

*Seldovia City Council
Laydown*

January 25, 2017

Regular Meeting

- Page 1 Water/Sewer Fee Schedule for Reference to
 Amelia Pollack's Inquiry
- Page 2 Resolution 17-08 HEA Support
- Page 3 City Manager's Report



Jan. 16, 2017

NOTES

FY2017 WATER AND SEWER FEES
All fees are subject to applicable tax

MULTISERVICE COMMERCIAL Businesses that provide two or more services (listed below). Businesses will be billed according to services provided, however, one combined rate will appear on monthly statement

SERVICES:

Retail and Grocery Stores	\$70.06/month + tax (46.17/23.89)
Service Stations	\$70.06/month + tax (46.17/23.89)
Museums	\$70.06/month + tax (46.17/23.89)
Day Care Centers	\$70.06/month + tax (46.17/23.89)
Food Processing Facility	\$168.00/month + tax (122.70/45.30)
Office Building <ul style="list-style-type: none"> • First Office – office is defined as a separate (non-residential) room or cubical occupied by one or more persons • Each additional office 	\$75.87/month + tax (51.22/27.65) \$15.96/month + tax (9.59/6.37)
Laundromat <ul style="list-style-type: none"> • First Machine • Each Additional Machine 	\$39.97/month + tax (23.86/15.11) \$10.82/month + tax (6.56/4.26)
Cocktail Lounge	\$168.00/month + tax (122.70/45.30)
Restaurant/Food Service/Conference Center	\$168.00/month + tax (122.70/45.30)
Motel*/Hotel*/Bed & Breakfast* (within a single family residence) <ul style="list-style-type: none"> • Plus each unit (unit is defined as bedroom) • Each Rental Cabin* (structures with kitchen or kitchenette) 	\$70.12/month + tax (46.23/23.89) \$15.72/month + tax (9.27/6.45) \$32.03/month + tax (23.16/6.87)
Privately Owned Commercial Dock	\$110.20/month + tax (63.90/45.30)
Commercial Service Fee – Water and Sewer	\$45.73 per commercial entity/month+ tax (30.20/15.53)

*After a tenant/guest has occupied a cabin for 30 consecutive days, the cabin will be considered a single family residence and shall be billed accordingly (please refer to single family residential rates on page 10)

**CITY OF SELDOVIA
RESOLUTION 17-08**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SELDOVIA, ALASKA
SUPPORTING HOMER ELECTRIC ASSOCIATION'S REQUEST FOR FUNDING TO
REPLACE THE EMERGENCY GENERATORS IN SELDOVIA**

WHEREAS, the City of Seldovia is located on the south side of Kachemak Bay. Our electric service is provided to our area by Homer Electric Association; and

WHEREAS, in the event power supply is lost due to severe weather events, the community could be out of power for several hours or even days because of our remote location; and

WHEREAS, Homer Electric Association maintains standby generators to provide power in such circumstances; and

WHEREAS, the need for dependable, alternate generators located in our community is a matter of significant importance. It could literally make a difference between life and death in some situations; and

WHEREAS, the City of Seldovia and the community are in full support of Homer Electric Association's efforts in procuring a new 1MW generator set and switchgear with building enclosure for a dependable working generator service for Seldovia as well as our other remote neighbors.

NOW THEREFORE BE IT RESOLVED THAT: The Council of the City of Seldovia by this resolution supports the efforts of Homer Electric Association to provide reliable, standby power to our remote community and neighbors.

PASSED and APPROVED by a duly constituted quorum of the City Council of Seldovia, Alaska, this 25 day of January, 2017.

SIGNED: _____

Mayor, Dean Lent

ATTEST: _____

City Clerk, Lisa Stanish



City of Seldovia

P.O. Drawer B, Seldovia, Alaska 99663
Phone: (907) 234-7643, Fax: (907) 234-7430
email: citymanager@cityofseldovia.com
website: www.cityofseldovia.com

TO: Seldovia City Council
FROM: Tod Larson, City Manager
SUBJECT: City Manager's Report
DATE: January 25, 2017

Report

- February 18th is the Fireman's Ball.
- Continuing our annexation meetings with the next meeting being this Friday night at 6:00 pm.
- The audit is complete and we should have our copies soon. I'll brief the council on the outcome at the council meeting after we receive our official copies.
- We still need a garbage collection part time person. Apply at the city offices.
- Spent time assisting a citizens group concerned about the loss of the swimming pool if the school district decides to close it because of budget cuts.
- We are starting the budget process for FY18.
- Public Works has been very busy with snow removal lately as you have probably seen.
- Water Treatment Plant.
 - The building is enclosed and the crew is working on the interior components of the processing operation.
 - Looking at a trip to Port Graham in the next couple of months to watch their water operations as they have a similar water system to ours. (Randy, Tyler and I)
 - Project superintendent is currently anticipating a May start up.
- Verizon is looking around Seldovia for a place to locate a cell tower to improve our communications ability.
- The Fire Tender now belongs to the City of Seldovia. The Anchorage Fire Department donated the truck to us.
- The City's HAZCOM plan is completed. It's been a pretty big project to get all of the facilities through the inspection and up to AKOSH standards. We didn't spend a lot of money, it was more time consuming repairs than anything. The end result is a safer environment for employees and citizens.
- Began the process of building the Policy and Procedure Manual for the City of Seldovia.
- City of Seldovia Economic Development Plan – companion plan to the 2014 Comprehensive Plan.

Questions/Clarifications

- Can I begin a group to start an Economic Development Plan for Seldovia?

Yes

Review of the Performance of
Tod Larson - City Manager

Support for the Seldovia Comprehensive Plan

1. Economy – Become economically relevant and resilient.
 - a. Selected as a board member for the Kenai Peninsula Economic Development District in order to: represent Seldovia and bring ideas and information back to our community.
 - b. Working with City Clerk in order to encourage a business friendly environment (LaMaestra Clinic, Owl's Nest, Seldovia Wild Seafood and Livesay Gallery).
 - c. Conducted extensive 'audit of audits' process in order to understand the city's financial status and history. Used this analysis to portray that status to the city council in an understandable format.
 - d. Shut down spending to a minimum necessary to continue city operations due to concern with reserves and deficit spending.
 - e. Submitted a comprehensive "Jakolof Bay Development Plan" to the State of Alaska, Department of Natural Resources so that the city can gain a lease to the area surrounding the dock to include tidelands. Working with DNR to keep this issue at the forefront of their minds.
 - f. Working with local media to develop stories about Seldovia and the activity occurring around the economy in order to obtain 'free advertisement' for our community.
2. Transportation – Maintain water, land, and air connectivity.
 - a. Represented Seldovia during the Alaska Marine Highway System's annual scheduling conference.
3. Land Use – Build vibrancy and retain small town character.
 - a. Supported the City Clerk in her efforts in zoning (livestock, decks and docks, and conditional use).
 - b. Coordinating with the Russian Orthodox Church to assist them with proposed changes including a proposed city land purchase in order to maintain the long time travel corridor in that area.
4. Community and Human Resources – Serve local needs on a cost-effective, prioritized basis.
 - a. Working extensively on new Water Treatment Plant with VSW, CRW, Superintendent of the project and our public works personnel. Water leakage, tank leakage, bi-monthly conference calls, CRW/VSW on-site visits, coordinating with Superintendent, etc.
 - b. Coordinated with Alaska Rural Water Association to conduct the Sanitary Survey that was due for Seldovia. The survey is required every three years by the State of Alaska. Randy Bond attended their annual conference free of charge and gained exceptional knowledge to bring back to the city.
 - c. Participating in Seldovia Chamber of Commerce meetings. Providing a monthly City Manager report. Member of the Seldovia Marketing Subcommittee.
 - d. Worked through the City of Seldovia v. Precious Earth lawsuit. Participated in the mediation and the follow-on resolution insuring that the city's responsibilities were accomplished according to the court order. This lawsuit and following process took a large chunk of my time initially.

- e. Worked with the CEO and Kris Lethin to negotiate an effective lease agreement with LaMaestra in order to bring quality health care to Seldovia's citizens.
 - f. Took over as Fire Chief and developed a fire training plan through the end of FY17. The Fire Department did not have a sufficient membership or training plan.
 - g. Conducted a nation-wide search for Chief of Police candidates. Built a Chief of Police selection committee and conducted phone interviews and personal interviews resulting in the successful selection of our next Chief.
 - h. Secured a Water Tender truck from the City of Anchorage for the Seldovia Fire Department. The truck itself is at no cost. There are some necessary engine work needed and all repairs will be conducted by the University of Alaska – Anchorage diesel mechanic program for the cost of parts only.
 - i. Working with a citizens group looking at the feasibility in 'taking over' the cost and operations of the swimming pool from the School District.
 - j. Requested an Alaska Occupational and Safety Inspection for all city facilities in order to protect our employees and citizens from injury. All infractions identified in the inspection have been mitigated with very minimal cost. This is also very important in order to protect the city from potential future litigation.
 - k. Working with Village Safe Water in order to discuss Seldovia's wastewater system. Requested the Rural Maintenance Worker to spend time with our public works in order to learn about our system and challenges.
 - l. Wrote Seldovia's Injury and Illness Prevention Program.
5. Environment – Benefit from, and steward the region's natural resources.
- a. Worked with PND Engineer's and the State of Alaska to complete a required Periodic Safety Inspection of Seldovia's dam. The inspection was completed and a subsequent report filed with the state.
 - b. Working with Village Safe Water on starting a wastewater treatment study that will eventually lead to a new and much improved system over the city's current system.

Other Areas

6. Basic City Operations.
- a. Continually question and improve the city's processes.
 - b. Working with the City Finance Officer in collecting old debt, writing off 'bad' debt, and soon to have an automated billing process that will write delinquency letters. Fairly enforcing city code relating to billing.
 - c. Met with and developed relationships with dozens of different organizations like: Seldovia Oil Spill Response Team, Cook Inlet Spill Prevention and Response, Homer Electric Association, Alaska State Troopers, Village Safe Water, Kenai Peninsula Borough, Seldovia Native Association, Anchorage Fire Department, etc. etc.
 - d. Lead, direct and assist the: City Clerk, Assistant City Clerk, the Finance Officer, the Chief of Police, the Harbormaster, the Public Works employees and to a lesser extent the Sea Otter Community Center Manager, the Senior Meals employees, and the various volunteer organizations and individuals.

- e. Developed a peer group with the other City Managers within the Peninsula in order to capitalize on collective knowledge and cooperative assistance. The meetings are organized around my travel schedule to the KPEDD meetings so there is no additional cost for this benefit.
7. Professional Development.
 - a. Currently enrolled in a Master of Legal Studies through Arizona State University's Law School.
 - i. Completed: U.S. Law and Legal Analysis and Administrative Law prior to coming to Seldovia.
 - ii. Completed: Contract Law and Discrimination Law this past fall of 2016.
 - iii. Currently Enrolled: Land Use Regulation and Constitutional Law Spring 2017.
 - iv. Projected graduation date of May 2018.
 - v. This doesn't cost the city anything.
 - vi. I do my school work at night and on weekends outside of duty hours so it doesn't impact my work responsibilities.
 - b. Selected for the Municipal Advisory Committee for the Alaska Municipal League Joint Insurance Association in order to: represent Seldovia and bring ideas and information back to our community.
 - c. Participated in the summer and winter Alaska Municipal League's conferences in order to represent Seldovia and bring ideas and information back to our community.
 8. Path Forward.
 - a. Continue degree program taking classes that enhance my ability to direct the city's operation.
 - b. Conduct a comprehensive and successful city budget process.
 - c. Complete a successful handoff of the Water Treatment Plant after its completion.
 - d. Initiate a Seldovia Economic Development Committee in order to write a companion document (2017 City of Seldovia Economic Master Plan) to the 2014 City of Seldovia Comprehensive Development Plan.
 - e. Complete the first draft of the City of Seldovia Policy and Procedure Manual.
 - f. Continue the annexation process (petition) for the Mountain Brook Heights subdivision - et al.
 - g. Building a comprehensive and realistic budgeting process for the FY18 budget.
 - h. Write the Seldovia Dam's O&M manual.
 - i. Request a Sewage System Study in order to understand our current system and look at potential future solutions/upgrades.
 9. Summary. I've had an exceptional seven months in Seldovia. Sometimes I feel like I've been here a lot longer than that as I think about my time here – I've been very busy. Seldovia is extremely lucky to have the city workforce that it enjoys. The employees are of the highest quality and are dedicated and hardworking. I just hope that I assist them in their duties and provide 'top cover' for them. This past year has been a very trying year for the city and the staff here. The staff has accomplished a lot and I'm proud to work with them to make Seldovia a better place.

Respectfully,
Tod

Report Criteria:
Detail report.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
AIR LIQUIDE AMERICA CORP.								
250	AIR LIQUIDE AMERICA CORP.	1438530	Acetylene rental	12/31/2016	451.20	.00		
Total AIR LIQUIDE AMERICA CORP.:					451.20	.00		
ALASKA MARINE HIGHWAY SYSTEM								
520	ALASKA MARINE HIGHWAY SY	123116	December Tickets	12/31/2016	579.00	.00		
Total ALASKA MARINE HIGHWAY SYSTEM:					579.00	.00		
Alaska Municipal Managers Association								
570	Alaska Municipal Managers Assoc	011017	Tod AMMA FY17 Membership	01/11/2017	200.00	.00		
Total Alaska Municipal Managers Association:					200.00	.00		
ANALYTICA GROUP								
900	ANALYTICA GROUP	182262	Water Testing	12/15/2016	155.00	.00		
900	ANALYTICA GROUP	182434	Water Testing	12/20/2016	90.00	.00		
900	ANALYTICA GROUP	182556	Water Testing	01/05/2017	90.00	.00		
Total ANALYTICA GROUP:					335.00	.00		
CASELLE, INC								
1460	CASELLE, INC	65389	Final payment for contract	12/22/2016	27,500.00	.00		
Total CASELLE, INC:					27,500.00	.00		
EAYERS PLUMBING & HEATING								
2000	EAYERS PLUMBING & HEATING	22227	MPB Boiler	12/21/2016	128.19	.00		
2000	EAYERS PLUMBING & HEATING	22227	MPB Boiler	12/21/2016	224.34	.00		
2000	EAYERS PLUMBING & HEATING	22227	MPB Boiler	12/21/2016	85.46	.00		
2000	EAYERS PLUMBING & HEATING	22227	MPB Boiler	12/21/2016	267.07	.00		
2000	EAYERS PLUMBING & HEATING	22227	MPB Boiler	12/21/2016	96.14	.00		
2000	EAYERS PLUMBING & HEATING	22227	MPB Boiler	12/21/2016	181.61	.00		
2000	EAYERS PLUMBING & HEATING	22227	MPB Boiler	12/21/2016	85.46	.00		
Total EAYERS PLUMBING & HEATING:					1,068.27	.00		
FARPOINT LAND SERVICES LLC								
2110	FARPOINT LAND SERVICES LL	3515	ROW survey	12/19/2016	1,980.00	.00		
Total FARPOINT LAND SERVICES LLC:					1,980.00	.00		
LEVESQUE LAW GROUP (V)								
3330	LEVESQUE LAW GROUP (V)	13951	Police Contract	01/06/2017	453.40	.00		
3330	LEVESQUE LAW GROUP (V)	13952	Rocky St Litigation	01/06/2017	254.00	.00		
Total LEVESQUE LAW GROUP (V):					707.40	.00		
RAVN ALASKA								
4190	RAVN ALASKA	7197856	Water Samples	11/28/2016	20.00	.00		
4190	RAVN ALASKA	7203491	Water Samples	12/05/2016	20.00	.00		
4190	RAVN ALASKA	7209502	Water Samples	12/12/2016	20.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4190	RAVN ALASKA	7215373	Water Samples	12/19/2016	20.00	.00		
Total RAVN ALASKA					80.00	.00		
SELDOVIA FUEL & LUBE								
4550	SELDOVIA FUEL & LUBE	123116	December	01/01/2017	202.74	.00		
4550	SELDOVIA FUEL & LUBE	123116	December	01/01/2017	184.97	.00		
4550	SELDOVIA FUEL & LUBE	123116	December	01/01/2017	263.40	.00		
4550	SELDOVIA FUEL & LUBE	123116	December	01/01/2017	124.30	.00		
4550	SELDOVIA FUEL & LUBE	123116	December	01/01/2017	28.40	.00		
4550	SELDOVIA FUEL & LUBE	123116	December	01/01/2017	349.76	.00		
4550	SELDOVIA FUEL & LUBE	123116	December	01/01/2017	678.32	.00		
4550	SELDOVIA FUEL & LUBE	123116	December	01/01/2017	179.89	.00		
4550	SELDOVIA FUEL & LUBE	123116	December	01/01/2017	273.19	.00		
4550	SELDOVIA FUEL & LUBE	123116	December	01/01/2017	208.69	.00		
4550	SELDOVIA FUEL & LUBE	123116	December	01/01/2017	365.20	.00		
4550	SELDOVIA FUEL & LUBE	123116	December	01/01/2017	139.13	.00		
4550	SELDOVIA FUEL & LUBE	123116	December	01/01/2017	434.77	.00		
4550	SELDOVIA FUEL & LUBE	123116	December	01/01/2017	156.52	.00		
4550	SELDOVIA FUEL & LUBE	123116	December	01/01/2017	295.64	.00		
4550	SELDOVIA FUEL & LUBE	123116	December	01/01/2017	139.12	.00		
4550	SELDOVIA FUEL & LUBE	123116	December	01/01/2017	1,742.49	.00		
4550	SELDOVIA FUEL & LUBE	123116	December	01/01/2017	580.83	.00		
Total SELDOVIA FUEL & LUBE					6,347.36	.00		
SMOKEY BAY AIR								
4670	SMOKEY BAY AIR	120116015	Homer-Seldovia PD	12/01/2016	14.00	.00		
4670	SMOKEY BAY AIR	120616013	Eayrs	12/06/2016	14.00	.00		
4670	SMOKEY BAY AIR	120816022	Bay Safety	12/08/2016	14.00	.00		
Total SMOKEY BAY AIR					42.00	.00		
SPENARD BUILDERS SUPPLY								
4700	SPENARD BUILDERS SUPPLY	120-12668649	Clinic kitchen sink	12/10/2016	51.29	.00		
Total SPENARD BUILDERS SUPPLY					51.29	.00		
XEROX								
5710	XEROX	087606322	Office Dec	01/01/2017	358.21	.00		
5710	XEROX	087606323	Firehall Dec	01/01/2017	100.18	.00		
Total XEROX					458.39	.00		
Grand Totals					39,799.91	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
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Dated: _____

Mayor: _____

City Council: _____

Finance Officer
City Recorder: Carrie Nitfe

Report Criteria:

Detail report.

Paid and unpaid invoices included.

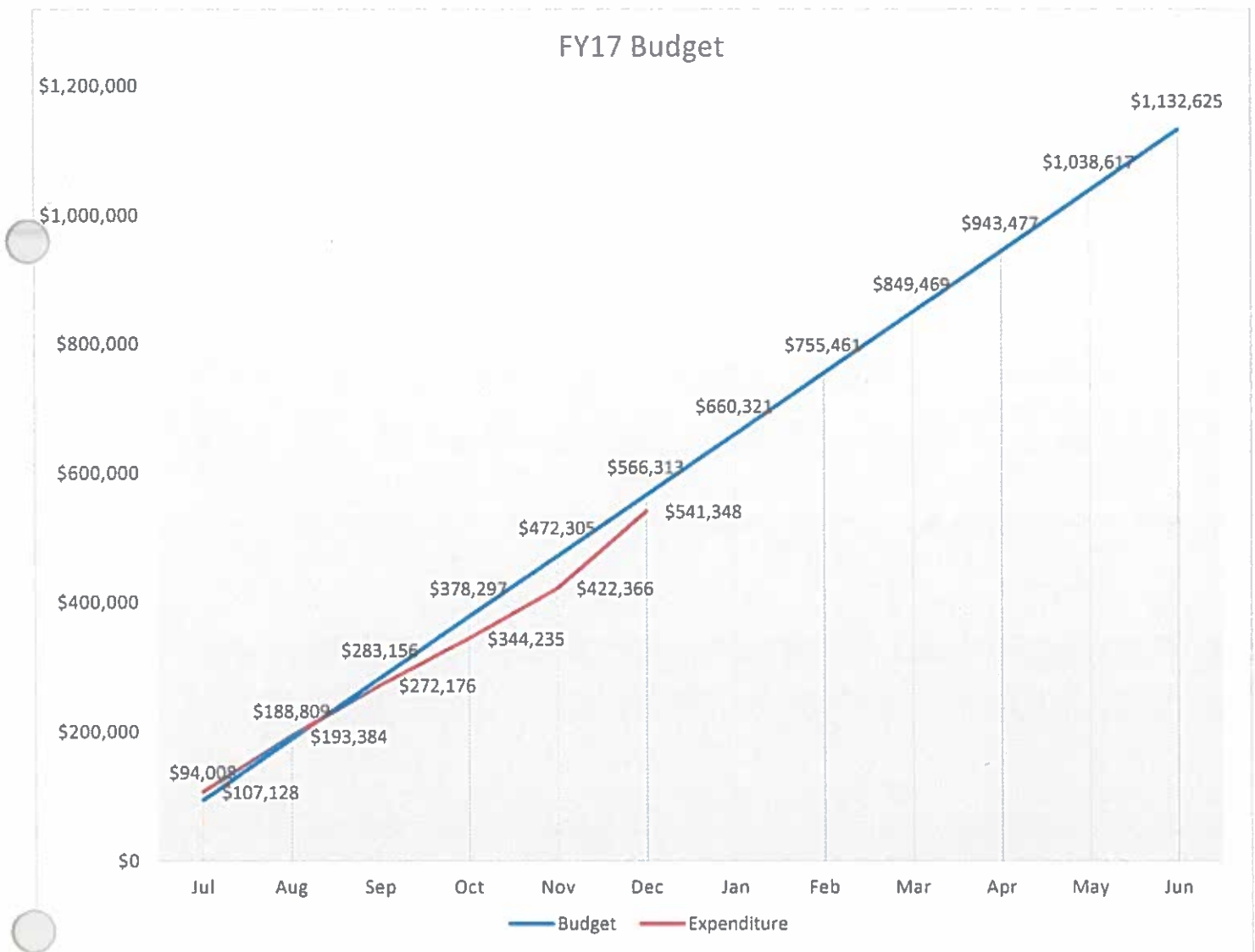


City of Seldovia

P.O. Drawer B, Seldovia, Alaska 99663
Phone: (907) 234-7643, Fax: (907) 234-7430,
Cell (907) 312-6586
citymanager@cityofseldovia.com

Financial Report as of December 31, 2016

Executive Summary: *With the budget amendments that were approved last month (Ordinance 17-12), our total budgeted expenditures increased by \$46,391.17. This affected the total budgeted expenditures and adjusted our expenditure line on the graph (red line). We look on target, but are keeping in mind that we are half way through the fiscal.*

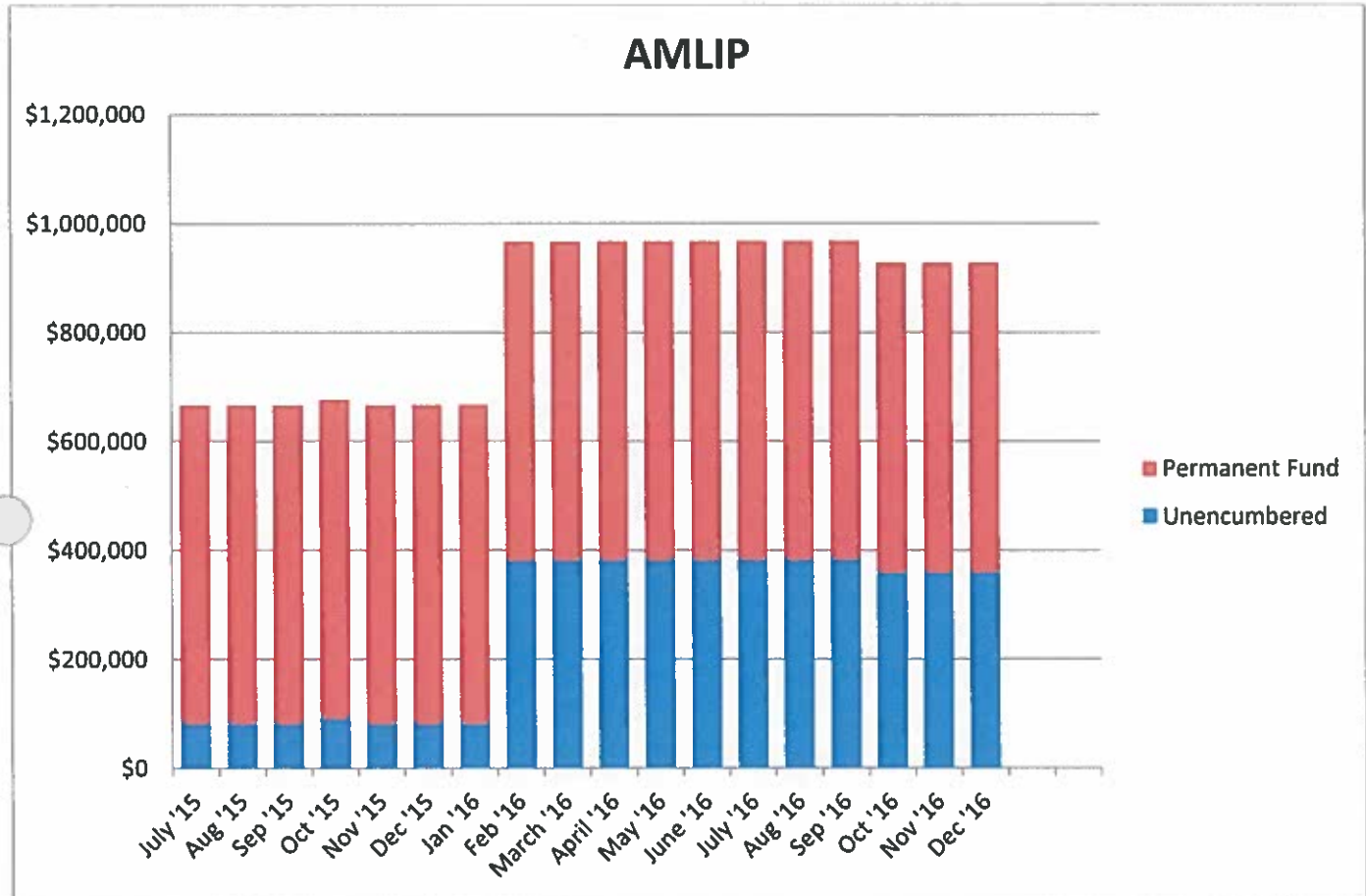


Alaska Municipal League Investment Pool Fund Balance (AMLIP).

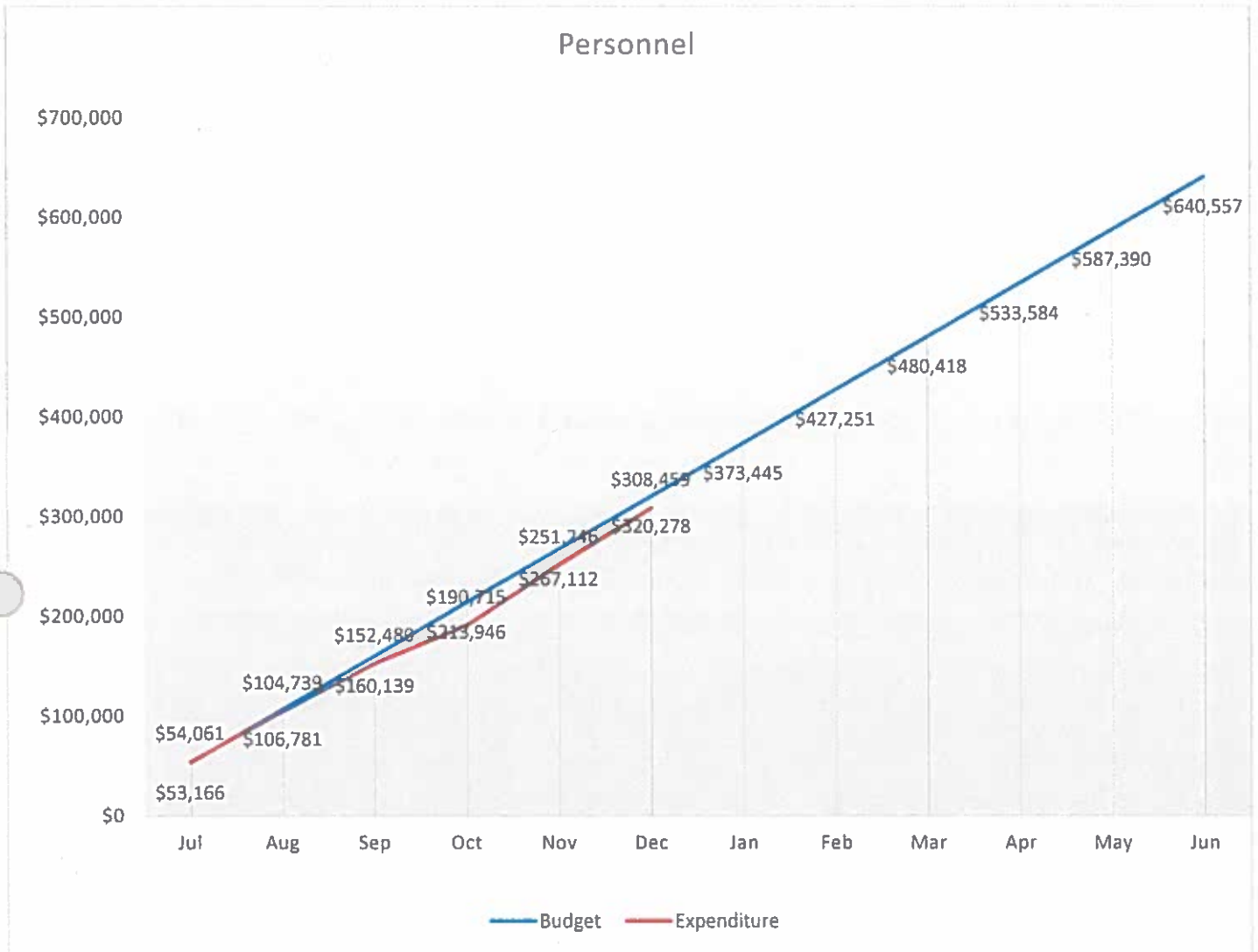
Permanent fund balance: 570,144.00

Unencumbered balance: 358,338.59

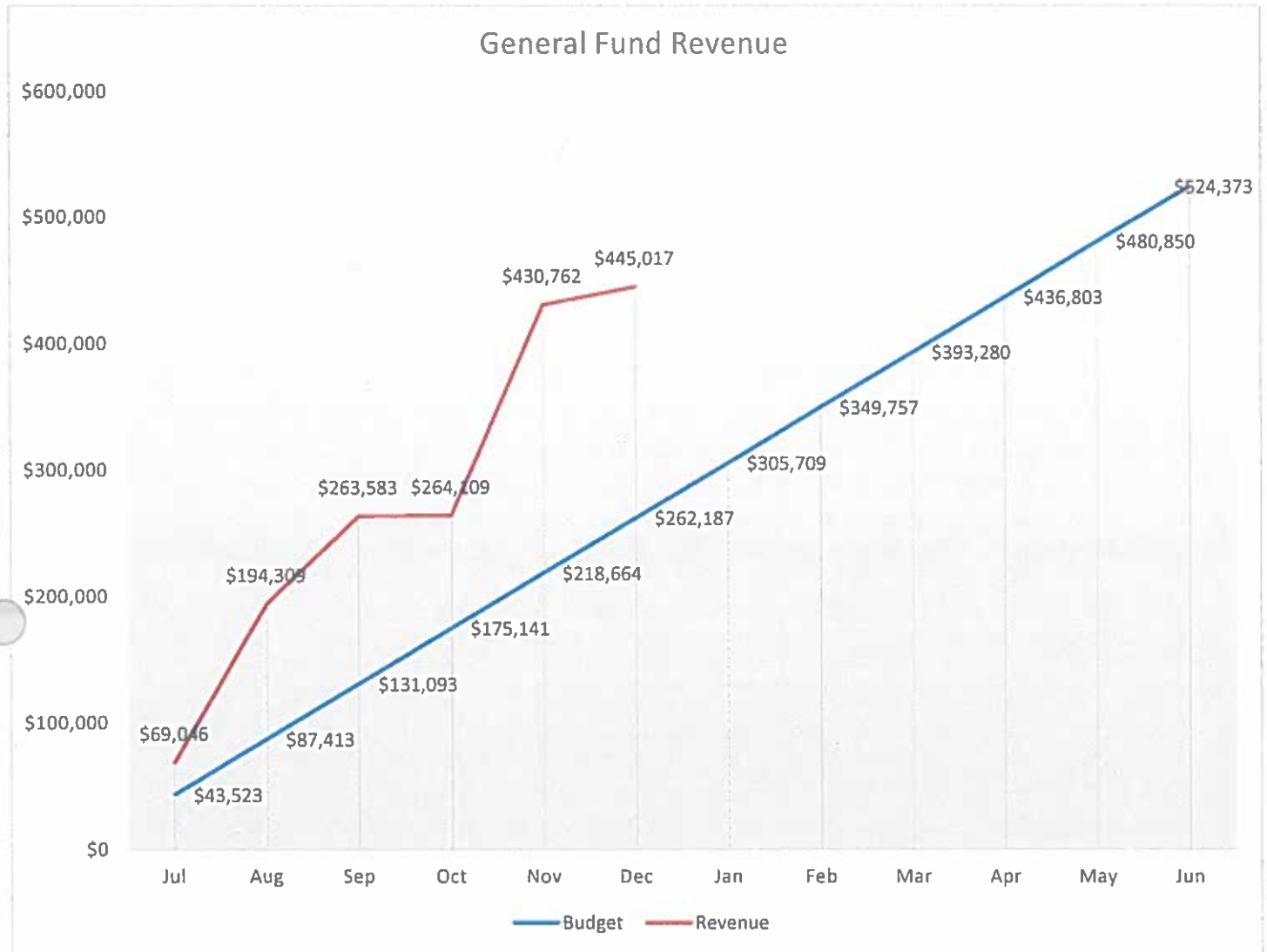
Total investment income for FY17: \$1,788.40



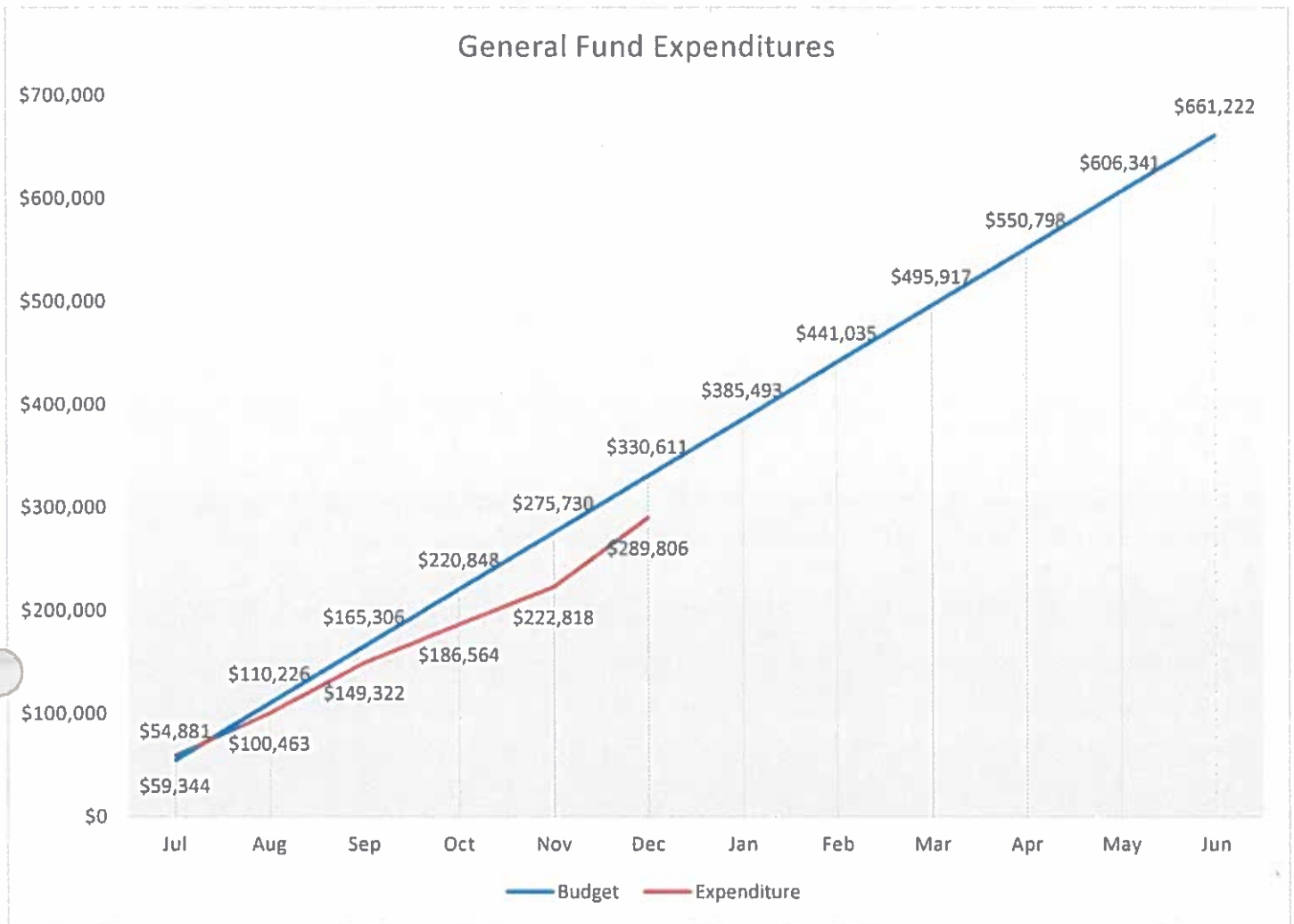
Personnel. Overall Personnel is under, however, there are a few departments that need an in-depth look at why the payroll expenses are steadily increasing. Tod and I are meeting in the coming weeks to discuss and identify the challenging areas in personnel, ways to remedy the issues currently and in the future.



General Fund Revenue. Revenues are leveling out. We will see a slight uptick once the warmer months begin, but for now, it can be expected to level off toward our project goal (blue line).

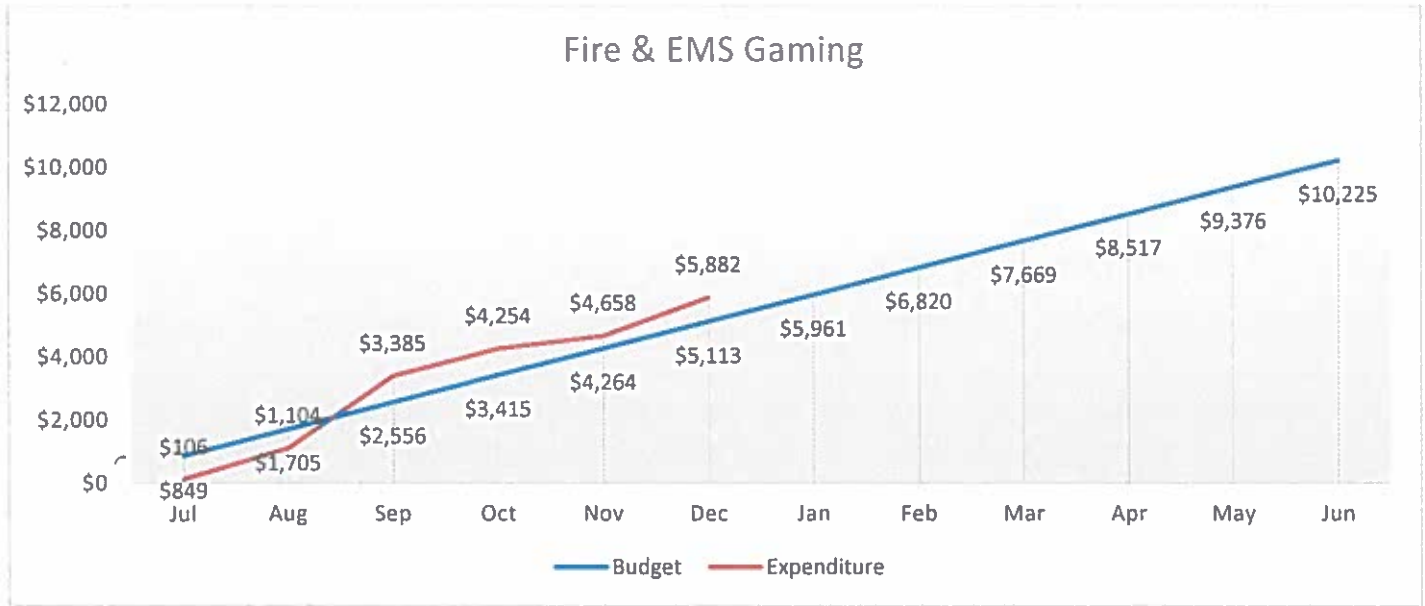


General Fund expenditures. *With the budget amendments increasing total expenditures for the year, it seems that our current expenses (red line) are below the goal line (blue); please be wary when analyzing this, as we are only half way through the year.*

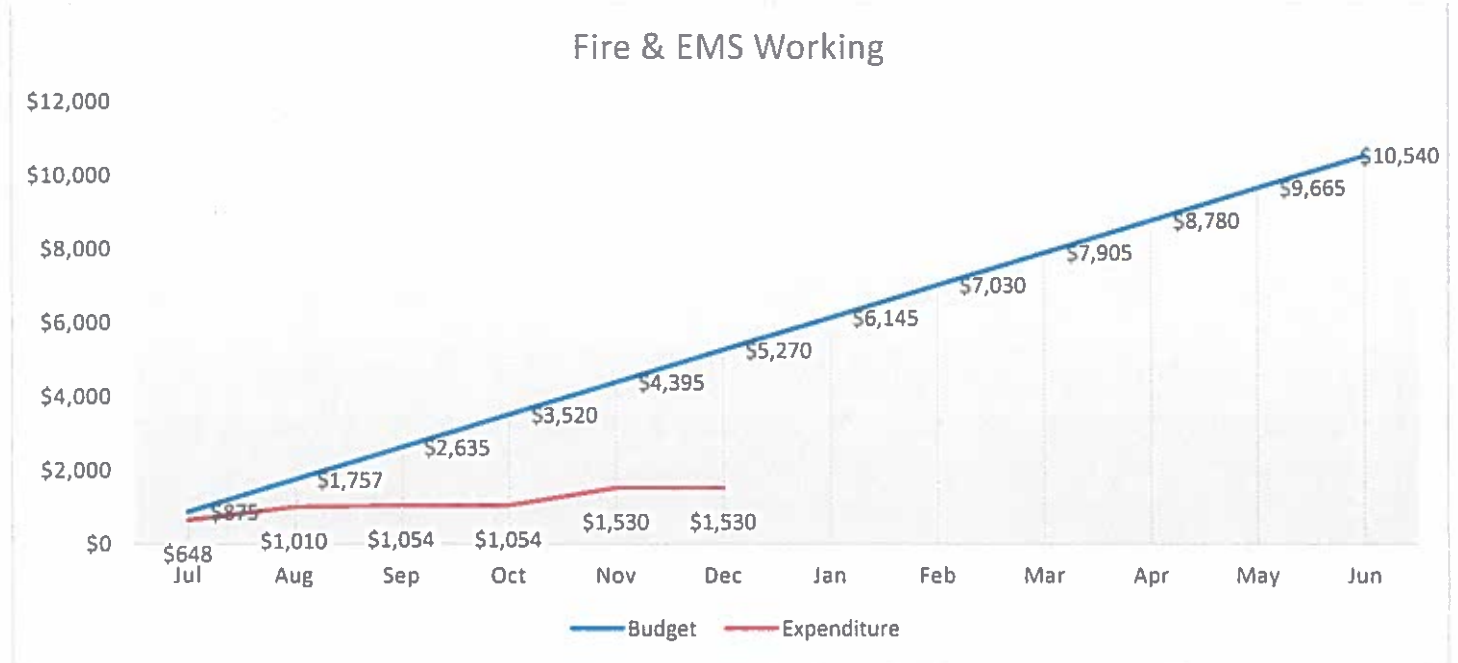


Fire Department Special Revenue Fund.

GAMING: Fire Extinguishers for the truck, supplies from Moore Medical, fire supplies were purchased in December.



WORKING: No changes from November.



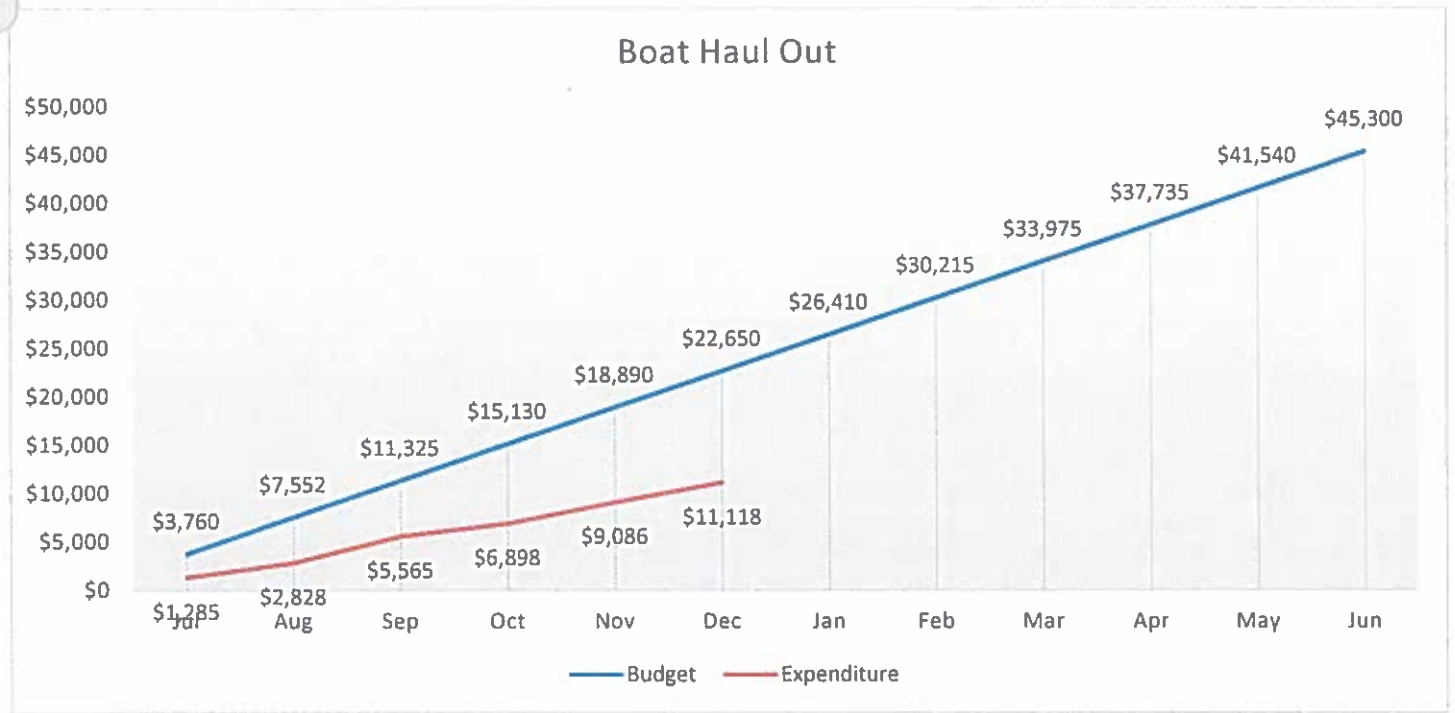
Water Special Revenue Fund. *Our collection rate is 74%. While we amended the water testing and monitoring expense line and can expect to meet that budget goal, payroll expenses are still high due to the time and effort going into testing and batching. There was also a large repair that the maintenance department spent a lot of time on on Anderson Way and Young Street.*



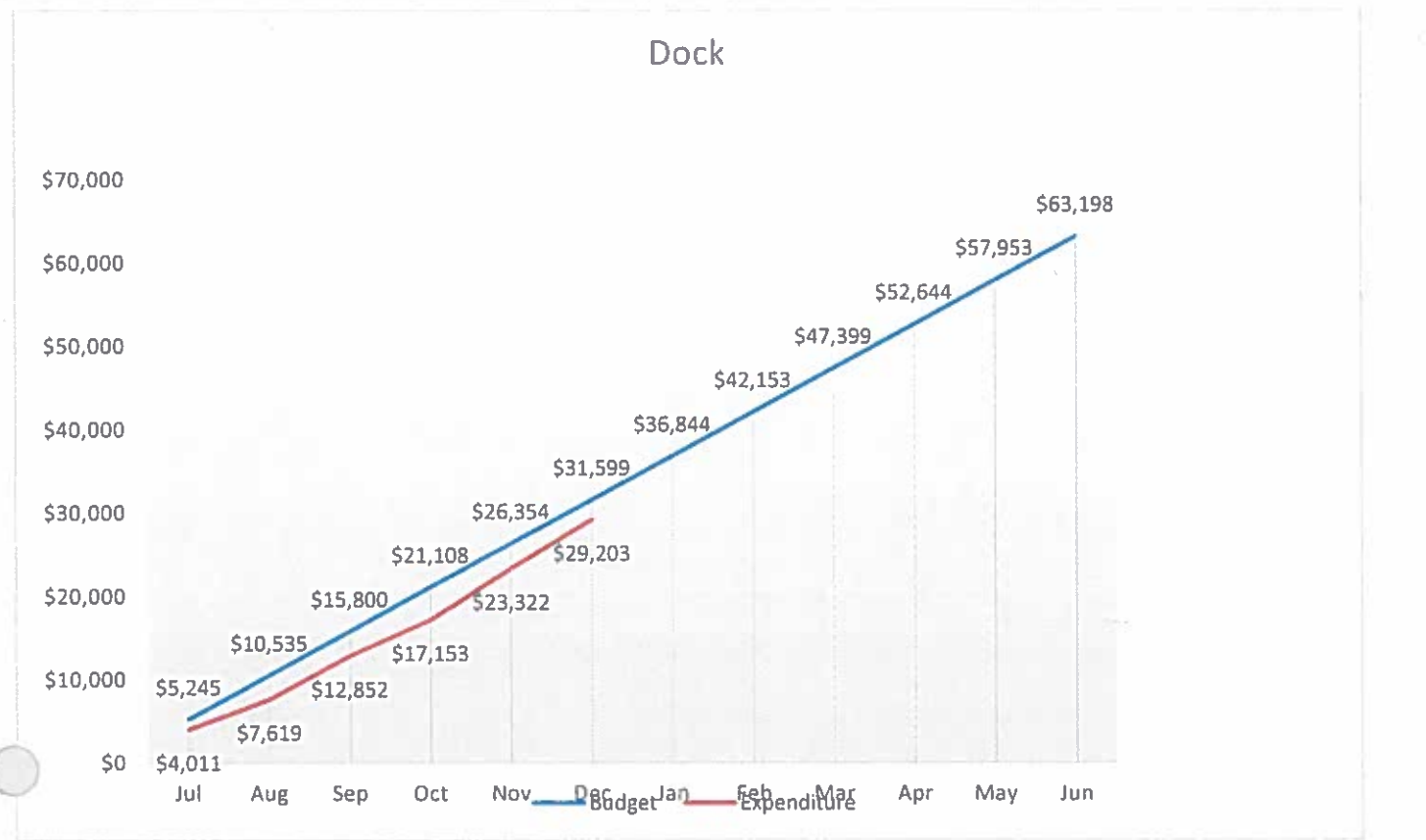
Wastewater Special Revenue Fund. *Our collection rate is 74%. Nothing major to report.*



Boat Haul Out Special Revenue Fund.



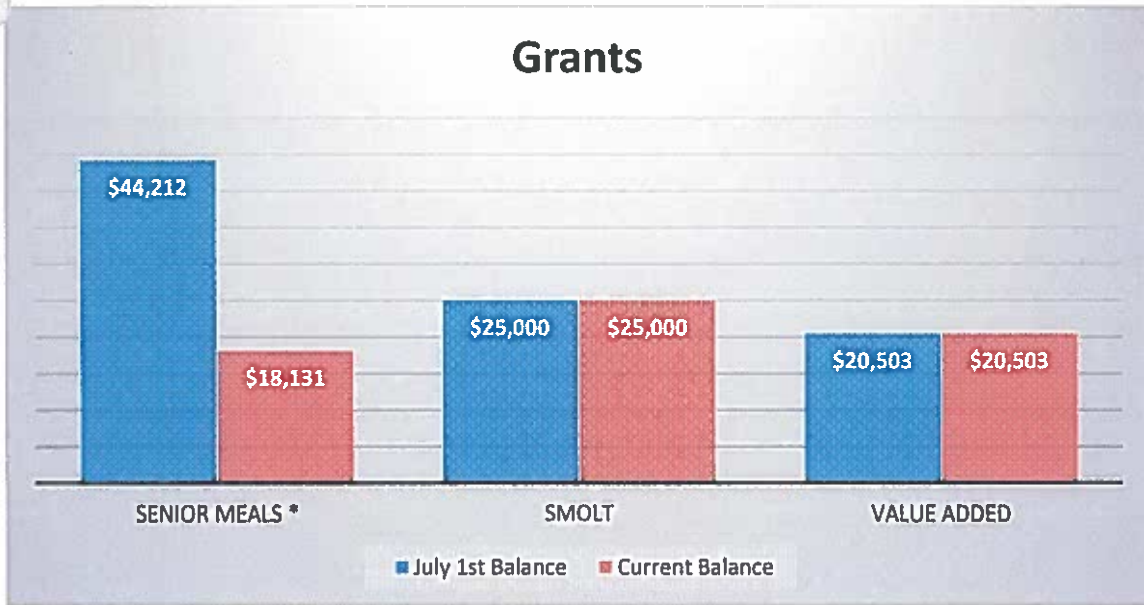
Dock Special Revenue Fund.



Harbor Special Revenue Fund Our Utility bills (HEA) have increased significantly during the darker months. We can expect higher fuel and electric bills during winter.



Grants. We are right on track with Senior Meals grant spending; no activity in the other grants.



Does not include donations.

DONATIONS:

July: 951.65

August: 1082.00

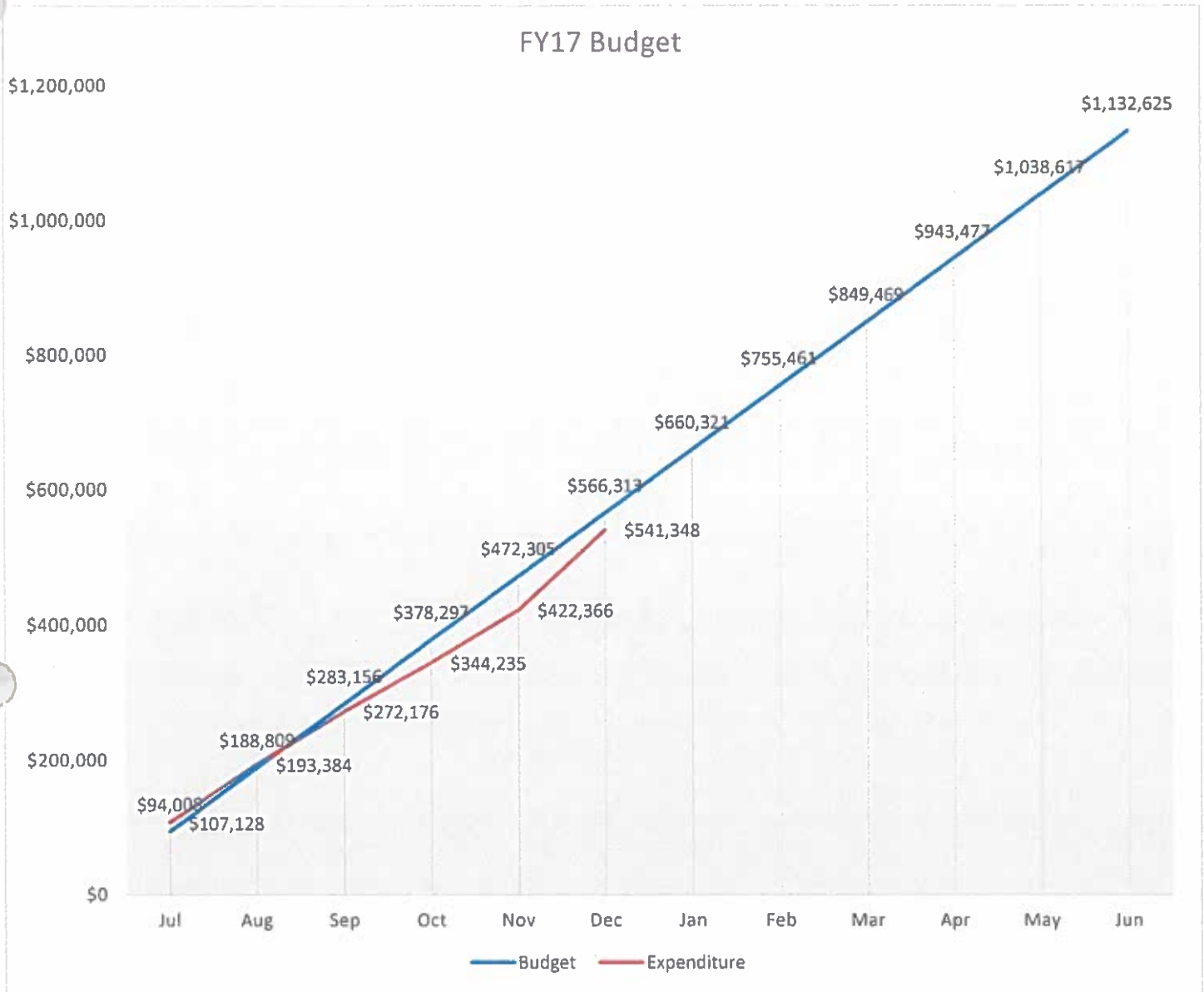
September: 1063.00

October: 947.00

November: 983.00

December: 758.00

FY2017 Budget



Final Comments: While our overall expenditures are tracking well, Tod and I have some areas of concern that we will be spending a good amount of time going through; payroll and liabilities are areas that we will be focusing on. Our FY18 budget cycle is coming up and we are preparing new and more efficient ways to approach our budget and project the most accurate information. Please don't hesitate to stop by my office if you have questions.

Cassidi Little
 Cassidi Little
 Finance Officer

 Tod Larson
 City Manager

