

**City of Coffman Cove**  
**Regular City Council Meeting**  
**Thursday, February 16<sup>th</sup>, 6:30 PM @ City Hall**

**Zoom Log-In Information:**

<https://us06web.zoom.us/j/5748521201?pwd=LzQ2YXdzaWM5VWNIeHNLL2tQeU56UT09>

**Meeting ID:** 574 852 1201

**Passcode:** 041318

**Dial in #:** (253) 215-8782

**Call to Order:**

**Roll Call:**

**Pledge of Allegiance:**

**Public Comment:**

**Approval of Agenda:**

**Persons to be Heard:**

**Consent Agenda:**

1. <del>Mayor Report</del>	6. Water/Sewer Report	11. Loggers Lane/Luck Lake Paving Report
2. Minutes	<del>7. Fire Dept. Report</del>	<del>12. Harbor Report</del>
3. Financial Report	<del>8. EMS Report</del>	<del>13. IT Report</del>
4. Post Office Report (Quarterly)	9. Library Report	
5. Parks/Rec/Maintenance	<del>10. IFA Report</del>	

**Correspondence/Information:**

**Verbal Library Report:**

**Resolutions & Ordinances:**

1. Resolution 23 09 City of Coffman Cove Adopting a New Water and Sewer Utility Business Plan:

**New Business:**

1. Cancel Gaming License
2. CAPSIS Improvement Projects
3. CRW Business Plan
4. Peace Health Use of City of CC, Clinic

**Unfinished Business:**

1. Lux Property Repair
2. Backhoe Repair
3. Loggers Lane Paving Updates
4. Post Office: Incoming/Outgoing Mail Issues
5. ARPA Fund Allocations
6. Harbor Finger Floats Update
7. Long Term Parking
8. Approval of Subdivision Rd.
9. Post Office Cameras:
10. Road Maintenance Chum Creek
11. RFP for Water Treatment Plant Repairs

**Public/Council Comment:**

**Executive Session:**

**Adjourn:**

Posted 2/10/2023 City Hall, Library, and Post Office

## Water Report 2/13/2023

Hello from the water department, thankfully it's been an uneventful month and things have been running smoothly for us.

We've tackled a handful of maintenance chores, including replacing a gasket on our mainline coming from the filter, and also have a new chemical pump for chlorine distribution on the way.

Water consumption has been low and has allowed us to spare some time for general clean up and inventory before spring kicks off. We are about to order more chemicals and a variety of water meter parts.

Lastly, we are planning on doing another round of flushing (though probably not until March) and we'll put out a notice before we start doing that.

Until next month,  
Stephan Smith

**PERFORMANCE PROGRESS REPORT  
SF-PPR**

Page 1	of Pages 1
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1. Federal Agency and Organization Element to Which Report is Submitted FHWA, Western Federal Lands Highway Div.	2. Federal Grant or Other Identifying Number Assigned by Federal Agency 690567195009	3a. DUNS Number 027982913
		3b. EIN 92-0132969

4. Recipient Organization (Name and complete address including zip code) City of Coffman Cove 102 NW Denali Alley PO Box 18135 Coffman Cove, AK 99918	5. Recipient Identifying Number or Account Number
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6. Project/Grant Period Start Date: (Month, Day, Year) 03/06/2019	End Date: (Month, Day, Year) 12/31/2024	7. Reporting Period End Date (Month, Day, Year) 12/31/2022	8. Final Report? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
			9. Report Frequency <input type="checkbox"/> annual <input type="checkbox"/> semi-annual <input checked="" type="checkbox"/> quarterly <input type="checkbox"/> other (If other, describe: _____)

10. Performance Narrative (attach performance narrative as instructed by the awarding Federal Agency)

At the November 17th, 2022 City Council meeting, the council went through the punch list items that had been completed with the exception of the sealant to the asphalt. The asphalt is permeable in many places, and the city was not willing to sign off on an incomplete job.

The Council made a motion to retain 5% of the final billing until SECON comes back in Spring 2023 to seal the asphalt. Motion did pass, and SECON will be back in the Spring to finish the punch list item remaining.

11. Other Attachments (attach other documents as needed or as instructed by the awarding Federal Agency)

**12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.**

12a. Typed or Printed Name and Title of Authorized Certifying Official Terra Green City Clerk	12c. Telephone (area code, number and extension) (907)329-2233
	12d. Email Address treasurer@ccalaska.com

12b. Signature of Authorized Certifying Official <i>Terra Green</i>	12e. Date Report Submitted (Month, Day, Year) 01/30/2023
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Agency use only Digitally signed by  
**AARON ANDREW EKLUND**  
Date: 2023.01.30 15:32:31 -08'00'

# Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014  
Expiration Date: 02/28/2025

<b>1. Federal Agency and Organizational Element to Which Report is Submitted</b> Federal Highway Administration, Western Federal Lands Highway Division		<b>2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)</b> 690567195009	
<b>3. Recipient Organization (Name and complete address including Zip code)</b> Recipient Organization Name: City of Coffman Cove Street1: 102 Denali Street2: City: Coffman Cove County: State: AK: Alaska Province: Country: USA: UNITED STATES ZIP / Postal Code: 99918-0000			
<b>4a. UEI</b> LQZ8RLRGPAL5	<b>4b. EIN</b> 92-0132969	<b>5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)</b>	
<b>6. Report Type</b> <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	<b>7. Basis of Accounting</b> <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual	<b>8. Project/Grant Period</b> From: 03/06/2019 To: 12/31/2024	<b>9. Reporting Period End Date</b> 12/31/2022
<b>10. Transactions</b> (Use lines a-c for single or multiple grant reporting)			<b>Cumulative</b>
<b>Federal Cash (To report multiple grants, also use FFR attachment):</b>			
a. Cash Receipts			0.00
b. Cash Disbursements			0.00
c. Cash on Hand (line a minus b)			0.00
(Use lines d-o for single grant reporting)			
<b>Federal Expenditures and Unobligated Balance:</b>			
d. Total Federal funds authorized			951,800.00
e. Federal share of expenditures			901,327.60
f. Federal share of unliquidated obligations			38,418.58
g. Total Federal share (sum of lines e and f)			939,746.18
h. Unobligated balance of Federal Funds (line d minus g)			12,053.82
<b>Recipient Share:</b>			
i. Total recipient share required			95,479.69
j. Recipient share of expenditures			100,525.00
k. Remaining recipient share to be provided (line i minus j)			0.00
<b>Program Income:</b>			
l. Total Federal program income earned			0.00
m. Program Income expended in accordance with the deduction alternative			0.00
n. Program Income expended in accordance with the addition alternative			0.00
o. Unexpended program income (line l minus line m and line n)			0.00

11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
g. Totals:						

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix:  First Name:  Middle Name:   
 Last Name:  Suffix:   
 Title:

b. Signature of Authorized Certifying Official

c. Telephone (Area code, number and extension)

d. Email Address

e. Date Report Submitted

**AARON** Agency use only:  
 ANDREW  
 EKLUND  
 Digitally signed by  
 AARON ANDREW EKLUND  
 Date: 2023.01.31 14:22:21  
 -08'00'

**City of Coffman Cove  
Regular City Council Meeting  
Thursday, January 19<sup>th</sup>, 2023, 6:30 PM @ City Hall  
Zoom Log-In Information:**

https://us06web.zoom.us/j/5748521201?pwd=LzQ2YXdzaWM5VWVNIeHNLL2tQeU56UT09  
**Meeting ID:** 574 852 1201      **Passcode:** 041318      **Dial in #:** (253) 215-8782

**Call to Order:** Mayor Ashe brings the meeting to order.

**Roll Call:** Kate Holtman, present. Terry Coleman, excused. Mikael Ashe, present. Dawn Rosenlund, present. Yvonne Drozdowicz-Somfleth, present. Perry Olson, present. Jack Mulcare, present.

**Pledge of Allegiance:** Everybody in the meeting stands to recite the Pledge of Allegiance.

**Public Comment:** Mayor Ashe asks if there are any public comments. Ruth Lux speaks first. She still wishes to get paid for the use of her property. She requests justification from each City Council Member on why they believe she should not be paid. Ruth believes there is a city ordinance or policy that states, if she parked on city property, the city could charge Ruth \$500. Jacki Sunde is curious when the new parking signs are going to be put up, and if there will be an adjusted rate. The issue being Premium Parking at the harbor is the same amount of money, if not less, than Long-Term Parking.

**Approval of Agenda:** Kate Holtman makes a motion to approve the agenda with the additions of Ruth and Jackie in Public Comment. Jack Mulcare second the motion. Mayor Ashe asks if there is any discussion. Roll call vote. Kate Holtman, yes. Mikael Ashe, yes. Dawn Rosenlund, yes. Yvonne Drozdowicz-Somfleth, yes. Perry Olson, yes. Jack Mulcare, yes. **ALL IN FAVOR, MOTION PASSES.**

**Persons to be Heard:** No persons to be heard.

**Consent Agenda:** Kate Holtman makes a motion to approve the Consent Agenda. Yvonne Drozdowicz-Somfleth seconds the motion. Mayor Ashe asks if there is any discussion? No discussion, roll call vote. Kate Holtman, yes. Mikael Ashe, yes. Dawn Rosenlund, yes. Yvonne Drozdowicz-Somfleth, yes. Perry Olson, yes. Jack Mulcare, yes. **ALL IN FAVOR, MOTION PASSES.**

1.	<del>Mayor Report</del>	6. Water/Sewer Report	11. Loggers Lane/Luck Lake Paving Report
2.	Minutes	<del>7. Fire Dept. Report</del>	<del>12. Harbor Report</del>
3.	Financial Report	<del>8. EMS Report</del>	<del>13. IT Report</del>
4.	Post Office Report (Quarterly)	9. Library Report	
5.	Parks/Rec/Maintenance	<del>10. IFA Report</del>	

**Correspondence/Information:** DEC Letters. Dawn Rosenlund was curious if this is replacing Village Safe Water. Yvonne Drozdowicz-Somfleth wants to know if there is anyone who wants to spend their time doing the questionnaire. Perry Olson lets the council know that this is a low interest, long-term loan and he would have zero interest in applying for this for the city. Dawn Rosenlund agrees. Yvonne Drozdowicz-Somfleth agrees as well.

**Verbal Library Report:** Dawn Rosenlund, Coffman Cove Librarian, hands out a piece of paper with the goals of the library this upcoming year. One major project being painting the entire library. Perry Olson says there is a library sign in the shop. They are going to put library signs down at the harbor and on the lower street directing people the right direction. They are going to build a free book exchange down at the harbor as well. Arnie Bossard will come take look at the library gutters when he arrives back in Coffman Cove.

**Resolutions & Ordinances:** No resolutions and ordinances.

**New Business:**

1. **Management of Utility Department:** No discussion is made.
2. **Post Office Cameras:** Mayor Ashe is curious if there are any un-used cameras from the harbor? Terra Green speaks of a camera she needs to get back from Josh Holtman. Mayor Ashe tells Terra Green he will come into the office Monday and they can look for cameras on Amazon together. Mayor Ashe says we need a camera at the front door and in the sorting and mailbox area. Kate Holtman believes it would be best to have one camera in front, one in back, and one inside.

There's some discussion about what type of cameras we should get, the benefits and cons of having something that hooks up to its own monitor, or something that runs off of the cloud. Mayor Ashe questions if there's internet at the Post Office. Terra Green states the Ketchikan Post Office is the one paying for the internet. Jack Mulcare wonders if we have to ask the Ketchikan Post Office if we can use that internet for the camera. Perry Olson explains that AT&T is dropping a fiber optics at the Post Office which is fairly inexpensive and something we can use. Perry Olson also explains that the post office building is owned by the City of Coffman Cove and the only things we don't own are basically the boxes.

3. **Road Maintenance Chum Creek:** Dawn Rosenlund requests some gravel be used on Chum Creek Road because the road is dangerously rutted. Perry Olson speaks that Loggers Lane potholes are getting really bad. Terra Green spoke with Russ Holbrook about grating the road. Perry Olson is in favor of putting a pile of rock on Chum Creek Road and other roads that need it. Jack Mulcare requests we make a list of priority roads that need rock because there are a lot of roads that need attention. Once the city gravel / rock is gone, it is gone. Mayor Ashe asks this be put on the workshop for further discussion. Kate Holtman points out that Chum Creek Rd. is so steep that putting gravel on the road isn't going to help. Danny Sunda states that putting gravel on the steep part of the road will be a waste of time because the rain will wash it off anyway. He recommends putting some gravel on the other side by the houses.
4. **RFP for Water Treatment Plant Repairs:** Jack Mulcare spoke with Aaron from Village Safe Water in December. He answered a number of questions that were submitted to him. One question was about the media. The media will be replaced in the tank. Aaron wasn't aware if they are going to clean the tank and he is supposed to figure that out and get back the Jack with an answer. If we want to address that intake we will need to apply for planning. We can apply in February and Aaron will help on the application process. Another question Jack Mulcare plans on asking Aaron is when he plans on putting this project out to bid. Somebody submitted a big report to the Island Post saying our water was out of compliance. In Stephan's water report he said the information given to the Island Post was in-fact wrong. Council is in agreement that Island Post needs to be contacted and the information needs to be corrected publicly.

#### **Unfinished Business:**

1. **Lux Property Repair:** Ruth Lux explained to Dawn Rosenlund that she sent pictures of the equipment on her property to Mayor Ashe. She also phoned City Hall and talked Terra about getting the machinery off her property. Next, Terra Green talked to Jack Mulcare who then talked to Jeanette Brucker about getting the equipment off Ruth's property. The roller parked on her property compressed her dirt pile she had been working on for years. There's a statement made about possibly replacing the dirt. People from the community have also offered getting Ruth some quality dirt from town to help solve the situation. Danny Sunde reminds everyone the dirt is still there, it's just compacted. Danny Sunde says he will walk his excavator over with the permission of Ruth Lux and fluff up the dirt back into a pile like it was previously. Perry Olson wants some clarification where Ruth got the information about the \$500 fine. Dawn Rosenlund believes it is in the Parking Ordinance. The only place Perry Olson found a \$500 fine is in the General Penalty Section in Title I. This allows up to a \$500 fine in violations of our ordinances. Ruth Lux believes this is stated in the Right of Way under the Parking Policy. Mayor Ashe wants to know exactly how many bales it would take to replace the pile. Ruth Lux says she has never asked the city to repair the damage. Her concern is the city using her property without her permission. Mayor Ashe reminds Ruth the city already voted against paying her parking bill. Now we are trying to at least fix the damage. Mayor Ashe asks if we bought four or five bags of soil would that fix this part of the problem. Ruth Lux replies "yes" but this isn't her main concern. She would also have to see how much is there when it gets here. Therefore, she cannot give a concrete answer. The Mayor is going to go forward with buying the bags of soil. Yvonne Drozdowicz-Somfleth is curious how this is going to solve the parking issue. Mayor reminds her that after the soil arrives and is distributed to Ruth, this will be taken off of Unfinished Business unless two council members want to vote it back. Perry Olson speaks up again about the \$500

fine. He spent time looking at the Parking Policy and Ordinance and nowhere did it state the city will charge a \$500 (per day) fine.

2. Backhoe Repair: The complete rear end is on order. It's already here and we are waiting for Joe to come out from CMI and do the repairs. Mayor Ashe is hoping our matience guys can be there as a helping hand for Joe when he installs the rear end.
3. Loggers Lane Paving Updates: Terra Green got an email from Willy at Southeast Road Builders. They would like a formal letter stating the road project has been completed. Terra Green told Willy she would not do that because it is not completed. After a discussion it was clarified that they don't want a sign off that the project has been completed. What they want is a letter stating all the things on the checklist they sent us are up to the city's satisfaction. Jack Mulcare is curious if it is R&M's responsibility to sign off on that checklist. Mayor Ashe says we can write a letter saying everything has been finished EXCEPT for the resurfacing of the roads. Jack Mulcare agrees with Mayor Ashe but says his main concern is signing off and relieving them of any liability. R&M needs to be contacted before writing a letter to Southeast Island Road Builders.
4. Post Office: Incoming/Outgoing Mail Issues: Teresa Vanaken has been gone for the last month. Kate Holtman thinks everything is going well with the new employee.
5. ARPA Fund Allocations: We have roughly about \$21,000. There was an EMS invoice added in the council packet. This is a refurbished zole monitor that cost about \$7500 that was something the Island Wide EMS Collation brought to Coffman Cove. Can we reallocate some of the ARPA funds to pay this invoice. The Zole monitors blood pressure, EKG, along with other important vitals and is an amazing piece of equipment. Kate Holtman makes a motion to reallocate funds from ARPA to pay the Ems invoice. Dawn Rosenlund seconds the motion. Kate Holtman, yes. Mikael Ashe, yes. Dawn Rosenlund, yes. Yvonne Drozdowicz-Somfleth, yes. Perry Olson, yes. Jack Mulcare, yes. **ALL IN FAVOR, MOTION PASSES.**
6. Harbor Finger Floats Update: No updates.
7. Long Term Parking: At the workshop this was discussed. We talked about getting some logs to use along side the parking. We were looking at find some metal to make a gate for the access area. We talked about Mike coming to Coffman to move some cars and possibly taking a few home with him if he wants them. Dawn Rosenlund want to know if the building owners have been contacted. Mayor Ashe says the office staff sent out the annual letters/ applications and we have already received responses and a payment. Some people consolidated their spaces. We are still on the search for all the city land and possibly using that for someone who want to start a business.
8. Approval of Subdivision Rd.: Jacki Sunde speaks. A subdivision road was created without an access to it. According to our ordinance, there needed to be a 30ft road or easement. When the surveyer was approached he was never asked to put a road in, he was only asked to put in an easement. He put center pins in. The road that needs to be put in will have to take some property from each owner to make it in compliance. There will need to be an easement agreement that everyone needs to sign. After that it need to be decided who will pay for the survey. Finally the road can go in. Terra Green has an email with a link about this and where we can submit the information. Chris Pipurn is going to be working up and easement exhibit that reflects the total 30ft in width. Once that's worked up we can have all parties sign it and send it in. Mayor Ashe explains he wouldn't be against have a Special Council Meeting to get this finished up if it is needed. Mayor Ashe thanks Jacki Sunde for her hard work. Terra Green speaks about Sea Otter connecting to the main highway. The platting board wants to continue with the original plans and maps. Eventually, if someone does want to build that road, they will still have to come to the council for permission along with presenting them all the information about the project like where they are putting culverts, etc. She asks if everyone on the council is in agreeance. After some discussion about why there are maps that don't have the same information, it is decided the council is in agreeance.

9. Special Land Use Permits: This is not open for discussion; it is open for approval. All Mayor Ashe has to say about Special Land Use Permits is that we are working on consolidating spaces and cleaning that area up, so we can also make room for more people.

**Public/Council Comment:**

Soiyor Fitzpatrick and Terra Green have a question concerning time card machines for the city employees. The ladies in the office found some time card machines that range from around \$60-\$200. It would be good for accountability and for the departments to be up to date with the office staff as sometimes they are really hard to get ahold of. We are going to bring this to the workshop. Jack Mulcare speaks of clocking in and out through something on employee's cell phones. Terra Green brings up the fact if there isn't cell phone service or they don't have internet access, this won't work. Jack responds this could work if they used the city internet. Dawn Rosenlund speaks of Ron Risher and his efforts to hire a new garbage truck driver. One day this is going to have to happen because of his eye issues. Is there a city worker we can get licensed to drive the garbage truck driver. It is possible we don't offer the service and people have to haul their own trash. There are people in town right now going through the extensive class to get the CDL but it is unknown if they would be willing to drive the garbage truck.

**Executive Session – Legal, Platting Pin Placement, EMS Transportation** Dawn Rosenlund makes a motion to go into executive session and invite Terra Green to join the session. Yvonne seconds that motion. The motion is withdrawn. Perry Olson wants Terra Green along with Soiyor Fitzpatrick to be invited into the executive session. Dawn Rosenlund makes a motion to move into executive session and invite Terra Green and Soiyor Fitzpatrick. Yvonne Drozdowicz-Somfleth seconds the motion. Roll call vote. Kate Holtman, yes. Mikael Ashe, yes. Dawn Rosenlund, yes. Yvonne Drozdowicz-Somfleth, yes. Perry Olson, yes. Jack Mulcare, yes.

**ALL IN FAVOR, MOTION PASSES.**

**Adjourn:**

Kate Holtman makes a motion to adjourn the meeting. Jack Mulcare seconds the motion.

**ALL IN FAVOR, NON-OPPOSED. MEETING ADJOURNED.**

Passed and Approved this 16<sup>th</sup> Day of February 2023

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Mayor, Mikael Ashe

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Deputy Clerk, Soiyor Fitzpatrick

City of Coffman Cove  
Special City Council Meeting  
Tuesday, February 7<sup>th</sup>, 2023, at 4:30 pm @ City Hall

**Zoom Log-In Information:**

<https://us06web.zoom.us/j/5748521201?pwd=LzQ2YXZzaWM5VWNIeHNLL2tQeU56UT09>

Meeting ID: 574 852 1201      Passcode: 041318

**Call to Order:** Mayor Ashe brings the Special Meeting to order at 4:30 p.m. on February 7<sup>th</sup>, 2023.

**Roll Call:** Terry Coleman, present. Mikael Ashe, present. Dawn Rosenlund, present. Perry Olson, present. Jack Mulcare, present. Yvonne Drozdowicz-Somfleth, will be late. Kate Holtman, absent and unexcused.

**Pledge of Allegiance:** Yes.

**Public Comment:** None.

**Approval of Agenda:** Mayor Ashe is curious if there was anyone that needed to be added to the agenda. There's no one that needed to be added. Dawn Rosenlund makes a motion to approve the agenda as written. Terry Coleman seconds that motion. Roll call vote. Dawn Rosenlund, yes. Perry Olson, yes. Jack Mulcare, yes. Terry Coleman, yes. Mikael Ashe, yes.

**ALL IN FAVOR, NONE OPPOSED. MOTION PASSES.**

**Persons to be Heard:** None

**Correspondence/Information:** None

**Resolutions & Ordinances:**

**Unfinished Business:** None

**New Business:**

Disaster Response Trailer Agreement: Mayor Ashe hopes everyone has had a chance to look over the information and contract in their council packets. As a recap, he talks about how this was brought forward in the first place. It was something that Roxy Wilson had originally brought forth to Mayor Ashe about a year ago, but it was unsure of what exactly was provided and expected of the city. The Disaster Response Trailer would provide 100 blankets, 50 cots, road signs, 5 animal containers, 15 pairs of gloves, and 5 flashlights. The trailer would need to be stored indoors and the City of Coffman Cove would have to insure the trailer, as well. Additional responsibilities would be maintaining the trailer and delivering the trailer to nearby towns and villages if there is an emergency. This brought up some issues with the contract. If there was a major emergency this community could pull together 100 blankets and house people at the school and churches. Dawn Rosenlund speaks about the storage of the trailer and the plans to keep it in the shop at the Ferry Terminal in the past. We would need a vehicle equipped enough to tow it. We do not know the length or weight of the trailer. Dawn Rosenlund is curious why we are tied to Craig. Perry Olson explains Craig got a grant and is parceling out trailers to communities that want them under Craigs oversight. It puts a lot of liabilities and financial responsibility on the city. It's hard to imagine a situation where the City would really benefit. Terra Green

talks about the blankets and the beds that we already purchased. They are at the Ferry Terminal and we used our Cares Act funds to purchase those items. From Terra's understanding some of those items may have gotten wet and moldy. She's unsure if anyone has checked on them lately. The mattresses are still in boxes. There are bed frames and lamps. Perry Olson suggests counter acting Craig and offering letting them park a trailer in Coffman Cove with all financial obligations on them. Do we want to give up the indoor space at the Terminal? Yvonne Drozdowicz-Somfleth enters the meeting at 4:45 p.m. Jack Mulcare doesn't believe we should be out any money on it, but to cover the trailer it will be fairly inexpensive on the city's insurance. Jack Mulcare makes a motion to reject the contract. Perry Olson seconds the motion. Roll call vote. Jack Mulcare, yes, Perry Olson, yes, Mikael Ashe, yes, Dawn Rosenlund, yes, Terry Coleman, yes, Yvonne Drozdowicz-Somfleth, yes.

**ALL IN FAVOR, NONE OPPOSED, MOTION PASSES.**

**Public/Council Comment:** Mayor Ashe says he will talk to Brian about storing some things here for them like blankets.

**Executive Session/ Staffing Issues, City Protocol, And Post Office:** Mayor Ashe request only the council members be involved in the executive session. Perry Olson makes a motion to move into the executive session at 4:50 p.m. Dawn Rosenlund seconds that motion. Roll call vote. Jack Mulcare, yes. Perry Olson, yes. Yvonne Drozdowicz-Somfleth, yes. Dawn Rosenlund, yes. Mikael Ashe, yes. Terry Coleman, yes. At 5:54 p.m.

**ALL IN FAVOR, NONE OPPOSED, MOTION PASSED.**

Yvonne Drozdowicz-Somfleth makes a motion to move back into regular council meeting. Perry Olson Second this motion. **ALL IN FAVOR, NONE OPPOSED, MOTION PASSED.**

**Adjourn:** Perry Olson makes a motion to adjourn the meeting. Yvonne Drozdowicz-Somfleth seconds the motion. **ALL IN FAVOR, NONE OPPOSED, MOTION PASSED.** Meeting adjourned at 5:58 p.m.

Signed and Approved this 16<sup>th</sup> day of February, 2023.

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Mayor, Mikael Ashe

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Deputy Clerk, Soiyor Fitzpatrick

City of Coffman Cove  
 Budget Comparison - Current Revision  
 from July 01, 2022 to February 13, 2023  
 Organization Totals

	YTD Actual	Ann Bgt	Ann Bgt Rem
<b>Revenue</b>			
Water / Sewer Revenues	95769.24	181635	85865.76
Other Revenues	0	6801.67	6801.67
Harbor/Dock Revenue - Launch & Parking fees	123	780	657
City Elections	300	400	100
AK Coastal Aggregates Contract	0	2000	2000
Post Office Contract	11162.64	16744	5581.36
Gaming - July 4th Picnic Donations	0	300	300
Gaming	-210	0	210
Gaming - Raffle Revenue	745	0	-745
Garbage Services Revenue	27026.13	65250	38223.87
Garbage Services Revenue - Landfill / Dump Fees	1315.42	2000	684.58
Harbor/Dock Revenue - Annual Moorage	38144.7	44393	6248.3
Harbor/Dock Revenue - Harbor Revenue Electricity	378	300	-78
Harbor/Dock Revenue - Transient Moorage	7372.13	15000	7627.87
Administration	555.23	816.55	261.32
Marine Exchange & AK Coastal Aggregates	2412	2412	0
Land Leases	12934.09	13000	65.91
Building Rentals	7500	7600	100
Equipment Rentals	340	0	-340
Advertising	440	0	-440
Misc. Sales	161	15420	15259
Donations	5710.88	700	-5010.88
Interest Income	0	2118.14	2118.14
Finance Charge Income	640.47	2010	1369.53
GRANT FUNDS State - Library Operating Grant (PI	7000	7000	0
GRANT FUNDS State - Community Assistance	79426.94	73072	-6354.94
GRANT FUNDS State - Shared Fisheries Business	235.31	300	64.69
GRANT FUNDS State - OWL Internet Funds	3583.2	3500	-83.2
GRANT FUNDS State - State of Alaska Elections	0	400	400
GRANT FUNDS Federal - Payment in Lieu of Taxe:	58781.97	49840.63	-8941.34
GRANT FUNDS Federal - NFR-Timber Receipts	0	52879.5	52879.5
GRANT FUNDS - Reuben E. Crossett Grant	0	5000	5000
GRANT FUNDS Federal - Interlibrary Cooperation C	0	5000	5000
GRANT FUNDS Federal - Federal Lands Access Pl	0	200	200
GRANT FUNDS Federal - American Rescue Plan A	24778.92	28257.48	3478.56
GRANT FUNDS Federal - Western Fed Lands - Loq	912046.99	941219.73	29172.74
GRANT FUNDS Federal - USDA/USFS/RAC	90000	90000	0
<b>Total Revenue</b>	<b>1388673.26</b>	<b>1636349.7</b>	<b>247676.44</b>
<b>Expenses</b>			
Salaries	90341.46	151210.95	60869.49
Salaries/ Wages - Stipend	0	27400	27400
Salaries/ Wages - Holiday/Bonus pay	2002.86	2424.73	421.87
Salaries/ Wages - Vacation Pay	0	3298.11	3298.11

Salaries/ Wages - Payroll Taxes	8571.13	14914.17	6343.04
Salaries/ Wages - Workers Compensation	8409	9092.15	683.15
Travel Expense - Per Diem	0	900	900
Travel Expense - Airfare	0	1400	1400
Travel Expense	0	1250	1250
Travel Expense - Training/workshop/conf. fees	0	2500	2500
Equipment - Vehicle & Equipment Fuel	5179.96	5950	770.04
Consulting Fees	975	0	-975
Legal & Lobbyist	914.5	5000	4085.5
Bookkeeping	704.16	333.14	-371.02
Water Testing	993.64	1000	6.36
Contract Services	971534.14	1058707.34	87173.2
Equipment	0	10	10
Equipment - Equipment/ Material Purchase	14584.58	32400	17815.42
Office & Clerical Supplies - Computers/Printers	731.12	3850	3118.88
Maintenance Vehicles & Equip.	4764.22	16300	11535.78
Maintenance Facilities	1573.31	12843.88	11270.57
Equipment - Parts and Tools	3636.6	3900	263.4
Chemicals	3728.8	5781.01	2052.21
Books	1483.46	3500	2016.54
Office & Clerical Supplies - Freight & Postage	1643.95	5203.58	3559.63
Office & Clerical Supplies	706.23	2124.65	1418.42
Office & Clerical Supplies - Copier Supplies	681.02	650	-31.02
Electricity	17343.23	35309.92	17966.69
Dump/ Pumping Fees	13520.74	39575	26054.26
Lift Station Maintenance & Repa	0	5000	5000
Office & Clerical Supplies - Telephone	6603.94	11266.26	4662.32
Office & Clerical Supplies - Internet Access/ Web	30930.68	6793.57	-24137.11
Operating Expenses - Garbage Expense	3374.5	4679	1304.5
Operating Expenses - Water/ Sewer Expense	560	5886.25	5326.25
Operating Expenses - Heating Oil & Firewood	12645.35	18187.1	5541.75
Operating Expenses - General liability	3213.32	17073.09	13859.77
Operating Expenses - Facility Insurance	24607	5749.27	-18857.73
Equipment - Vehicle & Equipment Insurance	3326.3	4176.3	850
Operating Expenses - Crime insurance	400	452.6	52.6
Childrens Programs	500	1000	500
Licenses/Fees/ Subscriptions	6344.52	2977.49	-3367.03
Advertising and Publications	0	3000	3000
Bank Fees - Bank Service Charge	104.54	361.98	257.44
Bank Fees - Merchant Bank Card Fees	5119.93	5100	-19.93
Total Expenses	1251753.19	1538531.54	286778.35
Excess (Deficit) of Revenue over Expenses	136920.07	97818.16	-39101.91

Fund Administration

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Other Revenues	0	6801.67	6801.67
City Elections	300	400	100
AK Coastal Aggregates Contract	0	2000	2000
Administration	555.23	816.55	261.32

Marine Exchange & AK Coastal Aggregates	2412	2412	0
Land Leases	12934.09	13000	65.91
Building Rentals	0	300	300
Advertising	440	0	-440
Misc. Sales	7	15420	15413
Donations	1000	300	-700
Interest Income	0	618.14	618.14
Finance Charge Income	640.47	0	-640.47
GRANT FUNDS State - Community Assistance	79426.94	73072	-6354.94
GRANT FUNDS State - Shared Fisheries Business	235.31	300	64.69
GRANT FUNDS State - State of Alaska Elections	0	400	400
GRANT FUNDS Federal - Payment in Lieu of Taxe:	58781.97	49840.63	-8941.34
GRANT FUNDS Federal - NFR-Timber Receipts	0	26439.75	26439.75
GRANT FUNDS Federal - Federal Lands Access P	0	100	100
GRANT FUNDS Federal - American Rescue Plan A	28540.42	25757.48	-2782.94
Total Revenue	185273.43	217978.22	32704.79

#### Expenses

Salaries	21686.41	44000	22313.59
Salaries/ Wages - Holiday/Bonus pay	665.56	891.32	225.76
Salaries/ Wages - Vacation Pay	0	1000	1000
Salaries/ Wages - Payroll Taxes	2072.8	4500	2427.2
Salaries/ Wages - Workers Compensation	514.18	1000	485.82
Travel Expense - Per Diem	0	500	500
Travel Expense - Airfare	0	500	500
Travel Expense - Training/workshop/conf. fees	0	500	500
Consulting Fees	975	0	-975
Legal & Lobbyist	914.5	5000	4085.5
Bookkeeping	704.16	333.14	-371.02
Equipment - Equipment/ Material Purchase	583.88	0	-583.88
Office & Clerical Supplies - Computers/Printers	731.12	3500	2768.88
Maintenance Facilities	0	43.88	43.88
Office & Clerical Supplies - Freight & Postage	180	553.58	373.58
Office & Clerical Supplies	247.88	1574.65	1326.77
Office & Clerical Supplies - Copier Supplies	0	400	400
Electricity	1249.48	1350.67	101.19
Office & Clerical Supplies - Telephone	2121.64	2181.86	60.22
Office & Clerical Supplies - Internet Access/ Web	3708.28	5953.57	2245.29
Operating Expenses - Garbage Expense	882	800	-82
Operating Expenses - Water/ Sewer Expense	80	1086.25	1006.25
Operating Expenses - Heating Oil & Firewood	1794	1439.28	-354.72
Operating Expenses - General liability	354.29	1213.7	859.41
Operating Expenses - Facility Insurance	2162	699.27	-1462.73
Operating Expenses - Crime insurance	400	452.6	52.6
Licenses/Fees/ Subscriptions	5076.77	1432.49	-3644.28
Advertising and Publications	0	3000	3000
Bank Fees - Bank Service Charge	104.54	361.98	257.44
Total Expenses	47208.49	84268.24	37059.75
Excess (Deficit) of Revenue over Expenses	138064.94	133709.98	-4354.96

Fund Streets & Roads

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
GRANT FUNDS Federal - NFR-Timber Receipts	0	26439.75	26439.75
GRANT FUNDS Federal - Federal Lands Access Pr	0	100	100
GRANT FUNDS Federal - Western Fed Lands - Log	912046.99	941219.73	29172.74
GRANT FUNDS Federal - USDA/USFS/RAC	90000	90000	0
Total Revenue	1002046.99	1057759.48	55712.49
Expenses			
Salaries	3094.6	8000	4905.4
Salaries/ Wages - Payroll Taxes	286.67	750	463.33
Salaries/ Wages - Workers Compensation	928.87	500	-428.87
Equipment - Vehicle & Equipment Fuel	926.66	1500	573.34
Contract Services	956505.83	1046219.7	89713.87
Equipment - Equipment/ Material Purchase	450.24	3000	2549.76
Maintenance Vehicles & Equip.	1804.52	1000	-804.52
Equipment - Parts and Tools	3000	3000	0
Office & Clerical Supplies - Freight & Postage	202.85	350	147.15
Electricity	870.04	1500	629.96
Operating Expenses - General liability	354.29	1700	1345.71
Equipment - Vehicle & Equipment Insurance	379	600	221
Total Expenses	968803.57	1068119.7	99316.13
Excess (Deficit) of Revenue over Expenses	33243.42	-10360.22	-43603.64

#### Fund Water/Sewer

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Water / Sewer Revenues	95769.24	181635	85865.76
Equipment Rentals	340	0	-340
Finance Charge Income	0	10	10
Total Revenue	96109.24	181645	85535.76
Expenses			
Salaries	29670.31	55859.21	26188.9
Salaries/ Wages - Holiday/Bonus pay	223.91	217.75	-6.16
Salaries/ Wages - Vacation Pay	0	462	462
Salaries/ Wages - Payroll Taxes	2778.16	4500	1721.84
Salaries/ Wages - Workers Compensation	2737.88	2500	-237.88
Travel Expense - Per Diem	0	400	400
Travel Expense - Airfare	0	900	900
Travel Expense - Training/workshop/conf. fees	0	1000	1000
Equipment - Vehicle & Equipment Fuel	1399.69	1500	100.31
Water Testing	993.64	1000	6.36
Contract Services	15028.31	12487.64	-2540.67
Equipment - Equipment/ Material Purchase	3094.44	13000	9905.56
Maintenance Vehicles & Equip.	46.08	200	153.92
Maintenance Facilities	1573.31	5000	3426.69
Equipment - Parts and Tools	62.99	0	-62.99
Chemicals	3728.8	5781.01	2052.21

Office & Clerical Supplies - Freight & Postage	1042.26	1700	657.74
Electricity	7908.15	20000	12091.85
Dump/ Pumping Fees	2250	7500	5250
Lift Station Maintenance & Repa	0	5000	5000
Office & Clerical Supplies - Telephone	1065.46	3538.82	2473.36
Operating Expenses - Garbage Expense	0	132	132
Operating Expenses - Heating Oil & Firewood	1847.24	4000	2152.76
Operating Expenses - General liability	354.29	3500	3145.71
Operating Expenses - Facility Insurance	2988	750	-2238
Equipment - Vehicle & Equipment Insurance	520.66	400	-120.66
Licenses/Fees/ Subscriptions	1247.75	1500	252.25
Bank Fees - Merchant Bank Card Fees	5119.93	5100	-19.93
Total Expenses	85681.26	157928.43	72247.17
Excess (Deficit) of Revenue over Expenses	10427.98	23716.57	13288.59

Fund Garbage/Waste

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Garbage Services Revenue	27026.13	65250	38223.87
Garbage Services Revenue - Landfill / Dump Fees	1315.42	2000	684.58
Misc. Sales	154	0	-154
Interest Income	0	1500	1500
Finance Charge Income	0	2000	2000
Total Revenue	28495.55	70750	42254.45
Expenses			
Salaries	6335	10000	3665
Salaries/ Wages - Holiday/Bonus pay	223.91	225.37	1.46
Salaries/ Wages - Vacation Pay	0	721.5	721.5
Salaries/ Wages - Payroll Taxes	607.99	0	-607.99
Salaries/ Wages - Workers Compensation	1051.44	855	-196.44
Equipment - Vehicle & Equipment Fuel	1460.06	1800	339.94
Equipment - Equipment/ Material Purchase	0	3000	3000
Maintenance Vehicles & Equip.	0	3000	3000
Equipment - Parts and Tools	0	150	150
Dump/ Pumping Fees	11270.74	32000	20729.26
Operating Expenses - General liability	733.29	1800	1066.71
Equipment - Vehicle & Equipment Insurance	379	650	271
Total Expenses	22061.43	54201.87	32140.44
Excess (Deficit) of Revenue over Expenses	6434.12	16548.13	10114.01

Fund Fire Department

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Donations	522	100	-422
Total Revenue	522	100	-422
Expenses			

Equipment - Vehicle & Equipment Fuel	0	200	200
Equipment	0	10	10
Equipment - Equipment/ Material Purchase	31.77	500	468.23
Maintenance Vehicles & Equip.	0	500	500
Maintenance Facilities	0	1000	1000
Electricity	505.81	850	344.19
Office & Clerical Supplies - Telephone	528.53	600	71.47
Operating Expenses - Heating Oil & Firewood	3146.25	3200	53.75
Operating Expenses - General liability	0	1450	1450
Operating Expenses - Facility Insurance	1726	300	-1426
Equipment - Vehicle & Equipment Insurance	758	921.22	163.22
Total Expenses	6696.36	9531.22	2834.86
Excess (Deficit) of Revenue over Expenses	-6174.36	-9431.22	-3256.86

Fund Post Office

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Post Office Contract	11162.64	16744	5581.36
Total Revenue	11162.64	16744	5581.36
Expenses			
Salaries	11650.08	21000	9349.92
Salaries/ Wages - Holiday/Bonus pay	217.75	435.49	217.74
Salaries/ Wages - Vacation Pay	0	147.69	147.69
Salaries/ Wages - Payroll Taxes	1101.06	2204.35	1103.29
Salaries/ Wages - Workers Compensation	482.88	950	467.12
Office & Clerical Supplies - Computers/Printers	0	350	350
Office & Clerical Supplies	22.98	200	177.02
Office & Clerical Supplies - Copier Supplies	486.1	150	-336.1
Electricity	538.26	996.87	458.61
Office & Clerical Supplies - Telephone	770.46	678.72	-91.74
Operating Expenses - Garbage Expense	55	132	77
Operating Expenses - Water/ Sewer Expense	80	960	880
Operating Expenses - Heating Oil & Firewood	0	1161.39	1161.39
Operating Expenses - General liability	354.29	615.04	260.75
Total Expenses	15758.86	29981.55	14222.69
Excess (Deficit) of Revenue over Expenses	-4596.22	-13237.55	-8641.33

Fund Parks & Recreation

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Total Revenue	0	0	0
Expenses			
Salaries	1169.5	2205.21	1035.71
Salaries/ Wages - Payroll Taxes	108.74	121.38	12.64
Salaries/ Wages - Workers Compensation	683.87	325	-358.87
Equipment - Vehicle & Equipment Fuel	279.69	300	20.31

Equipment - Equipment/ Material Purchase	3244.3	3600	355.7
Maintenance Vehicles & Equip.	46.08	600	553.92
Equipment - Parts and Tools	0	250	250
Electricity	329.03	340	10.97
Dump/ Pumping Fees	0	75	75
Operating Expenses - Water/ Sewer Expense	80	960	880
Operating Expenses - General liability	354.29	1600	1245.71
Total Expenses	6295.5	10376.59	4081.09
Excess (Deficit) of Revenue over Expenses	-6295.5	-10376.59	-4081.09

#### Fund Library

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Donations	4188.88	200	-3988.88
GRANT FUNDS State - Library Operating Grant (PI	7000	7000	0
GRANT FUNDS State - OWL Internet Funds	3583.2	3500	-83.2
GRANT FUNDS - Reuben E. Crossett Grant	0	5000	5000
GRANT FUNDS Federal - Interlibrary Cooperation (	0	5000	5000
GRANT FUNDS Federal - American Rescue Plan A	-2500	2500	5000
Total Revenue	12272.08	23200	10927.92
Expenses			
Salaries	0	146.53	146.53
Salaries/ Wages - Holiday/Bonus pay	0	1.6	1.6
Salaries/ Wages - Payroll Taxes	0	13.44	13.44
Salaries/ Wages - Workers Compensation	0	12.15	12.15
Travel Expense	0	1250	1250
Books	1483.46	3500	2016.54
Office & Clerical Supplies - Freight & Postage	15.99	100	84.01
Office & Clerical Supplies	385.37	300	-85.37
Office & Clerical Supplies - Copier Supplies	194.92	100	-94.92
Electricity	678.84	1222.38	543.54
Office & Clerical Supplies - Telephone	767.88	476.86	-291.02
Office & Clerical Supplies - Internet Access/ Web	26662.4	0	-26662.4
Operating Expenses - Garbage Expense	84.5	100	15.5
Operating Expenses - Water/ Sewer Expense	80	960	880
Operating Expenses - Heating Oil & Firewood	1786.72	2159.48	372.76
Operating Expenses - General liability	0	1500	1500
Operating Expenses - Facility Insurance	2881	0	-2881
Childrens Programs	0	300	300
Total Expenses	35021.08	12142.44	-22878.64
Excess (Deficit) of Revenue over Expenses	-22749	11057.56	33806.56

#### Fund Gaming

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Gaming	-210	0	210
Gaming - Raffle Revenue	745	0	-745

Total Revenue	535	0	-535
Expenses			
Office & Clerical Supplies	50	50	0
Operating Expenses - General liability	0	494.35	494.35
Licenses/Fees/ Subscriptions	20	25	5
Total Expenses	70	569.35	499.35
Excess (Deficit) of Revenue over Expenses	465	-569.35	-1034.35

Fund Clinic

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Building Rentals	7000	7000	0
Total Revenue	7000	7000	0
Expenses			
Maintenance Facilities	0	600	600
Electricity	1382.97	2500	1117.03
Office & Clerical Supplies - Telephone	943.53	2300	1356.47
Operating Expenses - Water/ Sewer Expense	80	0	-80
Operating Expenses - Heating Oil & Firewood	960.75	1500	539.25
Operating Expenses - Facility Insurance	8257	3000	-5257
Total Expenses	11624.25	9900	-1724.25
Excess (Deficit) of Revenue over Expenses	-4624.25	-2900	1724.25

Fund E M S

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Donations	0	100	100
Total Revenue	0	100	100
Expenses			
Travel Expense - Training/workshop/conf. fees	0	1000	1000
Equipment - Vehicle & Equipment Fuel	370.1	250	-120.1
Equipment - Equipment/ Material Purchase	1250	3000	1750
Maintenance Vehicles & Equip.	0	3000	3000
Operating Expenses - General liability	0	450	450
Equipment - Vehicle & Equipment Insurance	520.66	1205.08	684.42
Licenses/Fees/ Subscriptions	0	10	10
Total Expenses	2140.76	8915.08	6774.32
Excess (Deficit) of Revenue over Expenses	-2140.76	-8815.08	-6674.32

Fund Ferry Terminal

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Building Rentals	500	300	-200

Total Revenue	500	300	-200
Expenses			
Electricity	1336.62	2400	1063.38
Operating Expenses - Water/ Sewer Expense	80	960	880
Operating Expenses - Heating Oil & Firewood	1220.77	1000	-220.77
Operating Expenses - General liability	0	450	450
Operating Expenses - Facility Insurance	4497	1000	-3497
Total Expenses	7134.39	5810	-1324.39
Excess (Deficit) of Revenue over Expenses	-6634.39	-5510	1124.39

Fund Harbor/Dock

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Harbor/Dock Revenue - Launch & Parking fees	123	780	657
Harbor/Dock Revenue - Annual Moorage	38144.7	44393	6248.3
Harbor/Dock Revenue - Harbor Revenue Electricity	378	300	-78
Harbor/Dock Revenue - Transient Moorage	7372.13	15000	7627.87
Total Revenue	46017.83	60473	14455.17
Expenses			
Salaries	11967.56	0	-11967.56
Salaries/ Wages - Stipend	0	25000	25000
Salaries/ Wages - Holiday/Bonus pay	223.91	217.74	-6.17
Salaries/ Wages - Vacation Pay	0	326.92	326.92
Salaries/ Wages - Payroll Taxes	1131.58	2100	968.42
Salaries/ Wages - Workers Compensation	770.88	2100	1329.12
Equipment - Vehicle & Equipment Fuel	27.25	100	72.75
Equipment - Equipment/ Material Purchase	4496.81	4300	-196.81
Maintenance Vehicles & Equip.	2821.45	3000	178.55
Maintenance Facilities	0	6200	6200
Office & Clerical Supplies - Freight & Postage	202.85	2500	2297.15
Electricity	2252.28	3600	1347.72
Office & Clerical Supplies - Telephone	205.71	640	434.29
Office & Clerical Supplies - Internet Access/ Web	560	840	280
Operating Expenses - Garbage Expense	2353	3200	847
Operating Expenses - Water/ Sewer Expense	80	960	880
Operating Expenses - General liability	354.29	1000	645.71
Equipment - Vehicle & Equipment Insurance	175	0	-175
Total Expenses	27622.57	56084.66	28462.09
Excess (Deficit) of Revenue over Expenses	18395.26	4388.34	-14006.92

Fund Maintenance/Shop

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Total Revenue	0	0	0
Expenses			

Salaries	3793	10000	6207
Salaries/ Wages - Holiday/Bonus pay	447.82	435.46	-12.36
Salaries/ Wages - Vacation Pay	0	640	640
Salaries/ Wages - Payroll Taxes	393.02	550	156.98
Salaries/ Wages - Workers Compensation	1034	850	-184
Equipment - Vehicle & Equipment Fuel	716.51	300	-416.51
Equipment - Equipment/ Material Purchase	1433.14	2000	566.86
Maintenance Vehicles & Equip.	46.09	5000	4953.91
Equipment - Parts and Tools	573.61	500	-73.61
Electricity	291.75	550	258.25
Office & Clerical Supplies - Telephone	200.73	850	649.27
Operating Expenses - Garbage Expense	0	315	315
Operating Expenses - Heating Oil & Firewood	1889.62	3726.95	1837.33
Operating Expenses - General liability	354.29	1300	945.71
Operating Expenses - Facility Insurance	2096	0	-2096
Equipment - Vehicle & Equipment Insurance	593.98	400	-193.98
Licenses/Fees/ Subscriptions	0	10	10
Total Expenses	13863.56	27427.41	13563.85
Excess (Deficit) of Revenue over Expenses	-13863.56	-27427.41	-13563.85

#### Fund Special Events

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Gaming - July 4th Picnic Donations	0	300	300
Total Revenue	0	300	300
Expenses			
Childrens Programs	500	700	200
Total Expenses	500	700	200
Excess (Deficit) of Revenue over Expenses	-500	-400	100

#### Fund Council

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Total Revenue	0	0	0
Expenses			
Salaries	975	0	-975
Salaries/ Wages - Stipend	0	2400	2400
Salaries/ Wages - Payroll Taxes	91.11	175	83.89
Salaries/ Wages - Workers Compensation	205	0	-205
Total Expenses	1271.11	2575	1303.89
Excess (Deficit) of Revenue over Expenses	-1271.11	-2575	-1303.89

#### Fund Grants

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem

Revenue			
GRANT FUNDS Federal - American Rescue Plan A	-1261.5	0	1261.5
Total Revenue	-1261.5	0	1261.5
Expenses			
Total Expenses	0	0	0
Excess (Deficit) of Revenue over Expenses	-1261.5	0	1261.5

Fund 01 Administration Department 01 Rev & Exp

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Other Revenues	0	6801.67	6801.67
City Elections	300	400	100
AK Coastal Aggregates Contract	0	2000	2000
Administration	555.23	816.55	261.32
Marine Exchange & AK Coastal Aggregates	2412	2412	0
Land Leases	12934.09	13000	65.91
Building Rentals	0	300	300
Advertising	440	0	-440
Misc. Sales	7	15420	15413
Donations	1000	300	-700
Interest Income	0	618.14	618.14
Finance Charge Income	640.47	0	-640.47
GRANT FUNDS State - Community Assistance	79426.94	73072	-6354.94
GRANT FUNDS State - Shared Fisheries Business	235.31	300	64.69
GRANT FUNDS State - State of Alaska Elections	0	400	400
GRANT FUNDS Federal - Payment in Lieu of Taxe:	58781.97	49840.63	-8941.34
GRANT FUNDS Federal - NFR-Timber Receipts	0	26439.75	26439.75
GRANT FUNDS Federal - Federal Lands Access Pl	0	100	100
GRANT FUNDS Federal - American Rescue Plan A	28540.42	25757.48	-2782.94
Total Revenue	185273.43	217978.22	32704.79
Expenses			
Salaries	21686.41	44000	22313.59
Salaries/ Wages - Holiday/Bonus pay	665.56	891.32	225.76
Salaries/ Wages - Vacation Pay	0	1000	1000
Salaries/ Wages - Payroll Taxes	2072.8	4500	2427.2
Salaries/ Wages - Workers Compensation	514.18	1000	485.82
Travel Expense - Per Diem	0	500	500
Travel Expense - Airfare	0	500	500
Travel Expense - Training/workshop/conf. fees	0	500	500
Consulting Fees	975	0	-975
Legal & Lobbyist	914.5	5000	4085.5
Bookkeeping	704.16	333.14	-371.02
Equipment - Equipment/ Material Purchase	583.88	0	-583.88
Office & Clerical Supplies - Computers/Printers	731.12	3500	2768.88
Maintenance Facilities	0	43.88	43.88
Office & Clerical Supplies - Freight & Postage	180	553.58	373.58
Office & Clerical Supplies	247.88	1574.65	1326.77
Office & Clerical Supplies - Copier Supplies	0	400	400

Electricity	1249.48	1350.67	101.19
Office & Clerical Supplies - Telephone	2121.64	2181.86	60.22
Office & Clerical Supplies - Internet Access/ Web	3708.28	5953.57	2245.29
Operating Expenses - Garbage Expense	882	800	-82
Operating Expenses - Water/ Sewer Expense	80	1086.25	1006.25
Operating Expenses - Heating Oil & Firewood	1794	1439.28	-354.72
Operating Expenses - General liability	354.29	1213.7	859.41
Operating Expenses - Facility Insurance	2162	699.27	-1462.73
Operating Expenses - Crime insurance	400	452.6	52.6
Licenses/Fees/ Subscriptions	5076.77	1432.49	-3644.28
Advertising and Publications	0	3000	3000
Bank Fees - Bank Service Charge	104.54	361.98	257.44
Total Expenses	47208.49	84268.24	37059.75
Excess (Deficit) of Revenue over Expenses	138064.94	133709.98	-4354.96

Fund 02 Streets & Roads Department 01 Rev & Exp

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
GRANT FUNDS Federal - NFR-Timber Receipts	0	26439.75	26439.75
GRANT FUNDS Federal - Federal Lands Access Pi	0	100	100
GRANT FUNDS Federal - Western Fed Lands - Loç	912046.99	941219.73	29172.74
GRANT FUNDS Federal - USDA/USFS/RAC	90000	90000	0
Total Revenue	1002046.99	1057759.48	55712.49
Expenses			
Salaries	3094.6	8000	4905.4
Salaries/ Wages - Payroll Taxes	286.67	750	463.33
Salaries/ Wages - Workers Compensation	928.87	500	-428.87
Equipment - Vehicle & Equipment Fuel	926.66	1500	573.34
Contract Services	956505.83	1046219.7	89713.87
Equipment - Equipment/ Material Purchase	450.24	3000	2549.76
Maintenance Vehicles & Equip.	1804.52	1000	-804.52
Equipment - Parts and Tools	3000	3000	0
Office & Clerical Supplies - Freight & Postage	202.85	350	147.15
Electricity	870.04	1500	629.96
Operating Expenses - General liability	354.29	1700	1345.71
Equipment - Vehicle & Equipment Insurance	379	600	221
Total Expenses	968803.57	1068119.7	99316.13
Excess (Deficit) of Revenue over Expenses	33243.42	-10360.22	-43603.64

Fund 03 Water/Sewer Department 01 Rev & Exp

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Water / Sewer Revenues	95769.24	181635	85865.76
Equipment Rentals	340	0	-340
Finance Charge Income	0	10	10
Total Revenue	96109.24	181645	85535.76

Expenses			
Salaries	29670.31	55859.21	26188.9
Salaries/ Wages - Holiday/Bonus pay	223.91	217.75	-6.16
Salaries/ Wages - Vacation Pay	0	462	462
Salaries/ Wages - Payroll Taxes	2778.16	4500	1721.84
Salaries/ Wages - Workers Compensation	2737.88	2500	-237.88
Travel Expense - Per Diem	0	400	400
Travel Expense - Airfare	0	900	900
Travel Expense - Training/workshop/conf. fees	0	1000	1000
Equipment - Vehicle & Equipment Fuel	1399.69	1500	100.31
Water Testing	993.64	1000	6.36
Contract Services	15028.31	12487.64	-2540.67
Equipment - Equipment/ Material Purchase	3094.44	13000	9905.56
Maintenance Vehicles & Equip.	46.08	200	153.92
Maintenance Facilities	1573.31	5000	3426.69
Equipment - Parts and Tools	62.99	0	-62.99
Chemicals	3728.8	5781.01	2052.21
Office & Clerical Supplies - Freight & Postage	1042.26	1700	657.74
Electricity	7908.15	20000	12091.85
Dump/ Pumping Fees	2250	7500	5250
Lift Station Maintenance & Repa	0	5000	5000
Office & Clerical Supplies - Telephone	1065.46	3538.82	2473.36
Operating Expenses - Garbage Expense	0	132	132
Operating Expenses - Heating Oil & Firewood	1847.24	4000	2152.76
Operating Expenses - General liability	354.29	3500	3145.71
Operating Expenses - Facility Insurance	2988	750	-2238
Equipment - Vehicle & Equipment Insurance	520.66	400	-120.66
Licenses/Fees/ Subscriptions	1247.75	1500	252.25
Bank Fees - Merchant Bank Card Fees	5119.93	5100	-19.93
Total Expenses	85681.26	157928.43	72247.17
Excess (Deficit) of Revenue over Expenses	10427.98	23716.57	13288.59

Fund 04 Garbage/Waste Department 01 Rev & Exp

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Garbage Services Revenue	27026.13	65250	38223.87
Garbage Services Revenue - Landfill / Dump Fees	1315.42	2000	684.58
Misc. Sales	154	0	-154
Interest Income	0	1500	1500
Finance Charge Income	0	2000	2000
Total Revenue	28495.55	70750	42254.45
Expenses			
Salaries	6335	10000	3665
Salaries/ Wages - Holiday/Bonus pay	223.91	225.37	1.46
Salaries/ Wages - Vacation Pay	0	721.5	721.5
Salaries/ Wages - Payroll Taxes	607.99	0	-607.99
Salaries/ Wages - Workers Compensation	1051.44	855	-196.44
Equipment - Vehicle & Equipment Fuel	1460.06	1800	339.94
Equipment - Equipment/ Material Purchase	0	3000	3000

Maintenance Vehicles & Equip.	0	3000	3000
Equipment - Parts and Tools	0	150	150
Dump/ Pumping Fees	11270.74	32000	20729.26
Operating Expenses - General liability	733.29	1800	1066.71
Equipment - Vehicle & Equipment Insurance	379	650	271
Total Expenses	22061.43	54201.87	32140.44
Excess (Deficit) of Revenue over Expenses	6434.12	16548.13	10114.01

Fund 05 Fire Department Department 01 Rev & Exp

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Donations	522	100	-422
Total Revenue	522	100	-422
Expenses			
Equipment - Vehicle & Equipment Fuel	0	200	200
Equipment	0	10	10
Equipment - Equipment/ Material Purchase	31.77	500	468.23
Maintenance Vehicles & Equip.	0	500	500
Maintenance Facilities	0	1000	1000
Electricity	505.81	850	344.19
Office & Clerical Supplies - Telephone	528.53	600	71.47
Operating Expenses - Heating Oil & Firewood	3146.25	3200	53.75
Operating Expenses - General liability	0	1450	1450
Operating Expenses - Facility Insurance	1726	300	-1426
Equipment - Vehicle & Equipment Insurance	758	921.22	163.22
Total Expenses	6696.36	9531.22	2834.86
Excess (Deficit) of Revenue over Expenses	-6174.36	-9431.22	-3256.86

Fund 06 Post Office Department 01 Rev & Exp

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Post Office Contract	11162.64	16744	5581.36
Total Revenue	11162.64	16744	5581.36
Expenses			
Salaries	11650.08	21000	9349.92
Salaries/ Wages - Holiday/Bonus pay	217.75	435.49	217.74
Salaries/ Wages - Vacation Pay	0	147.69	147.69
Salaries/ Wages - Payroll Taxes	1101.06	2204.35	1103.29
Salaries/ Wages - Workers Compensation	482.88	950	467.12
Office & Clerical Supplies - Computers/Printers	0	350	350
Office & Clerical Supplies	22.98	200	177.02
Office & Clerical Supplies - Copier Supplies	486.1	150	-336.1
Electricity	538.26	996.87	458.61
Office & Clerical Supplies - Telephone	770.46	678.72	-91.74
Operating Expenses - Garbage Expense	55	132	77
Operating Expenses - Water/ Sewer Expense	80	960	880

Operating Expenses - Heating Oil & Firewood	0	1161.39	1161.39
Operating Expenses - General liability	354.29	615.04	260.75
Total Expenses	15758.86	29981.55	14222.69
Excess (Deficit) of Revenue over Expenses	-4596.22	-13237.55	-8641.33

Fund 07 Parks & Recreation Department 01 Rev & Exp

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Total Revenue	0	0	0
Expenses			
Salaries	1169.5	2205.21	1035.71
Salaries/ Wages - Payroll Taxes	108.74	121.38	12.64
Salaries/ Wages - Workers Compensation	683.87	325	-358.87
Equipment - Vehicle & Equipment Fuel	279.69	300	20.31
Equipment - Equipment/ Material Purchase	3244.3	3600	355.7
Maintenance Vehicles & Equip.	46.08	600	553.92
Equipment - Parts and Tools	0	250	250
Electricity	329.03	340	10.97
Dump/ Pumping Fees	0	75	75
Operating Expenses - Water/ Sewer Expense	80	960	880
Operating Expenses - General liability	354.29	1600	1245.71
Total Expenses	6295.5	10376.59	4081.09
Excess (Deficit) of Revenue over Expenses	-6295.5	-10376.59	-4081.09

Fund 08 Library Department 01 Rev & Exp

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Donations	4188.88	200	-3988.88
GRANT FUNDS State - Library Operating Grant (PI	7000	7000	0
GRANT FUNDS State - OWL Internet Funds	3583.2	3500	-83.2
GRANT FUNDS - Reuben E. Crossett Grant	0	5000	5000
GRANT FUNDS Federal - Interlibrary Cooperation (	0	5000	5000
GRANT FUNDS Federal - American Rescue Plan A	-2500	2500	5000
Total Revenue	12272.08	23200	10927.92
Expenses			
Salaries	0	146.53	146.53
Salaries/ Wages - Holiday/Bonus pay	0	1.6	1.6
Salaries/ Wages - Payroll Taxes	0	13.44	13.44
Salaries/ Wages - Workers Compensation	0	12.15	12.15
Travel Expense	0	1250	1250
Books	1483.46	3500	2016.54
Office & Clerical Supplies - Freight & Postage	15.99	100	84.01
Office & Clerical Supplies	385.37	300	-85.37
Office & Clerical Supplies - Copier Supplies	194.92	100	-94.92
Electricity	678.84	1222.38	543.54
Office & Clerical Supplies - Telephone	767.88	476.86	-291.02

Office & Clerical Supplies - Internet Access/ Web	26662.4	0	-26662.4
Operating Expenses - Garbage Expense	84.5	100	15.5
Operating Expenses - Water/ Sewer Expense	80	960	880
Operating Expenses - Heating Oil & Firewood	1786.72	2159.48	372.76
Operating Expenses - General liability	0	1500	1500
Operating Expenses - Facility Insurance	2881	0	-2881
Childrens Programs	0	300	300
Total Expenses	35021.08	12142.44	-22878.64
Excess (Deficit) of Revenue over Expenses	-22749	11057.56	33806.56

Fund 09 Gaming Department 01 Rev & Exp

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Gaming	-210	0	210
Gaming - Raffle Revenue	745	0	-745
Total Revenue	535	0	-535
Expenses			
Office & Clerical Supplies	50	50	0
Operating Expenses - General liability	0	494.35	494.35
Licenses/Fees/ Subscriptions	20	25	5
Total Expenses	70	569.35	499.35
Excess (Deficit) of Revenue over Expenses	465	-569.35	-1034.35

Fund 10 Clinic Department 01 Rev & Exp

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Building Rentals	7000	7000	0
Total Revenue	7000	7000	0
Expenses			
Maintenance Facilities	0	600	600
Electricity	1382.97	2500	1117.03
Office & Clerical Supplies - Telephone	943.53	2300	1356.47
Operating Expenses - Water/ Sewer Expense	80	0	-80
Operating Expenses - Heating Oil & Firewood	960.75	1500	539.25
Operating Expenses - Facility Insurance	8257	3000	-5257
Total Expenses	11624.25	9900	-1724.25
Excess (Deficit) of Revenue over Expenses	-4624.25	-2900	1724.25

Fund 11 E M S Department 01 Rev & Exp

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Donations	0	100	100
Total Revenue	0	100	100

Expenses			
Travel Expense - Training/workshop/conf. fees	0	1000	1000
Equipment - Vehicle & Equipment Fuel	370.1	250	-120.1
Equipment - Equipment/ Material Purchase	1250	3000	1750
Maintenance Vehicles & Equip.	0	3000	3000
Operating Expenses - General liability	0	450	450
Equipment - Vehicle & Equipment Insurance	520.66	1205.08	684.42
Licenses/Fees/ Subscriptions	0	10	10
Total Expenses	2140.76	8915.08	6774.32
Excess (Deficit) of Revenue over Expenses	-2140.76	-8815.08	-6674.32

Fund 12 Ferry Terminal Department 01 Rev & Exp

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Building Rentals	500	300	-200
Total Revenue	500	300	-200
Expenses			
Electricity	1336.62	2400	1063.38
Operating Expenses - Water/ Sewer Expense	80	960	880
Operating Expenses - Heating Oil & Firewood	1220.77	1000	-220.77
Operating Expenses - General liability	0	450	450
Operating Expenses - Facility Insurance	4497	1000	-3497
Total Expenses	7134.39	5810	-1324.39
Excess (Deficit) of Revenue over Expenses	-6634.39	-5510	1124.39

Fund 13 Harbor/Dock Department 01 Rev & Exp

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Harbor/Dock Revenue - Launch & Parking fees	123	780	657
Harbor/Dock Revenue - Annual Moorage	38144.7	44393	6248.3
Harbor/Dock Revenue - Harbor Revenue Electricity	378	300	-78
Harbor/Dock Revenue - Transient Moorage	7372.13	15000	7627.87
Total Revenue	46017.83	60473	14455.17
Expenses			
Salaries	11967.56	0	-11967.56
Salaries/ Wages - Stipend	0	25000	25000
Salaries/ Wages - Holiday/Bonus pay	223.91	217.74	-6.17
Salaries/ Wages - Vacation Pay	0	326.92	326.92
Salaries/ Wages - Payroll Taxes	1131.58	2100	968.42
Salaries/ Wages - Workers Compensation	770.88	2100	1329.12
Equipment - Vehicle & Equipment Fuel	27.25	100	72.75
Equipment - Equipment/ Material Purchase	4496.81	4300	-196.81
Maintenance Vehicles & Equip.	2821.45	3000	178.55
Maintenance Facilities	0	6200	6200
Office & Clerical Supplies - Freight & Postage	202.85	2500	2297.15
Electricity	2252.28	3600	1347.72

Office & Clerical Supplies - Telephone	205.71	640	434.29
Office & Clerical Supplies - Internet Access/ Web	560	840	280
Operating Expenses - Garbage Expense	2353	3200	847
Operating Expenses - Water/ Sewer Expense	80	960	880
Operating Expenses - General liability	354.29	1000	645.71
Equipment - Vehicle & Equipment Insurance	175	0	-175
Total Expenses	27622.57	56084.66	28462.09
Excess (Deficit) of Revenue over Expenses	18395.26	4388.34	-14006.92

Fund 14 Maintenance/Shop Department 01 Rev & Exp

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
<b>Revenue</b>			
Total Revenue	0	0	0
<b>Expenses</b>			
Salaries	3793	10000	6207
Salaries/ Wages - Holiday/Bonus pay	447.82	435.46	-12.36
Salaries/ Wages - Vacation Pay	0	640	640
Salaries/ Wages - Payroll Taxes	393.02	550	156.98
Salaries/ Wages - Workers Compensation	1034	850	-184
Equipment - Vehicle & Equipment Fuel	716.51	300	-416.51
Equipment - Equipment/ Material Purchase	1433.14	2000	566.86
Maintenance Vehicles & Equip.	46.09	5000	4953.91
Equipment - Parts and Tools	573.61	500	-73.61
Electricity	291.75	550	258.25
Office & Clerical Supplies - Telephone	200.73	850	649.27
Operating Expenses - Garbage Expense	0	315	315
Operating Expenses - Heating Oil & Firewood	1889.62	3726.95	1837.33
Operating Expenses - General liability	354.29	1300	945.71
Operating Expenses - Facility Insurance	2096	0	-2096
Equipment - Vehicle & Equipment Insurance	593.98	400	-193.98
Licenses/Fees/ Subscriptions	0	10	10
Total Expenses	13863.56	27427.41	13563.85
Excess (Deficit) of Revenue over Expenses	-13863.56	-27427.41	-13563.85

Fund 15 Special Events Department 01 Rev & Exp

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
<b>Revenue</b>			
Gaming - July 4th Picnic Donations	0	300	300
Total Revenue	0	300	300
<b>Expenses</b>			
Childrens Programs	500	700	200
Total Expenses	500	700	200
Excess (Deficit) of Revenue over Expenses	-500	-400	100

Fund 17 Council Department 01 Rev & Exp

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
Total Revenue	0	0	0
Expenses			
Salaries	975	0	-975
Salaries/ Wages - Stipend	0	2400	2400
Salaries/ Wages - Payroll Taxes	91.11	175	83.89
Salaries/ Wages - Workers Compensation	205	0	-205
Total Expenses	1271.11	2575	1303.89
Excess (Deficit) of Revenue over Expenses	-1271.11	-2575	-1303.89

Fund 19 Grants Department 01 Rev & Exp

	Year To Date		
	YTD Actual	Ann Bgt	Ann Bgt Rem
Revenue			
GRANT FUNDS Federal - American Rescue Plan A	-1261.5	0	1261.5
Total Revenue	-1261.5	0	1261.5
Expenses			
Total Expenses	0	0	0
Excess (Deficit) of Revenue over Expenses	-1261.5	0	1261.5

City of Coffman Cove  
 Client Subsidiary Aging  
 as of February 13, 2023  
 01-00-1300 Administration-Accounts Receivable -Administration/Other

Client Number	Client Name	0 - 30	30 - 60	60 - 90	Over 90	Total
01-00-1300 Administration-Accounts Receivable						
apt0000	A P & T	50	0	0	0	50
a5blazeking0000	A5 Blaze King	0	0	0	10	10
alaskacommu0000	Alaska Communications Internet	0	0	0	-250	-250
artsfestiva0000	Arts Festival	33.77	0	0	0	33.77
ashemike0000	Ashe, Mike	0	0	0	-129	-129
backcountry0000	Backcountry Construction	0	0	0	-20	-20
bakerbrad0000	Baker, Brad	0	0	0	25	25
batemanbill0000	Bateman, Bill and Lynn	88	0	0	0	88
beardjames0000	Beard, James & Susan	40	0	0	0	40
boycetom0000	Boyce, Tom	50	50	50	290	440
bradleyjerr0000	Bradley, Jerry & Stephanie	80	-81	0	0	-1
brandtjohn0000	Brandt, John	6140	0	0	0	6140
brockstepha0000	Brock, Stephanie	0	0	0	-80.5	-80.5
brouillette0000	Brouillette, Albert	40	40	0	0	80
bruckerbret0000	Brucker, Brett	30	0	0	0	30
buchananjoe0000	Buchanan, Joel*	21	0	0	0	21
burgessmich0000	Burgess, Micheal*	8410	0	0	0	8410
Burrows	Burrows, Larry	0	0	0	-4	-4
carterbrian0000	Carter, Brian	90	90	90	450	720
cartershane0000	Carter, Shane & Christine	80	143	0	0	223
carverevanj0000	Carver, Evan & Jamie	160	0	0	0	160
colemanron0000	Coleman, Ron	0	0	0	11	11
collinskurt0000	Collins, Kurt	-225	0	0	0	-225
crookshanks0000	Crookshanks, Verne	0	-1505	0	0	-1505
departmento0000	Department of Transportation St	80	0	0	80	160
dubesandy0000	Dube, Sandy	11	0	0	0	11
edwardsonch0000	Edwardson, Charles	0	0	0	-73	-73
embryjames0000	Embry, James	0	0	0	22	22
fitzpatrick0000	Fitzpatrick, Jon	0	0	0	708	708
greenkenper0000	Green, Ken-Personal	0	0	0	59	59
hillroyjane0000	Hill, Roy & Janet	0	0	0	11	11
holbrookrus0000	Holbrook, Russ	113	0	0	0	113
holtmansmar0000	Holtman's Marine	0	0	0	10	10
housermatth0000	Houser, Matthew	0	0	0	58.5	58.5
inmantimjan0000	Inman, Jan	0	0	0	22	22
islandairex0000	Island Air Express*	0	0	0	120	120
jjcharters0000	J & J Charters	0	0	1054	0	1054
jankemichae0000	Janke, Michael & Kathy	0	0	0	265	265
johnsonmary0000	Johnson, Mary Lou	80	0	0	0	80
johnstonrus0000	Johnston, Russ	80	0	0	0	80
kaiserpaul0000	Kaiser, Paul	-943	0	0	0	-943
kellerkit0000	Keller, Kit	91	0	0	0	91
kiewit0000	Kiewit	0	0	0	-10	-10
kilanowskij0000	Kilanowski, Jerry	80	0	0	0	80

koonrpa0000	Koonrad, Paige	33	33	0	0	66
lainhartroc0000	Lainhart, Rocky/Adams, Holly	0	0	0	1060	1060
leachleonar0000	Leach, Leonard	80	0	0	0	80
lewistammy0000	Lewis, Tammy	108	108	83	154	453
littelldonl0000	Littell, Donley	10	10	10	50	80
lyonbill0000	Lyon, Bill	50	4	0	0	54
lyonken0000	Lyon, Ken	0	0	0	-11	-11
mcelfreshro0000	McElfresh, Rob	8410	0	0	0	8410
McGraw	McGraw, Josh	0	0	0	20	20
mcnishkim0000	McNish, Kim	25	-105	0	0	-80
melendyfait0000	Melendy, Faith/Hurliman, Jeff	0	0	-261	0	-261
Mesquite Magnif	Mesquite Magnificent 7, LLC	0	0	0	-2610	-2610
metoyermich0000	Metoyer, Michael	33	44	0	0	77
middelstadt0000	Middelstadt, Pamela	40	40	40	0	120
millerkrcho0000	Miller, K.C. & Rhonda	80	0	0	0	80
moodyraymon0000	Moody, Raymond	25	25	0	0	50
mulcarejack0000	Mulcare, Jack & Stone, Elizabetl	182	0	0	0	182
newcovenant0000	New Covenant Church	0	-149	0	0	-149
oberhanslyl0000	Oberhansly, Lucas	130	130	0	374	634
ottedonnada0000	Otte, Donna & David	0	0	0	-19	-19
PacS	Pacific Seafood	0	0	0	86	86
pagemichell0000	Page, Michelle*	80	0	0	0	80
petersonlar0000	Peterson, Larry	0	0	0	-10	-10
reubenecros0000	Reuben E. Crossett Grant	0	0	0	10124	10124
ricejohnny0000	Rice, Johnny	43	0	0	0	43
riginshack0000	Riggin' Shack	0	-374	0	0	-374
rocknroadco0000	Rock N Road Construction	0	0	88.8	0.04	88.79
rowlandrobe0000	Rowland, Robert	120	48	0	0	168
scottheitma0000	Scott Heitman	0	0	0	216.6	216.6
seislandsch0000	SE Island School District	216	0	0	0	216
searhc0000	SEARHC	7000	0	0	0	7000
shannonpat0000	Shannon, Pat	0	0	0	-176	-176
smithclevep0000	Smith, Diana (Cleve Smith Prop	80	80	80	520	760
smithstepha0000	Smith, Stephan	65	0	76	22	163
southeastav0000	Southeast Aviation	0	0	0	50	50
seroadb0000	Southeast Road Builders, Inc.	0	0	0	150	150
sullivansea1000	Sullivan, Sean & Susan	0	0	0	110	110
sunriseavia0000	Sunrise Aviation	0	0	0	10	10
thompsondon0000	Thompson, Donna/Otte David	0	0	0	-56	-56
welserkurt0000	Welser, Kurt	25	25	25	0	75
wetherbeefr0000	Wetherbee, Frank	123	0	0	0	123
wilburngary0000	Wilburn, Gary	0	0	0	8	8
wilsonbrian0000	Wilson, Brian Jr.	102	113	102	40	357
wilsonroxyb0000	Wilson, Roxy & Brian	0	-160	0	0	-160
yockeybills0000	Yockey, Bill & Sara	-80	0	0	0	-80
		31659.8	-1391	1438	11687	43394
Client Number	Client Name	0 - 30	30 - 60	60 - 90	Over 90	Total
03-00-1302 Water/Sewer-Accour						
adamsoned0000	Adamson, Ed	103	0	0	0	103
arnoldmark0000	Arnold, Mark	80	0	0	0	80
bakerwillia0000	Baker, William SEAK LLC	80	0	0	0	80

batemanfore0000	Bateman, Forest & Sarah	80	0	0	0	80
becklindenn0000	Becklin, Dennis	80	80	0	22.95	183
boycetom0000	Boyce, Tom	0	0	0	2830	2830
brouillette0000	Brouillette, Albert	0	0	0	-101	-101
carterbrian0000	Carter, Brian	0	0	0	9397	9397
cawooddebra0000	Cawood, Debra	131	0	0	0	131
departemento0000	Department of Transportation St	0	0	0	80	80
finnpennysc0000	Finn, Penny & Scheid, David	29	0	0	0	29
gearysteve0000	Geary, Steve	80	0	0	0	80
hedgesjerry0000	Hedges, Jerry	113	80	91	80	364
jjcharters0000	J & J Charters	240	240	0	-3479	-2999
kingshaynes0000	King, Shayne S.	0	0	0	-2.5	-2.5
LeachP	Leach, Perry	0	0	0	960	960
littelldonl0000	Littell, Donley	0	0	0	4230	4230
luxruth0000	Lux, Ruth	80	80	80	129	369
Mesquite Magnif	Mesquite Magnificent 7, LLC	0	0	0	2610	2610
middelstadt0000	Middelstadt, Pamela	0	0	0	-40	-40
noltetroy0000	Nolte, Troy	146	179	76	0	401
nortonwilli0000	Norton, William & Susan	40	40	40	3100	3220
olsonperry0000	Olson, Perry	80	0	0	0	80
petersmike0000	Peters, Mike	-20	0	0	0	-20
piercebill0000	Pierce, Bill	40	40	40	3900	4020
rimcoconstr0000	Rimco Construction	174	0	0	0	174
rosenlundda0000	Rosenlund, Dawn	80	0	0	0	80
sandbacksco0000	Sandback, Scott & Mary Jo	0	-80	0	0	-80
sisdteacher1000	SISDTeacher Housing #2	80	80	0	0	160
sisdteacher2000	SISDTeacher Housing #3 Trailer	91	0	0	0	91
smithclevep0000	Smith, Diana (Cleve Smith Prop	0	0	0	3390	3390
sneathenbil0000	Sneathen, Bill (Collections)	40	40	40	6876	6996
streulichar0000	Streuli, Charlie	80	0	0	0	80
twitchellke0000	Twitchell, Ken	20	20	20	0	60
twitchellsh0000	Twitchell, Shannon	50	50	50	4293	4443
warmermike0000	Warner, Mike	130	0	0	0	130
websterlind0000	Webster, Linda	91	0	0	0	91
wrightrandy0000	Wright, Randy Sr. Cabin	80	0	0	0	80
wrightrandy1000	Wright, Randy*	80	0	0	0	80
		2378	849	437	40525	44189
Client Number	Client Name	0 - 30	30 - 60	60 - 90	Over 90	Total

04-00-1301 Garbage/Waste-Acc

baararthur0000	Baar, Arthur*	0	0	0	-9	-9
carterbrian0000	Carter, Brian	0	0	0	74	74
forehandtuc0000	Forehand, Tucker	-7	0	0	0	-7
pricealex0000	PRICE, ALEX	21	53	22	214	310
wilburngary0000	Wilburn, Gary	0	0	0	-18.5	-18.5
		14	53	22	260.5	349.5

## 2023 Projected Library Improvements & Activities

- Wednesday Library w/Students Book 2 really developing!
- Gutters replaced after '22 storm damage (M. Warner volunteered free labor)
- Ramp area COVERED (the wires are NOT in the way)
- NEW Non-skid – entire walkway of porch, ramp, & steps FRONT DOOR and BACK DOOR areas
- Backdoor exit – clear away brush - create safe trail about 25%
- Snow shovel (not plastic)
- Rug shampooer
- Hot water 'on-demand' supplied in bathroom
- printer to be accessed by both patron computers
- Interior paint job by volunteers begun (Alaska Section and entryway)
- Connect the computer to the internet via fiber optics/ethernet
- Organize library supplies and list out what we need
- Window screens for the windows in front of the computers, children's room and back windows
- Post library activities, new books list around town and on Facebook to encourage people to visit the library
- Teach patrons how to access the Alaska Digital Library
- "Little Lending Library" in harbor area
- Library sign in harbor area
- Annual Community Library Open House 'Potluck'
- Booth & Raffle at Arts & Seafood Festival
- Booth & Raffle at Holiday Bazaar
- Cupboards re-organized and labeled = 50%
- Back room re-organized, containers labeled= 0%
- Large book shelf emptied and painted for young adult area
- Children's' book sections better organized and labeled
- 'Arctic Region' bookshelf below Alaska Collection
- Coffman Cove photos/books history/display in the library entry area just begun
- LIBRARY painted on NW side of library building
- Chess and Checker Boards moved to young adult area
- Chess and/or Checkers afternoon/evening in the library
- Re-train patrons on check-out/check-in process (not passing on books)
- ~~Automatic check-out machine for library books and DVDs~~ OPPS!
- Copy paper and ink for printer donations continuing
- Coffee, tea, cocoa supplies donations continuing

**CITY OF COFFMAN COVE  
RESOLUTION 23 09**

A RESOLUTION Adopting a new water and sewer business plan dated 16<sup>TH</sup>, 2023 for the City of Coffman Cove, AK,

WHEREAS; a business plan provides the city with the information necessary to better understand the direction of the operations, management and finances of the city's water utility, among other purposes; and

WHEREAS; the public interest relies on the city's ability to operate a self-supporting utility operation, and the city expects the anticipated user fees to support the operations and maintenance of the utility with limited or no subsidy from the general fund; and

WHEREAS; the city has participated in the development of the water and sanitation utility business plan for the City of Coffman Cove, Alaska.

BE IT RESOLVED; the council hereby adopts The City of Coffman Cove Water Sewer Operations Business Plan including the water usage rates within and intends to utilize the plan in the day-to-day management of the utility once facility improvements are completed.

PASSED and APPROVED by the City of Coffman Cove Council this 16<sup>th</sup> day of February , 2023.

\_\_\_\_\_  
Mayor, Mikael Ashe

ATTEST:

\_\_\_\_\_  
Soiyor Fitzpatrick, Deputy Clerk

**Re: CAPSIS**

mikael Ashe <mikaelseatc@gmail.com>

Thu 2/2/2023 11:01 AM

To: Terra Green <treasurer@ccalaska.com>

We may need to add this to our Tuesday special meeting if it's due before our regular scheduled council meeting. If not, we can look at it at the workshop and pass something at our February 17 regular council meeting.

Mikael

On Thu, Feb 2, 2023 at 9:40 AM Terra Green <treasurer@ccalaska.com> wrote:

Good Morning,

I finally got the login for CAPSIS, I have copied and pasted what the page looks like. The City Council needs to make some decisions on what project to add.

Our Red List Items:

1. Water/Sewer

- Treatment Plant upgrades
- Water/Sewer Extension (location(s))
- Pump station upgrades

2. City Roads

- Repairs
- Extensions

3. Fire Department/EMS Systems

- Upgraded equipment
- Supplies
- Repairs

4. Harbor

- Repairs
- Extensions
- Improvements
- Boat haul-out
- Boat launch, second side

Our Orange List Items:

1. Post Office

- Different mail delivery system
- Become a full Fed. Post Office
- Addition to existing building for storage and more PO Boxes

2. City Parking

- City wide parking policy
- Parking enforcement(enforcement through court systems)

3. City Owner Land

- Possible uses

4. Logger Lane Phase 2 Paving

- Water/sewer extension
- Culverts

# **Draft Business Plan**

**Completed: January 2023**

**Applicable Project: 19ER31 and 21ES94**

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## Water System Improvements



Prepared by:  
CRW Engineering Group, LLC  
Anchorage, AK

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- Appendix A: Resolution and City Ordinance
- Appendix B: Financial Statements

## Acronyms

ACS	American Community Survey
ADEC	Alaska Department of Environmental Conservation
ADLWD	Alaska Department of Labor and Workforce Development
ARWA	Alaska Rural Water Association
AWWMA	Alaska Water Wastewater Management Association
CEU	Continuing Education Credit
City	City of Coffman Cove
CRW	CRW Engineering Group, LLC
DCCED	Department of Commerce, Community, and Economic Development.
DCRA	Alaska Department of Community and Regional Affairs
EPA	Environmental Protection Agency
ft	foot
FY	fiscal year
O&M	operations and maintenance
PVC	Polyvinyl chloride
R&R	repairs and replacement
RMW	Remote Main Worker
RUBA	Rural Utility Business Advisor Program
VSW	State of Alaska Village Safe Water
WST	water storage tank
WTP	water treatment plant

## Section 1 Executive Summary

This Business Plan takes a comprehensive look at the City of Coffman Cove (City), Alaska, and examines the financial ability of the community to sustain upgrades to its Water Treatment Plant (WTP). The City owns and manages the Utility and is in good standing with the State of Alaska, Dept. of Commerce, Division of Corporations, Business, and Professional Licensing.

The City was incorporated in 1989 as a second-class city within the Prince of Wales-Hyder Census Area. The City is responsible for the administration of local government, including the Water Utility. The primary components of the utility include a river intake at Chum Creek, raw water transmission main WTP, water storage tanks (WST), and a community-wide piped water system. Residences and businesses use septic systems for wastewater treatment. The City owns and has successfully operated the utility since 1989.

The City is currently working in cooperation with the State of Alaska Village Safe Water Program (VSW) to upgrade the “TRIMITE” Water treatment control system and instrumentation in the WTP. The upgrades target systems that are beyond their design life and replacement parts cannot be obtained. The upgraded systems will help resolve existing deficiencies and improve system performance. At this time, no new service connections will be constructed as a result of this project, and the number of customers will remain the same.

The water system upgrade is scheduled to be built over one construction season. The operation of the upgrades does not increase the operational and maintenance (O&M) costs. At this time, no changes to the existing user fees are recommended.

This plan was prepared based on communications with the City Clerk and water operators. *It was approved by City Council on February XXXXX, 2023 and a copy of the Resolution accepting the Business Plan is provided in Appendix A.*

## Section 2 Community Overview

### Location

Coffman Cove is located in the southeast region of the state on Prince of Wales Island, 73 air miles northwest of Ketchikan, and 42 air miles southwest of Wrangell (Figure 1). It lies at approximately 56.014° North Latitude and 132.828° West Latitude and is located within the Prince of Wales-Hyder Census Area. The City encompasses 10.4 square miles of land and 4.5 square miles of water.

Coffman Cove falls within the southeast maritime climate zone, characterized by cool summers, mild winters, and heavy rain throughout the year.



Figure 1 – Location.

### Population & Housing Characteristics

Population data from the Alaska Division of Community and Regional Affairs (DCRA) shows Coffman Cove's current (2021) population to be 187 people. The City is located within the Prince of Wales-Hyder Census Area, with a growth rate of approximately 1.5%. The median age is 58, and 97% of the population identifies as white. Logging support services, government support services, local road construction, tourism, and the local school provide the majority of the employment opportunities. The median household income is \$58,750, with around 10% of residents living below the poverty line (DCRA, 2022). Unemployment rates are around 3.6% (American Community Survey 5-Year Estimates, 2021).

There are approximately 180 housing units in the City, with many occupied year-round and some occupied seasonally.

### Selected Statistics – City of Coffman Cove, Alaska

Selected demographic and historical data are provided in Table 1.

**Table 1 – Select Demographic and Historical Data.**

<b>Population<sup>1</sup></b>	
2042 (Estimated)	256
2021	187
2018	168
2010	176
2000	199
1990	186
1980	193
<b>Housing Data</b>	
Occupied Housing <sup>2</sup>	174
Other Vacant Housing <sup>2</sup>	10
Average Household Size	1.5
<b>Economic Data</b>	
Unemployment Rate <sup>2</sup>	3.6%
Median Household income <sup>1</sup>	\$58,750

Source Data: <sup>1</sup>Alaska Division of Community and Regional Affairs 2020  
<sup>2</sup>U.S. Census American Community Survey 2020

## **Transportation Available**

Coffman Cove is located on Prince of Wales Island. Access to the island is provided via a State Ferry landing at Hollis, located about 77 road miles southeast of Coffman Cove. A State-owned seaplane base is available, with scheduled air service from Ketchikan. The closest airport is located near Klawock, about 51 road miles southwest of Coffman Cove. A boat launch and dock are located next to the city center. Freight arrives by cargo plane, boat, and by road from Hollis or Craig.

## **Key Assumptions**

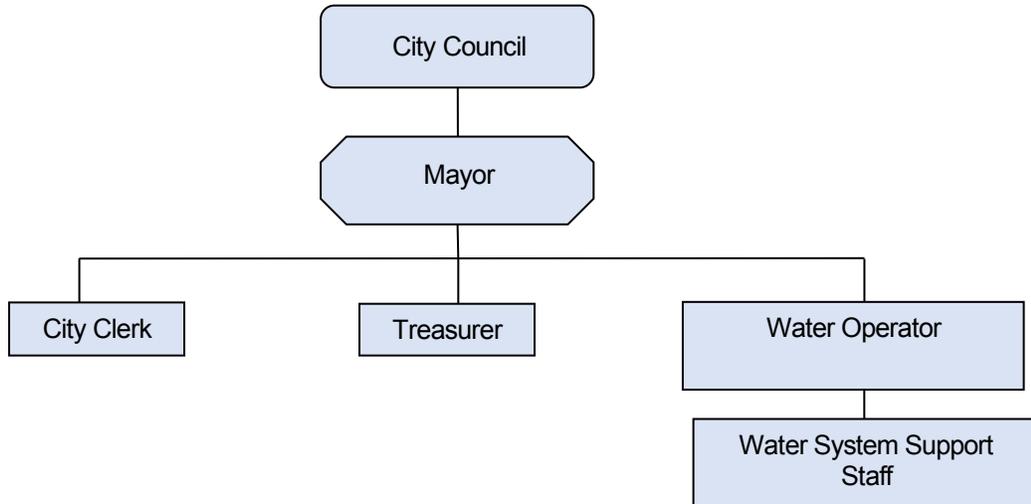
Community-related assumptions are as follows:

- The demographic information obtained from the DCRA community database, and the U.S. Census Bureau 2020 American Community Survey is reliable.
- The community population will continue to grow at the present rate.
- Household incomes will be stable.

## Section 3 Management Structure

### Organizational Chart

The following organizational chart, in Figure 2, illustrates the community oversight and staff relationships of the Water Utility.



**Figure 2 – Coffman Cove Organizational Chart.**

The positions shown on the chart above are not entirely dedicated to the Water Utility. Most of the positions perform other functions for the City. A brief description of the duties relating to the Water Utility are as follows:

The City Council oversees and approves the budget, proposes water rates, and provides recommendations and guidance on the operation of the utility.

The Mayor is the chief administrator of the City and oversees the City Clerk, Treasurer, and Water Operators.

The Clerk is responsible for tracking the water utility finances, issuing and collecting water fees, proper maintenance of accounts receivable, and receipt of cash.

The Treasurer is responsible for payroll, tracking finances, audits, and purchase orders.

The water operator(s) is responsible for operating the water system, minor maintenance, repairs, treating water, ensuring testing requirements are met, and coordinating major maintenance and repairs.

The support staff assist the operators with duties as needed.

## Staffing and Training

Management of the Water Utility is the responsibility of the City. The Mayor and the Water Operator are the key positions for the operation and maintenance of the Water Utility.

### Mayor Duties

The powers and duties of the Mayor include (but are not limited to):

- Appoint, train, hire, promote, layoff, suspend, demote, or remove all employees for the water system according to the policies stated in the Coffman Cove Personnel Policy.
- Prepare and submit to the City Council annual budgets, capital improvements requests, and make recommendations for economical operation of the Water Utility.
- Submit annual fiscal financial statements for the Water Utility to the City Council and post for public review.
- Enforce the rules and regulations relating to the Water Utility.

### Water Operator Duties

The day-to-day operations of the Water Utility are managed by the Head Operator. The powers and duties of the Head Operator include (but are not limited to):

- Conduct routine and preventative maintenance duties.
- Complete a daily maintenance checklist.
- Pump water from the intake to the water plant to meet water demand.
- Mix chemicals and monitor settings.
- Monitor and change/backwash the filters as required.
- Oversee repairs on any motors, pumps, and boilers.
- Conduct water treatment plant housekeeping.
- Complete regulatory monitoring and reporting.
- Coordinate the operator's schedules to ensure there is always an operator is in town.
- Responsible for all tools and equipment and performing a year-end inventory.

## Training

Utility training requirements are established by 18 AAC 74 and are based on the size and complexity of the different systems. A summary of the systems, their classifications, and the required certification levels is shown in Table 2. The proposed upgrades will not change the classification or the training requirements for the utility.

**Table 2 – System Classification and Training.**

System	Classification	Required Certification/Training Level
Water Treatment	Class 2	Water Treatment Operator Class 2
Water Distribution	Class 1	Water Distribution Class 1

The City currently employs two operators for the Water Utility. Their names, roles, current certifications, and the expiration dates for their certifications are shown in Table 3. Ronald has worked for the City since the water and sewer system was installed, and Stephan has worked for the City for 1 year and should be fully certified in the next few months. The operator's training meets current and future requirements.

**Table 3 – Current Operators and Training.**

Operator	Role	Certification	Expiration	CEU Requirement Met
Ronald Rusher	Primary	Water Treatment Operator Class 2	12/31/2024	No
		Water Distribution Level Class 1	12/31/2025	No
		Wastewater Collection Class 1	12/31/2025	No
Stephan Smith	Primary	Water Treatment – Provisional <sup>1</sup>	N/A	N/A
		Wastewater Treatment – Provisional <sup>1</sup>	N/A	N/A
		Wastewater Collection – Provisional <sup>1</sup>	N/A	N/A

Key: N/A – not applicable

<sup>1</sup> - Exam Passed 12/10/2021 or 12/17/2021

There are various training opportunities available, including on-line correspondence and classroom courses through Health Corporations, the State of Alaska, the Alaska Water Wastewater Management Association (AWWMA), and the Alaska Rural Water Association (ARWA).

There are regularly scheduled classes targeting water operations and certification testing given in Anchorage, Fairbanks, and Bethel. Testing can be completed on-line as well through the Proctored Online ABC Certification Exams. Pencil and paper exams are only given a few times per year; however, on-line exams can be taken as requested at approved locations. See the Alaska Department of Environmental Conservation (ADEC) sponsored Alaska Training Coalition Calendar for more information (<https://dec.alaska.gov/water/operator-certification/training-calendar/>).

The top training priority for the City is maintaining Water Treatment Operator Class 2 and Water Distribution Class 1 certifications for the operator(s). To maintain certification, the operators must log hours of experience and acquire at least three continuing education units (CEU) prior to the expiration of their certification.

The estimated costs for Anchorage-based testing or conferences for CEU's can vary but, on average, will cost about \$2,500 per person (\$900 for airfare, \$950 for food and lodging, \$600 for the training, \$20 application fee, and \$30 per exam).

For any new operators, the plan to obtain the operator's certification is as follows:

- 1) Budget \$2,500/year for training.
- 2) Purchase or check out the following reference documents from the ADEC Operator Training & Certification Program Library for the operators to study in advance of additional training.
  - a. Water Treatment Plant Operation, Volume 1, Sixth Edition, Author Ken Kerri
- 3) Routinely check the Alaska Training Coalition Calendar for water system training or coordinate training with the ARWA and nearby communities.
- 4) Take and pass the Water Treatment Operator Class 2 and Water Distribution Class 1 certification.

In addition to the certification training courses, each operator will continue to log their hours of experience and view on-line courses through ARWA or State website links to complete the required continuing education units.

The City Clerk and Treasurer should complete a DCRA approved Utility Management course. The training will provide valuable insight into the management of the Utility. The training is free and is offered

by the Department of Commerce, Community and Economic Development (DCCED), and Rural Business Advisory Program (RUBA) several times a year.

The City does not anticipate any issues with staffing positions related to the water system.

## **Key Assumptions**

Employee-related assumptions are:

- The required training will be available.
- The cost of training will be affordable.
- There will not be significant staff turnover.
- Operators will pass the certification test.
- Essential personnel will be available for hire.

## Section 4 Existing Infrastructure and Proposed Facility Improvements

The following facilities are part of the City's Water Utility: a raw water intake, WSTs, a package WTP, and a piped water distribution system. This Business Plan focuses on the WTP; details on the facility and its condition is provided in the following subsection.

### Water Treatment Plant

The WTP employs a US Filter "TRIMITE" water treatment system control system and instrumentation package treatment unit that provides conventional filtration. The unit was built in 2000 is nearing the end of its useful life. The water treatment process consists of an adsorption clarifier followed by a mixed media filter. The controls are programmable logic controller (PLC) based, and programming and documentation have become an issue of concern as modifications have been implemented with minimal records. Some portions of the control system have stopped working and have workarounds in place: startup and shutdown of the filter system are no longer automatic because the raw and filtered water storage tank level sensors have failed. Additionally, backwashes are initiated manually. The control panels and some system components need to be replaced.

Chemical feed systems inject coagulant and polymer into the influent line to enhance filtration and injects chlorine for disinfection prior to filling the treated water storage tank.

On a regular basis, the solids removed from the water need to be flushed from the treatment unit. This objective is accomplished by backwashing. First, air and then potable water is discharged backwards through the filter media at a high rate to scour and agitate the media, allowing trapped solid matter to be flushed out. The plant's process waste is then discharged to a nearby settling pond before being discharged into Chum Creek.

### Existing Rates

The current (2022) rates for water services are presented in Table 4.

**Table 4 – 2021 Water Rates.**

Customers	Fee	Per
Residential - Piped Water (5,000 gallons/month)	\$80	Month
Residential - Unplumbed	\$40	Month
Commercial User - Piped Water (5,000 gallons/month)	\$80	Month
Bulk Water (per 1,000 gallons)	\$12	Each
Water Service Disconnect/Reconnection Fee	\$25	Each
Service Call	\$85	Hour

Plumbed residential and commercial customers pay the same \$80 fee, the fee includes water usage up to 5,000 gallons/month; additional water is charged at \$12 per 1,000 gallons. Unplumbed customers

pay a \$40 per month base fee and pay \$12 per 1,000 gallons of bulk water used. See Appendix A for a complete list of all water fees (grinder pumps, non-recurring fees, etc.).

## Proposed Facility Improvements

The proposed improvements are limited to WTP system upgrades. The improvements will not change the number of customers, the number of system customers is noted in Table 5 . The upgrades are described in the following section.

### Water Treatment Plant Upgrades

The main WTP upgrade consists of replacing and updating the existing US Filter “TRIMITE” water treatment system control system and instrumentation. Other updates include:

- Replacing the raw water tank level sensor and cable.
- Replacing the filtered water tank level sensor and cable.
- Replacing the raw water flow meter, polymer injection point, raw water flow control valve, and raw water isolation valve (all due to corrosion).
- Replacing and relocating the streaming current detector.
- Replacing the filtered water turbidimeter with new analyzer.
- Replacing pressure switches and use transducer and PLC based control logic for adsorption chamber levels.
- Replacing and relocating filter effluent flow meter to upstairs process area.
- Replacing flow meters.
- Replacing all metallic conduits and fittings with Schedule 80 PVC and nonmetallic flexible conduits.
- Providing the new control panels and motor starters with non-metallic enclosures.
- Adding an inline chlorine system.
- Replacing the chlorine room door and frame.
- Removing chlorine generation equipment, repair building penetrations, and siding coatings.
- Providing ventilation to the chlorine room.
- Providing a humidistat and ventilation for the process room to help keep the room drier and reduce corrosion.
- Relocating the air blower to the control panel side of the process area.
- Replacing original distribution (pressure) pump control panel.
- Providing the plant with WIFI and laptop.
- Providing an automated printout displaying the required ADEC report d.

The design of these upgrades is underway, and construction is anticipated finished within one construction season.

## Key Assumptions

Key assumptions are:

- The WTP will not need to be repaired before constructing the proposed upgrades.
- The project will be funded with grants.
- The project cost will not exceed the available budget.

## Section 5 Financial Data

The City utilizes the accounting software QuickBooks Pro to track customer transactions and system revenue and expenditures. Budgets for the Water Utility are established at the beginning of each fiscal year (FY), July 1, and are then tracked with the use of profit and loss statements. The certified financial statements for the Water Utility accounts receivable records for the fiscal year (FY) 2021 and 2022 were reviewed and are provided in Appendix B.

The City does not have any outstanding debt, water services are paid for through a combination of residential and commercial user fees. The City reports that collection rates are around 80 to 85%% for residential and 100% for commercial water fees. This was verified via evaluation of the customer ledger and averaging the collection rate (total amount paid/total amount owed).

The following financial estimates are preliminary and based on actual income and expenses from FY 2021 and 2022 and estimated operating cost of the proposed systems. The assumption is that there are fully functioning systems in place, serving the entire community. Actual revenues and expenses will vary throughout the life of the facility, and these estimates should not be considered final.

### Estimated Annual Income

The revenue required to support the WTP upgrades will be provided through the collection of user fees. The annual revenue for Water Utility is presented in Table 5.

**Table 5 – Estimated Water System Revenue.**

<b>Customers</b>	<b>Fee</b>	<b>Per</b>	<b># of Customers</b>	<b>Collection Rate</b>	<b>Yearly Revenues</b>
Residential - Piped Water	\$80	Month	144	80%	\$110,592
Residential - Unplumbed	\$40	Month	34	80%	\$13,056
Commercial User - Piped Water	\$80	Month	10	100%	\$9,600
<b>Bulk Water</b>	<b>Fee</b>	<b>Per</b>	<b># of Gallons</b>	<b>Collection Rate</b>	<b>Yearly Revenues</b>
Residential Bulk Water	\$12	1000/gal	22,000	100%	\$3,168
Commercial Bulk Water	\$12	1000/gal	35,000	100%	\$5,040
<b>Other Sources</b>	<b>Fee</b>	<b>Per</b>	<b># of Customers</b>	<b>Collection Rate</b>	<b>Yearly Revenues</b>
Water Disconnect/Reconnect Fee	\$25	Each	Varies	100%	\$500
Service Work	\$85	Hour	Varies	100%	\$15,000
<b>TOTAL</b>					<b>\$157,000<sup>1</sup></b>

Key: <sup>1</sup>Rounded to the nearest \$100

### Estimated Annual Expenses

Two cost categories are incurred in the ongoing operation and upkeep of the Water Utility – operations and maintenance (O&M) and repairs and replacement (R&R).

## Operations and Maintenance

O&M expenses are defined as costs that are incurred on a regular basis to sustain the operation of the Utility. The City will incur a number of expenses relating to the O&M of the Utility. The WTP upgrade will replace existing controls and instrumentation with components that are more energy efficient or equivalent to the unit replaced. For this reason, O&M costs are not expected to change. The replacement components are likely to end up slightly reducing costs; however, for the purpose of this Business Plan, the costs are assumed to be the same.

A summary of the anticipated O&M costs for the Water Utility, including the WTP upgrades, is shown in Table 6. These values have been reviewed by an engineer and are determined to be reasonable.

**Table 6 – Annual O&M Estimates for the Water Utility.**

<b>Expense Category</b>	<b>Annual Estimate<sup>1</sup></b>
Administration	\$13,700
Labor	\$45,300
Miscellaneous Materials	\$8,900
Electricity	\$13,200
Heating Fuel	\$5,800
Water Treatment	\$6,700
Sewage Treatment	\$5,300
Insurance	\$4,700
Other	\$5,300
<b>Total Annual Expenses</b>	<b>\$108,900</b>

Key: <sup>1</sup>Rounded to the nearest \$100

The City will work with the water operators, the Engineer, and the Remote Maintenance Worker program to develop a critical spare parts list for the proposed upgrades. The O&M costs have been reviewed by an engineer and is determined to be reasonable.

## Repairs and Replacement

R&R costs are those expenses defined generally as items costing more than \$1,000 and having a lifespan of no greater than 10 years. These costs are considered capital costs that will be depreciated over the useful life of the item. The equipment associated with the WTP upgrades have life spans of 20 years, hence do not require a repair and replacement schedule. A list of the equipment associated with the WTP upgrades and the expected lifespan is listed in Table 7. The R&R information has been reviewed by an engineer and is determined to be reasonable.

The community currently has approximately \$220,000 saved in a separate R&R account and has deemed this a sufficient amount for any system repairs and purchasing of replacement parts. Because of this the City is not actively contributing to the R&R account. As R&R funds are used, they will be replaced with profits until the account has returned to a sufficient amount. Critical spare parts will be obtained as needed with R&R funds.

**Table 7 – WTP Upgraded Equipment and Useful Life.**

Description of Equipment	Useful Life	
Filter Control Panel	20	years
Pump Motor Starter Panel	20	years
Raw Water Tank Level Sensor & Cable	20	years
Filtered Water Tank Level Sensor & Cable	20	years
Streaming Current Detector	20	years
Filtered Water Turbidimeter Analyzer	20	years

The operation of the WTP does have associated R&R costs. Equipment in the WTP that has an associated R&R schedule is listed in Table 8.

**Table 8 – WTP Equipment R&R Equipment List.**

Description of Equipment	Number	Cost <sup>1</sup>	Useful Years of Life	Annual cost to set aside <sup>2</sup>
Distribution pressure pumps (3)	3	\$6,000	10	\$600
Coagulant pump	1	\$2,000	5	\$400
Polymer pump	1	\$2,000	5	\$400
Chlorine pumps (2)	2	\$4,000	5	\$800
Chlorine transfer pump	1	\$2,000	5	\$400
<b>Total amount to set aside annually for major R&amp;R costs</b>				<b>\$2,600</b>

Key: <sup>1</sup>Rounded to the nearest \$1,000

<sup>2</sup>Rounded to the nearest \$100

## Time Line / Design Life of Major Components

The WTP upgrades have a 20-year lifespan. Maintenance will have a positive effect on the design life.

## Net Operating Income

The net operating income for the Water Utility, including the WTP upgrades, is shown in Table 9.

**Table 9 – Net Operating Income of the Water Utility.**

Revenue - Water Utility	
Residential	\$126,816
Commercial	\$14,640
Other	\$15,500
<b>Total Revenue</b>	<b>\$157,000<sup>1</sup></b>
Expenses	
Annual O&M Costs - WTP	\$108,900
Annual R&R Costs - WTP	\$2,700
<b>Total Expense</b>	<b>\$111,600<sup>1</sup></b>
<b>Net Operating Income</b>	<b>\$45,400</b>

Key: <sup>1</sup>Rounded to the nearest \$1,000

Based on the most recent financial statements, the finances of the utility are sound, and the identification of subsidy funds is not necessary.

## **Key Assumptions**

Financial assumptions are:

- In accordance with the City ordinances, service will be terminated for nonpayment.
- The number of commercial accounts will not decrease.
- 80% collection rate for residential services.
- 100% collection rate for commercial services.

## **Section 6 Legal Authority & Issues**

### **Ownership**

The City of Coffman Cove has one hundred percent ownership of the Coffman Cove Water Utility and all facilities and equipment. The proposed upgrades to the utility will also be owned by the City.

### **Ordinances Related to New Project**

The City of Coffman Cove has ordinances in place for the existing Water Utility. No new ordinances are required for the construction or operation of the proposed project.

### **Special Permits, Licenses, and Regulations**

The City has identified the following issues to address and resolve prior to construction of the proposed improvements:

- The need for ADEC review and approval of project plans and specifications.

### **Key Assumptions**

Key assumptions are:

- The City of Coffman Cove will continue to own and operate the Water Utility.
- The ADEC will continue to be the regulatory authority for public water and wastewater systems in the State of Alaska.

## **Section 7 Interagency Relationships**

### **Involvement of Other Agencies**

#### **Involvement in Design and Construction Phases**

The project is being funded through a combination of State and Federal funds. The Environmental Protection Agency (EPA) is the lead agency for the project and will oversee the design and construction of the improvements. The VSW Program will provide technical review services and administer the State's 25% match in the project.

#### **Involvement in Ongoing Operations**

The City will maintain ownership and responsibility for the operation and maintenance of all upgraded facilities under this project.

#### **Funding of Major Components**

The majority of funding, 75%, will be provided by the EPA. There will be 25% matching funds available through ADEC, Village Safe Water.

#### **Regulatory Agencies**

The primary regulatory agency for water and sewer utilities is the ADEC. ADEC regulates a wide array of environmental areas. Of particular concern for this project are the agency's regulatory authority over water quality, testing standards, wastewater disposal, operator training standards, and engineering plan approval.

#### **Replacement Agencies**

The replacement of major capital improvements at the end of their design life has not been considered in this business plan.

### **Key Assumptions**

Key interagency assumptions are:

- Each agency is able to participate fully when needed.
- Staff from Coffman Cove will be available to work with agency representatives.

## Section 8 Summary

### Wrap-up

The proposed upgrade project will be considered complete when the new WTP systems are installed and the facility is permitted and operational.

No rate increases are required at this time.

### Timelines

The design of the WTP upgrades is in progress, with construction targeted to be completed over one season.

### Ability to Pay

Based on the DCRA Community Database, the median household income is \$58,750. The monthly utility rate of \$80 (water) represents 1.6% of the median household income; this is below the 4% preferred by the State. The \$80 utility rate is currently met by the community. Table 10 provides a breakdown of household expenses.

**Table 10 – Cost of Living/ Resident Ability to Pay.**

Description		Average Monthly Rate	Times Paid per Year	Annual Amount
Median Household Income <sup>1</sup>		\$4,896	12	<b>\$58,750</b>
Household Expenses	% of Income			
Rent	18.4%	\$900	12	\$10,800
Food	24.3%	\$275	52	\$14,300
Electricity	3.7%	\$180	12	\$2,160
Fuel	4.1%	\$600	4	\$2,400
Water	1.6%	\$80	12	\$960
Airfares	3.6%	\$700	3	\$2,100
Clothing	0.9%	\$500	1	\$500
Gifts/Holidays	1.0%	\$600	1	\$600
Other	3.1%	\$150	12	\$1,800
<b>Total Median Expenses</b>				<b>\$35,620</b>
<b>Surplus/(Deficit)</b>				<b>\$23,130</b>

Key: <sup>1</sup> Source DCRA – American Community Survey 5-year Average 2016-2020

## Key Assumptions

Key assumptions related to community impact are:

- The median household income from the 2015-2019 ACS Census statistics is accurate.
- The estimated household expenses are representative of the typical household.
- There will be no significant increase in the cost of fuel for car or air transportation.
- This plan has not considered the potential effect of natural disasters such as fire, flood, and earthquake.

## Section 9 References

Department of Community and Commerce and Economic Development [DCCED]/Division of Community and Regional Affairs [DCRA]. 2022. Community Profile: <https://dcra-cdo-dcced.opendata.arcgis.com/>. (May 2022).

American Community Survey 5-Year Estimates Data Profile. U.S. Census Bureau. Five Year Estimates – for 2015 to 2020.

# **Appendix A**

## **Resolution and City Ordinance**

***Placeholder for City Resolution  
adopting the Business Plan.  
To be included in the Final Business  
Plan.***

**City of Coffman Cove  
Utility Rates & Fees  
Schedule A**

**Plumbed:**

- \$50 Water or frost-free hydrant, up to 5,000 gallons per month
- \$15 Sewer
- \$15 Septic up to 5,000 gallons water used,

**Total: W/S/S = \$80/MONTH ACTIVE OR INACTIVE**

**Usage over 5,000 gallon per month will be charged at the rate of 10% per unit (1,000 gallons). This charge applies to water, sewer and septic fees.**

**Unplumbed**

- \$12 **per unit** up to 1000 gallons-purchase of bulk water
- \$40 **per** stub-out
- \$40 **per** lot with frontage on any road with service lines

**Service Work**

- \$25 **per disconnect/reconnect** after **one free** disconnect/ reconnect per year, per service.
- \$40 per hour (1hour minimum) for any unscheduled service work. Includes, but not limited to: thawing, cleaning, disconnects, reconnects, repairs, etc.
- \$85 **per hour** backhoe time. Any repair/service work that involves equipment use and/ or parts will be billed at cost plus operators time.

**Meter Rate**

Installation is at owner's expense for all new installs & upgrades to full service regardless of type of extent of work required.

**Grinder Pumps**

- \$2000 plus \$120 shipping (Price subject to change according to rate changes)
- \$1500 rebuilt grinder pump

Any repair/service work that involves equipment use and/or parts will be billed at cost plus operators time.

**Bills are issued monthly and are due on or before the last Friday of each month. Any past due balance will be charged a late charge of \$10. Customers tendering payment with a non-sufficient funds check will be charged a fee equal to the corresponding bank charges.**

**Unit = 1,000 gallons**

# Title VII

## Utilities

### Chapters:

Chapter 7.01	Water rates
Chapter 7.02	Sewer rates
Chapter 7.03	Coffman Cove Water & Sewer Department
Chapter 7.04	Rules and Regulations for Water & Sewer
Chapter 7.05	Sanitation Service

### Chapter 7.01

#### Water Rates

### Sections:

7.01.010	Charges for service
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#### **Section 7.01.010 Charges for service**

The following monthly water rates shall apply under this chapter.

#### A. Residential

1. Per family dwelling or unit is charged per month. Note: Residential schedule is restricted to service used exclusively for general domestic purposes.

#### B. Non-Residential

1. Non- Residential includes bed and breakfasts, offices, beauty shops, stores, etc.
2. All service connections to customers shall be charged the actual costs of materials, equipment and labor.

### Chapter 7.02

## **Sewer Rates**

Sections:

7.02.010 Charges for service

### **Section 7.02.010 Charges for service**

The rate and charges provided for in this section shall be collected from the owner, occupants and users of the premises within the jurisdiction of the City of Coffman Cove and shall go into effect at such time as the services and or other matters creating the charges are provided by the City of Coffman Cove.

#### **A. Billing, adjustments and refund**

1. No adjustments in customer's monthly billing rate will be made except upon the written request of the customer. The customer shall be responsible for notifying the city of any changes in their establishment which may require a change in the monthly billing rate.
2. Upon written request, a monthly billing rate shall be adjusted by the city if good cause is shown for such adjustment. If the customer's rate is adjusted, refunds will only be made from the date the adjustment was requested in writing.

#### **B. Penalty for violation**

1. Any person found to be violating any provisions of this chapter shall be served by the City of Coffman Cove with a written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in the notice, permanently cease all violations.
2. It is unlawful for any person to continue any violations beyond the time limit of (14) fourteen days. The (14) fourteen day limitation shall not apply when the violation constitutes a clear and present danger to public health. (Such clear and present danger is unlawful.)
3. Any person violating any of the provisions of this chapter shall become liable to the city for any expense, loss or damage occasioned the city by reason of such violation.

C. Schedule of rates and charges

1. The monthly rate shall be computed on the basis of a fee per unit, dwelling or fraction thereof for class A and B users who are provided service by the municipal collection and treatment system.

(Ordinance 94-3)

**Chapter 7.03**

**Coffman Cove Water & Sewer Utility Department**

Sections:

7.03.010	Background
7.03.020	Establishment
7.03.030	Coffman Cove city council powers and duties
7.03.040	Compensation
7.03.050	Meetings
7.03.060	Audit
7.03.070	Separation of funds
7.03.080	Rules and regulations

**Section 7.03.010 Background**

The Coffman Cove city council has acted to establish Coffman Cove water and sewer utility department, hereafter referred to as the utility department, to provide for health and welfare of the residents of Coffman Cove. The city council shall oversee and manage the Coffman Cove water and sewer system.

**Section 7.03.020 Establishment**

The Coffman Cove city council shall operate, maintain, construct, replace and manage (collect user payments) for the Coffman Cove water and sewer utility department in accordance with these provisions.

**Section 7.03.030 Coffman Cove City Council powers and duties**

The city council shall:

- A. Operate, maintain, construct, repair and replace the city owned utility system.
- B. Appoint, retain, hire, promote, layoff, suspend, demote, or remove all employees of the Coffman Cove water and sewer utility department.
- C. Each year, prepare, pass and make available to the public an annual budget and capitol improvement program of the utility. Make available to Alaska state legislature and Governor a capitol improvement request for the utility department.
- D. Administer the utility department's budget and capitol improvement program as enacted.
- E. Formulate and enforce the general rules and policies for the utility department practices within the City of Coffman Cove. The council shall generally have full and complete responsibility of all the systems and their operations and fiscal affairs. This includes the utility department's maintenance, operation, expansion, extension and improvements.
- F. Study, decide and implement public utility matters such as, but not limited to, rates, fiscal matters, personnel staffing, labor and relations, expansion or extension of services and public relations.
- G. Purchase and sell property as needed. Real property regulations set in Title IV, Coffman Cove Code of Ordinances, apply.
- H. Assume such other authority and perform such other duties related to water and sewer utility department.

**Section 7.03.040                      Compensation**

When the utility department's matters are part of the agenda of a regular city council meeting, the compensation shall not be separate but shall be part of the regular city council compensation.

**Section 7.03.050 Meetings**

- A. The Coffman Cove water and sewer utility department shall be part of the agenda of regular monthly council meetings.
- B. The City Treasurer shall report on the utility department's monthly revenues and expenditures, payment records of customers and other utility concerns.
- C. Special and emergency meetings concerning the utility department shall be held as the need arises.

**Section 7.03.060 Audit**

The Coffman Cove city council may provide for an annual independent audit of the accounts and financial transaction of the utility department. Copies of the audit shall be available to the public upon request.

**Section 7.03.070 Separation of funds**

- A. The utility shall have separate records. Accounts shall be maintained by the city to reflect financial conditions of the utility, including income and expenses.

**Section 7.03.080 Rules and regulations**

- A. The city council shall adopt rules and regulations for the orderly and efficient operation of the utility department.
- B. The city council may establish rules and regulations imposing fines or penalties for violations. Rules or regulations must be publicized in accordance with the procedures set in paragraph "c" of this section.
- C. All proposed rules and regulations, including additions, deletions, amendments and modification of existing rules and regulations shall be considered only after public notice and hearing. Public

notices shall be accomplished by posting prominently in at least three public places within the community of Coffman Cove, Alaska. A descriptive summary of proposed rules and regulations or regulations, including the date and time of the public hearing by the city council shall be included as well as a statement that the full text of the proposed rules or regulations are available for public inspection at the Coffman Cove City Hall. The proposed rules and regulations shall take effect upon the date set in the notices as approved by the city council.

## **Chapter 7.04**

### **Rules and Regulations for Water & Sewer**

#### **Sections:**

7.04.010	Definitions
7.04.020	Service area
7.04.030	Ownership of a utility system
7.04.040	Administration and enforcement
7.04.050	Description of service
7.04.060	Classification of service
7.04.070	Public access and utility easement
7.04.080	Access to property
7.04.090	Immunities preserved
7.04.100	Services
7.04.110	Water meters
7.04.120	Unusual demands
7.04.130	Resale of utilities
7.04.140	Main extensions
7.04.150	Customer utility service agreement
7.04.160	Utility rates
7.04.170	Establishment of credit and deposit
7.04.180	Billing and payment
7.04.190	Notices and complaint procedures
7.04.200	Non-sufficient funds check
7.04.210	Late fee
7.04.220	Termination of service by customer order – removed
7.04.230	Disconnection of service
7.04.240	Temporary disconnection
7.04.250	Termination of service of unsafe customer facilities

7.04.260	Termination of service of water wastes
7.04.270	Termination of service detrimental to others
7.04.280	Termination of service fraud or abuse
7.04.290	Termination of service for unauthorized reconnections
7.04.300	Restoration of service
7.04.310	Responsibility of equipment
7.04.320	Mainlines
7.04.330	Community septic tanks
7.04.340	Fire hydrants
7.04.350	Penalties
7.04.360	Suspension of rules
7.04.370	Constitutionality and saving clause
	ATTACHMENTS

## **Section 7.04.010                      Definitions**

Unless the context requires otherwise, the following definitions apply to this chapter:

- A.     Applicant: The person or person’s firm or corporation making applications for utility server from the City of Coffman Cove under terms of the regulations.
- B.     Billing period: An interval of approximately one month between successive billing dates as established by the utility department, except for beginning or final billing periods.
- C.     Bulk water: Water purchased in large quantities at irregular intervals (at least 500 gallons).
- D.     City: The City of Coffman Cove, state recognized second class city.
- E.     City Council: The seven member governing body of the City of Coffman Cove, Alaska
- F.     Cross connection: Any physical connection between the water system or another water source and the sewer system.
- G.     Customer, user or property owner: An Applicant who has been accepted and who receives utility service from the city. By being accepted and receiving services, a customer or user thereby

agrees to abide by the terms set forth in these regulations. In all cases the property owner will be considered the responsible party.

- H. Customer service line: The line, pump, septic tank, equipment, fittings and valves from the mainline connection to and within the dwelling, not to include water meters.
- I. Delinquent:: All “past due” amounts and associated finance or late charges, for billing purposes, from one billing cycle which are received by the utility department as of the close of the subsequent billing cycle
- J. Potable water: Water filtered and treated and suitable for consumption. The water meets current standards set by Alaska Utility Department of Environmental Conservation for public drinking water.
- K. Septic lagoon: An open containment cell, or cells, for the disposal and treatment of septic waste.
- L. Solid waste: Garbage, rubbish, paper and waste material including all animal and vegetable refuse from food or food preparation, and dead animals.
- M. Utility department: The Coffman Cove city council

**Section 7.04.020                      Service area**

The Coffman Cove Water and Sewer Utility Department’s service area shall be within the corporate limits of the city and contiguous area as is immediately adjacent to the city’s water distribution system. The city may provide service within the city limits that is economic to construct, operate and maintain. The city may provide service to customers outside of the corporate limits of the city on terms and conditions acceptable to the city council. The service area may be changed by an amendment to the Certificate of Public Convenience and necessity approved by the Alaska Public Utilities Commission.

**Section 7.04.030                      Ownership of Utility Systems**

All utility system components including water and sewer mains, valves, fittings, equipment, meters, except customers’ service lines, as defined in section 7.04.010 (H), are the property of the city of Coffman Cove.  
(Ordinance 15-04)

**Section 7.04.040****Administration and enforcements**

- A. These rules and regulations shall be administered and enforced by the city council.
- B. A current file of rates adopted by the city council shall be available for public inspection during regular business hours at the Coffman Cove city office.
- C. The city council may adopt additional regulations, provisions and procedures pertaining to water and sewer they deem proper.

**Section 7.04.050****Description of service**

The Coffman Cove City Council shall provide the following services

- A. Water distribution system: the city shall provide a safe and fully operational water distribution system to users within the utility service area. The water distribution system shall meet the following requirements:
  - 1. Quantity: As far as reasonably possible, a continuous and sufficient supply of water shall be supplied to customers at adequate pressure.

Neither the city nor the city council shall be liable for damage resulting from interruption in water service due to improvements, repairs, shortages of supply, or other unseen circumstances. Whenever possible, all customers to be potentially affected by an interruption in service will be notified prior to shutdown. Local notices posted in at least three public places and word of mouth shall be used.
  - 2. Quality: Safe water shall be provided at all times. Treatment of potable water shall include filtration and chlorination.
  - 3. Water service preference: In the event of potable water shortage, the city has the right to give preferences in the matter of furnishing services to customers.

The order of greater preference, within the confinement of the system, is as follows:

Primary users:

- A. School and health facilities.

Secondary users:

- A. Private residences
- B. Businesses and commercial users
- C. Other transient users and special contract users (lowest priority)

Potable water storage shall be conserved to ensure an uninterrupted supply to the primary users.

- B. Sewer collection system: The city shall provide safe and fully operational sewer collection systems to users in the service area. The sewer collection systems shall be able to handle normal sanitary wastes discharged to it without freezing, plugging, or otherwise affecting building drain lines under normal operating conditions
  - 1. Septic tanks: A septic tank is required on any property located on the outfall system. No septic tanks shall be installed in the Right of Way. The septic tank must be installed on the property owners lot, prior to any water service connections being made. Purchase and installation of septic tanks will be the responsibility of the owner. Septic tanks must be of a DEC approved design and capacity that is sufficient for the household or business that the tank will be used for.
  - 2. Septic tank pumping: The city is responsible for pumping all septic tanks on the outfall line. Each property (or service) is charged a monthly septic pumping fee to offset the cost of pumping the tank. Individual tanks will be checked at least once every three (3) years on a rotating basis by subdivision. Septic tanks will be pumped as required by the DEC Approval to Operator Permit.

- A. If your septic tank requires being pumped more than once every three years the pumping shall be done at the owner's expense.
- B. Notice of intent to pump shall be mailed to each customer 30 days prior to inspection and pumping.
- C. Regularly scheduled inspections and pumping of septic tanks is mandatory for all services located on the outfall line system. Failure to comply shall result in disconnection of water and sewer service until septic tank inspection is complete.

(Ordinance 15-04)

**Section 7.04.060                      Classification of service**

The class of services shall be as follows.

- A: Residential service, attachment A: Residential service shall consist of all service for domestic purposes supplied to a single family dwelling unit.
- B. School service, attachment B: School service shall consist of services provided to the school and administrative offices. School owned or operated facilities used as single family dwelling units are not included and are subject to rates and regulation governing residential service.
- C. Commercial service, attachment C: Commercial services shall consist of all commercial business establishments, multiple family dwelling units, and city owned buildings. If a customer is located in both a single family dwelling unit and a business establishment, the commercial rate shall apply.
- D. Contract service: Contract service shall consist of those services for industrial or independent users under contracts authorized by the city council.
- E. Stub out – unplumbed: All unimproved lots on the water and sewer line will be charged a monthly inactive fee, according to the current rate schedule, to help offset the cost of operating and maintaining the water and sewer system. No unimproved lots will be allowed to connect to the system until all fees are paid. This amount may include interest and penalties on delinquent accounts. Any change

of ownership is the customer's responsibility to disclose any amount owed on the lot to the new owner.

The city reserves the right to make a special contract where the requirements for services is large or unusual, or requires special services, equipment of capacity. The provisions may differ from the regularly published utility rates and regulations. The city shall be notified by the customer of any changes in the plumbing fixtures that require higher water use. The mayor or designated staff is empowered to negotiate such contracts. After each negotiation, the city council shall review and approve or reject the contract.

#### **Section 7.04.065**

When it is deemed in the best interests of the city to do so, the city council may through resolution vary from the adopted utility bill payment policies, payment schedules, and stub-out requirements as outlined in this code and establish utility service payment arrangements with individual utility customers, annul a utility customer's outstanding utility service debts or set special requirements for utility service within the city. Said resolution shall identify the merits or reasoning for any variance and shall specify in sufficient detail the provisions and requirements of any such arrangement.

#### **Section 7.04.070                      Public access and utility easement**

The city shall acquire an appropriate and enforceable interest in the customer's lot to construct, maintain and operate the water and sewer lines. If it becomes necessary for the city to expend funds to obtain easements, moneys due committed by the utility shall be paid by the customer for service at the time those costs are incurred.

#### **Section 7.04.080                      Access to property**

All city employees performing utility business shall have free access at reasonable hours to exterior parts of a customer's building. Access shall be for the purpose of reading meters, and to inspect connections, piping and fixtures and to determine the manner and extent to which the utility is being used. When it is necessary to enter a customer's building for the same purposes, the customers will be given notice in accordance with section 23.02.190. The city shall not assume the duty of inspecting the customer's service line, plumbing or equipment.

In the event a customer refuses to provide access to the city in a reasonable period of time, the service may be terminated for non-compliance in accordance with section 23.02.220.

In the event of leaks or breaks in a customer's service lines the city shall turn off the water at the stub until such time as repairs are made by the customer.

(Ordinance 15-04)

**Section 7.04.090 Immunities preserved**

Nothing in these rules and regulations, nor any actions taken or arising under them shall constitute consents by the City of Coffman Cove to the sale, disposition, lease or encumbrance of the lands, interests in the land or other assets (including cash and cash equivalents) of the City of Coffman Cove.

**Section 7.04.100 Services**

- A. The customer shall own and maintain the customer service line as defined in 7.04.010 (H).
- B. Service installation charge: The applicant shall submit a service connection fee based on actual cost when he files for service, where no service previously existed, or for a change in service size or location, or for a reconnection of an existing service. In the case of a new service, this fee may include all costs from the main to the lot line, including the costs of a pit opening and tapping saddle at the main. The service line shall be installed by the customer.
- C. Any customers doing work around the main service line must have advance arrangements for a scheduled inspection with the city water and sewer operator before the trench is filled. No water turn off or turn on during weekends.
- D. Service installation codes: All individual water and sewer connections, repairs and modifications shall be made only under the terms and conditions of the Uniform Plumbing Code (UPC, State of Alaska). Any electrical improvements shall be made in accordance with applicable electrical codes and regulations. The city may require other terms and conditions in addition to UPC and electrical codes and regulations.
- E. Upon approval of the subdivided lots property owners shall incur all costs of installation of service and shall be charged and assessed water and sewer charges. Charges shall begin upon plat approval by Platting Authority.
- F. Customer Plumbing:

1. The customer's plumbing, which shall include the customer service line from the main to the house, and all plumbing, piping and fixtures, and other equipment intended to carry water, sewage, waste water, and drainage, shall comply with the Uniform Plumbing Code. Special attention shall be given to the elimination of any possible cross connection.
2. Customer freeze-ups, or leaks that effect public health or the efficiency of the Coffman Cove water and sewer system, are to be immediately repaired by the customer. The city may repair and bill the customer if he is not able to make the repairs. The city may repair the water and sewer system if the customer has abandoned the service location without notification, or he is away from the service location temporarily. The customer has the responsibility to notify the city immediately of any problem with the customer's plumbing that could adversely affect the water and sewer utility department.
3. It shall be a violation of this ordinance for customers to operate, cause or permit unauthorized operations or any kind of equipment on the service connections.
4. It shall be a violation of this ordinance for any customers to make or remake a service connection without prior knowledge and written approval of the city as detailed by this ordinance.
5. It shall be a violation of this ordinance for any individual to secure bulk water from the city without prior arrangements having been made.
6. No water hook-up shall be done without prior arrangements for sewer hook-up, this applies to all residential and non-residential.
7. It shall be a violation of this ordinance to have temporary water and sewer lines installed across other property lines. Temporary lines must follow city standards as set forth in the Coffman Cove Water & Sewer Standard Book.

(Ordinance 15-04)  
**Section 7.04.110**

**Water meters**

- A. Meter requirements: The city will require installation of a water meter at all residential, non-residential, commercial, and industrial or school lines. The city shall retain ownership of each meter. The meters shall be installed at the customer's expense on new installations only. The city shall charge for such service at the established meter rate set in schedule A.
- B. Location of meters: Meters shall be placed at the edge of the property, within the public Right of Way.
- C. Joint use of meters: The joining of several customers to take advantage of a single minimum charge and/or large quantity rates is prohibited except under special contract from the city council.
- D. Tampering: Customers are prohibited from tampering with water meters in any form.

**Section 7.04.120 Unusual demands**

Whenever an abnormally large quantity of water is desired for any purpose, arrangements must be made with the city prior to taking water. Permission to take water in large quantities will be given only if other customers are not inconvenienced. Purchase of large quantities of water may be billed under a separate category and for a separate amount from the customer's usual rate.

**Section 7.04.130 Resale of utility service**

Resale of a utility service by a customer is expressly prohibited except through special contract shall be in writing. The city may directly sell services to individuals or businesses, but only in those cases where applications is made to the city prior to the sale, and is not done at the expense of the other users.

**Section 7.04.140 Main extensions**

Extensions of water distributions or sewer collection mains to areas or houses not currently being served shall be installed only after an agreement is signed by the customer and authorized by the city council. Utility main extensions may require advance payment by the applicant for the cost of extension.

The City Council, using appropriate advice, will determine the proper location of main extension. Easements or permits secured for main extensions across property not owned by the city shall be obtained in the

name of the City of Coffman Cove. All rights and title to the main shall be included in the easement.

**Section 7.04.150                      Customer utility service agreement**

The city shall provide a service application form to each applicant. In signing this form and attachments, the applicant agrees to abide by all the rules and regulation adopted by the city of Coffman Cove. The city will provide water and sewer services only when an agreement is signed by the lot owner. Service may be denied if the applicant has any outstanding bills with the city.

- A.     Application for service: Each applicant shall complete a utility service application provided by the utility clerk giving the date of the application, location of the premises, the class and size of the service requested and such other information the city may reasonably require. In signing the application, the customer agrees to abide by the city of Coffman Cove’s health and safety ordinance. The application is merely a written request for service and does not bind the city to furnish service. The city may refuse to connect new service between October 15<sup>th</sup> and April 1<sup>st</sup> due to frozen ground or other conditions that would adversely affect the city’s utilities and/or easements and right-of-way.

**Section 7.04.160                      Utility rates**

The city provides water and sewer under a rate schedule designed to recover sufficient revenues from all customers to generally cover the costs of service. Utility rates, found on “schedule A”, to be charged for the various classification of services, shall be passed by resolution and published separately by the city council. Schedule A will be reviewed, and if necessary revised and approved through resolution not less than once a year. No person shall be bound by any such rate unless it has been posted for public inspection within the community of Coffman Cove for five consecutive days prior to its adoption.

**Section 7.04.170                      Establishment of credit**

At the time application for service is made, the applicant shall establish his credit with the city through the clerk. The application for service shall contain the information needed to establish credit.

**Section 7.04.180                      Bills – payment by the due date**

Each bill rendered shall contain the final date on which payment is due. If the bill is not paid by the due date, the account shall be considered delinquent unless arrangements have been made with the Treasurer, in writing, that specifies another due date. If the date falls on a weekend or holiday observed by the city, the due date shall be the close of business on the next business day of the city. Bills not paid by the due date shall be subject to a monthly late charge on any balance due.

- A. Bills – turn off delinquency notice for delinquency: Forty five days after the account becomes delinquent, a turn-off delinquency notice shall be sent to the customer, stating the date on which the water will be turned off if the delinquent account is not paid in full prior thereto. (attachment D ) The stated turn-off date shall be no sooner than ten days following the turn-off notice to the customer. The turn-off notice shall contain a statement informing the customer of his/her right to an informal hearing before the treasurer during regular office hours, on a day at least one day prior to the stated turn-off date. Such hearing shall only be held upon the request of the customer, and for the purpose of providing an opportunity for the customer to present any facts he/she may have that place the delinquency of his/her account in dispute. The decision of the City Treasurer will constitute the final decision of the city.
  
- B. Service turn-off for delinquent accounts – method: On the turn-off date, the agent of the city shall deliver written notice to the customer by personal delivery stating the water service is being turned off until all delinquent amounts have been paid. The agent of the city shall immediately there after turn off the service. A delivery to any person over the age of 18, majority residing at the address served shall be considered a delivery to the customer. In the event no person is present at the address served, the notice may be left on the premises stating the water service will be discontinued at 12:00 noon of the next day. If delinquent bills are not paid within that period, the agent of the city shall return to the premises, shut off the water and leave a notice that the water service has been turned off until all delinquent amounts have been paid in full.

**Section 7.04.190                      Notices and complaint procedures**

- A. Notices to customers: Notices to customers from the city of any kind of activities related to water and sewer will normally be in writing and mailed or delivered to the customer. Where conditions

warrant, and in emergencies, the city may notify customers by telephone or public notice.

- B. Notices from customers: Notices from customers to the city shall be given in writing to the utility clerk. Notices that result in a change of service or in work being performed by the city for the customer must be accompanied by a repair work order signed by the customer responsible for payment.
- C. Customer complaint procedures: The city desires to resolve any customer complaint in the most expeditious manner with the appropriate staff of the city. The city will respond to each complaint within five working days of its receipt.

**Section 7.04.200                      Non-sufficient funds check**

Customers tendering payment with a non-sufficient funds check will be charged a fee equal to the corresponding bank charges. When the city is notified by the customer's bank that there are insufficient funds to cover the check tendered for water and sewer services, the city may require the customer to pay in cash or by money order to guarantee the customer's payment to the city.

No customer who tenders a non-sufficient funds check will be relieved of obligation to pay the city under the original terms of the bill and entitled to defer the city's right to disconnect service for non-payment of bills.  
(Ordinance 16 02)

**Section 7.04.210                      Open**

**Section 7.04.220                      Open**

**Section 7.04.230                      Disconnection of service**

Disconnection procedures are as follows:

Ten days after the notice of delinquency has been sent, and a decision has been made, the Treasurer shall send the final notice (attachment E ) to the customer. The notice shall be hand delivered and posted on the door of the customer's place of residence. The notice shall state that the utility operator or designee has been instructed by the accounts receivable department according to our collection policy, to disconnect service at

12:00 noon of the next day. The Treasurer shall also include procedures for reconnection notice (attachment F), which describes the procedures for reconnection.

**Section 7.04.240                      Temporary disconnection**

Procedure for temporary disconnection by customer order:

Each customer who intends to be out of town temporarily (more than 30 days) for any reason shall notify the Treasurer at least one week before leaving. Such notice can be in writing or verbal and is needed only if the customer would like the water turned off at the stub-out.

**Section 7.04.250                      Termination of service for unsafe customer facilities**

- A.     Unsafe facilities or unsanitary facilities: The city may terminate services to any premises without prior notice where plumbing facilities, appliances, or equipment, using water or discharging waste water are dangerous, unsafe, or not in conformity with standard plumbing practices.
- B.     Cross connections: The city will terminate service to any person or premises where a cross connection exists. Services will not be restored until the cross connection is eliminated.

**Section 7.04.260                      Termination of service for water waste**

The city may terminate service when water is wastefully or negligently used on a customer's premises. If the customer does not correct the problem immediately, the service will be terminated one day after notification. Allowing the water to run continuously to prevent a freeze up rather than installing proper insulation and electrical heat tape is considered wasting water. At the option of the city, a customer may be allowed to continue service if he has installed a meter at his expense and he pays a rate based upon consumption. Failure to fix leaking plumbing in a timely manner is considered a waste of water.

**Section 7.04.270                      Termination of service detrimental to others**

The city may refuse to furnish water, restrict water service, or immediately terminate service to any premises where excessive demands by the customer will result, or have resulted in inadequate service to other customers. The determination of excessive demand may vary depending

on current city water resources and water and sewer equipment conditions.

**Section 7.04.280 Termination of service for fraud or abuse**

The city will refuse or terminate service to any customer or premises where it is deemed necessary to protect the city from fraud or abuse of service. Termination of service for one or both of these causes will be made immediately upon receipt of knowledge by the city that such condition(s) exist.

**Section 7.04.290 Termination of service for unauthorized reconnection**

The city shall shut off water and sewer at the main for any unauthorized reconnection when service has been terminated for any reason. This shall be done without notice. The city may seek to impose the civil penalty set in section 7.04.350.

(Ordinance 15-04)

**Section 7.04.300 Restoration of service**

Restoration of service shall require a reconnection fee. Restoration of service following termination for non-payment of bills shall be made only after payment of current and past due charges, and the reconnection fee.

Restoration following termination because of unsafe facilities, waste water, fraud, abuse, or non-compliance with these rules and regulations will be made only after the irregularity has been corrected. Any associated charges for disconnection or repairs undertaken by the city must be paid in full. The city must be assured, in writing, the irregularity will not recur.

The property owner shall provide access to arctic boxes for connection and reconnection of service including removal of all snow drifts around the box.

The customer is responsible for insuring that interior facilities are in good condition prior to restoration of service. Any costs for cleaning or thawing a service line prior to reconnection shall be paid by the customer.

**Section 7.04.310 Responsibility of equipment**

- A. Responsibility for customer equipment: The city shall not be liable for any loss or damage of any nature whatsoever caused by any defect in the customer's service line, plumbing or equipment. Nor shall the city be liable for lost or damage due to interruption of service or temporary changes in water pressure.
- B. The customer shall be responsible for the conditions of the plumbing system within his premises when water service is turned on. All drain valves should be closed to prevent water damage.
- C. The customer shall be responsible for maintaining proper heat within his property to ensure the pipes do not freeze up. Electrical heat tape shall be used whenever outside temperature dips below 32 degrees Fahrenheit. The customer shall pay for all costs associated with keeping his service lines from freezing. The city may hold the customer liable for any damage or loss to the city owned equipment caused by customer freeze ups.

**Section 7.04.320                      Main lines**

- A. Operation: No person(s) shall place any substance including, but not limited to, animal and fish carcasses, refuse or trash, rocks or gravel in any main line, or in any manner damage or tamper with them.
- B. Damage to main lines: Any persons who damages the main lines or any attachments shall be responsible for the cost of its complete repair and return to service.
- C. Dumping refuse, chemicals or trash into sewer lines: Any persons who damages a sewer main or interrupts sewer service by placing trash, refuse, animal carcasses, rocks or other matter will be responsible for all repairs to the sewer lines and treatment works

Any violation of the above is grounds for imposition of civil penalties.

**Section 7.04.330                      Community Septic tanks**

Downtown and the school area use a community septic tank.

- A. Grease Traps are required by all commercial hook-ups including restaurants, bed and breakfasts, lodges, rental trailers, apartment building, schools and business where food service is provided.
  - 1. The individual property owner shall inspect and maintain grease traps.
  - 2. Any persons who damages City-owned sewer mains or tanks as a result of failure to properly maintain grease traps, will be responsible for all repairs to the sewer lines, tanks and associated equipment.
  
- B. The City shall inspect and pump the community septic tanks in accordance with the DEC Approval to Operate Permit.

(Ordinance 15-04)

**Section 7.04.340 Fire hydrants**

- A. Operation: No person(s) shall attempt to tamper with or draw water from a hydrant in any manner that may damage it. In cases where temporary service has been granted from a fire hydrant, an auxiliary external valve will be used to control the flow of water.
- B. Damage to fire hydrants: Any person who damages a fire hydrant shall be responsible for the cost of its complete repair and return to service. This may be in addition to the penalty in section 23.02.340.
- C. Only city employees and volunteer firemen shall be allowed to use, or inspect the fire hydrants.

**Section 7.04.350 Penalties**

Any person violating the rules and regulations included in this ordinance shall be subject to a civil penalty not to exceed \$300 upon conviction. Each separate incident and each separate day upon which an offence occurs shall be a separate offence and damages.

**Section 7.04.360 Suspension of rules**

No employee of the city is authorized to suspend or alter any of the provisions without specific approval or direction of the city council. This will

be allowed only in cases of emergency involving loss of life, property or which put the water and sewer system operational in jeopardy.

**Section 7.04.370                      Constitutionality and saving clause**

If any clause, sentence, paragraph, section or portion of these rules and regulations is judged to be invalid by a state or federal court, it shall not affect, impair or invalidate the remainder of the ordinance. The judgment shall not be confirmed in its operation to the clause, sentence, paragraph or portion directly involved in the controversy in which it is rendered.

(Ordinance 15-04)

# **Appendix B**

## **Financial Statements**

CITY OF COFFMAN COVE  
RESOLUTION 19 05  
A RESOLUTION CERTIFYING THE ANNUAL FINANCIAL STATEMENT OF REVENUES AND  
EXPENDITURES FOR FISCAL YEAR 2018

WHEREAS, the City of Coffman Cove is a recognized second-class city; and,

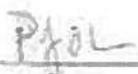
WHEREAS, effective December 22<sup>nd</sup>, 2017, Community Assistance Program regulations (3 AAC 180) require all entities to submit a statement of annual income and expenditures of the prior year's Community Assistance Program payment and,

WHEREAS, Cities are required by AS 29.20.640 (A)(2) to submit a Certified Financial Statement (or audit) for the year ending June 30<sup>th</sup>, 2018 to the Department of Commerce, Community and Economic Development.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COFFMAN COVE, ALASKA:

That the attached Certified Financial Statement of the City of Coffman Cove, Alaska for the year ending June 30<sup>th</sup>, 2018 is approved by the City Council of Coffman Cove, Alaska and is true and complete to the best of our knowledge.

ADOPTED by a duly constituted quorum of the City Council of Coffman Cove, Alaska on this 21<sup>st</sup> day of March 2019.

  
\_\_\_\_\_  
Perry Olson, Mayor

  
\_\_\_\_\_  
Gina Cavaretta, Clerk

**City of Coffman Cove**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through June 2018

	Tourism		Water/Sewer			Total unclassified			
	% of Bu...	Jul '17 - J...	Budget	\$ Over B...	% of Bu...	Jul '17 - ...	Budget	\$ Over ...	% of Bu...
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
<b>GRANT FUNDS Federal</b>									
4300 · Payment in Lieu of Taxes		0.00				0.00	0.00	0.00	0.0%
4305 · NFR-Timber Receipts		0.00				0.00	0.00	0.00	0.0%
4307 · CDBG - Harbor Ramp Rep.		0.00				0.00	0.00	0.00	0.0%
<b>Total GRANT FUNDS Federal</b>		0.00				0.00	0.00	0.00	0.0%
<b>GRANT FUNDS State</b>									
4202 · Library Operating Grant (PLAG)									
State Library CEU		0.00				0.00	0.00	0.00	0.0%
4202 · Library Operating Grant (PLAG) - Other		0.00				0.00	0.00	0.00	0.0%
<b>Total 4202 · Library Operating Grant (PLAG)</b>		0.00				0.00	0.00	0.00	0.0%
4205 · Community Revenue Sharing		0.00				0.00	0.00	0.00	0.0%
4208 · Community Assistance		0.00				0.00	0.00	0.00	0.0%
4210 · Shared Fisheries Business Tax		0.00				0.00	0.00	0.00	0.0%
4211 · OWL Internet Funds		0.00				0.00	0.00	0.00	0.0%
4212 · State of Alaska Elections		0.00				0.00	0.00	0.00	0.0%
<b>Total GRANT FUNDS State</b>		0.00				0.00	0.00	0.00	0.0%
4000 · Water / Sewer Revenues		159,971.71	139,603.00	20,368.71	114.6%	0.00	0.00	0.00	0.0%
4001 · Other Revenues		0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4003 · City Elections		0.00				0.00	0.00	0.00	0.0%
4010 · Uncategorized Income		0.00				34,792.66	0.00	34,792.66	100.0%
4099 · AK Coastal Aggregates Contract		0.00				0.00	0.00	0.00	0.0%
4100 · Post Office Contract		0.00				0.00	0.00	0.00	0.0%
4104 · Gaming									
4101 · Firework Sales		0.00				0.00	0.00	0.00	0.0%
4103 · July 4th Picnic Donations		0.00				0.00	0.00	0.00	0.0%
4105 · Derby Revenue		0.00				0.00	0.00	0.00	0.0%
4106 · Raffle Revenue		0.00				0.00	0.00	0.00	0.0%
4107 · Tournament Revenue		0.00				0.00	0.00	0.00	0.0%
4109 · Lucky Ducky Sales		0.00				0.00	0.00	0.00	0.0%
4104 · Gaming - Other		0.00				0.00	0.00	0.00	0.0%
<b>Total 4104 · Gaming</b>		0.00				0.00	0.00	0.00	0.0%
4108 · Garbage Services Revenue									
4110 · Landfill / Dump Fees		0.00				0.00	0.00	0.00	0.0%
4108 · Garbage Services Revenue - Other		0.00				0.00	0.00	0.00	0.0%
<b>Total 4108 · Garbage Services Revenue</b>		0.00				0.00	0.00	0.00	0.0%
4113 · Harbor/Dock Revenue									
4002 · Launch & Parking fees		0.00				0.00	0.00	0.00	0.0%
4114 · Harbor Revenue Electricity		0.00				0.00	0.00	0.00	0.0%
4115 · Transient Moorage		0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%

**City of Coffman Cove**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through June 2018

	Tourism		Water/Sewer			Total unclassified			
	% of Bu...	Jul '17 - J...	Budget	\$ Over B...	% of Bu...	Jul '17 - ...	Budget	\$ Over ...	% of Bu...
4113 · Harbor/Dock Revenue - Other		0.00				0.00	0.00	0.00	0.0%
<b>Total 4113 · Harbor/Dock Revenue</b>		0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4129 · Admin		0.00				0.00	0.00	0.00	0.0%
4140 · Marine Exchange Equipment Fee		0.00				0.00	0.00	0.00	0.0%
4141 · Land Leases		0.00				0.00	0.00	0.00	0.0%
4142 · Building Rentals									
4145 · Clinic Lease		0.00				0.00	0.00	0.00	0.0%
4142 · Building Rentals - Other		0.00				0.00	0.00	0.00	0.0%
<b>Total 4142 · Building Rentals</b>		0.00				0.00	0.00	0.00	0.0%
4143 · Equipment Rentals		0.00				0.00	0.00	0.00	0.0%
4148 · Firewood Sales		0.00				0.00	0.00	0.00	0.0%
4149 · Advertising Sales	0.0%	0.00				0.00	0.00	0.00	0.0%
4150 · Misc. Sales		0.00				0.00	0.00	0.00	0.0%
4152 · Fish Sales		0.00				0.00	0.00	0.00	0.0%
4160 · Donations		0.00				0.00	0.00	0.00	0.0%
4170 · Interest Income		127.77	0.00	127.77	100.0%	0.00	0.00	0.00	0.0%
4171 · Finance Charge Income	61.1%	1,340.00	0.00	1,340.00	100.0%	1,120.00	0.00	1,120.00	100.0%
4200 · Library Construction Donations		0.00				0.00	0.00	0.00	0.0%
<b>Total Income</b>	1.3%	161,439.48	139,603.00	21,836.48	115.6%	35,912.66	0.00	35,912.66	100.0%
<b>Gross Profit</b>	1.3%	161,439.48	139,603.00	21,836.48	115.6%	35,912.66	0.00	35,912.66	100.0%
<b>Expense</b>									
5050 · Fireworks-To Sell		0.00				0.00	0.00	0.00	0.0%
6015 · Salaries/ Wages									
6010 · Stipend		0.00				0.00	0.00	0.00	0.0%
6016 · Holiday/Bonus pay	673.9%	470.00	512.43	-42.43	91.7%	0.00	0.00	0.00	0.0%
6019 · Vacation Pay	100.0%	657.56	1,420.00	-762.44	46.3%	0.00	0.00	0.00	0.0%
6020 · Payroll Taxes	44.1%	3,029.82	4,191.01	-1,161.19	72.3%	0.00	0.00	0.00	0.0%
6050 · Workers Compensation	100.0%	2,535.76	2,535.76	0.00	100.0%	4,651.58	0.00	4,651.58	100.0%
6015 · Salaries/ Wages - Other	0.0%	32,728.14	45,695.00	-12,966.86	71.6%	0.00	0.00	0.00	0.0%
<b>Total 6015 · Salaries/ Wages</b>	41.6%	39,421.28	54,354.20	-14,932.92	72.5%	4,651.58	0.00	4,651.58	100.0%
6105 · Travel Expense									
6100 · Per Diem		276.06	375.00	-98.94	73.6%	0.00	0.00	0.00	0.0%
6104 · Airfare		0.00				0.00	0.00	0.00	0.0%
6110 · Training/workshop/conf. fees		890.00	900.00	-10.00	98.9%	0.00	0.00	0.00	0.0%
6105 · Travel Expense - Other		1,070.48	1,750.00	-679.52	61.2%	0.00	0.00	0.00	0.0%
<b>Total 6105 · Travel Expense</b>		2,236.54	3,025.00	-788.46	73.9%	0.00	0.00	0.00	0.0%
6112 · Other		0.00				0.00	0.00	0.00	0.0%
6200 · Consulting Fees		0.00				0.00	0.00	0.00	0.0%
6210 · Audit		0.00				0.00	0.00	0.00	0.0%
6215 · Legal & Lobbyist		0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
6216 · Bookkeeping		226.38	2,000.00	-1,773.62	11.3%	0.00	0.00	0.00	0.0%

## City of Coffman Cove Profit & Loss Budget vs. Actual July 2017 through June 2018

	Tourism		Water/Sewer			Total unclassified			
	% of Bu...	Jul '17 - J...	Budget	\$ Over B...	% of Bu...	Jul '17 - ...	Budget	\$ Over ...	% of Bu...
6219 · Water Testing		2,497.00	6,000.00	-3,503.00	41.6%	0.00	0.00	0.00	0.0%
6220 · Property/ Land Survey		0.00				0.00	0.00	0.00	0.0%
6250 · Contract Services		7,074.00	3,000.00	4,074.00	235.8%	0.00	0.00	0.00	0.0%
6251 · Engineering		0.00				0.00	0.00	0.00	0.0%
6309 · Equipment									
6111 · Vehicle & Equipment Fuel		1,121.50	1,200.00	-78.50	93.5%	0.00	0.00	0.00	0.0%
6310 · Equipment/ Material Purchase		2,448.93	22,500.00	-20,051.07	10.9%	0.00	0.00	0.00	0.0%
6400 · Parts and Tools		186.42	4,000.00	-3,813.58	4.7%	0.00	0.00	0.00	0.0%
6502 · Vehicle & Equipment Insurance		150.00	150.00	0.00	100.0%	0.00	0.00	0.00	0.0%
<b>Total 6309 · Equipment</b>		3,906.85	27,850.00	-23,943.15	14.0%	0.00	0.00	0.00	0.0%
6315 · Maintenance Vehicles & Equip.		48.98	1,000.00	-951.02	4.9%	0.00	0.00	0.00	0.0%
6321 · Maintenance Facilities		58.76	1,000.00	-941.24	5.9%	0.00	0.00	0.00	0.0%
6330 · Brushing & Grading		0.00				0.00	0.00	0.00	0.0%
6402 · Chemicals		2,730.00	4,000.00	-1,270.00	68.3%	0.00	0.00	0.00	0.0%
6403 · Books		0.00				0.00	0.00	0.00	0.0%
6415 · Office & Clerical Supplies									
6312 · Computers/Printers	0.0%	1,615.82	2,000.00	-384.18	80.8%	0.00	0.00	0.00	0.0%
6410 · Freight & Postage	1.2%	1,183.19	1,800.00	-616.81	65.7%	0.00	0.00	0.00	0.0%
6416 · Copier Supplies		0.00				0.00	0.00	0.00	0.0%
6423 · Telephone		1,411.33	1,500.00	-88.67	94.1%	0.00	0.00	0.00	0.0%
6424 · Internet Access/ Web Hosting		0.00				0.00	0.00	0.00	0.0%
6415 · Office & Clerical Supplies - Other	4.2%	3,905.37	4,000.00	-94.63	97.6%	0.00	0.00	0.00	0.0%
<b>Total 6415 · Office &amp; Clerical Supplies</b>	1.9%	8,115.71	9,300.00	-1,184.29	87.3%	0.00	0.00	0.00	0.0%
6420 · Electricity		10,716.85	12,000.00	-1,283.15	89.3%	0.00	0.00	0.00	0.0%
6421 · Dump/ Pumping Fees		9,000.00	10,000.00	-1,000.00	90.0%	0.00	0.00	0.00	0.0%
6422 · Lift Station Maintenance & Repa		0.00	10,000.00	-10,000.00	0.0%	0.00	0.00	0.00	0.0%
6441 · Operating Expenses									
6425 · Garbage Expense		0.00	132.00	-132.00	0.0%	0.00	0.00	0.00	0.0%
6426 · Water/ Sewer Expense		0.00	960.00	-960.00	0.0%	0.00	0.00	0.00	0.0%
6430 · Heating Oil & Firewood		3,885.77	3,200.00	685.77	121.4%	0.00	0.00	0.00	0.0%
6500 · General liability	100.0%	1,745.31	1,745.31	0.00	100.0%	0.00	0.00	0.00	0.0%
6501 · Facility Insurance		983.00	983.00	0.00	100.0%	0.00	0.00	0.00	0.0%
6503 · Crime insurance		0.00				0.00	0.00	0.00	0.0%
6441 · Operating Expenses - Other		0.00				0.00	0.00	0.00	0.0%
<b>Total 6441 · Operating Expenses</b>	100.0%	6,614.08	7,020.31	-406.23	94.2%	0.00	0.00	0.00	0.0%
7001 · Charitable Contributions		0.00				0.00	0.00	0.00	0.0%
7002 · 4th of July or Fireworks		0.00				0.00	0.00	0.00	0.0%
7004 · Childrens Programs		0.00				0.00	0.00	0.00	0.0%
7007 · Tournament		0.00				0.00	0.00	0.00	0.0%
7008 · Arts Festival		0.00				0.00	0.00	0.00	0.0%
7009 · Derby		0.00				0.00	0.00	0.00	0.0%
7010 · Licenses/Fees/ Subscriptions		1,064.75	1,500.00	-435.25	71.0%	0.00	0.00	0.00	0.0%
7011 · Catering/ Meetings		0.00				0.00	0.00	0.00	0.0%
7013 · Advertising and Publications	53.0%	0.00				0.00	0.00	0.00	0.0%
7024 · Bank Fees									

**City of Coffman Cove**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through June 2018

	Tourism	Water/Sewer			Total unclassified				
	% of Bu...	Jul '17 - J...	Budget	\$ Over B...	% of Bu...	Jul '17 - ...	Budget	\$ Over ...	% of Bu...
7025 · Bank Service Charge		4,934.83	3,300.00	1,634.83	149.5%	0.00	0.00	0.00	0.0%
7026 · Merchant Bank Card Fees		0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total 7024 · Bank Fees</b>		4,934.83	3,300.00	1,634.83	149.5%	0.00	0.00	0.00	0.0%
7050 · Bad Debt		307.88	0.00	307.88	100.0%	0.00	0.00	0.00	0.0%
7090 · Uncategorized Expenses		0.00				0.00	0.00	0.00	0.0%
<b>Total Expense</b>	63.7%	98,953.89	155,349.51	-56,395.62	63.7%	4,651.58	0.00	4,651.58	100.0%
<b>Net Ordinary Income</b>	-220.1%	62,485.59	-15,746.51	78,232.10	-396.8%	31,261.08	0.00	31,261.08	100.0%
<b>Other Income/Expense</b>									
Other Income									
8021 · Insurance Proceeds		0.00				0.00	0.00	0.00	0.0%
<b>Total Other Income</b>		0.00				0.00	0.00	0.00	0.0%
<b>Net Other Income</b>		0.00				0.00	0.00	0.00	0.0%
<b>Net Income</b>	<b>-220.1%</b>	<b>62,485.59</b>	<b>-15,746.51</b>	<b>78,232.10</b>	<b>-396.8%</b>	<b>31,261.08</b>	<b>0.00</b>	<b>31,261.08</b>	<b>100.0%</b>

**City of Coffman Cove**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through June 2018

	TOTAL			
	Jul '17 - J...	Budget	\$ Over Bu...	% of Bu...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>GRANT FUNDS Federal</b>				
4300 · Payment in Lieu of Taxes	52,587.42	45,000.00	7,587.42	116.9%
4305 · NFR-Timber Receipts	3,571.54	34,782.65	-31,211.11	10.3%
4307 · CDBG - Harbor Ramp Rep.	0.00	0.00	0.00	0.0%
<b>Total GRANT FUNDS Federal</b>	<b>56,158.96</b>	<b>79,782.65</b>	<b>-23,623.69</b>	<b>70.4%</b>
<b>GRANT FUNDS State</b>				
<b>4202 · Library Operating Grant (PLAG)</b>				
State Library CEU	0.00	1,250.00	-1,250.00	0.0%
4202 · Library Operating Grant (PLAG) - Other	7,000.00	13,550.00	-6,550.00	51.7%
<b>Total 4202 · Library Operating Grant (PLAG)</b>	<b>7,000.00</b>	<b>14,800.00</b>	<b>-7,800.00</b>	<b>47.3%</b>
4205 · Community Revenue Sharing	0.00	0.00	0.00	0.0%
4208 · Community Assistance	80,054.00	77,747.53	2,306.47	103.0%
4210 · Shared Fisheries Business Tax	6,444.95	7,866.37	-1,421.42	81.9%
4211 · OWL Internet Funds	7,838.38	6,260.00	1,578.38	125.2%
4212 · State of Alaska Elections	0.00	0.00	0.00	0.0%
<b>Total GRANT FUNDS State</b>	<b>101,337.33</b>	<b>106,673.90</b>	<b>-5,336.57</b>	<b>95.0%</b>
4000 · Water / Sewer Revenues	159,971.71	139,603.00	20,368.71	114.6%
4001 · Other Revenues	37,815.20	3,050.00	34,765.20	1,239.8%
4003 · City Elections	0.00	0.00	0.00	0.0%
4010 · Uncategorized Income	34,792.68	0.00	34,792.68	100.0%
4099 · AK Coastal Aggregates Contract	0.00	0.00	0.00	0.0%
4100 · Post Office Contract	16,743.96	16,800.00	-56.04	99.7%
<b>4104 · Gaming</b>				
4101 · Firework Sales	5,218.00	0.00	5,218.00	100.0%
4103 · July 4th Picnic Donations	0.00	800.00	-800.00	0.0%
4105 · Derby Revenue	2,080.00	3,000.00	-920.00	69.3%
4106 · Raffle Revenue	2,505.00	2,000.00	505.00	125.3%
4107 · Tournament Revenue	1,750.00	3,000.00	-1,250.00	58.3%
4109 · Lucky Ducky Sales	0.00	1,000.00	-1,000.00	0.0%
4104 · Gaming - Other	901.00	1,175.00	-274.00	76.7%
<b>Total 4104 · Gaming</b>	<b>12,454.00</b>	<b>10,975.00</b>	<b>1,479.00</b>	<b>113.5%</b>
<b>4108 · Garbage Services Revenue</b>				
4110 · Landfill / Dump Fees	3,286.00	1,500.00	1,786.00	219.1%
4108 · Garbage Services Revenue - Other	32,916.50	39,906.00	-6,989.50	82.5%
<b>Total 4108 · Garbage Services Revenue</b>	<b>36,202.50</b>	<b>41,406.00</b>	<b>-5,203.50</b>	<b>87.4%</b>
<b>4113 · Harbor/Dock Revenue</b>				
4002 · Launch & Parking fees	892.00	0.00	892.00	100.0%
4114 · Harbor Revenue Electricity	405.00	0.00	405.00	100.0%
4115 · Transient Moorage	15,679.51	0.00	15,679.51	100.0%

**City of Coffman Cove**  
**Profit & Loss Budget vs. Actual**  
**July 2017 through June 2018**

	TOTAL			
	Jul '17 - J...	Budget	\$ Over Bu...	% of Bu...
4113 · Harbor/Dock Revenue - Other	31,747.00	47,000.00	-15,253.00	67.5%
<b>Total 4113 · Harbor/Dock Revenue</b>	<b>48,723.51</b>	<b>47,000.00</b>	<b>1,723.51</b>	<b>103.7%</b>
4129 · Admin	252.40	575.00	-322.60	43.9%
4140 · Marine Exchange Equipment Fee	2,412.00	2,412.00	0.00	100.0%
4141 · Land Leases	6,378.00	8,000.00	-1,622.00	79.7%
4142 · Building Rentals				
4145 · Clinic Lease	0.00	0.00	0.00	0.0%
4142 · Building Rentals - Other	7,950.00	8,200.00	-250.00	97.0%
<b>Total 4142 · Building Rentals</b>	<b>7,950.00</b>	<b>8,200.00</b>	<b>-250.00</b>	<b>97.0%</b>
4143 · Equipment Rentals	0.00	250.00	-250.00	0.0%
4148 · Firewood Sales	0.00	1,000.00	-1,000.00	0.0%
4149 · Advertising Sales	0.00	8,000.00	-8,000.00	0.0%
4150 · Misc. Sales	2,151.70	3,510.00	-1,358.30	61.3%
4152 · Fish Sales	0.00	0.00	0.00	0.0%
4160 · Donations	5,442.72	1,800.00	3,642.72	302.4%
4170 · Interest Income	1,154.22	3,000.00	-1,845.78	38.5%
4171 · Finance Charge Income	3,030.00	240.00	2,790.00	1,262.5%
4200 · Library Construction Donations	100.00	722.00	-622.00	13.9%
<b>Total Income</b>	<b>533,070.89</b>	<b>482,999.55</b>	<b>50,071.34</b>	<b>110.4%</b>
<b>Gross Profit</b>	<b>533,070.89</b>	<b>482,999.55</b>	<b>50,071.34</b>	<b>110.4%</b>
<b>Expense</b>				
5050 · Fireworks-To Sell	0.00	0.00	0.00	0.0%
6015 · Salaries/ Wages				
6010 · Stipend	1,950.00	2,400.00	-450.00	81.3%
6016 · Holiday/Bonus pay	2,464.00	1,787.68	676.32	137.8%
6019 · Vacation Pay	2,664.62	3,896.50	-1,231.88	68.4%
6020 · Payroll Taxes	8,484.10	11,765.51	-3,281.41	72.1%
6050 · Workers Compensation	12,124.80	8,623.19	3,501.61	140.6%
6015 · Salaries/ Wages - Other	88,516.64	125,389.63	-36,872.99	70.6%
<b>Total 6015 · Salaries/ Wages</b>	<b>116,204.16</b>	<b>153,862.51</b>	<b>-37,658.35</b>	<b>75.5%</b>
6105 · Travel Expense				
6100 · Per Diem	276.06	625.00	-348.94	44.2%
6104 · Airfare	0.00	800.00	-800.00	0.0%
6110 · Training/workshop/conf. fees	1,165.00	2,550.00	-1,385.00	45.7%
6105 · Travel Expense - Other	1,089.68	2,800.00	-1,710.32	38.9%
<b>Total 6105 · Travel Expense</b>	<b>2,530.74</b>	<b>6,775.00</b>	<b>-4,244.26</b>	<b>37.4%</b>
6112 · Other	-200.00	150.00	-350.00	-133.3%
6200 · Consulting Fees	0.00	0.00	0.00	0.0%
6210 · Audit	0.00	5,000.00	-5,000.00	0.0%
6215 · Legal & Lobbyist	2,292.90	2,000.00	292.90	114.6%
6216 · Bookkeeping	1,461.80	2,800.00	-1,338.20	52.2%

**City of Coffman Cove**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through June 2018

	Jul '17 - J...	TOTAL		
		Budget	\$ Over Bu...	% of Bu...
6219 · Water Testing	2,497.00	6,000.00	-3,503.00	41.6%
6220 · Property/ Land Survey	0.00	0.00	0.00	0.0%
6250 · Contract Services	10,104.00	11,000.00	-896.00	91.9%
6251 · Engineering	0.00	0.00	0.00	0.0%
6309 · Equipment				
6111 · Vehicle & Equipment Fuel	6,656.20	7,300.00	-643.80	91.2%
6310 · Equipment/ Material Purchase	5,276.31	29,300.00	-24,023.69	18.0%
6400 · Parts and Tools	223.37	4,500.00	-4,276.63	5.0%
6502 · Vehicle & Equipment Insurance	2,821.15	3,379.15	-558.00	83.5%
<b>Total 6309 · Equipment</b>	<b>14,977.03</b>	<b>44,479.15</b>	<b>-29,502.12</b>	<b>33.7%</b>
6315 · Maintenance Vehicles & Equip.	1,855.65	18,700.00	-16,844.35	9.9%
6321 · Maintenance Facilities	2,965.89	8,050.00	-5,084.11	36.8%
6330 · Brushing & Grading	0.00	3,000.00	-3,000.00	0.0%
6402 · Chemicals	2,730.00	4,000.00	-1,270.00	68.3%
6403 · Books	2,848.41	3,000.00	-151.59	94.9%
6415 · Office & Clerical Supplies				
6312 · Computers/Printers	2,963.65	2,000.00	963.65	148.2%
6410 · Freight & Postage	3,668.17	6,254.94	-2,586.77	58.6%
6416 · Copier Supplies	0.00	0.00	0.00	0.0%
6423 · Telephone	7,303.71	9,265.00	-1,961.29	78.8%
6424 · Internet Access/ Web Hosting	14,155.49	12,701.00	1,454.49	111.5%
6415 · Office & Clerical Supplies - Other	5,992.58	6,785.00	-792.42	88.3%
<b>Total 6415 · Office &amp; Clerical Supplies</b>	<b>34,083.60</b>	<b>37,005.94</b>	<b>-2,922.34</b>	<b>92.1%</b>
6420 · Electricity	32,286.50	32,180.00	106.50	100.3%
6421 · Dump/ Pumping Fees	22,692.80	27,000.00	-4,307.20	84.0%
6422 · Lift Station Maintenance & Repa	0.00	10,000.00	-10,000.00	0.0%
6441 · Operating Expenses				
6425 · Garbage Expense	0.00	4,068.00	-4,068.00	0.0%
6426 · Water/ Sewer Expense	0.00	9,842.68	-9,842.68	0.0%
6430 · Heating Oil & Firewood	12,894.77	15,700.00	-2,805.23	82.1%
6500 · General liability	4,410.89	4,931.95	-521.06	89.4%
6501 · Facility Insurance	5,314.72	7,405.72	-2,091.00	71.8%
6503 · Crime insurance	400.00	400.00	0.00	100.0%
6441 · Operating Expenses - Other	0.00	150.00	-150.00	0.0%
<b>Total 6441 · Operating Expenses</b>	<b>23,020.38</b>	<b>42,498.35</b>	<b>-19,477.97</b>	<b>54.2%</b>
7001 · Charitable Contributions	12,704.01	10,448.72	2,255.29	121.6%
7002 · 4th of July or Fireworks	0.00	802.00	-802.00	0.0%
7004 · Childrens Programs	673.64	1,000.00	-326.36	67.4%
7007 · Tournament	1,650.00	3,400.00	-1,750.00	48.5%
7008 · Arts Festival	0.00	17,073.43	-17,073.43	0.0%
7009 · Derby	2,000.00	3,000.00	-1,000.00	66.7%
7010 · Licenses/Fees/ Subscriptions	2,530.75	3,250.00	-719.25	77.9%
7011 · Catering/ Meetings	45.03	100.00	-54.97	45.0%
7013 · Advertising and Publications	2,439.52	5,100.00	-2,660.48	47.8%
7024 · Bank Fees				

**City of Coffman Cove**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through June 2018

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	TOTAL			
	Jul '17 - J...	Budget	\$ Over Bu...	% of Bu...
7025 · Bank Service Charge	5,313.74	5,100.00	213.74	104.2%
7026 · Merchant Bank Card Fees	0.00	0.00	0.00	0.0%
<b>Total 7024 · Bank Fees</b>	<b>5,313.74</b>	<b>5,100.00</b>	<b>213.74</b>	<b>104.2%</b>
7050 · Bad Debt	2,142.88	0.00	2,142.88	100.0%
7090 · Uncategorized Expenses	45,000.00	45,000.00	0.00	100.0%
<b>Total Expense</b>	<b>346,850.43</b>	<b>511,775.10</b>	<b>-164,924.67</b>	<b>67.8%</b>
<b>Net Ordinary Income</b>	<b>186,220.46</b>	<b>-28,775.55</b>	<b>214,996.01</b>	<b>-647.1%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
8021 · Insurance Proceeds	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b><u>186,220.46</u></b>	<b><u>-28,775.55</u></b>	<b><u>214,996.01</u></b>	<b><u>-647.1%</u></b>

CITY OF COFFMAN COVE  
RESOLUTION 20 10  
A RESOLUTION CERTIFYING THE ANNUAL FINANCIAL STATEMENT OF REVENUES AND  
EXPENDITURES FOR FISCAL YEAR 2019

WHEREAS, the City of Coffman Cove is a recognized second-class city; and,

WHEREAS, effective December 22<sup>ND</sup>, 2017, Community Assistance Program regulations (3 AAC 180) require all entities to submit a statement of annual income and expenditures of the prior year's Community Assistance Program payment and,

WHEREAS, Cities are required by AS 29.20.640 (A)(2) to submit a Certified Financial Statement (or audit) for the year ending June 30<sup>th</sup>, 2019 to the Department of Commerce, Community and Economic Development.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COFFMAN COVE, ALASKA:

That the attached Certified Financial Statement of the City of Coffman Cove, Alaska for the year ending June 30<sup>th</sup>, 2019 is approved by the City Council of Coffman Cove, Alaska and is true and complete to the best of our knowledge.

ADOPTED by a duly constituted quorum of the City Council of Coffman Cove, Alaska on this 21<sup>st</sup> day of May 2020.



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Mayor, Jackie Sunde



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Deputy Clerk, Terra Green

**City of Coffman Cove**  
**Profit & Loss Budget vs. Actual**  
 July 2018 through June 2019

Ordinary Income/Expense	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>GRANT FUNDS Federal</b>				
4300 · Payment in Lieu of Taxes	52,908.64	52,908.64	0.00	100.0%
4305 · NFR-Timber Receipts	20,733.36	0.00	20,733.36	100.0%
4307 · CDBG - Harbor Ramp Rep.	0.00	0.00	0.00	0.0%
<b>Total GRANT FUNDS Federal</b>	<b>73,642.00</b>	<b>52,908.64</b>	<b>20,733.36</b>	<b>139.2%</b>
<b>GRANT FUNDS State</b>				
4202 · Library Operating Grant (PLAG)				
State Library CEU	0.00	1,250.00	-1,250.00	0.0%
4202 · Library Operating Grant (PLAG) - Other	7,000.00	7,000.00	0.00	100.0%
<b>Total 4202 · Library Operating Grant (PLAG)</b>	<b>7,000.00</b>	<b>8,250.00</b>	<b>-1,250.00</b>	<b>84.8%</b>
4205 · Community Revenue Sharing	0.00	0.00	0.00	0.0%
4208 · Community Assistance	78,826.88	78,826.88	0.00	100.0%
4209 · Liquor Share Tax	1,500.00	1,500.00	0.00	100.0%
4210 · Shared Fisheries Business Tax	6,916.49	10,816.62	-3,900.13	63.9%
4211 · OWL Internet Funds	0.00	0.00	0.00	0.0%
4212 · State of Alaska Elections	500.00	200.00	300.00	250.0%
<b>Total GRANT FUNDS State</b>	<b>94,743.37</b>	<b>99,593.50</b>	<b>-4,850.13</b>	<b>95.1%</b>
4000 · Water / Sewer Revenues	157,065.00	140,000.00	17,065.00	112.2%
4001 · Other Revenues	0.00	0.00	0.00	0.0%
4003 · City Elections	0.00	200.00	-200.00	0.0%
4010 · Uncategorized Income	0.00	0.00	0.00	0.0%
4099 · AK Coastal Aggregates Contract	0.00	2,000.00	-2,000.00	0.0%
4100 · Post Office Contract	16,743.96	16,800.00	-56.04	99.7%
4104 · Gaming	4,705.00	1,500.00	3,205.00	313.7%
4108 · Garbage Services Revenue				
4110 · Landfill / Dump Fees	1,632.50	2,000.00	-367.50	81.6%
4108 · Garbage Services Revenue - Other	30,774.00	30,033.00	741.00	102.5%
<b>Total 4108 · Garbage Services Revenue</b>	<b>32,406.50</b>	<b>32,033.00</b>	<b>373.50</b>	<b>101.2%</b>
4113 · Harbor/Dock Revenue				
4002 · Launch & Parking fees	1,085.00	892.00	193.00	121.6%
4114 · Harbor Revenue Electricity	750.00	405.00	345.00	185.2%
4115 · Transient Moorage	11,270.54	10,000.00	1,270.54	112.7%
4113 · Harbor/Dock Revenue - Other	37,408.00	40,000.00	-2,592.00	93.5%
<b>Total 4113 · Harbor/Dock Revenue</b>	<b>50,513.54</b>	<b>51,297.00</b>	<b>-783.46</b>	<b>98.5%</b>

11:49 AM

05/04/20

Accrual Basis

**City of Coffman Cove**  
**Profit & Loss Budget vs. Actual**  
 July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
4129 - Admin	816.00	0.00	816.00	100.0%
4140 - Marine Exchange Equipment Fee	2,412.00	2,412.00	0.00	100.0%
4141 - Land Leases	7,202.50	1,575.00	5,627.50	457.3%
4142 - Building Rentals	7,930.00	7,560.00	370.00	104.9%
4148 - Firewood Sales	0.00	0.00	0.00	0.0%
4149 - Advertising Sales	0.00	0.00	0.00	0.0%
4150 - Misc. Sales	3,394.00	0.00	3,394.00	100.0%
4152 - Fish Sales	0.00	0.00	0.00	0.0%
4153 - Land Sales	0.00	0.00	0.00	0.0%
4160 - Donations	3,197.29	2,980.00	217.29	107.3%
4170 - Interest Income	1,294.47	0.00	1,294.47	100.0%
4171 - Finance Charge Income	2,900.00	0.00	2,900.00	100.0%
4200 - Library Construction Donations	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>458,990.63</b>	<b>410,859.14</b>	<b>48,131.49</b>	<b>111.7%</b>
<b>Gross Profit</b>	<b>458,990.63</b>	<b>410,859.14</b>	<b>48,131.49</b>	<b>111.7%</b>
<b>Expense</b>	<b>284,907.40</b>	<b>387,883.65</b>	<b>-102,976.25</b>	<b>73.5%</b>
<b>Net Ordinary Income</b>	<b>174,083.23</b>	<b>22,975.49</b>	<b>151,107.74</b>	<b>757.7%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
8021 - Insurance Proceeds	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>174,083.23</b>	<b>22,975.49</b>	<b>151,107.74</b>	<b>757.7%</b>

RE: Flyers & clinic meeting

Silverthorn, Shannon <SSilverthorn@peacehealth.org>

Thu 10/27/2022 3:29 PM

To: City of Coffman Cove Administrator <admin@ccalaska.com>

Dr. Rice was out today and we were following up on prior discussions and the clinic in Coffman Cove came up in discussion. Is the City still interested in PeaceHealth considering an outreach clinic in Coffman Cove?

Looking forward to hearing back from you – thank you!

---

**Shannon Silverthorn** | Clinic Manager, PHMG - POW

**PeaceHealth** | 1800 Craig Klawock Hwy (PO Box 805), Craig, AK 99921



**PeaceHealth**  
The Spirit of Health

office 907 826 3257 ext 2233 | fax 907 228 8515



**PeaceHealth**  
The Spirit of Health

---

**From:** Silverthorn, Shannon

**Sent:** Friday, September 16, 2022 7:19 AM

**To:** Gina Cavaretta <admin@ccalaska.com>

**Subject:** RE: Flyers & clinic meeting

Checking in to see if there is still interest in PeaceHealth considering an outreach clinic in Coffman Cove – any updates?

Thank you!

---

**Shannon Silverthorn** | Clinic Manager, PHMG - POW

**PeaceHealth** | 1800 Craig Klawock Hwy (PO Box 805), Craig, AK 99921



**PeaceHealth**  
The Spirit of Health

office 907 826 3257 ext 2233 | fax 907 228 8515

---

**From:** Gina Cavaretta <admin@ccalaska.com>

**Sent:** Tuesday, August 16, 2022 9:02 AM

**To:** Silverthorn, Shannon <SSilverthorn@peacehealth.org>

**Subject:** Re: Flyers & clinic meeting

**WARNING - UNVERIFIED EXTERNAL EMAIL:** This email came from a sender outside of PeaceHealth. Do not open any attachments, click on any links, or provide information unless you recognize the email address it came from and were expecting this message.

Good Morning Shannon,

So sorry for the late response, I've been out of the office for a few weeks and I'm just now catching up on emails. I have not been contacted by SEARHC regarding medical services being offered at our clinic. To my present knowledge, it's still just dental services that they are offering to the community. I will give them a call today to verify this information.

Our contract states that "if use of the premises is granted to any other medical service provider, it shall be limited to providers that do not provide the same core medical services as Tenant."

I hope this answers your question. I will be in touch after I receive more information from SEARHC pertaining to potential medical services here in Coffman.

Kind Regards,

**Gina Cavaretta**

City Administrator

Notary Public

P.O. Box 18047

(907) 329-2233

(907) 329-2212 (Fax)

---

**From:** Silverthorn, Shannon <[SSilverthorn@peacehealth.org](mailto:SSilverthorn@peacehealth.org)>

**Sent:** Wednesday, August 10, 2022 10:46 AM

**To:** Gina Cavaretta <[admin@ccalaska.com](mailto:admin@ccalaska.com)>

**Subject:** RE: Flyers & clinic meeting

Good morning Gina!

Had a question related to the medical clinic/SEARHC and also wanted to update where we are with clinic discussions for Coffman Cove.

We were told last week that SEARHC is resuming medical services in several outlying communities, including Coffman Cove. Is SEARHC resuming medical care in Coffman?

Currently, there is discussion with our Systems office (upper Administration in Vancouver WA) to evaluate PH offering medical care services in Coffman Cove (i.e. – staffing capacity, IT needs, etc.). The process of expanding to a new location takes time to evaluate on multiple levels.

I wanted to directly reach out to confirm whether the information regarding SEARHC was accurate or possibly misinformation (maybe dental services?), as I believe you mentioned the clinic only having one medical provider per the agreement.

Thank you!

---

**Shannon Silverthorn** | Clinic Manager, PHMG - POW

**PeaceHealth** | 1800 Craig Klawock Hwy (PO Box 805), Craig, AK 99921



**PeaceHealth**  
The Spirit of Health

office 907 826 3257 ext 2233 | fax 907 228 8515



**PeaceHealth**  
The Spirit of Health

---

**From:** Gina Cavaretta <[admin@ccalaska.com](mailto:admin@ccalaska.com)>  
**Sent:** Tuesday, June 7, 2022 12:55 PM  
**To:** Silverthorn, Shannon <[SSilverthorn@peacehealth.org](mailto:SSilverthorn@peacehealth.org)>  
**Subject:** RE: Flyers & clinic meeting

**WARNING - UNVERIFIED EXTERNAL EMAIL:** This email came from a sender outside of PeaceHealth. Do not open any attachments, click on any links, or provide information unless you recognize the email address it came from and were expecting this message.

Hi Shannon,  
June 30<sup>th</sup> around 1 pm will work just fine.  
Thank you,

**GINA CAVARETTA**  
CITY ADMINISTRATOR  
Notary Public  
City of Coffman Cove  
P.O. Box 18047  
Coffman Cove, AK 99918  
907.329.2233  
907.329.2212 (Fax)

---

**From:** Silverthorn, Shannon <[SSilverthorn@peacehealth.org](mailto:SSilverthorn@peacehealth.org)>  
**Sent:** Tuesday, June 7, 2022 12:42 PM  
**To:** Gina Cavaretta <[admin@ccalaska.com](mailto:admin@ccalaska.com)>  
**Subject:** RE: Flyers & clinic meeting

Gina,

Our Medical Director, Dr. Peter Rice, is also interested in meeting and touring the clinic while here at the end of the month but only planned to be here on 06/30. Would it be possible to change the date of our meeting to the early afternoon of 06/30 so that Eric Blake, Dr. Rice, and myself could meet with you? Thinking around 1pm-ish.

Thank you!

---

**Shannon Silverthorn** | Clinic Manager, PHMG - POW  
**PeaceHealth** | 1800 Craig Klawock Hwy (PO Box 805), Craig, AK 99921



**PeaceHealth**  
*The Spirit of Health*

office 907 826 3257 ext 2233 | fax 907 228 8515



**PeaceHealth**  
*The Spirit of Health*

---

**From:** Gina Cavaretta <[admin@ccalaska.com](mailto:admin@ccalaska.com)>  
**Sent:** Saturday, June 4, 2022 5:21 PM

**To:** Silverthorn, Shannon <[SSilverthorn@peacehealth.org](mailto:SSilverthorn@peacehealth.org)>

**Subject:** RE: Flyers & clinic meeting

**WARNING - UNVERIFIED EXTERNAL EMAIL:** This email came from a sender outside of PeaceHealth. Do not open any attachments, click on any links, or provide information unless you recognize the email address it came from and were expecting this message.

Hi Shannon,

Thank you for the flyers! I'll be sure to post these around town to get the word out. The morning of July 1<sup>st</sup> will work for me, just let me know a time and I'll be available. I'm pretty flexible on Fridays.

Kind Regards,

**GINA CAVARETTA**

CITY ADMINISTRATOR

Notary Public

City of Coffman Cove

P.O. Box 18047

Coffman Cove, AK 99918

907.329.2233

907.329.2212 (Fax)

---

**From:** Silverthorn, Shannon <[SSilverthorn@peacehealth.org](mailto:SSilverthorn@peacehealth.org)>

**Sent:** Thursday, June 2, 2022 3:28 PM

**To:** Gina Cavaretta <[admin@ccalaska.com](mailto:admin@ccalaska.com)>

**Subject:** Flyers & clinic meeting

Gina,

Attached are a couple flyers – one for our walk on June 11<sup>th</sup> and the other with PeaceHealth visiting clinic information for POW/KTN. We would greatly appreciate this information being shared with your community – thank you!

Our Director of Operations, Eric Blake, will be out to the clinic at the end of the month (06/30 & 07/01). Could we schedule a time to meet with you on the morning of 07/01 to further discuss and tour the clinic?

Thank you!

---

**Shannon Silverthorn** | Clinic Manager, PHMG - POW

**PeaceHealth** | 1800 Craig Klawock Hwy (PO Box 805), Craig, AK 99921



**PeaceHealth**

The Spirit of Health

office 907 826 3257 ext 2233 | fax 907 228 8515



**PeaceHealth**

The Spirit of Health

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**From:** Gina Cavaretta <[admin@ccalaska.com](mailto:admin@ccalaska.com)>  
**Sent:** Tuesday, May 24, 2022 10:32 AM  
**To:** Silverthorn, Shannon <[SSilverthorn@peacehealth.org](mailto:SSilverthorn@peacehealth.org)>  
**Subject:**

**WARNING - UNVERIFIED EXTERNAL EMAIL:** This email came from a sender outside of PeaceHealth. Do not open any attachments, click on any links, or provide information unless you recognize the email address it came from and were expecting this message.

Good Morning Shannon,  
Thank you for attending our council meeting last week! I wanted to ask if you were going to have flyers made for the walk in Coffman Cove in June, and if so, would you mind sending me a copy so I can get the word out in town? Also, if there is any more information I can provide for PeaceHealth regarding our Clinic, please let me know. Our next council meeting is scheduled for Thursday, June 16<sup>th</sup>.  
Thank you,

**GINA CAVARETTA**  
CITY ADMINISTRATOR  
Notary Public  
City of Coffman Cove  
P.O. Box 18047  
Coffman Cove, AK 99918  
907.329.2233  
907.329.2212 (Fax)

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Sensitivity: General Business Use. This document contains proprietary information and is intended for business use only.

**Re: Estimate**

Chris Piburn &lt;chrispiburn@rmketchikan.com&gt;

Tue 2/7/2023 9:42 AM

To: Terra Green &lt;treasurer@ccalaska.com&gt;

Cc: mikael Ashe &lt;mikaelseatc@gmail.com&gt;

 1 attachments (1 MB)

202790\_CC Lot 3 BLK 11 (2022-11-28 Preliminary).pdf;

Terra,

I am sorry I have been out ill for the last couple of weeks.

The exhibit should run in the 1000-dollar range with some of that time having already been billed.

The price for the pins I am assuming is for the replat and ROW dedication to the city, is going to be between 3000 to 4000 with some of that having already been billed for time I spent redrafting already. The time will be for 2 guys coming in to brush the lines and setting the corners. I believe it will be 9 monuments that would need to be set.

Chris

---

**From:** Terra Green <treasurer@ccalaska.com>**Sent:** Monday, January 23, 2023 9:46 AM**To:** Chris Piburn <chrispiburn@rmketchikan.com>**Cc:** mikael Ashe <mikaelseatc@gmail.com>**Subject:** Estimate

Chris,

Can you please give me an idea of the cost for the exhibit? I would also like an estimate for the 4 pins we would need added to complete the delineation of the ROW/Access and Utilities Easement of 30'. I am sending this email at the request of the city council.

I would like to separate estimates.

Thank you,

Terra Green  
City of Coffman Cove  
Clerk/Treasurer  
Notary Public  
(907)329-2233

## Apple iCloud and video surveillance

PJ Olson <CCSeatG@outlook.com>

Fri 1/20/2023 8:28 AM

To: Terry Coleman <twcoleman2001@yahoo.com>; Terra Green <treasurer@ccalaska.com>; Deputy Clerk <clerk2@ccalaska.com>; mikael Ashe <mikaelseatc@gmail.com>; Kate Holtman <kateholtman@gmail.com>; Yvonne Drozdowicz-Somfleth <yvonnedsomfleth@gmail.com>; Dawn Rosenlund <kl7rm@yahoo.com>; jackmulcare@gmail.com <jackmulcare@gmail.com>; Heather Hedges <heather@ccalaska.com>

Everyone,

We discussed putting video surveillance at the post office last night and I mentioned the system that I've got.

It's a simple system and the requirements are:

1. A free Apple iCloud account (basically the same kind of thing as a gmail account). I set one up for the City years ago and the login information should be in the office safe.
2. An upgrade of that free account to the 2 TB iCloud Plus account. That costs \$9.99 per month. <https://www.apple.com/icloud/#plus>
3. A good internet connection and router. What the City has now in city hall should work but the new fiber optic will absolutely work. An open question is how much bandwidth the video upload will take.
4. Some kind of hub or central control device. We use the Apple TV device. That's \$149. <https://www.apple.com/shop/buy-tv/apple-tv-4k>
5. An Apple TV subscription. That's \$6.99 a month.
6. Video cameras. We bought the Apple Logitech Circle View Security Camera. Those are \$159.95 each. There's also a Logitech camera doorbell device.

Then you'll need an Apple device...iPhone, iPad or Mac computer...to view the video that's stored in the iCloud.

This particular setup might not work for the City but it should work well for homes and businesses, if anyone needs the surveillance. All the video is stored in the iCloud so it can't be erased or tampered with by intruders. Plus you can access and view the stored video or a live feed from the cameras from anywhere.

Something to consider for the City properties or your own house.

PJ Olson.





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Mac

iPad

iPhone

Watch

AirPods

TV & Home

Only on Apple

Accessories

Support



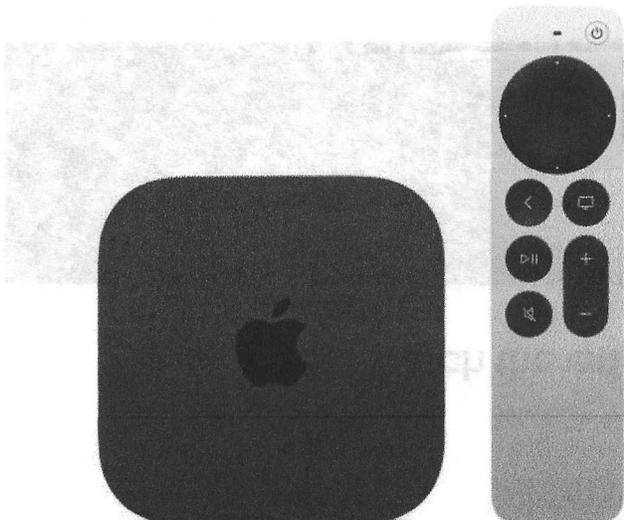
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or \$21.50/mo. for 6 mo.\*

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# Logitech Circle View Apple HomeKit- Enabled Security Camera

\$159.95



**Delivery:**

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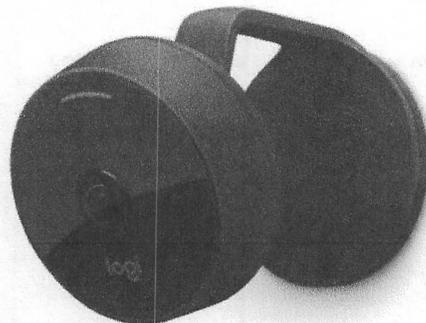
Free Shipping

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**Pickup:**

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Check Out with Apple Pay

Add to Bag

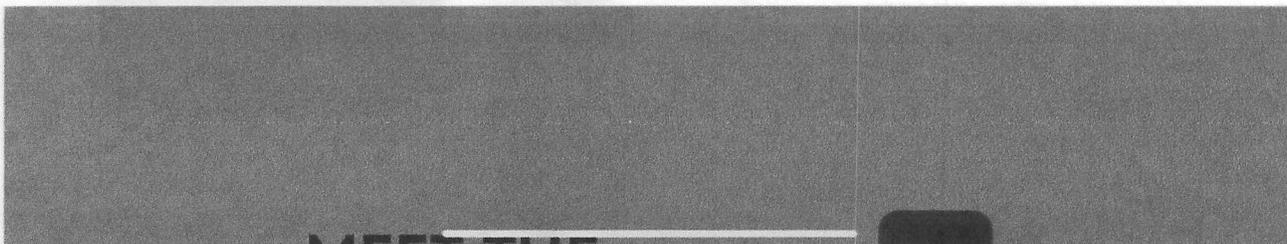
Still deciding?

Add this item to a list and easily come back to it later.



Need some help? [Contact us.](#)

### Watch the video from Logitech



Apple TV & Home Accessories



## City of Coffman Cove

PO Box 18135

102 NW Denali Alley

Coffman Cove, AK 99918

Phone: (907) 329-2233 Fax: (907) 329-2212

Email: ~~mayor@ccalaska.com~~

February 14, 2023

State of Alaska, Department of Environmental Conservation

Village Safe Water Program

555 Cordova St., 4th Floor

Anchorage, AK 99501-2617

To whom it may concern,

Re: New Intake for existing Water Treatment plant

The community of Coffman Cove, represented by the City Council/Mayor is applying for planning funds to evaluate alternatives to address the following water concerns:

The intake to the existing water plant is failing. The current fix is a stop-gap measure until it can be replaced.

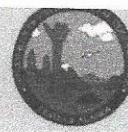
The total amount of planning project funding being requested is \$75,000.00.

Enclosed with this letter is a completed planning application for this project.

Sincerely,

John Mulcare

Coffman Cove City Councilman, Seat F



**APPLICATION REQUIREMENTS**

**All applications must include the following:**

- ◆ Planning Project Application (pages 2-4) *Application in any other form will not be accepted*
- ◆ Letter requesting project signed by the applicant
- ◆ Written justification for project costs exceeding the established limits, if applicable.

**Application Deadline**

All application must be received by 11:59 p.m. on Friday, March 10, 2023.

**Application may be submitted to the following:**

<p><b>Email:</b> <a href="mailto:dec.vswfunding@alaska.gov">dec.vswfunding@alaska.gov</a></p> <p><i>Faxes will not be accepted</i></p>	<p><b>Mail:</b> Village Safe Water Program Attention: Carrie Bohan P.O. Box 11180 Juneau, AK 99811</p>
--	--

**APPLICATION INSTRUCTIONS**

**Detailed instructions are provided on pages 5 - 6**

**APPLICATION REVIEW AND SCORING**

All applications received before the deadline will be considered for scoring by applying the eligibility criteria. All eligible applications will be scored using the criteria provided on page 7.

**Scoring Committee**

A scoring committee will review and score applications according to established criteria. The scoring committee will be made up of representatives from:

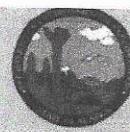
- |  |   |
|--|---|
|  | Alaska Department of Environmental Conservation (ADEC)    |
|  | US Environmental Protection Agency (EPA)                  |
|  | US Department of Agriculture, Rural Development (USDA RD) |
|  | Indian Health Service (IHS)                               |
|  | Alaska Native Tribal Health Consortium (ANTHC)            |

**Scoring Process**

Preliminary scores will be provided to the applicant and the VSW or ANTHC engineer assigned to the community. Scores will not be provided to consultants.

If the applicant believe that a scoring error has occurred, they will be provided with an opportunity to inform VSW about the potential error. Only information submitted with the original application will be considered when finalizing the application score.

The scoring committee will consider information about potential errors and will provide a final score to the applicant.



COMMUNITY INFORMATION		
<b>Community Name:</b>		<b>Organization (City, Tribe, Association, etc.):</b>
Coffman Cove		City
<b>Point of Contact:</b>		<b>Title:</b>
John Mulcare		City Councilman Seat F
<b>Mailing Address:</b>		<b>City:</b> <b>Zip:</b>
P. O. Box 18001		Coffman Cove                      99918
<b>Phone:</b>	<b>Fax:</b>	<b>Applicant Email Address:</b>
406-250-1282		jackmulcare@gmail.com

ELIGIBILITY INFORMATION		
<b>Community Type</b> <i>Please check the one box that applies to your community</i>		
<input type="checkbox"/>	Unincorporated community with between 25 and 1,000 people	
<input type="checkbox"/>	First class city or home rule municipality with not more than 1,000 residents	
<input type="checkbox"/>	A community with a population between 25 and 1,000 people represented by a Tribal Council, Traditional or Native Village Council, or incorporated nonprofit entity	
<input checked="" type="checkbox"/>	Second class city or Metlakatla (no population limit)	
<b>Previous Planning Projects</b> <i>Please provide information about past planning projects funded by Village Safe Water</i>		
<b>Title</b>	<b>Date Published</b>	<b>Completed by</b>
Coffman Cove Alaska, Luck Point Sewer Study	02/2018	CRW engineering
City of Coffman Cove Water & Sewer Feasability Study	09/2004	CRW Engineering

PROJECT INFORMATION		
<b>Deficiency Level (A must equal B + C + D)</b>		
	<b>Description</b>	<b># Homes</b>
A	Total number of year-round occupied homes that will benefit from this project.	190
B	Total number of these homes that have previously been served with indoor running water and sewer service via pipes or individual wells and septic systems.	190
C	Total number of these homes that have previously been served with indoor running water and sewer service via community covered haul system.	0
D	Total number of these homes that have never been served with indoor running water and sewer service.	0



**PROJECT INFORMATION**

**Project Title**

New Intake for Existing Water Treatment Plant

**Planning Needs**

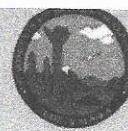
*Please provide a brief description of the issues that this planning project would address.*

Existing Infiltration Gallery is plugged providing no Initial filtering of water. Water is instead gathered by allowing it to overtop the catchment basin, which the infiltration gallery used to supply. This results in material, gravel and sediment, accumulating in the basin, which continually needs to be shoveled out by hand, the frequency depending upon the rainfall and runoff.

**Proposed Planning Project**

*Please provide a brief description of the planning activities and outcomes that this project will accomplish.*

A Preliminary Engineering Report that would provide alternatives to the failed intake system. The report would evaluate different locations and designs for the intake to allow for better initial filtering of the water leading to more efficient treatment in the water treatment plant. The operator will also be able to use their time more efficiently as they will not have to shovel out the infiltration gallery on a regular basis.



**PROJECT INFORMATION**

**Loss of Service**

*Please provide a description of the duration, frequency, and cause of any system failures occurring during the past 12 months.*

Because the infiltration gallery is no longer functional, the catchment basin needs to be shoveled out by hand at a minimum two times a month, more frequently if we have runoff events due to rain. If there is an excessive runoff event it could completely block the water intake line for the Water Treatment Plant

**Planning Project Cost Estimate**

<i>Scope Item</i>	<i>Cost</i>
Engineering	\$ 75,000
Aerial Photography	\$
Geotechnical	\$
Surveying	\$
Water Quality Testing	\$
NEPA/NHPA	\$
Other:	\$
<b>TOTAL:</b>	<b>\$ 75,000</b>

**Cost Estimate Prepared by:**

<b>Name:</b>	<b>Title:</b>
Aaron Wheatall	Village Safe Water Engineering Associate
<b>Organization:</b>	
SOA DEC VSW	
<b>Phone:</b>	<b>Email Address:</b>
907-269-4967	aaron.wheatall@alaska.gov



## Eligibility Information

### Community Type

The State of Alaska Village Safe Water (VSW) Statute establishes specific types of communities that are eligible for VSW funding. Your community is eligible if it meets one of the community types listed on the application. If your community is not eligible for VSW funding, contact the ADEC Facilities Programs at (907) 465-5143 to find out about other funding opportunities.

### Previous Planning Projects

In 2023, communities are invited to submit applications for new planning projects, even if they have an ongoing planning project.

### Sanitation Deficiency System (SDS)

All planning projects must be supported by a Tier 3 project in the SDS database identifying the deficiencies that the planning project will address. Your assigned ANTHC or VSW engineer can complete this requirement.

### Piped Service Planning Projects for Unserved Communities

The Alaska Native Tribal Health Consortium, with funding from the Indian Health Service, is developing comprehensive piped service planning projects for all unserved and underserved communities. *Therefore, planning project applications related to providing new piped water and sewer service in unserved communities are not being considered for CIP funding at this time.*

### Served Communities

These are communities where most homes have running water and sewer service.

### Unserved/Underserved Communities

These are communities where most homes currently do not have running water and sewer service from either pipes or individual wells and septic systems.

## Project Information

### Deficiency Level

Provide the total number of homes that are occupied year-round that will benefit from the proposed project.

### Project Title

Provide a title for the proposed planning project.

### Planning Needs

Describe the need of the proposed planning project. Identify the specific issues and associated impacts to public health or the environment.



### **Proposed Planning Project**

Describe what the proposed planning project will consider, what studies or planning efforts it will include, and the anticipated project outcomes.

### **Loss of Service**

Describe any system failures occurring during the past 12 months. Include any details such as duration, frequency, and cause of the failure(s). Identify the year in which the infrastructure to be addressed by the planning project was originally constructed and note any upgrades or improvements since.

### **Planning Project Cost Estimate**

Provide a cost estimate using the categories provided. If using the "other" cost categories, provide a label to specify what the category represents.

## **Required Attachment**

### **Letter Signed by the Applicant**

All applications require a letter, signed by the applicant, requesting the project. The letter should explain, in the applicant's own words, why the project is needed. The letter should not be a duplicate letter prepared by an agency or a consultant.

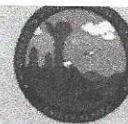
Original, photocopied or scanned electronic versions of the signed letter will be accepted.

An example of a community letter can be found online at:

<https://dec.alaska.gov/media/15710/example-of-community-letter-requesting-planning-funding.pdf>

## **Optional Attachment**

Planning projects that will develop a new Preliminary Engineering Report (PER) and Environmental Report (ER) are eligible for up to \$75,000. Updates to existing PERs and ERs are eligible for up to \$25,000. If the estimated cost of a planning project exceeds these limits, a letter justifying the additional funding must be included with the planning application.



**Scoring Criteria**

Criteria	Points
<b>PLANNING PROJECT NEED/HEALTH IMPACT</b>	
Describes the level of service or improvement the majority of the planning project will evaluate	
<b>First Service:</b> <i>Fully piped, closed haul, or onsite water and wastewater service to homes not previously served at the proposed service level</i>	40
<b>Water Treatment Plant/Washeteria Upgrade or Replacement in Unserved Community:</b> <i>Upgrade or replacement of a combined water treatment plant/washeteria in a community that lacks water and sewer service to a majority of homes The existing facility to be upgraded or replaced must be at least 25 years old.</i>	40
<b>Regulatory Compliance (Drinking Water only):</b> <i>Address "verified" facility-related regulatory compliance (DEC Drinking Water Program verification required)</i>	40
<b>Erosion and Thawing Permafrost Impacts:</b> <i>Protect, move or replace essential system components endangered by erosion or thawing permafrost</i>	35
<b>Essential Upgrades:</b> <i>Upgrade or replace existing water or wastewater system components that have exceeded their capacity or design life, resulting in present and continuous compromises in health benefits of the system and representing a clear and substantial health hazard</i>	30
<b>Beneficial Upgrades:</b> <i>Upgrade system components or increase operational efficiencies to address intermittent compromises affecting the health benefits of the system. Includes all solid waste improvements.</i>	10
<i>None of the above</i>	0
<b>DEFICIENCY LEVEL</b>	
Describes the level of service of the majority of homes that will benefit from the project	
<i>Never been served with running water and sewer service</i>	20
<i>Currently served by truck or trailer water and/or sewer service</i>	10
<b>LOSS OF SERVICE/AGE OF INFRASTRUCTURE</b>	
Describes the frequency of loss of service or age of infrastructure to be improved	
<i>Regular and/or extended loss of service. Requires details about the duration, frequency and extent of lost service over the past 12 months.</i>	10
<i>More than 30 years old</i>	5
<i>None of the above</i>	0
<b>PRIMARY FACILITIES ADDRESSED BY PLANNING DOCUMENT</b>	
<i>Water and/or Sewer PER</i>	10
<i>Solid Waste PER</i>	5
<b>LOCAL CAPACITY</b>	
Reflects the community's capacity for operations and maintenance of sanitation infrastructure	
<i>75 or more O&amp;M Best Practices points</i>	15
<i>60 - 74 O&amp;M Best Practices points</i>	12
<i>50 - 59 O&amp;M Best Practices points</i>	8
<i>35 - 49 O&amp;M Best Practices points</i>	5
<i>0 - 34 O&amp;M Best Practices points</i>	0
<b>APPLICATION QUALITY</b>	
Describes the level of completeness of the application and quality of the supporting documentation	
<i>Information is complete and consistent throughout, demonstrates community involvement in the application, and contains sufficient information to support a request for funding</i>	5