



City of Thorne Bay

Thorne Bay, AK 999109

PHONE: (907) 828-3380; FAX: (907) 828-3374

E-MAIL: cityclerk@thornebay-ak.gov

DEPARTMENT REPORT

Subject: Monthly Department Report

Department: City Clerk's Office

Supervisor: Teri Feibel, CMC, City Clerk/Treasurer

Employees: Teri Feibel, City Clerk/Treasurer
Dana Allison, Finance Officer & Acting City Clerk
Lisa Roseland, Accounts Receivable & Customer Service

Date: January 7, 2020

A Departmental Overview

City Clerk works under direction of the Mayor and City Council, pursuant to Municipal Code, Chapters 2.16 and 2.24, and the Alaska Statutes. The City Clerk is also appointed as the City's Treasurer and is responsible for planning, scheduling, and performing a wide variety of specialized, confidential, complex, professional and programmatic work for the City Council. This executive non-exempt position is subject to appointment by the City Council. The City Clerk/Treasurer shall only be removed for just cause or if funding is not appropriated for the position.

The City Clerk/Treasurer supervises the City Clerk's office which consists of two employees in clerical positions (Finance Officer & Accounts Receivable Clerk). The City Clerk attends meetings of the governing body and its boards and committees as required and keep the journal; has custody of the official municipal seal; attest deeds and other documents; records and certifies all actions of the City Council; assures that notice and other requirements for public meetings are complied with and assure that public records are available for public inspection as required by law; manages municipal records and develop retention schedules and procedures for inventory, storage and destruction of records as necessary; maintains an indexed file of all permanent municipal records, provide for codification of ordinances, and authenticate or certify records as necessary; prepares agendas and agenda packets as required by the governing body; administers all municipal elections; assures that the municipality complies with 42 U.S.C. 1971-1974 (Voting Rights Act of 1965, as amended); takes oaths, affirmations and acknowledgements as necessary; acts as the parliamentary advisor to the governing body; give the proper officials ample notice of the expiration or termination of any term of office and, when necessary, the conditions or requirements of all bonds, franchises, contracts or agreements.

CONTINUED

DEPARTMENT REPORT

Current Department Activities:

Teri Feibel, City Clerk reported on the following:

1. City Clerk will be on vacation from January 11th to February 18th
2. Vehicle Maintenance Program and Schedules are being updated.
3. Baler repair guy is here. Very happy not to have to haul our garbage to Klawock on the icy roads and not to pay the \$70k a year in the disposal fees.
4. Thank you to Shane Ulery, Josh Musser and James Taylor for the road maintenance and snow removal.
5. Spoke with Fire Chief and he is in possession of the Fire Applications that were submitted. He assured me he would be contacting applicants to set up for interview.
6. Department reports on our website. You can find the link in the menu "Documents" under "Department Reports"
7. Huge Kudos to the department heads. Ron Wendel, Harbormaster & Parks, Sam Sawyer in the Water Department, Josh Musser, Solid Waste. These guys have really stepped up their game and have taken on a lot over their required duties with smiles. Sam has worked on his own over the holidays, meaning he worked 7 days a week without break. Ron for his skill in maintenance and repair. He really has been a huge help to us with the vehicles and getting them back on the road when they go down.

Financial Report:

Account	Name	Available Balance
000	<u>HEALTH PREMIUM</u>	<u>\$35,027.40</u>
001	<u>OCCUPANCY GEN.</u>	\$5,017.49
002	<u>40% SALES TAX</u>	\$116,835.54
003	<u>OCC TAX EMS/FIR</u>	\$9,657.79
004	<u>OCC TAX TOURISM</u>	\$15,730.20
005	<u>OCC TAX PARKS</u>	\$8,269.85
006	<u>OCC TAX HARBOR</u>	\$16,335.37
007	<u>WATER UTL R&R</u>	\$16,284.05

Account	Name	Available Balance
008	<u>SEWER UTL R&R</u>	\$14,641.88
009	<u>SOLIDWASTE R&R</u>	\$13,975.38
040	<u>CHECKING</u>	\$4,515.19
070	<u>60% SALES TAX</u>	<u>\$228,867.61</u>
071	<u>HARBOR</u>	\$79,928.36
	TFCU - ACCOUNT TOTALS	\$565,086.11
WF Advisors	Money Market	616,542.78
WF Advisors	Security Deposits (CD)	506,242.57
TOTAL	INVESTMENT BALANCES:	1,122,785.35
FIRST BANK	FIRST BANK CHECKING TOTAL (Password reset)	\$ _____