

# AGENDA

FOR THE REGULAR MEETING  
OF THE CITY COUNCIL FOR  
THE CITY OF THORNE BAY, ALASKA

TUESDAY, June 15, 2021

TIME: 6:30 p.m.

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## LOCATION: **TELECONFERENCE/VIDEO CONFERENCING LINE**

Phone Number: 1-408-418-9388

### Meeting Weblink:

<https://cityofthornebay.my.webex.com/cityofthornebay.my/j.php?MTID=m42b083fd76962762fbfe73f3a84b405b>

Meeting number (access code): **182 229 9375**

Meeting password: : **D4gxVSXpz84 (34498797** from phones and video systems)

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- 1) CALL TO ORDER:
- 2) PLEDGE TO FLAG:
- 3) ROLL CALL:
- 4) APPROVAL OF AGENDA:
- 5) MAYOR'S REPORT:
- 6) ADMINISTRATIVE REPORTS:
  - a) City Clerk:
  - b) Department Reports:
- 7) PUBLIC COMMENTS:
- 8) COUNCIL COMMENTS:
- 9) CONSENT AGENDA:
  - a) Minutes:
    - i. Minutes for the May 25, 2021, Special City Council Meeting
    - ii. Minutes for the May 18, 2021, Regular City Council Meeting
    - iii. Minutes of the May 4, 2021, Regular City Council Meeting
- 10) CONTINUING BUSINESS:
  - a) **Resolution 21-06-15-01**, authorizing the mayor to sign the Sales Tax Collection Service Agreement on behalf of the City of Thorne Bay ("City") with Alaska Municipal League ("AML") for the collection of sales tax revenues for the City of Thorne Bay, discussion and action item:
- 11) NEW BUSINESS:
  - a) **Review of Conditional Use Permit #14-01-08-01-PZ, South Thorne Bay, Block 4, Lot 20, Seaford, discussion and possible action item:**
  - b) **Resolution 21-06-15-02**, appointing one person to fill Vacated City Council Seat B, discussion and action item:
  - c) **Resolution 21-06-15-03**, affirming the Equal Employment Opportunity/Affirmative Policy
  - d) **Resolution 21-06-15-04**, Fair Housing Resolution, requiring the City to assist in the publicizing and distribution of the Fair Housing Law, discussion and action item:
  - e) Authorizing expense of approximately \$900.00 from the **Davidson Landing Development Fund** to HughesNet for installation of WiFi at Davidson Landing, discussion and action item:

12) **ORDINANCE FOR PUBLIC HEARING:**

- a) **Ordinance 21-06-15-01**, amending Title 2 – Administration and Personnel adding, Chapters 2.06-Conflict of Interest & 2.07 – Code of Ethics, discussion and action item:
- b) **Ordinance 21-06-15-02**, Providing For The Establishment Of The Budget For The City of Thorne Bay, Fiscal Year 2022, July 1, 2021 -June 30, 2022, Anticipated Revenues And Expenditures, discussion and action item:

13) **ORDINANCE FOR INTRODUCTION:**

- a) **Ordinance 21-07-20-01**, amending Title 15-Buildings and Construction, adding Section- Requiring that owner is responsible for the costs incurred for cleanup of property by the City for failure to comply with order, discussion and action item:
- b) **Ordinance 21-07-20-02**, amending Title 2-Administration and Personnel, Chapter 2.04-City Council, Section 2.04.160-Executive Session, adding that all councilmembers must be present in order to participate in executive sessions, discussion and action item:

14) **EXECUTIVE SESSION:**

15) **CONTINUATION OF PUBLIC COMMENT:**

16) **CONTINUATION OF COUNCIL COMMENT:**

17) **ADJOURNMENT:**

POSTED: June 11, 2021

**City Council Meeting**

**Weblink:**

<https://cityofthornebay.my.webex.com/cityofthornebay.my/j.php?MTID=m42b083fd76962762fbfe73f3a84b405b>

Tuesday, Jun 15, 2021 6:30 pm

Meeting number: **182 229 9375**

Password: **D4gxVSXpz84 (34498797)** from phones and video systems)

**Join by video system**

Dial 1822299375@webex.com

You can also dial 173.243.2.68 and enter your meeting number.

**Join by phone**

+1-408-418-9388 United States Toll

Access code: **182 229 9375**

# MINUTES

FOR THE REGULAR MEETING  
OF THE CITY COUNCIL FOR  
THE CITY OF THORNE BAY, ALASKA

TUESDAY, May 4, 2021

TIME: 6:30 p.m.

LOCATION: TELECONFERENCE/VIDEO CONFERENCING LINE

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## 1) CALL TO ORDER:

Mayor Edenfield called the meeting to order at 6:30 p.m.

## 2) PLEDGE TO FLAG:

The council and audience pledged to the flag.

## 3) ROLL CALL:

Those in attendance were:

Edenfield, Burger, Kerkof, Cunningham, Stram & Craske

Those absent: Rhodes

## 4) APPROVAL OF AGENDA:

Edenfield moved to approve the agenda. Kerkof seconded the motion. There was no further discussion.

MOTION: Move to approve the agenda

F/S: Edenfield / Kerkof

YEAS: Edenfield, Craske, Cunningham, Kerkof & Burger

NAYS: None

STATUS: Motion Passed.

NOT PRESENT FOR THE VOTE: Rhodes & Stram

## 5) MAYOR'S REPORT:

Mayor Edenfield reported on the following:

- Council met on Saturday, May 1<sup>st</sup> for their mile cleanup. Those present were: Edenfield, Jon and Juanita Stram, Thom Cunningham, Les Carter, Sue Edson
- Low Cost Dump Day reminder – May 14<sup>th</sup> and 15<sup>th</sup>

## 6) ADMINISTRATIVE REPORTS:

a) City Administrator:

### ➤ Meetings Attended and Updates:

- A. Construction on the access roads for the Bayview Timber sale are in progress. Viking lumber remains very communicative with all loud or potentially disturbing activities.
- B. Thorne Bay Volunteer EMS unit Medic 2 is being placed into service at the Davidson Landing Firehall this week.

The radio and other communications equipment were installed this week. The unit is being stocked and our south side responders are being trained on the use and operation of the new ambulance this week. By this weekend, it should be staffed and operational.

- C. The City received a Notice of Violation from DEC regarding our wastewater DMR reporting. Through our internal review we identified that the formulas provided to our operator from the prior staff, and the State had errors in them. Those errors have been identified and corrected. The City is currently responding to DEC and their required list of deliverables, due 5/5/21, and are working towards resolving this issue. Once the deliverables are sent to DEC, we will be going back over the past 36 months and updating the DMR's with the proper calculations.

➤ **Tasks and Projects:**

- The VSW I&I team was on site the week of 4/20/21, to begin the testing and develop a path forward for the city's wastewater infiltration. The testing was completed, and several areas of I&I were identified. Those areas include the USFS Office site. Unfortunately, the manholes for that area were paved over. We are currently working with the USFS engineers to locate and mitigate some of the I&I issues on their property.
- The FEMA / CARES funding realignment grant has been submitted. FEMA replied with a Request for information (RFI) which the city and our FEMA and State representatives responded to within 4 days.
- The Seaplane Base Transfer is in progress. The State is currently reviewing our submissions of their requested forms. Due to some technical difficulties, the State and FAA are delayed in their review. Apparently, all our emails were being routed to their "Junk Mail" folders.

➤ **Expenditures over \$2000 .**

- A. \$ 2717.84. Our CASE 580 L is overheating, leaking engine oil and hydraulic fluid from multiple cylinders. The cylinder head is warped and there is a lot of carbon getting into the cooling system. This has caused the engine to overheat. Upon inspection, it was identified that the head gasket is blown, and the head is most likely warped. As the engine would have to be removed and torn down for partial or complete repairs, it would be prudent to spend the extra \$500 to do a complete engine overhaul as the machine still has serviceable life. It is my recommendation that we do the complete repair and not a partial repair to extend the serviceable life of this valuable equipment. This is the cost for a **complete** engine rebuild kit and rebuild kits for all the leaking hydraulic cylinders. We intend to make it operational and reliable so we can take it out to the Solid Waste facility for south side road maintenance.

b) City Clerk:

➤ **Request for opening to public:**

I reached out to my Local Government Specialist (LGS) and requested info on what communities have opened to the public, and if they had procedures, to provide me with copies. He responded letting me know that he reached out to his communities and would get back to me.

I spoke to the wonderful City Clerk in Klawock and found that they are opening to the public but requiring PPE. I will work on a policy for opening to the public, but will be limited access, capping the number of people in the room. We will need to have sterilizing procedures for immediately following the meeting also.

➤ **Continuing Business Item (A):** Resolution 21-05-04-02 – Approving reduced cost, or no cost, disposal of abandoned or junked vehicles at the City Landfill

**Purpose of Resolution:**

To encourage cleanup and removal of junked vehicles in the Community for those who may not otherwise be able to afford to dispose of their junked vehicles.

**Clerk Comments:**

Thorne Bay's standard price to dump a vehicle at the landfill in Thorne Bay is \$52.00 per vehicle. At this time there is space at the Solid Waste site for approximately 40 vehicles. The cost for a barge to come and collect scrap metal is \$100,00.00. However, they need enough metal to warrant coming.

\$52.00 per vehicle basically covers the cost of our employees handling the vehicle and making sure that all fluids are drained etc. But does not cover the charge to us for storage, crushing or removal.

➤ I reached out to Ketchikan to see how they manage their Junked Vehicle Disposal Program and they provided me with the below information.

- The Borough contracts with a vendor/crusher to store and then dispose of junked vehicles. (The Boroughs budget reflects \$80,000.00 as their cost to contract)
- The program is funded through the Vehicle Registration Tax
- The program allows each resident one free vehicle dumping per fiscal year.
- It is the owners is responsible for getting the vehicle to the crusher at their own expense, and the Borough covers the cost of disposal (included in the contract price above \$80,000).
- Their contractor is responsible for removing the crushed vehicles from the island, and the contract provides that the Borough withholds 10% the cost of disposal until shipment takes place.
- The contractor stockpiles vehicles until commodity prices are high enough to merit shipping the junked vehicles, which means that they accumulate quite a large load of vehicles before they are ever actually shipped out of Ketchikan.
- The Borough provided me the names of two businesses in town that dispose of

junked vehicles, but I don't have the costs to those businesses for shipping them. I am reaching out to them to see if they can give me more information.

## 7) PUBLIC COMMENTS:

### Sean Kaer commented on the following:

- Inquired into a letter that was sent to the Council and Mayor regarding the City Administrator, what was done with that?
  - Mayor stated it was investigated by the attorney and complaints were unfounded

## 8) COUNCIL COMMENTS:

Craske commented on the following:

- Stated he had many constituents come to him concerned about what was going on in the community. Craske stated the concerns have caused him to request that the council adjourn the meeting, there is nothing on the agenda that could not wait until the council could hold an executive session to discuss concerns.
- Craske requested the council hold an executive session in 7-days to discuss claims that the Administrator had engaged in fraudulent activities
- Alleged that the Clerk had engaged in dishonesty and illegal behavior regarding the polls at Davidson Landing and election tampering by closing the polls at Davidson Landing.
- Requested letters between the Mayor and the City Attorney in the form of a records request and the City has not yet responded.

## 9) CONSENT AGENDA

### a) MINUTES:

- 1) Approving the Minutes of the Regular City Council Meeting March 16<sup>th</sup>, 2021
- 2) Approving Minutes from the Regular April 20<sup>th</sup>, 2021 City Council Meeting

### b) Resolution 21-05-04-01, updating the bank account signers for the EMS Checking account at Tongass Federal Credit Union, discussion and action item:

Edenfield moved to approve the Consent agenda. Kerkof seconded the motion. City Clerk explained that if the council wished to discuss any of the items under the consent agenda, now was the time to pull them for discussion.

MOTION: Move to approve the consent agenda

F/S: Edenfield/Kerkof

YEAS: Kerkof, Craske, Burger, Cunningham, Stram & Edenfield

NAYS: None

STATUS: Motion Passed.

## 10) CONTINUING BUSINESS:

- a) Resolution 21-05-04-02, authorizing Low-Cost dump for Vehicles in Thorne Bay, discussion and action item:

Cunningham inquired what the minimum tonnage would be for a barge to come in and pick scrap metal up? Carter stated the contractor in Ketchikan said that the possible 30 or 40 ton we have now would not warrant the barge coming over.

Stram commented that if we only have 40 maximum space now, it wouldn't be wise to have unlimited, and suggested a first come first serve on the low-cost dump day unless we can open a space at the sort yard. No action was taken on this item

## 11) ORDINANCE FOR PUBLIC HEARING:

- a) Ordinance 21-05-04-01, amending Title 2-Administration and Personnel, Chapter 2.24-Officers and Employees, Section 2.24.030 EMPLOYMENT, Subsection (a)(2) Part-Time, discussion and action item:

Edenfield moved to approve Ordinance 21-05-04-01, amending Title 2-Administration and Personnel, Chapter 2.24-Officers and Employees, Section 2.24.030-Employment. Kerkof seconded the motion. There were no public comments. There were no council comments.

MOTION: Move to approve Ordinance 21-05-04-01, amending Title 2-Administration and Personnel, Chapter 2.24-Officers and Employees, Section 2.24.030-Employment

F/S: Edenfield/Kerkof

YEAS: Kerkof, Craske, Burger, Cunningham, Stram & Edenfield

NAYS: None

STATUS: Motion Passed.

## 12) EXPENDITURES EXCEEDING \$2,000.00:

- a) Authorizing the expenditure of \$2,717.84, plus shipping costs, for a complete engine rebuild kit for the CASE 580 L Backhoe, Streets and Roads, discussion and action item:

Edenfield moved to approve the expense of \$2,717.84, plus shipping costs, for a complete engine rebuild kit for the CASE 580 L Backhoe, from the Streets and Roads department. Kerkof seconded the motion.

MOTION: Move to approve the expense of \$2,717.84, plus shipping costs, for a complete engine rebuild kit for the CASE 580 L Backhoe

F/S: Edenfield/Kerkof

YEAS: Kerkof, Craske, Burger, Cunningham, Stram & Edenfield

NAYS: None

STATUS: Motion Passed.

## 13) CONTINUATION OF PUBLIC COMMENT:

### Sean Kaer commented on the following:

- Regarding 40 vehicles space at the dump, would that be stacked or flat.
  - Administrator responded that it was stacked

- Has been a part of the set up and containment of cars previously
- Regarding the Ordinance 21-04-06-04, Craske stated he would withdrawal his ordinance if Lindseth would come into compliance. In 1991 Pat Rochester passed an ordinance that would give the residents the right to comment on what was going on in their neighborhoods
- We have an ordinance that says there shall be no livestock in Thorne Bay and I fought this ordinance. It was said it wouldn't extend to South Thorne Bay, but it did.
- We spent the last year trying to spend the CARES funding to turn around and refund it.

#### **14) CONTINUATION OF COUNCIL COMMENT:**

##### **Kerkof commented on the following:**

- Craske has yet to provide any evidence that any violation occurred to our policies.
- Requested that Craske show the policy that was violated
- Craske continues to make claims accusations while producing no evidence for the council consideration.
- Commented that Craske animosity towards the City Administrator, City Clerk and City Council constitute a conflict of interest and request that an executive session be held to remove Craske from his position on the council.

##### **Cunningham commented on the following:**

- In regard to Teri and this investigation on voter issues, she had showed me the report that the FBI dissolved her from any wrongdoing. Not sure where all of this is coming from.
- Has the city ever found who wrote the letter? And if so, then they had pole, they had information that should have only been seen by people at City Hall.

##### **Stram commented on the following:**

- Would like to see peace and quiet in the community, but there will not always be. We will not always be well liked, but we need to continue to do our job well ordered the best we are abled, unless we have a recall. Unless there is a REALLY good reason. Not agreeing with the way things are going is not a reason to remove other councilmembers.

##### **Craske commented on the following:**

- Agree with Stram. Across the board will be unbiased.
- My comments are based on evidence I have seen and investigated.
- We as councilmembers should go sit somewhere without any public

##### **Kerkof commented on the following:**

- Challenge Craske to provide the evidence of his claims, we have yet to see it
- Yeah, this is great Kirk off, Um, I have yet to see any evidence that any violation



occurred to our policies, there's, there's no show me that, show me the policy that was violated. I haven't seen that. Councilman Craske continues to make accusations while producing no evidence for council consideration. Councilman Kraske animus towards the city administrator. The city clerk and city council, constitutes a conflict of interest, owing to his comments tonight. I contend that he can no longer execute his responsibility as a city councilman in an unbiased manner. I recommend that we hold an executive session to pursue removal of Councilman Kraske from his position on the Council.

**Cunningham commented on the following:**

- Agreed with both Craske and Kerkof. If there is evidence, then let us get together and look at the facts.
- In my opinion, Les Carter has been doing a fine job. Appreciate Carter acting quickly to get the stop signs up.

**15)ADJOURNMENT:**

Mayor Edenfield adjourned the meeting at 7:23 p.m.

ATTEST:

\_\_\_\_\_  
Cindy Edenfield, Mayor

\_\_\_\_\_  
Teri Feibel, CMC

# MINUTES

## FOR THE REGULAR MEETING OF THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA

TUESDAY, May 18, 2021

TIME: 6:30 p.m.

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### 1) CALL TO ORDER:

Mayor Edenfield called the meeting to order at 6:30 p.m.

### 2) PLEDGE TO FLAG:

The audience and council pledged to the flag.

### 3) ROLL CALL:

Those in attendance were:

Edenfield, Kerkof, Burger, Craske, Cunningham, Stram & Rhodes

### 4) APPROVAL OF AGENDA:

Edenfield moved to approve the agenda removing items 11 (c) from New Business, Item 12 (a) from Ordinance for Introduction and 13 (a) Executive Session. Cunningham seconded the motion. There was no further discussion.

MOTION: moved to approve the agenda removing items 11 (c) from New Business, Item 12 (a) from Ordinance for Introduction and 13 (a) Executive Session

F/S: Edenfield/Cunningham

YEAS: Kerkof, Rhodes, Cunningham, Stram, Burger & Edenfield

NAYS: Craske

STATUS: Motion Passed

### 5) MAYOR'S REPORT:

- CDBG Grant was awarded! Not in the amount we had requested, but it is a start to what we ultimately need done at DL.
- COVID – Safety and hygiene practices....
  - ❖ Due to increased numbers of active COVID cases in Ketchikan and other communities on POW. I want to remind people to be conscious of their surroundings, continue practicing proper hygiene, wear PPE when in large groups or attending public events.
- RV Park Traffic Control & Pedestrian Safety Issues:
  - ❖ There have been issues with speeding in the RV Park for the past couple of years. With the increased occupancy, this issue has also increased. In efforts to address this, under the authority provided to me in the Thorne Bay Municipal Code 10.16.080-Experimental Regulations, I had requested that the Administrator have speed bumps or trenches put in place.
  - ❖ The city staff dug trenches in the RV Park, however, due to concerns of the residents in the RV Park regarding the depth of the trenches, I had them filled in.

- ❖ There is still a small dip where the trenches were, but just enough to keep speeds down and not to cause any damage to vehicles. Just a reminder to all, the speed limit in the RV Park is 5 miles per hour.
  - ❖ Thorne Bay Municipal Code Sections 10.16.080, Experimental Regulations:
    - A. The mayor or his/her designee is empowered to make emergency and experimental regulations; such regulations are not to remain in effect for more than ninety days.
    - B. The mayor or chief of police may test traffic control devices under actual conditions of traffic. (Ord. 83-07-14 § 8, 1983)

## 6) ADMINISTRATIVE REPORTS:

a) City Administrator:

### Meetings Attended and Updates:

- The City was notified last week that our CDBG Grant request had been reviewed again and we were granted \$194,290 for the Davidson Landing Firehall project. The city will be moving forward with a RFP and engineering soon.
- The potentially contaminated sand located at the old firehall will be inspected by DEC in the coming weeks, and a remediation plan will be completed through the DEC and the Brownfields project. Thank you to Eric Rhoades for all his effort and energy directed at this issue.

### Tasks and Projects:

- The VSW I&I team was on site the week of 4/20/21, to begin the testing and develop a path forward for the city's wastewater infiltration. The testing was completed, and several areas of I&I were identified. Those areas include the USFS Office site. Unfortunately, the manholes for that area were paved over. The Sewer department worked with the USFS and identified some areas of concern in the surface water drainage throughout the area. A mitigation plan is in progress to stem the flow of this groundwater I&I.
- The FEMA / CARES funding realignment grant has been submitted. FEMA replied with a Request for information (RFI) which the city and our FEMA and State representatives responded to within 4 days. <no update as of 5/18/21>

### Departmental Reports:

#### ➤ Harbors and Parks:

Shifting focus to getting a hard number regarding weight capacity of both harbors as we have wood pilings that are near the end of their usefulness. Attempting to ascertain what direct what measures to take while at the same time, balancing harbor capacity and guest moorage.

#### ➤ Streets and Roads:

The South Side subdivision roads are our focal point to prepare for grading, surface work, ditching and potentially some culvert work. Brad Taylor has created an inventory of the roads in the subdivision and is currently working on an implementation plan for maintenance and improvements. Some improvements are already underway at Alder Ct. with work being done in the coul-de-sac.

➤ **Water and Sewer:**

For the month of April, we had representatives from the State of Alaska fly down from Anchorage. They provided us with some new products for water infiltration of our sewer manholes and sewer lift stations. The product is performing very well so far. One of the manholes we tested the product on had extreme groundwater infiltration issues. I'm excited to report that it no longer has infiltration issues and the new product is holding up very well. During their visit, we also spent some significant time inspecting manholes and lift stations, and pinpointed which ones need the most prompt attention. We plan on using this new product to fix all the remaining infiltration problems. We also had a visitor from Alaska Rural Water Association visit us during the month of April. Their representative, Sarah Ramey, was extremely helpful. She explained procedures of how to take sewer samples, how to properly document the samples taken, and inspected the sewer treatment facility to make sure we were performing our duties correctly. She also helped clarify reporting issues we were experiencing with the Environmental Protection Agency. She was very helpful and did a great service for the community. We also continued to flush fire hydrants, completed all of our monthly sampling for both water and sewer, filed our monthly water treatment report with the Department of Environmental Conservation, and produced 629,000 gallons of water, while 447,000 gallons of water was used by the community.

➤ **Solid Waste:**

Low-cost dump days were on 5/14 and 5/15. We had over 100 residents take advantage of the low-cost dump days this weekend. Total weight of materials dumped will be tallied and reported at the next meeting, but early estimates are that over 10,000 lbs of materials were taken in from the community.

➤ **Law Enforcement:**

VPSO Bosdell provided Law Enforcement Report-However the recording did not pick up the audio.

➤ **Library:**

We are seeing more people coming out with the better weather! Welcome back, the Library has missed you! We still have free internet in front, books and movies at the door, and computer time available as a one on one service. Homeschoolers, summer readers, people of all ages, order up a box of books and we will happily have it ready for pickup. Have you heard of the Digital Library? It's like Kindle on your device, but because of a partnership between Friends of the Thorne Bay Library and the City of Thorne Bay, it's 100% free to Library Patrons! It's like having the entire State of Alaska library system at your fingertips! Just come by for info, our hours are listed on the door.

Are you ready to garden? We have beautiful garden boxes for use! Come by for information, we are happy to share tools and seeds!

Did you know that Friends of the Thorne Bay Library is raising money for a NEW Library? Check out the new Friends of the Thorne Bay Library Facebook page!!!! Lots happening! You can find instructions on how to help, even just with your regular Amazon purchases.

During the pandemic, please know that we are here to help our neighbors. Please ask if you think we can help. We will do our best to meet your needs.

Thank you everyone for your patience and support, we cant wait to be fully open!

b) **City Clerk:**

- Thanked the council and the public for their patience with while we work on the policy for opening meetings up to the public. We will have a meeting participation sign-up sheet for those who wish to participate in the next meeting, that way there is no concern on “first come, first serve” If you are interested in participating in person for the next meeting to be held on June 1<sup>st</sup>, please contact me by email at [cityclerk@thornebay-ak.gov](mailto:cityclerk@thornebay-ak.gov) or call at (907) 828-3380. We will continue to have the limited participation, but may be able to increase that limit to 10 people.
- We had requests for workshop sessions to begin again, so I will work with the Mayor and Administrator on how we can facilitate that.
- Ordinance for introduction of the Ethics and Conflict of Interest is being reviewed with attorney. I had received a public comment on this ordinance which will be read under public comments, and I did attempt to address their concern with edits. The City Attorney is also reviewing this ordinance and asked for additional time before we consider introducing it. At this time I anticipate this ordinance being introduced at the June 1<sup>st</sup> meeting with public hearing June 15<sup>th</sup>.

7) **PUBLIC COMMENTS:**

Jo Wendel submitted the following written comments:

To the Mayor and City Council,

In reading through proposed Ordinance 21-06-01-01 adding chapters on conflict of interest and code of ethics, I am stopped by "2.08.030 Ethics Officer. A. The city attorney shall serve as the Ethics Officer for the City of Thorne Bay."

It is unfitting for an ethics ordinance to have a built-in conflict of interest so great that it throws the entire intent of the document into question. To have the judge and jury of ethical considerations be a paid contractor who is hired by those he is to judge seems to be a conflict of interest in the extreme. A City Attorney judging the ethics of those who pay him is himself already acting from an unethical position. Those who accept the services of a judge that they pay will be seen as highly questionable as well.

Please reconsider the choice of having an Ethics Officer. A Citizen Ethics Panel, Commission, Board, or Committee made up of five people seems more fitting for the intricate task of sorting out ethics considerations in a small town. Having a defined cross section of the community, including women and men equally, is important to this function.

Thank you,  
Jo Wendel

**Jim McFarland provided the following written comment:**

PRINCE OF WALES VOCATIONAL AND TECHNICAL EDUCATION CENTER DONATION REQUEST  
In your packet tonight is a request from the POW Voc Tec Center board of directors for a donation to help with the ongoing operational and maintenance expenses of the Center. The Board is looking to form a stronger and continuing partnership with the Cities, Communities, Tribes, Corporations, School Districts, Businesses, and general public at large on Prince of Wales Island.

In January of 2015 I was appointed by the Thorne Bay City Council to represent the City as a volunteer member of the Voc Tec Board. Over the years I have attended most all board meetings which have been held monthly by Zoom for the last year. There are 23 board positions held by representatives of the organizations identified in the 2<sup>nd</sup> paragraph of the letter.

As the letter says we want to learn from you what more you would like to see this facility provide to this City and the Island in the form of classes, events, meetings, trainings, etc. in addition to what we are already working on.

This facility is a very beneficial resource for all of us in many ways and is directly a resource for saving money by this and all the other Cities and Organizations on this island. The Newly Elected Officials training that some of you attended in the past is a great example. Imagine the costs of the training PLUS the cost of the travel, meals, and lodging for sending each of you to an off-island City. (Sometimes Anchorage, Fairbanks, or Juneau)  
Other beneficial examples are the proctoring of tests for our communities water and waste water employees for their continuing education and certification, supporting required classes such as confined space training, Haz mat training, and other classes that the employees of all our Cities and some communities need. These are All trainings and functions that save the City money by not having to pay for off island travel, meals, and lodging.

The USFS, school districts, Cities, tribal organizations, and community groups such as EMS have been frequent renters over the years.

AND we are always looking for the opportunity to hold more classes/trainings that benefit our Island residents such as the introductory computer classes that were held in the past and the welding and First Aid/CPR classes that are currently being held monthly.

**Operation of the Center is like any business** --- it requires cash flow to continue operations- to pay staff – to keep up with the ongoing maintenance and do the critical repairs ---- all so that it can stay open and keep providing class, training and meeting space.

Unfortunately, over this past year we have experienced extreme loss of revenue because of the Covid-19 outbreak. This has delayed efforts to seek new classes, rental customers, and those ever-elusive grants.

The center is presently in a “no man’s land” between being out of funds for staff, lacking the seed money for the up-front costs of operations such as ordering supplies for the next classes and the funds needed for critical maintenance. Because of this current situation you have received this informational letter from the Center with a last paragraph that asks for a donation to help keep the Center moving forward.

I would respectfully ask that you consider a donation of \$1000 - or more - to the Center at this time to help keep it operational. This is probably less than what the cost would have been to send just one of our new council members off Island to the training that you attended.

I would offer that as a founding entity of the Center it would be appropriate for the City of Thorne Bay to authorize an annual donation to this facility.

The Voc Tec Center strives to be your center for Island Wide Economic Development and is now in need of your support.

Thank You !!

Jim McFarland

City of Thorne Bay Board representative

**Bess Clark, Executive Director for Community Connections, provided the following written comments:**

Dear Mayor and City Council of Thorne Bay,

I am writing in support of Resolution 21-05-18-01, authorizing lease renewal with Community Connections for the lease of city-owned property, which is listed under New Business on your May 18 agenda. In addition to renewing the lease, I am asking you to maintain the current \$10 per month rent. Not only does this lease benefit our agency’s presence in Thorne Bay and the city itself, it is an important part of our longstanding, cooperative relationship.

Our Thorne Bay office currently supports eight employees and one therapeutic foster care family. Having these full-time, year-round employees living and working in Thorne Bay benefits both the city and Community Connections. The city benefits through increased tax revenue from these employees and their families, while Community Connections is better able to carry out critical work that helps vulnerable Thorne Bay residents. Without affordable office space, Community Connections would be hard-pressed to provide the services currently offered.

Community Connections was established as a private 501(c)(3) nonprofit organization in 1985 and has served southern Southeast Alaska for the past 35 years. The ages of those we serve range from birth through clients’ elder years. We support children with behavioral needs; children and adults with developmental disabilities; and seniors with physical disabilities. All services are comprehensive, respectful of individual families and culturally sensitive.

Covid-19 has, as with numerous other nonprofit organizations, affected how we serve our

clients. We have increased our capacity for remote and videoconference work while continuing to provide critical services for our clients. Through the hard work of our staff, including those working in Thorne Bay, we have maintained a high level of service with minimal interruptions. Having a workspace in Thorne Bay has been a key factor in allowing us to serve your community during these times. I am respectfully requesting that you to renew the lease agreement between the City of Thorne Bay and Community Connections for 122 Freeman Drive at the current rate of \$10 per month through May 31, 2026. As Resolution 21-05-18-01 states, Community Connections has remained in good standing since the current lease went into effect on June 1, 2016, and it in the city's best interest to retain Community Connections as a renter.

Thank you for your consideration in this matter.

Sincerely, Bess Clark Executive Director

**Brad Clark commented on the following:**

- Asked to raise a complaint regarding trenches in the RV Park. Unfortunately, no one knew they were going to happen. Some people were hurt, thankfully no one is going to press charges that I am aware of. Request that the Mayor bring this to the Council or Planning Commission

**Sean Kaer commented on the following:**

- Nice to see Cindy sitting up there, I voted for you.
- Inquired if the City would provide WiFi at Davidson Landing, such as is provided in Thorne Bay at the Library.

**8) COUNCIL COMMENTS:**

**Thom Cunningham commented on the following:**

- In regard to the DL Community Center. I have met with Les and have prepared a construction supply list. At this time there is work that needs done to the current addition. Will need to go in and do some backup work. There was no ventilation for roof etc. Work on this is moving slowly, but is moving in a forward direction

**Craske commented on the following:**

- Requested a Special Meeting for May 25<sup>th</sup> to hold an Executive Session to discuss matters about personnel.

**Cunningham commented on the following:**

- Agreed for the need of the Executive Session for the purpose of addressing the many rumors and innuendos that were being thrown around.
- Investigated the point in question and when asked the Mayor, she notified that the attorney had the issue and was investigating it.
- Closed by saying that the attorney should have come back by now with recommendation on how to move forward.

**Rhodes commented on the following:**

- Stated that he was away working through health issues and felt that the City needed a councilmember that will be present.
- Rhodes stated he would be submitting his resignation, as it is really hard to know my



expectations going forward and hard to perform my duties as a councilmember.

- Thank you for all who have supported him through everything.

**Edenfield commented on the following:**

- Inquired if Rhodes would be interested in not resigning and requesting a medical leave?

Rhodes responded that he felt someone on the ground in Thorne Bay should be here to perform the duties.

**Craske commented on the following:**

- Thanked Rhodes for his service on the Council and commented that he respected Eric Rhodes greatly. Since Rhodes came to Thorne Bay 3-years ago, he has put every effort possible into bettering the community.

**Cunningham commented on the following:**

- Thanked Rhodes for his service. Added that he had been a tremendous guiding force for him and he was very sorry to see him leave. But he did understand. Ended comment by thanking Rhodes for his service to the City of Thorne Bay and the entire community.

**Burger commented on the following:**

- Thanked Rhodes for his service on the City Council.

**Stram commented on the following:**

- It has been a joy to work with Eric Rhodes both before on the council and since, and also a joy to listen to and to watch him work.
- Continued that Rhodes is an inspiration and will continue to hold in prayers for health to improve and you to return to us.

**Kerkof commented on the following:**

- Thanked Rhodes for his service and commented that he respected Rhodes for resigning as he had advocated for following code in the past.

**Craske requested a motion for special meeting and executive session:**

Craske moved for an executive session to be held on May 25<sup>th</sup> at 6pm. Cunningham seconded the motion. There was further discussion.

MOTION: Move to hold executive session on May 25<sup>th</sup> at 6pm.

F/S: Craske/Cunningham

YEAS: Kerkof, Craske, Stram, Edenfield, Rhodes, Burger & Cunningham

NAYS: None

STATUS: Motion Passed

**9) CONSENT AGENDA:**

None

**10) CONTINUING BUSINESS:**

None

## 11) NEW BUSINESS:

- a) **Resolution 21-05-18-01**, authorizing Lease Renewal with Community Connections for the lease of City owned property near City Hall, discussion and action item:

Edenfield moved to approve Resolution 21-05-18-01, authorizing Lease Renewal with Community Connections for the lease of City owned property near City Hall with the rental rate at \$10.00 per month. Craske seconded the motion. There was further discussion.

MOTION: Move to approve Resolution 21-05-18-01, authorizing Lease Renewal with Community Connections for the lease of City owned property near City Hall with the rental rate at \$10.00 per month

F/S: Edenfield/Craske

YEAS: Kerkof, Craske, Stram, Edenfield, Rhodes, Burger & Cunningham

NAYS: None

STATUS: Motion Passed

- b) **Resolution 21-05-18-02**, authorizing the donation of \$1,000.00, to VOCTEC Educational Facility, discussion and action item:

Edenfield moved to approve Resolution 21-05-18-02, authorizing the annual donation of \$1,500.00, to VOCTEC Educational Facility. Burger seconded the motion.

Edenfield explained that the amount could be reviewed and increased in the future if desired. Craske commented in favor of increasing that donation rate in the future.

Carter concurred the need for POW VOCTECH and the services they provide the island.

Cunningham commented in favor of the annual donation. Kerkof commented that he would be in favor of matching funds to solicit donations from the public. Mayor Edenfield stated she would be in favor of that as a campaign for next year, matching funds up to a certain amount.

MOTION: Move to approve Resolution 21-05-18-02, authorizing the annual donation of \$1,500.00, to VOCTEC Educational Facility

F/S: Edenfield / Burger

YEAS: Kerkof, Craske, Stram, Edenfield, Rhodes, Burger & Cunningham

NAYS: None

STATUS: Motion Passed

- c) Council review of Thorne Bay Municipal Code 2.04.100 – Vacancies, discussion and possible action item:

This item was removed from the agenda.

## 12) ORDINANCE FOR INTRODUCTION:

- a) **Ordinance 21-06-01-01**, amending Title 2 – Administration and Personnel adding, Chapters 2.06-Conflict of Interest & 2.07 – Code of Ethics, discussion and action item:

This item was removed from the agenda.

### 13) EXECUTIVE SESSION:

- a) The Council will adjourn to an Executive Session to discuss matters that may tend to prejudice the character or reputation of any persons:

This item was removed from the agenda.

### 14) CONTINUATION OF PUBLIC COMMENT:

#### Brad Clark provided the following comments:

- Thank you to City Council for donating to the VOCTEC Center. I sit on the board as representative of OVK. Commented that he would donate \$100 for any matching fund program the council may put together.
- Regarding Eric Rhodes, his closest friend on the island. Wished that the community knew the hours spent putting into the idea of the community and how much he cares. So many don't know how much he cares.  
It hasn't always been easy for Eric, after being fired from a job that he loved for having a strong political opinion.  
So many things happened that would have made others bitter, where Eric didn't hold it against anyone. Hope that he will come back and go for a higher office.

#### Sean Kaer commented on the following:

- Want to be signed up for public attendance at next meeting.

### 15) CONTINUATION OF COUNCIL COMMENT:

#### Cunningham commented on the following:

- Encouraged Eric Rhodes to run for council again once he is feeling better.

#### Rhodes thanked everyone for the kind words.

### 16) ADJOURNMENT:

Mayor Edenfield adjourned the meeting at 7:21 p.m.

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Cindy Edenfield, Mayor

ATTEST:

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Teri Feibel, CMC

**MINUTES**  
FOR THE **SPECIAL** MEETING  
OF THE CITY COUNCIL FOR  
THE CITY OF THORNE BAY, ALASKA  
**TUESDAY**, May 25, 2021  
TIME: 6:00 p.m.

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LOCATION: TELECONFERENCE/VIDEO CONFERENCING LINE

**1) CALL TO ORDER:**

Mayor Edenfield called the meeting to order at 6:00 p.m.

**2) PLEDGE TO FLAG:**

Council and audience pledged to the flag.

**3) ROLL CALL:**

**Those present were:**

Kerkof, Edenfield, Craske, Cunningham, Stram & Burger

**4) APPROVAL OF AGENDA:**

Edenfield moved to approve the agenda. Craske seconded the motion. There was no further discussion.

MOTION: Move to approve the agenda

F/S: Edenfield/Craske

YEAS: Edenfield, Stram, Cunningham, Burger, Craske & Kerkof

NAYS: None

STATUS: Motion Passed.

**5) PUBLIC COMMENTS:**

There were no public comments.

**6) COUNCIL COMMENTS:**

Stram commented on the following:

- Farmer to Families program will be distributing food boxes tomorrow (May 26<sup>th</sup>) at 10:30 at the Thorne Bay Church and 11:00 am at Goose Creek. This may be the last food distribution from the Farm to Families Program.

**7) EXECUTIVE SESSION:**

b) The Council will adjourn to an Executive Session to discuss matters that may tend to prejudice the character or reputation of any persons:

Edenfield move to adjourn to executive session to discuss subjects that tend to prejudice the reputation and character of any person, topic of discussion is Examination and review of City Administrator hiring records. Burger seconded the motion. There was no further discussion.

MOTION: Move to adjourn to executive session to discuss subjects that tend to prejudice the reputation and character of any person, topic of discussion is Examination and review of City Administrator hiring records  
F/S: Edenfield/Burger  
YEAS: Stram, Cunningham, Burger, Craske, Kerkof & Edenfield  
NAYS: None  
STATUS: Motion Passed.

Edenfield reminded the council and the public that no action will be taken during executive session—only discussions that will decide if a vote will be taken at the special session or if further attention is needed.

**The council adjourned to executive session at 6:34 p.m.**

**The council reconvened session at 7:55 p.m.**

Mayor Edenfield moved to place the City Administrator on a two-week paid administrative leave, to give him the time he needs to gather the documents that are being demanded of him, and to turn those into the City's attorney for him to clear them for the City. Stram seconded the motion.

Craske inquired as to what would happen if at the end of the two weeks, there is no documentation.

Edenfield stated that the City is hoping that he would get the documents sooner, but giving him 30 days.

Craske inquired if the City would be allowing the Administrator to return to work after the administrative leave without providing any documents.

Mayor Edenfield replied yes. Edenfield continued that the two week paid leave was to give him time to clear his mind and his plate so that he could focus on obtaining those documents without the interruption of his job.

Stram inquired if the could discuss this matter in another couple of weeks?  
Edenfield responded that the council could do that.

MOTION: Move to to place the City Administrator on a two-week paid administrative leave, to give him the time he needs to gather the documents that are being demanded of him, and to turn those into the City's attorney for him to clear them for the City  
F/S: Edenfield/Stram  
YEAS: Stram, Cunningham, Burger, Kerkof & Edenfield  
NAYS: Craske  
STATUS: Motion Passed.

8) **CONTINUATION OF PUBLIC COMMENT:**

There were no public comments.

9) **CONTINUATION OF COUNCIL COMMENT:**

**Craske commented on the following:**

- He noticed that Tim Lindseth was in the audience and bets that he is anxious to get back to work.
- Would like to direct the City Attorney to get with Craske's attorney to solve this issue.

**Cunningham commented on the following:**

- He has had people comment on the blasting ordinance.
- The way he understood it to be was that if he was developing the property for personal use, then no notice of intent was needed. If developing the property to sell later, then that is a business.

10) **ADJOURNMENT:**

Mayor Edenfield adjourned the meeting at 8:03 p.m.

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Cindy Edenfield, Mayor

ATTEST:

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Teri Feibel, CMC



**CITY OF THORNE BAY  
RESOLUTION 21-06-15-01**

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN THE SALES TAX COLLECTION SERVICE AGREEMENT ON BEHALF OF THE CITY OF THORNE BAY ("CITY") WITH ALASKA MUNICIPAL LEAGUE ("AML") FOR THE COLLECTION OF SALES TAX REVENUES FOR THE CITY OF THORNE BAY

**WHEREAS**, the City Council is the governing body for the City of Thorne Bay; and

**WHEREAS**, the finance department is responsible under municipal ordinance for the efficient administration of its local sales tax; and

**WHEREAS**, the City is dedicated to efficient tax administration that promotes the highest levels of voluntary compliance, revenue collection, service, and fair enforcement of its sales tax ordinance; and

**WHEREAS**, sellers with a physical presence in the City's jurisdictional boundaries (called "local sellers") must submit quarterly tax returns to the City's taxing authority. Preparing and filing those returns imposes a burden on local sellers; and

**WHEREAS**, the City desires to reduce the administrative burden and expense of complying with the sales tax by offering local sellers the option of filing sales tax returns and submitting sales tax remittances through an online tax portal; and

**WHEREAS**, AML provides Alaska municipalities sales tax registration, reporting, and remittance services through an online tax portal.

**WHEREAS**, the City desires to contract with AML to provide an online portal for local sellers (i) to register as local sellers, (ii) to submit sales tax returns and (iii) to remit sales tax collections.

**WHEREAS**, once adopted, the Mayor will enter into the Agreement with AML, and the City Clerk will work with AML for introduction and implementation of the Sales Tax Collection Service; and

**WHEREAS**, the City Clerk will draft an ordinance to amend the City Code Chapter 3.17-Sales Tax, to reflect the online filing for sales tax registration, reporting, and remittance services through an online tax portal.

NOW, THEREFORE, BE IT RESOLVED, the that the City Council for the City of Thorne Bay, hereby approves the Agreement between the City of Thorne Bay and AML for the Sales Tax Collection Service Agreement.

Adopted this 15<sup>th</sup> Day of June 2021

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Cindy Edenfield, Mayor

Attest:

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Teri Feibel, CMC



## SALES TAX COLLECTION SERVICE AGREEMENT

This Service Agreement (the “Agreement”) is made and entered into as of this 1st day of June 2021 between the City of Thorne Bay ("City") and the Alaska Municipal League (“AML”) (each individually referred to as a “Party” and collectively referred to as the “Parties”) for the collection of sales tax revenue.

### **Background**

1. The Municipality’s finance department is responsible under municipal ordinance for the efficient administration of its local sales tax.
2. The Municipality is dedicated to efficient tax administration that promotes the highest levels of voluntary compliance, revenue collection, service, and fair enforcement of its sales tax ordinance.
3. Sellers with a physical presence in the Municipality’s jurisdictional boundaries (called “local sellers”) must submit monthly, quarterly or annual paper tax returns to the Municipality’s taxing authority. Preparing and filing those returns imposes a burden on local sellers.
4. The Municipality desires to reduce the administrative burden and expense of complying with the sales tax by offering local sellers the option of filing sales tax returns and submitting sales tax remittances through an online tax portal.
5. AML provides Alaska municipalities sales tax registration, reporting, and remittance services through an online tax portal.
6. The Municipality desires to contract with AML to provide an online portal for local sellers (i) to register as local sellers, (ii) to submit sales tax returns and (iii) to remit sales tax collections.

### **Agreement**

The Parties agree as follows:

1. **Term and Termination.** The Agreement shall commence on the Effective Date and shall continue as such in full effect and force until terminated by either Party upon 60 days’ written notice.
2. **Scope of Services and Responsibilities.** AML’s services and responsibilities under this Agreement are as follows:
  - a. **Online Tax Portal Services.** AML will develop and maintain an online tax portal to allow local sellers to (i) to register as local sellers, (ii) to submit sales tax returns and exemption certificates, and (iii) to remit sales tax collections.

- b. **Tax Portal Filings.** The tax portal will provide local sellers a standardized sales tax return on behalf of the Municipality. The tax portal will use sales tax rates and exemptions that are confirmed by a legal representative of the Municipality.
- c. **Physical Return and payment processing.** As needed, AML will process physical sales tax returns and payments from sellers on behalf of the Municipality.
- d. **Reporting.** AML will provide the Municipality a customized report each month showing registered sellers, gross sales, sales tax collected, and exemptions claimed.
- e. **Business Registration / Licensing.** AML will issue business licenses and register local sellers through the portal in accordance with Municipality requirements.
- f. **Delinquencies.** AML will send (i) monthly delinquency notices to sellers who have delinquent, unfiled sales tax return(s) and (ii) monthly balance due notices to sellers who have not paid in full.
- g. **Accessibility.** AML will make the online tax portal accessible to the Municipality and registered local sellers.
- h. **Control Over Services.** AML will retain the unqualified right of control over the means, manner, and methods by which the Services are rendered and performed. AML will be responsible for providing all equipment, materials and supplies required to timely provide those Services which have been requested by the Municipality. The Municipality understands and acknowledges that AML will contract with a third party to perform these services.
- i. **Insurance.** AML agrees to maintain, at AML's sole cost and expense, Worker's Compensation Coverage where required by law and applicable General Liability Insurance, as required.
- j. **Taxes.** AML shall be solely responsible for filing all tax returns, tax declarations and tax schedules, and for the tax payment, with respect to fees earned by AML under this Agreement.
- k. **Termination of Agreement Services.** Upon termination of this Agreement, AML shall provide to the Municipality confirmation of destruction of hard copy confidential information of Municipality transferred to AML; all electronic account information must be deleted from AML's computer systems, including backup copies. In addition, AML shall send a letter to all registered taxpayers notifying them that AML will no longer be offering online tax portal services.

- 3. **AML Fees for Services.** As compensation for the services provided under this agreement, AML will be entitled to the fees specified in Exhibit A.

4. **Expansion of Scope of Services.** The online tax portal will be initially established with the capability to handle sales tax registration & licensing, sales tax return filing, and payment of sales tax obligations. AML may offer additional capability to pay additional types of municipal taxes and other services through the online portal. AML is required to provide those additional services only if agreed to by the Parties in a separate written agreement.
5. **Municipality's Responsibilities.** Municipality's responsibilities under this Agreement are as follows:
- a. The Municipality will have the sole authority to set tax policy, tax rates, tax deductions, tax exemptions, tax rules, and tax classifications. AML will not set tax policy, tax rates, tax deductions, tax exemptions, tax rules, and tax classifications.
  - b. The Municipality will be responsible for confirming sales tax rates, exemptions, interest, and penalties that will apply to returns filed by local sellers through the tax portal.
  - c. The Municipality will promptly inform AML of any changes to its sales tax rates, exemption, or ordinances.
  - d. The Municipality is solely responsible for enforcing its sales tax code, conducting audits, proceeding with tax collection legal proceedings. AML is not responsible for enforcing the Municipality's sales tax code.
  - e. In the event a sales tax return is filed through the online tax portal, but the local seller remits the sales tax due directly to the Municipality, the Municipality will pay to AML its fee for services calculated under Exhibit A and attributable to such sales tax payments made directly to the Municipality.
  - f. Monthly filing will be required for Sellers unless otherwise approved by the Municipality.
6. **Confidentiality-Unauthorized Disclosure.** Within or after the services period, AML shall at no time divulge, release, or remove for its use or that of any other individual or company, any confidential municipal or taxpayer documentation or information obtained under this Agreement. Furthermore, the Municipality and AML agree that:
- a. Confidential Information shall include, but is not limited to, all non-public information, written or oral, whether disclosed directly or indirectly, through any means of communication or observation by a taxpayer or any of its affiliates or representatives to or for the benefit of the AML.
  - b. Confidential information excludes that which is public knowledge or publicly available.

**7. Indemnification.**

- a. Each Party agrees to defend, indemnify, and hold the other Party, their officers, employees, and agents harmless from and against any and all liability, loss, expense, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent that such liability, loss, expense, or claims for injury or damages is caused by or results from the negligent or intentional acts or omissions of that Party, its officers, employees, or agents.
- b. Municipality shall indemnify, defend, and save harmless AML and its respective officers, agents, and employees from and against any and all losses, costs, including reasonable attorneys' fees, liabilities, damages, and deficiencies, including interest, penalties and settlement amounts entered into, in each case, with respect to any and all claims that arise out or are connected to the Municipality's sales tax, including sales tax administration, sales tax enforcement, and sales tax collection activities.

- 8. Notice.** Any notice sent under this Agreement must be sent by email with confirmation of receipt, fax, common carrier, or certified mail, return receipt requested, provided that such notice is addressed to the other Party at the address set forth below:

**Municipality**

Address

City, ST Zip Code

**Alaska Municipal League** One Sealaska Plaza,  
Ste. 200 Juneau, AK 99801

**9. Miscellaneous Provisions.**

- a. **Entire Agreement.** This Agreement represents the entire agreement and understanding between the Parties with respect to the subject matter of this Agreement and supersedes all prior or contemporaneous, express or implied, written or oral agreements, representations, and conditions between the Parties with respect to the subject matter of this Agreement.
- b. **Counterparts.** This Agreement may be executed in any number of counterparts, including by electronically transmitted signature, and each counterpart shall for all purposes be deemed to be an original; and all such counterparts shall together constitute but one and the same agreement.

- c. **Amendment.** No addition to or alteration of the terms of this Agreement will be valid unless made in the form of a written amendment to this Agreement, which is formally approved and executed by the Parties.
- d. **Assignment.** This Agreement may not be assigned by the AML without Municipality's prior written consent, which may not be unreasonably withheld.
- e. **Severability.** In the event any provision of this Agreement is held by a court of competent jurisdiction or arbitration to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect without being impaired or invalidated in any way.
- f. **Third-Party Beneficiaries.** Each Party intends that this Agreement shall not benefit or create any right or cause of action in or on behalf of, any person or entity other than the Parties. This Agreement does not create, and shall not be construed as creating, any rights enforceable by any person or entity not a Party to this Agreement. Nothing in this Agreement shall be deemed or construed to create the relationship of principal and agent, or of partnership, or of joint venture, or of any association between the Parties.
- g. **Independent Contractor.** AML shall perform under this Agreement as an independent Contractor. AML and its officers, agents, and employees are not, and will not be deemed, employees of the Municipality for any purpose, including workers' compensation, and will not be entitled to any of the benefits accorded to employees of the Municipality. AML shall determine, at its own risk and expense, the method and manner by which the duties imposed in general by this Agreement will be performed.
- h. **Governing Law.** This Agreement will be governed by the laws of the State of Alaska. Any legal proceeding relating to this Agreement shall be exclusively brought in the Superior Court of Alaska, Third Judicial District at Anchorage.

[SIGNATURE PAGE FOLLOWS]

The Parties have executed this Agreement as of the Effective Date.

**MUNICIPALITY**

**ALASKA MUNICIPAL LEAGUE**

\_\_\_\_\_  
Printed Name/Title:

\_\_\_\_\_  
Printed Name/Title:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

## **Exhibit A**

### **Sales Tax Collection Service Agreement Statement of Fees**

#### **Section 1. Fees payable to AML**

The fees outlined in Section 1 will be applied to total municipality receivables including salestax, late fees, penalties and interest, as determined by seller filing(s) processed by AML in a given month.

<b>Fee Description</b>	<b>Fee amount</b>
AML Administrative Fee	0.5%
AML Monthly Hosting & Support Fee	2.0%
<b>Total monthly fee:</b>	<b>2.5%</b>

#### **Section 2. Municipality Implementation Fees**

The Municipality Implementation Fees outlined in this section are payable to MUNIREvs and are one-time costs specific to implementation.

<b>Fee Description</b>	<b>Fee Amount</b>
Customization of one tax form & workflow	\$2,000
Customization of one licensing form & workflow	\$2,000



**RESOLUTION 21-06-15-02  
CITY OF THORNE BAY**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THORNE BAY, APPOINTING A  
REPLACEMENT TO SERVE AS THORNE BAY CITY COUNCIL MEMBER, SEAT B,  
UNTIL THE NEXT REGULAR MUNICIPAL ELECTION ON OCTOBER 5, 2021.

**WHEREAS**, on May 18<sup>th</sup>, 2021, Eric Rhodes, Councilmember, Seat B, submitted his notice of resignation from the City Council for the City of Thorne Bay, and

**WHEREAS**, in accordance with the Thorne Bay Municipal Code 2.04.110 Filling a Vacancy; the City Council by a vote of the majority of its remaining members shall designate one person to fill the vacant seat. That person shall serve until the next Regular City Election and until his successor qualifies; and

**WHEREAS**, the City Clerk posted a notice of vacancy and requested that interested persons file an Application for Appointment with the City Clerk's Office not later than 4pm June 10<sup>th</sup>; and

**WHEREAS**, a total of two applications for appointment were received by the City Clerk and were considered for the appointment to City Council Seat B by the City Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF THORNE BAY, ALASKA:**

- Section 1: That the above findings are hereby true and correct and are incorporated herein in their entirety.
- Section 2: That the appointment of [REDACTED] to serve as Council Member, Seat B, until the Regular Municipal Election is held in October 5, 2021, is hereby approved.
- Section 3: That this Resolution shall become effective immediately upon approval by the City Council of the City of Thorne Bay, Alaska.

**PASSED AND APPROVED** by the City Council of the City of Thorne Bay, Alaska this 15<sup>th</sup> day of June 2021

---

Cindy Edenfield, Mayor

ATTEST:

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Teri Feibel, CMC





**RESOLUTION 21-06-15-03  
CITY OF THORNE BAY**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THORNE BAY, AFFIRMING THE EQUAL  
EMPLOYMENT OPPORTUNITY/AFFIRMATIVE POLICY

**Whereas,** the City Council is the governing body for the City of Thorne Bay, and

**Whereas,** State and Federal law prohibits discrimination in employment on the basis of race, color, sex, religion, family status, age, or national origin, and;

**Whereas,** the City of Thorne Bay supports equal employment opportunities for all;

**Now therefore, be it resolved** that it is the policy of the City of Thorne Bay to:

1. Afford equal opportunities for employment to all persons regardless of race, color, sex, religion, family status, age, or national origin;
2. State that the City is an equal opportunity employer in all job announcements;
3. Take affirmative action steps when necessary to assure all persons are afforded an equal opportunity to apply for City employment.

This **EQUAL EMPLOYMENT/AFFIRMATIVE ACTION PLAN** takes effect immediately.

---

Cindy Edenfield, Mayor

ATTEST:

---

Teri Feibel, CMC



**RESOLUTION 21-06-15-04  
CITY OF THORNE BAY**

A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF THORNE BAY, AGREEING TO OFFER  
THE ASSISTANCE OF PUBLICIZING AND DISTRIBUTION OF THE FAIR HOUSING LAW

**Whereas,** the City Council is the governing body for the City of Thorne Bay, and

**Whereas,** let it be known to all persons of the City of Thorne Bay that discrimination because of race, color, religion, sex, national origin, family status or handicap status, is prohibited by Title VIII of the 1968 Civil Rights Act (Federal Fair Housing Law) in the sale, rental, leasing, and/or financing of housing or land to be used for construction of housing, or in the provision of brokerage services.

**Whereas,** It is the policy of the City of Thorne Bay to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, national origin, family status or handicap status. Therefore, the City does hereby pass the following Resolution.

**Now, therefore, Be it resolved** that within available resources the City will assist all persons who feel they have been discriminated against because of race, color, religion, sex, national origin, family status or handicap status, to seek equity under federal and state laws by filing a complaint with the U.S. Department of Housing and Urban Development, Seattle Regional Office Compliance Division.

**Be it further resolved** that the City shall publicize this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law and any applicable state or local laws or ordinances.

Said program will at a minimum include, but not be limited to:

1. the printing and publicizing of this policy and other applicable fair housing information through local media and community contacts;
2. distribution and/or display of posters, flyers, and any other means which will bring to the attention of those affected, the knowledge of their respective responsibilities and rights concerning equal opportunity on housing.

**PASSED AND APPROVED** by a duly constituted quorum of the Thorne Bay City Council this 15<sup>th</sup> day of June 2021 and shall become effective immediately upon Adoption June 15, 2021.

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Cindy Edenfield, Mayor

ATTEST:

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Teri Feibel, CMC



CITY OF THORNE BAY  
ORDINANCE 21-06-15-01

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA,  
AMENDING TITLE 2 – ADMINISTRATION AND PERSONNEL ADDING, CHAPTERS 2.06-  
CONFLICT OF INTEREST & 2.07 – CODE OF ETHICS

BE IT ENACTED BY THE CITY COUNCIL FOR THE CITY OF THORNE BAY ALASKA

- Section 1. Classification.** This ordinance is of a general and permanent nature, the chapter and section hereby amended shall be added to the Thorne Bay Municipal Code.
- Section 2. Severability.** If any provisions of this ordinance or any application thereof to any person or circumstances is held invalid, the circumstances shall not be affected thereby.
- Section 3. Amendment to Code.** Title 2 – Administration and Personnel, is hereby amended by adding Chapter 2.06-Conflicts of Interest, Sections 2.06.010-130 which shall read as written on pages 2 through 9 of this Ordinance, and Chapter 2.07-Code of Ethics, Sections 2.07.010-030, which shall read as written on pages 10-12 of this ordinance.
- Section 4. Adoption.** The Chapter and Sections of 2.06.010-130 and 2.07.010-.040, are hereby adopted and added to the Thorne Bay Municipal Code.
- Section 5. Effective Date.** This ordinance shall become effective upon adoption.

**PASSED AND APPROVED** this 15<sup>th</sup> day of June 2021, by a duly constituted quorum of the City Council with a vote of \_\_\_\_ Yeas and \_\_\_\_ Nays.

ATTEST:

\_\_\_\_\_  
Cindy Edenfield, Mayor

\_\_\_\_\_  
Teri Feibel, CMC

[Sponsor: Mayor Cindy Edenfield & Councilman Greg Kerkof]  
[Introduction Hearing: June 1, 2021]  
[Public Hearing: June 15, 2021]

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Amending Title 2-Administration and Personnel

## ADDING CHAPTERS 2.06 CONFLICTS OF INTEREST & 2.07 CODE OF ETHICS

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## THORNE BAY MUNICIPAL CODE CHAPTER

### 2.06 CONFLICTS OF INTEREST

#### 2.06.005 Declaration of policy.

It is declared that high moral and ethical standards among municipal officers are essential to the conduct of free government; and that the council believes that a code of ethics for the guidance of municipal officers will encourage those officers to avoid acting upon substantial personal interests or substantial financial interests in the performance of their public responsibilities, will improve standards of public service, and will promote and strengthen the faith and confidence of the people of this municipality in their municipal officers. It is further declared that holding public office or employment is a public trust and that as one safeguard of that trust, the people require municipal officers to adhere to a code of ethics.

#### 2.06.008 Scope of code.

- A. The council affirms that each municipal officer holds office as a public trust, and any effort to benefit a substantial personal interest or a substantial financial interest through official action is a violation of that trust. The public trust and this chapter do not prohibit an officer from following independent pursuits, so long as those pursuits do not interfere with the full and faithful discharge of an officer's public duties. The council further recognizes that:
  - 1) In a representative democracy, the representatives are drawn from society and, therefore, cannot and should not be entirely without personal and financial interests in the decisions and policies of government;
  - 2) Citizens who serve as municipal officers retain their rights to interests of a personal or financial nature; and
  - 3) Standards of ethical conduct for municipal officers need to distinguish between those inconsequential conflicts which are unavoidable in a free society, and those which are substantial and material.
- B. There is no violation of this Code if, as to a specific matter, a municipal officer's:
  - 1) Personal or financial interest in the matter is insignificant; or of a type that is possessed generally by the public or a large class of persons to which the municipal officer belongs;
  - 2) Action or influence would have an insignificant or conjectural effect on the matter; or
  - 3) Action consists of voting in favor of introduction of an ordinance.
- C. The City attorney, hearing officers, and hearing agencies shall be guided by this section when issuing opinions and reaching decisions.

#### 2.06.010 Misuse of official position.

- A. A municipal officer may not use, or attempt to use, an official position in order to gain a benefit, and may not intentionally secure for, or grant to, any person unwarranted benefits, treatment or advantage.
- B. A municipal officer may not:
  - 1) Seek other employment or contracts through the use or attempted use of the powers of official position;
  - 2) Accept, receive, or solicit compensation for the performance of official duties or responsibilities from a person other than the municipality;
  - 3) Use municipal time, property, equipment, or other facilities with intent to secure a benefit;
  - 4) Take or withhold official action in order to affect a matter in which the municipal officer has a personal or financial interest;
  - 5) Attempt to affect a personal or financial interest through coercion of a subordinate; or
  - 6) Restrict, or threaten to restrict a contractor's eligibility or opportunity to contract with the city solely in order to secure an unwarranted advantage for the city or the officer.
- D. A councilmember, or member of any board or commission may not deliberate or vote on any matter in which he or she has a substantial personal or financial interest.

State law reference(s)—Conflict of interest, AS 29.20.010; misuse of official position, AS 39.52.120.

#### 2.06.020 Gifts.

- A. No municipal officer shall, directly, or indirectly, solicit or accept any gift to the officer's benefit, whether in the form of money, service, loan, travel, entertainment, hospitality, promise, or otherwise under circumstances in which it could reasonably be inferred that the gift is intended to influence the officer in the performance of the officer's official duties or constitutes a reward for any official action by the officer.
- B. Travel, even if intended to influence an officer, shall not be regarded as a gift to the officer's benefit if:
  - 1) The benefits to the public resulting from the travel clearly outweigh the detriment caused by the absence of the officer;
  - 2) The nature and extent of the transportation and hospitality provided to the officer are economical, businesslike and necessary;
  - 3) The officer is not eligible to take personal leave during the travel; and
  - 4) The officer submits a pre-travel request and post-travel report for approval by the body of which he or she is a member or, in the case of employees, the City administrator .
- C. Any officer who accepts a gift having a value in excess of \$50.00 shall report such gift to the officer's supervisor if the officer may take or withhold action that affects the giver. The supervisor shall forward a copy of the report to the City attorney who

shall maintain the report in a public file. As used in this section, "gift" includes any series of gifts from the same donor within any 12-month period, other than meals reciprocated by the officer.

State law reference(s)—Alaska Executive Branch Ethics Act, AS 39.52.010 et seq.

#### 2.06.030 Improper use or disclosure of information.

A municipal officer may not disclose or use information gained in the course of, or by reason of, the officer's official duties for the purpose of affecting a personal or financial interest of the officer or the officer's immediate family. This section does not apply to information concerning programs or services available to the public or to municipal employees generally.

#### 2.06.040 Improper influence in municipal grants, contracts, leases, or loans.

- A. A municipal officer, or an immediate family member, may not attempt to acquire, receive, apply for, be a party to, or have a substantial personal or financial interest in a municipal grant, contract, lease, or loan if the municipal officer or any person supervised by the municipal officer may take or withhold official action that affects the award, execution, or administration of the municipal grant, contract, lease, or loan.
- B. The prohibition in subsection (a) of this section does not apply to a municipal grant, contract, or lease which is competitively solicited, unless the officer:
  - 1) Is employed by the agency awarding the grant, contract, or lease, or is employed by the agency for which the grant, contract, or lease is let; or
  - 2) Takes official action with respect to the award, execution, or administration of the grant, contract, or lease.
- C. The prohibition in subsection (a) of this section does not apply to a municipal loan held by the officer or an immediate family member if:
  - 1) The municipal officer does not take or withhold official action that affects the award, execution, or administration of the loan;
  - 2) The loan is generally available to members of the public; and
  - 3) The loan is subject to fixed eligibility standards.
- D. Notwithstanding the provisions of subsection (b)(1) or (c)(1), a council member, or member of any board or commission may have a personal or financial interest in a municipal grant, contract, lease, or loan which is subject to action by the body on which the member serves, provided that the member does not take or attempt to influence official action with respect to the award, execution, or administration of the grant, contract, lease, or loan. As used in this section, "attempt to influence" does not include submission of a written bid or application conforming to standard requirements and available for public inspection and copying prior to award whether or not award is to the member.
- E. A municipal officer shall report in writing to the City attorney a personal or financial interest held by the officer in a municipal grant, contract, lease, or loan that is



awarded, executed, or administered by the agency the officer serves.

#### 2.06.050 Improper representation.

- A. A municipal officer may not represent, advise, or assist another person in any matter pending before the agency that the officer serves, if the representation, advice, or assistance is:
  - 1) For compensation, unless the representation, advice, assistance, and compensation are required by statute, regulation, or court rule; or
  - 2) Without compensation but rendered to affect a personal or financial interest of the municipal officer.
- B. This section does not prohibit activities related to collective bargaining.

#### 2.06.060 - Prohibited Conduct.

- A. **Appearance of Conflict.** If it could appear to a reasonable person, having knowledge of the relevant circumstances, that the official's judgment is impaired because of either:
  - 1) A personal or business relationship not covered under the foregoing subsection; or
  - 2) A transaction or activity engaged in by the official;The official shall disclose the facts giving rise to the appearance of a conflict before participating in the matter.
- B. **Misuse of Public Position or Resources.** Except for infrequent use at little or no cost to the City, officials shall not use public resources that are not available to the public in general, such as city staff time, equipment, supplies or facilities, for other than a city purpose.
- C. **Representation of Third Parties.** The members of the City Council shall not appear on behalf of the financial interest of third parties before the Council or any board, commission or proceeding of the City, or in interaction with staff.
- D. **Solicitations of Charitable Contributions.** No official may make direct personal solicitations for charitable contributions from city employees.
- E. **Gifts and Favors.** Officials shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office, which are not available to the public in general. They may not solicit or receive any thing of monetary value from any person or entity where the thing of monetary value has been solicited, or received or given or, to a reasonable person, would appear to have been solicited, received or given with intent to give or obtain special consideration or influence as to any action by the official in his or her official capacity; provided, that nothing shall prohibit campaign contributions which are solicited or received and reported in accordance with applicable law.
- F. **Confidential Information.** Officials shall not disclose or use any confidential information gained by reason of their official position for other than a city purpose. "Confidential information" means:

- 1) Specific information, rather than generalized knowledge, that are not available to a person who files a public records request; and
- 2) Information made confidential by law;
- 3) Information provided to the council or staff or discussed in executive sessions of the council.

#### 2.06.085 Definitions.

A. For purposes of this section

"substantial financial interest" means a pecuniary or material benefit accruing to a councilmember or other officer or employee of the city, or family member of a councilmember or employee, as a result of a private, business or professional transaction with the city.

"Family member" means spouse, father, mother, brother, sister, child, stepchild, step-brother, step-sister or in-law. A councilmember or other officer, employee or family member shall be deemed to have a substantial financial interest in the affairs of:

- 1) A firm, partnership, association or governmental entity (other than the city) of which such councilmember, officer, employee or family member is a member or employee;
- 2) A corporation of which such officer, employee or family member is an officer, director or employee or in which he or she owns (either directly or beneficially) a controlling interest. The city council shall, by resolution, approve all transactions covered in this section.

#### 2.06.090 Disclosures of conflicts by municipal employees.

- A. A councilmember or employee of the city shall disqualify himself or herself from participating in any official action in which he or she has a substantial financial interest.
- B. A municipal employee who is involved in a matter that may result or has resulted in a violation of sections 2.06.010—2.06.080 shall:
  - 1) Refrain from taking any official action relating to the matter until a determination is made under this section; and
  - 2) Immediately disclose the matter in writing to the Mayor or Vice Mayor.

#### 2.06.100 Disclosures of conflicts by municipal officers other than employees.

- A. A municipal officer other than an employee, who is involved in a matter that may result in a violation of sections 2.06.010—2.06.080 shall disclose the matter on the public record and ask to be excused from the discussion and official action on that matter.
- B. The presiding officer shall determine whether the member's involvement would violate sections 2.06.010—2.06.080.
- C. If the presiding officer determines that a violation would exist if the member

continues to participate, the member shall refrain from voting, deliberating, or participating in the matter.

- D. The presiding officer's decision may be overridden by a majority vote of the body.
- E. A City Council member or a member of any board or commission shall, whenever practical, request guidance, which may include a written advisory opinion, from the City Attorney when determining whether a member is involved in a matter that may result in a violation of sections 2.06.010—2.06.080.

#### 2.06.110 Third party complaints of violations and potential violations.

Any person may file a complaint with the Mayor, under oath and in writing, of a violation or potential violation of sections 2.06.010-2.06.080 by a municipal officer. In the case of the alleged violation being conducted by the Mayor, the person may file the complaint with the Vice Mayor. The Mayor or Vice Mayor will provide a copy to the city attorney and to the municipal officer.

#### 2.06.120 City Attorney's advisory opinions.

- A. Upon the written request of The Mayor, City Administrator, or City Clerk, the City Attorney shall issue an advisory opinion interpreting this chapter. The requester shall supply any additional information requested by the City Attorney in order to issue the opinion.
- B. The City Attorney may offer oral advice if delay would cause substantial inconvenience or detriment to the requester. Within two working days after providing the oral advice, the City Attorney shall provide a brief written statement summarizing its contents.
- C. The City Attorney may reconsider, revoke, or modify an advisory opinion at any time.
- D. A request for advice made under subsection (a) of this section is confidential to the extent permitted by law unless the subject of the opinion waives confidentiality and authorizes in writing the release of the request or the full text of the advisory opinion.

## TBMC CHAPTER 2.07 CODE OF ETHICS

### 2.07.010 - Policy:

- A. **Purpose.** The Thorne Bay City Council has adopted a Code of Ethics for members of the City Council to promote public confidence in the integrity of local government and its fair operation. This Code of Ethics will provide the basis for education and training for Council Members; both elected and appointed, to ensure that the highest standards and best practices with regard to ethics will be followed.
- B. **Intent.** The citizens and businesses of Thorne Bay are entitled to have fair, ethical and accountable local government that has earned the public's full confidence. The City Council is committed to upholding the City of Thorne Bay Core Values which state:
  - 1) We will provide excellent public service and ensure the safety and wellbeing of our community and one another through the empowerment of each employee. We value integrity, inclusiveness, stewardship and communication.
    - a. Integrity: We hold ourselves to the highest standard of professionalism and ethical conduct.
    - b. Inclusiveness: We embrace and value different perspectives as we work together for the common good.
    - c. Stewardship: We ensure the public's resources are used responsibly to provide the greatest benefit.
    - d. Communication: We will listen and engage in an open, honest and timely exchange of information.
  - 2) We are accountable to our community for innovation and collaborative efforts that anticipate needs, leverage resources and deliver solutions.
- C. In keeping with the City of Thorne Bay's commitment to excellence, the effective functioning of democratic government therefore requires that:
  - 1) Public officials, both elected and appointed, comply with the laws and policies affecting the operations of government;
  - 2) Public officials be independent, impartial and fair in their judgment and actions;
  - 3) Public office be used for the public good, not for personal gain; and
  - 4) Public deliberations and processes be conducted openly, unless allowed to be confidential by statute or other law, , in an atmosphere where all persons conduct themselves with respect and civility.

### 2.07.020 - Ethical Standards.

In addition to Section 2.07.010 of the Code of Ethics, which shall be administered by the Ethics' Committee, officials are also required to comply with the following standards:

- A. **Compliance with Other Laws.** Officials shall comply with federal, state and city laws in the performance of their public duties. These laws include, but are not limited to:
  - 1) the United States and Alaska Constitutions;
  - 2) laws pertaining to conflicts of interest,

- 3) election campaigns,
  - 4) financial disclosures and open processes of government; and
  - 5) city ordinances and policies.
- D. No official shall knowingly solicit or encourage, directly or indirectly, any political contribution from any city employee.
  - E. No official may use or authorize the use of the facilities of the City for the purpose of assisting a campaign for the election of any person to any office, or for the promotion of or opposition to any ballot proposition in a manner not available to the general public on the same terms.
- B. **Working for the Common Good.** Recognizing that stewardship of the public interest must be their primary concern, officials will work for the common good of the people of Thorne Bay and not for any private or personal interest, and they will ensure fair and equal treatment of all persons, claims and transactions coming before the City Council. Officials need to be mindful that making special requests of staff - even when the response does not benefit the official personally - puts staff in an awkward position. Questions for city staff members shall be submitted to the Mayor or City Administrator who will then coordinate with staff to provide a response.
- C. **Respect for Process.** Officials shall perform their duties in accordance with the processes and rules of order established by the City Council governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by city staff.
- D. **Commitment to Transparency.** Transparency, openness, and accountability are fundamental values of the City and are also required by the laws of the state of Alaska. The public has a right to inspect public records unless exempt by law or privacy policies from disclosure. All materials relating to the conduct of city government that are prepared, possessed, used or retained by any official, including email, text messages and other electronic records, are subject to requirements for retention, protection, and disclosure. Officials may assume that all copies of materials received from city staff have already been archived and do not need to be retained. Officials shall not discard, damage, or destroy the original copy of any public record unless directed by the city public records officer (the city clerk), who has responsibility to ensure that the City complies with the record retention schedules. Officials shall promptly provide any records requested by the public records officer in response to a disclosure request under the Public Records Act. It is the responsibility of the public records officer, together with the city attorney, to decide which records meet the definition of "public record" and whether or not they are exempt from disclosure; officials must not take it upon themselves to decide whether a record meets the definition of a public record, that a record is exempt from disclosure, or to otherwise conceal a record.
- E. **Conduct of Public Meetings.** Officials shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

- F. **Decisions Based on Merit.** Officials shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
- G. **Attendance.** Attendance at regular council meetings by Council Members is required absent being excused per 2.04.100. A Council Member shall forfeit his or her office by failing to attend three consecutive regular meetings of the Council without being excused by the Council.
- H. **Advocacy.** When acting in an official capacity as a city official representing the City, officials shall represent the official policies or positions of the City Council, to the best of their ability when the City Council, has taken a position or given an instruction. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Thorne Bay, nor will they allow the inference that they do. Officials have the right to endorse candidates for all Council seats or other elected offices. Endorsements during council meetings, board/commission meetings, or other official city meetings are prohibited.
- I. **Policy Role of Officials.** Officials shall respect and adhere to the Strong Mayor structure of Thorne Bay city government. Except as provided by state law, officials shall not interfere with the administrative functions of the City or the professional duties of city staff; nor shall they impair the ability of staff to implement Council policy decisions.

#### 2.07.030 - Ethics Committee

- A. **The City Council creates the office of the Ethics' Committee.** The Ethics' Committee will be comprised of three qualified voters of Thorne Bay, appointed by the City Council.
- B. The Ethics' Committee will interpret and apply the council code of ethics to complaints submitted to the Officer. The Ethics Committee will be appointed solely with regard to their qualifications for the duties of the office which shall include, but not be limited to, appropriate educational and legal experience. The Ethics' Committee, in addition to other duties, may recommend changes or additions to this Council Code of Ethics to the City Council.
- C. **The Mayor, City Administrator and, if necessary, City Attorney will interview applicants who respond to the City's Request for Appointment for the Ethics Committee.** The Interviewing Committee will forward three candidates to the full City Council for review and appointment by a majority vote of the Council.



**CITY OF THORNE BAY  
ORDINANCE 21-06-15-02**

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA;  
PROVIDING FOR THE ESTABLISHMENT OF THE BUDGET FOR THE CITY OF THORNE BAY,  
FISCAL YEAR 2021, JULY 1, 2021 - JUNE 30, 2022, ANTICIPATED REVENUES AND  
EXPENDITURES

**BE IT ENACTED BY THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA;**

Section 1. **Classification.** This is a non-code ordinance.

Section 2. **General Provisions.** The budget documents attached hereto list the authorized appropriations for expenditures, revenues and the change in cash balances as part of the budget for the period *July 1, 2021, to June 30, 2022*, detail anticipated line item revenues and expenditures for each appropriation and make the budget a matter of public record.

Section 3. **Authorization and Appropriation.** The appropriations are adopted and authorized for the period July 1, 2021, to June 30, 2022. And for that period, subject to council approval by resolution, the mayor may establish line-item expenditures within an authorized appropriation. Subject to council approval by ordinance, the mayor may transfer from one authorized appropriation to another any amount that would not annually exceed 10 percent or \$10,000, whichever is less.

Section 4. **Effective Date.** This ordinance shall become effective upon adoption.

**PASSED AND APPROVED:** June 15, 2021

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Cindy Edenfield, Mayor

ATTEST:

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Teri Feibel, CMC

[Introduction: June 1, 2021]

[Public Hearing: June 15, 2021]

<u>OPERATING BUDGET</u>	<u>FY20-ACTUALS</u>	<u>FY21 BUDGETED</u>	<u>FY21 -Actuals from July 1, 2020 - June 7, 2021</u>	<u>FY22 Proposed Budget</u>
Income	\$ 1,433,158.90	\$ 1,701,052.84	\$ 1,319,596.56	\$ 1,599,260.43
Expense	\$ 1,408,038.50	\$ 1,836,985.19	\$ 1,314,220.48	\$ 1,639,019.11
NET Operating Income:	\$ 25,120.40	\$ (135,932.35)	\$ 5,376.08	\$ (39,758.68)

<u>Class List:</u>	<u>Income:</u>	<u>Expense:</u>	<u>Net:</u>	<u>Revenue Distribution:</u>
Admin-FY22	\$ 681,500.00	\$ 384,821.63	\$ 296,678.37	\$ 296,678.37
Council-CalculatedFY22	\$ 600.00	\$ 43,626.60	\$ (43,026.60)	\$ 253,651.77
PZ-CalculatedFY22	\$ 2,200.00	\$ 1,800.00	\$ 400.00	\$ 254,051.77
EMS-CalculatedFY22	\$ 25,200.00	\$ 27,536.95	\$ (2,336.95)	\$ 251,714.82
Fire-CalculatedFY22	\$ 15,000.00	\$ 16,029.75	\$ (1,029.75)	\$ 250,685.07
Harbor-CalculatedFY22	\$ 119,365.00	\$ 121,236.60	\$ (1,871.60)	\$ 248,813.47
VPSO-CalculatedFY22	\$ 21,500.00	\$ 33,328.20	\$ (11,828.20)	\$ 236,985.27
Library-CalculatedFY22	\$ 8,550.00	\$ 22,624.90	\$ (14,074.90)	\$ 222,910.37
Parks-CalculatedFY22	\$ 50,075.00	\$ 64,211.13	\$ (14,136.13)	\$ 208,774.25
RV-CalculatedFY22	\$ 19,000.00	\$ 27,800.00	\$ (8,800.00)	\$ 199,974.25
Streets-CalculatedFY22	\$ 152,235.43	\$ 290,045.79	\$ (137,810.36)	\$ 62,163.88
SW-CalculatedFY22	\$ 147,920.00	\$ 184,186.39	\$ (36,266.39)	\$ 25,897.49
Sewer-CalculatedFY22	\$ 166,715.00	\$ 212,127.37	\$ (45,412.37)	\$ (19,514.88)
Water-CalculatedFY22	\$ 179,400.00	\$ 199,643.80	\$ (20,243.80)	\$ (39,758.68)
Bed-CalculatedFY22	\$ 10,000.00	\$ 10,000.00	\$ -	\$ (39,758.68)
Subsidized Income from Investment Reserves Account:	\$ 39,758.68	\$ -	\$ 39,758.68	\$ -
FY22 BUDGET	\$ 1,639,019.11	\$ 1,639,019.11	\$ -	

<b>FY22 OPERATING INCOME/EXPENSE BUDGET:</b>	<b>-39,758.68</b>
Total Subsidized Income from Investment Reserve Account:	39,758.68
<b>TOTAL NET OPERATING BUDGET:</b>	<b>0.00</b>



## Administration & Finance

Income	Budget	Jul 1, '20 - June 07, 21	FY22	COMMENTS
<b>SALES</b>				
<i>Land Interest Income</i>	75.00	32.98	0.00	
<i>Land Payment Principal</i>	0.00	67.08	0.00	
<i>Surplus Property</i>	350.00	0.00	300.00	
<b>Total SALES</b>	<b>425.00</b>	<b>100.06</b>	<b>300.00</b>	
<b>SERVICE CHARGES</b>				
<i>Reconnection of Services</i>	0.00	560.00	950.00	Administrative fees (Was \$550, increased to 950)
<i>Copier/Fax</i>	125.00	19.75	100.00	
<i>Notary/Lamination</i>	700.00	590.00	650.00	
<i>Passport Services</i>	600.00	323.22	400.00	
<i>Services Availability</i>	1,000.00	0.00	0.00	This should be in water only. Fee is for the availability to connect into the City Water system (Was budgeted for \$400 - Removed to water)
<b>Total SERVICE CHARGES</b>	<b>2,425.00</b>	<b>1,492.97</b>	<b>2,100.00</b>	
<b>TAX INCOME</b>				
<i>Sales Tax</i>	441,726.04	390,132.62	440,000.00	
<b>Total TAX INCOME</b>	<b>441,726.04</b>	<b>390,132.62</b>	<b>440,000.00</b>	
<b>STATE REVENUES</b>				
<i>Community Aide Assistance</i>	30,000.00	3,189.07	5,000.00	
<i>Payment in Lieu of Taxes</i>	145,000.00	158,792.33	145,000.00	Total anticipated PILT is 175,000 (30K is in Streets Department)
<b>Total STATE REVENUES</b>	<b>175,000.00</b>	<b>161,981.40</b>	<b>150,000.00</b>	
<b>FINES &amp; PENALTIES</b>				
<i>Citations</i>	0.00	734.86	1,200.00	
<i>Finance Charge Income</i>	750.00	2,530.96	3,000.00	
<i>Fines for Parking Violations</i>	0.00	926.00	1,200.00	
<b>Total FINES &amp; PENALTIES</b>	<b>750.00</b>	<b>4,191.82</b>	<b>5,400.00</b>	

<b>FEES &amp; PERMITS INCOME</b>				
<i>Animal Fees</i>	500.00	420.00	500.00	
<i>Parking Permit Income</i>	20,000.00	12,924.66	15,000.00	
<i>ATV Fees</i>	1,150.00	982.41	1,100.00	
<i>Fees &amp; Permits-Senior Cards</i>	0.00	1,194.84	<b>1,500.00</b>	<b>Increased from \$1100 to \$1500</b>
<b>Total FEES &amp; PERMITS INC.</b>	<b>21,650.00</b>	<b>15,521.91</b>	<b>18,100.00</b>	
<b>MISCELLANEOUS INCOME</b>				
<i>Misc. Income</i>	500.00	2,080.92	500.00	
<i>Other Types of Income</i>	500.00	0.00	0.00	
<i>Election Income</i>	300.00	0.00	0.00	
<b>Total MISC. INCOME</b>	<b>1,300.00</b>	<b>2,080.92</b>	<b>500.00</b>	
<b>RENTALS &amp; LEASE INCOME</b>				
<i>Lease of City Property</i>	30,000.00	21,940.96	<b>40,000.00</b>	<b>Changed from \$22,000 to \$40,000 - Preparing additional City Lands for possible leasing to businesses - Generating more jobs and revenues to the City</b>
<b>Total RENTALS &amp; LEASE INCOME</b>	<b>30,000.00</b>	<b>21,940.96</b>	<b>40,000.00</b>	
<b>INTEREST &amp; INVESTMENT INCOME</b>				
<i>Interest Income</i>	0.00	64.96	100.00	
<i>Dividend, Interest (Securities)</i>	15,000.00	19,911.65	25,000.00	Income from our investment accounts
<b>Total INTEREST &amp; INVESTMENT INCOME</b>	<b>15,000.00</b>	<b>19,976.61</b>	<b>25,100.00</b>	
<b>Total Income</b>	<b>688,276.04</b>	<b>617,419.27</b>	<b>681,500.00</b>	

<b>Expense</b>	<b>Budget</b>	<b>Jul 1, '20 - June 07, 21</b>	<b>FY22</b>	<b>COMMENTS</b>
<b>FEES / PERMITS / LICENS EXPENSE</b>				
<i>BANK FEES &amp; SERVICE CHG</i>				
<i>Bank Service Charges</i>	250.00	166.37	225.00	
<i>Credit Card Merchant Fees</i>	4,200.00	3,452.88	4,200.00	

<i>Total BANK FEES &amp; SERVICE CHARGES</i>		4,450.00	3,619.25	4,425.00	
<i>Testing</i>	150.00	0.00	0.00		
<i>Advertising and Promotion</i>	3,500.00	493.49	<b>4,500.00</b>		<b>Increased \$3500 to \$4500 New Admin Advertising</b>
<i>Fees Permits &amp; Licensing Exp</i>	50.00	375.00	500.00		Alaska Municipal Clerk Membership, Notary Renewals,
<i>Dues and Subscriptions</i>	3,500.00	4,071.70	<b>7,000.00</b>		<b>Increased from \$5000 to \$7000 expense of Background checks on all Admin Candidates</b>
<b>Total FEES/PERMITS/LICENS</b>	<b>11,650.00</b>	<b>8,559.44</b>	<b>16,425.00</b>		
<b>CONTRACT SERVICES</b>					
<i>Contract Labor</i>	4,500.00	1,438.87	4,500.00		
<i>Legal Services</i>	19,898.73	14,180.00	19,000.00		
<b>Total CONTRACT SERVICES</b>	<b>24,398.73</b>	<b>15,618.87</b>	<b>23,500.00</b>		
<b>VEHICLE &amp; EQUIPMENT EXPENSES</b>					
<i>Equipment Purchase</i>	1,500.00	0.00	<b>3,500.00</b>		<b>Added 3500 to purchase new Christmas Lighting Decorations</b>
<i>Equipment Maint &amp; Repair</i>	1,500.00	0.00	1,500.00		
<i>Vehicle Repairs and Maintenance</i>	2,500.00	0.00	0.00		Thought we would be getting old VPSO vehicle, but did not happen
<i>Vehicle Fuel</i>	200.00	0.00	100.00		
<b>Total VEHICLE &amp; EQUIPMENT</b>	<b>5,700.00</b>	<b>0.00</b>	<b>5,100.00</b>		
<b>BAD DEBT</b>					
<i>Bad Debt</i>	450.00	7.35	0.00		
<b>Total BAD DEBT</b>	<b>450.00</b>	<b>7.35</b>	<b>0.00</b>		
<b>INSURANCE EXPENSE</b>					
<i>AML/Insurance</i>	24,500.00	16,317.47	<b>17,000.00</b>		<b>Decreased from \$18k to \$17k</b>
<b>Total INSURANCE EXPENSE</b>	<b>24,500.00</b>	<b>16,317.47</b>	<b>17,000.00</b>		
<b>MATERIALS &amp; SUPPLIES</b>					
<i>Materials &amp; Supplies</i>	7,000.00	5,722.20	7,000.00		

<i>Computer/Software</i>	3,500.00	667.50	<b>5,000.00</b>	Increased from \$3500 to \$5000. New computer needs for Admin, Clerk and Finance. All are running extremely slow. Need of replacement every 2.5 years.
<i>Furniture &amp; Equipment</i>	1,250.00	490.81	1,000.00	
<b>Total MATERIALS &amp; SUPPLIES</b>	<b>11,750.00</b>	<b>6,880.51</b>	<b>13,000.00</b>	
<b>MISCELLANEOUS EXPENSES</b>				
<i>Other Misc. Expenses</i>	200.00	0.00	200.00	
<i>Donations</i>	1,000.00	0.00	1,000.00	
<b>Total MISC. EXPENSES</b>	<b>1,200.00</b>	<b>0.00</b>	<b>1,200.00</b>	
<b>PAYROLL EXPENSES</b>				
<i>Health Insurance</i>	45,314.88	27,272.67	36,104.64	
<i>H.S.A. Company</i>	18,000.00	13,405.65	15,000.00	
<i>Life Insurance</i>	384.98	323.46	384.54	
<i>Payroll Taxes</i>	7,515.00	6,592.34	6,338.04	
<i>PERS</i>	41,245.66	31,982.22	31,217.56	
<i>Worker's Compensation</i>	1,600.00	1,352.12	1,500.00	
<i>PAYROLL EXPENSE</i>	252,620.40	187,775.68	<b>188,051.85</b>	Reduced front office staff to three. Combined the finance receivables & payable job. Now staff Admin, Clerk & Finance & Half year no Admin pay
<b>Total PAYROLL EXPENSES</b>	<b>366,680.92</b>	<b>268,704.14</b>	<b>278,596.63</b>	
<b>TRAVEL &amp; TRAINING</b>				
<i>Training</i>	1,200.00	0.00	3,200.00	Normally do annual conference & City Clerk training in November-COVID cancelled, but may go next year
<i>Travel</i>	6,000.00	5,000.00	3,500.00	Possible travel for training for FY22
<b>Total TRAVEL &amp; TRAINING</b>	<b>7,200.00</b>	<b>5,000.00</b>	<b>6,700.00</b>	
<b>OPERATING EXPENSES</b>				
<i>Internet Use</i>	3,000.00	1,507.30	2,200.00	
<i>Postage and Freight</i>	2,000.00	2,052.44	2,500.00	

<i>Records Maintenance</i>		0.00	<b>2,500.00</b>	Time, materials & supplies, filing, scanning, policy updates & archiving of City Records
<i>Telephone, Telecommun.</i>	3,300.00	3,394.21	5,000.00	Administrator Cell Phone-Previously not paid
<i>Electricity</i>	4,100.00	3,614.47	4,100.00	
<i>Heating Fuel</i>	5,000.00	3,837.66	5,000.00	
<i>Bldg/Grnd Maint Repair</i>	2,200.00	578.05	2,000.00	Usually boiler needs repairs & restrooms. WE NEED A NEW BUILDING.
<b>Total OPERATING EXPENSES</b>	<b>19,600.00</b>	<b>14,984.13</b>	<b>23,300.00</b>	
<b>Total Expense</b>	<b>473,129.65</b>	<b>336,071.91</b>	<b>384,821.63</b>	
<b>Net Income</b>	<b>215,146.39</b>	<b>281,347.36</b>	<b>296,678.37</b>	

<b>Subsidized Income</b>	<b>\$ (296,678.37)</b>
Local Revenue	\$ 531,500.00
<b>State Revenues</b>	<b>\$ 150,000.00</b>

# City Council

Income	Budget	Jul 1, '20 - June 07, 21	FY22	COMMENT
Subsidized Income Gen Account	40,309.80	0.00	43,026.60	
FEES & PERMITS INCOME				
Fees & Permits	100.00	0.00	0.00	
Total FEES & PERMITS INCOME	100.00	0.00	0.00	
MISCELLANEOUS INCOME				
Misc. Income	200.00	0.00	0.00	
Election Income	300.00	900.00	600.00	
Total MISCELLANEOUS INCOME	500.00	900.00	600.00	
Total Income	40,909.80	900.00	600.00	

Expense	Budget	Jul 1, '20 - June 07, 21	FY22	COMMENT
FEES / PERMITS / LICENS EXPENSE				
Advertising and Promotion	125.00	196.92	225.00	
Dues and Subscriptions	3,500.00	2,170.91	3,000.00	
Total FEES / PERMITS / LICENS EXP	3,625.00	2,367.83	3,225.00	
VEHICLE & EQUIPMENT EXPENSES				
Equipment Purchase	2,500.00	0.00	3,500.00	New recording and meeting equipment for continued online meeting participation
Total VEHICLE & EQUIPMENT EXPENSES	2,500.00	0.00	3,500.00	
MATERIALS & SUPPLIES				
Materials & Supplies	750.00	294.29	750.00	Increased from \$500 to \$750 unforeseen expenses
Furniture & Equipment	250.00	176.99	250.00	
Total MATERIALS & SUPPLIES	1,000.00	471.28	1,000.00	

MISCELLANEOUS EXPENSES

<i>Donations</i>	3,500.00	10,200.00	5,000.00	This year there were 3 council members who waived their Payroll and requested it be directed to the EMS = \$8,700.00. (I can only confirm that one councilmember will continue to redirect their stipend (\$2,400) for FY22 as they are not up for re-election this year. The other two are). Annual donation to VOCTEC in the amount of \$1500 for FY22 budget and future
<i>Election Expenses</i>	300.00	2,879.79	3,300.00	\$15 per hour for each election judge with 3 at each voting station
<b>Total MISCELLANEOUS EXPENSES</b>	<b>3,800.00</b>	<b>13,079.79</b>	<b>8,300.00</b>	
<b>PAYROLL EXPENSES</b>				
<i>Payroll Taxes</i>	1,009.80	1,204.67	1,101.60	
<i>Worker's Compensation</i>	400.00	0.00	0.00	
<i>PAYROLL EXPENSES - Other</i>	20,400.00	17,836.34	22,800.00	Originally budgeted \$20,400, but that did not account for One councilmember has always waived stipend, but that seat is up for re-election this year.....Currently there are three (3) councilmembers that waive their stipends and have requested that those be redirected to EMS.
<b>Total PAYROLL EXPENSES</b>	<b>21,809.80</b>	<b>19,041.01</b>	<b>23,901.60</b>	
<b>TRAVEL &amp; TRAINING</b>				
<i>Training</i>	3,000.00	250.00	900.00	Newly Elected Official Training Costs. Originally budgeted \$900, increased to \$1000, anticipating that 5 councilmembers will attend a training at approx. \$200 each
<i>Travel &amp; Per-Diem</i>	4,500.00	0.00	1,500.00	Newly Elected Official Training Per-diem Costs. Originally budgeted \$900, increased to \$1500 based on anticipated per-diem of \$60 per day, per council, for 5-days.
<b>Total TRAVEL &amp; TRAINING</b>	<b>7,500.00</b>	<b>250.00</b>	<b>2,400.00</b>	
<b>OPERATING EXPENSES</b>				
<i>Postage and Freight</i>	175.00	15.00	100.00	

<i>Telephone, Telecommunications</i>	500.00	0.00	<b>1,200.00</b>	<b>May have expense for Webex public meeting participation by web/telephone continued</b>
<b>Total OPERATING EXPENSES</b>	<b>675.00</b>	<b>15.00</b>	<b>1,300.00</b>	
<b>Total Expense</b>	<b>40,909.80</b>	<b>35,224.91</b>	<b>43,626.60</b>	
<b>Net Income</b>	<b>0.00</b>	<b>-34,324.91</b>	<b>-43,026.60</b>	
<b><i>Subsidized Income from the Gen Account</i></b>			<b>43,026.60</b>	
<b>Total Operating Budget</b>			<b>0.00</b>	

<b>Subsidized Income</b>	<b>\$ 43,026.60</b>
Local Revenue	\$ -
<b>State Revenues</b>	<b>\$ 600.00</b>



## Planning & Zoning

Income	Budget	Jul 1, '20 -June 7, 21	FY22	COMMENT
<b>SUBSIDIZED INCOME</b>			<b>\$ (400.00)</b>	
<b>STATE REVENUES</b>				
<i>Community Aide Assistance</i>	6,000.00	0.00	1,500.00	
<b>Total STATE REVENUES</b>	<b>6,000.00</b>	<b>0.00</b>	<b>1,500.00</b>	
<b>FINES &amp; PENALTIES</b>				
<i>Citations</i>	1,200.00	0.00	400.00	
<b>Total FINES &amp; PENALTIES</b>	<b>1,200.00</b>	<b>0.00</b>	<b>400.00</b>	
<b>FEES &amp; PERMITS INCOME</b>				
<i>Zoning Application Fees</i>	400.00	150.00	300.00	
<b>Total FEES &amp; PERMITS INCOME</b>	<b>400.00</b>	<b>150.00</b>	<b>300.00</b>	
<b>MISCELLANEOUS INCOME</b>	400.00	0.00	0.00	
<b>Total Income</b>	<b>8,000.00</b>	<b>150.00</b>	<b>2,200.00</b>	

Expense	Budget	Jul 1, '20 - June 7, 21	FY22	COMMENT
<b>FEES / PERMITS / LICENS EXPENSE</b>				
<i>Advertising and Promotion</i>	200.00	0.00	0.00	
<b>Total FEES / PERMITS / LICENS EXPENSE</b>	<b>200.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>CONTRACT SERVICES</b>				
<i>Legal Services</i>	350.00	0.00	0.00	
<b>Total CONTRACT SERVICES</b>	<b>350.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>VEHICLE &amp; EQUIPMENT EXPENSES</b>				
<i>Equipment Purchase</i>	150.00	0.00	0.00	
<i>Vehicle Fuel</i>	500.00	0.00	0.00	
<b>Total VEHICLE &amp; EQUIPMENT EXPENSES</b>	<b>650.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>INSURANCE EXPENSE</b>				
<i>AML/Insurance</i>	500.00	0.00	0.00	

<b>Total INSURANCE EXPENSE</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>MATERIALS &amp; SUPPLIES</b>				
<i>Materials &amp; Supplies</i>	500.00	0.00	0.00	
<b>Total MATERIALS &amp; SUPPLIES</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>MISCELLANEOUS EXPENSES</b>				
<i>Other Misc. Expenses</i>	250.00	0.00	0.00	
<b>Total MISCELLANEOUS EXPENSES</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>PAYROLL EXPENSES</b>				
<i>Payroll Taxes</i>	275.40	4.08	137.70	
<i>Worker's Compensation</i>	200.00	0.00	0.00	
<i>PAYROLL EXPENSES - Other</i>	3,600.00	75.00	1,200.00	
<b>Total PAYROLL EXPENSES</b>	<b>4,075.40</b>	<b>79.08</b>	<b>1,337.70</b>	
<b>TRAVEL &amp; TRAINING</b>				
<i>Training</i>	1,000.00	0.00	250.00	Look into possibility of getting online training for commission members
<i>Travel</i>	600.00	179.65	212.30	
<b>Total TRAVEL &amp; TRAINING</b>	<b>1,600.00</b>	<b>179.65</b>	<b>462.30</b>	
<b>OPERATING EXPENSES</b>				
<i>Postage and Freight</i>	100.00	0.00	0.00	
<b>Total OPERATING EXPENSES</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Expense</b>	<b>8,225.40</b>	<b>258.73</b>	<b>1,800.00</b>	
<b>Net Income</b>	<b>-225.40</b>	<b>-108.73</b>	<b>400.00</b>	
<b>Subsidized Income From Gen Account</b>			<b>-400.00</b>	
<b>Total Operating Budget</b>			<b>0.00</b>	

<b>Subsidized Income</b>	<b>\$ (400.00)</b>
Local Revenue	\$ 700.00
State Revenues	\$ 1,500.00

# EMS

Income	Budget	Jul 1, '20 - June 07, 21	FY22	COMMENT
<b>SUBSIDIZED INCOME</b>			<b>\$ 2,336.95</b>	
<b>STATE REVENUES</b>				
<i>Community Aide Assistance</i>	15,000.00	15,000.00	15,000.00	
<b>Total STATE REVENUES</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>15,000.00</b>	
<b>FEES &amp; PERMITS INCOME</b>				
<i>EMS Fees</i>	4,000.00	0.00	0.00	
<b>Total FEES &amp; PERMITS INCOME</b>	<b>4,000.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>MISCELLANEOUS INCOME</b>				
<i>Misc. Income</i>	1,200.00	0.00	1,200.00	
<i>Derby Donation</i>	0.00	500.00	500.00	
<i>Donation Income</i>	2,000.00	8,262.35	8,500.00	
<b>Total MISCELLANEOUS INCOME</b>	<b>3,200.00</b>	<b>8,762.35</b>	<b>10,200.00</b>	
<b>Total Income</b>	<b>22,200.00</b>	<b>23,762.35</b>	<b>25,200.00</b>	

Expense	Budget	Jul 1, '20 - June 07, 21	FY22	COMMENT
<b>FEES / PERMITS / LICENS EXPENSE</b>				
<i>Advertising and Promotion</i>	250.00	0.00	250.00	
<i>Fees Permits &amp; Licensing Exp</i>	100.00	25.00	200.00	
<i>Dues and Subscriptions</i>	100.00	0.00	0.00	
<b>Total FEES / PERMITS / LICENS EXP</b>	<b>450.00</b>	<b>25.00</b>	<b>450.00</b>	
<b>CONTRACT SERVICES</b>				
<i>Contract Labor</i>	10,000.00	7,775.68	0.00	The year to date expense is from prior year EMS Contract with Klawock
<b>Total CONTRACT SERVICES</b>	<b>10,000.00</b>	<b>7,775.68</b>	<b>0.00</b>	
<b>VEHICLE &amp; EQUIPMENT EXPENSES</b>				
<i>Equipment Purchase</i>	0.00	0.00	5,000.00	
<i>Equipment Maint &amp; Repair</i>	0.00	396.80	500.00	

<i>Vehicle Repairs and Maintenance</i>	200.00	466.18	500.00	
<i>Vehicle Fuel</i>	250.00	635.88	800.00	
<b>Total VEHICLE &amp; EQUIPMENT EXPENSES</b>	<b>450.00</b>	<b>1,498.86</b>	<b>6,800.00</b>	
<b>INSURANCE EXPENSE</b>				
<i>AML/Insurance</i>	1,500.00	2,586.64	2,750.00	
<b>Total INSURANCE EXPENSE</b>	<b>1,500.00</b>	<b>2,586.64</b>	<b>2,750.00</b>	
<b>MATERIALS &amp; SUPPLIES</b>				
<i>Materials &amp; Supplies</i>	750.00	308.84	2,500.00	
<b>Total MATERIALS &amp; SUPPLIES</b>	<b>750.00</b>	<b>308.84</b>	<b>2,500.00</b>	
<b>PAYROLL EXPENSES</b>				
<i>Life Insurance</i>	125.00	0.00	0.00	The City Council may want to consider a full time paid EMS Coordinator position to get the billing set up and recruitment of volunteers up.
<i>Payroll Taxes</i>	787.15	847.15	1,236.95	
<i>Worker's Compensation</i>	200.00	496.40	550.00	
<i>PAYROLL EXPENSES - Other</i>	9,100.00	9,750.00	10,300.00	
<b>Total PAYROLL EXPENSES</b>	<b>10,212.15</b>	<b>11,093.55</b>	<b>12,086.95</b>	
<b>OPERATING EXPENSES</b>				
<i>Internet Use</i>	350.00	0.00	0.00	
<i>Telephone, Telecommunications</i>	900.00	954.57	1,000.00	
<i>Electricity</i>	1,200.00	954.88	1,200.00	
<i>Heating Fuel</i>	1,000.00	235.22	750.00	
<b>Total OPERATING EXPENSES</b>	<b>3,450.00</b>	<b>2,144.67</b>	<b>2,950.00</b>	
<b>Total Expense</b>	<b>26,812.15</b>	<b>25,433.24</b>	<b>27,536.95</b>	
<b>Net Income</b>	<b>-4,612.15</b>	<b>-1,670.89</b>	<b>-2,336.95</b>	
<b>Subsidized Income from the Gen Account</b>			<b>2,336.95</b>	
<b>Total Operating Budget</b>			<b>0.00</b>	

<b>Subsidized Income</b>	<b>\$ 2,336.95</b>
Local Revenue	\$ 10,200.00
<b>State Revenues</b>	<b>\$ 15,000.00</b>

# Fire

Income	Budget	Jul 1, '20 - June 07, 21	FY22	COMMENT
Subsidized Income Gen Account	40,309.80	0.00	1,779.75	
SALES				
Surplus Property	500.00	0.00	0.00	
Total SALES	500.00	0.00	0.00	
STATE REVENUES				
Community Aide Assistance	12,000.00	12,000.00	15,000.00	
Total STATE REVENUES	12,000.00	12,000.00	15,000.00	
FINES & PENALTIES				
Citations	1,000.00	0.00	0.00	
Total FINES & PENALTIES	1,000.00	0.00	0.00	
FEES & PERMITS INCOME				
Fees & Permits	500.00	0.00	0.00	
Total FEES & PERMITS INCOME	500.00	0.00	0.00	
MISCELLANEOUS INCOME				
Misc. Income	1,500.00	0.00	0.00	
Donation Income	1,500.00	0.00	0.00	
Total MISCELLANEOUS INCOME	3,000.00	0.00	0.00	
Total Income	17,000.00	12,000.00	15,000.00	

Expense	Budget	Jul 1, '20 - June 07, 21	FY22	COMMENT
CONTRACT SERVICES				
Contract Labor	500.00	0.00	0.00	
Total CONTRACT SERVICES	500.00	0.00	0.00	
VEHICLE & EQUIPMENT EXPENSES				
Equipment Purchase	1,250.00	0.00	1,000.00	

<i>Equipment Maint &amp; Repair</i>	500.00	396.80	750.00	
<i>Vehicle Repairs and Maintenance</i>	500.00	0.00	1,000.00	
<i>Vehicle Fuel</i>	300.00	25.50	300.00	
<b>Total VEHICLE &amp; EQUIPMENT EXPENSES</b>	<b>2,550.00</b>	<b>422.30</b>	<b>3,050.00</b>	
<b>INSURANCE EXPENSE</b>				
<i>AML/Insurance</i>	2,500.00	3,179.00	3,250.00	
<b>Total INSURANCE EXPENSE</b>	<b>2,500.00</b>	<b>3,179.00</b>	<b>3,250.00</b>	
<b>MATERIALS &amp; SUPPLIES</b>				
<i>Materials &amp; Supplies</i>	500.00	0.00	2,000.00	
<b>Total MATERIALS &amp; SUPPLIES</b>	<b>500.00</b>	<b>0.00</b>	<b>2,000.00</b>	
<b>PAYROLL EXPENSES</b>				
<i>Payroll Taxes</i>	129.75	95.47	129.75	
<i>Worker's Compensation</i>	2,600.00	1,176.00	1,500.00	
<i>PAYROLL EXPENSES - Other</i>	1,350.00	1,100.00	1,350.00	
<b>Total PAYROLL EXPENSES</b>	<b>4,079.75</b>	<b>2,371.47</b>	<b>2,979.75</b>	
<b>OPERATING EXPENSES</b>				
<i>Telephone, Telecommunications</i>	900.00	1,198.70	1,750.00	
<i>Electricity</i>	1,750.00	2,100.81	2,500.00	
<i>Heating Fuel</i>	1,000.00	235.24	500.00	
<b>Total OPERATING EXPENSES</b>	<b>3,650.00</b>	<b>3,534.75</b>	<b>4,750.00</b>	
<b>Total Expense</b>	<b>13,779.75</b>	<b>9,507.52</b>	<b>16,029.75</b>	
<b>Net Income</b>	<b>3,220.25</b>	<b>2,492.48</b>	<b>-1,029.75</b>	
<b>Subsidized Income From Gen Account</b>			<b>1,029.75</b>	
<b>Total Operating Budget</b>			<b>0.00</b>	

<b>Subsidized Income</b>	<b>\$ 1,029.75</b>
Local Revenue	\$ -
<b>State Revenues</b>	<b>\$ 15,000.00</b>

## Law Enforcement

Income	Budget	Jul 1, '20 - June 07, 21	FY22	COMMENT
<b>SUBSIDIZED INCOME</b>			<b>\$ 11,828.20</b>	
<b>TAX INCOME</b>				
<i>Sales Tax</i>	105.00	0.00	0.00	
<b>Total TAX INCOME</b>	<b>105.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>STATE REVENUES</b>				
<i>Community Aide Assistance</i>	25,000.00	25,000.00	20,000.00	
<b>Total STATE REVENUES</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>20,000.00</b>	
<b>FINES &amp; PENALTIES</b>				
<i>Citations</i>	1,500.00	0.00	1,500.00	Start enforcing municipal ordinances and citing City code vs. State code.
<b>Total FINES &amp; PENALTIES</b>	<b>1,500.00</b>	<b>0.00</b>	<b>1,500.00</b>	
<b>MISCELLANEOUS INCOME</b>				
<i>Misc. Income</i>	250.00	0.00	0.00	
<b>Total MISCELLANEOUS INCOME</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Income</b>	<b>26,855.00</b>	<b>25,000.00</b>	<b>21,500.00</b>	

Expense	Budget	Jul 1, '20 - June 07, 21	FY22	COMMENT
<b>FEES / PERMITS / LICENS EXPENSE</b>				
<i>Dues and Subscriptions</i>	10.00	0.00	0.00	
<b>Total FEES / PERMITS / LICENS EXPENSE</b>	<b>10.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>VEHICLE &amp; EQUIPMENT EXPENSES</b>				
<i>Equipment Purchase</i>	350.00	0.00	200.00	
<i>Equipment Maint &amp; Repair</i>	600.00	529.65	<b>700.00</b>	<b>Increased from \$500 to \$700</b>
<i>Vehicle Repairs and Maintenance</i>	750.00	25.00	500.00	
<i>Vehicle Fuel</i>	5,000.00	5,911.55	7,000.00	
<b>Total VEHICLE &amp; EQUIPMENT EXPENSES</b>	<b>6,700.00</b>	<b>6,466.20</b>	<b>8,400.00</b>	

<b>INSURANCE EXPENSE</b>				
<i>AML/Insurance</i>	1,650.00	1,377.10	1,500.00	
<b>Total INSURANCE EXPENSE</b>	<b>1,650.00</b>	<b>1,377.10</b>	<b>1,500.00</b>	
<b>MATERIALS &amp; SUPPLIES</b>				
<i>Materials &amp; Supplies</i>	200.00	192.19	300.00	
<b>Total MATERIALS &amp; SUPPLIES</b>	<b>200.00</b>	<b>192.19</b>	<b>300.00</b>	
<b>MISCELLANEOUS EXPENSES</b>				
<i>Other Misc. Expenses</i>	500.00	0.00	100.00	
<b>Total MISCELLANEOUS EXPENSES</b>	<b>500.00</b>	<b>0.00</b>	<b>100.00</b>	
<b>PAYROLL EXPENSES</b>				
<i>Payroll Taxes</i>	1,453.20	791.07	1,453.20	
<i>PAYROLL EXPENSES - Other</i>	16,800.00	9,100.00	16,800.00	2 VPSO's with \$700 housing stipends
<b>Total PAYROLL EXPENSES</b>	<b>18,253.20</b>	<b>9,891.07</b>	<b>18,253.20</b>	
<b>OPERATING EXPENSES</b>				
<i>Postage and Freight</i>	50.00	6.08	75.00	
<i>Telephone, Telecommunications</i>	2,200.00	1,556.04	2,200.00	
<i>Electricity</i>	850.00	903.32	1,000.00	
<i>Heating Fuel</i>	850.00	767.41	1,000.00	
<i>Bldg/Grnd Maint Repair</i>	500.00	98.60	500.00	
<b>Total OPERATING EXPENSES</b>	<b>4,450.00</b>	<b>3,331.45</b>	<b>4,775.00</b>	
<b>Total Expense</b>	<b>31,763.20</b>	<b>21,258.01</b>	<b>33,328.20</b>	
<b>Net Income</b>	<b>-4,908.20</b>	<b>3,741.99</b>	<b>-11,828.20</b>	
<i>Subsidized Income From Gen Account</i>			<b>11,828.20</b>	
<b>Total Operating Budget</b>			<b>0.00</b>	

<b>Subsidized Income</b>	<b>\$ 11,828.20</b>
Local Revenue	\$ 1,500.00
<b>State Revenues</b>	<b>\$ 20,000.00</b>



## RV Park

Income		Budget	Jul 1, '20 – June 7, 21	FY22	COMMENT
SUBSIDIZED INCOME				\$ 10,300.00	
TAX INCOME					
Sales Tax	900.00	778.00	1,000.00		
Total TAX INCOME	900.00	778.00	1,000.00		
STATE REVENUES					
Community Aide Assistance	4,500.00	0.00	1,500.00		
Total STATE REVENUES	4,500.00	0.00	1,500.00		
MISCELLANEOUS INCOME					
Misc. Income	100.00	0.00	0.00		
Total MISCELLANEOUS INCOME	100.00	0.00	0.00		
RENTALS & LEASE INCOME					
RV Park Fees	15,000.00	13,695.97	15,000.00		
Total RENTALS & LEASE INCOME	15,000.00	13,695.97	15,000.00		
Total Income	20,500.00	14,473.97	17,500.00		
Expense		Budget	Jul 1, '20 – June 7, 21	FY22	COMMENT
FEES / PERMITS / LICENS EXPENSE					
Dues and Subscriptions	150.00	75.00	150.00		
Total FEES / PERMITS / LICENS EXPENSE	150.00	75.00	150.00		
CONTRACT SERVICES					
Contract Labor	5,000.00	0.00	25,000.00	Electrical pedestal replacements REQUIRED-Should seek grant funding	
Total CONTRACT SERVICES	5,000.00	0.00	25,000.00		
VEHICLE & EQUIPMENT EXPENSES					
Equipment Purchase	4,500.00	0.00	0.00		

<i>Equipment Maint &amp; Repair</i>	2,500.00	0.00	0.00	
<b>Total VEHICLE &amp; EQUIPMENT EXPENSES</b>	<b>7,000.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>BAD DEBT</b>				
<i>Bad Debt</i>	0.00	824.04	0.00	
<b>Total BAD DEBT</b>	<b>0.00</b>	<b>824.04</b>	<b>0.00</b>	
<b>INSURANCE EXPENSE</b>				
<i>AML/Insurance</i>	150.00	150.00	150.00	
<b>Total INSURANCE EXPENSE</b>	<b>150.00</b>	<b>150.00</b>	<b>150.00</b>	
<b>MATERIALS &amp; SUPPLIES</b>				
<i>Materials &amp; Supplies</i>	7,500.00	6.49	200.00	
<b>Total MATERIALS &amp; SUPPLIES</b>	<b>7,500.00</b>	<b>6.49</b>	<b>200.00</b>	
<b>MISCELLANEOUS EXPENSES</b>				
<i>Other Misc. Expenses</i>	1,000.00	0.00	150.00	
<b>Total MISCELLANEOUS EXPENSES</b>	<b>1,000.00</b>	<b>0.00</b>	<b>150.00</b>	
<b>OPERATING EXPENSES</b>				
<i>Postage and Freight</i>	250.00	0.00	150.00	
<i>Electricity</i>	1,000.00	1,135.55	1,500.00	
<i>Bldg./Grnd Maint Repair</i>	11,000.00	376.61	500.00	
<b>Total OPERATING EXPENSES</b>	<b>12,250.00</b>	<b>1,512.16</b>	<b>2,150.00</b>	
<b>Total Expense</b>	<b>33,050.00</b>	<b>2,567.69</b>	<b>27,800.00</b>	
<b>Net Income</b>	<b>-12,550.00</b>	<b>11,906.28</b>	<b>-10,300.00</b>	
<b><i>Subsidized Income From Gen Account</i></b>			<b>10,300.00</b>	
<b>Total Operating Budget</b>			<b>0.00</b>	

<b>Subsidized Income</b>	<b>\$ 10,300.00</b>
Local Revenue	\$ 16,000.00
<b>State Revenues</b>	<b>\$ 1,500.00</b>

# Parks & Recreation

Income	Budget	Jul 1, '20 - June 07, 21	FY22	COMMENT
<b>SUBSIDIZED INCOME</b>			<b>\$ 14,136.13</b>	
<b>SALES</b>				
<i>Surplus Property</i>	150.00	0.00	0.00	
<b>Total SALES</b>	<b>150.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TAX INCOME</b>				
<i>1% Sales Tax</i>	35,000.00	0.00	35,000.00	
<b>Total TAX INCOME</b>	<b>35,000.00</b>	<b>0.00</b>	<b>35,000.00</b>	
<b>STATE REVENUES</b>				
<i>Community Aide Assistance</i>	15,000.00	15,000.00	15,000.00	
<b>Total STATE REVENUES</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>15,000.00</b>	
<b>MISCELLANEOUS INCOME</b>				
<i>Misc. Income</i>	100.00	0.00	0.00	
<b>Total MISCELLANEOUS INCOME</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>INTEREST &amp; INVESTMENT INCOME</b>				
<i>Interest Income</i>	0.00	59.43	75.00	
<b>Total INTEREST &amp; INVESTMENT INCOME</b>	<b>0.00</b>	<b>59.43</b>	<b>75.00</b>	
<b>Total Income</b>	<b>50,250.00</b>	<b>15,059.43</b>	<b>50,075.00</b>	

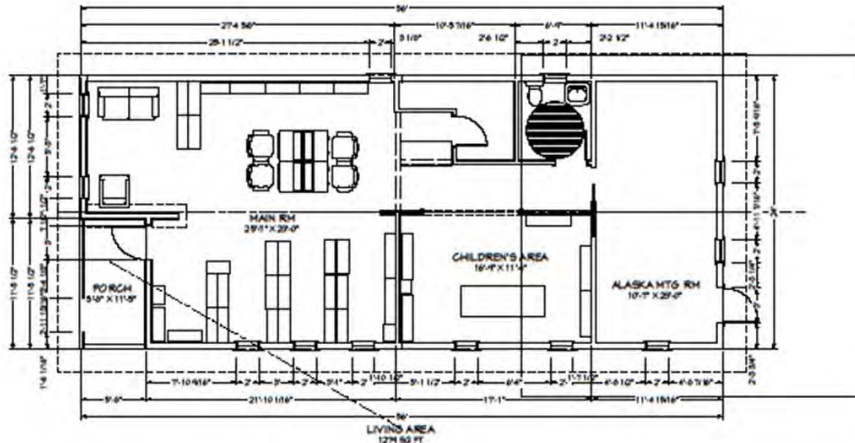
Expense	Budget	Jul 1, '20 - June 07, 21	FY22	COMMENT
<b>FEES / PERMITS / LICENS EXPENSE</b>				
<i>Fees Permits &amp; Licensing Exp</i>	100.00	199.24	200.00	
<b>Total FEES / PERMITS / LICENS EXPENSE</b>	<b>100.00</b>	<b>199.24</b>	<b>200.00</b>	
<b>ECONOMIC DEVELOPMENT</b>				
<i>Cemetery community dev. funds</i>	0.00	3,000.00	0.00	One-time expense

<i>Parks Enhancement</i>				0.00	0.00	25,000.00	New Playground equipment & Ball Park Upgrades ?
<b>Total ECONOMIC DEVELOPMENT</b>				<b>0.00</b>	<b>3,000.00</b>	<b>25,000.00</b>	
<b>CONTRACT SERVICES</b>							
<i>Contract Labor</i>	1,000.00	200.00	0.00				
<b>Total CONTRACT SERVICES</b>				<b>1,000.00</b>	<b>200.00</b>	<b>0.00</b>	
<b>VEHICLE &amp; EQUIPMENT EXPENSES</b>							
<i>Equipment Rental Expense</i>	750.00	0.00	300.00				
<i>Equipment Purchase</i>	2,500.00	785.77	1,500.00				
<i>Equipment Maint &amp; Repair</i>	500.00	545.00	750.00				
<i>Vehicle Repairs and Maintenance</i>	1,000.00	61.98	750.00				
<i>Vehicle Fuel</i>	550.00	1,943.18	2,200.00				
<b>Total VEHICLE &amp; EQUIPMENT EXPENSES</b>				<b>5,300.00</b>	<b>3,335.93</b>	<b>5,500.00</b>	
<b>INSURANCE EXPENSE</b>							
<i>AML/Insurance</i>	900.00	1,067.00	1,150.00				
<b>Total INSURANCE EXPENSE</b>				<b>900.00</b>	<b>1,067.00</b>	<b>1,150.00</b>	
<b>MATERIALS &amp; SUPPLIES</b>							
<i>Materials &amp; Supplies</i>	7,500.00	1,090.04	2,000.00				
<b>Total MATERIALS &amp; SUPPLIES</b>				<b>7,500.00</b>	<b>1,090.04</b>	<b>2,000.00</b>	
<b>MISCELLANEOUS EXPENSES</b>							
<i>Other Misc. Expenses</i>	200.00	0.00	200.00				
<b>Total MISCELLANEOUS EXPENSES</b>				<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	
<b>PAYROLL EXPENSES</b>							
<i>Health Insurance</i>	11,328.72	0.00	0.00				
<i>H.S.A. Company</i>	4,500.00	0.00	0.00				
<i>Life Insurance</i>	125.00	0.00	64.09				
<i>Payroll Taxes</i>	2,317.56	456.06	515.33				
<i>PERS</i>	7,326.28	8,554.82	4,627.48				
<i>Worker's Compensation</i>	2,500.00	964.46	1,200.00				
<i>PAYROLL EXPENSES - Other</i>	43,388.50	34,432.74	21,054.23				

<b>Total PAYROLL EXPENSES</b>	<b>71,486.06</b>	<b>44,408.08</b>	<b>27,461.13</b>	
<b>OPERATING EXPENSES</b>				
<i>Postage and Freight</i>	4,500.00	100.00	300.00	
<i>Electricity</i>	1,300.00	785.79	1,200.00	
<i>Heating Fuel</i>	600.00	0.00	0.00	
<i>Bldg/Grnd Maint Repair</i>	3,500.00	558.25	1,200.00	
<b>Total OPERATING EXPENSES</b>	<b>9,900.00</b>	<b>1,444.04</b>	<b>2,700.00</b>	
<b>Reimbursed Expense</b>	0.00	96.00		
<b>Total Expense</b>	<b>96,386.06</b>	<b>54,840.33</b>	<b>64,211.13</b>	
<b>Net Income</b>	<b>-46,136.06</b>	<b>-39,780.90</b>	<b>-14,136.13</b>	
<b>Subsidized Income from Gen Account</b>			<b>14,136.13</b>	
<b>Total Operating Budget</b>			<b>0.00</b>	

<b>Subsidized Income</b>	<b>\$ 14,136.13</b>
Local Revenue	\$ 35,075.00
<b>State Revenues</b>	<b>\$ 15,000.00</b>

# LIBRARY DEPARTMENT



## Dept. Overview:

The Thorne Bay Public Library is operated through a joint venture using City funding, State Grant funding and the assistance of the Friends of the Library and Volunteer Labor. The City receives grant funding from the State of Alaska each year for approximately \$7,000.00, and grant funding from the Alaska Online with Libraries (OWL) Program. The City's budget provides for funds for the purchasing books, magazine subscriptions, Utility expenses and Payroll. The Friends of the Library are very active in the Library and have done a tremendous job working towards a new library for the community to enjoy.

## Department Projects:

- Preparing for the placement of a NEW library building!!!!  
The Friends of the Library have entered into an agreement for the purchase of a modular home with Timberland Homes. This building was designed by modifying the original floor plan that had been prepared in 2011 with the assistance of the Foraker Group, Friends and the City.
- The Friends hope that this building will be delivered to Thorne Bay in August, pending the award of grant funding from the Rasmuson Foundation.

## Grant/Funding Opportunity:

- OWL Internet Assistance Grant
- Public Library Assistance Grant (PLAG)

# Library

Income	Budget	Jul 1, '20 - June 07, 21	FY22	COMMENT
<b>SUBSIDIZED INCOME</b>			<b>\$ 14,074.90</b>	
<b>SALES</b>				
Surplus Property	250.00	0.00	500.00	Anticipate income from sales from old library equipment this coming year
<b>Total SALES</b>	<b>250.00</b>	<b>0.00</b>	<b>500.00</b>	
<b>SERVICE CHARGES</b>				
Copier/Fax	300.00	52.50	100.00	New Printer = Less ink consumption and toner costs
<b>Total SERVICE CHARGES</b>	<b>300.00</b>	<b>52.50</b>	<b>100.00</b>	
<b>STATE REVENUES</b>				
Community Aide Assistance	5,000.00	5,000.00	7,500.00	
<b>Total STATE REVENUES</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>7,500.00</b>	
<b>FEES &amp; PERMITS INCOME</b>				
Fees & Permits	350.00	22.00	100.00	
<b>Total FEES &amp; PERMITS INCOME</b>	<b>350.00</b>	<b>22.00</b>	<b>100.00</b>	
<b>MISCELLANEOUS INCOME</b>				
Misc. Income	100.00	0.00	100.00	
Donation Income	500.00	82.00	250.00	Will be open more this year, so hopeful for more donations
<b>Total MISCELLANEOUS INCOME</b>	<b>600.00</b>	<b>82.00</b>	<b>350.00</b>	
<b>Total Income</b>	<b>6,500.00</b>	<b>5,156.50</b>	<b>8,550.00</b>	

Expense	Budget	Jul 1, '20 - June 07, 21	FY22	COMMENT
<b>FEES / PERMITS / LICENS EXPENSE</b>				
Advertising and Promotion	150.00	0.00	0.00	
Dues and Subscriptions	375.00	0.00	0.00	
<b>Total FEES / PERMITS / LICENS EXPENSE</b>	<b>525.00</b>	<b>0.00</b>	<b>0.00</b>	

<b>CONTRACT SERVICES</b>				
<i>Contract Labor</i>	5,000.00	42.00	7,500.00	<i>Increased from \$5000 to 7500 = Possible expenses for assisting with new library placement and getting it open?</i>
<b>Total CONTRACT SERVICES</b>	<b>5,000.00</b>	<b>42.00</b>	<b>7,500.00</b>	
<b>VEHICLE &amp; EQUIPMENT EXPENSES</b>				
<i>Equipment Purchase</i>	250.00	0.00	1,000.00	<i>Increased from 0 to 1000 for Possible new equipment needs</i>
<i>Equipment Maint &amp; Repair</i>	350.00	426.00	550.00	
<b>Total VEHICLE &amp; EQUIPMENT EXPENSES</b>	<b>600.00</b>	<b>426.00</b>	<b>1,550.00</b>	
<b>INSURANCE EXPENSE</b>				
<i>AML/Insurance</i>	150.00	195.00	200.00	
<b>Total INSURANCE EXPENSE</b>	<b>150.00</b>	<b>195.00</b>	<b>200.00</b>	
<b>MATERIALS &amp; SUPPLIES</b>				
<i>Materials &amp; Supplies</i>	900.00	897.95	1,250.00	<i>Increased from \$900 to \$1250 for possible additional material needs with new Library</i>
<i>Computer/Software</i>	700.00	375.61	750.00	<i>Increased from \$700 to \$750 for possible additional computer needs with new Library</i>
<i>Furniture &amp; Equipment</i>	1,250.00	183.98	1,500.00	<i>Increased from \$1000 to \$1500 for possible needs. With larger space could mean more chairs</i>
<b>Total MATERIALS &amp; SUPPLIES</b>	<b>2,850.00</b>	<b>1,457.54</b>	<b>3,500.00</b>	
<b>MISCELLANEOUS EXPENSES</b>				
<i>Other Misc. Expenses</i>	200.00	0.00	500.00	<i>Increased from \$150 to \$500 for possible needs</i>
<b>Total MISCELLANEOUS EXPENSES</b>	<b>200.00</b>	<b>0.00</b>	<b>500.00</b>	
<b>PAYROLL EXPENSES</b>				
<i>Payroll Taxes</i>	224.90	254.03	224.90	
<i>PAYROLL EXPENSES - Other</i>	2,600.00	2,623.14	2,600.00	
<b>Total PAYROLL EXPENSES</b>	<b>2,824.90</b>	<b>2,877.17</b>	<b>2,824.90</b>	
<b>TRAVEL &amp; TRAINING</b>				
<i>Training</i>	250.00	0.00	125.00	



Travel	670.10	0.00	250.00	Reduced from 700 (Most training is done online, meaning less travel expenses)
<b>Total TRAVEL &amp; TRAINING</b>	<b>920.10</b>	<b>0.00</b>	<b>375.00</b>	
<b>OPERATING EXPENSES</b>				
Internet Use	500.00	74.00	500.00	OWL Grant has paid for internet @ 80%. The Friends of the Library pay a portion of the bill & PLAG pays for the remaining.
Postage and Freight	225.00	118.57	225.00	
Telephone, Telecommunications	650.00	627.12	700.00	Library has requested that we cancel the landline telephone and replace with non-contracted cell phone. Landline only works for local numbers and with most people having cell phones, the library cannot call them to notify new material is in.
Electricity	1,350.00	766.25	1,350.00	COVID had shut down for most of year, but next year will be open (Fingers Crossed) - New library has anticipated to be more energy efficient.
Heating Fuel	950.00	568.21	900.00	
Bldg/Grnd Maint Repair	1,250.00	1,385.45	2,500.00	New Library is going in, will need funding for hooking utilities in
<b>Total OPERATING EXPENSES</b>	<b>4,925.00</b>	<b>3,539.60</b>	<b>6,175.00</b>	
<b>Total Expense</b>	<b>17,995.00</b>	<b>8,537.31</b>	<b>22,624.90</b>	
<b>Net Income</b>	<b>-11,495.00</b>	<b>-3,380.81</b>	<b>-14,074.90</b>	
<b>Subsidized Income From Gen Account</b>			<b>14,074.90</b>	
<b>Total Operating Budget</b>			<b>0.00</b>	

<b>Subsidized Income</b>	<b>\$ 14,074.90</b>
Local Revenue	\$ 1,050.00
State Revenues	

# ***HARBOR DEPARTMENT***



## **FY22 Recommendations**

- Main harbor skiff floats and breakwater
- Boat Launch Ramp at Davidson Landing
- Harbor soda and snack machines

## **Department Projects:**

- Davidson Landing Boat Launch Ramp (funding dependent)
- Purchase portable fire suppression foam system
- Harbor Slip Assignment and Application Web App

## **Dept. Overview:**

We have gotten the electric installed at Davidson Landing Harbor. We will be hooking up the water to the new fish cleaning station that was installed last summer.

We are always looking for ways to increase revenue and bring in new streams of funding.

## **Grant/Funding Opportunity:**

- [ADOT&PF FY22 Harbor Facility Grant](#)

# Harbor

Income	Budget	Jul 1, '20 - June 07, 21	FY22	Comment
<b>Subsidized Income</b>			1,871.60	
<b>ENTERPRISE ACCTS</b>				
<b>HARBOR REPLACEMENT FUND -</b>			<b>10,000.00</b>	<b>INCOME FOR FY22 HARBOR GRANT MATCH</b>
Live-aboard Fees	9,500.00	10,283.74	10,200.00	
Harbor Showers	2,500.00	2,275.75	2,500.00	
Davidson Landing Fees	23,000.00	20,402.51	23,000.00	
Harbor Fees				
Landing Fees	300.00	110.00	200.00	
Grid Fees	100.00	0.00	100.00	
Harbor Fees	65,000.00	59,253.33	65,000.00	Annual slip renewals come in May and June
<b>Total Harbor Fees</b>	<b>65,400.00</b>	<b>59,363.33</b>	<b>65,300.00</b>	
<b>Total ENTERPRISE ACCTS</b>	<b>100,400.00</b>	<b>92,325.33</b>	<b>111,000.00</b>	
<b>SERVICE CHARGES</b>				
Reconnection Fee - Live-a-board	100.00	60.00	100.00	
Services Availability	600.00	702.61	750.00	
<b>Total SERVICE CHARGES</b>	<b>700.00</b>	<b>762.61</b>	<b>850.00</b>	
<b>TAX INCOME</b>				
Sales Tax	6,200.00	3,510.73	4,440.00	
<b>Total TAX INCOME</b>	<b>6,200.00</b>	<b>3,510.73</b>	<b>4,440.00</b>	
<b>STATE REVENUES</b>				
Fishery Tax Receipts	3,000.00	190.73	2,500.00	
<b>Total STATE REVENUES</b>	<b>3,000.00</b>	<b>190.73</b>	<b>2,500.00</b>	
<b>FINES &amp; PENALTIES</b>				
Citations	200.00	0.00	400.00	Parking citations, other harbor violations
<b>Total FINES &amp; PENALTIES</b>	<b>200.00</b>	<b>0.00</b>	<b>400.00</b>	

<b>FEES &amp; PERMITS INCOME</b>				
<i>Fees &amp; Permits</i>	1,200.00	0.00	0.00	This was for fines or violations-moving to citations
<b>Total FEES &amp; PERMITS INCOME</b>	<b>1,200.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>MISCELLANEOUS INCOME</b>				
<i>Misc. Income</i>	250.00	0.00	100.00	Misc. donations or other revenue sources
<b>Total MISCELLANEOUS INCOME</b>	<b>250.00</b>	<b>0.00</b>	<b>100.00</b>	
<b>INTEREST &amp; INVESTMENT INCOME</b>				
<i>Interest Income</i>	15.00	57.82	75.00	
<b>Total INTEREST &amp; INVESTMENT INCOME</b>	<b>15.00</b>	<b>57.82</b>	<b>75.00</b>	
<b>Total Income</b>	<b>111,965.00</b>	<b>96,847.22</b>	<b>119,365.00</b>	

<b>Expense</b>	<b>Budget</b>	<b>Jul 1, '20 - June 07, 21</b>	<b>FY22</b>	<b>COMMENT</b>
<b>FEES / PERMITS / LICENS EXPENSE</b>				
<i>Advertising and Promotion</i>	75.00	0.00	0.00	
<i>Fees Permits &amp; Licensing Exp</i>	0.00	25.00	10.00	Vehicle registration renewals
<i>Dues and Subscriptions</i>	250.00	0.00	0.00	Cancel-This was a membership to American Association of Harbor Association
<b>Total FEES / PERMITS / LICENS EXPENSE</b>	<b>325.00</b>	<b>25.00</b>	<b>10.00</b>	
<b>ECONOMIC DEVELOPMENT</b>				
<i>1% Sales Tax Comm Dev Expense</i>	0.00	0.00	0.00	
<b>Total ECONOMIC DEVELOPMENT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>CONTRACT SERVICES</b>				
<i>Contract Labor</i>	1,200.00	0.00	0.00	
<b>Total CONTRACT SERVICES</b>	<b>1,200.00</b>	<b>0.00</b>	<b>0.00</b>	

<b>VEHICLE &amp; EQUIPMENT EXPENSES</b>				
<i>Equipment Rental Expense</i>	250.00	0.00	250.00	
<i>Equipment Purchase</i>	500.00	16,600.00	750.00	Purchased a new truck last year, that is why the YTD is higher now.
<i>Equipment Maint &amp; Repair</i>	500.00	482.97	750.00	
<i>Vehicle Repairs and Maintenance</i>	1,200.00	22.90	500.00	Annual vehicle preventative maintenance
<i>Vehicle Fuel</i>	1,500.00	945.78	1,200.00	
<b>Total VEHICLE &amp; EQUIPMENT EXPENSES</b>	<b>3,950.00</b>	<b>18,051.65</b>	<b>3,450.00</b>	
<b>REPAIR &amp; REPLACEMENT ENTERPRISE</b>				
<i>Harbor Replacement expense</i>	11,196.50	1,541.62	10,000.00	Possible grant matching funds for FY22 Harbor Grant
<b>Total REPAIR &amp; REPLACEMENT ENTERPRISE</b>	<b>11,196.50</b>	<b>1,541.62</b>	<b>10,000.00</b>	
<b>INSURANCE EXPENSE</b>				
<i>AML/Insurance</i>	4,200.00	4,961.94	5,000.00	Reduced from \$5200 to \$5000
<b>Total INSURANCE EXPENSE</b>	<b>4,200.00</b>	<b>4,961.94</b>	<b>5,000.00</b>	
<b>MATERIALS &amp; SUPPLIES</b>				
<i>Materials &amp; Supplies</i>	2,500.00	2,084.29	2,500.00	
<i>Computer/Software</i>	750.00	81.78	500.00	
<i>Furniture &amp; Equipment</i>	500.00	442.38	150.00	Reduced from \$400 to 150. Purchased new filing cabinets last year, but not aware of anything we need this year.
<b>Total MATERIALS &amp; SUPPLIES</b>	<b>3,750.00</b>	<b>2,608.45</b>	<b>3,150.00</b>	
<b>MISCELLANEOUS EXPENSES</b>				
<i>Other Misc. Expenses</i>	250.00	0.00	250.00	Misc expenses not covered in other line items. Example: Coffee
<i>Reimbursed Expense</i>	150.00	0.00	0.00	
<b>Total MISCELLANEOUS EXPENSES</b>	<b>400.00</b>	<b>0.00</b>	<b>250.00</b>	

<b>PAYROLL EXPENSES</b>					
<i>Health Insurance</i>	13,447.20	8,836.97	13,447.20		
<i>H.S.A. Company</i>	6,000.00	3,908.67	6,000.00		
<i>Life Insurance</i>	125.00	71.54	128.18		
<i>Payroll Taxes</i>	1,208.59	2,197.03	1,214.44		
<i>PERS</i>	10,852.60	3,492.62	10,905.18		
<i>Worker's Compensation</i>	4,250.00	2,512.12	2,700.00		
<i>PAYROLL EXPENSES - Other</i>	49,330.00	40,190.62	48,742.60		
<b>Total PAYROLL EXPENSES</b>	<b>85,213.39</b>	<b>61,209.57</b>	<b>83,137.60</b>		
<b>TRAVEL &amp; TRAINING</b>					
<i>Training</i>	250.00	0.00	0.00		
<i>Travel</i>	700.00	0.00	0.00		
<b>Total TRAVEL &amp; TRAINING</b>	<b>950.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>OPERATING EXPENSES</b>					
<i>Internet Use</i>	600.00	642.72	685.00		
<i>Postage and Freight</i>	100.00	2,106.02	250.00		Vehicle freight-not originally planned when budgeted FY21
<i>Telephone, Telecommunications</i>	625.00	994.33	1,104.00		
<i>Electricity</i>	10,000.00	11,949.92	13,000.00		
<i>Bldg/Grnd Maint Repair</i>	1,750.00	816.23	1,200.00		
<b>Total OPERATING EXPENSES</b>	<b>13,075.00</b>	<b>16,509.22</b>	<b>16,239.00</b>		
<b>Total Expense</b>	<b>124,259.89</b>	<b>104,907.45</b>	<b>121,236.60</b>		
<b>Net Income</b>	<b>-12,294.89</b>	<b>-8,060.23</b>	<b>-1,871.60</b>		
<b>Subsidized Income from the Gen Account</b>			<b>1,871.60</b>		
<b>Total Operating Budget</b>			<b>0.00</b>		

<b>Subsidized Income</b>	<b>\$ 1,871.60</b>
Local Revenue	\$ 116,865.00
<b>State Revenues</b>	<b>\$ 2,500.00</b>

# ***STREETS & ROADS DEPARTMENT***



## **FY22 RECOMMENDATIONS:**

- Acquisition of Roller
- Acquisition of new SS Sanding Truck
- Review Long-Term Transportation Plan
- Southside Culver Replacements & Installs
- Road rehab from Sand Pit to Alder Court
- Maintenance on Water Lake Road
- Develop Sand Storage at Solid Waste Facility
- Build sand storage buildings at Shop and Dump

## **Department Projects:**

- Ditching Subdivision Roads (Allowing property drainage of water)
- Prelim. design/ cost estimate of N. Road Bridge
- Prelim. design of Choker Setter Circle approach road re-alignment
- Complete remaining South Thorne Bay Road improvements
- Riprap along the Harbor where roads are washing out
- Making sand for upcoming years

## **Dept. Overview:**

The Streets and Roads Department is responsible for road maintenance and construction, winter snow removal, operation and maintenance of the City's heavy equipment fleet including excavators, dump trucks, backhoes and all other vehicles and mobile equipment used in the process of maintaining and constructing City streets and roads.

### **Top priorities are :**

- Southside road work.
- Waterfront Business District Road Repairs
- Clearing at Solid Waste Facility for future sand and equipment parking

## **Grant Opportunity:**

- Alaska ADOT&PF (Scenic Byways and Safe Routes to Schools)
- Denali Commission Transportation Program
- State of Alaska Legislature

## Streets & Roads

Income	Budget	Jul 1, '20 - June 07, 21	FY22	COMMENT
<b>SUBSIDIZED INCOME</b>		\$ 100,000.00	\$ 137,810.36	<i>This Fiscal Year (Jul 2020-June 2021) We had to use \$100,000 from our investment accounts to cover expenses. This was because with CARES Residential Relief, we were not getting the steady monthly revenue stream from Utilities, while City bills to be paid remained the same. At the end of the year, we hope this would be able to be returned, but I am unable to determine that at this time.</i>
<b>SALES</b>				
Surplus Property	2,500.00	0.00	5,000.00	<i>Sell older equipment, materials, etc. (Changed from \$2500 to \$500, more items avail for surplus)</i>
<b>Total SALES</b>	<b>2,500.00</b>	<b>0.00</b>	<b>5,000.00</b>	
<b>TAX INCOME</b>				
1% Sales Tax	75,000.00	0.00	65,000.00	<i>Increased from \$45000.</i>
Sales Tax	2,367.00	6.00	20.00	
<b>Total TAX INCOME</b>	<b>77,367.00</b>	<b>6.00</b>	<b>65,020.00</b>	
<b>STATE REVENUES</b>				
Payment in Lieu of Taxes	75,000.00	0.00	30,000.00	<i>Total PILT anticipated at \$175k</i>
National Forest Receipts	60,000.00	50,170.43	50,170.43	<i>100% of National Forest Receipts is dedicated to Roads</i>
<b>Total STATE REVENUES</b>	<b>135,000.00</b>	<b>50,170.43</b>	<b>80,170.43</b>	
<b>FEES &amp; PERMITS INCOME</b>				
Fees & Permits	450.00	0.00	0.00	



<b>Total FEES &amp; PERMITS INCOME</b>	<b>450.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>MISCELLANEOUS INCOME</b>				
<i>Misc. Income</i>	<i>300.00</i>	<i>0.00</i>	<i>0.00</i>	
<b>Total MISCELLANEOUS INCOME</b>	<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>RENTALS &amp; LEASE INCOME</b>				
<i>Equipment Rental</i>	<i>2,500.00</i>	<i>100.00</i>	<i>2,000.00</i>	<i>We are renting equipment with operator again.</i>
<b>Total RENTALS &amp; LEASE INCOME</b>	<b>2,500.00</b>	<b>100.00</b>	<b>2,000.00</b>	
<b>INTEREST &amp; INVESTMENT INCOME</b>				
<i>Interest Income</i>	<i>0.00</i>	<i>29.09</i>	<i>45.00</i>	
<b>Total INTEREST &amp; INVESTMENT INCOME</b>	<b>0.00</b>	<b>29.09</b>	<b>45.00</b>	
<b>Total Income</b>	<b>218,117.00</b>	<b>150,305.52</b>	<b>152,235.43</b>	

<b>Expense</b>	<b>Budget</b>	<b>Jul 1, '20 - June 07, 21</b>	<b>FY22</b>	<b>COMMENT</b>
<b>FEES / PERMITS / LICENS EXPENSE</b>				
<i>Bank Service Charges</i>	<i>0.00</i>	<i>20.00</i>	<i>35.00</i>	
<b>Total BANK FEES &amp; SERVICE CHGS</b>	<b>0.00</b>	<b>20.00</b>	<b>35.00</b>	
<i>Advertising and Promotion</i>	<i>120.00</i>	<i>0.00</i>	<i>0.00</i>	
<i>Fees Permits &amp; Licensing Exp</i>	<i>200.00</i>	<i>91.00</i>	<i>125.00</i>	
<i>Dues and Subscriptions</i>	<i>500.00</i>	<i>378.00</i>	<i>500.00</i>	
<b>Total FEES / PERMITS / LICENS EXPENSE</b>	<b>820.00</b>	<b>489.00</b>	<b>660.00</b>	
<b>ECONOMIC DEVELOPMENT</b>				
<i>1% Sales Tax Streets Expense</i>	<i>75,000.00</i>	<i>0.00</i>	<i>50,000.00</i>	<i>Street maintenance expense</i>
<b>Total ECONOMIC DEVELOPMENT</b>	<b>75,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	
<b>CONTRACT SERVICES</b>				
<i>Contract Labor</i>	<i>23,000.00</i>	<i>19,948.02</i>	<b>25,000.00</b>	<b>Was \$5,000.00 error-was Supposed to be \$25,000. This pays OVK for road maintenance as per Contract</b>
<b>Total CONTRACT SERVICES</b>	<b>23,000.00</b>	<b>19,948.02</b>	<b>25,000.00</b>	

VEHICLE & EQUIPMENT EXPENSES				
<i>Equipment Rental Expense</i>	250.00	0.00	750.00	<i>Increased from \$0.</i>
<i>Equipment Purchase</i>	25,000.00	123,487.61	2,500.00	
<i>Equipment Maint &amp; Repair</i>	20,000.00	13,162.25	15,000.00	
<i>Vehicle Repairs and Maintenance</i>	3,500.00	535.04	2,500.00	<i>Regular oil changes &amp; other misc. maint requirements</i>
<i>Vehicle &amp; Equipment Fuel</i>	4,000.00	3,279.22	4,000.00	<i>Added "Equipment" to the account name of Vehicle Fuel Item</i>
<b>Total VEHICLE &amp; EQUIPMENT EXPENSES</b>	<b>52,750.00</b>	<b>140,464.12</b>	<b>24,750.00</b>	
INSURANCE EXPENSE				
<i>AML/Insurance</i>	5,200.00	6,199.88	6,300.00	
<b>Total INSURANCE EXPENSE</b>	<b>5,200.00</b>	<b>6,199.88</b>	<b>6,300.00</b>	
MATERIALS & SUPPLIES				
<i>Materials &amp; Supplies</i>	4,000.00	3,806.39	4,500.00	
<i>Computer/Software</i>	750.00	0.00	1,000.00	<i>Reduced from \$1500</i>
<i>Furniture &amp; Equipment</i>	1,250.00	0.00	500.00	
<b>Total MATERIALS &amp; SUPPLIES</b>	<b>6,000.00</b>	<b>3,806.39</b>	<b>6,000.00</b>	
MISCELLANEOUS EXPENSES				
<i>Other Misc. Expenses</i>	500.00	391.65	500.00	
<i>Reimbursed Expense</i>	125.00	0.00	0.00	
<b>Total MISCELLANEOUS EXPENSES</b>	<b>625.00</b>	<b>391.65</b>	<b>500.00</b>	
PAYROLL EXPENSES				
<i>Health Insurance</i>	22,657.44	25,443.67	22,657.44	
<i>H.S.A. Company</i>	12,000.00	10,107.91	9,000.00	
<i>Life Insurance</i>	250.00	215.94	210.00	
<i>Payroll Taxes</i>	4,428.16	2,426.00	4,859.96	
<i>PERS</i>	18,266.16	20,339.34	19,084.82	
<i>Worker's Compensation</i>	8,300.00	4,097.89	5,000.00	
<i>PAYROLL EXPENSES - Other</i>	110,704.00	100,539.57	104,223.57	<i>Two employees-Brad and James Taylor</i>
<b>Total PAYROLL EXPENSES</b>	<b>176,605.76</b>	<b>163,170.32</b>	<b>165,035.79</b>	

<b>TRAVEL &amp; TRAINING</b>				
<i>Training</i>	700.00	0.00	0.00	
<i>Travel</i>	700.00	0.00	0.00	
<b>Total TRAVEL &amp; TRAINING</b>	<b>1,400.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>OPERATING EXPENSES</b>				
<i>Internet Use</i>	800.00	0.00	400.00	
<i>Postage and Freight</i>	1,000.00	5,068.73	2,500.00	<i>Vehicle freight is why this years freight was higher than budgeted. We don't anticipate this for FY22</i>
<i>Electricity</i>	3,500.00	3,447.44	4,200.00	
<i>Heating Fuel</i>	2,500.00	1,985.23	2,500.00	
<i>Bldg/Grnd Maint Repair</i>	750.00	2,002.50	2,200.00	
<b>Total OPERATING EXPENSES</b>	<b>8,550.00</b>	<b>12,503.90</b>	<b>11,800.00</b>	
<b>Total Expense</b>	<b>349,950.76</b>	<b>346,973.28</b>	<b>290,045.79</b>	
<b>Net Income</b>	<b>-131,833.76</b>	<b>-196,667.76</b>	<b>-137,810.36</b>	
<i>Subsidized Income From Gen Account</i>			<b>137,810.36</b>	
<b>Total Operating Budget</b>			<b>0.00</b>	

<b>Subsidized Income</b>	<b>\$ 137,810.36</b>
Local Revenue	\$ 72,065.00
<b>State Revenues</b>	<b>\$ 80,170.43</b>

# SOLID WASTE DEPARTMENT



## FY22 Recommendations:

- Continue working with Southeast Alaska Solid Waste Authority (SEASWA)
- Prioritize sand extraction as enterprise opportunity in conjunction with cell closing/ opening procedures

## Department Projects:

- Improve department efficiency.
- Wire Tie repairs & Maintenance
- Materials Handling Master Plan (recyclables, cover, etc.)
- Operations Manual (*on-going-do we have an operation manual?*)

## Department Overview:

- Solid Waste has had operational struggles in the past few years with the Baler being out of service and wire tie machine issues.
- The Baler was repaired last year, and we are finally able to bale our own trash again. However, there are still some issues with it that need to be worked out.
- The wire tie machine is also having issues with the wire track. Jason is working with the company for getting this repaired.
- Utility subsidy for this year is \$ 36,266.39, which has improved substantially from FY19 & 20. FY19 was \$ -80,740.40 & FY20 \$ -106,721.04
- Operating hours changing this Fall
  - Spring & Summer
    - Open Thursday, Friday and Saturday 9am to 4pm
  - Fall & Winter
    - Closed every 2<sup>nd</sup> and 4<sup>th</sup> Saturday of the month beginning November 1<sup>st</sup>.

## Possible Grant Opportunities:

I am not sure of the status for these grants opportunities, but will look into all options

- Alaska DEC Municipal Grants & Loans
- Alaska DEC Municipal Matching Grant
- SWANA/ SEASWA

# Solid Waste

Income		Budget	Jul 1, '20 - June 07, 21	FY22	COMMENT
<b>Subsidized Income</b>		<b>0.00</b>	<b>0.00</b>	<b>36,266.39</b>	
<b>SALES</b>					
	<i>Surplus Property</i>	1,500.00	540.00	1,500.00	
<b>Total SALES</b>		1,500.00	540.00	1,500.00	
<b>ENTERPRISE ACCTS</b>					
	<i>Solid Waste Fees</i>	140,000.00	125,732.06	140,000.00	
<b>Total ENTERPRISE ACCTS</b>		140,000.00	125,732.06	140,000.00	
<b>TAX INCOME</b>					
	<i>Sales Tax</i>	8,700.00	4,558.85	5,600.00	
<b>Total TAX INCOME</b>		8,700.00	4,558.85	5,600.00	
<b>FEES &amp; PERMITS INCOME</b>					
	<i>Fees &amp; Permits</i>	100.00	0.00	0.00	
<b>Total FEES &amp; PERMITS INCOME</b>		100.00	0.00	0.00	
<b>MISCELLANEOUS INCOME</b>					
	<i>Misc. Income</i>	200.00	200.00	300.00	
<b>Total MISCELLANEOUS INCOME</b>		200.00	200.00	300.00	
<b>RENTALS &amp; LEASE INCOME</b>					
	<i>Equipment Rental</i>	850.00	0.00	500.00	
<b>Total RENTALS &amp; LEASE INCOME</b>		850.00	0.00	500.00	
<b>INTEREST &amp; INVESTMENT INCOME</b>					
	<i>Interest Income</i>	0.00	9.91	20.00	
<b>Total INTEREST &amp; INVESTMENT INCOME</b>		0.00	9.91	20.00	
<b>Total Income</b>		<b>151,350.00</b>	<b>131,040.82</b>	<b>147,920.00</b>	

Expense	Budget	Jul 1, '20 - June 07, 21	FY22	COMMENT
<b>FEES / PERMITS / LICENS EXPENSE</b>				
<i>BANK FEES &amp; SERVICE CHARGES</i>				
<i>Credit Card Merchant Fees</i>	100.00	0.00	0.00	
<b>Total BANK FEES &amp; SERVICE CHARGES</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	
<i>Testing</i>	750.00	298.75	0.00	<i>This is moved under fees and permits</i>
<i>Advertising and Promotion</i>	120.00	0.00	0.00	
<i>Fees Permits &amp; Licensing Exp</i>	250.00	789.00	950.00	
<i>Dues and Subscriptions</i>	750.00	30.74	300.00	
<b>Total FEES / PERMITS / LICENS EXPENSE</b>	<b>1,970.00</b>	<b>1,118.49</b>	<b>1,250.00</b>	
<b>CONTRACT SERVICES</b>				
<i>Contract Labor</i>	1,500.00	0.00	0.00	
<b>Total CONTRACT SERVICES</b>	<b>1,500.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>VEHICLE &amp; EQUIPMENT EXPENSES</b>				
<i>Equipment Rental Expense</i>	500.00	0.00	500.00	
<i>Equipment Purchase</i>	35,000.00	143.69	5,000.00	
<i>Equipment Maint &amp; Repair</i>	10,000.00	3,747.32	<b>15,000.00</b>	<b>Increased from \$7500 to \$15000 for repairs to the Wire Tie Machine at Solid Waste - Also, annual preventative maintenance</b>
<i>Vehicle Repairs and Maintenance</i>	3,500.00	0.00	2,500.00	<i>Annual preventative maintenance</i>
<i>Vehicle + Equipment Fuel</i>	3,500.00	242.31	<b>7,500.00</b>	<b>Changed from \$300 to \$ 7500 Renamed adding Equipment Fuel</b>
<b>Total VEHICLE &amp; EQUIPMENT EXPENSES</b>	<b>52,500.00</b>	<b>4,133.32</b>	<b>30,500.00</b>	
<b>REPAIR &amp; REPLACEMENT ENTERPRISE</b>				
<i>Solid Waste Repair Replace</i>	15,135.00	0.00	14,750.00	<i>10% of estimated revenue (excluding subsidized income)</i>
<b>Total REPAIR &amp; REPLACEMENT ENTERPRISE</b>	<b>15,135.00</b>	<b>0.00</b>	<b>14,750.00</b>	

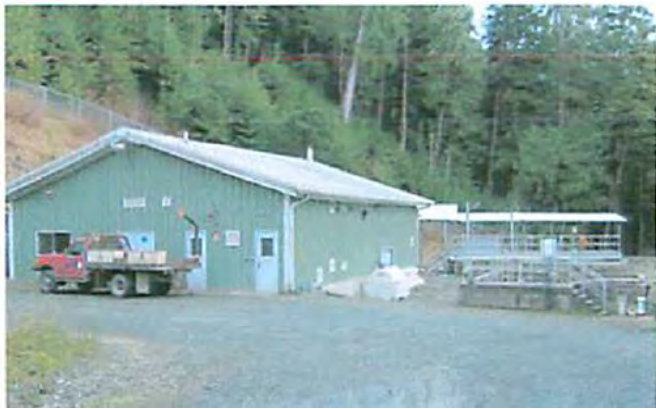
<b>INSURANCE EXPENSE</b>				
<i>AML/Insurance</i>	2,000.00	1,821.00	2,000.00	
<b>Total INSURANCE EXPENSE</b>	2,000.00	1,821.00	2,000.00	
<b>MATERIALS &amp; SUPPLIES</b>				
<i>Materials &amp; Supplies</i>	3,500.00	1,988.65	3,500.00	
<i>Computer/Software</i>	750.00	0.00	2,500.00	<i>Increased from \$750</i>
<i>Furniture &amp; Equipment</i>	750.00	0.00	500.00	
<b>Total MATERIALS &amp; SUPPLIES</b>	5,000.00	1,988.65	6,500.00	
<b>MISCELLANEOUS EXPENSES</b>				
<i>Other Misc. Expenses</i>	5,000.00	0.00	250.00	
<i>Reimbursed Expense</i>	150.00	7.63	0.00	
<b>Total MISCELLANEOUS EXPENSES</b>	5,150.00	7.63	250.00	
<b>PAYROLL EXPENSES</b>				
<i>Health Insurance</i>	9,210.24	7,304.36	17,300.16	
<i>H.S.A. Company</i>	4,500.00	3,438.47	6,000.02	
<i>Life Insurance</i>	250.00	69.02	256.36	
<i>Payroll Taxes</i>	2,990.50	1,920.72	2,212.51	
<i>PERS</i>	9,385.86	2,155.08	15,238.78	
<i>Worker's Compensation</i>	7,600.00	5,525.22	6,000.00	
<i>PAYROLL EXPENSES - Other</i>	65,151.50	30,529.12	68,728.56	
<b>Total PAYROLL EXPENSES</b>	99,088.10	50,941.99	115,736.39	
<b>TRAVEL &amp; TRAINING</b>				
<i>Training</i>	1,000.00	0.00	500.00	
<i>Travel</i>	750.00	0.00	250.00	
<b>Total TRAVEL &amp; TRAINING</b>	1,750.00	0.00	750.00	
<b>OPERATING EXPENSES</b>				
<i>Internet Use</i>	1,000.00	867.29	1,000.00	
<i>Postage and Freight</i>	1,200.00	324.68	750.00	
<i>Electricity</i>	9,200.00	8,499.45	9,200.00	

<i>Heating Fuel</i>	<i>5,500.00</i>	<i>6,622.80</i>	<i>0.00</i>	<i>Moved to Vehicle and Equip Fuel-They heat building with waste oil</i>
<i>Bldg/Grnd Maint Repair</i>	<i>1,500.00</i>	<i>1,413.00</i>	<i>1,500.00</i>	
<b>Total OPERATING EXPENSES</b>	<b>18,400.00</b>	<b>17,727.22</b>	<b>12,450.00</b>	
<b>Total Expense</b>	<b>202,493.10</b>	<b>77,738.30</b>	<b>184,186.39</b>	
<b>Net Income</b>	<b>-51,143.10</b>	<b>53,302.52</b>	<b>-36,266.39</b>	
<b>Subsidized Income from the Gen Account</b>			<b>36,266.39</b>	
<b>Total Operating Budget</b>			<b>0.00</b>	

<b>Subsidized Income</b>	<b>\$ 36,266.39</b>
Local Revenue	\$ 147,920.00
State Revenues	\$ -



# ***SEWER DEPARTMENT***



## **Department Projects:**

- Continued repairs and improvements to the Sewer system. Will keep working with Village Safe Water and the State for grant funding.
- Provide incentive-based economic development (subsidized utilities, etc.)

## **Grant / Funding Opportunities:**

- Grant funding through Alaska DEC.

## **FY22 Recommendations:**

- Repair or replace the septic pump trailer.
- This will also generate more revenues for the city if we provide septic pumping services for residents of Thorne Bay. We currently do not provide this as a service because our pumper trailer is broken.

# Sewer

Income	Budget	Jul 1, '20 - June 07, 21	FY22	COMMENT
<b>Subsidized Income</b>	<b>0.00</b>	<b>0.00</b>	<b>45,412.37</b>	
ENTERPRISE ACCTS				
<i>Sewer Fees</i>	140,000.00	153,199.98	160,000.00	Increased from \$150,000
<b>Total ENTERPRISE ACCTS</b>	<b>140,000.00</b>	<b>153,199.98</b>	<b>160,000.00</b>	
TAX INCOME				
<i>Sales Tax</i>	8,400.00	5,922.90	6,400.00	
<b>Total TAX INCOME</b>	<b>8,400.00</b>	<b>5,922.90</b>	<b>6,400.00</b>	
FEES & PERMITS INCOME				
<i>Fees &amp; Permits</i>	200.00	0.00	0.00	
<b>Total FEES &amp; PERMITS INCOME</b>	<b>200.00</b>	<b>0.00</b>	<b>0.00</b>	
MISCELLANEOUS INCOME				
<i>Misc. Income</i>	150.00	0.00	150.00	
<b>Total MISCELLANEOUS INCOME</b>	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	
RENTALS & LEASE INCOME				
<i>Rental Income</i>	500.00	0.00	150.00	
<b>Total RENTALS &amp; LEASE INCOME</b>	<b>500.00</b>	<b>0.00</b>	<b>150.00</b>	
INTEREST & INVESTMENT INCOME				
<i>Interest Income</i>	0.00	10.38	15.00	
<b>Total INTEREST &amp; INVESTMENT INCOME</b>	<b>0.00</b>	<b>10.38</b>	<b>15.00</b>	
<b>Total Income</b>	<b>149,250.00</b>	<b>159,133.26</b>	<b>166,715.00</b>	

Expense	Budget	Jul 1, '20 - June 07, 21	FY22	COMMENT
FEES / PERMITS / LICENS EXPENSE				
<i>Testing</i>	8,000.00	4,305.00	6,500.00	
<i>Fees Permits &amp; Licensing Exp</i>	2,000.00	1,280.00	1,350.00	
<i>Dues and Subscriptions</i>	1,500.00	0.00	150.00	
<b>Total FEES / PERMITS / LICENS EXPENSE</b>	<b>11,500.00</b>	<b>5,585.00</b>	<b>8,000.00</b>	

<b>CONTRACT SERVICES</b>				
<i>Contract Labor</i>	5,000.00	0.00	0.00	
<b>Total CONTRACT SERVICES</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>VEHICLE &amp; EQUIPMENT EXPENSES</b>				
<i>Equipment Rental Expense</i>	500.00	333.50	500.00	
<i>Equipment Purchase</i>	10,000.00	9,893.99	40,000.00	Last year purchased a snake for \$6k. This year we have to repair or replace the sewer pump out trailer. A new-used pumper truck runs at appx \$35000
<i>Equipment Maint &amp; Repair</i>	5,000.00	3,517.43	3,000.00	Pump repairs (Manhole and Sewer Line Grant repaired most of the pumps, so we don't anticipate a need for more this next fiscal year)
<i>Vehicle Repairs and Maintenance</i>	500.00	1,430.59	1,500.00	Upkeep on maintenance year round
<i>Vehicle Fuel</i>	500.00	16.58	250.00	
<b>Total VEHICLE &amp; EQUIPMENT EXPENSES</b>	<b>16,500.00</b>	<b>15,192.09</b>	<b>45,250.00</b>	
<b>REPAIR &amp; REPLACEMENT ENTERPRISE</b>				
<i>Sewer Repair and Replacement</i>	14,925.00	0.00	16,600.00	10% of income excluding subsidized funding. (Increased from \$15,500)
<b>Total REPAIR &amp; REPLACEMENT ENTERPRISE</b>	<b>14,925.00</b>	<b>0.00</b>	<b>16,600.00</b>	
<b>INSURANCE EXPENSE</b>				
<i>AML/Insurance</i>	7,800.00	9,562.00	9,750.00	
<b>Total INSURANCE EXPENSE</b>	<b>7,800.00</b>	<b>9,562.00</b>	<b>9,750.00</b>	
<b>MATERIALS &amp; SUPPLIES</b>				
<i>Materials &amp; Supplies</i>	10,000.00	4,493.97	4,500.00	
<i>Chemicals</i>	10,000.00	4,345.00	6,500.00	
<i>Computer/Software</i>	1,200.00	0.00	0.00	
<i>Furniture &amp; Equipment</i>	1,250.00	0.00	250.00	Desks, chair or file cabinet needs?
<b>Total MATERIALS &amp; SUPPLIES</b>	<b>22,450.00</b>	<b>8,838.97</b>	<b>11,250.00</b>	
<b>MISCELLANEOUS EXPENSES</b>				
<i>Other Misc. Expenses</i>	3,000.00	0.00	250.00	
<b>Total MISCELLANEOUS EXPENSES</b>	<b>3,000.00</b>	<b>0.00</b>	<b>250.00</b>	

<b>PAYROLL EXPENSES</b>					
<i>Health Insurance</i>	9,210.24	5,873.93	9,210.24		
<i>H.S.A. Company</i>	3,000.00	2,735.85	3,000.00		
<i>Life Insurance</i>	125.00	72.53	128.18		
<i>Payroll Taxes</i>	2,036.07	1,764.25	1,235.74		
<i>PERS</i>	6,469.77	6,071.36	10,955.50		
<i>Worker's Compensation</i>	3,100.00	1,864.13	2,000.00		
<i>PAYROLL EXPENSES - Other</i>	44,028.27	43,498.73	49,797.72		
<b>Total PAYROLL EXPENSES</b>	<b>67,969.35</b>	<b>61,880.78</b>	<b>76,327.37</b>		
<b>TRAVEL &amp; TRAINING</b>					
<i>Training</i>	1,200.00	0.00	150.00	Decreased from \$300	
<i>Travel</i>	1,600.00	0.00	100.00	Fuel reimbursement for travel to VOCTEC for Trainings	
<b>Total TRAVEL &amp; TRAINING</b>	<b>2,800.00</b>	<b>0.00</b>	<b>250.00</b>		
<b>OPERATING EXPENSES</b>					
<i>Internet Use</i>	120.00	0.00	0.00		
<i>Postage and Freight</i>	1,750.00	2,828.48	5,000.00	Increased from \$3200 to \$5000 for shipping of new Pumper trailer or Pumper truck	
<i>Telephone, Telecommunications</i>	0.00	445.84	1,200.00	New phone line installed this year	
<i>Electricity</i>	33,000.00	29,992.34	33,000.00		
<i>Heating Fuel</i>	6,000.00	2,588.74	4,500.00		
<i>Bldg/Grnd Maint Repair</i>	1,500.00	0.00	750.00		
<b>Total OPERATING EXPENSES</b>	<b>42,370.00</b>	<b>35,855.40</b>	<b>44,450.00</b>		
<b>Total Expense</b>	<b>194,314.35</b>	<b>136,914.24</b>	<b>212,127.37</b>		
<b>Net Income</b>	<b>-45,064.35</b>	<b>22,219.02</b>	<b>-45,412.37</b>		
			<b>Subsidized Income from City Gen Account</b>	<b>45,412.37</b>	
			<b>Total Operating Budget</b>	<b>0.00</b>	
<b>Subsidized Income</b>	<b>\$</b>	<b>45,412.37</b>			
<b>Local Revenue</b>	<b>\$</b>	<b>166,715.00</b>			
<b>State Revenues</b>	<b>\$</b>	<b>-</b>			

# ***WATER DEPARTMENT***



## **FY22 Recommendations:**

- Provide incentive-based economic development (subsidized utilities, etc.)

## **Department Projects:**

- Pending updates

## **OVERVIEW:**

FY22 water quality numbers (disinfection byproducts) showed HUGE improvements with the upgrades to the water facility.

Comprehensive Sanitation Plan identifies infrastructure projects and costs to further improve water quality (treatment and distribution system flushing/ purging, system expansion, looping dead ends, etc.).

# Water

Income	Budget	Jul 1, '20 - June 07, 21	FY22	COMMENT
<b>Subsidized Income</b>			<b>\$ 20,243.80</b>	
<b>SALES</b>				
<i>Surplus Property</i>	600.00	0.00	550.00	We are going to try and have a surplus sale this year for the City...Not sure how much from each dept. The water dept also has a surplus of barrels at times and those are offered for sale @ \$55 each
<b>Total SALES</b>	600.00	0.00	550.00	
<b>ENTERPRISE ACCTS</b>				
<i>Water Fees</i>	160,000.00	142,976.56	160,000.00	
<b>Total ENTERPRISE ACCTS</b>	160,000.00	142,976.56	160,000.00	
<b>SERVICE CHARGES</b>				
<i>Staff Dispatch Unauthorized Use</i>	0.00	50.00	150.00	
<i>Services Availability</i>	8,000.00	11,499.57	13,000.00	
<b>Total SERVICE CHARGES</b>	8,000.00	11,549.57	13,150.00	
<b>TAX INCOME</b>				
<i>Sales Tax</i>	10,080.00	5,143.21	5,680.00	Sales tax collected is appx 4% (2% not taxable sales (Seniors/Government)
<b>Total TAX INCOME</b>	10,080.00	5,143.21	5,680.00	
<b>FEES &amp; PERMITS INCOME</b>				
<i>Fees &amp; Permits</i>	600.00	0.00	0.00	Service fees in old QB company were under fees and permits. This year they are service availability fees
<b>Total FEES &amp; PERMITS INCOME</b>	600.00	0.00	0.00	

<b>MISCELLANEOUS INCOME</b>				
<i>Misc. Income</i>	500.00	0.00	0.00	Removing for FY22 - was budgeted from previous year income for replacement part only. Not to be carried forward
<b>Total MISCELLANEOUS INCOME</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>INTEREST &amp; INVESTMENT INCOME</b>				
<i>Interest Income</i>	0.00	10.22	20.00	
<b>Total INTEREST &amp; INVESTMENT INCOME</b>	<b>0.00</b>	<b>10.22</b>	<b>20.00</b>	
<b>Total Income</b>	<b>179,780.00</b>	<b>159,679.56</b>	<b>179,400.00</b>	

<b>Expense</b>	<b>Budget</b>	<b>Jul 1, '20 - June 07, 21</b>	<b>FY22</b>	<b>COMMENT</b>
<b>FEES / PERMITS / LICENS EXPENSE</b>				
<i>Testing</i>	5,000.00	2,824.82	3,200.00	FY21 and FY20 finance reports show that the testing expense never exceeded \$3000
<i>Dues and Subscriptions</i>	900.00	915.75	1,000.00	
<b>Total FEES / PERMITS / LICENS EXPENSE</b>	<b>5,900.00</b>	<b>3,740.57</b>	<b>4,200.00</b>	
<b>CONTRACT SERVICES</b>				
<i>Contract Labor</i>	6,500.00	1,509.00	1,750.00	\$900.00 annually for contracting NorthCoast-Network accessing to water plant (allowing RMC to connect to our system and see what is happening) + \$50 per year for text alarm service
<b>Total CONTRACT SERVICES</b>	<b>6,500.00</b>	<b>1,509.00</b>	<b>1,750.00</b>	
<b>VEHICLE &amp; EQUIPMENT EXPENSES</b>				
<i>Equipment Purchase</i>	8,500.00	1,642.84	2,750.00	
<i>Equipment Maint &amp; Repair</i>	8,000.00	4,014.38	5,000.00	
<i>Vehicle Repairs and Maintenance</i>	650.00	227.95	1,200.00	New vehicle, hope less repair needs
<i>Vehicle Fuel</i>	2,500.00	2,436.11	2,750.00	
<b>Total VEHICLE &amp; EQUIPMENT EXPENSES</b>	<b>19,650.00</b>	<b>8,321.28</b>	<b>11,700.00</b>	
<b>REPAIR &amp; REPLACEMENT ENTERPRISE</b>				

<i>Water Repair and Replacement</i>	17,978.00	507.33	17,915.00	10% of estimated revenues (not including subsidized funding)
<b>Total REPAIR &amp; REPLACEMENT ENTERPRISE</b>	17,978.00	507.33	17,915.00	
<b>INSURANCE EXPENSE</b>				
<i>AML/Insurance</i>	6,000.00	10,562.42	10,750.00	
<b>Total INSURANCE EXPENSE</b>	6,000.00	10,562.42	10,750.00	
<b>MATERIALS &amp; SUPPLIES</b>				
<i>Materials &amp; Supplies</i>	7,200.00	7,654.12	8,000.00	
<i>Chemicals</i>	9,000.00	7,927.10	8,500.00	
<i>Computer/Software</i>	1,600.00	0.00	750.00	Software or computer updates are possible
<i>Furniture &amp; Equipment</i>	1,500.00	46.20	250.00	Reduced from \$500. Not aware of any needs
<b>Total MATERIALS &amp; SUPPLIES</b>	19,300.00	15,627.42	17,500.00	
<b>MISCELLANEOUS EXPENSES</b>				
<i>Misc. Expenses</i>	1,000.00	0.00	750.00	For unforeseen expenses that are not covered under other line items
<i>Reimbursed Expense</i>	300.00	0.00	0.00	Not applicable this year
<b>Total MISCELLANEOUS EXPENSES</b>	1,300.00	0.00	750.00	
<b>PAYROLL EXPENSES</b>				
<i>Health Insurance</i>	17,300.16	12,327.09	17,300.16	
<i>H.S.A. Company</i>	6,000.00	5,452.38	6,000.00	
<i>Life Insurance</i>	125.00	116.48	128.18	
<i>Payroll Taxes</i>	1,479.70	1,113.75	1,539.82	
<i>PERS</i>	13,287.14	12,820.76	13,826.98	
<i>Worker's Compensation</i>	4,200.00	3,137.07	3,500.00	
<i>PAYROLL EXPENSES - Other</i>	60,396.08	58,276.16	62,283.65	Sam will be certified as a Level II Sewer Operator (Pay raise) by 1-Step from Alaska DOD Wage Scale
<b>Total PAYROLL EXPENSES</b>	102,788.08	93,243.69	104,578.80	



TRAVEL & TRAINING				
<i>Training</i>	750.00	0.00	500.00	
<i>Travel</i>	1,500.00	0.00	250.00	With online courses available more now, travel is less....But may have travel expenses to Klawock for testing at VOCTEC
<b>Total TRAVEL &amp; TRAINING</b>	<b>2,250.00</b>	<b>0.00</b>	<b>750.00</b>	
OPERATING EXPENSES				
<i>Internet Use</i>	1,100.00	590.20	3,000.00	\$2,640.00 annually, \$220.00/mo for Water Plant Operation Internet Annual Expense and Networking Annual Expenses
<i>Postage and Freight</i>	4,500.00	5,081.97	5,500.00	Freight for shipping water samples required by State
<i>Electricity</i>	14,000.00	11,437.72	13,000.00	
<i>Heating Fuel</i>	8,000.00	6,791.05	7,500.00	
<i>Bldg/Grnd Maint Repair</i>	4,650.00	387.00	750.00	Had upgrades from VSW last year, but may have unforeseen expenses upcoming.
<b>Total OPERATING EXPENSES</b>	<b>32,250.00</b>	<b>24,287.94</b>	<b>29,750.00</b>	
<b>Total Expense</b>	<b>213,916.08</b>	<b>157,799.65</b>	<b>199,643.80</b>	
<b>Net Income</b>	<b>-34,136.08</b>	<b>1,879.91</b>	<b>-20,243.80</b>	
<b><i>Subsidized Income from the Gen Account</i></b>			<b>20,243.80</b>	
<b>Total Operating Budget</b>			<b>0.00</b>	

<b>Subsidized Income</b>	<b>\$ 20,243.80</b>
Local Revenue	\$ 179,400.00
<b>State Revenues</b>	<b>\$ -</b>

# Total Occupancy Tax

Income	Budget	Jul 1, '20 - May 23, 21	FY22	COMMENTS
<b>TAX INCOME</b>				
Occupancy Tax	10,000.00	7,823.91	10,000.00	
<b>Total TAX INCOME</b>	<b>10,000.00</b>	<b>7,823.91</b>	<b>10,000.00</b>	
<b>INTEREST &amp; INVESTMENT INCOME</b>				
Interest Income	0.00			
<b>Total INTEREST &amp; INVESTMENT INCOME</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Income</b>	<b>10,000.00</b>	<b>7,823.91</b>	<b>10,000.00</b>	
Expense	Budget	Jul 1, '20 - May 23, 21	FY22	COMMENTS
<b>ECONOMIC DEVELOPMENT</b>				
ECONOMIC DEVELOPMENT - Other	10,000.00	0.00	10,000.00	
<b>Total ECONOMIC DEVELOPMENT</b>	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	
<b>CONTRACT SERVICES</b>				
Contract Labor	0.00			
<b>Total CONTRACT SERVICES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>VEHICLE &amp; EQUIPMENT EXPENSES</b>				
Equipment Purchase	0.00	2,155.00	0.00	Fish Cleaning station at Davidson Landing
<b>Total VEHICLE &amp; EQUIPMENT EXP</b>	<b>0.00</b>	<b>2,155.00</b>	<b>500.00</b>	
<b>MATERIALS &amp; SUPPLIES</b>				
Materials & Supplies	0.00	0.00		
<b>Total MATERIALS &amp; SUPPLIES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>OPERATING EXPENSES</b>				
Electricity	0.00	0.00		
<b>Total OPERATING EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Expense</b>	<b>10,000.00</b>	<b>2,155.00</b>	<b>10,000.00</b>	
<b>Net Income</b>	<b>0.00</b>	<b>5,668.91</b>	<b>0.00</b>	



CITY OF THORNE BAY  
ORDINANCE 21-07-20-01

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA,  
AMENDING TITLE 15 –BUILDINGS AND CONSTRUCTION

BE IT ENACTED BY THE CITY COUNCIL FOR THE CITY OF THORNE BAY ALASKA

- Section 1. Classification.** This ordinance is of a general and permanent nature, the chapter and section hereby amended shall be added to the Thorne Bay Municipal Code.
- Section 2. Severability.** If any provisions of this ordinance or any application thereof to any person or circumstances is held invalid, the circumstances shall not be affected thereby.
- Section 3. Amendment to Code.** Title 15 – Buildings and Construction, Chapter 15.- \_\_\_\_, Adding Section 15.\_\_ -
- Section 4. Adoption.** The Chapter and Section of TBMC 15.\_\_.\_\_\_\_ - \_\_\_\_\_, is hereby adopted as amended and added to the Thorne Bay Municipal Code.
- Section 5. Effective Date.** This ordinance shall become effective upon adoption.

**PASSED AND APPROVED** this 20<sup>th</sup> day of July 2021, by a duly constituted quorum of the City Council with a vote of \_\_\_\_Yeas and \_\_\_\_ Nays.

ATTEST:

\_\_\_\_\_  
Cindy Edenfield, Mayor

\_\_\_\_\_  
Teri Feibel, CMC

[Sponsor: Thom Cunningham]  
[Introduction Hearing: June 15, 2021]  
[2<sup>nd</sup> Introduction Hearing: July 6, 2021]  
[Public Hearing: July 20, 2021]

Ordinance detail will be published by June 14<sup>th</sup>.  
Final reading for public hearing is not until July 20<sup>th</sup>.



CITY OF THORNE BAY  
ORDINANCE 21-07-20-02

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA,  
AMENDING TITLE 2 – ADMINISTRATION AND PERSONNEL, CHAPTER 2.04-CITY COUNCIL,  
SECTION 2.04.160-EXECUTIVE SESSION, ADDING LANGUAGE THAT REQUIRES  
COUNCILMEMBERS BE PRESENT IN ORDER TO PARTICIPATE IN EXECUTIVE SESSIONS

BE IT ENACTED BY THE CITY COUNCIL FOR THE CITY OF THORNE BAY ALASKA

- Section 1. Classification.** This ordinance is of a general and permanent nature, the chapter and section hereby amended shall be added to the Thorne Bay Municipal Code.
- Section 2. Severability.** If any provisions of this ordinance or any application thereof to any person or circumstances is held invalid, the circumstances shall not be affected thereby.
- Section 3. Amendment to Code.** Title 2 – Administration and Personnel, is hereby amended by adding Chapter 2. 04-City Council, Section 2.04.160-Executive Session, adding language that requires councilmembers be present in order to participate in executive sessions.
- Section 4. Adoption.** The Chapter and Section of TBMC 2.04.160-Executive Session, is hereby adopted as amended and added to the Thorne Bay Municipal Code.
- Section 5. Effective Date.** This ordinance shall become effective upon adoption.

**PASSED AND APPROVED** this 20<sup>th</sup> day of July 2021, by a duly constituted quorum of the City Council with a vote of \_\_\_\_Yeas and \_\_\_\_ Nays.

ATTEST:

\_\_\_\_\_  
Cindy Edenfield, Mayor

\_\_\_\_\_  
Teri Feibel, CMC

[Sponsor: Thom Cunningham]  
[Introduction Hearing: June 15, 2021]  
[2<sup>nd</sup> Introduction Hearing: July 6, 2021]  
[Public Hearing: July 20, 2021]

Ordinance detail will be published by June 14<sup>th</sup>.  
Final reading for public hearing is not until July 20<sup>th</sup>.

