P.M. – SAME DAY IN CITY CHAMBERS

POSTED: 04/03/19

CALL TO ORDER:

The regular meeting of the Sand Point City Council was held Tuesday, March 12, 2019 in the Sand Point Council Chambers. Mayor Glen Gardner Jr. called the meeting to order at 7:02 p.m.

ROLL CALL:

Glen Gardner Jr.	Mayor	Present
Danny Cumberlidge	Seat A	Absent - excused
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
- David Stokes, Public Works Director
- Krista Galvin, Finance Officer
- Hal Henning, Police Chief

APPROVAL OF AGENDA:

Mayor Glen Gardner Jr. requested a motion to approve the agenda.

MOTION: Councilperson Emil Mobeck made a motion to approve the agenda.

SECOND: Councilperson Shirley Brown seconded the motion.

VOTE: Motion passed unanimously.

APPROVAL OF CONSENT AGENDA:

1. Minutes of the January 8, 2019 Regular Meeting.

MOTION: Councilperson Emil Mobeck made a motion to approve the Minutes of February 12, 2019 Regular Meeting with one correction on page two.

SECOND: Councilperson Allan Starnes seconded the motion.

VOTE: Motion passed unanimously.

REPORTS:

Finance Officer - Krista Galvin

Finance Officer Krista Galvin reported for the month of January 2019 Sales Tax was \$44,528.74 and Raw Fish Tax \$12,558.77.

Administrator – Jordan Keeler

Administrator Jordan Keeler reported anodes are \$309/ea. in King Cove. Community Revenue Sharing is generated by interest in the PCE endowment. Funds that are left over from paying PCE program costs are then distributed as CRS. Communities who do not have annual audits do not receive community revenue sharing.

Mayor – Glen Gardner Jr.

Mayor Gardner reported the Board of Fisheries meeting went very well. The SWAMC conference was well attended with over 180 attendees. Some highlights from the conference included the Alaska Seafood and Marketing Institute, who provided the main course for lunch one day which featured winners of the 2018 Alaska Symphony of Seafoods from their annual contest. An estimated additional annual value to Alaska’s seafood industry is \$600,000,000.

DPS Police Chief – Hal Henning

DPS Police Chief Hal Henning reported statistical information. Officer Mark Chandler graduated from the Equivalency Academy, Officer Anderson will receive his Advanced Peace Officer Certificate and Sergeant Nierman had received his Intermediate Peace Officer Certificate. On March 22, 2019 the dept. will hold a full day Active Shooter Response training at the school for teachers, then in the evening they will hold a Q & A with the public for their first annual night out, and the children will have a pizza station to make their own pizzas. They have records management systems training set up for May 28-30, 2019.

Public Works Director - David Stokes

Public Works Director David Stokes reported they hauled two vehicles from the back trails. They hauled a truck frame from Alaska Commercial Co. to the landfill. They installed new ends on torch hoses. They worked on a recycling oil pump. They worked on the brakes for the Diesel fuel truck. They worked on the throttle on the trash truck. They graded roads. They exposed culverts and did ditch maintenance. They welded the skidsteer bucket and changed a hydraulic hose. They fueled buildings. They refilled the fuel truck with stove oil. They worked on the fire boat. They moved sand to the sand shed and cleaned around the sand building. They sanded roads and plowed roads.

Landfill

They worked on the incinerator. They worked on the ram on the garbage truck. They changed a hose on the skidsteer. They sorted and loaded tires for Pauloff Harbor Tribe.

Recycling

They burned lots of oil. The recycling center is running well.

Water and Sewer

They worked on the ladder at the big water tank. They changed the transducer on the big water tank. They changed the turbidity meter at the water plant. They jetted out Tridents sewer line.

Harbor Master - Richard Kochuten Sr.

Harbor Master Richard Kochuten Sr. report was included in packet.

Student Representative – Brittany Gardner

Student Representative Brittany Gardner reported the student council is getting back in the swing of things after basketball season was coming to a close. Paige Lundgren is the new student representative. The student council worked on ordering prom decorations and opening the student store to pay for the decorations. They conducted a lunch survey.

HEARINGS, ORDINANCES, AND RESOLUTIONS:

Administrator Keeler stated this ordinance is a clean up measure and is similar to the Aleutians East Borough’s.

1. Ordinance 2019-01: Acquisition & Disposal of City Property Amendment – 2nd Reading

MOTION: Councilperson Shirley Brown made a motion to put Ordinance 2019-01: Acquisition & Disposal of City Property Amendment on the floor for 2nd Reading

SECOND: Councilperson Emil Mobeck seconded the motion.

VOTE: Motion passed unanimously.

MOTION: Councilperson Emil Mobeck. made a motion to adopt Ordinance 2019-01: Acquisition & Disposal of City Property Amendment.
SECOND: Councilperson Allan Starnes seconded the motion.
VOTE: Motion passed unanimously.

2. Ordinance 2019-02: FY19 Budget Amendment – 2nd Reading

Administrator Keeler described the gains and losses from the budget which was adopted in June 2018.

MOTION: Councilperson Shirley Brown made a motion to put Ordinance 2019-02: FY19 Budget Amendment on the floor for 2nd Reading.
SECOND: Councilperson Allan Starnes seconded the motion.
VOTE: Motion passed unanimously.

MOTION: Councilperson Shirley Brown made a motion to adopt Ordinance 2019-02: FY19 Budget Amendment.
SECOND: Councilperson Marita Gundersen seconded the motion.
VOTE: Motion passed unanimously.

OLD BUSINESS: None.

NEW BUSINESS:

1. QTT Annual Earth Day Fair Donation Request

MOTION: Councilperson Emil Mobeck made a motion to donate 2 - \$50 gift cards and ALPAR garbage bags to the QTT Annual Earth Day Fair Donation request.
SECOND: Councilperson Shirley Brown seconded the motion.
VOTE: Motion passed unanimously.

2. Building Permit: Revised Trident Seafoods Corporation

MOTION: Councilperson Emil Mobeck made a motion to approve the Building Permit: Revised Trident Seafoods Corporation.
SECOND: Councilperson Marita Gundersen seconded the motion.
VOTE: Motion passed unanimously.

3. Discussion: Water/Sewer/Refuse Rate Increase

Discussion: Water/Sewer/Refuse Rate Increase moved to April 2019 meeting for 1st reading.

4. Discussion: Wharfage for Vehicles Coming Across the Dock

Discussion: Wharfage for Vehicles Coming Across the Dock moved to April 2019 meeting.

5. Discussion: Harbor Rate Increase

Discussion: Harbor Rate Increase moved to April 2019 meeting for 1st reading.

6. FY18 Audit Final Results

MOTION: Councilperson Emil Mobeck made a motion to approve the FY18 Audit Final Results.
SECOND: Councilperson Allan Starnes seconded the motion.
VOTE: Motion passed unanimously.

7. AEB FY20 Community Budget Request Process

Councilpersons gave direction to Administrator Keeler to submit nine budget requests for the AEB FY20 Community Budget Request Process.

PUBLIC COMMENTS: None.

COUNCIL COMMENTS:

Councilperson Emil Mobeck commented he was happy to see everybody from all gear groups and communities work together for common goals for our fisheries. Councilperson Brown commented she knows the public will not be happy with rate increases but she doesn't see any other choice due to inflation.

ADJOURNMENT:

MOTION: Councilperson Marita Gundersen made a motion to adjourn.

SECOND: Councilperson Emil Mobeck seconded the motion.

The meeting adjourned at 7:46 PM.

Glen Gardner Jr., Mayor

ATTEST:

Shannon Sommer, City Clerk

REPORTS

FINANCE OFFICER

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

	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
July	156,655.84	121,976.31	110,509.71	129,882.77	142,500.10	83,040.24
August	137,107.36	48,575.15	94,822.69	42,576.34	139,542.35	48,290.30
September	53,307.44	64,362.76	62,297.79	63,622.18	37,427.07	49,496.61
October	41,610.64	32,213.32	76,878.70	59,854.60	32,201.69	46,261.99
November	22,386.53	7,214.11	3,770.50	6,757.09	10,083.69	4,963.48
December	5,337.01	372.97	735.79	-	515.28	74.67
January	43,650.07	25,670.23	21,798.52	8,015.18	3,836.52	12,558.77
February	53,363.98	37,309.68	47,098.16	47,058.04	27,529.30	24,948.95
March	65,073.23	88,220.14	69,354.74	95,569.42	45,022.21	-
April	36,514.38	15,613.35	23,493.50	5,984.43	58,469.24	-
May	21,292.12	25,246.23	16,091.74	20,790.33	24,240.36	-
June	64,462.43	68,319.25	78,884.08	109,955.05	58,431.26	-
Total	700,761.03	535,093.50	605,735.92	590,065.43	579,799.07	269,635.01

Sales Tax Revenue

	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
July	82,934.73	104,201.30	88,780.27	75,255.42	79,691.25	92,628.52
August	73,136.15	88,102.34	92,491.15	64,147.25	77,015.98	65,979.46
September	75,647.72	116,436.20	95,569.47	80,332.82	66,935.45	71,697.10
October	69,251.83	81,510.79	71,821.64	62,727.84	34,186.58	58,219.29
November	46,816.20	43,535.59	35,841.10	36,741.45	49,870.42	46,835.09
December	52,116.25	44,980.97	48,357.80	37,647.73	31,235.26	39,642.29
January	80,977.40	66,575.33	60,942.89	58,373.49	39,387.33	44,528.74
February	84,035.36	69,895.86	60,702.43	59,618.34	45,302.69	41,619.24
March	126,325.95	105,731.28	81,364.98	77,700.11	81,890.02	-
April	86,407.71	58,562.79	53,394.08	52,535.54	45,633.53	-
May	70,189.92	52,976.00	44,528.77	45,569.00	46,470.55	-
June	98,758.26	96,824.06	80,350.37	78,996.36	81,316.23	-
Total	946,597.48	929,332.51	814,144.95	729,645.35	678,935.29	461,149.73
				TDX Fines	(150,000.00)	
					528,935.29	

City of Sand Point
Bank Balance

Date		Balance	
Bank	End of February		Date
Key Bank	2,442,765.09		4/4/2019
Wells Fargo - General	187,227.17	258,210.17	
Wells Fargo - Bingo Fund	20,994.85	39,571.70	
Wells Fargo - Silver Salmon Fund	37,244.32	37,244.32	
Wells Fargo - PD Forfeiture	35,895.08	35,895.08	
Charles Schwab	517,148.78	526,199.54	

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

04/01/19 12:48 PM

Page 1

Current Period: FEBRUARY 18-19

	18-19 YTD Budget	18-19 YTD Amt	FEBRUARY MTD Amt	18-19 YTD Balance	% of YTD
GENERAL FUND					
LEGISLATIVE	\$140,200.00	\$109,305.28	\$22,074.62	\$30,894.72	77.96%
ADMINISTRATION	\$993,836.00	\$702,983.25	\$45,183.52	\$290,852.75	70.73%
PARKS AND RECREATION	\$25,000.00	\$14,611.77	\$2,010.44	\$10,388.23	58.45%
PUBLIC SAFETY	\$630,850.00	\$392,423.62	\$55,521.51	\$238,426.38	62.21%
PUBLIC WORKS	\$720,500.00	\$375,473.14	\$32,821.13	\$345,026.86	52.11%
FACILITIES	\$277,150.00	\$140,224.05	\$19,420.50	\$136,925.95	50.60%
Total GENERAL FUND	\$2,787,536.00	\$1,735,021.11	\$177,031.72	\$1,052,514.89	62.24%
BINGO FUND					
ADMINISTRATION	\$574,350.00	\$449,342.56	\$30,254.87	\$125,007.44	78.23%
Total BINGO FUND	\$574,350.00	\$449,342.56	\$30,254.87	\$125,007.44	78.23%
SILVER SALMON DERBY					
FIRE	\$32,504.00	\$22,504.02	\$0.00	\$9,999.98	69.23%
Total SILVER SALMON DERBY	\$32,504.00	\$22,504.02	\$0.00	\$9,999.98	69.23%
CLINIC OPERATIONS/MAINTENANCE					
ADMINISTRATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total CLINIC OPERATIONS/MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ROCK CRUSHER ENTERPRISE FUND					
PUBLIC WORKS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total ROCK CRUSHER ENTERPRISE FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
WATER/SEWER OPERATIONS					
WATER/SEWER	\$276,500.00	\$103,264.39	\$21,576.89	\$173,235.61	37.35%
Total WATER/SEWER OPERATIONS	\$276,500.00	\$103,264.39	\$21,576.89	\$173,235.61	37.35%
HARBOR/PORT OPERATIONS					
HARBOR	\$596,500.00	\$310,594.07	\$43,161.99	\$285,905.93	52.07%
Total HARBOR/PORT OPERATIONS	\$596,500.00	\$310,594.07	\$43,161.99	\$285,905.93	52.07%
REFUSE COLLECTION					
PUBLIC WORKS	\$152,650.00	\$94,497.92	\$13,768.71	\$58,152.08	61.90%
Total REFUSE COLLECTION	\$152,650.00	\$94,497.92	\$13,768.71	\$58,152.08	61.90%
Report Total	\$4,420,040.00	\$2,715,224.07	\$285,794.18	\$1,704,815.93	61.43%

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

04/01/19 12:48 PM

Page 1

Current Period: FEBRUARY 18-19

		18-19	18-19	FEBRUARY	18-19	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	YTD
GENERAL FUND						
Active	R 01-200 CAPITAL GAIN / LOSS	\$10,000.00	-\$2,042.08	\$7,135.14	\$12,042.08	-20.42%
Active	R 01-201 INTEREST INCOME	\$20,000.00	\$41,814.30	\$5,627.35	-\$21,814.30	209.07%
Active	R 01-202 FINES AND PENALTYS	\$1,000.00	\$48.92	\$0.00	\$951.08	4.89%
Active	R 01-203 OTHER REVENUE	\$5,000.00	\$2,080.28	\$40.37	\$2,919.72	41.61%
Active	R 01-205 4% SALES TAX	\$700,000.00	\$500,846.72	\$44,528.74	\$199,153.28	71.55%
Active	R 01-213 RAW FISH TAX	\$375,000.00	\$303,117.32	\$12,558.77	\$71,882.68	80.83%
Active	R 01-214 FINE-LATE SALES TAX	\$5,000.00	\$1,406.45	\$0.00	\$3,593.55	28.13%
Active	R 01-217 7% B & B Tax	\$14,000.00	\$7,327.67	\$142.46	\$6,672.33	52.34%
Active	R 01-225 PAYMENT IN LIEU OF TAX	\$150,000.00	\$0.00	\$0.00	\$150,000.00	0.00%
Active	R 01-226 EVENT COSTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-229 EASTER EGG HUNT DONA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-230 DONATIONS	\$47,753.00	\$47,753.00	\$0.00	\$0.00	100.00%
Active	R 01-231 INSURANCE REFUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-233 BUSINESS LIC. FEE	\$4,000.00	\$1,950.00	\$500.00	\$2,050.00	48.75%
Active	R 01-234 SB 46 PERS RELIEF	\$40,000.00	\$0.00	\$0.00	\$40,000.00	0.00%
Active	R 01-238 ANCHORAGE OFFICE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-244 JAG GRANT REVENUE	\$0.00	\$3,494.00	\$0.00	-\$3,494.00	0.00%
Active	R 01-250 STATE REVENUE SHARIN	\$92,598.00	\$92,595.98	\$0.00	\$2.02	100.00%
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	\$0.00	\$987.66	\$0.00	-\$987.66	0.00%
Active	R 01-260 STATE LIQUOR SHARE TA	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00%
Active	R 01-265 STATE PROCESSORS TAX	\$40,788.00	\$0.00	\$0.00	\$40,788.00	0.00%
Active	R 01-266 ExT FISH TAX SHARING	\$300,000.00	\$273,103.50	\$0.00	\$26,896.50	91.03%
Active	R 01-285 EQUIPMENT RENTAL	\$47,878.00	\$53,952.00	\$2,606.62	-\$6,074.00	112.69%
Active	R 01-291 BUILDING RENTALS	\$140,000.00	\$78,672.52	\$11,199.77	\$61,327.48	56.19%
Active	R 01-293 LIBRARY GRANT	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%
Active	R 01-296 PD FORFEITURES	\$0.00	\$3,358.77	\$0.00	-\$3,358.77	0.00%
Active	R 01-297 POLICE MISC REVENUE	\$36,000.00	\$24,853.42	\$316.64	\$11,146.58	69.04%
Active	R 01-298 EMS MISC REVENUE	\$15,000.00	\$13,611.78	\$3,846.80	\$1,388.22	90.75%
Active	R 01-990 F/V DESTINATION SWEAT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total	\$2,054,517.00	\$1,448,932.21	\$88,502.66	\$605,584.79	70.52%
	Total GENERAL FUND	\$2,054,517.00	\$1,448,932.21	\$88,502.66	\$605,584.79	70.52%
BINGO FUND						
Active	R 02-203 OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 02-294 BINGO REVENUE	\$45,000.00	\$33,323.85	\$1,158.00	\$11,676.15	74.05%
Active	R 02-295 PULL TAB REVENUE	\$525,000.00	\$407,966.50	\$33,451.50	\$117,033.50	77.71%
	Total	\$570,000.00	\$441,290.35	\$34,609.50	\$128,709.65	77.42%
	Total BINGO FUND	\$570,000.00	\$441,290.35	\$34,609.50	\$128,709.65	77.42%
SILVER SALMON DERBY						
Active	R 03-230 DONATIONS	\$3,250.00	\$2,500.00	\$0.00	\$750.00	76.92%
Active	R 03-292 SILVER SALMON DERBY	\$26,384.00	\$26,384.92	\$0.00	-\$0.92	100.00%
	Total	\$29,634.00	\$28,884.92	\$0.00	\$749.08	97.47%
	Total SILVER SALMON DERBY	\$29,634.00	\$28,884.92	\$0.00	\$749.08	97.47%
CLINIC OPERATIONS/MAINTENANCE						
Active	R 10-257 REVENUE--FEDERAL GOV	\$62,412.00	\$34,191.92	\$11,344.07	\$28,220.08	54.78%
	Total	\$62,412.00	\$34,191.92	\$11,344.07	\$28,220.08	54.78%

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

04/01/19 12:48 PM

Page 2

Current Period: FEBRUARY 18-19

		18-19	18-19	FEBRUARY	18-19	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	YTD
Total CLINIC OPERATIONS/MAINTENANCE		\$62,412.00	\$34,191.92	\$11,344.07	\$28,220.08	54.78%
ROCK CRUSHER ENTERPRISE FUND						
Active	R 58-207 GRAVEL SALES	\$45,000.00	\$0.00	\$0.00	\$45,000.00	0.00%
Total		\$45,000.00	\$0.00	\$0.00	\$45,000.00	0.00%
Total ROCK CRUSHER ENTERPRISE FUND		\$45,000.00	\$0.00	\$0.00	\$45,000.00	0.00%
WATER/SEWER OPERATIONS						
Active	R 61-202 FINES AND PENALTYS	\$1,000.00	\$633.84	\$22.47	\$366.16	63.38%
Active	R 61-206 WATER/SEWER REVENUE	\$200,000.00	\$129,344.81	\$15,527.03	\$70,655.19	64.67%
Active	R 61-234 SB 46 PERS RELIEF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 61-235 TRANSFER IN	\$70,000.00	\$0.00	\$0.00	\$70,000.00	0.00%
Active	R 61-243 USDA GRANT REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 61-270 ON BEHALF REVENUE PE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total		\$271,000.00	\$129,978.65	\$15,549.50	\$141,021.35	47.96%
Total WATER/SEWER OPERATIONS		\$271,000.00	\$129,978.65	\$15,549.50	\$141,021.35	47.96%
HARBOR/PORT OPERATIONS						
Active	R 62-201 INTEREST INCOME	\$5,000.00	\$3,356.72	\$770.87	\$1,643.28	67.13%
Active	R 62-203 OTHER REVENUE	\$10,000.00	\$6,434.35	\$284.32	\$3,565.65	64.34%
Active	R 62-210 HARBOR/MOORAGE	\$225,000.00	\$161,098.08	\$5,143.46	\$63,901.92	71.60%
Active	R 62-211 HARBOR/TRAVELLIFT	\$90,000.00	\$60,027.32	\$1,261.08	\$29,972.68	66.70%
Active	R 62-212 BOAT HARBOR/RENTS	\$85,000.00	\$66,834.90	\$8,290.70	\$18,165.10	78.63%
Active	R 62-215 HARBOR/WHARFAGE	\$95,000.00	\$48,865.76	\$34,622.59	\$46,134.24	51.44%
Active	R 62-219 HARBOR ELEC SERVICE F	\$8,000.00	\$3,543.34	\$200.00	\$4,456.66	44.29%
Active	R 62-220 HARBOR/ELEC DEPOSIT	\$1,100.00	\$1,100.00	\$0.00	\$0.00	100.00%
Active	R 62-221 HARBOR/VAN STORAGE	\$20,000.00	\$13,813.93	\$0.00	\$6,186.07	69.07%
Active	R 62-222 HARBOR/STALL ELECTRIC	\$30,000.00	\$13,898.70	\$227.27	\$16,101.30	46.33%
Active	R 62-223 HARBOR/ELECTRICITY	\$4,000.00	\$2,022.35	\$0.00	\$1,977.65	50.56%
Active	R 62-224 GEARSHED LOCKER RENT	\$15,000.00	\$9,253.98	\$3,572.73	\$5,746.02	61.69%
Active	R 62-234 SB 46 PERS RELIEF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 62-235 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 62-237 HARBOR STORAGE	\$2,500.00	\$1,643.34	\$0.00	\$856.66	65.73%
Active	R 62-270 ON BEHALF REVENUE PE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 62-285 EQUIPMENT RENTAL	\$40,000.00	\$16,644.01	\$875.20	\$23,355.99	41.61%
Total		\$630,600.00	\$408,536.78	\$55,248.22	\$222,063.22	64.79%
Total HARBOR/PORT OPERATIONS		\$630,600.00	\$408,536.78	\$55,248.22	\$222,063.22	64.79%
REFUSE COLLECTION						
Active	R 65-202 FINES AND PENALTYS	\$1,500.00	\$355.44	\$11.97	\$1,144.56	23.70%
Active	R 65-204 REFUSE COLLECTION	\$130,000.00	\$102,572.93	\$13,595.82	\$27,427.07	78.90%
Active	R 65-234 SB 46 PERS RELIEF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 65-235 TRANSFER IN	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0.00%
Active	R 65-270 ON BEHALF REVENUE PE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total		\$155,500.00	\$102,928.37	\$13,607.79	\$52,571.63	66.19%
Total REFUSE COLLECTION		\$155,500.00	\$102,928.37	\$13,607.79	\$52,571.63	66.19%
Report Total		\$3,818,663.00	\$2,594,743.20	\$218,861.74	\$1,223,919.80	67.95%

CITY OF SAND POINT

04/01/19 12:49 PM

Page 1

***Fund Summary -
Budget to Actual©**

FEBRUARY 18-19

	18-19	FEBRUARY	18-19	18-19	18-19
	YTD Budget	MTD Amount	YTD Amount	YTD Balance	% YTD Budget
FUND 01 GENERAL FUND					
Revenue	\$2,054,517.00	\$88,502.66	\$1,448,932.21	\$605,584.79	70.52%
Expenditure	\$2,787,536.00	\$177,031.72	\$1,735,021.11	\$1,052,514.89	62.24%
		-88,529.06	-286,088.90		
FUND 02 BINGO FUND					
Revenue	\$570,000.00	\$34,609.50	\$441,290.35	\$128,709.65	77.42%
Expenditure	\$574,350.00	\$30,254.87	\$449,342.56	\$125,007.44	78.23%
		4,354.63	-8,052.21		
FUND 03 SILVER SALMON DERBY					
Revenue	\$29,634.00	\$0.00	\$28,884.92	\$749.08	97.47%
Expenditure	\$32,504.00	\$0.00	\$22,504.02	\$9,999.98	69.23%
		\$0.00	\$6,380.90		
FUND 10 CLINIC OPERATIONS/MAINTENANCE					
Revenue	\$62,412.00	\$11,344.07	\$34,191.92	\$28,220.08	54.78%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$11,344.07	\$34,191.92		
FUND 61 WATER/SEWER OPERATIONS					
Revenue	\$271,000.00	\$15,549.50	\$129,978.65	\$141,021.35	47.96%
Expenditure	\$276,500.00	\$21,576.89	\$103,264.39	\$173,235.61	37.35%
		-6,027.39	\$26,714.26		
FUND 62 HARBOR/PORT OPERATIONS					
Revenue	\$630,600.00	\$55,248.22	\$408,536.78	\$222,063.22	64.79%
Expenditure	\$596,500.00	\$43,161.99	\$310,594.07	\$285,905.93	52.07%
		\$12,086.23	\$97,942.71		
FUND 65 REFUSE COLLECTION					
Revenue	\$155,500.00	\$13,607.79	\$102,928.37	\$52,571.63	66.19%
Expenditure	\$152,650.00	\$13,768.71	\$94,497.92	\$58,152.08	61.90%
		-160.92	\$8,430.45		
Report Total		-66,932.44	-120,480.87		

TO: Mayor Gardner
City Council Members

FROM: Jordan Keeler
City Administrator

DATE: April 5, 2019

SUBJ: Monthly Report for April 2019



Here is a brief list of items I have been working on or tracking that are not covered later in the agenda:

TRANSPORTATION

- The new dock bid was awarded to Joe Zeck's firm. I don't have a firm date on the start of construction; but the bid announcement required a May 2020 competition, so I imagine that construction will be starting sooner than later. The delay in awarding the bid was a result of contractor questions throughout the bidding process.
- Ferry services remains up in the air. As of this writing, no reservations are being accepted system-wide past September 30.

BUDGET

- I have started working on the budget for the first reading at the May meeting. It will be a very tight budget as a result of the poor salmon season in addition to whatever is going on in Juneau. The governor's proposed budget would cut anywhere from \$300,000 to \$550,000 of our general fund revenue, which would be a tough pill to swallow after this summer's poor fishing.
- I submitted several capital requests to the AEB for consideration. If any are approved, then that will take off some budgetary pressure. The borough will take them up at their meeting on Thursday, but, they are also facing funding cuts from the state so it is unclear if they will follow through with any funding.

OTHER ITEMS

- Testified at the LJO Anchorage on the impact of cutting fisheries taxes
- Worked on some odds and ends
- EATS clinic lease is still with IHS but making progress
- Took some time off



SAND POINT DEPARTMENT of PUBLIC SAFETY



Post Office Box 423
Sand Point, Alaska 99661

MEMORANDUM

To: Honorable Glen Gardner, 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: April 5, 2019

Ref: Department of Public Safety's Monthly Report for March 2019

Police Department

- Hal Henning, Chief of Police
- Brent Nierman, Police Sergeant
- Dave Anderson, Police Officer
- Mark Chandler, Police Officer
- Thomas Slease, Investigator

Administrative Assistant

- Denise Mobeck/weekday 911 Dispatcher

Dispatchers

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

Police Division Activity

MARCH 2019

4 cases were generated

- 1 Assault DV, Trespass
- 1 DUI
- 1 firearm hold
- 1 Violating Conditions of release

2 persons were jailed

- 2 Violating Conditions of release
- 1 DUI

There were 68 calls to 911

- 11 MOC/clinic needed
- 5 ambulances needed
- 19 mis-dial or hang ups
- 2 officer needed at tavern
- 7 assault (5 calls for same incident)
- 1 drunken disturbance at Trident
- 5 misc information needed for officer
- 1 tavern fight
- 2 report of controlled fire
- 6 trespass
- 1 REDDI report
- 2 theft
- 1 person locked out of building
- 2 reports of injured eagle
- 3 miscellaneous calls

Information cases were generated

- Response to clinic for hostile patient
- Traffic stop advisement of 4-wheeler on private property
- Investigation of damage to residence
- Advisement of eviction from residence
- Traffic stop for equipment violation
- Report of reckless driving
- Disposal of firearm
- Abandoned vehicle in back woods
- Paper services
- Assists on medical calls

Note from Chief Hal Henning:

I have received many positive responses from staff and citizens about the Active Shooter Training held last month at the school. Greg Russell came out and did a spectacular job. The training was free of charge as part of our association with the AJMLIA who is the cities insurance provider.

The community night out was a great success with several community members showing up to ask questions about the ALICE training and other police department operations. We made homemade pizzas with the ingredients donated by the AC Store and went through 26 large pizzas.

Huge thanks to Ken who did an amazing job clearing out and organizing the fire hall.

Investigator Slease is continuing the great work keeping drugs out of our community and I still get several complements on how the department is doing in this area.

Officer Chandler is still working on the Tsunami warning system and has made progress so it will set off the testing automatically.

EMS Division

Chief of EMS Division: Denise Mobeck

EMS Activity: 9 runs

Rescue1 transported 6 patients to clinic

Rescue1 transported 3 patients to airport for medevac

Susan Davis is here giving training classes for our EMS responders. She is also providing First Aid/CPR classes for the community. A huge thank you for all she does!

Thank you to our volunteers that respond in a very short amount of time from being dispatched and for your commitment to the community!

Fire Division

Chief of Fire Division: Vacant, administrative duties being fulfilled by police administrative assistant.

Fire Activity:

- All monthly incident reports were filed with the State Fire Marshal's Office meeting obligations and maintaining agency certification.

March 2019 Public Works Report

Shop

- Hauled two vehicles from the back trails
- Hauled a truck from the harbor to the landfill
- Welded on the sand truck
- Finish jet drives on fire boat
- Replace door handles on shop truck
- Work on the Gehl
- Graded roads
- Clean waste oil burners in city shop
- Weld the skidsteer bucket
- Fueled buildings
- Worked on recycle center fork lift
- Picked up used motor oil from trident
- Sand roads
- Plowed snow
- Hauled tires from dump

Landfill

- Work on the ram on the garbage truck
- Picked up around dumpsters
- Cleaned up around landfill
- Sorted old tires and hauled to harbor for pauloff harbor tribe
- Maintenance on the skidsteer

Recycling

- Worked on forklift
- The recycle center is running good

Water and Sewer

- Ordered a replacement turbidity meter, and chlorine pump
- Dylan went to training
- Fix water line in boat harbor
- Turned off delinquent water services

Sand Point Boat Harbor Report 4-4-2019

All is going well at the Sand Point Harbor.

There is a lot of activity going on, some of the guys are getting an early start working on boats.

Hauling and launching boats.

Not much fishing going on aside from jigging and longlining, cod and halibut.

Harbor crew making dump runs regularly, cleaned up along the ditch line to the new harbor.

Cleaned trash out of both ware houses.

Work continues on blocking for boats.

Gehl is still down, public works waiting on parts for it.

I think the water will be turned on to the floats around mid-April, hopefully there won't be any more freezes.

That's all I have to report.

Richard Kochuten Sr.

**STUDENT
REPRESENTATIVE**

HEARINGS, ORDINANCES AND RESOLUTIONS

ORDINANCE 2019-03:
WATER/SEWER/REFUSE
RATE AMENDMENT – 1ST
READING

Memo

To: Mayor Gardner
From: Jordan Keeler, Administrator
cc: City Council
Date: April 2, 2019
Re: Water, Wastewater and Solid Waste Rate Amendment

Presented for your consideration is Ordinance 19-03 which will increase water, wastewater and solid waste charges by 10% for all rate classes, plus some clerical corrections. As discussed at the March meetings, the water/wastewater and solid waste enterprise funds run a deficit each year of ~\$70k and ~\$25k respectively. The rate increase, the first in nearly 8 years, will bring in ~\$19k and ~\$14k annually. This is not enough to close the gap and stop the subsidy, but it will take pressure off the general fund. If this is approved by Council, the new rates will take effect on July 1 and our FY2020 budget will reflect the new rates.

I ask the Council to approve this ordinance.

WATER	Accounts	Current	Proposed
Res	151	\$ 30.00	\$ 33.00
Bar	4	\$ 60.00	\$ 66.00
AEBSD	1	\$ 488.00	\$ 536.80
AEB	1	\$ 120.00	\$ 132.00
AC Store	1	\$ 360.00	\$ 396.00
Motel	1	\$ 285.00	\$ 313.50
Trident	1	\$ 1,464.00	\$ 1,610.40
Senior rate	4	\$ 24.00	\$ 26.40
Vaction	14	\$ 35.00	\$ 38.50
QTT	1	\$ 74.00	\$ 81.40
Clinic	1	\$ 195.00	\$ 214.50
TOTAL	180		

SEWER	Accounts	Current	Proposed
Res	152	\$ 24.00	\$ 26.40
Bar	4	\$ 46.00	\$ 50.60
AEBSD	1	\$ 248.00	\$ 272.80
AEB	1	\$ 96.00	\$ 105.60
AC Store	1	\$ 259.00	\$ 284.90
Motel	1	\$ 432.00	\$ 475.20
Trident	1	\$ 1,820.00	\$ 2,002.00
Senior rate	4	\$ 19.20	\$ 21.12
Vaction	14	\$ 35.00	\$ 38.50
QTT	1	\$ 46.00	\$ 50.60
Clinic	1	\$ 99.00	\$ 108.90
Total	180		

Solid Waste	Accounts	Current	Proposed
residential	139	\$30.00	\$33.00
lt. comm	9	\$60.00	\$66.00
med comm	3	\$120.00	\$132.00
heavy comm	6	\$150.00	\$165.00
School	1	\$225.00	\$247.50
fish processors	1	\$4,500.00	\$4,950.00
Res - Senior	4	\$24.00	\$26.40
AC Store	1	\$750.00	\$825.00
Clinic	1	\$150.00	\$165.00
AEB	1	\$120.00	\$132.00
Total	166		

City of Sand Point



ORDINANCE 2019-03

AN ORDINANCE AMENDING CHAPTER 10 OF THE SAND POINT MUNICIPAL CODE TO INCREASE THE MONTHLY FEES FOR ALL RATE CLASSES OF WATER, WASTEWATER AND SOLID WASTE

WHEREAS, the City of Sand Point recognizes the need to provide quality water, wastewater and solid waste services to residents and business; and,

WHEREAS, the costs of operations require periodic evaluation of rates to ensure a sustainable service; and,

WHEREAS, the City Council has reviewed the rates and determined that a one-time, 10% increase for all rate classes will provide for continued operations;

WHEREAS, Chapter 10 is amended to read the following;

NOW BE IT ORDAINED BY THE CITY COUNCIL OF SAND POINT, ALASKA:

Section 1. This is a code ordinance.

Section 2. This ordinance is effective July 1, 2019.

Section 3. Amendment of Chapter 10.10.240. Chapter 10.10.240 of the Sand Point Municipal Code is hereby amended to read as follows [new language is underlined, deletions are in brackets]:

§ 8.10.070. METHODS OF DISPOSAL.

(a) Each person who is furnished with water and/or sewer service shall pay for the same at the following rates per month:

Service Connect and/or Reconnect Fee \$200

Water Rate Domestic Flat Rate

Single Family dwelling	[\$30]	<u>\$33</u>
Apartments - per unit	[\$30]	<u>\$33</u>

Commercial Flat Rate

Restaurant	[\$60]	<u>\$66</u>
Bar	[\$60]	<u>\$66</u>
Club with restaurant and bar	[\$74]	<u>\$81.40</u>
Garage	[\$40]	<u>\$44</u>
Hotel-Motel-B&B - per unit	[\$15]	<u>\$16.50</u>
Store	[\$60]	<u>\$66</u>
School	[\$488]	<u>\$536.80</u>
Church	[\$30]	<u>\$33</u>
Offices (per office)	[\$30]	<u>\$33</u>
Clinic		<u>\$214.50</u>
Vacation		<u>\$38.50</u>
QTT		<u>\$81.40</u>

(b) The rates for existing businesses not covered shall be established by negotiation between such businesses and the city.

Commercial Metered Rates

(Meter to be installed at user's expense)

0 - 30,000 gallons per month	\$2.00 per 1,000 gallons
Over 30,000 gallons per month	\$1.31 per 1,000 gallons

Sewage Service Rate

Domestic Flat Rate

Single Family Dwelling	[\$24]	<u>\$26.40</u>
Apartments - per unit	[\$24]	<u>\$26.40</u>

Commercial Flat Rate

Restaurant	[\$46]	<u>\$50.60</u>
Bar	[\$46]	<u>\$56.40</u>
Club with restaurant and bar	[\$46]	<u>\$50.60</u>
Garage	[\$59]	<u>\$64.90</u>
Hotel/Motel-B&B - per unit	[\$24]	<u>\$26.40</u>
Store	[\$31]	<u>\$284.90</u>
School	[\$248]	<u>\$272.80</u>
Church	[\$10]	<u>\$11</u>
Offices (per office)	[\$24]	<u>\$26.40</u>
Cannery	[\$1,820]	<u>\$2,002</u>
Clinic		<u>\$108.90</u>
Vacation		<u>\$38.50</u>
QTT		<u>\$50.60</u>

Metered Rates This sewer charge shall be equal to the metered water charge per month.

(c) **Minimum Charge:** The minimum monthly charge for combined water and sewer shall be \$32. Consumers who expect to be absent from a premise served by water and sewer for a period longer than one month must notify the city in writing prior to the absence in order to be billed the minimum charge of \$32 per month during the period in which the premises is vacant. If requested in writing by the property owner, service may be disconnected and all further water and sewer payments waived. If requested by the property owner, the fee to reconnect the service is \$200.

Section 4. Amendment of Chapter 10.20.040. Chapter 10.20.040 of the Sand Point Municipal Code is hereby amended to read as follows [new language is underlined, deletions are in brackets]

(c) Rates, fees and charges for city solid waste collection. The following rates, fees and charges shall be assessed for city solid waste collection:

(1) **Basic monthly charge.** This rate covers the use of city-provided public dumpsters. The customer shall pay the monthly charge indicated below based upon the customer's classification. The customer shall place all solid waste for collection in the solid waste dumpsters.

Customer Classification* *Monthly Charge

I. ***Residential, per dwelling unit*** [~~\$30~~] **\$33**
single family homes, apartments, etc.

II. ***Light Commercial*** [~~\$60~~] **\$66**
small retail/wholesale stores
bed and breakfasts
offices
mechanical, welding, auto/boat repair,
fuel delivery or similar businesses
utilities: electric, telephone, etc.
post office
other

III. ***Medium Commercial*** [~~\$120~~] **\$132**
restaurants
airlines (cargo/freight/passenger)
other

IV. ***Heavy Commercial*** [~~\$150~~] **\$165**
bars
grocery stores **\$825**
hotels
clinic
other

V. *Industrial*

schools [\$225] \$247.50
fish processors [\$4,500] \$,4950
other

Section 4. **Effective Date.** This ordinance shall be effective July 1, 2019.

ENACTED THIS 14th day of May, 2019.

**PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF
THE SAND POINT CITY COUNCIL THIS 14th DAY OF MAY, 2019.**

ATTEST:

Glen Gardner Jr., Mayor

Shannon Sommer, City Clerk

ORDINANCE 2019-04:
HARBOR RATES
AMENDMENT – 1ST
READING

Memo

To: Mayor Gardner
From: Jordan Keeler, Administrator
cc: City Council
Date: April 2, 2019
Re: Ordinance 19-04

Ordinance 19-04 was drafted as a response to the discussion at the March workshop about the rates at the harbor. The boat harbor is operated as an enterprise fund, so all fees such as moorage and storage are plowed back in to the boat harbor to sustain operations. The fund currently is not self-sustaining and requires an annual subsidy from the general fund to balance the books. Similar to water/sewer, the rates for services in the harbor have not increased since 2011 when Council approved at 50% increase, and the last increase before that was in 2006. Please note that these rates become effective on July 1 for transient users and any new permanent users. Anyone with an existing contract would be at the current rate until their yearly lease is renewed.

I ask the council to approve this ordinance.

City of Sand Point



ORDINANCE 2019-04

AN ORDINANCE AMENDING TITLE 11 OF THE CITY OF SAND POINT'S CODE OF MUNICIPAL ORDINANCES ENTITLED "BOAT HARBOR"

Section 1. Classification: This is a code ordinance.

Section 2. Content: **Amendment of Chapter 11.040.030**. Chapter 11 of the Sand Point Municipal Code is hereby amended to read as follows [new language is underlined, deletions are in brackets]:

(a) The owner of a boat assigned to a reserved mooring space shall pay the following annual mooring space reservation fee:

Reserved Moorage Space Fees	
Boat Length or Mooring Space Length (whichever is greater)	Annual Rate (July 1 through June 30)
56 feet and under	[\$15] <u>18.75</u> per foot in length
57 feet to 70 feet	[\$18] <u>22.50</u> per foot of length
71 feet to 90 feet	[\$23] <u>28.75</u> per foot of length
91 feet to 105 feet	[\$27] <u>33.75</u> per foot of length
106 to 150 feet	Length x Width x [\$1.50] <u>2.25</u>

Boat owners may deposit one year's annual reserved mooring reservation fee with the City of Sand Point's Finance Department and thereafter may prorate the annual fee by month. Otherwise, the Annual mooring space reservation fee is due when the boat is assigned to the reserved mooring space.

(b) Transient boat owners using a mooring space (or spaces) on a daily or seasonal basis shall pay moorage facilities use fees as follows:

Transient Moorage Fees		
Vessel Length or Mooring Space Length (whichever is greater)	Daily Rate (24hrs or any fraction thereof)	Seasonal Rate (3 Consecutive Months)
Under 20 feet	[\$11] <u>13.75</u>	[\$263] <u>328.75</u>
21 feet to 31 feet	[\$15] <u>18.75</u>	[\$375] <u>468.75</u>
32 feet to 46 feet	[\$23] <u>28.75</u>	[\$563] <u>703.75</u>
47 feet to 60 feet	[\$30] <u>37.50</u>	[\$750] <u>937.50</u>
61 feet to 75 feet	[\$38] <u>47.50</u>	[\$938] <u>1172.50</u>
76 feet to 90 feet	[\$45] <u>56.25</u>	Length x width x [\$1.90] <u>2.38</u> x .33
91 feet to 105 feet	[\$60] <u>75.00</u>	Length x width x [\$1.90] <u>2.38</u> x .33
106 feet to 125 feet	[\$75] <u>97.50</u>	Length x width x [\$1.90] <u>2.38</u> x .33
126 feet to 150 feet	[\$90] <u>112.50</u>	Length x width x [\$1.90] <u>2.38</u> x .33
151 feet and over	[\$105] <u>137.50</u>	Length x width x [\$1.90] <u>2.38</u> x .33

Any Boat temporarily moored in a reserved mooring space shall pay the daily transient moorage fee.

(c) The owner of any boat tying up to the city dock as a place of temporary moorage shall pay four times the transient moorage fee per (l)(b) calculated on a daily basis.

Section 3. Effective Date: This ordinance becomes effective July 1, 2019

**PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF
THE SAND POINT CITY COUNCIL THIS 14th DAY OF MAY, 2019.**

ATTEST:

Glen Gardner Jr., Mayor

Shannon Sommer, City Clerk

OLD BUSINESS

NEW BUSINESS

VIP TAXES & CONSULTING, LLC PROPOSAL

Memo

To: Mayor Gardner & City Council
From: Jordan Keeler, Administrator
cc: City Council
Date: April 5, 2019
Re: VIP Consulting Accounting Assistance Proposal

Irina Morozova with VIP Taxes & Consulting, LLC has submitted a proposal to assist Krista with audit preparation and other accounting tasks, including gaming reporting and compliance. This year's proposal also includes a sales tax audit. The proposal runs the full fiscal year and includes a week-long visit to Sand Point. Having a third-party review city finances and available to answer any questions has served the city well.

I ask City Council to approve this proposal.

City of Sand Point, Alaska
Proposal to Provide Accounting Assistance

For the Fiscal Year Ending
June 30, 2019

VIP Taxes & Consulting, LLC.
1029 W 16th Avenue,
Anchorage, AK 99501
(907) 770-1331

March 27, 2019

Contact: Irina Morozova, CPA

City of Sand Point, Alaska

Table of Contents

	Page
Letter of Transmittal	1 - 2
Profile of VIP Taxes & Consulting, LLC.....	3
Work Plan.....	3
Acceptance Page	4

March 27, 2019

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

RE: Accounting Assistance and Audit Prep for 2019 Audit

Dear Jordan:

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

- Assistance to the City with monitoring compliance with its sales tax ordinances for up to three selected businesses
- Audit preparation assistance for the year ended June 30, 2019
- Assistance and support for the City of Sand Point's accounting personnel during the 2019 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
- 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

The professional services will begin on April 1, 2019 and will continue for a period of nine months until December 31, 2019.

City of Sand Point
March 27, 2019

The price for the above professional services will be \$19,890.00 payable on the last day of each month in equal installments of \$2,210.00. The price does not include any out-of-pocket expenses, such as travel, postage, courier services, etc.

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

We, at VIP Taxes & Consulting, LLC, take great pride in the level of experience, competence, and professionalism we can offer. We understand the importance of meeting deadlines and the effect it has on the annual audit of a government entity.

We look forward to your favorable consideration of our 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 our proposal. We would be happy to discuss it with you in detail.

Very truly yours,

VIP Taxes & Consulting, LLC

A handwritten signature in blue ink that reads "Irina Morozova". The signature is written in a cursive, flowing style.

Irina V. Morozova, CPA

PROFILE OF VIP TAXES & CONSULTING, LLC.

We are an accounting firm located in Anchorage. Because our firm is small, our clients benefit by getting personalized quality service. Client communication is very important to us, and we listen to our clients and strive to fulfill their individual accounting needs. We also work closely with your auditors to minimize multiple requests for information, frequent inquiries, and other time-consuming inefficiencies.

All of our work is performed or reviewed by a licensed CPA in the State of Alaska. We have experience with clients throughout Alaska in the nonprofit, governmental, and commercial sectors. We also understand the challenges of communication with remote areas in our state.

We combine our in-depth understanding of the audit process with a philosophy of client-oriented service to save you time and money. We also tailor our services to meet your individual accounting support needs.

WORK PLAN

It is our understanding that the upcoming tasks facing the City of Sand Point are the sales tax compliance with ordinances of the selected businesses (up to three), the preparation of accounting records for the 2019 audit, and the training and assistance to the City's accounting personnel. Accordingly, we have outlined a work plan. Other accounting services will be performed when requested.

- Assist the City Clerk with sending out letters to the selected businesses outlining the information needed for the sales tax compliance audit – April, 2019
- A trip to Sand Point to perform onsite document review at the selected businesses – April 22 – 27, 2019
- Assist the City's accounting personnel with on-going questions – April 22 – 27, 2019
- Finalize the results of document review and report to the City Administrator regarding compliance with the sales tax ordinances – May - June, 2019
- Obtain reports and records from the City's accounting personnel, reconcile beginning balances and set up new 2019 work papers for the audit prep – July - August, 2019

- A trip to Sand Point to perform audit prep work and to provide on-site training of the City's accounting personnel – August – September, 2019
- Complete audit prep work and deliver accounting records to the auditors with sufficient time to begin and complete the 2019 audit – the date to be agreed with the auditors
- Support the City's accounting personnel during the 2019 audit – August, 2018 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 2019 audit completion
- Assure that June 30, 2019 balances per general ledger agree to the auditors' records - upon the 2019 audit completion

We appreciate the opportunity to submit this proposal and are 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,

VIP Taxes & Consulting, LLC



Irina V. Morozova, CPA

ACCEPTED:

City of Sand Point

Title:

Date:

PUBLIC COMMENTS

COUNCIL COMMENTS

ADJOURNMENT

FYI