

City of Sand Point Council Meeting



Workshop: Tuesday, October 13, 2015 – 2:00 p.m.

Meeting: Tuesday, October 13, 2015 – 7:00 p.m.

CALL TO ORDER

ROLL CALL

CITY OF SAND POINT

(packet will be available on website October 9,
2015 www.sandpointak.com)



MAYOR

Mayor Glen Gardner Jr. - Office Exp. 2017

COUNCIL MEMBERS

| | |
|-------------------|--------------------|
| Danny Cumberlidge | Seat A - Exp. 2016 |
| Allan Starnes | Seat B - Exp. 2017 |
| Shirley Brown | Seat C - Exp. 2016 |
| Jack Foster Jr. | Seat D - Exp. 2017 |
| Marita Gundersen | Seat E - Exp. 2015 |
| Rayette McGlashan | Seat F - Exp. 2015 |

SAND POINT CITY COUNCIL MEETING AGENDA CITY CHAMBERS

Regular Meeting

Tuesday, October 13, 2015 7:00 pm

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

CERTIFICATION OF ELECTION/OATH OF OFFICE

CONSENT AGENDA:

1. Minutes: Minutes of Regular Meeting on September 8, 2015

REPORTS:

1. Finance Officer
2. Administrator
3. DPS Director
4. Fire Chief
5. Public Works Director
6. Harbor Master
7. Student Representative

HEARINGS, ORDINANCES AND RESOLUTIONS:

1. Resolution 15-15: Authorizing Alaska USA Deposit Account

OLD BUSINESS:

1. GCI Fiber Cable Installation

NEW BUSINESS

1. QTT Annual Community Christmas Potluck Donation Request
2. 2016 Lease Renewals
3. Christmas Bonuses

PUBLIC COMMENTS

COUNCIL COMMENTS

ADJOURNMENT

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

POSTED 10/07/15

City of Sand Point



General Election-October 6, 2015

FINAL RESULTS

SEAT E

| | |
|-------------------------|-----------|
| Marita Gundersen | 98 |
| Write-ins | 14 |
| Blank | 13 |

SEAT F

| | |
|--------------------|-----------|
| Emil Mobeck | 67 |
| Don Eubank | 66 |
| Write-ins | 13 |
| Blank | 10 |

I, Shannon Sommer, Election Supervisor, hereby certify that the above election results
Of the City of Sand Point's General Election
Held October 6, 2015, have been correctly tabulated.

Shannon Sommer
Shannon Sommer

10/09/15
Date

CALL TO ORDER:

The regular meeting of the Sand Point City Council was held Tuesday, September 8, 2015, in the Sand Point Council Chambers. Mayor Glen Gardner, Jr. called the meeting to order at 7:03 p.m.

ROLL CALL:

| | | |
|-------------------|--------|------------------|
| Glen Gardner, Jr. | Mayor | Present |
| Danny Cumberlidge | Seat A | Absent - excused |
| Allan Starnes | Seat B | Present |
| Shirley Brown | Seat C | Absent - excused |
| Jack Foster, Jr. | Seat D | Present |
| Marita Gundersen | Seat E | Present |
| Rayette McGlashan | Seat F | Present |

A quorum was established.

Staff in attendance:

Andy Varner, Administrator via teleconference
Shannon Sommer, City Clerk
David Stokes, Public Works Director

APPROVAL OF AGENDA:

Mayor Glen Gardner, Jr. requested a motion to approve the agenda.
MOTION: Councilperson Marita Gundersen made a motion to adopt the agenda.
SECOND: Councilperson Rayette McGlashan seconded the motion.
VOTE: Motion passed unanimously.

APPROVAL OF CONSENT AGENDA:

1. August 11, 2015 Meeting Minutes.
Mayor Glen Gardner, Jr. requested a motion to approve the consent agenda.
MOTION: Councilperson Rayette McGlashan made a motion to approve the consent agenda with 1 correction on page 1.
SECOND: Councilperson Marita Gundersen seconded the motion.
VOTE: Motion passed unanimously.

REPORTS:

Finance Officer- Krista Galvin
Finance Officer Krista Galvin report included in packet.

Administrator - Andy Varner

Administrator Andy Varner reported the EMS/ambulance MOA delineates responsibilities and will enable us to receive reimbursements of services and our EMS department is now enrolled in the Medicaid system. Employees who opted out of our health insurance plan will save the City approximately \$5,000 each month. 10 Alaska Energy Authority PCE applications were accepted, the credits will be retroactive to July 1, 2014. Our finance department met with Wells Fargo about an e-billing option for the City. The City has received the final paperwork for the USDA grant agreement and CRW got the contract to do the master plan for our facilities and the water/sewer positions will be posted the following week. The Red Star Gold people are prospecting claims on Unga and have stakes on Popof Islands. They are hoping to do one more round of drilling within the next month and they will do a presentation for the Council next time their team is in on Unga. The City sent an offer letter to the Aleut Corporation to gauge their Board's interest in selling the Red Dome Cove Quarry. Copper River Seafoods has an

interest for a plant in Sand Point. DOT has taken some time issuing the RFP for design and environmental work and the final draft went out. The City's 50th anniversary is next year and the City should consider a celebration.

Mayor - Glen Gardner, Jr.

Mayor Glen Gardner, Jr. reported he would like to make the annual firework display an annual even during the Silver Salmon Derby. He spoke with Melvin Smith; Mr. Smith would like a hard copy for the knoll and cubic yards to the Aleut Corporation. TDX is looking for support to place a diesel engine for a generator; they are looking for a grant. He thanked Councilperson Rayette McGlashan for her years of services on the Council and wished her the best.

Department of Public Safety - Chief John Lucking, Jr.

Manager of Public Safety John Lucking, Jr. reported there is statistical information included in his report,

Public Works Director – David Stokes

Public Works Director David Stokes reported they graded and swept roads, worked on the little Crusher in shop, crushed 500 yards of rock, they demolished the Fish & Game building, they built a driveway for Ben Mobeck, Jr., replaced the tires on the ambulance, they changed water & sewer truck tires, they fixed the low boy flat and tractor truck flat, they changed dump truck tires, they serviced one of the Mack trucks, they worked on the Shumagin pad and worked on the landfill 792 tracks.

Landfill

They burned the Fish & Game building.

Recycling Center

Everything is going good and waiting on the trash cans and need parts for the glass crusher.

Water and Sewer

Water/Sewer Supervisor Allen Hill's report included in the packet.

Harbor Master - Richard Kochuten, Sr.

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

HEARINGS, ORDINANCES, AND RESOLUTIONS:

1. Resolution 15-14: Appointing Election Judges

MOTION: Councilperson Rayette McGlashan made a motion to approve Resolution 15-14: Appointing Election Judges.

SECOND: Councilperson Jack Foster, Jr. seconded the motion.

VOTE: Motion passed unanimously.

OLD BUSINESS: None.

NEW BUSINESS:

1. QTT Environmental Dept. Donation Request.

MOTION: Councilperson Allan Starnes made a motion to donate 4-\$50 Visa gift cards and garbage bags.

SECOND: Councilperson Rayette McGlashan seconded the motion.

VOTE: Motion passed unanimously.

2. 2016 Close up Donation Request

MOTION: Councilperson Jack Foster, Jr. made a motion to donate \$2,500, same as last year's donation.

SECOND: Councilperson Allan Starnes seconded the motion.

VOTE: Motion passed unanimously.

3. Building Permit: AHA Duplex

MOTION: Councilperson Rayette McGlashan made a motion to put Building Permit: AHA Duplex on the floor for discussion.

SECOND: Councilperson Marita Gundersen seconded the motion.

VOTE: Motion passed unanimously.

Mayor Gardner explained the zoning district was changed. The Council agreed to talk to AHA about changing the driveway location.

MOTION: Councilperson Jack Foster, Jr. made a motion to approve the Building Permit: AHA Duplex.

SECOND: Councilperson Rayette McGlashan seconded the motion.

VOTE: Motion passed unanimously.

PUBLIC COMMENTS: None.

COUNCIL COMMENTS:

Councilperson Rayette McGlashan expressed her appreciation for being on the Council and will miss Sand Point.

ADJOURNMENT:

MOTION: Councilperson Rayette McGlashan made a motion to adjourn.

SECOND: Councilperson Marita Gundersen seconded the motion.

The meeting adjourned at 7:54 PM.

Glen Gardner, Jr., Mayor

ATTEST:

Shannon Sommer, City Clerk

REPORTS

FINANCE OFFICER

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

| | <u>FY10</u> | <u>FY11</u> | <u>FY12</u> | <u>FY13</u> | <u>FY14</u> | <u>FY15</u> | <u>FY16</u> |
|--------------|-------------------|-------------------|-------------|-------------------|-------------------|-------------------|-------------------|
| June | 89,371.73 | 217,340.55 | July | 98,195.23 | 156,655.84 | 121,976.31 | 110,509.71 |
| July | 128,368.96 | 139,818.08 | August | 68,242.04 | 137,107.36 | 48,575.15 | 94,822.69 |
| August | 78,457.48 | 117,033.81 | September | 71,393.24 | 53,307.44 | 64,362.76 | |
| September | 80,983.80 | 79,043.91 | October | 74,240.08 | 41,610.64 | 32,213.32 | |
| October | 46,603.74 | 74,929.24 | November | 5,675.98 | 22,386.53 | 7,214.11 | |
| November | 8,421.65 | 10,518.19 | December | 1,305.30 | 5,337.01 | 372.97 | |
| December | 6.03 | 92.61 | January | 39,379.85 | 43,650.07 | 25,670.23 | |
| January | 70,721.63 | 61,025.94 | February | 33,190.81 | 53,363.98 | 37,309.68 | |
| February | 91,693.11 | 80,458.14 | March | 78,691.30 | 65,073.23 | 88,220.14 | |
| March | 79,640.86 | 103,148.90 | April | 24,930.11 | 36,514.38 | 15,613.35 | |
| April | 25,898.74 | 29,908.61 | May | 16,846.94 | 21,292.12 | 25,246.23 | |
| May | <u>59,813.76</u> | <u>26,019.65</u> | June | <u>129,015.93</u> | <u>64,462.43</u> | <u>68,319.25</u> | <u>-</u> |
| Total | 759,981.49 | 939,337.63 | | 641,106.81 | 700,761.03 | 535,093.50 | 205,332.40 |

Sales Tax Revenue

| | <u>FY10</u> | <u>FY11</u> | <u>FY12</u> | <u>FY13</u> | <u>FY14</u> | <u>FY15</u> | <u>FY16</u> |
|--------------|-------------------|-------------------|-------------|-------------------|-------------------|-------------------|-------------------|
| June | 73,942.45 | 96,304.83 | July | 101,206.98 | 82,934.73 | 104,201.30 | 88,780.27 |
| July | 76,586.24 | 98,121.00 | August | 76,571.79 | 73,136.15 | 88,102.34 | 92,491.15 |
| August | 59,031.08 | 77,436.07 | September | 194,900.07 | 75,647.72 | 116,436.20 | |
| September | 66,560.56 | 89,882.29 | October | 85,720.47 | 69,251.83 | 81,510.79 | |
| October | 55,806.67 | 93,787.49 | November | 90,575.50 | 46,816.20 | 43,535.59 | |
| November | 37,712.73 | 34,431.36 | December | 44,723.29 | 52,116.25 | 44,980.97 | |
| December | 46,246.45 | 59,315.91 | January | 62,428.48 | 80,977.40 | 66,575.33 | |
| January | 51,438.40 | 72,690.48 | February | 57,547.22 | 84,035.36 | 69,895.86 | |
| February | 66,045.08 | 68,392.21 | March | 75,307.36 | 126,325.95 | 105,731.28 | |
| March | 109,345.24 | 83,181.02 | April | 65,117.67 | 86,407.71 | 58,562.79 | |
| April | 59,248.18 | 72,659.25 | May | 58,775.64 | 70,189.92 | 52,976.00 | |
| May | <u>50,158.53</u> | <u>56,084.05</u> | June | <u>80,381.46</u> | <u>98,758.26</u> | <u>96,824.06</u> | <u>-</u> |
| Total | 752,121.61 | 902,285.96 | | 993,255.93 | 946,597.48 | 929,332.51 | 181,271.42 |
| | | | | | TDX Fines | (150,000.00) | |
| | | | | | | 779,332.51 | |

City of Sand Point
Bank Balances

Date

| Bank | Account Number | Balance | |
|-----------------------------------|-------------------|-----------------|---------------|
| | | End of August | Date |
| Key Bank | 50-20-500-0025757 | \$ 2,196,381.50 | |
| Wells Fargo - General | 4121344139 | \$ 284,273.65 | \$ 607,620.92 |
| Wells Fargo - Bingo Fund | 4121344147 | \$ 157,347.88 | \$ 180,112.65 |
| Wells Fargo - Silver Salmon Fund | 4121344154 | \$ 19,643.50 | \$ 19,643.50 |
| AlaskaUsa Federal Credit Union CD | 1957756 | \$ 200,402.40 | \$ 200,549.82 |

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

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Current Period: AUGUST 15-16

| | 15-16 YTD Budget | 15-16 YTD Amt | AUGUST MTD Amt | 15-16 YTD Balance | % of YTD |
|---|---------------------|------------------|-------------------|----------------------|-------------|
| GENERAL FUND | | | | | |
| LEGISLATIVE | \$138,000.00 | \$31,278.46 | \$10,654.60 | \$106,721.54 | 22.67% |
| ADMINISTRATION | \$995,754.00 | \$296,507.61 | \$57,291.39 | \$699,246.39 | 29.78% |
| PARKS AND RECREATION | \$28,000.00 | \$4,414.57 | \$1,528.66 | \$23,585.43 | 15.77% |
| ANIMAL CONTROL | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| PUBLIC SAFETY | \$602,750.00 | \$81,791.03 | \$30,531.53 | \$520,958.97 | 13.57% |
| PUBLIC WORKS | \$646,910.00 | \$118,252.03 | \$33,709.90 | \$528,657.97 | 18.28% |
| FACILITIES | \$371,850.00 | \$34,847.11 | \$14,270.53 | \$337,002.89 | 9.37% |
| <i>Total GENERAL FUND</i> | \$2,783,264.00 | \$567,090.81 | \$147,986.61 | \$2,216,173.19 | 20.38% |
| BINGO FUND | | | | | |
| ADMINISTRATION | \$474,100.00 | \$74,313.53 | \$69,630.56 | \$399,786.47 | 15.67% |
| <i>Total BINGO FUND</i> | \$474,100.00 | \$74,313.53 | \$69,630.56 | \$399,786.47 | 15.67% |
| SILVER SALMON DERBY | | | | | |
| FIRE | \$19,250.00 | \$0.00 | \$0.00 | \$19,250.00 | 0.00% |
| <i>Total SILVER SALMON DERBY</i> | \$19,250.00 | \$0.00 | \$0.00 | \$19,250.00 | 0.00% |
| CLINIC OPERATIONS/MAINTENANCE | | | | | |
| ADMINISTRATION | \$32,777.00 | \$0.00 | \$0.00 | \$32,777.00 | 0.00% |
| <i>Total CLINIC OPERATIONS/MAINTENANCE</i> | \$32,777.00 | \$0.00 | \$0.00 | \$32,777.00 | 0.00% |
| WATER/SEWER OPERATIONS | | | | | |
| WATER/SEWER | \$284,600.00 | \$34,578.96 | \$16,134.35 | \$250,021.04 | 12.15% |
| <i>Total WATER/SEWER OPERATIONS</i> | \$284,600.00 | \$34,578.96 | \$16,134.35 | \$250,021.04 | 12.15% |
| HARBOR/PORT OPERATIONS | | | | | |
| HARBOR | \$557,487.00 | \$109,437.56 | \$48,127.10 | \$448,049.44 | 19.63% |
| <i>Total HARBOR/PORT OPERATIONS</i> | \$557,487.00 | \$109,437.56 | \$48,127.10 | \$448,049.44 | 19.63% |
| REFUSE COLLECTION | | | | | |
| PUBLIC WORKS | \$156,094.00 | \$26,095.29 | \$9,267.62 | \$129,998.71 | 16.72% |
| <i>Total REFUSE COLLECTION</i> | \$156,094.00 | \$26,095.29 | \$9,267.62 | \$129,998.71 | 16.72% |
| SCHOOL LOOP ROAD & PAVING PROJ | | | | | |
| ADMINISTRATION | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| <i>Total SCHOOL LOOP ROAD & PAVING PROJ</i> | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| HARBOR CONSTRUCTION | | | | | |
| HARBOR | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| <i>Total HARBOR CONSTRUCTION</i> | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Report Total | \$4,307,572.00 | \$811,516.15 | \$291,146.24 | \$3,496,055.85 | 18.84% |

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

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Current Period: AUGUST 15-16

| | | 15-16 | 15-16 | AUGUST | 15-16 | % of |
|----------------------------|---------------------------------|-----------------------|---------------------|---------------------|-----------------------|---------------|
| | | YTD Budget | YTD Amt | MTD Amt | YTD Balance | YTD |
| GENERAL FUND | | | | | | |
| Active | R 01-022 AK MUNICI LEAGUE INVES | \$0.00 | \$40.10 | \$20.46 | -\$40.10 | 0.00% |
| Active | R 01-024 INTEREST INCOME | \$0.00 | \$152.10 | \$0.00 | -\$152.10 | 0.00% |
| Active | R 01-051 TRANSFER OUT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Active | R 01-200 INTEREST/RESTRICTED | \$2,000.00 | \$152.22 | \$152.22 | \$1,847.78 | 7.61% |
| Active | R 01-202 FINES AND PENALTYS | \$500.00 | \$0.00 | \$0.00 | \$500.00 | 0.00% |
| Active | R 01-203 OTHER REVENUE | \$45,000.00 | \$17,227.62 | \$8,772.62 | \$27,772.38 | 38.28% |
| Active | R 01-205 4% SALES TAX | \$850,000.00 | \$185,573.80 | \$88,780.27 | \$664,426.20 | 21.83% |
| Active | R 01-213 RAW FISH TAX | \$600,000.00 | \$178,828.96 | \$110,509.71 | \$421,171.04 | 29.80% |
| Active | R 01-214 FINE-LATE SALES TAX | \$1,000.00 | \$1,169.88 | \$56.69 | -\$169.88 | 116.99% |
| Active | R 01-217 7% B & B Tax | \$16,500.00 | \$1,700.48 | \$1,258.09 | \$14,799.52 | 10.31% |
| 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 | \$4,500.00 | \$0.00 | \$0.00 | \$4,500.00 | 0.00% |
| Active | R 01-229 EASTER EGG HUNT | \$0.00 | \$250.00 | \$0.00 | -\$250.00 | 0.00% |
| Active | R 01-230 DONATIONS | \$0.00 | \$250.00 | \$0.00 | -\$250.00 | 0.00% |
| Active | R 01-231 INSURANCE REFUND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Active | R 01-232 EMS FUND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Active | R 01-233 BUSINESS LIC. FEE | \$2,500.00 | \$0.00 | \$0.00 | \$2,500.00 | 0.00% |
| Active | R 01-234 SB 46 PERS RELIEF | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Active | R 01-236 SAND POINT SWEATSHIR | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Active | R 01-238 ANCHORAGE OFFICE | \$20,000.00 | \$0.00 | \$0.00 | \$20,000.00 | 0.00% |
| Active | R 01-240 GRANT REVENUE RASMU | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Active | R 01-241 GRANT REVENUE APEI | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Active | R 01-242 ROAD MAINTENANCE REV | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Active | R 01-250 STATE REVENUE SHARIN | \$138,000.00 | \$134,653.00 | \$0.00 | \$3,347.00 | 97.57% |
| Active | R 01-256 REVENUE--STATE OF ALA | \$7,500.00 | \$0.00 | \$0.00 | \$7,500.00 | 0.00% |
| Active | R 01-260 STATE BUSINESS LICENS | \$4,600.00 | \$0.00 | \$0.00 | \$4,600.00 | 0.00% |
| Active | R 01-265 STATE PROCESSORS TAX | \$35,000.00 | \$0.00 | \$0.00 | \$35,000.00 | 0.00% |
| Active | R 01-266 ExT FISH TAX SHARING | \$250,000.00 | \$0.00 | \$0.00 | \$250,000.00 | 0.00% |
| Active | R 01-285 EQUIPMENT RENTAL | \$15,000.00 | \$1,696.00 | \$1,696.00 | \$13,304.00 | 11.31% |
| Active | R 01-291 BUILDING RENTALS | \$135,000.00 | \$21,356.50 | \$8,362.25 | \$113,643.50 | 15.82% |
| Active | R 01-293 LIBRARY GRANT | \$6,650.00 | \$0.00 | \$0.00 | \$6,650.00 | 0.00% |
| Active | R 01-297 POLICE MISC REVENUE | \$35,000.00 | \$100.00 | \$0.00 | \$34,900.00 | 0.29% |
| Active | R 01-298 EMS MISC REVENUE | \$500.00 | \$0.00 | \$0.00 | \$500.00 | 0.00% |
| | Total | \$2,319,250.00 | \$543,150.66 | \$219,608.31 | \$1,776,099.34 | 23.42% |
| | Total GENERAL FUND | \$2,319,250.00 | \$543,150.66 | \$219,608.31 | \$1,776,099.34 | 23.42% |
| BINGO FUND | | | | | | |
| Active | R 02-051 TRANSFER OUT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Active | R 02-052 TRANSFER IN | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Active | R 02-202 FINES AND PENALTYS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Active | R 02-234 SB 46 PERS RELIEF | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Active | R 02-294 BINGO REVENUE | \$45,000.00 | \$7,587.00 | \$7,074.00 | \$37,413.00 | 16.86% |
| Active | R 02-295 PULL TAB REVENUE | \$470,000.00 | \$88,917.20 | \$73,798.00 | \$381,082.80 | 18.92% |
| Active | R 02-863 CONCESSIONS | \$300.00 | \$0.00 | \$0.00 | \$300.00 | 0.00% |
| | Total | \$515,300.00 | \$96,504.20 | \$80,872.00 | \$418,795.80 | 18.73% |
| | Total BINGO FUND | \$515,300.00 | \$96,504.20 | \$80,872.00 | \$418,795.80 | 18.73% |
| SILVER SALMON DERBY | | | | | | |
| Active | R 03-004 SILVER SALMON DERBY | \$18,250.00 | \$0.00 | \$0.00 | \$18,250.00 | 0.00% |
| Active | R 03-230 DONATIONS | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | 0.00% |

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

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Current Period: AUGUST 15-16

| | | 15-16 | 15-16 | AUGUST | 15-16 | % of |
|---|--------------------------------|--------------|-------------|-------------|--------------|--------|
| | | YTD Budget | YTD Amt | MTD Amt | YTD Balance | YTD |
| Total | | \$19,250.00 | \$0.00 | \$0.00 | \$19,250.00 | 0.00% |
| Total SILVER SALMON DERBY | | \$19,250.00 | \$0.00 | \$0.00 | \$19,250.00 | 0.00% |
| CLINIC OPERATIONS/MAINTENANCE | | | | | | |
| Active | R 10-257 REVENUE--FEDERAL GOV | \$32,777.00 | \$5,462.78 | \$2,731.39 | \$27,314.22 | 16.67% |
| Total | | \$32,777.00 | \$5,462.78 | \$2,731.39 | \$27,314.22 | 16.67% |
| Total CLINIC OPERATIONS/MAINTENANCE | | \$32,777.00 | \$5,462.78 | \$2,731.39 | \$27,314.22 | 16.67% |
| WATER/SEWER OPERATIONS | | | | | | |
| Active | R 61-052 TRANSFER IN | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Active | R 61-202 FINES AND PENALTYS | \$2,000.00 | \$521.75 | \$133.51 | \$1,478.25 | 26.09% |
| Active | R 61-203 OTHER REVENUE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Active | R 61-206 WATER/SEWER REVENUE | \$180,000.00 | \$36,300.37 | \$20,772.85 | \$143,699.63 | 20.17% |
| Active | R 61-234 SB 46 PERS RELIEF | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Total | | \$182,000.00 | \$36,822.12 | \$20,906.36 | \$145,177.88 | 20.23% |
| Total WATER/SEWER OPERATIONS | | \$182,000.00 | \$36,822.12 | \$20,906.36 | \$145,177.88 | 20.23% |
| HARBOR/PORT OPERATIONS | | | | | | |
| Active | R 62-201 INTEREST | \$4,000.00 | \$762.80 | \$285.50 | \$3,237.20 | 19.07% |
| Active | R 62-203 OTHER REVENUE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Active | R 62-210 HARBOR/MOORAGE | \$200,000.00 | \$18,857.94 | \$12,849.41 | \$181,142.06 | 9.43% |
| Active | R 62-211 HARBOR/TRAVELLIFT | \$90,000.00 | \$12,864.31 | \$7,125.69 | \$77,135.69 | 14.29% |
| Active | R 62-212 BOAT HARBOR/RENTS | \$100,000.00 | \$13,681.40 | \$6,840.70 | \$86,318.60 | 13.68% |
| Active | R 62-215 HARBOR/WHARFAGE | \$65,000.00 | \$1,508.49 | \$1,468.49 | \$63,491.51 | 2.32% |
| Active | R 62-219 HARBOR ELEC SERVICE F | \$8,000.00 | \$2,028.00 | \$1,102.76 | \$5,972.00 | 25.35% |
| Active | R 62-220 HARBOR/ELEC DEPOSIT | \$2,500.00 | \$443.15 | \$200.00 | \$2,056.85 | 17.73% |
| Active | R 62-221 HARBOR/VAN STORAGE | \$18,000.00 | \$864.17 | \$410.25 | \$17,135.83 | 4.80% |
| Active | R 62-222 HARBOR/STALL ELECTRIC | \$35,000.00 | \$11,087.62 | \$2,222.37 | \$23,912.38 | 31.68% |
| Active | R 62-223 HARBOR/ELECTRICITY | \$4,000.00 | \$0.00 | \$0.00 | \$4,000.00 | 0.00% |
| Active | R 62-224 GEARSHED LOCKER REN | \$13,000.00 | \$0.00 | \$0.00 | \$13,000.00 | 0.00% |
| Active | R 62-234 SB 46 PERS RELIEF | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Active | R 62-237 HARBOR STORAGE | \$3,200.00 | \$1,259.52 | \$258.30 | \$1,940.48 | 39.36% |
| Active | R 62-285 EQUIPMENT RENTAL | \$25,000.00 | \$5,457.01 | \$2,158.06 | \$19,542.99 | 21.83% |
| Active | R 62-299 GAIN/LOSS DISPOSITION | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Total | | \$567,700.00 | \$68,814.41 | \$34,921.53 | \$498,885.59 | 12.12% |
| Total HARBOR/PORT OPERATIONS | | \$567,700.00 | \$68,814.41 | \$34,921.53 | \$498,885.59 | 12.12% |
| REFUSE COLLECTION | | | | | | |
| Active | R 65-051 TRANSFER OUT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Active | R 65-052 TRANSFER IN | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Active | R 65-202 FINES AND PENALTYS | \$1,200.00 | \$326.50 | \$70.22 | \$873.50 | 27.21% |
| Active | R 65-204 REFUSE COLLECTION | \$140,000.00 | \$30,103.06 | \$17,674.20 | \$109,896.94 | 21.50% |
| Active | R 65-234 SB 46 PERS RELIEF | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Total | | \$141,200.00 | \$30,429.56 | \$17,744.42 | \$110,770.44 | 21.55% |
| Total REFUSE COLLECTION | | \$141,200.00 | \$30,429.56 | \$17,744.42 | \$110,770.44 | 21.55% |
| SCHOOL LOOP ROAD & PAVING PROJ | | | | | | |
| Active | R 70-256 REVENUE--STATE OF ALA | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Active | R 70-262 STATE OF ALASKA/SAND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Total | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Total SCHOOL LOOP ROAD & PAVING PROJ | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |

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

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Page 3

Current Period: AUGUST 15-16

| | | 15-16 YTD Budget | 15-16 YTD Amt | AUGUST MTD Amt | 15-16 YTD Balance | % of YTD |
|----------------------------|----------------------------------|---------------------|------------------|-------------------|----------------------|--------------|
| HARBOR CONSTRUCTION | | | | | | |
| Active | R 79-051 TRANSFER OUT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Active | R 79-256 REVENUE--STATE OF ALA | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Active | R 79-258 REVENUE--ALEUTIANS EA | \$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 HARBOR CONSTRUCTION | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>0.00%</u> |
| | Report Total | \$3,777,477.00 | \$781,183.73 | \$376,784.01 | \$2,996,293.27 | 20.68% |

CITY OF SAND POINT

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Page 1

***Fund Summary -
Budget to Actual©**

AUGUST 15-16

| | 15-16 | AUGUST | 15-16 | 15-16 | 15-16 |
|---|----------------|--------------|--------------|----------------|--------------|
| | YTD Budget | MTD Amount | YTD Amount | YTD Balance | % YTD Budget |
| FUND 01 GENERAL FUND | | | | | |
| Revenue | \$2,319,250.00 | \$219,608.31 | \$543,150.66 | \$1,776,099.34 | 23.42% |
| Expenditure | \$2,783,264.00 | \$147,986.61 | \$567,090.81 | \$2,216,173.19 | 20.38% |
| | | \$71,621.70 | -\$23,940.15 | | |
| FUND 02 BINGO FUND | | | | | |
| Revenue | \$515,300.00 | \$80,872.00 | \$96,504.20 | \$418,795.80 | 18.73% |
| Expenditure | \$474,100.00 | \$69,630.56 | \$74,313.53 | \$399,786.47 | 15.67% |
| | | \$11,241.44 | \$22,190.67 | | |
| FUND 03 SILVER SALMON DERBY | | | | | |
| Revenue | \$19,250.00 | \$0.00 | \$0.00 | \$19,250.00 | 0.00% |
| Expenditure | \$19,250.00 | \$0.00 | \$0.00 | \$19,250.00 | 0.00% |
| | | \$0.00 | \$0.00 | | |
| FUND 10 CLINIC OPERATIONS/MAINTENANCE | | | | | |
| Revenue | \$32,777.00 | \$2,731.39 | \$5,462.78 | \$27,314.22 | 16.67% |
| Expenditure | \$32,777.00 | \$0.00 | \$0.00 | \$32,777.00 | 0.00% |
| | | \$2,731.39 | \$5,462.78 | | |
| FUND 61 WATER/SEWER OPERATIONS | | | | | |
| Revenue | \$182,000.00 | \$20,906.36 | \$36,822.12 | \$145,177.88 | 20.23% |
| Expenditure | \$284,600.00 | \$16,134.35 | \$34,578.96 | \$250,021.04 | 12.15% |
| | | \$4,772.01 | \$2,243.16 | | |
| FUND 62 HARBOR/PORT OPERATIONS | | | | | |
| Revenue | \$567,700.00 | \$34,921.53 | \$68,814.41 | \$498,885.59 | 12.12% |
| Expenditure | \$557,487.00 | \$48,127.10 | \$109,437.56 | \$448,049.44 | 19.63% |
| | | -\$13,205.57 | -\$40,623.15 | | |
| FUND 65 REFUSE COLLECTION | | | | | |
| Revenue | \$141,200.00 | \$17,744.42 | \$30,429.56 | \$110,770.44 | 21.55% |
| Expenditure | \$156,094.00 | \$9,267.62 | \$26,095.29 | \$129,998.71 | 16.72% |
| | | \$8,476.80 | \$4,334.27 | | |
| FUND 70 SCHOOL LOOP ROAD & PAVING PROJ | | | | | |
| Revenue | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Expenditure | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | | \$0.00 | \$0.00 | | |
| FUND 79 HARBOR CONSTRUCTION | | | | | |
| Revenue | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Expenditure | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | | \$0.00 | \$0.00 | | |
| Report Total | | \$85,637.77 | -\$30,332.42 | | |

TO: Mayor Gardner
City Council Members

FROM: Andy Varner
City Administrator

DATE: October 8, 2015

SUBJ: Monthly Report for October 2015

Here are a few issues we've been working on since the last report:

EMS/EATs

- Before I left for vacation the Public Safety Department and EATs were close to signing an MOA on ambulance services and reimbursement for services. The Public Safety Manager can provide more details on this agreement.

DOCK REPLACEMENT

- The RFP for design and environmental work closed on October 1 and four firms submitted proposals: AECOM (formerly URS), R&M Consultants, HDR, and PND. We will evaluate and score the proposals and select a firm before the end of the month.

PEN AIR/DOT

- Pen Air has expressed that they want to put a Saab 2000 aircraft into service to Sand Point. This larger aircraft (50 - 58 seats) would require that the airport be certified under FAA Regulations, which the airport was before. One of the most notable requirements of that certification is to provide Aircraft Rescue Fire Fighting (ARFF) service. One properly trained and equipped fire fighter needs to be on standby at the airport, with one ARFF truck, for each flight arrival and departure. The airport may need significant work to bring it up to Part 139 standards, including improved fencing and gates, signs, markings, and perhaps lighting. While the new aircraft would be bigger and faster and nice for Sand Point, the City would take on more responsibility and unfortunately this is happening at a time when the State of Alaska is experiencing significant budget shortfalls. I haven't spoken to Pen Air about this, but had the discussion with DOT. I imagine the company would reach out to the City soon if they do indeed want to bring the new plane into Sand Point.

FINANCE

- BDO is waiting for further information from the State on PERS on-behalf funding, then I anticipate the report will be finished by the end of October or first of November.
- Irina finished up the sales tax audit of Sand Point Services (fuel) and she said it went well, they just owed a few additional dollars. She is still in the process of requesting information from AC to complete that sales tax audit.

WATER/SEWER/SOLID WASTE MASTER PLANNING

- CRW is in town for a site visit this week to start preparations on the water and sewer master plan.
- We posted for water/sewer positions in mid-September.

CITY HALL RE-WIRE

- TelAlaska is scheduled to do the wiring installation in the building this month.

RED DOME QUARRY/THE ALEUT CORP.

- The City sent additional information to The Aleut Corp regarding the Red Dome Quarry. The Mayor will have further input on the offer.

HEALTH INSURANCE

- Nine employees have opted out of the City's health plan. With a difference between the monthly insurance premium (\$1035) per employee and the monthly stipend (\$480) in lieu of insurance being \$555, this will save the City approximately \$5000 each month.

50TH ANNIVERSARY

- Sand Point was incorporated as a City in 1966. We should plan a celebration for next year.



JOHN H. LUCKING, JR
CHIEF OF POLICE

SAND POINT DEPARTMENT of PUBLIC SAFETY

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



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

MEMORANDUM

To: Honorable Glen Gardner, Mayor, City of Sand Point
Andy Varner, City Administrator, City of Sand Point
Mr. Danny Cumberlidge, City Councilperson, City of Sand Point
Mr. Allan Starnes, City Councilperson, City of Sand Point
Ms. Shirley Brown, City Councilperson, City of Sand Point
Mr. Jack Foster Jr, City Councilperson, City of Sand Point
Ms. Marita Gundersen, City Councilperson, City of Sand Point
Ms. Rayette McGlashan, City Councilperson, City of Sand Point

From: John H. Lucking, Jr., Public Safety Manager

Date: October 8th, 2015

Ref: Department of Public Safety's Monthly Report for September 2015

Police Department

Public Safety Manager

- John H. Lucking, Jr.

Police Officers

- Eric Tupper, Police Officer
- Officer Alvin Osterback, Jr.
- Officer Michael Chiesa

Administrative Assistant

- Denise Mobeck/Day Dispatcher

Dispatchers

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

Police Division Activity

SEPTEMBER 2015

10 cases were generated

- 2 DUI
- 1 DV Assault
- 1 DWLS, MICS
- 2 MICS Investigations
- 1 DUI, DWLR, Refusal
- 1 Criminal Mischief
- 1 Disorderly Conduct
- 1 DWOL

There were 9 persons jailed

- 2 DUI
- 1 DV Assault
- 1 DWLS, MICS
- 1 DUI, DWLR, Refusal
- 1 Criminal Mischief
- 1 Disorderly Conduct
- 1 remand to serve time
- 1 DWOL

There were 86 calls to 911

- 14 MOC
- 1 ambulance needed
- 2 assault
- 2 drunken disturbance
- 5 drunken persons
- 1 welfare check
- 2 REDDI reports
- 47 misdial or hang ups
- 2 DV assault (2 calls for same incident)
- 1 threats
- 2 bar fight
- 5 misc officer assistance
- 2 Criminal mischief

Officer Calls for Service

- standby at clinic for disruptive person
- animal disposal

Other Officer Activity

- 3 paper service
- 1 looking for persons
- 2 civil standby
- 1 prisoner transport to clinic
- 1 courtesy transport to clinic
- 4 courtesy transport to residence

5 traffic stops

- 1 citation for speeding
- 1 DWLR
- 1 warning for speed
- 1 warning equipment violation

EMS Division

Chief of EMS Division:

- Denise Mobeck, EMS Coordinator

EMS Activity:

- Rescue1 responded to calls for need, transporting 3 patients to the clinic
- Rescue1 conducted one stand by for a public event; grade school milk carton races
- As a public service event, EMS Volunteers organized to cook hamburgers and other food during the Silver Salmon Derby.
- Significant work continued through several meetings and in correspondence exchanges aiming to formalize a Memorandum of Agreement with Eastern Aleutians Tribes. This agreement, among other things, will result in insurance companies being billed for ambulance services. These previously uncollected fees will be aimed toward paying increased stipends to responding EMT's; and in such hopefully attracting more members into the service.

Fire Division

Chief of Fire Division:

- Vacant, administrative duties being fulfilled by DPS Director and supported by DPS and DPW staff.

Activity:

- Recruitment efforts continue as the department seeks to fill the vacant fire chief position.
- All monthly incident reports were filed with the State Fire Marshal's Office meeting obligations and maintaining agency certification.

September 2015 Public Works Report

Shop

- Graded Harbor
- Swept Roads
- Worked on Little Crusher in shop
- Crushed 600 yds
- Hauled 10 loads of fill for ADF&G
- Changed the bed on the flat bed
- Fixed the brake lines on the flatbed
- Fixed sand truck electrical, fixed blower on fuel truck
- Pulled the fuel tank out of the ground for AC store
- Serviced 325 excavator and changed cat grader exhaust
- Worked on electrical system on cop car
- Hauled 3 loads of fill from chiefs house

Landfill

- Serviced skidsteer and changed the tires
- Hauled 4 vehicles to the landfill

Recycling

- Received the new garbage cans
Ordered parts for the glass crusher

Water & Sewer

- See attached

September 2015 W&S

Repairs:

- Removed rusted steel fitting in sensing line to chlorine analyzer, added tee, gate valve and tubing to let us flush the incoming line to remove sediment.
- Replaced broken valve box in bone yard
- Helped a home owner in the Meadows replace a two valves under the house that would not shut off.

School pump house:

- Changed screen on inlet line to chlorine analyzer.

Sewer plants:

- Pumped Russian Town sewer plant

Sewer system:

- Helped clear blockage in sewer line of Mud Bay house
- Pumped out Jumps and Mud Bay lift stations
- Jumps L/S gets high level on rainy days – suspect Borough building has a sump pump under the building pumping into the sewer system.

Shut offs and notices:

- Placed 8 shut off notices on September 21st - all 8 paid all or part of their bills.

Water plant:

- Boiler system
 - Replaced thermostat, hot water running at 125 F.
 - Ken changed leaking automatic vent on top of hot water heater.
 - Ken replaced pressure/temperature gauges got pressure up – working better
- Changed screens on inlet line to chlorine analyzer.
- Fuel use – averaged 4.9 gallons per day from August 11th to September 28th
- Cleaned screens on pier to help keep ice from blocking inflow in winter

Water distribution system:

- Still trying to locate shut off valve for one house in Mud Bay.
- Quite a few more houses with delinquent accounts need shut offs located or installed

Other:

- Provided Porta-potties for the silver salmon derby.

Robert E Galovin Small Boat Harbor 10-08-15

Finished changing chains on Travelift haul motors and replaced the main electrical cable from battery to starter last week. Thank you Dave for the help.

Greased the Gehl, both boat lifts and flat bed.

Guys continue to keep the floats clear of junk (to me it's junk but to the fishers some of it isn't).

September was a busy boat month, hauled a total of twenty nine boats, stored twenty two for the winter, there are more to come, approximately ten or so.

Silver Salmon Derby went great, guys put tables and tents back into storage.

Blocked off power skiffs with sheet pile so people aren't able to gain access to them with vehicles; will do the same with the boats in storage when the hauling and storing is at an end.

Still waiting for the tech from Kendrick to arrive and finish working on the big boat lift (they are running about a month behind schedule), however I have every confidence the tech will show.

There is a broken water line on C Float that needs to be repaired; found it on 10-06-15, in the meantime water has been shut off to B & C floats.

Guys continue to keep hauling garbage off the walls at both harbors; all in all things are going fine.

Thank You,

Richard Kochuten Sr.
Harbor Master

**STUDENT
REPRESENTATIVE**

HEARINGS, ORDINANCES AND RESOLUTIONS

City of Sand Point



RESOLUTION 15-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAND POINT AUTHORIZING THE OPENING OF A CERTIFICATE OF DEPOSIT (CD) ACCOUNT WITH ALASKA USA

WHEREAS, the City Council of the City of Sand Point wishes to open a Certificate of Deposit account with Alaska USA Federal Credit Union; and

WHEREAS, the City Council authorizes the City Administrator to open the account on behalf of the city; and

WHEREAS, the authorized signers of the account will include the Mayor, Finance Officer, and City Administrator; and

WHEREAS, the City Council authorizes the initial deposit into the account at \$_____.

NOW, THEREFORE BE IT RESOLVED, that the Sand Point City Council authorizes the opening of a new CD account with Alaska USA Federal Credit Union.

PASSED AND APPROVED this 13th day of October, 2015.

CITY OF SAND POINT

Glen Gardner, Jr., Mayor

ATTEST:

Shannon Sommer, City Clerk

OLD BUSINESS

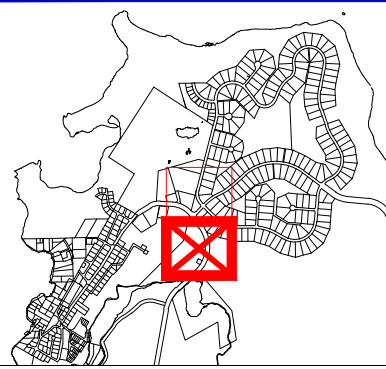
Memo

To: Mayor Gardner
From: Andy Varner, Administrator
cc: City Council
Date: October 8, 2015
Re: GCI fiber install to clinic

A few months ago GCI presented a design proposal to bring fiber optic cable from their earth station up to the clinic, to enable faster internet for EAT activities. The earlier proposal considered options such as cutting a trench across the road, hanging wire over the road, or using an existing conduit under the road to put fiber in.

TelAlaska has an existing conduit pipe under that road area and apparently either does not have enough space for an extra duct, or they are not willing to lease it to GCI. So that option was ruled out. Hanging wires overhead also was not really considered, and cutting into the road was our least preferred alternative.

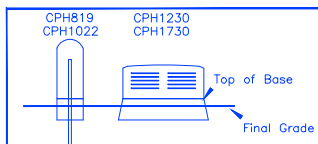
Therefore, GCI came back with their current proposal, which is to use a pneumatic bore for a road crossing. This involves a trench across Sand Point Road, but there will not be any cut at the crossing. They will be using a boring system that uses a pneumatic ram to tunnel underneath the roadway itself. Their engineer talked this option over with Dave Stokes, and Dave will have more information.



VICINITY MAP

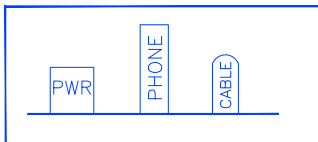
CALL BEFORE YOU DIG!

LOCATE CALL CENTER OF ALASKA (LCCA)
 STATEWIDE..... 811
 ALASKA RAILROAD..... 265-2520
 GCI OUTSIDE PLANT HOTLINE..... 868-6595
 GCI NOCC..... 868-5555



GCI Pedestal Detail

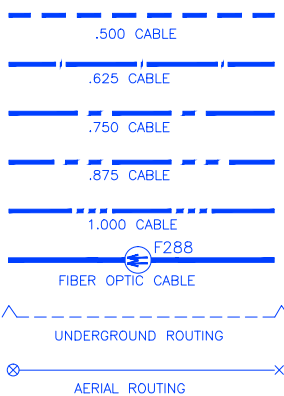
Top of base is to be 2-3 inches above final grade on all pedestals.



GCI Cable Ped Placement

GCI peds are to be set 2'-3' from phone peds opposite of power peds. Where there are no phone peds, GCI peds are to be minimum 6' from power.

NOT TO SCALE



U.S. SURVEY
 NO. 3585
 TRACT C
 Deed to City
 From Ak State Div. of Land & Water Management
 Bk 29 Pg 672
 9/25/1989

20' WATERLINE EASEMENT
 Bk. 23 Pg. 362

SHUMAGIN CORP.
 IC 121

SHUMAGIN CORP.
 Patent 50-90-0720

SHUMAGIN CORP.
 IC 121

10' TELECOMMUNICATION ESMT.
 DOC 1997-000250

GCI C-BAND
 EARTH
 STATION

Road Easement
 Deed to City (Bk. 19 Pg. 648) 7/16/1980

DESIGN

TRENCH & INSTALL (1) 1.25" HDPE DUCT WITH (1) 24 COUNT FIBER OPTIC CABLE AT 24" DEPTH



INSTALL (1) FIBER VAULT (49" x 30" x 39")

FIBER OPTIC CABLE

DRAWN BY: WHIT WILLSON DATE: JULY 9, 2015
 PROJECT ENGINEER: NICK WILLIAMS ACCT: 103997.118137 CONTRACT LABOR

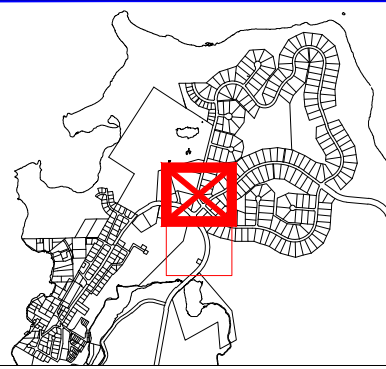
| NO. | DESIGN/CONSTRUCTION/ASBUILT REVISION | DWN BY/DATE |
|-----|--------------------------------------|-------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |

| | | | | |
|----|-----------------|---|-----------------|-----------------------|
| X | POWER POLE | X | SET ANCHOR | AERIAL SUBS EXISTING |
| ⊗ | JOINT USE POLE | X | SIDEWALK ANCHOR | AERIAL SUBS POTENTIAL |
| ● | CATV POLE | X | STRUT ANCHOR | UG SUBS EXISTING |
| ○ | TELEPHONE POLE | X | EXTENSION ARM | UG SUBS POTENTIAL |
| ○ | CONCRETE POLE | | AERIAL FOOTAGE | MULTI UNIT SUBS |
| △ | PRIVATE POLE | | UG FOOTAGE | TOTAL EXISTING SUBS |
| ○M | METAL POLE | | TOTAL FOOTAGE | TOTAL POTENTIAL SUBS |
| X | EXISTING ANCHOR | | TOTAL MILEAGE | COMMERCIAL SUBS |



5151 Fairbanks Street
 Anchorage, Alaska
 99503

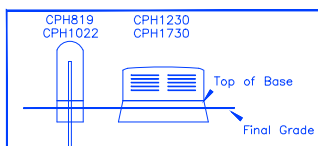
PROJECT NAME:
 172 Red Cove Rd - EAT Sand Point Clinic
 ER#12317 - WO#15-7510-4



VICINITY MAP

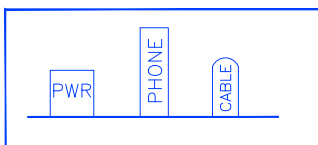
CALL BEFORE YOU DIG!

LOCATE CALL CENTER OF ALASKA (LCCA)
 STATEWIDE..... 811
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GCI Pedestal Detail

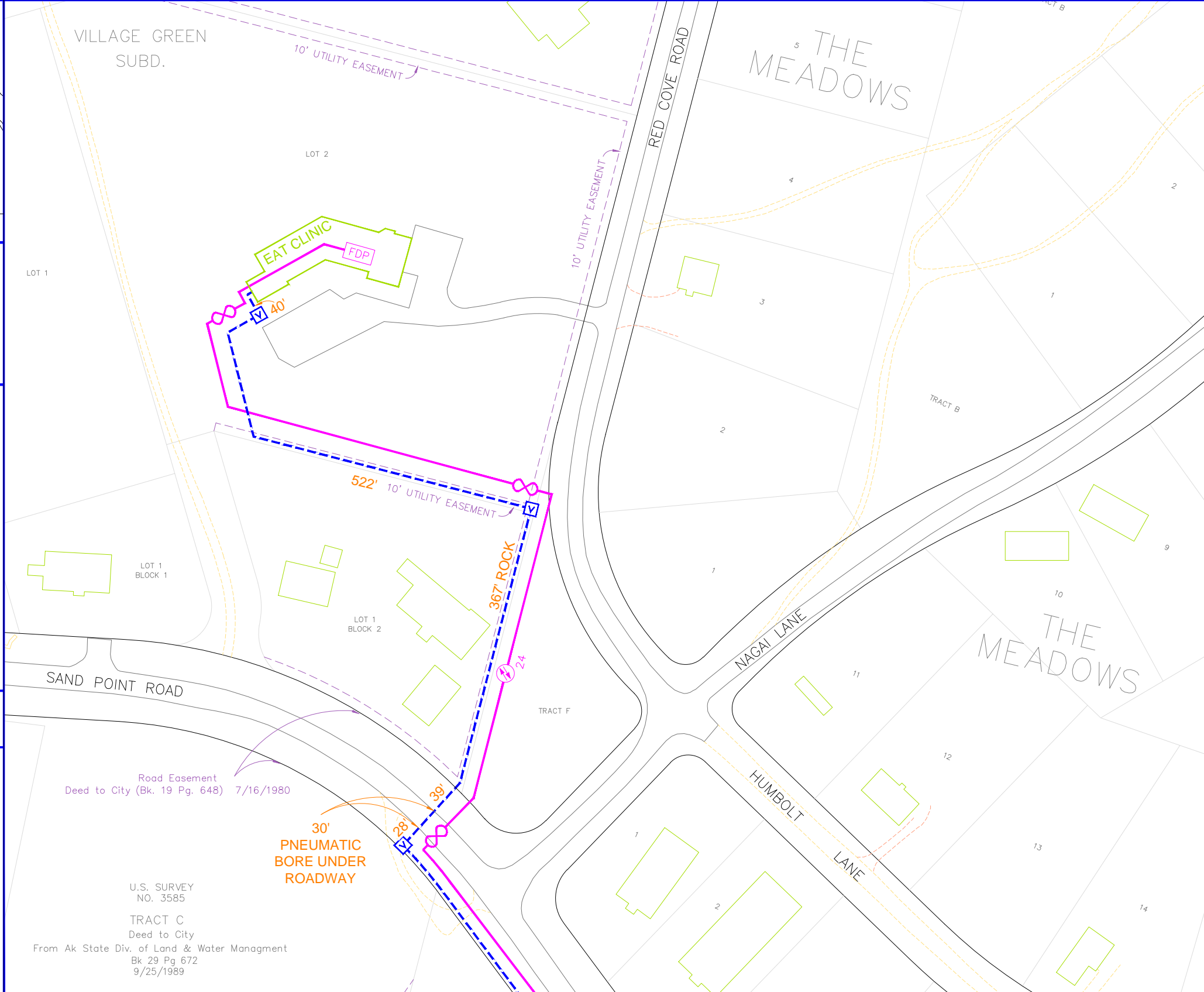
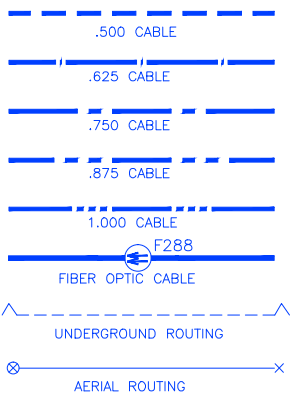
Top of base is to be 2-3 inches above final grade on all pedestals.



GCI Cable Ped Placement

GCI peds are to be set 2'-3' from phone peds opposite of power peds. Where there are no phone peds, GCI peds are to be minimum 6' from power.

NOT TO SCALE



DESIGN

TRENCH & INSTALL (1) 1.25" HDPE DUCT WITH (1) 24 COUNT FIBER OPTIC CABLE AT 24" DEPTH



INSTALL (1) FIBER VAULT (49" x 30" x 39")



FIBER OPTIC CABLE

| | | |
|---------------------------------|--------------------------------------|------------------------------------|
| DRAWN BY: WHIT WILLSON | | DATE: JUNE 24, 2015 |
| PROJECT ENGINEER: NICK WILLIAMS | | ACCT: 103997.118137 CONTRACT LABOR |
| NO. | DESIGN/CONSTRUCTION/ASBUILT REVISION | DWN BY/DATE |
| 1 | DESIGN-ROAD CROSSING TO HOG | WW 9/23/15 |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |

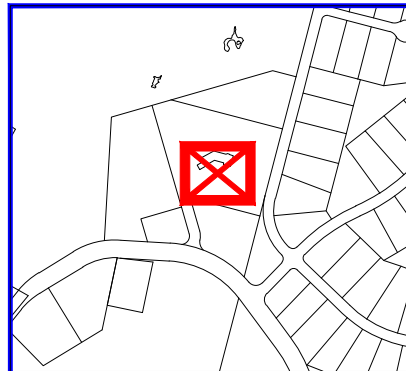
| | | |
|-------------------|-------------------|-----------------------|
| ✕ POWER POLE | ✕ SET ANCHOR | AERIAL SUBS EXISTING |
| ⊗ JOINT USE POLE | ✕ SIDEWALK ANCHOR | AERIAL SUBS POTENTIAL |
| ● CATV POLE | ✕ STRUT ANCHOR | UG SUBS EXISTING |
| ○ TELEPHONE POLE | ✕ EXTENSION ARM | UG SUBS POTENTIAL |
| ○ CONCRETE POLE | AERIAL FOOTAGE | MULTI UNIT SUBS |
| △ PRIVATE POLE | UG FOOTAGE | TOTAL EXISTING SUBS |
| ○ M METAL POLE | TOTAL FOOTAGE | TOTAL POTENTIAL SUBS |
| ✕ EXISTING ANCHOR | TOTAL MILEAGE | COMMERCIAL SUBS |

5151 Fairbanks Street
 Anchorage, Alaska
 99503

PROJECT NAME: 172 Red Cove Rd - EAT Sand Point Clinic
 ER#12317 - WO#15-7510-4

GRIDS: NO GRID

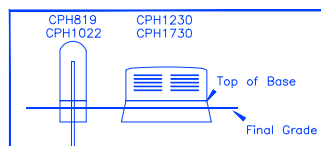
15-7510-4 172 Red Cove Rd. WO.dwg



VICINITY MAP

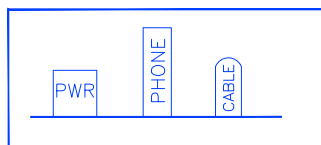
CALL BEFORE YOU DIG!

LOCATE CALL CENTER OF ALASKA (LCCA)
 STATEWIDE..... 811
 ALASKA RAILROAD..... 265-2520
 GCI OUTSIDE PLANT HOTLINE..... 868-6595
 GCI NOCC..... 868-5555



GCI Pedestal Detail

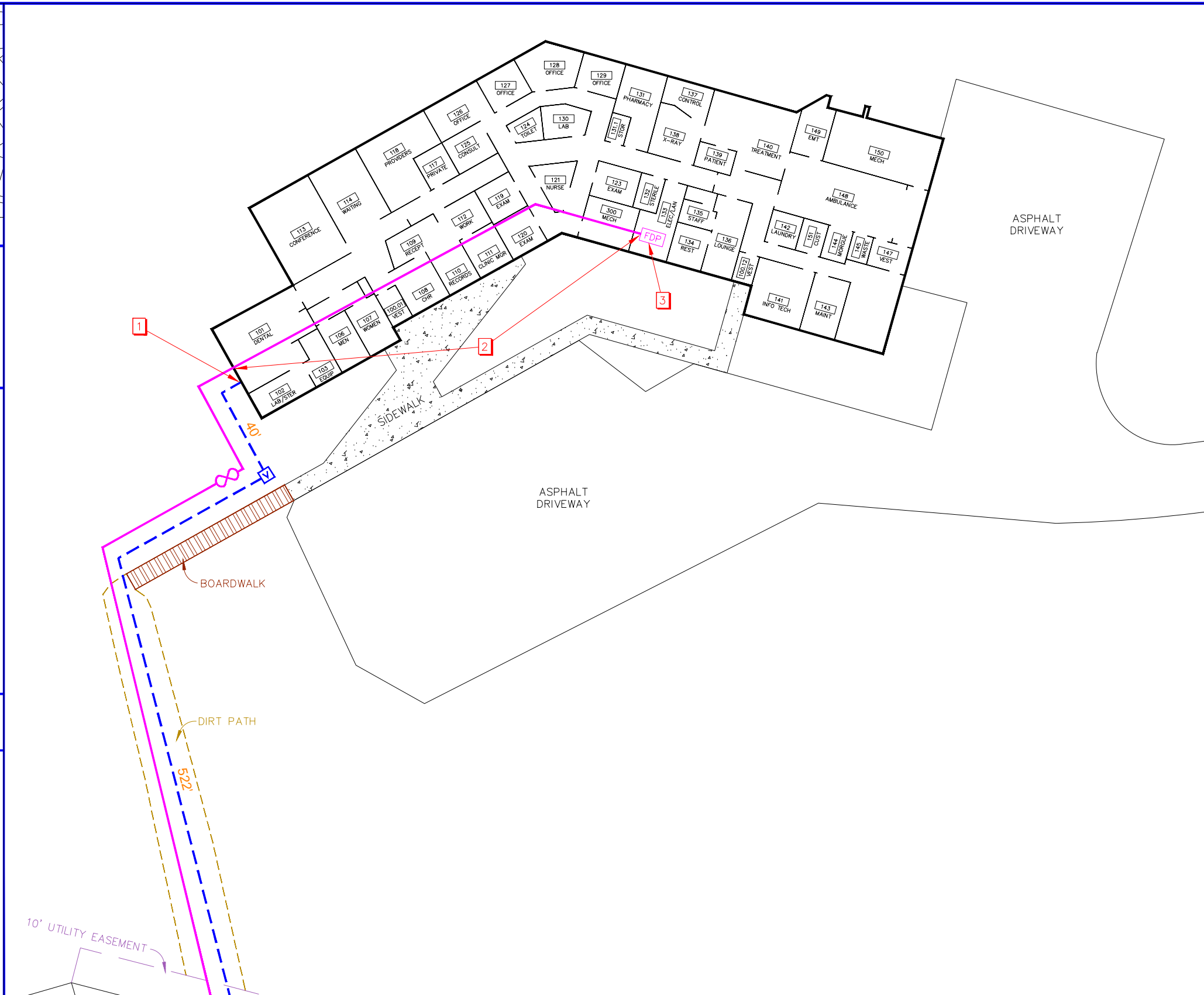
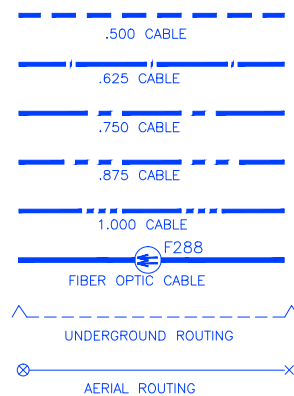
Top of base is to be 2-3 inches above final grade on all pedestals.



GCI Cable Ped Placement

GCI peds are to be set 2'-3' from phone peds opposite of power peds. Where there are no phone peds, GCI peds are to be minimum 6' from power.

NOT TO SCALE



CLINIC DESIGN

TRENCH & INSTALL (1) 1.25" HDPE DUCT WITH (1) 24 COUNT FIBER OPTIC CABLE AT 24" DEPTH



INSTALL (1) FIBER VAULT (49" x 30" x 39")



FIBER OPTIC CABLE

- 1 Perform building penetration and bring conduit and fiber optic cable into clinic crawl space.
- 2 Route new facility through crawl space to underside of LAN/electrical room by mounting extruded metal conduit containing fiber optic cable to floor joists and by utilizing existing cable trays mounted in crawl space.
- 3 Utilize existing communications floor penetration to route fiber optic cable from crawl space into LAN/electrical room. Mount new GCI fiber distribution panel on existing plywood backboard and route fiber to panel.

DRAWN BY: WHIT WILLSON DATE: JULY 9, 2015
 PROJECT ENGINEER: NICK WILLIAMS ACCT: 103997.118137 CONTRACT LABOR

| NO. | DESIGN/CONSTRUCTION/ASBUILT REVISION | DWN BY/DATE |
|-----|--------------------------------------|-------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |

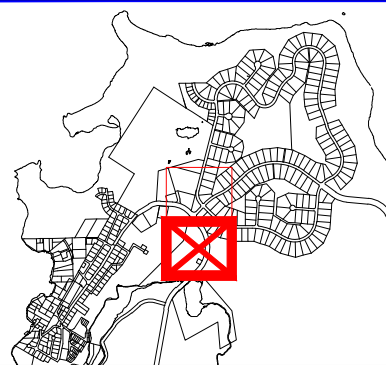
| | | | | | |
|---|-----------------|---|-----------------|---|-----------------------|
| ⊗ | POWER POLE | ⊗ | SET ANCHOR | ○ | AERIAL SUBS EXISTING |
| ⊗ | JOINT USE POLE | ⊗ | SIDEWALK ANCHOR | ○ | AERIAL SUBS POTENTIAL |
| ● | CATV POLE | ⊗ | STRUT ANCHOR | ○ | UG SUBS EXISTING |
| ○ | TELEPHONE POLE | ⊗ | EXTENSION ARM | ○ | UG SUBS POTENTIAL |
| ○ | CONCRETE POLE | ⊗ | AERIAL FOOTAGE | ○ | MULTI UNIT SUBS |
| △ | PRIVATE POLE | ⊗ | UG FOOTAGE | ○ | TOTAL EXISTING SUBS |
| ○ | METAL POLE | ⊗ | TOTAL FOOTAGE | ○ | TOTAL POTENTIAL SUBS |
| ⊗ | EXISTING ANCHOR | ⊗ | TOTAL MILEAGE | ○ | COMMERCIAL SUBS |

5151 Fairbanks Street
 Anchorage, Alaska
 99503

PROJECT NAME:
 172 Red Cove Rd - EAT Sand Point Clinic
 ER#12317 - WO#15-7510-4

GRIDS: NO GRID

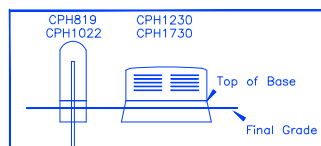
15-7510-4 172 Red Cove Rd. WO.dwg SHEET 1 OF 1



VICINITY MAP

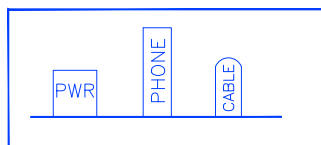
CALL BEFORE YOU DIG!

LOCATE CALL CENTER OF ALASKA (LCCA)
 STATEWIDE..... 811
 ALASKA RAILROAD..... 265-2520
 GCI OUTSIDE PLANT HOTLINE..... 868-6595
 GCI NOCC..... 868-5555



GCI Pedestal Detail

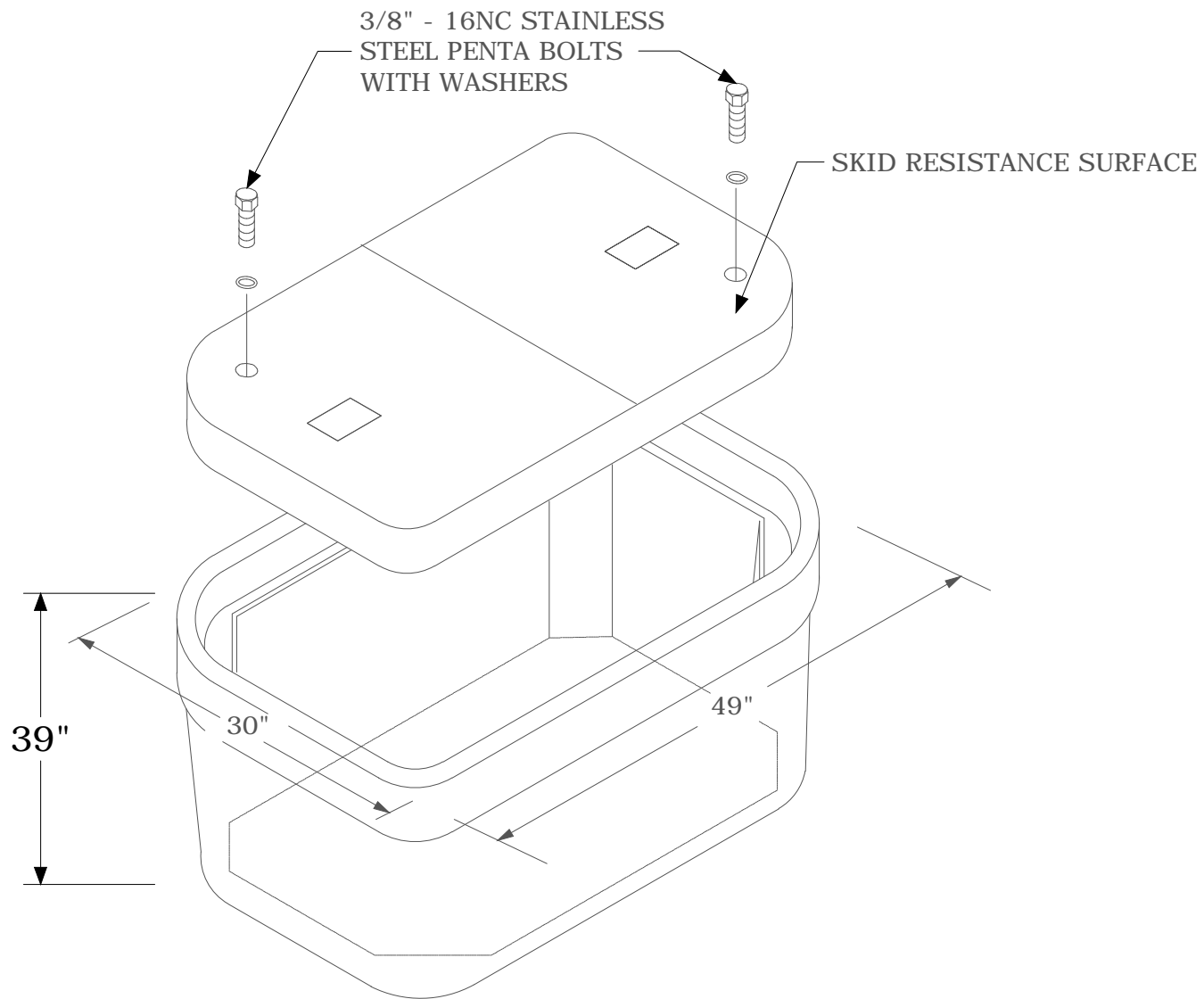
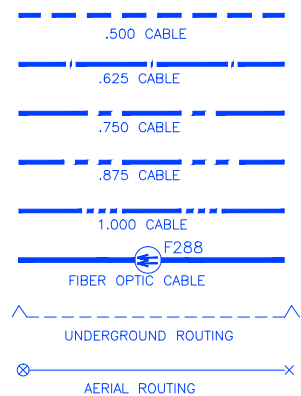
Top of base is to be 2-3 inches above final grade on all pedestals.



GCI Cable Ped Placement

GCI peds are to be set 2'-3' from phone peds opposite of power peds. Where there are no phone peds, GCI peds are to be minimum 6' from power.

NOT TO SCALE



1 PROPOSED FIBER VAULT
 SCALE: N.T.S.

TYPICAL GCI FIBER VAULT

DRAWN BY: WHIT WILLSON DATE: JULY 9, 2015
 PROJECT ENGINEER: NICK WILLIAMS ACCT: 103997.118137 CONTRACT LABOR

| NO. | DESIGN/CONSTRUCTION/ASBUILT REVISION | DWN BY/DATE |
|-----|--------------------------------------|-------------|
| 1 | | |
| 2 | | |
| 3 | | |
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| 6 | | |
| 7 | | |

| | | |
|-------------------|-------------------|-----------------------|
| X POWER POLE | X SET ANCHOR | AERIAL SUBS EXISTING |
| ⊗ JOINT USE POLE | X SIDEWALK ANCHOR | AERIAL SUBS POTENTIAL |
| ● CATV POLE | X STRUT ANCHOR | UG SUBS EXISTING |
| ○ TELEPHONE POLE | X EXTENSION ARM | UG SUBS POTENTIAL |
| ○ CONCRETE POLE | AERIAL FOOTAGE | MULTI UNIT SUBS |
| △ PRIVATE POLE | UG FOOTAGE | TOTAL EXISTING SUBS |
| ○ METAL POLE | TOTAL FOOTAGE | TOTAL POTENTIAL SUBS |
| X EXISTING ANCHOR | TOTAL MILEAGE | COMMERCIAL SUBS |

5151 Fairbanks Street
 Anchorage, Alaska
 99503

PROJECT NAME:
 172 Red Cove Rd - EAT Sand Point Clinic
 ER#12317 - WO#15-7510-4

GRIDS: NO GRID



CLEAR BUSHES, TRENCH & INSTALL (1) 1.25" HDPE DUCT & (1) 24CT FOC - RESTORE AREA TO AS WAS OR BETTER CONDITION

APPROX. LOCATION OF BUILDING PENETRATION

SET NEW FIBER VAULT FLUSH WITH GRADE



RELOCATE PHONE
ON BACKBOARD &
UTILIZE EXISTING
OPEN BACKBOARD
TO INSTALL FDP &
ASSOCIATED
EQUIPMENT

ROUTE FIBER OPTIC
CABLE FROM
CRAWL SPACE
THROUGH EXISTING
CONDUIT TO
BACKBOARD

UTILIZE EXISTING
POWER SUPPLY TO
POWER ASSOCIATED
FIBER OPTIC
EQUIPMENT

NEW BUSINESS



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

RECEIVED

SEP - 8 2015

Glen
City of Sand Point

September 4, 2015

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

Dear Mayor Glen Gardner Jr. & Council,

Summer 2015 has passed so quickly and fall is in the air. I hope you were able to take advantage of the sunny weather, berry picking season, and had a good time at the Tribe's Culture Camp. With fall approaching, we're starting to make preparations for Christmas. Each December, the Qagan Tayagungin Tribe holds its annual Community Christmas Potluck. This joyful event provides all community members a chance to win prizes and money, and all the children of Sand Point receive their first Christmas gift of the season.

The Qagan Tayagungin Tribe is inviting you to be involved in these festivities by contributing a donation to cover some of the food and gifts. Each year we purchase gifts for approximately 150 children, including some extra for children who may not have been present when we put together our Christmas list to ensure each child who attends receives a gift. With the cost of gifts and other supplies, (tablecloths, utensils, decorations, and food) we anticipate the cost of the 2015 Christmas potluck to be approximately \$6,500.00.

There is no better way to kick off the holiday season than to celebrate together with family, friends, community, food and fun. Any donations would be greatly appreciated. We hope you will consider supporting the tribe in keeping this tradition alive and thriving. Any and all donations will be greatly appreciated. If you have any questions regarding this event, please feel free to contact me at the tribal office.

Sincerely,

A blue ink handwritten signature that appears to read "Tiffany Jackson".

Tiffany Jackson
Executive Director

2016 City of Sand Point Leases

| | Sq. Ft | Price | Total | Frequency |
|--------------------------------------|-----------|----------|--------------------|-----------|
| AIRPORT LEASES | | | | |
| | | (Sq. Ft) | | |
| Paul Gundersen III | | | \$400.00 | Monthly |
| Alaska Earth Sciences | 2475 | \$0.10 | \$247.50 | Monthly |
| OFFICE LEASES | | | | |
| Alaska Court System-State of Alaska | 644 | | \$966.00 | Monthly |
| Aleutian Pribilof Island Association | 270 | \$1.50 | \$ 405.00 | Monthly |
| KSDP | 693 | \$0.75 | \$ 1,039.50 | Monthly |
| Pauloff Harbor Tribe | 1035.5 | \$1.50 | \$ 1,553.25 | Monthly |
| <i>Vacant</i> | 269 | \$1.50 | \$ 403.50 | Monthly |
| Qagan Tayagungin Tribe | 1023.5 | \$1.50 | \$ 1,535.25 | Monthly |
| Aleut Marine Mammal Commission | 286 | \$1.50 | \$ 429.00 | Monthly |
| <i>Vacant</i> | 88 | \$1.50 | \$ 132.00 | Monthly |
| <i>Vacant</i> | 80 | \$1.50 | \$120.00 | Monthly |
| OLD CLINIC LEASES | | | | |
| Kyoung AE Morales | 579 | \$1.50 | \$868.50 | Monthly |
| Agate Pull Tabs- QTT | 170 | | \$350.00 | Monthly |
| <i>Vacant</i> | 120 | | \$225.00 | Monthly |
| <i>Vacant</i> | 120 | | \$225.00 | Monthly |
| <i>Vacant</i> | 120 | | \$225.00 | Monthly |
| Aleutia, Inc. | ? | | \$400.00 | Monthly |
| <i>Vacant</i> | 120 | | \$225.00 | Monthly |
| Teen Center | | \$0.00 | \$1.00 | Yearly |
| HARBOR LOT LEASES | | | | |
| Bob Barnett | 2500 | \$0.10 | \$ 250.00 | Monthly |
| Bravo Boat Shop | 1400 | \$0.25 | \$ 350.00 | Monthly |
| Fleetwelding Service | 5907 | \$0.10 | \$ 590.70 | Monthly |
| Harbor Café | 2516 | \$0.10 | \$ 251.60 | Monthly |
| Horizon Lines, LLC | 0.9 acres | \$0.10 | \$6,000.00 | Monthly |

| | | | | |
|-------------------------------------|--|-----------------|--------------------|----------|
| | | | \$17,192.80 | |
| HARBOR GEAR SHED #1 | | LOCKER # | Amount | |
| Anette Galovin | | 1 | \$300.00 | Annually |
| Holmberg Fisheries Inc, John H. Jr. | | 2 | \$300.00 | Annually |
| Dwain Foster, Sr. | | 3 | \$300.00 | Annually |
| F/V Aleut Warrior-Dwain Foster, Sr. | | 4 | \$300.00 | Annually |
| Robin Larsen | | 5 | \$300.00 | Annually |
| Melvin Larsen | | 6 | \$300.00 | Annually |
| Bob Barnett | | 7 | \$300.00 | Annually |
| <i>Vacant</i> | | 8 | \$300.00 | Annually |
| Drew Sparlin | | 9 | \$300.00 | Annually |
| John Galvin | | 10 | \$300.00 | Annually |
| City Harbor | | 11 | | |
| John Foster | | 12 | \$300.00 | Annually |
| Raymond Nutt | | 13 | \$300.00 | Annually |
| William Dushkin Sr. | | 14 | \$300.00 | Annually |
| Mark Wagner-Challenger Fisheries | | 15 | \$300.00 | Annually |
| Dean Pedersen | | 16 | \$300.00 | Annually |
| Rodney Osterback | | 17 | \$300.00 | Annually |
| Dorothy McCullum | | 18 | \$300.00 | Annually |
| <i>Vacant</i> | | 19 | \$300.00 | Annually |
| Louis Berntsen | | 20 | \$300.00 | Annually |
| | | | \$5,700.00 | |
| HARBOR GEAR SHED #2 | | | | |
| Paul Gundersen Jr. | | 1 | \$300.00 | Annually |
| Duke Ogata | | 2 | \$300.00 | Annually |
| Bruce Foster Jr. | | 3 | \$300.00 | Annually |
| Louie McGlashan | | 4 | \$300.00 | Annually |
| Arlene Gundersen | | 5 | \$300.00 | Annually |
| Patrick Brown | | 6 | \$300.00 | Annually |
| David Osterback | | 7 | \$300.00 | Annually |
| City | | 8 | \$300.00 | Annually |
| George Gundersen | | 9 | \$300.00 | Annually |

| | | | | |
|---------------------------|--|-----------------|-------------------|----------|
| Joey Axel | | 10 | \$300.00 | Annually |
| Jon Bruneau | | 11 | \$300.00 | Annually |
| John Foster | | 12 | \$300.00 | Annually |
| Wilbur McGlashan | | 13 | \$300.00 | Annually |
| William Dushkin Sr. | | 14 | \$300.00 | Annually |
| Donald Eubank | | 15 | \$300.00 | Annually |
| Art Holmberg | | 16 | \$300.00 | Annually |
| Dave Adams | | 17 | \$300.00 | Annually |
| Dick Jacobsen | | 18 | \$300.00 | Annually |
| Danny Cumberlidge | | 19 | \$300.00 | Annually |
| Kim Gundersen | | 20 | \$300.00 | Annually |
| Dwain Foster Jr. | | 21 | \$300.00 | Annually |
| Buddy Berntsen | | 22 | \$300.00 | Annually |
| Paul Gronholdt | | 23 | \$300.00 | Annually |
| John Galvin | | 24 | \$300.00 | Annually |
| Jack Berntsen | | 25 | \$300.00 | Annually |
| Rick Eastlick | | 26 | \$300.00 | Annually |
| Martin Gundersen | | 27 | \$300.00 | Annually |
| Dale Pedersen | | 28 | \$300.00 | Annually |
| Paul Holmberg | | 29 | \$300.00 | Annually |
| John Gardner | | 30 | \$300.00 | Annually |
| Peter Shuravloff | | 31 | \$300.00 | Annually |
| Taylor Lundgren | | 32 | \$300.00 | Annually |
| | | | \$9,600.00 | |
| | | | | |
| RESIDENTIAL LEASES | | LOCATION | AMOUNT | |
| Dave Stokes | | Main St. House | | Monthly |
| Efen Thao | | Mudbay House | \$600.00 | Monthly |
| Eastern Aleutian Tribes | | 4-plex #1 & #2 | \$1,800.00 | Monthly |
| Michael Chiesa | | 4-plex #2 | \$800.00 | Monthly |
| Eric Tupper | | 4-plex #4 | \$800.00 | Monthly |
| | | | \$4,000.00 | |

CHRISTMAS BONUSES

Will be available at meeting.

PUBLIC COMMENTS

COUNCIL COMMENTS

ADJOURNMENT

FYI



P.O. Box 196613 • Anchorage, Alaska 99519 • www.alaskausa.org

STATEMENT OF ACCOUNT

ACCOUNT 1957756
 STATEMENT PERIOD
 FROM 09-01-15
 THROUGH 09-30-15
 PAGE 1

CITY OF SAND POINT, ALASKA
 PO BOX 249
 SAND POINT AK 99661-0249

ACCOUNT SUMMARY

| SHARE ACCOUNTS | | DIVIDENDS YEAR-TO-DATE | WITHHOLDING YEAR-TO-DATE | PREVIOUS BALANCE | NEW BALANCE |
|----------------------|-------------|---------------------------|-----------------------------|---------------------|----------------|
| 10 | SHARE SAV | 0.00 | 0.00 | 0.00 | 0.00 |
| 80 | CERTIFICATE | 549.82 | 0.00 | 200,402.40 | 200,549.82 |
| TOTAL SHARE ACCOUNTS | | | | | 200,549.82 |

SHARE SAV - 10

| Effective | Posted | TRANSACTION DESCRIPTION | AMOUNT | BALANCE | EXPANDED TRANSACTION DESCRIPTION |
|-----------|--------|-------------------------|--------|---------|----------------------------------|
| | | PREVIOUS BALANCE | | 0.00 | |
| | | NEW BALANCE | | 0.00 | |
| | | DIVIDEND YEAR TO DATE | 0.00 | | |

CERTIFICATE - 80 (MATURITY DATE 12-11-2016) DIV RATE 0.895%

| Effective | Posted | TRANSACTION DESCRIPTION | AMOUNT | BALANCE | EXPANDED TRANSACTION DESCRIPTION |
|-----------|--------|-------------------------|--------|-----------|---|
| | | PREVIOUS BALANCE | | 200402.40 | |
| 09-30 | 09-30 | DEPOSIT DIVIDEND 0.895% | 147.42 | 200549.82 | ANNUAL PERCENTAGE YIELD EARNED 0.90% FROM 09/01/15 THROUGH 09/30/15 BASED ON AVERAGE DAILY BALANCE OF 200,402.40 |
| | | NEW BALANCE | | 200549.82 | |
| | | DIVIDEND YEAR TO DATE | 549.82 | | |

END OF STATEMENT



Qagan Tayagungin Tribe

P.O Box 447

Sand Point, AK 99661

Phone: 907-383-5616

Fax: 907-383-5814

October 7, 2015

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

Dear Mayor Glen Gardner Jr and Council;

We are writing on behalf of the Qagan Tayagungin Tribe Environmental Department, and we would like to thank you for your donation to the 5th Annual End of Summer Clean-Up.

The end of Summer Clean-Up was a success this year. There were approximately 55 participants, and with the help of all of them, there were 56 bags of trash picked up.

Again, we would like to thank you for your generous donation. You helped make the End of Summer Clean-Up possible.

Thank you for your time.

Sincerely,

A handwritten signature in black ink that reads "Jasmine Maligaya".

Jasmine Maligaya
Environmental Assistant

RECEIVED

OCT - 7 2015

City of Sand Point

ALASKA USA FEDERAL CREDIT UNION

PLEASE USE ALASKA USA'S ULTRABRANCH SERVICE
TO CONFIRM AUTOMATIC TRANSFERS AND DEPOSITS

alaskausa.org • (888) 258-7228 or (907) 258-7228

FOR OTHER QUESTIONS, CALL THE MEMBER SERVICE CENTER
(800) 525-9094 or (907) 563-4567 • TTY/Hearing Impaired (800) 742-7084
7 days a week • 6 a.m. – 10 p.m. Alaska time • 7 a.m. – 11 p.m. Pacific time

TO PROVIDE WRITTEN NOTICE REGARDING ERRORS OR QUESTIONS, SEND INQUIRIES TO:

Alaska USA Federal Credit Union
P.O. Box 196613
Anchorage, Alaska 99519-6613

- INCLUDE:
1. Your name and account number.
 2. The transaction involved, including the date and check number, if applicable.
 3. The dollar amount of the check, transaction, or suspected error.
 4. A detailed description of the question, error, or other problem.

- **In Case of Errors or Questions About Your Share Accounts:** Call us at the above number or write us at the above address as soon as you can if you think your statement is wrong or if you need more information about a transaction on the statement. You must notify Alaska USA of errors or other problems IN WRITING no later than sixty (60) days after the FIRST statement of account containing an error or problem is made available to you. However, if the error or problem involves more than one unauthorized signature or alteration by the same individual, you must notify Alaska USA IN WRITING no later than thirty (30) days after the FIRST statement containing the FIRST unauthorized transaction is made available to you. If you do not notify the credit union IN WRITING within these established time frames, you will have waived your right to assert any claim against Alaska USA for errors, unauthorized transactions or signatures, alterations or other problems; and Alaska USA shall not be liable for these or any related payments or charges made from or to your account.
- **In Case of Errors or Questions About Your Electronic Transfers:** Call us at the above number or write us at the above address as soon as you can if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt.

| | Consumer Accounts | Non-Consumer (Business) Accounts |
|-------------------------------|--|---|
| We must hear from you: | No later than sixty (60) days after the FIRST statement on which the error or problem occurred is made available to you. | No later than one (1) business day after the effective date of the transaction. |

We will investigate your complaint and will correct any error promptly. If we take more than ten (10) business days to do this, we will credit your account for the amount you think is in error so that you will have the use of the money during the time it takes us to complete our investigation. (Business days are Monday through Friday, excluding Federal holidays.)

- **In Case of Errors or Questions About Your Credit Line Loan Bill and Statement:** If you think your bill and statement is wrong, or if you need more information about a transaction on your bill and statement, WRITE us on a separate sheet at the above address as soon as you can. We must hear from you no later than sixty (60) days after the FIRST bill and statement on which the error or problem appeared is made available to you. You may call us, but doing so will not preserve your rights.

You do not have to pay any amount in question while we are investigating your claim, but you are still obligated to pay the parts of your bill that are not in question. During the investigation, we cannot report you as delinquent or take any action to collect the amount in question.

IMPORTANT INFORMATION REGARDING CREDIT LINE LOAN BILL AND STATEMENT

- **Outstanding Loan Balance:** The outstanding loan balance is the unpaid loan balance at the close of each calendar day after all payments and advances for the day have been posted to the account.
- **Finance Charges:** Finance charges are calculated whenever any change in the outstanding loan balance occurs by multiplying the outstanding loan balance by the annual percentage rate (calculated as daily factor) times the number of days the loan balance was outstanding since the last computation of finance charges. Finance charges are collected upon receipt of payments.
- **Late Fees:** Loans in default seven (7) days or more will be assessed a late fee of 20% of the interest due upon receipt of payment with a minimum of five (5) cents and a maximum of \$25.00. There is no maximum late fee on loans in default three (3) payments or more.
- **Minimum Payment:**
 - Unsecured credit line loans: A minimum scheduled payment is due each billing cycle, whether or not the loan was paid ahead or the balance increased during the cycle. This minimum payment shall be \$10.00 or 3% of the outstanding balance, whichever is greater, plus any amount in excess of the authorized credit limit at the time of billing.
 - Secured credit lines loans: A minimum scheduled payment is due each billing cycle, whether or not the loan was paid ahead or the balance increased during the cycle. The minimum payment shall be \$25.00 or 1.5% of the outstanding balance, whichever is greater, plus any amount in excess of the authorized credit limit at the time of billing.
- **Prepayments:** Credit line loans may be paid in full or prepaid in any amount at any time.