

**City of Coffman Cove  
Regular City Council Meeting  
Thursday, October 20<sup>th</sup>, 2022, 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

**6:15 Public Hearing:**

(1) Ordinance 23 01: Title VII to Section 7.05.090 Organic Waste- 2<sup>nd</sup> Reading

**Call to Order:**

**Roll Call:**

**Pledge of Allegiance:**

**Public Comment:**

**Approval of Agenda:**

**Persons to be Heard:-** Sara Yockey Pro HNS

**Consent Agenda:**

|  |                                 |  |
|--|---------------------------------|--|
| 1. Mayor Report                              | 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                          | 8. EMS Report                   | <del>13. IT Report</del>                 |
| 4. <del>Post Office Report (Quarterly)</del> | 9. Library Report               | 14. City Administrator Report            |
| 5. <del>Parks/Rec/Maintenance</del>          | <del>10. IFA Report</del>       |  |

**Correspondence/Information: None.**

**Resolutions & Ordinances:**

1. Ordinance 23 01: Title VII amendment to Section 7.05.090 Organic Waste- 2<sup>nd</sup> Reading.

**New Business:**

1. Post Office: Incoming/Outgoing Mail Issues
2. Back-Up Postal Clerk Job Description
3. Title X- Sections 10.05 & 10.06
4. Approval of Subdivision Road – off Narwhal Ct. Lot C. Plat 2021-18

**Unfinished Business:**

1. Loggers Lane Paving Updates
2. SISD Snow Removal Agreement
3. Road Maintenance RFP City Streets- Concrete?
4. ARPA Fund Allocations
5. Harbor Finger Floats Update
6. Long Term Parking
7. ATV Purchase

**Public/Council Comment:**

**Executive Session – None**

**Adjourn:**

**City of Coffman Cove**  
**Regular City Council Meeting**  
**Thursday, September 15<sup>th</sup>, 2022, 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:** Mayor Ashe calls to order at 6:30.

**Roll Call:** Kate Holtman, present. Terry Coleman, present. Mikeal Ashe, present. Dawn Rosenlund, present. Yvonne Drozdowicz-Somfleth, (call in) present at 6:43 pm. Patrick Koonrad, present. Gary Wilburn, present.

**Pledge of Allegiance:** Yes

**Public Comment:** Kate Holtman wants added. Jack Mulcare also wants added. Jacki Sunde speaks in regard to parking at the harbor parking. She is worried it will render her permit useless. Referring to unfinished business 'parking policy'. Kate Holtman wants to discuss the parking policy. Mike Ashes explains we will discuss and make a motion to this later in the meeting. Jack Mulcare wants to discuss road care and city streets. He states the road at the end of Beluga is getting pretty rough and wants to know if theres anything that is going to be done. Mayor Ashe answers and explains that they made a list of which spots on the road needed work first due to the severity of the area. The road has gotten "worse and worse" and in the last 5 months cost the city around \$37,000 dollars (some to be reimbursed by people getting water and sewer) For the next phase, they will do the same thing and continue with the most critical spots first. Jack suggests, if the landowners want to pitch in and pay, that would it be possible while the weather still allows it. Mayor Ashe thinks that if somebody brought in a proposal the city would most likely be open to that. This would have to be brought to council and could be brought up in a special meeting. Terra states they will only be bringing what they need for the paving project, and this might not be reasonable, where Mayor Ashe replies they might be bringing overflow material. Jack Mulcare asks for number to Secon.

**Approval of Agenda:** Kate Holtman makes a motion to approve agenda. Dawn Rosenlund, Second. Mike Ashe states under "new business" the addition of number #3 CMI. As well as an application form for new axel for machinery. Under "new business" #4 ARS Allieute Compliance Monitoring Program Invoice. Kate Holtman amends motion to include additions to agenda. Dawn Rosenlund, second. Kate Holtman, yes. Terry Coleman, yes. Mikeal Ashe, yes. Dawn Rosenlund, yes. Patrick Koonrad, yes. Gary Wilburn, yes. Dawn Rosenlund makes a motion to move into executive session, Patrick Koonrad, Second. Motion passes. Roll call by Mayor Ashe. Kate Holtman, yes. Terry Coleman, yes. Mikael Ashe, yes. Dawn Rosenlund, yes. Yvonne Drozdowicz-Somfleth, yes. Patrick Koonrad, yes. Gary Wilburn, yes.

**Executive Session – Personnel** Dawn Rosenlund makes a motion to go into excutive session. Patrick Koonrad seconds the motion. Roll call by Terra Green. Kate Holtman, yes. Terry Coleman, yes. Mikeal Ashe, yes. Dawn Rosenlund, yes. Yvonne Drozdowics-Somfleth, yes. Patrick Koonrad, yes. Gary Wilburn, yes. **All in favor, none opposed, motion passes.**  
--- Executive session happens---

**Persons to be Heard:** Mayor Ashe asks if there are any persons to be heard? It's stated that they have already been heard. No persons to be heard.

**Consent Agenda:** Mayor Ashe asks if anyone wants to make a motion to approve the Consent Agenda. Kate Holtman makes the motion. Terry Coleman seconds the motion. Terra Green continues with roll call. Kate Holtman, yes. Terry Coleman, yes. Mikeal Ashe, yes. Dawn Rosenlund, yes. Yvonne Drozdowicz-Somfleth, absent. Patrick Koonrad, yes. Gary Wilburn, yes.. **All in favor, none opposed, 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. <del>Post Office Report (Quarterly)</del> | 9. Library Report               | 14. City Administrator Report            |
| 5. <del>Parks/Rec/Maintenance</del>          | <del>10. IFA Report</del>       |  |

**Correspondence/Information: None.**

**Resolutions & Ordinances:**

**Ordinance 23 01: Title VII amendment to Section 7.05.090 Organic Waste**

Mike Ashe reads Ordinance 23 01 and discusses the editing changes that needed to be made. Contractors will get a designated bay that they will be responsible for maintaining. Rock that is piled up on the left side of the waste area parking lot can be used by the contractors. Dawn Rosenlund asks a question. "Is there an area that the public can use"? Mayor Ashe informs the meeting there is key available at the City Office and is based on a first come first serve basis. Mike Ashe asks if someone wants to make a motion to accept this as the resolution of first reading. Terry Coleman makes a motion to accept this as the first reading of Ordinance 23 01. Dawn Rosenlund, second. Terra Green continues with roll call. Kate Holtman, Yes. Terry Coleman, yes. Mikeal Ashe, yes. Dawn Rosenlund, yes. Yvonne Drozdowicz- Somfleth, yes. Patrick Koonrad, yes. Gary Wilburn, Yes.

**All in favor, none opposed, motion passes.**

**New Business:**

**1. Municipal Election Judge Appointments (3)**

Mayor Ashe states there are three judges and a back up judge. The three judges are Sharon Shrader, Heather Hedges, Ruth Lux, and Julie Ashe as a backup. Mayor Ashe asks if anyone is going to make a motion to accept this. Dawn Rosenlund makes a motion. Patrick Koonrad seconds the motion. Terra continues with roll call. Kate Holtman, yes. Terry Coleman, yes. Mikael Ashe, yes. Dawn Rosenlund, yes. Yvonne Drozdowicz-Somfleth, yes. Patrick Koonrad, yes. Gary Wilburn, no.

**6 in favor, 1 opposed. Motion passes.**

## **2. SISD Snow Removal MOA**

Mayor Ashes informs the council that we don't have our own snow removal policy in place yet. Mayor Ashe opens this for discussion. Kate Holtman says they usually plow before school in the morning and is suggesting charging SISD a removal fee.

Terry Coleman agrees with Kate Holtman. Mayor Ashe agrees but suggests we need a little more time to talk to the school and come up with a complete solution before we pass the motion. Terra suggests we put this into discussion for the next workshop. Mayor Ashe confirms. Dawn Rosenlund asks to invite Joel to the workshop for his expertise.

## **3. Construction Machinery Quote.**

Mayor Ashes talks about Kurt Cox looking at the machinery. He couldn't find out what was wrong and suggested hiring CMI to come take a look. CMI found the rear end is completely shot. They got the breaks to free up and tried to move it to the shop. It was making a lot of grinding noises, so they agreed to park it prevent any further damage. They believe it could be towed to long term parking as long as there isn't a load on it. Terra gives the price quote of over \$11,000 not including shipping. Because this is over \$5000, she states that by City Ordinance she is required to get another quote. Gary Wilburn offers a couple places he thinks would be sufficient to get another quote. Mayor Ashe informs council they can talk to Paul Ashe if they have any other questions about the machinery.

## **4. ARS.**

Mayor Ashes asks about this and Terra Green informs council this is already in our budget and that its something that we use for our water testing. They help keep us in compliance with the CDC. The annual contract price is over \$10,000. Although council agrees this is well worth the money, Terra informs council there is another water sampling company out of Ketchikan called R&M. Mayor Ashes suggests we get a quote from them as well for curiosity's sake. Terry Coleman makes a motion to accept ARS. Gary Wilburn, Second. Terra Green reads the roll call. Kate Holtman, yes. Terry Coleman, yes. Mikael Ashe, yes. Dawn Rosenlund, yes. Yvonne Drozdowicz-Somfleth, yes. Patrick Koonrad, yes. Gary Wilburn, yes.

**All in favor, none opposed, motion passes.**

## **Unfinished Business:**

### **1. Loggers Lane Paving Updates**

Jeanette Brucker joins the meeting. Terra Green explains the council that the City Office received pictures from Mike Warner showing the flooding in the ditch in front of his house that could possibly continue into his driveway.

Jeanette is asked if she wants to share any information that might be informing to the council. She says that even during construction they have been fighting that water and also before starting this project it was an issue with several driveways on the ocean side of Loggers Lane. In 2019 when the project was first looked at the engineer didn't realize the stream across the road was actually a fish creek. They planned some things that weren't feasible for a fish creek. Jeanette brought this up with Fish and Game. At that time, they were now going to have a drainage issue. Current day, there is now a culvert and also a fish pipe there that crosses under the road which is supplying that overflow

of water. Jeanette is suggesting putting a culvert in front of Mike Warner's cabin. Would Fish and Game want the culvert #2 pulled completely? From the public there is a comment that it's the engineer's issue to fix their design, it is not on the city to do the engineer's job. Terra is going to schedule a meeting with Jeanette, Mike Howell, and Chris to look at the culvert on the following Monday.

## **2. Grants Safe Streets & Roads (Harbor) Action Plan**

Mayor Ashe states a few years ago Misty Fitzpatrick worked on this for about a year and was successful. The following year this was put off and decided to be worked on the next year because it was rushed. Now we don't have any one to work on this now. The action plan was due on this exact day but was not turned in.

## **3. Road Maintenance RFP City Streets**

Mayor asks if we know a timeline. Terra replies that she doesn't know and that she received a phone call that the award wasn't completed. She will have to get ahold of someone from the state to help process the paperwork and move forward. Gary Wilburn asks if we know who originally confirmed them to cut the road into the service of the property. Mayor Ashe said at that time some of it wasn't properly done and the mayor at the time showed up and controlled the matter the best they could. Some property owners did this on their initiative. Terra will send out an email when the award is finished.

## **4. Long Term Parking**

Mayor Ashe states there are some pretty simple steps that could be taken by some volunteers to help out the office staff in getting this completed. Most of this is making phone calls. Kate Holtman says when she arrives back end of Oct. she would be happy to help. Yvonne Deozdowicz-Somfleth offers to help as well. Mikeal Ashe and Yvonne will connect via email with list of things to work on.

## **5. American Rescue Plan Act Updates**

Last discussion came out of the workshop. The leftover money from ARPA funds can be used for things like water valve repairs and should be held for that. Any larger projects are infrastructure and will need a grant writer. The city needs an experienced grant person.

## **6. Harbor Finger Floats Update**

Josh Holtman informs council he estimates all 3 finger floats will be installed before the end of the month. This will be left on unfinished business.

## **7. ATV Purchase**

In a previous meeting Terra Green said she would get a quote from Bay Company. When she followed up on this she couldn't get a quote and was told there wouldn't be anything available until next spring. Mayor Ashe also called several times to get a quote. Another suggestion from Mikael Ashe is to keep eyes out for something used that would be good for snow removal and in good condition.

## **8. Parking Policy- Permit Parking Area and Definitions and Rates Changes**

The rationale here is that it opens the entire parking lot up so that there are more spaces for permit parking. Josh states the parking area is from the boat launch to the south side of the harbor. If you have permit you can park there otherwise you can only park there for three days. There is discussion of editing the parking policy by deleting the whole paragraph that is redundant on explaining the meaning of waterfront parking. Kate Holtman talks about removing the word boat from the first paragraph making it state

“trailers” instead of just “boat trailers”. Yvonne Drozdowicz makes a motion to accept amended parking policy. Kate Holtman, second. Terra Green does roll call. Kate Holtman, no. Terry Coleman, no. Mikael Ashe, no. Dawn Rosenlund, no. Yvonne Drozdowicz-Somfleth, no. Patrick Koonrad, no. Gary Wilburn, no. **Motion fails.** Kate Holtman makes a motion to accept the parking policy with the changes that they stated. Yvonne Drozdowicz-Somfleth, second. Roll Call. Kate Holtman, yes. Terry Coleman, yes. Mikael Ashe, yes. Dawn Rosenlund, yes. Yvonne Drozdowicz- Somfleth, yes. Patrick Koonrad, no. Gary Wilburn, yes. **6 in favor, 1 opposed. Motion passes.**

**Public/Council Comment:**

Discussion continues on parking policy and signage for the harbor parking lot. Gary Wilburn lets everyone know this is his last regular council meeting and gives his Thanks. Mayor Ashe gives his thanks to community and council member who have been volunteering their time.

**Adjourn:**

Dawn Rosenlund makes a motion to adjourn. Gary Wilburn, second. Roll Call. All members, yes.

**Meeting Adjourned.**

CITY OF COFFMAN COVE  
CANVASS ELECTION MEETING  
FRIDAY, OCTOBER 7<sup>th</sup>, 2022  
5 PM at City Hall

ZOOM: <https://us06web.zoom.us/j/5748521201?pwd=LzQ2YXZzaWM5VWNIeHNLL2tQeU56UT09>  
Meeting ID: 574 852 1201      Passcode: 041318      +1 253 215 8782 US

**Call to Order:** Mayor Ashe calls meeting to order.

**Roll Call:** Terry Coleman, present. Mikeal Ashe, Present. Dawn Rosenlund, present. Yvonne Drozdowicz-Somfleth, present. Patrick Koonrad, present. Gary Wilburn, present. Kate Holtman, still trying to connect via zoom.

**Pledge of Allegiance:** Meeting members recite the Pledge of Allegiance. (Kate Holtman connects via zoom and enters meeting.)

**Public comment:** Brian Wilson Sr. talk about the IFA coming back to Coffman Cove. He has been working on this with Harvey McDonald and Frank Mertowski for almost two years. Tentatively as of 10/7/22 it has been posted in the Petersburg newspaper to put the northern route from Ketchikan to Sitka on the route. We received a 3 year contract from June until September. There are possibilities of a bus for people to take straight to Walmart so they wont have to put their vehicle on the ferry. Cody Wilson states she would like to see Perry Olson as Mayor and Jack Mulcare as Vice mayor. A few other meeting attendents also feel the same and speak so in this direction .

**Persons to be Heard:** None.

**Approval of agenda:** Yvonne Drozdowicz-Somfelth makes a motion to approve the agenda. Patrick Koonrad seconds the approval of agenda.

**All in favor. Non apposed. Motion passes.**

**New Business:**

- 1. Certify Elections :** Sharon will be opening the Absentee Packets. One question ballot is from Brenda Clausen. The council members will need to vote on whether to take her ballot or not. Yvonne Drozdowicz-Somfleth makes a motion to accept Brenda's ballot. Patrick Koonrad seconds this motion. Roll call vote to accept ballot. Kate Holtman, no. Terry Coleman, no. Dawn Rosenlund, no. Yvonne Drozdowicz-Somefleth, yes. Patrick Koonrad, yes. Gary Wilburn, yes. Mikeal Ashe, yes.

**3 apposed, 4 in favor. Motion passes to accept Brendas ballot.**

Absentee ballots will be tallied and totaled. Ballot reading begins. **1-** Seat F. John Mulcare. Seat G. Perry Olson. **2-** Seat F. John Mulcare. Seat G. Michelle Page. **3-** Seat F. John Mulcare. Seat G. Perry Olson. **4-** Seat F. John Mulcare. Seat G. Joel Buchanan. **5-** Seat F. no vote. Seat G. Joel Buchanan. **6-** Seat F. John Mulcare. (tally called) Seat G. Kayla Royall. **7-** Seat F. John Mulcare. Seat G. Michelle Page. **8-** Seat F. John Mulcare. Seat G. Michelle Page. **9-** Seat F. John Mulcare. Seat G. Michelle Page. **10-** Seat F. John Mulcare. Seat G. Perry Olsen. **11-** Seat F. John Mulcare. (tally called) Seat G. Jeff Ludwig. **12-** Seat F. John Mulcare. Seat G. Perry Olson. **13-** Seat F. John Mulcare. Seat G. Perry Olson. (tally called) **14-** Seat F. John Mulcare. Seat G. No vote. **15-** Seat F. John Mulcare. Seat G. Perry Olson. John Mulcare comes through with 73 votes. Perry Olson comes through with 44 votes. Yvonne Drozdowicz- Somfleth. Makes a motion to certify elections. Dawn Rosenlund seconds the motion to certify

elections. Roll is called by Terra Green. Kate Holtman, yes. Terry Coleman, yes. Mikael Ashe, yes. Dawn Rosenlund, yes. Yvonne Drozdowicz-Somfleth, yes. Patrick Koonrad, yes. Gary Wilburn, yes. **All in favor. Passed.**

Jack/John Mulcare is called forward and repeats the oath to be sworn into City Council. Patrick Koonrad is thanked by the room and the rest of the council for his duties and is now relieved of his chair at the table where Jack Mulcare now takes Seat F. Perry Olson is now called forward and repeats his oath to be sworn into City Council. Perry is Welcomed into Gary Wilburn's seat G. Gary is thanked fully for his time on the council . Gary Wilburn and Patrick Koonrad leave the meeting.

2. **Appointment of New Council** Mayor Ashe lets the meeting and council know he would be interested and willing to serve and mayor for another term.
3. **Nomination of Mayor** Yvonne Drozdowicz-Somfleth nominates Mikael Ashe again as Mayor of Coffman Cove. Kate Holtman seconds the nomination of Mikael Ashe. Roll call by Terra Green. Kate Holtman, yes. Terry Coleman, no. Dawn Rosenlund, no. Yvonne Drozdowicz-Somfleth, yes. Perry Olson (requests to go last since he is the other mayor nominee) Jack Mulcare, yes. Mikael Ashe, yes. Perry Olson, yes. **3 opposed, 4 in favor. Mayor is Mikael Ashe.**
4. **Nomination of Vice Mayor** Yvonne Drozdowicz- Somfleth makes a motion to nominate Perry Olson as Vice Mayor. Mikael Ashes seconds that. Terra Green does roll call. Kate Holtman, no. Terry Coleman, yes. Dawn Rosenlund, yes. Yvonne Drozdowicz-Somfleth, yes. Jack Mulcare, yes. Mikael Ashe, yes. Perry Olson, yes. **With 6 in favor and 1 opposed Perry Olson is the new Vice Mayor.** Mayor Ashe welcomes new council members.

**Unfinished Business:** no unfinished business.

**Public Comment:** Mayor Ashe speaks on behalf of the City Office staff and all the hard work they did putting out fires. He's hoping we can gather around and look at everyones strengths to combine forces and make this year better then before. He states we are not Washington DC or Seattle and we can actually make an impact. He's also hoping that the council members will take on more projects and civil duties so that doesn't all fall on the two people working the office. A public comment is made showing gratitude to the city staff and council for their hard work.

**Adjourn:** Perry makes a motion to adjourn the meeting. Yvonne Drozdowicz-Somfleth seconds the motion. **ALL IN FAVOR, MEETING ADJOURNED**

City of Coffman Cove  
 Budget Comparison - Current Revision  
 from September 01, 2022 to September 30, 2022  
 Organization Totals

|   | Actual    | Budget   | Variance |
|---|-----------|----------|----------|
| Revenue   |           |          |          |
| Water / Sewer Revenues                              | 13002     | 15136.25 | -2134.25 |
| Other Revenues                                      | 0         | 618.33   | -618.33  |
| Harbor/Dock Revenue - Launch & Parking fees         | 15        | 65       | -50      |
| City Elections                                      | 0         | 33.33    | -33.33   |
| AK Coastal Aggregates Contract                      | 0         | 166.67   | -166.67  |
| Post Office Contract                                | 0         | 1395.33  | -1395.33 |
| Garbage Services Revenue                            | 5042.5    | 5437.5   | -395     |
| Garbage Services Revenue - Landfill / Dump Fees     | 0         | 166.67   | -166.67  |
| Harbor/Dock Revenue - Transient Moorage             | 90        | 3699.42  | -3609.42 |
| Harbor/Dock Revenue - Harbor Revenue Electricity    | 0         | 25       | -25      |
| Harbor/Dock Revenue - Transient Moorage             | -93.29    | 1250     | -1343.29 |
| Administration                                      | 125.91    | 68.05    | 57.86    |
| Marine Exchange Equipment Fee                       | 0         | 201      | -201     |
| Land Leases   | 3493.75   | 1083.33  | 2410.42  |
| Building Rentals                                    | 0         | 633.33   | -633.33  |
| Advertising   | 10        | 0        | 10       |
| Misc. Sales   | 64.5      | 1250     | -1185.5  |
| Donations   | 0         | 58.33    | -58.33   |
| Interest Income                                     | 0         | 176.51   | -176.51  |
| Finance Charge Income                               | 100       | 167.5    | -67.5    |
| GRANT FUNDS State - Library Operating Grant (PLAG)  | 0         | 583.33   | -583.33  |
| GRANT FUNDS State - Community Assistance            | 79426.94  | 6089.33  | 73337.61 |
| GRANT FUNDS State - Shared Fisheries Business Tax   | 0         | 25       | -25      |
| GRANT FUNDS State - OWL Internet Funds              | 3583.2    | 291.67   | 3291.53  |
| GRANT FUNDS Federal - Payment in Lieu of Taxes      | 0         | 4153.39  | -4153.39 |
| GRANT FUNDS Federal - NFR-Timber Receipts           | 0         | 2203.31  | -2203.31 |
| GRANT FUNDS - Reuben E. Crossett Grant              | 0         | 416.67   | -416.67  |
| GRANT FUNDS Federal - Federal Lands Access Program  | 0         | 8.33     | -8.33    |
| GRANT FUNDS Federal - American Rescue Plan Act (AR) | 28540.42  | 4764.72  | 23775.7  |
| Total Revenue                                       | 133400.93 | 50167.3  | 83233.63 |
|   |           |          |          |

|   |          |          |           |
|---|----------|----------|-----------|
| Expenses  |          |          |           |
| Salaries  | 10739.03 | 12600.91 | 1861.88   |
| Salaries/ Wages - Stipend                         | 0        | 2283.33  | 2283.33   |
| Salaries/ Wages - Holiday/Bonus pay               | 0        | 201.94   | 201.94    |
| Salaries/ Wages - Vacation Pay                    | 0        | 274.97   | 274.97    |
| Salaries/ Wages - Payroll Taxes                   | 1003.02  | 1242.85  | 239.83    |
| Salaries/ Wages - Workers Compensation            | 0        | 757.67   | 757.67    |
| Travel Expense - Per Diem                         | 0        | 75       | 75        |
| Travel Expense - Airfare                          | 0        | 116.67   | 116.67    |
| Travel Expense                                    | 0        | 104.17   | 104.17    |
| Travel Expense - Training/workshop/conf. fees     | 0        | 208.33   | 208.33    |
| Equipment - Vehicle & Equipment Fuel              | 2176.15  | 495.83   | -1680.32  |
| Legal & Lobbyist                                  | 0        | 416.67   | 416.67    |
| Bookkeeping                                       | 0        | 27.76    | 27.76     |
| Water Testing                                     | 0        | 83.33    | 83.33     |
| Contract Services                                 | 15028.31 | 2290.64  | -12737.67 |
| Equipment   | 0        | 166.67   | 166.67    |
| Equipment - Equipment/ Material Purchase          | 985.87   | 2725     | 1739.13   |
| Office & Clerical Supplies - Computers/Printers   | 0        | 320.84   | 320.84    |
| Maintenance Vehicles & Equip.                     | 0        | 1358.34  | 1358.34   |
| Maintenance Facilities                            | 1142.08  | 1070.33  | -71.75    |
| Equipment - Parts and Tools                       | 0        | 325      | 325       |
| Chemicals   | 0        | 481.75   | 481.75    |
| Books   | 0        | 291.67   | 291.67    |
| Office & Clerical Supplies - Freight & Postage    | 0        | 436.13   | 436.13    |
| Office & Clerical Supplies                        | 0        | 177.06   | 177.06    |
| Office & Clerical Supplies - Copier Supplies      | 0        | 54.16    | 54.16     |
| Electricity                                       | 5770.13  | 2942.49  | -2827.64  |
| Dump/ Pumping Fees                                | 3950.1   | 3297.92  | -652.18   |
| Lift Station Maintenance & Repa                   | 0        | 416.67   | 416.67    |
| Office & Clerical Supplies - Telephone            | 106.32   | 768.95   | 662.63    |
| Office & Clerical Supplies - Internet Access/ Web | 4186     | 607.8    | -3578.2   |
| Operating Expenses - Garbage Expense              | 0        | 378.92   | 378.92    |
| Operating Expenses - Water/ Sewer Expense         | 0        | 490.52   | 490.52    |
| Operating Expenses - Heating Oil & Firewood       | 0        | 1415.59  | 1415.59   |
| Operating Expenses - General liability            | 0        | 1501.92  | 1501.92   |
| Operating Expenses - Facility Insurance           | 0        | 479.1    | 479.1     |
| Equipment - Vehicle & Equipment Insurance         | 0        | 381.35   | 381.35    |

|  |           |          |          |
|--|-----------|----------|----------|
| Operating Expenses - Crime insurance               | 0         | 37.72    | 37.72    |
| Childrens Programs                                 | 0         | 83.33    | 83.33    |
| Licenses/Fees/ Subscriptions                       | 0         | 257.27   | 257.27   |
| Advertising and Publications                       | 0         | 250      | 250      |
| Bank Fees - Bank Service Charge                    | 0         | 30.17    | 30.17    |
| Bank Fees - Merchant Bank Card Fees                | 0         | 425      | 425      |
| Total Expenses                                     | 45087.01  | 42351.74 | -2735.27 |
| Excess (Deficit) of Revenue over Expenses          | 88313.92  | 7815.56  | 80498.36 |
|  |           |          |          |
| Fund Administration                                |           |          |          |
|  |           |          |          |
|  | Actual    | Budget   | Variance |
| Revenue  |           |          |          |
| Other Revenues                                     | 0         | 618.33   | -618.33  |
| City Elections                                     | 0         | 33.33    | -33.33   |
| AK Coastal Aggregates Contract                     | 0         | 166.67   | -166.67  |
| Administration                                     | 125.91    | 68.05    | 57.86    |
| Marine Exchange Equipment Fee                      | 0         | 201      | -201     |
| Land Leases  | 3493.75   | 1083.33  | 2410.42  |
| Building Rentals                                   | 0         | 25       | -25      |
| Advertising  | 10        | 0        | 10       |
| Misc. Sales  | 0         | 1250     | -1250    |
| Donations  | 0         | 25       | -25      |
| Interest Income                                    | 0         | 51.51    | -51.51   |
| Finance Charge Income                              | 100       | 0        | 100      |
| GRANT FUNDS State - Community Assistance           | 79426.94  | 6089.33  | 73337.61 |
| GRANT FUNDS State - Shared Fisheries Business Tax  | 0         | 25       | -25      |
| GRANT FUNDS Federal - Payment in Lieu of Taxes     | 0         | 4153.39  | -4153.39 |
| GRANT FUNDS Federal - American Rescue Plan Act (AR | 28540.42  | 2146.46  | 26393.96 |
| Total Revenue                                      | 111697.02 | 15936.4  | 95760.62 |
|  |           |          |          |
| Expenses   |           |          |          |
| Salaries   | 2838.44   | 3666.67  | 828.23   |
| Salaries/ Wages - Holiday/Bonus pay                | 0         | 74.28    | 74.28    |
| Salaries/ Wages - Vacation Pay                     | 0         | 83.33    | 83.33    |
| Salaries/ Wages - Payroll Taxes                    | 265.11    | 375      | 109.89   |
| Salaries/ Wages - Workers Compensation             | 0         | 83.33    | 83.33    |
| Travel Expense - Per Diem                          | 0         | 41.67    | 41.67    |

|  |           |         |          |
|--|-----------|---------|----------|
| Travel Expense - Airfare                           | 0         | 41.67   | 41.67    |
| Travel Expense - Training/workshop/conf. fees      | 0         | 41.67   | 41.67    |
| Legal & Lobbyist                                   | 0         | 416.67  | 416.67   |
| Bookkeeping  | 0         | 27.76   | 27.76    |
| Equipment - Equipment/ Material Purchase           | 0         | 12.5    | 12.5     |
| Office & Clerical Supplies - Computers/Printers    | 0         | 291.67  | 291.67   |
| Maintenance Facilities                             | 0         | 3.66    | 3.66     |
| Office & Clerical Supplies - Freight & Postage     | 0         | 46.13   | 46.13    |
| Office & Clerical Supplies                         | 0         | 131.22  | 131.22   |
| Office & Clerical Supplies - Copier Supplies       | 0         | 33.33   | 33.33    |
| Electricity  | 3610.12   | 112.56  | -3497.56 |
| Office & Clerical Supplies - Telephone             | 66.69     | 181.82  | 115.13   |
| Office & Clerical Supplies - Internet Access/ Web  | 0         | 496.13  | 496.13   |
| Operating Expenses - Garbage Expense               | 0         | 66.67   | 66.67    |
| Operating Expenses - Water/ Sewer Expense          | 0         | 90.52   | 90.52    |
| Operating Expenses - Heating Oil & Firewood        | 0         | 119.94  | 119.94   |
| Operating Expenses - General liability             | 0         | 159.48  | 159.48   |
| Operating Expenses - Facility Insurance            | 0         | 58.27   | 58.27    |
| Operating Expenses - Crime insurance               | 0         | 37.72   | 37.72    |
| Licenses/Fees/ Subscriptions                       | 0         | 119.37  | 119.37   |
| Advertising and Publications                       | 0         | 250     | 250      |
| Bank Fees - Bank Service Charge                    | 0         | 30.17   | 30.17    |
| Total Expenses                                     | 6780.36   | 7093.21 | 312.85   |
| Excess (Deficit) of Revenue over Expenses          | 104916.66 | 8843.19 | 96073.47 |
|  |           |         |          |
| Fund Streets & Roads                               |           |         |          |
|  |           |         |          |
|  | Actual    | Budget  | Variance |
| Revenue  |           |         |          |
| GRANT FUNDS Federal - NFR-Timber Receipts          | 0         | 2203.31 | -2203.31 |
| GRANT FUNDS Federal - Federal Lands Access Program | 0         | 8.33    | -8.33    |
| Total Revenue                                      | 0         | 2211.64 | -2211.64 |
|  |           |         |          |
| Expenses   |           |         |          |
| Salaries   | 446       | 666.67  | 220.67   |
| Salaries/ Wages - Payroll Taxes                    | 41.66     | 62.5    | 20.84    |
| Salaries/ Wages - Workers Compensation             | 0         | 41.67   | 41.67    |
| Equipment - Vehicle & Equipment Fuel               | 467.99    | 125     | -342.99  |

|  |          |          |           |
|--|----------|----------|-----------|
| Contract Services                              | 0        | 1250     | 1250      |
| Equipment - Equipment/ Material Purchase       | 398.9    | 250      | -148.9    |
| Maintenance Vehicles & Equip.                  | 0        | 83.33    | 83.33     |
| Equipment - Parts and Tools                    | 0        | 250      | 250       |
| Office & Clerical Supplies - Freight & Postage | 0        | 29.17    | 29.17     |
| Electricity                                    | 114.66   | 125      | 10.34     |
| Operating Expenses - General liability         | 0        | 141.67   | 141.67    |
| Equipment - Vehicle & Equipment Insurance      | 0        | 50       | 50        |
| Total Expenses                                 | 1469.21  | 3075.01  | 1605.8    |
| Excess (Deficit) of Revenue over Expenses      | -1469.21 | -863.37  | -605.84   |
|  |          |          |           |
| Fund Water/Sewer                               |          |          |           |
|  |          |          |           |
|  | Actual   | Budget   | Variance  |
| Revenue  |          |          |           |
| Water / Sewer Revenues                         | 13002    | 15136.25 | -2134.25  |
| Finance Charge Income                          | 0        | 0.83     | -0.83     |
| Total Revenue                                  | 13002    | 15137.08 | -2135.08  |
|  |          |          |           |
| Expenses                                       |          |          |           |
| Salaries                                       | 3806.09  | 4654.93  | 848.84    |
| Salaries/ Wages - Holiday/Bonus pay            | 0        | 18.15    | 18.15     |
| Salaries/ Wages - Vacation Pay                 | 0        | 38.5     | 38.5      |
| Salaries/ Wages - Payroll Taxes                | 355.49   | 375      | 19.51     |
| Salaries/ Wages - Workers Compensation         | 0        | 208.33   | 208.33    |
| Travel Expense - Per Diem                      | 0        | 33.33    | 33.33     |
| Travel Expense - Airfare                       | 0        | 75       | 75        |
| Travel Expense - Training/workshop/conf. fees  | 0        | 83.33    | 83.33     |
| Equipment - Vehicle & Equipment Fuel           | 133.56   | 125      | -8.56     |
| Water Testing                                  | 0        | 83.33    | 83.33     |
| Contract Services                              | 15028.31 | 1040.64  | -13987.67 |
| Equipment - Equipment/ Material Purchase       | 0        | 1083.33  | 1083.33   |
| Maintenance Vehicles & Equip.                  | 0        | 16.67    | 16.67     |
| Maintenance Facilities                         | 1142.08  | 416.67   | -725.41   |
| Chemicals                                      | 0        | 481.75   | 481.75    |
| Office & Clerical Supplies - Freight & Postage | 0        | 141.67   | 141.67    |
| Electricity                                    | 1193.61  | 1666.67  | 473.06    |
| Dump/ Pumping Fees                             | 750      | 625      | -125      |

|   |          |          |           |
|---|----------|----------|-----------|
| Lift Station Maintenance & Repa                 | 0        | 416.67   | 416.67    |
| Office & Clerical Supplies - Telephone          | 39.63    | 125      | 85.37     |
| Operating Expenses - Heating Oil & Firewood     | 0        | 233.33   | 233.33    |
| Operating Expenses - General liability          | 0        | 291.67   | 291.67    |
| Operating Expenses - Facility Insurance         | 0        | 62.5     | 62.5      |
| Equipment - Vehicle & Equipment Insurance       | 0        | 33.33    | 33.33     |
| Licenses/Fees/ Subscriptions                    | 0        | 133.33   | 133.33    |
| Bank Fees - Merchant Bank Card Fees             | 0        | 425      | 425       |
| Total Expenses                                  | 22448.77 | 12888.13 | -9560.64  |
| Excess (Deficit) of Revenue over Expenses       | -9446.77 | 2248.95  | -11695.72 |
|   |          |          |           |
| Fund Garbage/Waste                              |          |          |           |
|   |          |          |           |
|   | Actual   | Budget   | Variance  |
| Revenue   |          |          |           |
| Garbage Services Revenue                        | 5042.5   | 5437.5   | -395      |
| Garbage Services Revenue - Landfill / Dump Fees | 0        | 166.67   | -166.67   |
| Misc. Sales                                     | 64.5     | 0        | 64.5      |
| Interest Income                                 | 0        | 125      | -125      |
| Finance Charge Income                           | 0        | 166.67   | -166.67   |
| Total Revenue                                   | 5107     | 5895.84  | -788.84   |
|   |          |          |           |
| Expenses  |          |          |           |
| Salaries  | 1089.5   | 833.33   | -256.17   |
| Salaries/ Wages - Holiday/Bonus pay             | 0        | 18.78    | 18.78     |
| Salaries/ Wages - Vacation Pay                  | 0        | 60.13    | 60.13     |
| Salaries/ Wages - Payroll Taxes                 | 101.77   | 0        | -101.77   |
| Salaries/ Wages - Workers Compensation          | 0        | 71.25    | 71.25     |
| Equipment - Vehicle & Equipment Fuel            | 835.65   | 150      | -685.65   |
| Equipment - Equipment/ Material Purchase        | 0        | 250      | 250       |
| Maintenance Vehicles & Equip.                   | 0        | 250      | 250       |
| Equipment - Parts and Tools                     | 0        | 12.5     | 12.5      |
| Dump/ Pumping Fees                              | 3200.1   | 2666.67  | -533.43   |
| Operating Expenses - General liability          | 0        | 150      | 150       |
| Equipment - Vehicle & Equipment Insurance       | 0        | 54.17    | 54.17     |
| Total Expenses                                  | 5227.02  | 4516.83  | -710.19   |
| Excess (Deficit) of Revenue over Expenses       | -120.02  | 1379.01  | -1499.03  |
|   |          |          |           |

| Fund Fire Department                            |        |         |          |
|---|--------|---------|----------|
|   |        |         |          |
|   | Actual | Budget  | Variance |
| Revenue   |        |         |          |
| Donations                                       | 0      | 8.33    | -8.33    |
| Total Revenue                                   | 0      | 8.33    | -8.33    |
| Expenses  |        |         |          |
| Equipment - Vehicle & Equipment Fuel            | 0      | 16.67   | 16.67    |
| Equipment                                       | 0      | 166.67  | 166.67   |
| Equipment - Equipment/ Material Purchase        | 0      | 41.67   | 41.67    |
| Maintenance Vehicles & Equip.                   | 0      | 41.67   | 41.67    |
| Maintenance Facilities                          | 0      | 83.33   | 83.33    |
| Electricity                                     | 66.61  | 70.83   | 4.22     |
| Office & Clerical Supplies - Telephone          | 0      | 50      | 50       |
| Operating Expenses - Heating Oil & Firewood     | 0      | 266.67  | 266.67   |
| Operating Expenses - General liability          | 0      | 120.83  | 120.83   |
| Operating Expenses - Facility Insurance         | 0      | 25      | 25       |
| Equipment - Vehicle & Equipment Insurance       | 0      | 76.77   | 76.77    |
| Licenses/Fees/ Subscriptions                    | 0      | 0.83    | 0.83     |
| Total Expenses                                  | 66.61  | 960.94  | 894.33   |
| Excess (Deficit) of Revenue over Expenses       | -66.61 | -952.61 | 886      |
| Fund Post Office                                |        |         |          |
|   |        |         |          |
|   | Actual | Budget  | Variance |
| Revenue   |        |         |          |
| Post Office Contract                            | 0      | 1395.33 | -1395.33 |
| Total Revenue                                   | 0      | 1395.33 | -1395.33 |
| Expenses  |        |         |          |
| Salaries  | 676    | 1750    | 1074     |
| Salaries/ Wages - Holiday/Bonus pay             | 0      | 36.29   | 36.29    |
| Salaries/ Wages - Vacation Pay                  | 0      | 12.31   | 12.31    |
| Salaries/ Wages - Payroll Taxes                 | 63.13  | 183.7   | 120.57   |
| Salaries/ Wages - Workers Compensation          | 0      | 79.17   | 79.17    |
| Equipment - Equipment/ Material Purchase        | 0      | 12.5    | 12.5     |
| Office & Clerical Supplies - Computers/Printers | 0      | 29.17   | 29.17    |

|  |          |          |          |
|--|----------|----------|----------|
| Office & Clerical Supplies                         | 0        | 16.67    | 16.67    |
| Office & Clerical Supplies - Copier Supplies       | 0        | 12.5     | 12.5     |
| Electricity  | 64.41    | 83.07    | 18.66    |
| Office & Clerical Supplies - Telephone             | 0        | 56.56    | 56.56    |
| Operating Expenses - Garbage Expense               | 0        | 11       | 11       |
| Operating Expenses - Water/ Sewer Expense          | 0        | 80       | 80       |
| Operating Expenses - Heating Oil & Firewood        | 0        | 96.78    | 96.78    |
| Operating Expenses - General liability             | 0        | 51.25    | 51.25    |
| Total Expenses                                     | 803.54   | 2510.97  | 1707.43  |
| Excess (Deficit) of Revenue over Expenses          | -803.54  | -1115.64 | 312.1    |
|  |          |          |          |
| Fund Parks & Recreation                            |          |          |          |
|  |          |          |          |
|  | Actual   | Budget   | Variance |
| Revenue  |          |          |          |
| Total Revenue                                      | 0        | 0        | 0        |
|  |          |          |          |
| Expenses   |          |          |          |
| Salaries   | 453      | 183.77   | -269.23  |
| Salaries/ Wages - Payroll Taxes                    | 42.3     | 10.12    | -32.18   |
| Salaries/ Wages - Workers Compensation             | 0        | 27.08    | 27.08    |
| Equipment - Vehicle & Equipment Fuel               | 225.19   | 25       | -200.19  |
| Equipment - Equipment/ Material Purchase           | 398.88   | 300      | -98.88   |
| Maintenance Vehicles & Equip.                      | 0        | 50       | 50       |
| Equipment - Parts and Tools                        | 0        | 20.83    | 20.83    |
| Electricity  | 27.2     | 28.33    | 1.13     |
| Dump/ Pumping Fees                                 | 0        | 6.25     | 6.25     |
| Operating Expenses - Water/ Sewer Expense          | 0        | 80       | 80       |
| Operating Expenses - General liability             | 0        | 133.33   | 133.33   |
| Total Expenses                                     | 1146.57  | 864.71   | -281.86  |
| Excess (Deficit) of Revenue over Expenses          | -1146.57 | -864.71  | -281.86  |
|  |          |          |          |
| Fund Library                                       |          |          |          |
|  |          |          |          |
|  | Actual   | Budget   | Variance |
| Revenue  |          |          |          |
| Donations  | 0        | 16.67    | -16.67   |
| GRANT FUNDS State - Library Operating Grant (PLAG) | 0        | 583.33   | -583.33  |

|  |         |         |          |
|--|---------|---------|----------|
| GRANT FUNDS State - OWL Internet Funds             | 3583.2  | 291.67  | 3291.53  |
| GRANT FUNDS - Reuben E. Crossett Grant             | 0       | 416.67  | -416.67  |
| GRANT FUNDS Federal - American Rescue Plan Act (AR | 0       | 208.33  | -208.33  |
| Total Revenue                                      | 3583.2  | 1516.67 | 2066.53  |
| Expenses   |         |         |          |
| Salaries   | 0       | 12.21   | 12.21    |
| Salaries/ Wages - Vacation Pay                     | 0       | 0.13    | 0.13     |
| Salaries/ Wages - Payroll Taxes                    | 0       | 1.12    | 1.12     |
| Salaries/ Wages - Workers Compensation             | 0       | 1.01    | 1.01     |
| Travel Expense                                     | 0       | 104.17  | 104.17   |
| Books  | 0       | 291.67  | 291.67   |
| Office & Clerical Supplies - Freight & Postage     | 0       | 8.33    | 8.33     |
| Office & Clerical Supplies                         | 0       | 25      | 25       |
| Office & Clerical Supplies - Copier Supplies       | 0       | 8.33    | 8.33     |
| Electricity  | 99.67   | 101.87  | 2.2      |
| Office & Clerical Supplies - Telephone             | 0       | 39.74   | 39.74    |
| Office & Clerical Supplies - Internet Access/ Web  | 4116    | 41.67   | -4074.33 |
| Operating Expenses - Garbage Expense               | 0       | 8.33    | 8.33     |
| Operating Expenses - Water/ Sewer Expense          | 0       | 80      | 80       |
| Operating Expenses - Heating Oil & Firewood        | 0       | 179.96  | 179.96   |
| Operating Expenses - General liability             | 0       | 125     | 125      |
| Childrens Programs                                 | 0       | 25      | 25       |
| Total Expenses                                     | 4215.67 | 1053.54 | -3162.13 |
| Excess (Deficit) of Revenue over Expenses          | -632.47 | 463.13  | -1095.6  |
| Fund Gaming  |         |         |          |
|  |         |         |          |
|  | Actual  | Budget  | Variance |
| Revenue  |         |         |          |
| Total Revenue                                      | 0       | 0       | 0        |
| Expenses   |         |         |          |
| Office & Clerical Supplies                         | 0       | 4.17    | 4.17     |
| Operating Expenses - General liability             | 0       | 41.2    | 41.2     |
| Licenses/Fees/ Subscriptions                       | 0       | 2.08    | 2.08     |
| Total Expenses                                     | 0       | 47.45   | 47.45    |
| Excess (Deficit) of Revenue over Expenses          | 0       | -47.45  | 47.45    |

|  |         |         |          |
|--|---------|---------|----------|
| Fund Clinic                                    |         |         |          |
|  |         |         |          |
|  | Actual  | Budget  | Variance |
| Revenue  |         |         |          |
| Building Rentals                               | 0       | 583.33  | -583.33  |
| Total Revenue                                  | 0       | 583.33  | -583.33  |
|  |         |         |          |
| Expenses                                       |         |         |          |
| Maintenance Facilities                         | 0       | 50      | 50       |
| Electricity                                    | 200.56  | 208.33  | 7.77     |
| Office & Clerical Supplies - Telephone         | 0       | 191.67  | 191.67   |
| Operating Expenses - Heating Oil & Firewood    | 0       | 125     | 125      |
| Operating Expenses - General liability         | 0       | 20.83   | 20.83    |
| Operating Expenses - Facility Insurance        | 0       | 250     | 250      |
| Total Expenses                                 | 200.56  | 845.83  | 645.27   |
| Excess (Deficit) of Revenue over Expenses      | -200.56 | -262.5  | 61.94    |
|  |         |         |          |
| Fund E M S                                     |         |         |          |
|  |         |         |          |
|  | Actual  | Budget  | Variance |
| Revenue  |         |         |          |
| Donations                                      | 0       | 8.33    | -8.33    |
| Total Revenue                                  | 0       | 8.33    | -8.33    |
|  |         |         |          |
| Expenses                                       |         |         |          |
| Travel Expense - Training/workshop/conf. fees  | 0       | 83.33   | 83.33    |
| Equipment - Vehicle & Equipment Fuel           | 247.1   | 20.83   | -226.27  |
| Equipment - Equipment/ Material Purchase       | 0       | 250     | 250      |
| Maintenance Vehicles & Equip.                  | 0       | 250     | 250      |
| Office & Clerical Supplies - Freight & Postage | 0       | 2.5     | 2.5      |
| Operating Expenses - General liability         | 0       | 37.5    | 37.5     |
| Equipment - Vehicle & Equipment Insurance      | 0       | 100.42  | 100.42   |
| Licenses/Fees/ Subscriptions                   | 0       | 0.83    | 0.83     |
| Total Expenses                                 | 247.1   | 745.41  | 498.31   |
| Excess (Deficit) of Revenue over Expenses      | -247.1  | -737.08 | 489.98   |
|  |         |         |          |
| Fund Ferry Terminal                            |         |         |          |

|  | Actual  | Budget  | Variance |
|--|---------|---------|----------|
| Revenue  |         |         |          |
| Building Rentals                                 | 0       | 25      | -25      |
| Total Revenue                                    | 0       | 25      | -25      |
| Expenses   |         |         |          |
| Electricity                                      | 279.31  | 200     | -79.31   |
| Operating Expenses - Water/ Sewer Expense        | 0       | 80      | 80       |
| Operating Expenses - Heating Oil & Firewood      | 0       | 83.33   | 83.33    |
| Operating Expenses - General liability           | 0       | 37.5    | 37.5     |
| Operating Expenses - Facility Insurance          | 0       | 83.33   | 83.33    |
| Total Expenses                                   | 279.31  | 484.16  | 204.85   |
| Excess (Deficit) of Revenue over Expenses        | -279.31 | -459.16 | 179.85   |
| Fund Harbor/Dock                                 |         |         |          |
|  | Actual  | Budget  | Variance |
| Revenue  |         |         |          |
| Harbor/Dock Revenue - Launch & Parking fees      | 15      | 65      | -50      |
| Harbor/Dock Revenue - Transient Moorage          | 90      | 3699.42 | -3609.42 |
| Harbor/Dock Revenue - Harbor Revenue Electricity | 0       | 25      | -25      |
| Harbor/Dock Revenue - Transient Moorage          | -93.29  | 1250    | -1343.29 |
| Total Revenue                                    | 11.71   | 5039.42 | -5027.71 |
| Expenses   |         |         |          |
| Salaries   | 1082    | 0       | -1082    |
| Salaries/ Wages - Stipend                        | 0       | 2083.33 | 2083.33  |
| Salaries/ Wages - Holiday/Bonus pay              | 0       | 18.15   | 18.15    |
| Salaries/ Wages - Vacation Pay                   | 0       | 27.24   | 27.24    |
| Salaries/ Wages - Payroll Taxes                  | 101.06  | 175     | 73.94    |
| Salaries/ Wages - Workers Compensation           | 0       | 175     | 175      |
| Equipment - Vehicle & Equipment Fuel             | 0       | 8.33    | 8.33     |
| Equipment - Equipment/ Material Purchase         | 0       | 358.33  | 358.33   |
| Maintenance Vehicles & Equip.                    | 0       | 250     | 250      |
| Maintenance Facilities                           | 0       | 516.67  | 516.67   |
| Office & Clerical Supplies - Freight & Postage   | 0       | 208.33  | 208.33   |
| Electricity                                      | 75.53   | 300     | 224.47   |

|   |          |         |          |
|---|----------|---------|----------|
| Office & Clerical Supplies - Telephone            | 0        | 53.33   | 53.33    |
| Office & Clerical Supplies - Internet Access/ Web | 70       | 70      | 0        |
| Operating Expenses - Garbage Expense              | 0        | 266.67  | 266.67   |
| Operating Expenses - Water/ Sewer Expense         | 0        | 80      | 80       |
| Operating Expenses - General liability            | 0        | 83.33   | 83.33    |
| Equipment - Vehicle & Equipment Insurance         | 0        | 33.33   | 33.33    |
| Total Expenses                                    | 1328.59  | 4707.04 | 3378.45  |
| Excess (Deficit) of Revenue over Expenses         | -1316.88 | 332.38  | -1649.26 |
|   |          |         |          |
| Fund Maintenance/Shop                             |          |         |          |
|   |          |         |          |
|   | Actual   | Budget  | Variance |
| Revenue   |          |         |          |
| Total Revenue                                     | 0        | 0       | 0        |
|   |          |         |          |
| Expenses  |          |         |          |
| Salaries  | 273      | 833.33  | 560.33   |
| Salaries/ Wages - Holiday/Bonus pay               | 0        | 36.29   | 36.29    |
| Salaries/ Wages - Vacation Pay                    | 0        | 53.33   | 53.33    |
| Salaries/ Wages - Payroll Taxes                   | 25.49    | 45.83   | 20.34    |
| Salaries/ Wages - Workers Compensation            | 0        | 70.83   | 70.83    |
| Equipment - Vehicle & Equipment Fuel              | 266.66   | 25      | -241.66  |
| Equipment - Equipment/ Material Purchase          | 188.09   | 166.67  | -21.42   |
| Maintenance Vehicles & Equip.                     | 0        | 416.67  | 416.67   |
| Equipment - Parts and Tools                       | 0        | 41.67   | 41.67    |
| Electricity                                       | 38.45    | 45.83   | 7.38     |
| Office & Clerical Supplies - Telephone            | 0        | 70.83   | 70.83    |
| Operating Expenses - Garbage Expense              | 0        | 26.25   | 26.25    |
| Operating Expenses - Heating Oil & Firewood       | 0        | 310.58  | 310.58   |
| Operating Expenses - General liability            | 0        | 108.33  | 108.33   |
| Equipment - Vehicle & Equipment Insurance         | 0        | 33.33   | 33.33    |
| Licenses/Fees/ Subscriptions                      | 0        | 0.83    | 0.83     |
| Total Expenses                                    | 791.69   | 2285.6  | 1493.91  |
| Excess (Deficit) of Revenue over Expenses         | -791.69  | -2285.6 | 1493.91  |
|   |          |         |          |
| Fund Special Events                               |          |         |          |
|   |          |         |          |
|   | Actual   | Budget  | Variance |

|  |        |         |          |
|--|--------|---------|----------|
| Revenue  |        |         |          |
| Total Revenue                                      | 0      | 0       | 0        |
|  |        |         |          |
| Expenses   |        |         |          |
| Childrens Programs                                 | 0      | 58.33   | 58.33    |
| Total Expenses                                     | 0      | 58.33   | 58.33    |
| Excess (Deficit) of Revenue over Expenses          | 0      | -58.33  | 58.33    |
|  |        |         |          |
| Fund Council                                       |        |         |          |
|  |        |         |          |
|  | Actual | Budget  | Variance |
| Revenue  |        |         |          |
| Total Revenue                                      | 0      | 0       | 0        |
|  |        |         |          |
| Expenses   |        |         |          |
| Salaries   | 75     | 0       | -75      |
| Salaries/ Wages - Stipend                          | 0      | 200     | 200      |
| Salaries/ Wages - Payroll Taxes                    | 7.01   | 14.58   | 7.57     |
| Total Expenses                                     | 82.01  | 214.58  | 132.57   |
| Excess (Deficit) of Revenue over Expenses          | -82.01 | -214.58 | 132.57   |
|  |        |         |          |
| Fund Grants  |        |         |          |
|  |        |         |          |
|  | Actual | Budget  | Variance |
| Revenue  |        |         |          |
| GRANT FUNDS Federal - American Rescue Plan Act (AR | 0      | 2409.93 | -2409.93 |
| Total Revenue                                      | 0      | 2409.93 | -2409.93 |
|  |        |         |          |
| Expenses   |        |         |          |
| Total Expenses                                     | 0      | 0       | 0        |
| Excess (Deficit) of Revenue over Expenses          | 0      | 2409.93 | -2409.93 |
|  |        |         |          |
| Fund 01 Administration Department 01 Rev & Exp     |        |         |          |
|  |        |         |          |
|  | Actual | Budget  | Variance |
| Revenue  |        |         |          |
| Other Revenues                                     | 0      | 618.33  | -618.33  |
| City Elections                                     | 0      | 33.33   | -33.33   |

|  |           |         |          |
|--|-----------|---------|----------|
| AK Coastal Aggregates Contract                     | 0         | 166.67  | -166.67  |
| Administration                                     | 125.91    | 68.05   | 57.86    |
| Marine Exchange Equipment Fee                      | 0         | 201     | -201     |
| Land Leases  | 3493.75   | 1083.33 | 2410.42  |
| Building Rentals                                   | 0         | 25      | -25      |
| Advertising  | 10        | 0       | 10       |
| Misc. Sales  | 0         | 1250    | -1250    |
| Donations  | 0         | 25      | -25      |
| Interest Income                                    | 0         | 51.51   | -51.51   |
| Finance Charge Income                              | 100       | 0       | 100      |
| GRANT FUNDS State - Community Assistance           | 79426.94  | 6089.33 | 73337.61 |
| GRANT FUNDS State - Shared Fisheries Business Tax  | 0         | 25      | -25      |
| GRANT FUNDS Federal - Payment in Lieu of Taxes     | 0         | 4153.39 | -4153.39 |
| GRANT FUNDS Federal - American Rescue Plan Act (AR | 28540.42  | 2146.46 | 26393.96 |
| Total Revenue                                      | 111697.02 | 15936.4 | 95760.62 |
|  |           |         |          |
| Expenses   |           |         |          |
| Salaries   | 2838.44   | 3666.67 | 828.23   |
| Salaries/ Wages - Holiday/Bonus pay                | 0         | 74.28   | 74.28    |
| Salaries/ Wages - Vacation Pay                     | 0         | 83.33   | 83.33    |
| Salaries/ Wages - Payroll Taxes                    | 265.11    | 375     | 109.89   |
| Salaries/ Wages - Workers Compensation             | 0         | 83.33   | 83.33    |
| Travel Expense - Per Diem                          | 0         | 41.67   | 41.67    |
| Travel Expense - Airfare                           | 0         | 41.67   | 41.67    |
| Travel Expense - Training/workshop/conf. fees      | 0         | 41.67   | 41.67    |
| Legal & Lobbyist                                   | 0         | 416.67  | 416.67   |
| Bookkeeping  | 0         | 27.76   | 27.76    |
| Equipment - Equipment/ Material Purchase           | 0         | 12.5    | 12.5     |
| Office & Clerical Supplies - Computers/Printers    | 0         | 291.67  | 291.67   |
| Maintenance Facilities                             | 0         | 3.66    | 3.66     |
| Office & Clerical Supplies - Freight & Postage     | 0         | 46.13   | 46.13    |
| Office & Clerical Supplies                         | 0         | 131.22  | 131.22   |
| Office & Clerical Supplies - Copier Supplies       | 0         | 33.33   | 33.33    |
| Electricity  | 3610.12   | 112.56  | -3497.56 |
| Office & Clerical Supplies - Telephone             | 66.69     | 181.82  | 115.13   |
| Office & Clerical Supplies - Internet Access/ Web  | 0         | 496.13  | 496.13   |
| Operating Expenses - Garbage Expense               | 0         | 66.67   | 66.67    |
| Operating Expenses - Water/ Sewer Expense          | 0         | 90.52   | 90.52    |

|  |           |         |          |
|--|-----------|---------|----------|
| Operating Expenses - Heating Oil & Firewood        | 0         | 119.94  | 119.94   |
| Operating Expenses - General liability             | 0         | 159.48  | 159.48   |
| Operating Expenses - Facility Insurance            | 0         | 58.27   | 58.27    |
| Operating Expenses - Crime insurance               | 0         | 37.72   | 37.72    |
| Licenses/Fees/ Subscriptions                       | 0         | 119.37  | 119.37   |
| Advertising and Publications                       | 0         | 250     | 250      |
| Bank Fees - Bank Service Charge                    | 0         | 30.17   | 30.17    |
| Total Expenses                                     | 6780.36   | 7093.21 | 312.85   |
| Excess (Deficit) of Revenue over Expenses          | 104916.66 | 8843.19 | 96073.47 |
|  |           |         |          |
| Fund 02 Streets & Roads Department 01 Rev & Exp    |           |         |          |
|  |           |         |          |
|  | Actual    | Budget  | Variance |
| Revenue  |           |         |          |
| GRANT FUNDS Federal - NFR-Timber Receipts          | 0         | 2203.31 | -2203.31 |
| GRANT FUNDS Federal - Federal Lands Access Program | 0         | 8.33    | -8.33    |
| Total Revenue                                      | 0         | 2211.64 | -2211.64 |
|  |           |         |          |
| Expenses   |           |         |          |
| Salaries   | 446       | 666.67  | 220.67   |
| Salaries/ Wages - Payroll Taxes                    | 41.66     | 62.5    | 20.84    |
| Salaries/ Wages - Workers Compensation             | 0         | 41.67   | 41.67    |
| Equipment - Vehicle & Equipment Fuel               | 467.99    | 125     | -342.99  |
| Contract Services                                  | 0         | 1250    | 1250     |
| Equipment - Equipment/ Material Purchase           | 398.9     | 250     | -148.9   |
| Maintenance Vehicles & Equip.                      | 0         | 83.33   | 83.33    |
| Equipment - Parts and Tools                        | 0         | 250     | 250      |
| Office & Clerical Supplies - Freight & Postage     | 0         | 29.17   | 29.17    |
| Electricity  | 114.66    | 125     | 10.34    |
| Operating Expenses - General liability             | 0         | 141.67  | 141.67   |
| Equipment - Vehicle & Equipment Insurance          | 0         | 50      | 50       |
| Total Expenses                                     | 1469.21   | 3075.01 | 1605.8   |
| Excess (Deficit) of Revenue over Expenses          | -1469.21  | -863.37 | -605.84  |
|  |           |         |          |
| Fund 03 Water/Sewer Department 01 Rev & Exp        |           |         |          |
|  |           |         |          |
|  | Actual    | Budget  | Variance |
| Revenue  |           |         |          |

|  |          |          |           |
|--|----------|----------|-----------|
| Water / Sewer Revenues                         | 13002    | 15136.25 | -2134.25  |
| Finance Charge Income                          | 0        | 0.83     | -0.83     |
| Total Revenue                                  | 13002    | 15137.08 | -2135.08  |
|  |          |          |           |
| Expenses                                       |          |          |           |
| Salaries                                       | 3806.09  | 4654.93  | 848.84    |
| Salaries/ Wages - Holiday/Bonus pay            | 0        | 18.15    | 18.15     |
| Salaries/ Wages - Vacation Pay                 | 0        | 38.5     | 38.5      |
| Salaries/ Wages - Payroll Taxes                | 355.49   | 375      | 19.51     |
| Salaries/ Wages - Workers Compensation         | 0        | 208.33   | 208.33    |
| Travel Expense - Per Diem                      | 0        | 33.33    | 33.33     |
| Travel Expense - Airfare                       | 0        | 75       | 75        |
| Travel Expense - Training/workshop/conf. fees  | 0        | 83.33    | 83.33     |
| Equipment - Vehicle & Equipment Fuel           | 133.56   | 125      | -8.56     |
| Water Testing                                  | 0        | 83.33    | 83.33     |
| Contract Services                              | 15028.31 | 1040.64  | -13987.67 |
| Equipment - Equipment/ Material Purchase       | 0        | 1083.33  | 1083.33   |
| Maintenance Vehicles & Equip.                  | 0        | 16.67    | 16.67     |
| Maintenance Facilities                         | 1142.08  | 416.67   | -725.41   |
| Chemicals                                      | 0        | 481.75   | 481.75    |
| Office & Clerical Supplies - Freight & Postage | 0        | 141.67   | 141.67    |
| Electricity                                    | 1193.61  | 1666.67  | 473.06    |
| Dump/ Pumping Fees                             | 750      | 625      | -125      |
| Lift Station Maintenance & Repa                | 0        | 416.67   | 416.67    |
| Office & Clerical Supplies - Telephone         | 39.63    | 125      | 85.37     |
| Operating Expenses - Heating Oil & Firewood    | 0        | 233.33   | 233.33    |
| Operating Expenses - General liability         | 0        | 291.67   | 291.67    |
| Operating Expenses - Facility Insurance        | 0        | 62.5     | 62.5      |
| Equipment - Vehicle & Equipment Insurance      | 0        | 33.33    | 33.33     |
| Licenses/Fees/ Subscriptions                   | 0        | 133.33   | 133.33    |
| Bank Fees - Merchant Bank Card Fees            | 0        | 425      | 425       |
| Total Expenses                                 | 22448.77 | 12888.13 | -9560.64  |
| Excess (Deficit) of Revenue over Expenses      | -9446.77 | 2248.95  | -11695.72 |
|  |          |          |           |
| Fund 04 Garbage/Waste Department 01 Rev & Exp  |          |          |           |
|  |          |          |           |
|  | Actual   | Budget   | Variance  |
| Revenue  |          |          |           |

|   |         |         |          |
|---|---------|---------|----------|
| Garbage Services Revenue                        | 5042.5  | 5437.5  | -395     |
| Garbage Services Revenue - Landfill / Dump Fees | 0       | 166.67  | -166.67  |
| Misc. Sales                                     | 64.5    | 0       | 64.5     |
| Interest Income                                 | 0       | 125     | -125     |
| Finance Charge Income                           | 0       | 166.67  | -166.67  |
| Total Revenue                                   | 5107    | 5895.84 | -788.84  |
|   |         |         |          |
| Expenses  |         |         |          |
| Salaries  | 1089.5  | 833.33  | -256.17  |
| Salaries/ Wages - Holiday/Bonus pay             | 0       | 18.78   | 18.78    |
| Salaries/ Wages - Vacation Pay                  | 0       | 60.13   | 60.13    |
| Salaries/ Wages - Payroll Taxes                 | 101.77  | 0       | -101.77  |
| Salaries/ Wages - Workers Compensation          | 0       | 71.25   | 71.25    |
| Equipment - Vehicle & Equipment Fuel            | 835.65  | 150     | -685.65  |
| Equipment - Equipment/ Material Purchase        | 0       | 250     | 250      |
| Maintenance Vehicles & Equip.                   | 0       | 250     | 250      |
| Equipment - Parts and Tools                     | 0       | 12.5    | 12.5     |
| Dump/ Pumping Fees                              | 3200.1  | 2666.67 | -533.43  |
| Operating Expenses - General liability          | 0       | 150     | 150      |
| Equipment - Vehicle & Equipment Insurance       | 0       | 54.17   | 54.17    |
| Total Expenses                                  | 5227.02 | 4516.83 | -710.19  |
| Excess (Deficit) of Revenue over Expenses       | -120.02 | 1379.01 | -1499.03 |
|   |         |         |          |
| Fund 05 Fire Department Department 01 Rev & Exp |         |         |          |
|   |         |         |          |
|   | Actual  | Budget  | Variance |
| Revenue   |         |         |          |
| Donations                                       | 0       | 8.33    | -8.33    |
| Total Revenue                                   | 0       | 8.33    | -8.33    |
|   |         |         |          |
| Expenses  |         |         |          |
| Equipment - Vehicle & Equipment Fuel            | 0       | 16.67   | 16.67    |
| Equipment                                       | 0       | 166.67  | 166.67   |
| Equipment - Equipment/ Material Purchase        | 0       | 41.67   | 41.67    |
| Maintenance Vehicles & Equip.                   | 0       | 41.67   | 41.67    |
| Maintenance Facilities                          | 0       | 83.33   | 83.33    |
| Electricity                                     | 66.61   | 70.83   | 4.22     |
| Office & Clerical Supplies - Telephone          | 0       | 50      | 50       |

|  |         |          |          |
|--|---------|----------|----------|
| Operating Expenses - Heating Oil & Firewood        | 0       | 266.67   | 266.67   |
| Operating Expenses - General liability             | 0       | 120.83   | 120.83   |
| Operating Expenses - Facility Insurance            | 0       | 25       | 25       |
| Equipment - Vehicle & Equipment Insurance          | 0       | 76.77    | 76.77    |
| Licenses/Fees/ Subscriptions                       | 0       | 0.83     | 0.83     |
| Total Expenses                                     | 66.61   | 960.94   | 894.33   |
| Excess (Deficit) of Revenue over Expenses          | -66.61  | -952.61  | 886      |
|  |         |          |          |
| Fund 06 Post Office Department 01 Rev & Exp        |         |          |          |
|  |         |          |          |
|  | Actual  | Budget   | Variance |
| Revenue  |         |          |          |
| Post Office Contract                               | 0       | 1395.33  | -1395.33 |
| Total Revenue                                      | 0       | 1395.33  | -1395.33 |
|  |         |          |          |
| Expenses   |         |          |          |
| Salaries   | 676     | 1750     | 1074     |
| Salaries/ Wages - Holiday/Bonus pay                | 0       | 36.29    | 36.29    |
| Salaries/ Wages - Vacation Pay                     | 0       | 12.31    | 12.31    |
| Salaries/ Wages - Payroll Taxes                    | 63.13   | 183.7    | 120.57   |
| Salaries/ Wages - Workers Compensation             | 0       | 79.17    | 79.17    |
| Equipment - Equipment/ Material Purchase           | 0       | 12.5     | 12.5     |
| Office & Clerical Supplies - Computers/Printers    | 0       | 29.17    | 29.17    |
| Office & Clerical Supplies                         | 0       | 16.67    | 16.67    |
| Office & Clerical Supplies - Copier Supplies       | 0       | 12.5     | 12.5     |
| Electricity  | 64.41   | 83.07    | 18.66    |
| Office & Clerical Supplies - Telephone             | 0       | 56.56    | 56.56    |
| Operating Expenses - Garbage Expense               | 0       | 11       | 11       |
| Operating Expenses - Water/ Sewer Expense          | 0       | 80       | 80       |
| Operating Expenses - Heating Oil & Firewood        | 0       | 96.78    | 96.78    |
| Operating Expenses - General liability             | 0       | 51.25    | 51.25    |
| Total Expenses                                     | 803.54  | 2510.97  | 1707.43  |
| Excess (Deficit) of Revenue over Expenses          | -803.54 | -1115.64 | 312.1    |
|  |         |          |          |
| Fund 07 Parks & Recreation Department 01 Rev & Exp |         |          |          |
|  |         |          |          |
|  | Actual  | Budget   | Variance |
| Revenue  |         |          |          |

|  |          |         |          |
|--|----------|---------|----------|
| Total Revenue                                      | 0        | 0       | 0        |
| Expenses   |          |         |          |
| Salaries   | 453      | 183.77  | -269.23  |
| Salaries/ Wages - Payroll Taxes                    | 42.3     | 10.12   | -32.18   |
| Salaries/ Wages - Workers Compensation             | 0        | 27.08   | 27.08    |
| Equipment - Vehicle & Equipment Fuel               | 225.19   | 25      | -200.19  |
| Equipment - Equipment/ Material Purchase           | 398.88   | 300     | -98.88   |
| Maintenance Vehicles & Equip.                      | 0        | 50      | 50       |
| Equipment - Parts and Tools                        | 0        | 20.83   | 20.83    |
| Electricity  | 27.2     | 28.33   | 1.13     |
| Dump/ Pumping Fees                                 | 0        | 6.25    | 6.25     |
| Operating Expenses - Water/ Sewer Expense          | 0        | 80      | 80       |
| Operating Expenses - General liability             | 0        | 133.33  | 133.33   |
| Total Expenses                                     | 1146.57  | 864.71  | -281.86  |
| Excess (Deficit) of Revenue over Expenses          | -1146.57 | -864.71 | -281.86  |
| Fund 08 Library Department 01 Rev & Exp            |          |         |          |
|  |          |         |          |
|  | Actual   | Budget  | Variance |
| Revenue  |          |         |          |
| Donations  | 0        | 16.67   | -16.67   |
| GRANT FUNDS State - Library Operating Grant (PLAG) | 0        | 583.33  | -583.33  |
| GRANT FUNDS State - OWL Internet Funds             | 3583.2   | 291.67  | 3291.53  |
| GRANT FUNDS - Reuben E. Crossett Grant             | 0        | 416.67  | -416.67  |
| GRANT FUNDS Federal - American Rescue Plan Act (AR | 0        | 208.33  | -208.33  |
| Total Revenue                                      | 3583.2   | 1516.67 | 2066.53  |
| Expenses   |          |         |          |
| Salaries   | 0        | 12.21   | 12.21    |
| Salaries/ Wages - Vacation Pay                     | 0        | 0.13    | 0.13     |
| Salaries/ Wages - Payroll Taxes                    | 0        | 1.12    | 1.12     |
| Salaries/ Wages - Workers Compensation             | 0        | 1.01    | 1.01     |
| Travel Expense                                     | 0        | 104.17  | 104.17   |
| Books  | 0        | 291.67  | 291.67   |
| Office & Clerical Supplies - Freight & Postage     | 0        | 8.33    | 8.33     |
| Office & Clerical Supplies                         | 0        | 25      | 25       |
| Office & Clerical Supplies - Copier Supplies       | 0        | 8.33    | 8.33     |

|   |         |         |          |
|---|---------|---------|----------|
| Electricity                                       | 99.67   | 101.87  | 2.2      |
| Office & Clerical Supplies - Telephone            | 0       | 39.74   | 39.74    |
| Office & Clerical Supplies - Internet Access/ Web | 4116    | 41.67   | -4074.33 |
| Operating Expenses - Garbage Expense              | 0       | 8.33    | 8.33     |
| Operating Expenses - Water/ Sewer Expense         | 0       | 80      | 80       |
| Operating Expenses - Heating Oil & Firewood       | 0       | 179.96  | 179.96   |
| Operating Expenses - General liability            | 0       | 125     | 125      |
| Childrens Programs                                | 0       | 25      | 25       |
| Total Expenses                                    | 4215.67 | 1053.54 | -3162.13 |
| Excess (Deficit) of Revenue over Expenses         | -632.47 | 463.13  | -1095.6  |
|   |         |         |          |
| Fund 09 Gaming Department 01 Rev & Exp            |         |         |          |
|   |         |         |          |
|   | Actual  | Budget  | Variance |
| Revenue   |         |         |          |
| Total Revenue                                     | 0       | 0       | 0        |
|   |         |         |          |
| Expenses  |         |         |          |
| Office & Clerical Supplies                        | 0       | 4.17    | 4.17     |
| Operating Expenses - General liability            | 0       | 41.2    | 41.2     |
| Licenses/Fees/ Subscriptions                      | 0       | 2.08    | 2.08     |
| Total Expenses                                    | 0       | 47.45   | 47.45    |
| Excess (Deficit) of Revenue over Expenses         | 0       | -47.45  | 47.45    |
|   |         |         |          |
| Fund 10 Clinic Department 01 Rev & Exp            |         |         |          |
|   |         |         |          |
|   | Actual  | Budget  | Variance |
| Revenue   |         |         |          |
| Building Rentals                                  | 0       | 583.33  | -583.33  |
| Total Revenue                                     | 0       | 583.33  | -583.33  |
|   |         |         |          |
| Expenses  |         |         |          |
| Maintenance Facilities                            | 0       | 50      | 50       |
| Electricity                                       | 200.56  | 208.33  | 7.77     |
| Office & Clerical Supplies - Telephone            | 0       | 191.67  | 191.67   |
| Operating Expenses - Heating Oil & Firewood       | 0       | 125     | 125      |
| Operating Expenses - General liability            | 0       | 20.83   | 20.83    |
| Operating Expenses - Facility Insurance           | 0       | 250     | 250      |

|  |         |         |          |
|--|---------|---------|----------|
| Total Expenses                                 | 200.56  | 845.83  | 645.27   |
| Excess (Deficit) of Revenue over Expenses      | -200.56 | -262.5  | 61.94    |
| Fund 11 E M S Department 01 Rev & Exp          |         |         |          |
|  |         |         |          |
|  | Actual  | Budget  | Variance |
| Revenue  |         |         |          |
| Donations                                      | 0       | 8.33    | -8.33    |
| Total Revenue                                  | 0       | 8.33    | -8.33    |
| Expenses                                       |         |         |          |
| Travel Expense - Training/workshop/conf. fees  | 0       | 83.33   | 83.33    |
| Equipment - Vehicle & Equipment Fuel           | 247.1   | 20.83   | -226.27  |
| Equipment - Equipment/ Material Purchase       | 0       | 250     | 250      |
| Maintenance Vehicles & Equip.                  | 0       | 250     | 250      |
| Office & Clerical Supplies - Freight & Postage | 0       | 2.5     | 2.5      |
| Operating Expenses - General liability         | 0       | 37.5    | 37.5     |
| Equipment - Vehicle & Equipment Insurance      | 0       | 100.42  | 100.42   |
| Licenses/Fees/ Subscriptions                   | 0       | 0.83    | 0.83     |
| Total Expenses                                 | 247.1   | 745.41  | 498.31   |
| Excess (Deficit) of Revenue over Expenses      | -247.1  | -737.08 | 489.98   |
| Fund 12 Ferry Terminal Department 01 Rev & Exp |         |         |          |
|  |         |         |          |
|  | Actual  | Budget  | Variance |
| Revenue  |         |         |          |
| Building Rentals                               | 0       | 25      | -25      |
| Total Revenue                                  | 0       | 25      | -25      |
| Expenses                                       |         |         |          |
| Electricity                                    | 279.31  | 200     | -79.31   |
| Operating Expenses - Water/ Sewer Expense      | 0       | 80      | 80       |
| Operating Expenses - Heating Oil & Firewood    | 0       | 83.33   | 83.33    |
| Operating Expenses - General liability         | 0       | 37.5    | 37.5     |
| Operating Expenses - Facility Insurance        | 0       | 83.33   | 83.33    |
| Total Expenses                                 | 279.31  | 484.16  | 204.85   |
| Excess (Deficit) of Revenue over Expenses      | -279.31 | -459.16 | 179.85   |

| Fund 13 Harbor/Dock Department 01 Rev & Exp       |          |         |          |
|---|----------|---------|----------|
|   | Actual   | Budget  | Variance |
| Revenue   |          |         |          |
| Harbor/Dock Revenue - Launch & Parking fees       | 15       | 65      | -50      |
| Harbor/Dock Revenue - Transient Moorage           | 90       | 3699.42 | -3609.42 |
| Harbor/Dock Revenue - Harbor Revenue Electricity  | 0        | 25      | -25      |
| Harbor/Dock Revenue - Transient Moorage           | -93.29   | 1250    | -1343.29 |
| Total Revenue                                     | 11.71    | 5039.42 | -5027.71 |
| Expenses  |          |         |          |
| Salaries  | 1082     | 0       | -1082    |
| Salaries/ Wages - Stipend                         | 0        | 2083.33 | 2083.33  |
| Salaries/ Wages - Holiday/Bonus pay               | 0        | 18.15   | 18.15    |
| Salaries/ Wages - Vacation Pay                    | 0        | 27.24   | 27.24    |
| Salaries/ Wages - Payroll Taxes                   | 101.06   | 175     | 73.94    |
| Salaries/ Wages - Workers Compensation            | 0        | 175     | 175      |
| Equipment - Vehicle & Equipment Fuel              | 0        | 8.33    | 8.33     |
| Equipment - Equipment/ Material Purchase          | 0        | 358.33  | 358.33   |
| Maintenance Vehicles & Equip.                     | 0        | 250     | 250      |
| Maintenance Facilities                            | 0        | 516.67  | 516.67   |
| Office & Clerical Supplies - Freight & Postage    | 0        | 208.33  | 208.33   |
| Electricity                                       | 75.53    | 300     | 224.47   |
| Office & Clerical Supplies - Telephone            | 0        | 53.33   | 53.33    |
| Office & Clerical Supplies - Internet Access/ Web | 70       | 70      | 0        |
| Operating Expenses - Garbage Expense              | 0        | 266.67  | 266.67   |
| Operating Expenses - Water/ Sewer Expense         | 0        | 80      | 80       |
| Operating Expenses - General liability            | 0        | 83.33   | 83.33    |
| Equipment - Vehicle & Equipment Insurance         | 0        | 33.33   | 33.33    |
| Total Expenses                                    | 1328.59  | 4707.04 | 3378.45  |
| Excess (Deficit) of Revenue over Expenses         | -1316.88 | 332.38  | -1649.26 |
| Fund 14 Maintenance/Shop Department 01 Rev & Exp  |          |         |          |
|   | Actual   | Budget  | Variance |
| Revenue   |          |         |          |
| Total Revenue                                     | 0        | 0       | 0        |

|  |         |         |          |
|--|---------|---------|----------|
| Expenses                                       |         |         |          |
| Salaries                                       | 273     | 833.33  | 560.33   |
| Salaries/ Wages - Holiday/Bonus pay            | 0       | 36.29   | 36.29    |
| Salaries/ Wages - Vacation Pay                 | 0       | 53.33   | 53.33    |
| Salaries/ Wages - Payroll Taxes                | 25.49   | 45.83   | 20.34    |
| Salaries/ Wages - Workers Compensation         | 0       | 70.83   | 70.83    |
| Equipment - Vehicle & Equipment Fuel           | 266.66  | 25      | -241.66  |
| Equipment - Equipment/ Material Purchase       | 188.09  | 166.67  | -21.42   |
| Maintenance Vehicles & Equip.                  | 0       | 416.67  | 416.67   |
| Equipment - Parts and Tools                    | 0       | 41.67   | 41.67    |
| Electricity                                    | 38.45   | 45.83   | 7.38     |
| Office & Clerical Supplies - Telephone         | 0       | 70.83   | 70.83    |
| Operating Expenses - Garbage Expense           | 0       | 26.25   | 26.25    |
| Operating Expenses - Heating Oil & Firewood    | 0       | 310.58  | 310.58   |
| Operating Expenses - General liability         | 0       | 108.33  | 108.33   |
| Equipment - Vehicle & Equipment Insurance      | 0       | 33.33   | 33.33    |
| Licenses/Fees/ Subscriptions                   | 0       | 0.83    | 0.83     |
| Total Expenses                                 | 791.69  | 2285.6  | 1493.91  |
| Excess (Deficit) of Revenue over Expenses      | -791.69 | -2285.6 | 1493.91  |
|  |         |         |          |
| Fund 15 Special Events Department 01 Rev & Exp |         |         |          |
|  |         |         |          |
|  | Actual  | Budget  | Variance |
| Revenue  |         |         |          |
| Total Revenue                                  | 0       | 0       | 0        |
|  |         |         |          |
| Expenses                                       |         |         |          |
| Childrens Programs                             | 0       | 58.33   | 58.33    |
| Total Expenses                                 | 0       | 58.33   | 58.33    |
| Excess (Deficit) of Revenue over Expenses      | 0       | -58.33  | 58.33    |
|  |         |         |          |
| Fund 17 Council Department 01 Rev & Exp        |         |         |          |
|  |         |         |          |
|  | Actual  | Budget  | Variance |
| Revenue  |         |         |          |
| Total Revenue                                  | 0       | 0       | 0        |
|  |         |         |          |
| Expenses                                       |         |         |          |

|  |        |         |          |
|--|--------|---------|----------|
| Salaries   | 75     | 0       | -75      |
| Salaries/ Wages - Stipend                          | 0      | 200     | 200      |
| Salaries/ Wages - Payroll Taxes                    | 7.01   | 14.58   | 7.57     |
| Total Expenses                                     | 82.01  | 214.58  | 132.57   |
| Excess (Deficit) of Revenue over Expenses          | -82.01 | -214.58 | 132.57   |
|  |        |         |          |
| Fund 19 Grants Department 01 Rev & Exp             |        |         |          |
|  |        |         |          |
|  | Actual | Budget  | Variance |
| Revenue  |        |         |          |
| GRANT FUNDS Federal - American Rescue Plan Act (AR | 0      | 2409.93 | -2409.93 |
| Total Revenue                                      | 0      | 2409.93 | -2409.93 |
|  |        |         |          |
| Expenses   |        |         |          |
| Total Expenses                                     | 0      | 0       | 0        |
| Excess (Deficit) of Revenue over Expenses          | 0      | 2409.93 | -2409.93 |

## Water Report October 2022

Hello Coffman Cove, another thrilling month in the water and sewer department has passed with all projects going smoothly.

Good news from the DEC this week, we have finally reached the end of our non compliance period from august of 2021 and all samples have come back great. Also our DEC helper was just in town to help evaluate fixes and upgrades to our plant, so with any luck we'll be able to operate a bit easier at the plant until major renovations in the next few years.

Water consumption has tapered off as more people have left for the winter and so has our chemical usage. Additionally all the humpys in the creek have finally died, so should be pretty smooth sailing for water treatment through the winter.

Lastly, we've started shutting off water for residences around town, the harbor, and public bathrooms are next. We would appreciate any notices from folks who know their homes will be unoccupied, and we'll come by and shut them off.

- Stephan Smith

**CITY OF COFFMAN COVE, ALASKA  
ORDINANCE 23 01**

**AN ORDINANCE AMENDING SECTION 7.05 OF TITLE VII (UTILITIES) OF THE  
COFFMAN COVE CODE OF ORDINANCES TO AMEND LANGUAGE TO CHAPTER 7.05  
SECTION 7.05.090 ORGANIC WASTE DISPOSAL**

BE IT ENACTED BY THE COFFMAN COVE CITY COUNCIL AS FOLLOWS:

**Section 1. Purpose.**

To add, delete and amend the language of TITLE VII: UTILITIES.

**Section 2. Classification.**

This Ordinance is of general and permanent nature and shall become part of the Municipal Code.

**Section 3. Prior Ordinance superseded.**

This Code supersedes any and all Ordinances adopted prior to this code and not included within this Code at the time of this Code's adoption.

**Section 4. Severability.**

If in any provision of this Ordinance or application thereof to any person or circumstance is held invalid, the remainder of this Ordinance shall not be affected thereby.

**Section 5. Titles and Chapters adopted and/or amended:**

**Section 7.05.010                      Definitions**

- A. "Business Establishments" means any building or component part thereof, wherein there is conducted any type of commercial business, for retail, wholesale, professional, or otherwise.
- B. "City" shall mean the City of Coffman Cove.
- C. "Combustible Refuse" means all prepared garbage, trash, and refuse, which can be consumed or largely consumed by fire.
- D. "Container" shall mean metal cans, plastic cans and bags, or metal boxes with lids commonly referred to as dumpsters.
- E. "Hazardous Waste" means wastes defined in Section 7.
- F. "Noncombustible Refuse" means all ashes and refuse which cannot be consumed or largely consumed by fire.
- G. "Person" means any person, firm, partnership, association, institution, corporation, or governmental agency.
- H. "Prepared Solid Waste" means waste material from kitchens, dining rooms, and similar places, from which liquids have been drained and solid matter separately wrapped or contained.

- I. "Raw Solid Waste" means waste material not prepared as in subparagraph H of this section.
- J. "Refuse" shall be synonymous with the terms "garbage", "solid waste" and "waste" and shall mean and include, but not limited to. Sweeping; cleanings; trash; rubbish; litter; ashes; offal; animal excreta; animal carcasses; tree or shrub trimmings; dirt; paper; cartons; boxes; wood; metals; tin cans; brick; plaster; industrial wastes; domestic wastes; leaves; residue of animals sold as meat; fruit, or vegetable matter from kitchens, dining rooms, market places dealing or handling meats, fowl, fruit, grain, vegetables; or any waste substance which may become a nuisance. The term shall not include earth and wastes from building operations, nor shall it include solid wastes resulting from industrial processing and manufacturing operations such as food processing.
- K. "Residence" means any private dwelling.
- L. "Organic Waste" means any biodegradable matter including dirt, rock, trees, brush, mud, etc.

Section 7.05.090      Organic Waste Disposal

- A. The City provides an allotted bay area for disposal of organic waste for local contractors which will be contingent on following City policy and will be available on a first come, first served basis. All waste shall be organic biodegradable dirt, rock, trees, brush, mud, etc., and shall be dumped in the allotted bay. ~~[that best facilitates organization and cleanliness of the area. Appropriate materials will be dumped in the designated burn area only and not burned until date is approved by City Staff allowing for the safest weather conditions to do so.]~~ *Any excess overburden will be expelled over the side of hilltop.*
- B. A daily log shall be kept of all waste dumped with information on where it came from, including the date dumped. At any time, the City may ask to see the contractor's billing to verify all waste payments have been made. The waste area shall be maintained by the contractor at the contractor's expense.
- C. A \$500 initial deposit for contractors will be due to satisfy the Waste Area Agreement & Account Application (See Attachment I) in conjunction with the regular \$1/yard waste area fee. All other payments must be made when the job is completed or monthly, whichever is first and all paperwork must be turned in at that time. If payment is not provided with paperwork within a timely manner, the City may require daily payment.
- D. The gate to the waste area must be kept locked when not hauling. The gate must be closed every night. Failure to close the gate may result in higher dump fees. Any illegal dumping should be reported immediately to the City office. Private Individuals/Non-Contractors will only be allowed to dump when accompanied by a City employee.

**NOW, THEREFORE, BE IT ENACTED BY THE COFFMAN COVE CITY COUNCIL,  
AS FOLLOWS:**

**New language: italics and underlined; Deleted language: [~~in bold brackets and  
stricken.~~]**

**1<sup>st</sup> READING: September 15<sup>th</sup>, 2022**

**2<sup>ND</sup> READING: October 20<sup>th</sup>, 2022**

**PUBLIC HEARING: October 20<sup>th</sup>, 2022**

**PASSED AND APPROVED** by the Coffman Cove City Council on this 20<sup>th</sup> day of October,  
2022.

---

Mikael Ashe, Mayor

ATTEST:

---

Terra Green, Clerk

Attn: Postmaster - Ketchikan  
Crystal

See attached.

From: Coffman Cove, CPU  
99918

Huss Varaker



Out of 14 delivery days we got 7 planes  
(one plane on Wed 9/7)

only 1/2 of scheduled deliveries  
arrived - 4 of those arrived  
after P.O. closing hours.

# September 2022

Thurs. Sept. 1 - Plane arrived 3:51 after hours  
Friday Sept. 2 - No plane  
Saturday Sept 3 - No plane  
Tues. 9/6 - 700# plane 6:30 AM  
Wed. 9/7 - 500# plane 4:15 <sup>after hrs</sup> pm  
Thurs. 9/8 - 400# plane 3:15 pm  
Fri. 9/9 - No plane  
Sat. 9/10 - plane 700# 8:00 AM  
Tues. 9/13 - plane 5:00 pm - Late  
Wed. 9/14 - No plane  
Thurs. 9/15 - plane 12:30 pm  
Friday 9/16 - No plane  
Saturday 9/17 - plane  
Tues 9/20 thru 9/24 No plane  
Tues 9/27 - plane 1700# 12:30  
9/28 thru 10/11 - No plane  
10/14 - 10/17 No plane



## Mail Delivery to Coffman Cove on POW

From: rockman324@frontier.com (rockman324@frontier.com)

To: robert.e.lochmann@usps.gov

Date: Tuesday, February 25, 2020, 12:01 PM AKST

Dear Mr. Lochmann,

This will be the 3rd attempt to contact you regarding my original letter below. Could you please address this issue and at the very least respond to my request. As a retired Postmaster, I find it very frustrating dealing with USPS issues in our area with little to no response.

Thank you

Theresa Vanaken  
907-329-2921

Mr. Lochmann,

It is my understanding that you are the point of contact in regard to timely delivery practices of the USPS mail, specifically of interest my city of Coffman Cove, Alaska 99918, on the Island of Prince of Wales.

First class, Priority, Express, Registered, Certified, Bulk and Parcel delivery to Coffman Cove has remained the same over approximately the last 40 years possibly longer. The City and all person's/residents receive their mail via delivery of Taquan Air's float plane service. The "scheduled" delivery of mail is varied at best. At best, we receive our mail 3 days per week, depending of course, upon the ability of Taquan to fly and land safely in inclement weather conditions. In that regard, the City and it's resident's mail, has been consistently delayed for

days and weeks upon end. Hundreds of pounds of USPS mail destined for Coffman Cove will inconveniently SIT warehoused in Ketchikan during these delays until it can safely resume delivery.

For years here in Coffman Cove, we have relied on this service. With no roads into our city during logging camp days, float planes have been and still remain honored ways of travel. We now have a "Scenic Roadway" into our City which allows unfettered travel between nearly all locations on the POW island. In the last decade the development, growth and success of Island Air has permitted travel on and off this island with IFR ability and wheels on the ground.

Island Air currently transports mail efficiently and successfully every day from Ketchikan to POW serving both the Craig and Klawock Post Offices timely delivery of their mail.

The Mail Service in Coffman Cove is thru a Contract Post Office operated by the City managers. It is staffed and operated Monday thru Friday from 1:00pm to 3:30pm with the exception of Tuesdays when they open from 5:00pm to 7:30pm. The clerk is present during these hours whether or not there is mail to dispatch. Outgoing mail and packages have remained "in office" for as many as 10 days/or more before Taquan has picked up for dispatch and distribution. Hence, residents here in Coffman Cove have begun to use Klawock or Craig Post Offices, traveling an hour and 30 minutes to assure that outgoing mail will leave in a timely manner via Island Air's Service.

It is my understanding that the cost of freight via Taquan Air is \$1.60/lb as opposed to the savings via Island Air of \$1.10/lb. The savings at first glance seems obvious. Taquan also employs person's at the dock to offload and distribute the mail to local Post Offices on the island. I do not have the information regarding the most effective way to transport from Klawock to Coffman and other points of delivery on our Island, but it certainly would be a point of discussion when looking at comparative costs.

We are an ever growing community attracting new families and retiree's who depend on timely delivery of food, first class, priority and expedient delivery of pharmaceuticals.

Innovation, technology and advancements in delivery practices afford both reliable and secure delivery of USPS mail. It is time to reevaluate our situation here in Coffman Cove.

I sincerely request your attention and discussion of this matter. My understanding that this is not the first request and I look forward to your response:

[rockman324@frontier.com](mailto:rockman324@frontier.com)  
Theresa Vanaken  
PO 18136  
Coffman Cove, AK 99918  
907-329-2921

Thank you

Re: USPS Mail

From: rockman324@frontier.com (rockman324@frontier.com)

To: scott@islandairx.com

Date: Thursday, January 30, 2020, 07:39 AM AKST

Mr. Lochmann,

It is my understanding that you are the point of contact in regard to timely delivery practices of the USPS mail, specifically of interest my city of Coffman Cove, Alaska 99918, on the island of Prince of Wales.

First class, Priority, Express, Registered, Certified, Bulk and Parcel delivery to Coffman Cove has remained the same over approximately the last 40 years possibly longer. The City and all person's/residents receive their mail via delivery of Taquan Air's float plane service. The "scheduled" delivery of mail is varied at best. At best, we receive our mail 3 days per week, depending of course, upon the ability of Taquan to fly and land safely in inclement weather conditions. In that regard, the City and it's resident's mail, has been consistently delayed for days and weeks upon end. Hundreds of pounds of USPS mail destined for Coffman Cove will inconveniently SIT warehoused in Ketchikan during these delays until it can safely resume delivery.

For years here in Coffman Cove, we have relied on this service. With no roads into our city during logging camp days, float planes have been and still remain honored ways of travel. We now have a "Scenic Roadway" into our City which allows unfettered travel between nearly all locations on the POW island. In the last decade the development, growth and success of Island Air has permitted travel on and off this island with IFR ability and wheels on the ground. Island Air currently transports mail efficiently and successfully every day from Ketchikan to POW serving both the Craig and Klawock Post Offices timely delivery of their mail.

The Mail Service in Coffman Cove is thru a Contract Post Office operated by the City managers. It is staffed and operated Monday thru Friday from 1:00pm to 3:30pm with the exception of Tuesdays when they open from 5:00pm to 7:30pm. The clerk is present during these hours whether or not there is mail to dispatch. Outgoing mail and packages have remained "in office" for as many as 10 days/or more before Taquan has picked up for dispatch and distribution. Hence, residents here in Coffman Cove have begun to use Klawock or Craig Post Offices, traveling an hour and 30 minutes to assure that outgoing mail will leave in a timely manner via Island Air's Service.

It is my understanding that the cost of freight via Taquan Air is \$1.60/lb as opposed to the savings via Island Air of \$1.10/lb. The savings at first glance seems obvious. Taquan also employs person's at the dock to offload and distribute the mail to local Post Offices on the island. I do not have the information regarding the most effective way to transport from Klawock to Coffman and other points of delivery on our Island, but it certainly would be a point of discussion when looking at comparative costs.

We are an ever growing community attracting new families and retiree's who depend on timely delivery of food, first class, priority and expedient delivery of pharmaceuticals.

Innovation, technology and advancements in delivery practices afford both reliable and secure delivery of USPS mail. It is time to reevaluate our situation here in Coffman Cove.

I sincerely request your attention and discussion of this matter. My understanding that this is not the first request and I look forward to your response:

rockman324@frontier.com  
Theresa Vanaken  
PO 18136  
Coffman Cove, AK 99918  
907-329-2921

Thank you

On Thursday, January 30, 2020, 07:30:42 AM AKST, rockman324@frontier.com <rockman324@frontier.com> wrote:

On Thursday, January 30, 2020, 10:30:11 AM CST, rockman324@frontier.com <rockman324@frontier.com> wrote:

Per our phone conversation yesterday, I sent this note via e-mail today to Mr. Lochmann. thank you for your assistance.

Therēsa Vanaken

On Wednesday, January 29, 2020, 06:19:44 PM CST, rockman324@frontier.com <rockman324@frontier.com> wrote:

Thank you! I will stay in touch.

Sent from Frontier Yahoo Mail for iPhone

On Wednesday, January 29, 2020, 2:40 PM, scott@islandairx.com <scott@islandairx.com> wrote:

Hello Theresa,

Here is the person in charge of all mail in Alaska and is at the headquarters in Anchorage. Robert Lochmann is his name and his email is [robert.e.lochmann@usps.gov](mailto:robert.e.lochmann@usps.gov) This is the main office number I believe and they might be able to direct you to him- 907 266-3353.

On another note, if you have not had a delivery for weeks the USPS has the authority to direct Taquan to have us pick it up from them in Ketchikan and bring it to Klawock as sort of a major delay solution and we would be willing to deliver it to Coffman in order to get you your mail that has been stacking up. But best permanent solution is to have the USPS come up with a solution to let us pick it up daily in Ketchikan and bring it to Klawock airport to hold for Coffman Cove to pick up or we could also deliver it to the Klawock post office for them to hold for you. I believe the community of Hollis has chosen to stop receiving mail in Hollis altogether and now go to Klawock for mail.

If you have any issues getting through to Lochmann let me know and I will try and find another contact that you can work on to get to him.

Best regards,

Scott Van Valin  
Director of Operations  
Island Air Express- Alaska  
[www.IslandAirX.com](http://www.IslandAirX.com)

|  |                                    |  |                                |
|--|------------------------------------|--|--------------------------------|
| <b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>  |                                    | 1. CONTRACT ID CODE  | PAGE 1 OF 1                    |
| 2. AMENDMENT/MODIFICATION NO.<br>001   | 3. EFFECTIVE DATE<br>See Block 16C | 4. REQUISITION/PURCHASE REQ.NO.  | 5. PROJECT NO. (If applicable) |
| 6. ISSUED BY<br>ANDREW WEAVER<br>Alternate Access/CPAC/CPU<br>Customer Products & Fulfillment CMC<br>United States Postal Service<br>3300 South Parker Road, Suite 400<br>Aurora CO 80014-3500<br>(303) 743-1304 | CODE 2DCPAC                        | 7. ADMINISTERED BY (If other than Item 6)<br>Alternate Access/CPAC/CPU<br>Customer Products & Fulfillment CMC<br>United States Postal Service<br>3300 South Parker Road, Suite 400<br>Aurora CO 80014-3500 | CODE 2DCPAC                    |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)<br>CITY OF COFFMAN COVE<br>102 DENALI ALLEY<br>PO BOX 18135<br>COFFMAN COVE AK 99918   |                                    | (x) 9A. AMENDMENT OF SOLICITATION NO.  |                                |
| SUPPLIER CODE 000410058 FACILITY CODE  |                                    | X 10A. MODIFICATION OF CONTRACT/ORDER NO.<br>2DCPAC-13-B-0525  |                                |
|  |                                    | 10B. DATED (SEE ITEM 13)<br>07/01/2013   |                                |

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

is extended,  is not extended.

12. ACCOUNTING AND APPROPRIATION DATA (If required.) \$0.00  
See Schedule

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

- (x) A. THIS CHANGE BY CLAUSE IS ISSUED PURSUANT TO: (Specify clause) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14.
- C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO THE AUTHORITY OF: THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- D. OTHER (such as no cost change/cancellation, termination, etc.) (Specify type of modification and authority) : THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A ADDRESS CHANGE

E. IMPORTANT: Contractor  is not,  is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

THE MAILING, REMITTANCE AND PHYSICAL ADDRESS FOR THIS CPU HAS BEEN CHANGED EFFECTIVE NOVEMBER 6, 2015 AS OUTLINED BELOW:

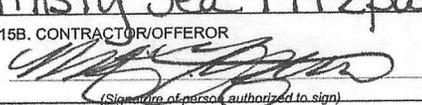
FROM: PO BOX 189998 COFFMAN COVE, AK 99737-2299 TO: 102 DENALI ALLEY- PO BOX 18135 COFFMAN COVE, AK 99918

PHYSICAL CPU ADDRESS-

FROM: 9998 COFFMAN CV, COFFMAN COVE, AK 99918-9800 TO: 101 NW KODIAK DRIVE, COFFMAN COVE, AK 99918

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED  
PERIOD OF PERFORMANCE: 12/01/1990 TO 12/31/2099

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

|   |   |
|---|---|
| 15A. NAME AND TITLE OF SIGNER (Type or print)<br>Misty Sea Fitzpatrick  | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)<br>Linda C. Cooper |
| 15B. CONTRACTOR/OFFEROR<br><br>(Signature of person authorized to sign) | 15C. DATE SIGNED<br>11/9/15   |
| 16B. CONTRACT AUTHORITY<br><br>(Signature of Contracting Officer)   | 16C. DATE SIGNED  |

|   |                   |   |                                |
|---|-------------------|---|--------------------------------|
| <b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>                   |                   | 1. CONTRACT ID CODE                       | PAGE OF                        |
|   |                   |   | 1 2                            |
| 2. AMENDMENT/MODIFICATION NO  | 3. EFFECTIVE DATE | 4. REQUISITION/PURCHASE REQ. NO.          | 5. PROJECT NO. (If applicable) |
|   | See Block 16C     |   |                                |
| 6. ISSUED BY  | CODE              | 7. ADMINISTERED BY (If other than Item 6) | CODE                           |
| Linda, C Cooper   | 2DCPAC            | Alternate Access/CPAC/CPU                 | 2DCPAC                         |
| Alternate Access/CPAC/CPU   |                   | Customer Products & Fulfillment CMC       |                                |
| Customer Products & Fulfillment CMC   |                   | United States Postal Service              |                                |
| United States Postal Service  |                   | 3300 South Parker Road, Suite 400         |                                |
| 3300 South Parker Road, Suite 400   |                   | Aurora CO 80014-3500                      |                                |
| Aurora CO 80014-3500  |                   |   |                                |
| 303-743-1258  |                   |   |                                |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) |                   | (x) 9A. AMENDMENT OF SOLICITATION NO.     |                                |
| CITY OF COFFMAN COVE  |                   | 9B. DATED (SEE ITEM 11)                   |                                |
| 550 CRESTVIEW RD  |                   | X 10A. MODIFICATION OF CONTRACT/ORDER NO. |                                |
| PO BOX 178  |                   | 2DCPAC-13-B-0525                          |                                |
| COFFMAN COVE AK 99918-0178  |                   | 10B. DATED (SEE ITEM 13)                  |                                |
| SUPPLIER CODE   | FACILITY CODE     | 07/01/2013                                |                                |
| 000410058   |                   |   |                                |

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

is extended,  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required.)  
See Schedule

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

|                                     |  |
|-------------------------------------|--|
| (x) <input type="checkbox"/>        | A. THIS CHANGE BY CLAUSE IS ISSUED PURSUANT TO: (Specify clause) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.  |
| <input type="checkbox"/>            | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14.  |
| <input type="checkbox"/>            | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO THE AUTHORITY OF: THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.  |
| <input checked="" type="checkbox"/> | D. OTHER (such as no cost change/cancellation, termination, etc.) (Specify type of modification and authority) : THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A<br>UPDATING TERMS & CONDITIONS AND CHANGE CONTRACT NUMBER |

E. IMPORTANT: Contractor  is not,  is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

THIS MODIFICATION IS ISSUED TO UPDATE/CHANGE THE FOLLOWING:

1. TO UPDATE THIS CONTRACT 020312-91-X-0103 WITH A NEW CONTRACT 2DCPAC-13-B-0525
2. UPDATE THE TERMS AND CONDITIONS OF YOUR CONTRACT TO INCLUDE CHANGES TO THE FOLLOWING:
  - a. TERMINATION CLAUSE, UPDATED TO 120 DAYS' NOTICE
  - b. PROHIBITED TRANSACTIONS CLAUSE, UPDATED
  - c. DELETE MINIMUM RATE CLAUSE, IN ACCORDANCE WITH NEW USPS POLICY
3. UPDATE THE HOURS OF OPERATION ON ATTACHMENT 1 SECTION 3-HOURS AS FOLLOWS:
  - . MONDAY, WEDS, THURS & FRIDAY 1:00PM-3:30PM
  - TUESDAY 5:00PM - 7:30PM
  - . SATURDAY CLOSED

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

|   |  |
|---|--|
| 15A. NAME AND TITLE OF SIGNER (Type or print) | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) |
| Misty Sea Fitzpatrick                         | Linda C. Cooper  |
| 15B. CONTRACTOR/OFFEROR                       | 15C. DATE SIGNED   |
| City Administrator                            | 10/30/13   |
| (Signature of person authorized to sign)      | (Signature of Contracting Officer)                         |
| 16B. CONTRACT AUTHORITY                       | 16C. DATE SIGNED   |
|   |  |

CONTINUATION SHEET

REQUISITION NO.

PAGE 2 OF 2

CONTRACT/ORDER NO.  
2DCPAC-13-B-0525

AWARD/  
EFFECTIVE DATE  
See Block 16C

MASTER/AGENCY CONTRACT NO

SOLICITATION NO.

SOLICITATION  
ISSUE DATE

| ITEM NO. | SCHEDULE OF SUPPLIES/SERVICES  | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|----------|--|----------|------|------------|--------|
|          | <p>SUNDAY AND HOLIDAYS - CLOSED</p> <p>4. TO UPDATE THE CONTRACTING OFFICER AND BUYER NAMES. YOUR CONTRACTING OFFICER AND/OR BUYER IS CHANGED TO:</p> <p>LINDA C. COOPER - (303) 743-1258<br/>3300 S. PARKER RD., STE. 400<br/>AURORA, CO 80014-3500</p> <p>USPS AGREES TO ALLOW THE FOLLOWING SERVICES, PROHIBITED UNDER CURRENT USPS POLICY, TO REMAIN IN YOUR CONTRACT IN EXCHANGE FOR DELETION OF THE MINIMUM RATE CLAUSE.</p> <p>SALE OF POSTAL MONEY ORDERS</p> <p>SUPPLIER HEREBY ABSOLUTELY AND IRREVOCABLY WAIVES, RELEASES, RELINQUISHES, AND DISCHARGES FOREVER THE POSTAL SERVICE AND ITS AGENTS, OFFICERS, AND EMPLOYEES FROM ANY AND ALL, KNOWN OR UNKNOWN, CLAIMS, SUITS, DAMAGES, COSTS, FEES OR EXPENSES (INCLUDING ALL TYPES OF ATTORNEY'S COSTS, FEES AND EXPENSES), ACTIONS, OR MANNER OF ACTIONS WHICH SUPPLIER EVER HAD, NOW HAS, OR HEREAFTER MAY HAVE AGAINST THE POSTAL SERVICE, AND ITS AGENTS, OFFICERS, AND EMPLOYEES WHETHER THE SAME BE IN ADMINISTRATIVE PROCEEDINGS, IN ARBITRATION, IN LAW, AT EQUITY, OR MIXED, THAT RELATE TO, ARISE OUT OF, OR INVOLVE CONTRACT NO. 020312-91-X-0103, OR TERMS AND CONDITIONS CHANGED BY CONTRACT NO. 2DCPAC-13-B-0525.</p> <p>THESE CHANGES SHALL BECOME EFFECTIVE IMMEDIATELY UPON ACCEPTANCE.</p> <p>Sub Rept Req'd: N Payment Terms: NET30<br/>Discount Terms:<br/>See Schedule</p> <p>Accounting Info:<br/>BFN: 024563<br/>FOB: Destination<br/>Period of Performance: 12/01/1990 to 12/31/9999</p> |          |      |            |        |

PART 1 – CONTRACT POSTAL UNIT SCHEDULE

1.1 CONTRACT POSTAL UNIT OPERATION

The supplier agrees to operate a Contract Postal Unit (CPU) in a facility operated by a supplier, at a supplier-owned or leased site, under contract to the Postal Service to provide specified Postal Services and supplies to the public, the terms and conditions established herein. Days and hours of operation will be coordinated with the designated postal official listed in Attachment 1, who will serve as the Postal Service point of contact with the supplier. A copy of the notice of appointment defining this individual’s authority will be furnished to the supplier upon award. The contract will be for an indefinite term, subject to the rights of termination specified herein. The supplier must provide the services listed in Attachment 1, Requirements. The property required for the operation of this CPU is identified in Attachment 1.

The supplier agrees to operate a Contract Postal Unit (CPU) under the terms and conditions established herein for the fixed annual price of \$ 16,744.00. (Supplier insert offer in the space provided).

NAICS SELF-CERTIFICATION

For supplier self-certification, NAICS code 453998, ALL OTHER MISC STORE RETAILERS, is applicable to this solicitation (for more information visit [www.sba.gov](http://www.sba.gov)).

1.2 ACKNOWLEDGMENT OF AMENDMENTS

The supplier acknowledges receipt of amendments to the solicitation numbered and dated as follows:

| Amendment Number | Date  | Amendment Number | Date  |
|------------------|-------|------------------|-------|
| _____            | _____ | _____            | _____ |
| _____            | _____ | _____            | _____ |
| _____            | _____ | _____            | _____ |
| _____            | _____ | _____            | _____ |

PART 2 – SOLICITATION PROVISIONS

2.1 PROVISION 4-1 STANDARD SOLICITATION PROVISIONS

a. **Submission of Offers.** Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified on this solicitation.

As a minimum offers must show:

- (1) Page 1, Item 10, individual or company name, dba, mailing address, city, state zip and contact name.
- (2) Page 1, Item 11, physical address of CPU, telephone number, fax number and email address  
\*\*\*\*\* DO NOT USE A POST OFFICE BOX ADDRESS FOR THE PHYSICAL ADDRESS \*\*\*\*\*
- (3) Page 1, Item 12a, Taxpayer identification number (TIN) or Social Security Number (SSN). The TIN is the supplier’s tax identification number used on the U.S. Treasury Form 941, *Employers Quarterly Federal Tax Return*.
- (4) Page 1, Item 12b. Parent Company’s TIN (if applicable)
- (5) Page 1, Item 16b. Signature of Person Authorized to Sign, and Item 16c, Printed Name and Title of Person Authorized to Sign.
- (6) Provide all other information requested by Part 2 – Solicitation Provisions of this solicitation.
- (7) Provide all the information requested by Attachment 2 – Contract Postal Unit – Supplier Business Proposal and Information and Insert percentage offer in Attachment 4, Compensation.

b. **Business Disagreements.** Business disagreements may be lodged with the Supplier Ombudsman if the supplier and the contracting officer have failed to resolve the disagreement as described in 39 CFR Section 601 (available for review at [www.gpoaccess.gov/ecfr](http://www.gpoaccess.gov/ecfr)). The Supplier Ombudsman will consider the disagreement only if it is lodged in accordance with the time limits and procedures described in 39 CFR Section 601. The Supplier Ombudsman’s decisions are available for review at <http://www.usps.com>.

c. **Late Offers.** Offers or modifications of offers received at the address specified for the receipt of offers after the exact time specified for receipt of offers will not be considered unless determined to be in the best interests of the Postal Service.

d. **Type of Contract.** The Postal Service plans to award a **Firm-fixed price** contract under this solicitation, and all proposals must be submitted on this basis. Alternate proposals based on other contract types will not be considered.

c. **Contract Award.** The Postal Service may evaluate offers and award a contract without discussions with offerors. Therefore, the offeror’s initial offer should contain the offeror’s best terms from a price and technical standpoint. Discussions may be conducted if the Postal Service determines they are necessary. The Postal Service may reject any or all offers if such action is in the best interest of the Postal Service; accept other than the lowest offer, and waive informalities and minor irregularities in offers received. The Postal Service reserves the right to award multiple (firm-fixed or performance-based) price contracts under this solicitation.

f. **Incorporation by Reference.** Wherever in this solicitation or contract a standard provision or clause is incorporated by reference, the incorporated term is identified by its title, the provision or clause number assigned to it, and its date. The text of incorporated terms may be found at <http://about.usps.com/manuals/spp/html/spp9.htm#ep930728>. If checked, the following provision is incorporated in this solicitation by reference:

g.  Provision 3-1, Notice of Small, Minority, and Woman-owned Business Subcontracting Requirements (March 2006)

2.2 **PROVISION 4-2 EVALUATION**

a. **General.** The Postal Service will award a contract resulting from this solicitation to the offeror whose offer conforming to the solicitation is deemed to offer the Postal Service the best value, price and other factors as specified considered. Supplier specific factors shown under item one (1) below will be evaluated on a pass or fail basis. Offerors whose supplier-specific evaluation factors are found acceptable will have their proposal-specific factors evaluated. Proposal-specific factors shown under item two (2) below will be evaluated according to the criteria, to include handicapped accessibility. Proposals which do not propose facilities that are handicapped accessible, or which do not demonstrate, to the Postal Service's satisfaction, how the facility will meet the applicable accessibility standards before service begins, will not be evaluated further. Failure to provide any of the information requested in Attachment 2 of this solicitation may disqualify your proposal from consideration. The performance evaluation factors (proposal-specific and supplier-specific factors), when combined, are considered to be  **more important**,  **less important**,  **as important** as price. The following performance evaluation factors will be used in the evaluation of offers:

(1) **Supplier-Specific Factors – Pass or Fail Basis (See Attachment 2)**

- (a) Past performance
- (b) Capability

(2) **Proposal-Specific Factors (See Attachment 2)**

- (a) Characteristics of the Supplier's Retail Facility
  - (i) Location
  - (ii) Current Business Volume
  - (iii) Physical Characteristics (including accessibility to the handicapped)
  - (iv) Parking and Public Transportation (including handicapped parking)
- (b) Characteristics of the Proposed CPU Facility within the Supplier's Retail Facility
- (c) Staffing

b. **Notice of Award.** The Postal Service may accept an offer (or part of an offer), whether or not there are discussions after its receipt, before an offer's specified expiration time, unless a written notice of withdrawal is received before award. A written notice of award or acceptance of an offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, will result in a binding contract without further action by either party.

2.3 **PROVISION 4-3 REPRESENTATIONS AND CERTIFICATIONS (NOVEMBER 2012)**

A. **Type of Business Organization.** The offeror, by checking the applicable blocks, represents that it:

1. Operates as:

- a corporation incorporated under the laws of the state of \_\_\_\_\_; or country of \_\_\_\_\_ if incorporated in a country other than the United States of America.
- an individual;
- a partnership;
- a joint venture;
- a limited liability company;
- a nonprofit organization; or
- an educational institution; and

2. Is (check all that apply)

- a small business concern;
- a minority business (indicate minority below):
  - Black American
  - Hispanic American
  - Native American
  - Asian American;
  - a woman-owned business; or
  - None of the above entities.

a. A small business concern for the purposes of Postal Service purchasing means a business, including an affiliate that is independently owned and operated, is not dominant in producing or performing the supplies or services being purchased, and has no more than 500 employees, unless a different size standard has been established by the Small Business Administration (see 13 CFR 121, particularly for different size standards for airline, railroad, and construction

companies). For subcontracts of \$50,000 or less, a subcontractor having no more than 500 employees qualifies as a small business without regard to other factors.

- b. *Minority Business.* A minority business is a concern that is at least 51 percent owned by, and whose management and daily business operations are controlled by, one or more members of a socially and economically disadvantaged minority group, namely U.S. citizens who are Black Americans, Hispanic Americans, Native Americans, or Asian Americans. (Native Americans are American Indians, Eskimos, Aleuts, and Native Hawaiians. Asian Americans are U.S. citizens whose origins are Japanese, Chinese, Filipino, Vietnamese, Korean, Samoan, Laotian, Kampuchean (Cambodian), Taiwanese, in the U.S. Trust Territories of the Pacific Islands or in the Indian subcontinent.)
- c. *Woman-owned Business.* A woman-owned business is a concern at least 51 percent of which is owned by a woman (or women) who is a U.S. citizen, controls the firm by exercising the power to make policy decisions, and operates the business by being actively involved in day-to-day management.
- d. *Educational or Other Nonprofit Organization.* Any corporation, foundation, trust, or other institution operated for scientific or educational purposes, not organized for profit, no part of the net earnings of which inures to the profits of any private shareholder or individual.

3. Is (check all that apply)

- a Postal Service employee or a business organization substantially owned or controlled by such an individual
- a spouse of a Postal Service employee or a business organization substantially owned or controlled by such an individual
- another family member of a Postal Service employee or a business organization substantially owned or controlled by such an individual
- an individual residing in the same household as a Postal Service employee or a business organization substantially owned or controlled by such an individual.

(Note: Offers from any of the sources listed in subparagraph A.3, may not be considered for an award pending review and recommendation by the Postal Service Ethics Office.)

B. *Parent Company and Taxpayer Identification Number*

- 1. A parent company is one that owns or controls the basic business policies of an offeror. To own means to own more than 50 percent of the voting rights in the offeror. To control means to be able to formulate, determine, or veto basic business policy decisions of the offeror. A parent company need not own the offeror to control it; it may exercise control through the use of dominant minority voting rights, proxy voting, contractual arrangements, or otherwise.
- 2. Enter the offeror's U.S. Taxpayer Identification Number (TIN) in the space provided. The TIN is the offeror's Social Security number or other Employee Identification Number (EIN) used on the offeror's Quarterly Federal Tax Return, U.S. Treasury Form 941, or as required by Internal Revenue Service (IRS) regulations. Offeror's TIN: 91-0132969
- 3. IRS Form W-9, Request for Taxpayer Identification Number and Certification. You must complete a copy of IRS Form W-9 and attach it to this certification.
- 4. Check this block if the offeror is owned or controlled by a parent company: \_\_\_\_\_
- 5. If the block above is checked, provide the following information about the parent company:

Parent Company's Name: \_\_\_\_\_  
Parent Company's Main Office: \_\_\_\_\_  
Address: \_\_\_\_\_  
No. and Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
Parent Company's TIN: \_\_\_\_\_

- 6. If the offeror is a member of an affiliated group that files its federal income tax return on a consolidated basis (whether or not the offeror is owned or controlled by a parent company, as provided above) provide the name and TIN of the common parent of the affiliated group  
Name of Common Parent: \_\_\_\_\_  
Common Parent's TIN: \_\_\_\_\_

C. *Certificate of Independent Price Determination*

- 1. By submitting this proposal, the offeror certifies, and in the case of a joint proposal each party to it certifies as to its own organization, that in connection with this solicitation:
  - a. The prices proposed have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to the prices with any other offeror or with any competitor;
  - b. Unless otherwise required by law, the prices proposed have not been and will not be knowingly disclosed by the offeror before award of a contract, directly or indirectly to any other offeror or to any competitor; and
  - c. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

2. Each person signing this proposal certifies that:

- a. He or she is the person in the offeror's organization responsible for the decision as to the prices being offered herein and that he or she has not participated, and will not participate, in any action contrary to paragraph a above; or
- b. He or she is not the person in the offeror's organization responsible for the decision as to the prices being offered but that he or she has been authorized in writing to act as agent for the persons responsible in certifying that they have not participated, and will not participate, in any action contrary to paragraph a above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to paragraph a above.

3. Modification or deletion of any provision in this certificate may result in the disregarding of the proposal as unacceptable. Any modification or deletion should be accompanied by a signed statement explaining the reasons and describing in detail any disclosure or communication.

*D. Certification of Nonsegregated Facilities*

1. By submitting this proposal, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract.
2. As used in this certification, segregated facilities means any waiting rooms, work areas, rest rooms or wash rooms, restaurants or other eating areas, time clocks, locker rooms or other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment area, transportation, or housing facilities provided for employees that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise.
3. The offeror further agrees that (unless it has obtained identical certifications from proposed subcontractors for specific time periods) it will obtain identical certifications from proposed subcontractors before awarding subcontracts exceeding \$10,000 that are not exempt from the provisions of the Equal Opportunity clause; that it will retain these certifications in its files; and that it will forward the following notice to these proposed subcontractors (except when they have submitted identical certifications for specific time periods):

Notice: A certification of nonsegregated facilities must be submitted before the award of a subcontract exceeding \$10,000 that is not exempt from the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (quarterly, semiannually, or annually).

*E. Certification Regarding Debarment, Proposed Debarment, and Other Matters* (This certification must be completed with respect to any offer with a value of \$100,000 or more.)

1. The offeror certifies, to the best of its knowledge and belief, that it or any of its principals:
  - a. Are \_\_\_ are not X presently debarred or proposed for debarment, or declared ineligible for the award of contracts by any Federal, state, or local agency;
  - b. Have \_\_\_ have not X, within the three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;
  - c. Are \_\_\_ are not X presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subparagraph (b) above;
  - d. Have \_\_\_ have not X within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in conjunction with obtaining, attempting to obtain, or performing a public (Federal, state or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property; and
  - e. Are \_\_\_ are not X presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subparagraph (d) above.
2. The offeror has \_\_\_ has not X, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal, state, or local agency.
3. "Principals," for the purposes of this certification, means officers, directors, owners, partners, and other persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).
4. The offeror must provide immediate written notice to the contracting officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. A certification that any of the items in E.1 and E.2 of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered as part of the evaluation of the offeror's capability (see the Conduct Supplier Capability Analysis topic of the Evaluate Proposals task of Process Step 2: Evaluate Sources, in the Postal Service's *Supplying Practices*). The offeror's failure to furnish a certification or provide additional information requested by the contracting officer will affect the capability evaluation.

6. Nothing contained in the foregoing may be construed to require establishment of a system of records in order to render, in good faith, the certification required by E.1 and E.2 of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
7. This certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under section 1001, Title 18, United States Code.
8. The certification in E.1 and E.2 of this provision is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Postal Service, the contracting officer may terminate the contract resulting from this solicitation for default.

F. *Incorporation by Reference.* Wherever in this solicitation or contract a standard provision or clause is incorporated by reference, the incorporated term is identified by its title, its provision or clause number assigned to it, and its date. The text of incorporated terms may be found at <http://about.usps.com/manuals/pm/welcome.htm>. If checked, the following provision(s) is incorporated in this solicitation by reference: (contracting officer will check as appropriate)

1. Provision 1-2: Domestic Source Certificate – Supplies
2. Provision 1-3: Domestic Source Certificate - Construction Materials
3. Provision 9-1: Equal Opportunity Affirmative Action Program
4. Provision 9-2: Preaward Equal Opportunity Compliance Review
5. Provision 9-3: Notice of Requirements for Equal Opportunity Affirmative Action

#### 2.4 DEPOSIT OF ASSETS REQUIREMENTS (March 2006)

- a. Except for payment bonds required for construction contracts, any offeror required to submit a surety bond as a result of this solicitation may instead deposit assets in a form acceptable to the Postal Service in an amount set forth in Attachment 1.
- b. When assets are deposited, the offeror **must** execute the Postal Service bond form made a part of this solicitation. Failure to deposit assets acceptable to the Postal Service may be cause for termination of the contract for default.

#### 2.5 BOND

The supplier, within fifteen (15) days after notice of contract award, will be responsible for obtaining and maintaining a Contract Postal Unit bond in the amount specified in Attachment 1 - Requirements. The bond must be executed by a Surety Company approved by the U.S. Treasury Department (see Treasury Department Circular 570 at <http://www.fms.treas.gov/c570/index.html>) using the Contract Postal Unit Bond format in Attachment 3 of this solicitation. The supplier's failure to provide the contracting officer representative with a bond may result in the contract being terminated on notice.

#### 2.6 CERTIFICATION OF STATUTORY COMPLIANCE

The supplier (check applicable box) certifies that the business location within which it proposes to operate the Contract Postal Unit (CPU)  is, or by the time service begins  will be, in compliance with all applicable Federal, state, and municipal laws, codes and regulations. With respect to handicapped accessibility, offerors must propose facilities that are handicapped accessible, pursuant to the applicable standards, or must set forth plans demonstrating how a non-accessible facility will meet the applicable accessibility standards prior to the start of service.

### PART 3 – CONTRACT CLAUSES

#### 3.1 CLAUSE 4-1 GENERAL TERMS AND CONDITIONS

- a. **Assignment.** If this contract provides for payments aggregating \$10,000 or more, claims for monies due or to become due from the Postal Service under it may be assigned to a bank, trust company, or other financing institution, including any federal lending agency, and may thereafter be further assigned and reassigned to any such institution. Any assignment or reassignment must cover all amounts payable and must not be made to more than one party, except that assignment or reassignment may be made to one party as agent or trustee for two or more parties participating in financing this contract. No assignment or reassignment will be recognized as valid and binding upon the Postal Service unless a written notice of the assignment or reassignment, together with a true copy of the instrument of assignment, is filed with: (1) the Postal Service; (2) the office, if any, designated to make the payment, and the Postal Service has acknowledged the assignment in writing; (3) the surety or sureties upon any bond and (4) assignment of this contract or any interest in this contract other than in accordance with the provisions of this clause will be grounds for termination of the contract for default at the option of the Postal Service.

- b. **Changes**

- (1) The contracting officer may, in writing, without notice to any sureties, order changes within the general scope of this contract in the following:
  - (a) Drawings, designs, or specifications when supplies to be furnished are to be specially manufactured for the Postal Service in accordance with them;
  - (b) Statement of work or description of services;
  - (c) Method of shipment or packing;
  - (d) Places of delivery of supplies or performance of services;
  - (e) Delivery or performance schedule;
  - (f) Postal Service furnished property or facilities.

- (2) Any other written or oral order (including direction, instruction, interpretation, or determination) from the contracting officer that causes a change will be treated as a change order under this paragraph, provided that the supplier gives the contracting officer written notice stating (a) the date, circumstances, and source of the order and (b) that the supplier regards the order as a change order.
  - (3) If any such change affects the cost of performance or the delivery schedule, the contract will be modified to effect an equitable adjustment.
  - (4) The supplier's claim for equitable adjustment must be asserted within 30 days of receiving a written change order. A later claim may be acted upon – but not after final payment under this contract – if the contracting officer decides that the facts justify such action.
  - (5) Failure to agree to any adjustment is a dispute under Clause B-9, Claims and Disputes, which is incorporated into this contract by reference (see Clause 4.2.a.1). Nothing in that clause excuses the supplier from proceeding with the contract as changed.
- c. **Patent Indemnity.** The supplier will indemnify the Postal Service and its officers, employees and agents against liability, including costs for actual or alleged direct or contributory infringement of, or inducement to infringe, any United States or foreign patent, trademark, or copyright, arising out of the performance of this contract, provided the supplier is reasonably notified of such claims and proceedings.
  - d. **Payment.** The Postal Service will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and 5 CFR 1315. All payments will be made using Electronics Funds Transfer (EFT) to the supplier's servicing financial institution. Payment is made automatically, in arrears, by the St. Louis Accounting Service Center in twelve (12) equal monthly installments. Seasonal contracts will be paid in arrears, for each full month or partial month of service. Public Service Contracts are paid once annually, in arrears, after the contract anniversary date or on the contract termination date. Payment will be made within thirty (30) days after the end of the performance period.
  - e. **Taxes.** The Postal Service will not withhold any Social Security, Federal, State or local taxes from any payments made under this contract. The Postal Service bears no responsibility for making the supplier's required payment of these taxes.
  - f. **Other Compliance Requirements.** The supplier will comply with all applicable Federal, State, and local laws, executive orders, rules and regulations applicable to its performance under this contract.
  - g. **Order of Precedence.** Any inconsistencies in this solicitation or contract will be resolved by giving precedence in the following order; (1) the schedule of supplies and services; (2) the Assignment, Disputes, Payments, Invoice, Other Compliances and Compliance with Laws unique to the Postal Service Contracts paragraphs of this clause; (3) the clause at 4-2 Contract Terms and Conditions Required to Implement Policies, Statutes or Executive Orders; (4) addenda to this solicitation or contract, including any license agreements for computer software; (5) solicitation provisions if this is a solicitation; (6) other paragraphs of this clause; (7) other documents, exhibits, and attachments, and (8) the specifications.
  - h. **Shipping.** The supplier must deliver goods that meet the prescribed physical limitations of the current USPS Domestic Mail Manual either by its own personnel/equipment or by use of the United States Postal Service, unless the contracting officer grants a waiver of this requirement. The supplier is responsible for ensuring that the packing and packaging are sufficient to protect the goods and ensure usability upon receipt.
  - i. **Incorporation by Reference.** Wherever in this solicitation or contract a standard provision or clause is incorporated by reference, the incorporated term is identified by its title, the provision or clause number assigned to it in the Postal Service Supplying Practices and its date. The text of incorporated terms may be found at <http://about.usps.com/manuals/spp/html/spp9.htm#ep930728>.

The following clauses are incorporated in this contract by reference:

- (1) B-1, Definitions (March 2006)
- (2) B-15, Notice of Delay (March 2006)
- (3) B-16, Suspensions and Delays (March 2006)
- (4) B-19, Excusable Delays (March 2006)
- (5) B-30, Permits and Responsibilities (March 2006)

### 3.2 CLAUSE 4-2 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT POLICIES, STATUTES OR EXECUTIVE ORDERS (July 2009)

- a. Incorporation by Reference
  - (1) Wherever in this solicitation or contract a standard provision or clause is incorporated by reference, the incorporated term is identified by its title, the provision or clause number assigned to it in the Postal Service Supplying Practices. The text of incorporated terms may be found at <http://about.usps.com/manuals/spp/html/spp9.htm#ep930728>. The following clauses are incorporated in this contract by reference:
    - (1) Clause 1-5, *Gratuities or Gifts* (March 2006)
    - (2) Clause B-9, *Claims and Disputes* (March 2006)
    - (3) Clause B-25, *Advertising of Contract Awards* (March 2006)
    - (4) Clause 9-1, *Convict Labor* (March 2006)
    - (5) Clause 9-5, *Contract Work Hours and Safety Standards Act — Safety Standards* (March 2006)

- (2) **If checked**, the following additional clauses are also incorporated in this contract by reference:
- (1)  Clause 1-1, *Privacy Protection* (July 2007) (1.6.6)
  - (2)  Clause 1-6, *Contingent Fees* (March 2006)
  - (3)  Clause 1-9, *Preference for Domestic Supplies* (March 2006)
  - (4)  Clause 1-10, *Preference for Domestic Construction Materials* (March 2006)
  - (5)  Clause 3-1, *Small, Minority, and Woman-owned Business Subcontracting Requirements* (March 2006)
  - (6)  Clause 3-2, *Participation of Small, Minority, and Woman-owned Businesses* (March 2006)
  - (7)  Clause 9-2, *Contract Work Hours and Safety Standards Act — Overtime Compensation* (March 2006)
  - (8)  Clause 9-3, *Davis-Bacon Act* (March 2006)
  - (9)  Clause 9-6, *Walsh-Healey Public Contracts Act* (March 2006)
  - (10)  Clause 9-7, *Equal Opportunity* (March 2006)
  - (11)  Clause 9-10, *Service Contract Act* (March 2006)
  - (12)  Clause 9-11, *Service Contract Act – Short Form* (March 2006)
  - (13)  Clause 9-12, *Fair Labor Standards Acts and Services Contract Act — Price Adjustments* (February 2010)
  - (14)  Clause 9-13, *Affirmative Action for Handicapped Workers* (March 2006)
  - (15)  Clause 9-14, *Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era* (February 2010)

**b. Examination of Records.**

- (1) Records. "Records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form.
- (2) Examination of Costs. If this is a cost-type contract, the supplier must maintain, and the Postal Service will have the right to examine and audit all records and other evidence sufficient to reflect properly all costs claimed to have been incurred or anticipated to be incurred directly or indirectly in performance of this contract. This right of examination includes inspection at all reasonable times of the supplier's plants, or parts of them, engaged in the performance of this contract.
- (3) Cost or Pricing Data. If the supplier is required to submit cost or pricing data in connection with any pricing action relating to this contract, the Postal Service, in order to evaluate the accuracy, completeness, and currency of the cost or pricing data, will have the right to examine and audit all of the supplier's records, including computations and projections, related to:
  - (a) The proposal for the contract, subcontract, or modification;
  - (b) The discussions conducted on the proposal(s), including those related to negotiating;
  - (c) Pricing of the contract, subcontract, or modification; or
  - (d) Performance of the contract, subcontract or modification.

**c. Reports.** If the supplier is required to furnish cost, funding or performance reports, the contracting officer or any authorized representative of the Postal Service will have the right to examine and audit the supporting records and materials, for the purposes of evaluating:

- (1) The effectiveness of the supplier's policies and procedures to produce data compatible with the objectives of these reports; and
- (2) The data reported.

**d. Availability.** The supplier must maintain and make available at its office at all reasonable times the records, materials, and other evidence described in paragraphs (a) through (d) of this clause, for examination, audit, or reproduction, until three years after final payment under this contract or any longer period required by statute or other clauses in this contract. In addition:

- (1) If this contract is completely or partially terminated, the supplier must make available the records related to the work terminated until three years after any resulting final termination settlement; and
- (2) The supplier must make available records relating to appeals under the claims and disputes clause or to litigation or the settlement of claims arising under or related to this contract. Such records must be made available until such appeals, litigation or claims are finally resolved.
- (3) Payment Offsets. As required by 31 U.S.C. 3716, the Postal Service participates in the Treasury Offset Program of the Department of Treasury's Financial Management Service. Payments under this contract are subject to offset in whole or in part to for the supplier's delinquent tax and non-tax debts owed to the United States and the states and for delinquent child support payments. Suppliers with questions concerning a payment offset should contact the Treasury Offset Program call center at 1/800-304-3107.

**3.3 CLAUSE 2-12 POSTAL SERVICE PROPERTY - Short Form**

- a. Upon delivery to the supplier of Postal Service property, the supplier assumes the risk and responsibility for its loss or damage. The supplier shall assume all responsibility and liability for all Postal Service furnished property. USPS and supplier will be responsible for property maintenance as detailed in Part VI of Attachment 1 --Requirements.
- b. Upon the completion or sooner termination of this contract, the supplier must prepare for shipment, deliver f.o.b. origin, or dispose of the Postal Service property not consumed in performing this contract or previously delivered to the Postal Service, as directed or authorized by the contracting officer. The net proceeds of any disposal will be credited to the contract price or will be paid to the Postal Service as directed by the contracting officer.

**3.4 CLAUSE 6-1 CONTRACTING OFFICER'S REPRESENTATIVE (March 2006)**

The contracting officer will appoint a contracting officer's representative (COR) and Host Administrative Office (HAO). The HAO will be responsible for the day-to-day administration of the contract, who will serve as the Postal Service point of contact with the supplier on all routine matters. The COR will oversee the HAO and his/her responsibilities. A copy of the notice of appointment defining the COR's authority, along with a list of the HAO's responsibilities, will be furnished to the supplier upon award of contract.

**3.5 CLAUSE 7-2 ADDITIONAL BOND SECURITY**

If any surety furnishing a bond in connection with this contract becomes unacceptable to the Postal Service or fails to furnish reports on its financial condition as requested by the contracting officer, or if the value of postal funds, the postage value available in the postage evidencing system (postage meter) and accountable paper increases to the point where the security furnished becomes inadequate in the contracting officer representative's opinion, the supplier must promptly furnish additional bond security as required to protect the interests of the Postal Service.

**3.6 CLAUSE 7-3 DEPOSIT OF ASSETS INSTEAD OF SURETY BONDS (March 2006)**

- a. If the supplier has deposited assets instead of furnishing sureties for any bond required under this contract and the assets are in the form of checks, currency or drafts, the contracting officer will hold the assets in an account for the supplier's benefit.
- b. Upon contract completion, the supplier's funds will be returned as soon as possible, unless the contracting officer determines that part or all of the account is required to compensate the Postal Service for costs it incurs as a result of the supplier's delay, default, or failure to perform. In such a case, the entire account will be available to compensate the Postal Service.

**3.7 APPEARANCE, LOCATION AND SECURITY**

The Contract Postal Unit area, as well as the interior and exterior of the supplier's premises, must be kept clean, neat, uncluttered and in good repair. Windows must be clean and unobstructed. Facility identification and logo will be appropriately placed, visible and in good condition. Lighting must be adequate and properly maintained. Counters must be attractively organized to facilitate customer transactions. Signs (Hours of Operation and Collection Times, etc.) and promotional displays must be current and appropriate for the season. Trash receptacles must be available and clean. The Contract Postal Unit must not be located in or directly connected to a room where intoxicating beverages are sold for consumption on the premises. When the Contract Postal Unit is closed or unattended, the round dater must be kept in a secure location *as well as* any other accountable postal equipment. *Mail received from the public must be kept in a location that is secure from tampering and is not accessible to anyone other than authorized CPU employees. Registered Mail items must be kept under lock and key until dispatched to a Postal Service employee authorized to collect Registered Mail.*

**3.8 PROHIBITED TRANSACTIONS**

The supplier **may not**, in the Contract Postal Unit or in any part of the supplier's premises in which it is located, offer directly or by subcontract, lease, or sublease or otherwise provide:

- a. Commercial mail receiving (private mailbox) services;
- b. Third party delivery services, including serving as a drop-off or collection point for such services; or
- c. Any products or services, which the contracting officer determines, are similar to, or competitive with, the products and services offered by the Postal Service. Fax service and copy service are examples of products which are not similar to, or competitive with, those of the Postal Service.

**3.8.1 EXCEPTIONS TO PROHIBITED TRANSACTIONS**

Notwithstanding Section 3.8 above, suppliers whose original firm-fixed price contracts were entered into before 2001, shall be permitted to retain the following services at their Contract Postal Units. The exceptions are noted here and on Attachment 1, V – "Other Services". (Boxes checked on Attachment 1, V – "Other Services" indicate services are permitted, per this "grandfather clause")

- a. Commercial mail receiving (private mailbox) services
- b. Any products or services, which the contracting officer determines, are similar to, or competitive with, the products and services offered by the Postal Service. Fax service and copy service are examples of products which are not similar to or competitive with, those of the Postal Service
- c. Other services permitted by original contract (the nature of these services must be explained by the original contract)

**3.9 POSTAL FUNDS**

All moneys received from the operation of the Contract Postal Unit are the property of the U.S. Postal Service, and not the property of the supplier. Funds received in the operation of the CPU shall be kept separate and apart from all other funds received by the supplier.

**3.10 LIABILITY**

The supplier assumes the risk of, and will be responsible for, any loss of or damage to Postal Service moneys and property, except when the supplier can show that (1) the supplier complied with all of the security requirements contained in this contract and the losses occurred despite that compliance; and (2) that the losses did not result from the acts or omissions of the supplier or its personnel.

**3.11 TRAINING**

Customer service, product knowledge and equipment training modules are required and will be provided to the supplier's personnel by the Postal Service. Prior to or within 30 days of beginning work, supplier personnel who will be providing Contract Postal Unit (CPU) services will receive forty (40) hours of training. The Postal Service will provide the supplier a training schedule no later than 15 days prior to the Operation Date (See Attachment 1 - Requirements). The supplier must notify the HAO within one business day whenever a person is retained to work in the CPU, requesting that initial training be provided to that person. In addition, the Postal Service may require the supplier's personnel to complete eight (8) hours of training per year in each year subsequent to the year of their initial training. The supplier will be responsible for salary and benefits of its personnel who attend the required training. If approved by the Contracting Officer, the required training may be provided by the supplier's USPS certified trainer.

**3.12 ADVERTISING**

Upon commencement of Contract Postal Unit operation, the Postal Service may provide initial advertising to market the Contract Postal Unit, at no cost to the supplier, as well as appropriate camera-ready USPS logo art work for use in advertising initiated and

paid for by the supplier. Any supplier sponsored CPU advertising which incorporates the USPS logo must be furnished to the Postal Service for its review and written approval at least 30 days before its publication deadline. The USPS logo is a Postal Service trademark and cannot be altered.

### 3.13 NEW SERVICES, PRODUCTS AND TECHNOLOGY

During the term of this contract, the contracting officer may, in accordance with the *Changes* clause, add or remove postal services to be provided under this contract. In the event new services are ordered, the Postal Service, at its own expense, will provide the supplier with additional training and if necessary the equipment or technology needed to provide the new service.

### 3.14 CONTRACT POSTAL UNIT IDENTITY

- a. The Contract Postal Unit shall be known as the UNITED STATES POST OFFICE CONTRACT UNIT.
- b. Subject to the terms of this Agreement, USPS grants to the supplier a non-exclusive, non-transferable and terminable license to use USPS Trademarks, including the marks Post Office, United States Post Office, Postal Service, United States Postal Service, United States Post Office Contract Unit and the Eagle Logo on the signs provided to the supplier by the Postal Service and in any USPS -approved advertising in the manner specified by USPS.
- c. The Postal Service, at its own expense, will provide all exterior and interior signage for the purpose of identifying the location as a Contract Postal Unit. The supplier, at its own expense, is responsible for obtaining needed permits (if any) and installing the signs in mutually agreed upon locations on the exterior and interior of the CPU location. The signs must be maintained in good repair, at supplier expense, for the duration of the contract. The signs may not be modified or moved without the prior written approval of the contracting officer. Upon termination of the contract, the supplier, at its own expense, is responsible for removing the signs, disposing of them as directed by the contracting officer, and restoring the location to its original condition.
- d. Except as specified in this paragraph, the supplier is not authorized to include the name, POST OFFICE, in its corporate name, trade name or business name. The supplier is not authorized to use any USPS trademarks or logos, including the mark Post Office, in any other manner without the prior approval of the Postal Service.
- e. The supplier acknowledges that USPS Trademarks, including but not limited to the marks Post Office, United States Post Office, Postal Service, United States Postal Service and the Eagle Logo are trademarks owned solely and exclusively by USPS and agrees to use USPS trademarks only in the form and manner (with appropriate legends) prescribed by USPS. The supplier agrees not to use any other trademark or service mark in connection with any USPS Trademarks without prior written approval of USPS. The supplier agrees to mark all advertising and other uses of USPS Trademarks with a legend indicating that USPS Trademarks are the property of USPS and that they are being used under license from USPS, together with any other legends or marking that may be required by law. All use of USPS Trademarks by the supplier shall inure to the benefit of USPS.

### 3.15 PERFORMANCE REVIEWS

- a. Contract performance reviews may be held periodically to promote continuous quality improvement and improve the business relationship. All aspects of contract performance will be discussed during these reviews.
- b. Any changes to this contract as a result of the performance review will be incorporated by a bilateral modification or a bilateral written agreement between the HAO and the supplier.

### 3.16 INSPECTION OF CONTRACT POSTAL UNIT

The Postal Service, reserves the right, without prior notice, to conduct audits and customer surveys and to review and inspect the supplier's performance and the quality of service at any time during the operating hours of the Contract Postal Unit. A written report will be submitted to the supplier for corrective action, if necessary.

### 3.17 POSTAL RETAIL PRODUCT AND SERVICE PROMOTIONS AND COMPENSATION

During the contract term from time to time, on such schedule as it may establish, the Postal Service may direct the supplier to participate in promotions of one or more of the retail products and services listed in Attachment 1, Parts IV and V. During any such promotion, the Postal Service will measure the supplier's performance (expressed in terms of total revenues or percentages of revenues) against the comparable revenues of other CPU suppliers within a designated geographic unit (such as a Postal Service District or Area), all as established by the rules of the promotion. For participation in such promotion, supplier shall be entitled to receive such additional compensation as specified in the promotion's rules for its performance relative to that of the other participating CPU suppliers. The Postal Service will provide the supplier with all instructions, rules and support materials required for each promotion.

### 3.18 CHANGES IN SUPPLIER'S LEASE AND/OR BUSINESS OPERATIONS

If the supplier is leasing this space, by signing this proposal the supplier certifies that the supplier's lease authorizes the supplier to perform alterations to the premises and that services to be performed under the contract do not violate the supplier's lease contract. The supplier must notify the Postal Service, in writing of the following, within the time frames shown below:

- a. Within five (5) days after notification from the owner of the leased building in which the Contract Postal Unit is located of the owner's intent to cancel the lease or not to renew the lease. The contracting officer may terminate the contract if the supplier cannot relocate to a location that serves the needs of the Postal Service.
- b. At least one hundred twenty (120) days before the supplier closes, sells, or relocates a business it operates in conjunction with the Contract Postal Unit.

**3.19 TRANSFER OF CONTRACT**

- a. The supplier may not transfer (assign to another party) this contract, any interest in it, or any claims based on it -- except under the circumstances described in b. below. If the supplier does so, the Postal Service may, at any time after notifying the supplier in writing, terminate the contract and use any other rights and remedies it has by law.
- b. **Exceptions**
  - (1) The Postal Service may recognize a transfer as valid if all of the supplier's assets, or all those involved in fulfilling the contract, are transferred.
  - (2) Payments owed the supplier may be transferred to a bank, trust company or other financial institution, including any Federal lending agency, if all amounts payable are transferred and the transfer is to a single party (who may be an agent or trustee for two or more parties who are involved in the financing).
- c. For any transfer to be valid, the supplier must give the Postal Service written notice with the transfer paper attached and obtain approval from the Postal Service in writing. Copies of the notice and attachments must be filed with: the Postal Service; the surety or sureties on any Contract Postal Unit bond and the Postal Service, if any that has been designated to make payment.

**3.20 BOND NOTIFICATION**

The supplier **must** notify the contracting officer's representative within five (5) days if the supplier's surety cancels its Contract Postal Unit bond or if the supplier changes sureties.

**3.21 REQUEST FOR PRICE ADJUSTMENT**

- a. After the supplier has had the contract for at least two full years, and thereafter, two years since the last price increase was effective, the supplier may request an increase in the contract's annual price. The written request must provide a detailed explanation, with supporting documentation, to justify the increase based on either or both of the following reasons:
  - (1) Direct cost increases for rent, utilities, taxes and labor. (If the CPU is operated in conjunction with another business, the increased costs must be prorated and only those costs associated with the operation of the CPU will be considered.)
  - (2) Increased benefit to the Postal Service. The benefit may derive from increased real revenue (not from fee or rate increases), increased transactions, or other improvements (must be specific).
- b. The request must be submitted to the Host Administrative Office (HAO) for forwarding to the contracting officer.
- c. The contracting officer may accept the request, deny the request, or negotiate with the supplier to reach agreement on a new annual price. If the request is denied or no agreement is reached, the supplier may continue at the same annual price or the contract may be terminated by either party in accordance with Termination on Notice clause. If the request is accepted or agreement is reached on another amount, the supplier must waive its right to terminate the contract on notice for one year beginning from the effective date of the new price.

**3.22 CONTRACTS BETWEEN THE POSTAL SERVICE AND ITS EMPLOYEES OR BUSINESS ORGANIZATIONS SUBSTANTIALLY OWNED OR CONTROLLED BY POSTAL SERVICE EMPLOYEES (CONTRACT POSTAL UNIT)**

- a. Generally, the Postal Service does not enter into contracts with its employees, their immediate families, or business organizations substantially owned or controlled by Postal Service employees or their immediate families. "Immediate family" means spouse, minor child or children, and individuals related to the employee by blood who are residents of the employee's household. Postal Service employees and their immediate family may not be involved in the administrations or operations of a Contract Postal Unit (CPU).
- b. A Postal Service employee or an immediate family member of a Postal Service employee or a business organization substantially owned or controlled by a Postal Service employee or immediate family member. (Note: if the offeror is a Postal Service employee or an immediate family member of a Postal Service employee or a business organization substantially owned or controlled by a Postal Service employee or immediate family member the offer will not be considered for award.)"
- c. All supplier personnel assigned to the Contract Postal Unit must be professionally attired and wear name tags. All personnel must project a professional image of the Postal Service at all times while operating the CPU.
- d. The contracting officer may require removal of an employee from the CPU operations if, in the opinion of the Postal Service the employee cannot do the work or fails to comply with applicable standards of conduct.

**3.23 TERMINATION ON NOTICE**

This contract may be terminated by either party upon **one hundred twenty (120) days' written notice**. In the event of such termination, neither party will be liable for any costs, except for payment in accordance with the payment provisions of the contract for actual services rendered prior to the effective date of the termination. When required to protect the Postal Service's interests, the contracting officer may terminate the contract upon one day's written notice.

**3.24 CLAUSE B-39: INDEMNIFICATION (MARCH 2006)**

The supplier must save harmless and indemnify the Postal Service and its officers agents, representatives, and employees from all claims, losses, damage, actions, causes of action, expenses, and/or liability resulting from, brought for, or on account of any personal injury or property damage received or sustained by any person, persons or property growing out of, occurring, or attributable to any work performed under or related to this contract, resulting in whole or in part from negligent acts or omissions of the supplier, any subcontractor, or any employee, agent, or representative of the supplier or any subcontractor.

| <u>ATTACHMENT NO.</u> | <u>TITLE</u> | <u>NO. OF PAGES</u> |
|-----------------------|--------------|---------------------|
| 1                     | REQUIREMENTS | 2                   |

**ATTACHMENT 1 - REQUIREMENTS**

**I. DESCRIPTION**

The Contract Postal Unit will report to the following:

**Postmaster**  
 Title  
Ketchikan Post Office  
 Installation Name  
3609 Tongass Avenue  
 Street Address  
Ketchikan, AK 99901-9998  
 City, State, ZIP+4  
(907) 225-1749  
 Telephone Number (include area code)

**TYPE OF CONTRACT POSTAL UNIT (CPU):**

This CPU  is a Community Post Office (CPO),  is not a Community Post Office.

**SPACE REQUIREMENTS:** Floor space must equal a minimum of 147 square feet.  
 Wall space must equal a minimum of 11 feet.

**CONTRACT POSTAL UNIT BOND AMOUNT: \$15,000.00.** Any change to the above bond amount after contract award must be agreed to, in writing, by both the supplier and the HAO. Copies of the change will be maintained by the supplier, HAO, and the District Retail Office.

**AREA/LOCATION** (identify general boundaries and attach map)  
Area covering Zip 99918 Coffman Cove, Alaska

**II. OPERATIONAL DATE:**

The Contract Postal Unit (CPU) contract term will commence upon receipt of the Contract Postal Unit bond and notification from the CPU Coordinator that the supplier training and signage requirements have been completed and accepted by the Postal Service. If the Contract postal unit is operated on a seasonal basis the opening date will be N/A and the closing date will be N/A each year of operation.

**III. SERVICE DAYS AND HOURS**

The CPU must be ready to be open to the public, Monday, Wednesday, Thursday & Friday from 1:00 p.m. to 3:30 p.m., Tuesday from 5:00 p.m. to 7:30 p.m., Saturday from N/A p.m. to N/A p.m., and Sunday from N/A a.m. to N/A p.m. If the retail business is open to the public on Holidays, the CPU must be open to the public too. Any change to these hours after contract award must be agreed to, in writing, by both the supplier and the Host Administrative Office (HAO). Copies of the change will be maintained by the supplier, HAO, and the District Retail Office.

**IV. SERVICES - The supplier must provide the following services:**

| A. STAMPS & PRODUCTS                                | B. DOMESTIC MAIL   | C. INTERNATIONAL MAIL   | D. SPECIAL SERVICES  |
|---|--|---|--|
| Stamps<br>Stamped Envelopes<br>Stamped Postal Cards | Express Mail Service<br>Priority Mail Service<br>First Class Mail Service<br>Parcel Post | Express Mail International<br>Priority Mail International<br>First Class Mail International | Insured Mail<br>Certified Mail<br>Return Receipt<br>Delivery Confirmation Svc<br>Signature Confirmation Svc<br>Registered Mail |

**V. OTHER SERVICES - The supplier must provide the services checked below.**

|  |
|--|
| <input type="checkbox"/> Commercial Mail Boxes (Private mailbox) services (enter existing number of boxes - not to exceed) _____ |
| <input checked="" type="checkbox"/> Post Office Boxes – Number: <u>180</u>   |
| <input type="checkbox"/> Competitive Services – (Limited to what is listed here) _____   |
| <input checked="" type="checkbox"/> Other (must be listed here and already existing) <u>Money Orders</u>                         |

**VI. PROPERTY/EQUIPMENT/SUPPLIES:**

The indicated provider will furnish each item of property, equipment, and supplies necessary to operate this Contract Postal Unit. Neither party provides the item if "N/A" is checked.

| ITEM                                       | PROVIDED BY                         |                                     | INSTALLED BY                        |                                     | MAINTAINED BY                       |                                     | N/A                                 |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
|  | USPS                                | SUPPLIER                            | USPS                                | SUPPLIER                            | USPS                                | SUPPLIER                            |                                     |
| <b>EQUIPMENT</b>                           |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
| Cash Register                              | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Mobile Delivery Confirmation Device (MDCD) | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Postage Meter                              | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Electronic Scale                           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Post Office Boxes                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Safe                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>FURNITURE</b>                           |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
| Counter(s)                                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Desk W/File Drawer                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Sack Rack(s)                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>SIGNS</b>                               |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
| Exterior                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Interior                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>SUPPLIES</b>                            |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
| Accountable Paper                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| USPS Forms                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Name Tags                                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Office Supplies                            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>MISCELLANEOUS</b>                       |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
| Utilities                                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Telephone Instrument(s)                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Data Line                                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>OTHER</b>                               |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
| Money Order Imprinter                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
|  | <input type="checkbox"/>            |
|  | <input type="checkbox"/>            |
|  |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
|  |                                     |                                     |                                     |                                     |                                     |                                     |                                     |



October 21, 2013



**RECEIVED**  
10/29/13

**URGENT – TIME SENSITIVE – URGENT**

Dear Supplier,

We recently forwarded you a modification updating our contract files in accordance with new USPS policy. It is very important that you return a signed copy of this modification immediately. As per the directions outlined with the modification, we need you to complete boxes 15A, 15B and 15C of the modification. Please sign the modification and return to our office by email, fax or mail, at the latest, by Thursday, October 31, 2013.

**NOTE: Failure to complete and return this form by Thursday, October 31 2013 may result in the termination of your contract. If you have not received the original package, please let me know.**

Thank you in advance for your cooperation.

Sincerely,

**Zachary R. Williams**

**Contract Specialist**  
**Alternate Access Channels Team**  
*Customer Products and Fulfillment Category Management Center*  
3300 S. Parker Rd., Ste. 400  
Aurora, CO 80014-3500  
**Ph: (303) 743-1378**  
**Fx: (303) 743-1208**  
**[zachary.r.williams@usps.gov](mailto:zachary.r.williams@usps.gov)**



RECEIVED  
7/8/13

Customer Product and Fulfillment Category Management Center



July 1, 2013

City of Coffman Cove Contract Branch  
City of Coffman Cove Post Office  
Attn: Misty Fitzpatrick  
Po Box 18047  
Coffman Cove, AK 99918

Re: Contract No. 2DCPAC-13-B-0525 (Previously 020312-91-X-0103)

Dear Misty Fitzpatrick,

Enclosed are the documents that change your contract number and bring the Terms and Conditions of your contract up to date. Please note your new contract number is 2DCPAC-13-B-0525.

Please review the contract in its entirety and contact me immediately if you find any changes or corrections. Please note the service days and hours on Attachment 1.

If there are no changes or corrections, please immediately acknowledge receipt and acceptance by completing Blocks 15a, 15b and 15c (print name & title, signature and date) and returning only the Modification of Contract document either by:

1) Mail to my attention at the address listed below; 2) Scan/email to [robert.e.bosselait@usps.gov](mailto:robert.e.bosselait@usps.gov); or 3) Fax to my attention at 303-743-1208.

Once the signed agreement is received you will be provided an executed copy of the agreement for your files. If you have any questions, please feel free to call me at 303-743-1378.

Sincerely,

Robert E. Bosselait  
Contracting/Purchasing Specialist (Contractor)

3300 S PARKER RD STE 400  
AURORA, CO 80014-3500  
PHONE: 303-743-1304  
FAX: 303-743-1208

Blessie  
~~\* 907-261-2815~~  
~~907-564-2882~~  
907-261-2815

[blessie.r.lochmann@usps.gov](mailto:blessie.r.lochmann@usps.gov)

# Supplier Information Update Sheet

MANDATORY---Please complete fully and return this information to:

 **FILE COPY**

CPAC Team  
3300 S. Parker Rd. Ste. 400  
Aurora, CO 80014-3500  
Fax 303-743-1208 or 303-743-1231



**RECEIVED**  
5/29/13

Contract Number: 020312-91-X-0103

Supplier Name City of Coffman Cove Contract Branch

CPU Name City of Coffman Cove Post Office

Contact Person Misty Fitzpatrick

CPU Phone # 907-329-2233

CPU Fax # (if applicable) 907-329-2212

Contact Email Address coffmancove@ccalaska.com

CPU Address 101 n.w. Kodiak Dr

Street number  
Coffman Cove AK 99918  
City State Zip

Mailing Address PO Box 18047

(if different from CPU address) Street Number / PO Box  
Coffman Cove AK 99918  
City State Zip

If you are receiving a check for payment, would you like to set up an Electronic Funds Transfer to your bank account? (circle) Yes / No

Current/USPS Approved CPU Hours of Operation:

|           |                       |          |                       |
|-----------|-----------------------|----------|-----------------------|
| Monday    | <u>1:00 - 3:30 pm</u> | Thursday | <u>1:00 - 3:30 pm</u> |
| Tuesday   | <u>5:00 - 7:30 pm</u> | Friday   | <u>1:00 - 3:30 pm</u> |
| Wednesday | <u>1:00 - 3:30 pm</u> | Saturday | <u>⊖</u>              |
|           |                       | Sunday   | <u>⊖</u>              |

Number of PO Boxes (if applicable) Postal 180 Non-Postal \_\_\_\_\_

Non-Postal Competitive Service \_\_\_\_\_

Postal Money Orders (circle) Yes / No

Bond Amount: \$ 15,000.00 (Please note, Bond must be current)

City of Coffman Cove Job Opening – Applications available at City Hall (102 NW Denali Alley, Coffman Cove, AK 99918). For more information, please call 907-329-2233.

|                                 |                      |                         |                            |
|---------------------------------|----------------------|-------------------------|----------------------------|
| <b>Job Title:</b>               | Back-Up Postal Clerk | <b>Job Category:</b>    | Clerical                   |
| <b>Department/Group:</b>        | Post Office          | <b>Job Code/ Req#:</b>  | A-11-PO                    |
| <b>Location:</b>                | Post Office          | <b>Travel Required:</b> | No                         |
| <b>Level/Salary Range:</b>      | \$16/hour            | <b>Position Type:</b>   | Back-up                    |
| <b>Supervisor:</b>              | Mayor                | <b>Posted Date:</b>     | Back-Up Postal Clerk .docx |
| <b>Will Train Applicant(s):</b> | Yes                  | <b>Post Expires:</b>    | Until filled               |

#### Job Description

##### Job Purpose:

Provides regular, consistent and unbiased business hours for post office customers as directed by the council. Sorts and processes US mail when main Postmaster is unavailable before the lobby is open for business. Keeps forms, letters, and packages organized in an easy to recall system. Complies with all City, State and Federal laws and rules concerning mail.

##### Duties:

- Complete regular post office duties during directed work hours.
- Follow all city, state, and federal rules concerning mail handling.
- Answer questions regarding mail regulations and procedures, postage rates, and post office boxes.
- Sort Express, Priority, and then First Class, if possible before the post office opens. Bundle mail at end of shift for delivery to airplane service.
- Check mail in order to ensure correct postage and that packages and letters are in proper condition for mailing.
- Complete forms regarding changes of address, or theft or loss of mail, or for special services such as registered or priority mail.
- Feed mail into postage canceling devices or hand stamp mail to cancel postage.
- Keep money drawers in order, and record and balance daily transactions.
- Obtain signatures from recipients or designee of registered or special delivery mail.
- Provide customers with assistance in filing claims for mail theft, or lost or damaged mail. Put undelivered parcels away, retrieve them when customers come to claim them, and complete any related documentation.
- Receive letters and parcels, and place mail into mail postal boxes.
- Register, certify, and insure letters and parcels.
- Rent post office boxes to customers.

Posted:

City of Coffman Cove Job Opening – Applications available at City Hall (102 NW Denali Alley, Coffman Cove, AK 99918). For more information, please call 907-329-2233.

- All orders for supplies must be made using a purchase order turned into the city office.
- Respond to complaints regarding mail theft, delivery problems, and lost or damaged mail, filling out forms and making appropriate referrals for investigation.
- Sell and collect payment for products such as stamps, prepaid mail envelopes, and money orders.
- Set postage meters, and calibrate them to ensure correct operation.
- Sort incoming and outgoing mail, according to type and destination, by hand or by operating electronic mail-sorting and scanning devices.
- Transport mail from one work station to another.
- Weigh letters and parcels; compute mailing costs based on type, weight, and destination; and affix correct postage.
- Post announcements or government information on public bulletin boards.
- Provide assistance to the public in complying with federal regulations of Postal Service and other federal agencies.
- All maintenance requests must be submitted to the city office on a work order.
- Maintain a safe and neat work area. This includes cleaning the post office when time allows.
- Promote a positive, accommodating, friendly demeanor to post office customers and administration, yet maintaining a professional attitude.
- Dress code for this position is business casual. For more information on this, consult the city employee handbook.

**Skills/Qualifications:**

- Background check is REQUIRED, applicant **must** pass a background check, have fingerprints on file at City Hall and have no felonies.
- Telephone Skills, Verbal Communication, Professionalism, Customer Focus, strong customer service skills, organization, informing others, attention to detail, and handles pressure.

## **Chapter 10.05**

### **Enforcement**

#### **Sections:**

|           |  |
|-----------|--|
| 10.05.010 | Enforcement powers of harbormaster           |
| 10.05.020 | Penalties – civil penalties                  |
| 10.05.030 | Procedure for notification of violation      |
| 10.05.040 | Penalty for non – compliance                 |
| 10.05.050 | Penalty for multiple violations              |
| 10.05.060 | Penalty for abusive behavior to harbormaster |

#### **Section 10.05.010                      Enforcement powers of harbormaster**

- A. The city authorizes the harbormaster of the harbor facility to enforce this chapter by either written or verbal communication.
  
- B.     The harbormaster may interpret the reasonable intent of these provisions to promote the intent of this chapter.
  
- C. The harbormaster may order persons or vessels found in violations of any provisions of this chapter to depart from the harbor facility. Failure of a person or vessel to depart from the harbor facility when the harbormaster orders, may result in civil penalty and/or the impoundment of the vessel.
  
- D. Vessels impounded by harbormaster may be removed by a private contractor, with charges to be assessed against the vessel and / or its owner, master or agent.

**Section 10.05.020****Penalties – civil penalties**

- A, Every act prohibited by this title is unlawful and may be enjoined by judicial order. The below listed acts shall be subject to civil penalties, in amounts to be established by resolution of the city council, not to exceed three hundred dollars per violation. Each act or violation and every day upon which a violation occurs constitutes a separate offence.
- B. Acts subject to civil penalties are:
1. Parking in a loading zone (vessel or vehicle)
  2. Obstructing any float, ramp, or finger.
  3. Unauthorized use of another stall or mooring in any unauthorized area.
  4. Unattended or nuisance dogs on dock.
  5. Leaving vessel in an unsafe or sunken condition.
  6. Causing a fire hazard.
  7. Abusive language, foul language or a threatening manner.
  8. In addition to fine set forth above, violators shall be subject to additional fine consisting of the actual cost to the city to remedy the condition causing the offence numbered 5 or 6.

**Section 10.05.030****Procedures for notification of violation**

- A. The harbormaster is given authority to determine if any violation poses an immediate threat to health, safety and well – being of persons and vessels using the harbor facility. Any violation posing this risk can be deemed an emergency violation and allow the harbormaster to take immediate action to rectify the situation.
- B. Any other violations will usually be handled with the following procedure:
1. First contact – reminder given to the person of violation, reminder can be given verbally or in writing.

2. Second contact – written notice of violation will be issued. Notice may be mailed or hand delivered. A copy may be attached to the vessel or vehicle. Notice will clearly state the violation, deadline for compliance and possible penalty for non compliance.
3. Third contact – occurs upon deadline for compliance. Should violators remain non-compliant, penalty for violation will be enforced and penalty notice will be issued by the city clerk. Penalty notice will include the opportunity for violators to request a hearing to be placed on the next city council agenda of the next regularly scheduled meeting.
4. Violation records will remain on record for two years.

**Section 10.05.040                      Penalty for non-compliance**

Any person not complying with penalty violations can lose his/her stall and/or harbor privileges.

**Section 10.05.050                      Penalty for multiple violations**

Any person incurring multiple violations or repeat violations can lose his/her slip and/or harbor privileges.

**Section 10.05.060                      Penalty for abusive behavior to harbormaster**

Any persons becoming abusive to the harbormaster, in any inappropriate manner, verbally or physically will lose their harbor privileges and can be charged with assault under state laws.

**Chapter 10.06**

**No Wake Zone within Coffman Cove Harbor**

It is in the best interest of the City of Coffman Cove to regulate a no-wake zone to insure a safe harbor and harbor facilities. No person shall operate a vessel on step or at a speed which produces a wake, a wash or wave action inside Coffman Cove which may or could reasonably be expected to damage any other vessels or harbor facility or create discomfort to an occupant by causing such other boats to pitch or heave because of such wake, wash or wave.

(Ordinance 16-04)

# Dear City Council,

I am asking for approval to build a 200 foot long road off of Narwhal Court on lot C plat 2021-18. I will follow the approved wetlands permit design when constructing the road. Please add my request to approve construction of the road at the agenda for the Oct. 20<sup>th</sup> council meeting.

Thank You,  
Lauren Goldman.

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I HEREBY ACCEPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT AND REQUEST ALL RIGHTS, ALLEYS, WALKS, PASSES AND OTHER OPENINGS TO REMAIN OR BE OPENED AS NOTED.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**NOTARY'S ACKNOWLEDGMENT**

WITNESSED AND KNOWN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

BY: \_\_\_\_\_

NOTARY PUBLIC FOR ALASKA  
MY COMMISSION EXPIRES \_\_\_\_\_

**TAX STATEMENT**

THIS SUBDIVISION LIES WITHIN THE TAX AUTHORITY OF THE CITY OF COFFMAN COVE, AK. AS OF THE DATE OF THIS PLAN, THE CITY OF COFFMAN COVE HAS NO PROPERTY TAX LEVY.

**CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION**

I HEREBY CERTIFY THAT THE SUBDIVISION PLAN SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY OF COFFMAN COVE, ALASKA, AND THAT SAID PLAN HAS BEEN APPROVED BY THE PLANNING COMMISSION BY RESOLUTION NO. \_\_\_\_\_ DATED \_\_\_\_\_ AND THAT THE PLAN SHOWN HEREON HAS BEEN APPROVED FOR RECORDING BY THE DISTRICT RECORDING OFFICE, SITKA, ALASKA.

DATE: \_\_\_\_\_ CHAIRMAN, COFFMAN COVE PLANNING COMMISSION

DATE: \_\_\_\_\_ CLERK, COFFMAN COVE PLANNING COMMISSION

**SUPERVISOR'S CERTIFICATE**

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, THAT THIS PLAN REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE MONUMENTS SHOWN HEREON ACCURATELY CORRESPOND AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

DATE: \_\_\_\_\_

CYNTHIA R. PHOENIX, P.L.S. # 127102



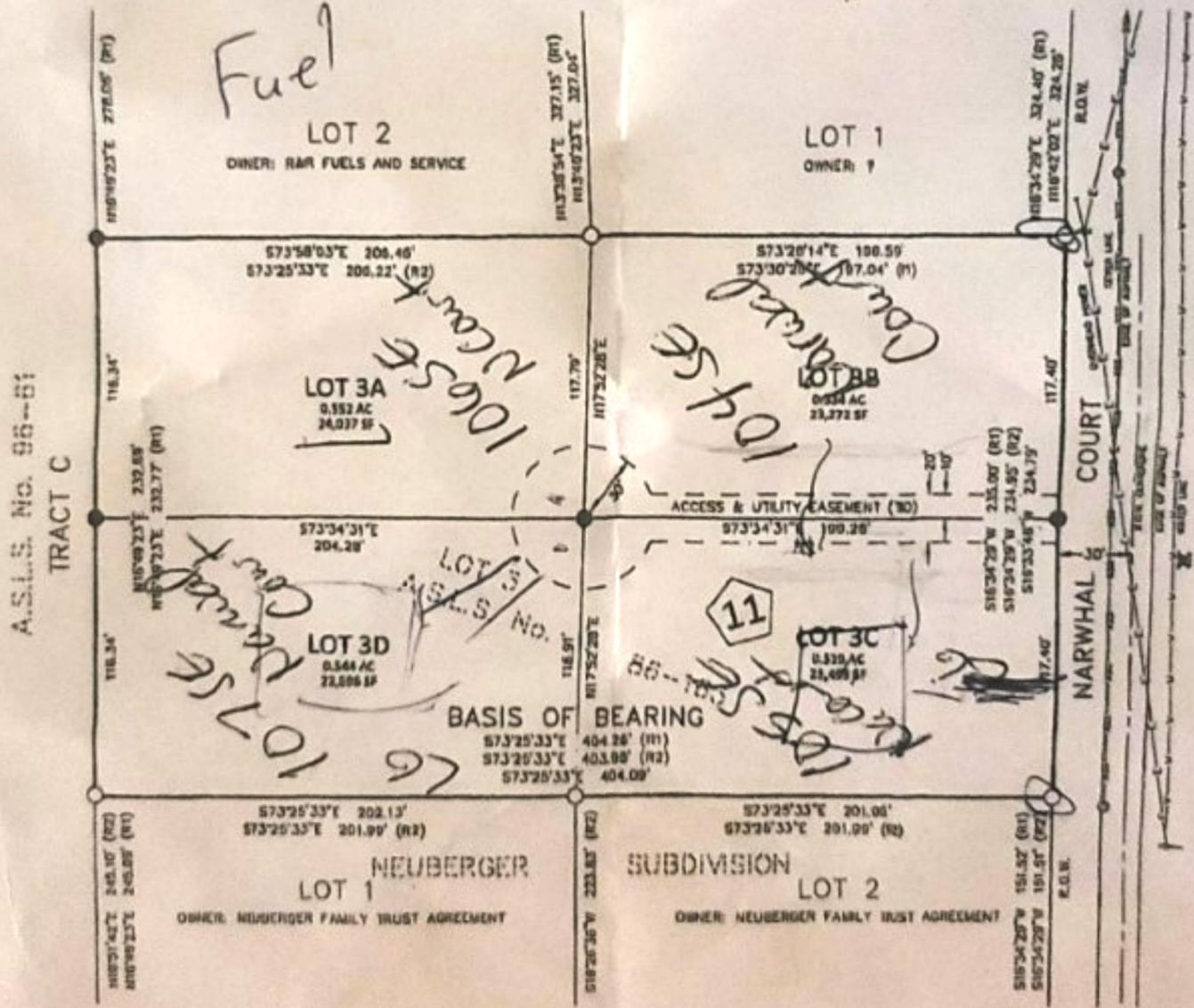
VICINITY MAP  
1" = 2040'

- NOTES**
1. THE PURPOSE OF THIS SURVEY IS TO SUBDIVIDE A SINGLE LOT INTO 4 LOTS.
  2. THE KINDS OF CLOSURE OF THIS SURVEY HAS BEEN EXERCISED.
  3. ALL BEARINGS SHOWN ARE TRUE BEARINGS AS CORRECTED TO THE BASIS OF MEAN HIGH AND LOW WATER AND ARE ADJUSTED TO HORIZONTAL FIELD OBSERVATIONS.
  4. REFER TO AS 187000 AND THE DISTRICT AGENCY CERTIFICATE TO PLAN FILE NO. 2008.
  5. REFERENCE TO THE FOLLOWING:
    - PLAN 87-33 (P.A.D.)
    - PLAN 87-41 (P.A.D.)
    - DEED 108-00104-4 (P.A.D.)
    - PLAN 2017-41 (P.A.D.)

- OWNERSHIP STATUS**
1. SITE SURVEY (SHOW NUMBER)
- PROPOSED OWNERSHIP**
1. LOT 3A, RUSHER SUBDIVISION (P.A.D. NO. 2017-41)
  2. LOT 3B, RUSHER SUBDIVISION (P.A.D. NO. 2017-41)
  3. LOT 3C, RUSHER SUBDIVISION (P.A.D. NO. 2017-41)
  4. LOT 3D, RUSHER SUBDIVISION (P.A.D. NO. 2017-41)
- PREVIOUS LOT AREAS**
1. SITE SURVEY (SHOW NUMBER)
- NEW LOT AREAS**
1. LOT 3A, RUSHER SUBDIVISION (P.A.D. NO. 2017-41)
  2. LOT 3B, RUSHER SUBDIVISION (P.A.D. NO. 2017-41)
  3. LOT 3C, RUSHER SUBDIVISION (P.A.D. NO. 2017-41)
  4. LOT 3D, RUSHER SUBDIVISION (P.A.D. NO. 2017-41)

**LEGEND**

|          |   |
|----------|---|
| (Symbol) | MONUMENT                                |
| (Symbol) | SECONDARY MONUMENT BY THIS SURVEY       |
| (Symbol) | SECONDARY MONUMENT RECORDED             |
| (Symbol) | PERMANENT EASEMENT BY RECORD            |
| (Symbol) | UNIMPROVED                              |
| (Symbol) | IMPROVED                                |
| (Symbol) | NEW CONCRETE                            |
| (Symbol) | NEIGHBORHOOD DESIGNATED THIS PLAN       |
| (Symbol) | OVERHEAD ELECTRICAL LINE                |
| (Symbol) | RECORD DATE PER PLANS 87-33 & 87-41     |
| (Symbol) | RECORD DATE PER PLAN 2017-41            |
| (Symbol) | RECORDED DATA                           |
| (Symbol) | P.R.S. PETERBURG RECORDING DISTRICT     |
| (Symbol) | C.R.S. COFFMAN COVE RECORDING DISTRICT  |
| (Symbol) | TO BE STOPPED TO BE PLACED BY THIS PLAN |



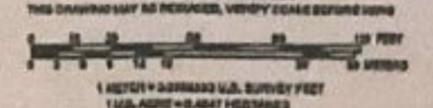
TYPICAL SECONDARY MONUMENT  
SET THIS SURVEY



SET 5/8" X 30" LONG REBAR  
(UNLESS OTHERWISE NOTED) AND  
2" ALUMINUM CAP WITH PLASTIC  
INSERT

**PRELIMINARY**

SCALE 1" = 30'



SHEET 1 OF 1

**RUSHER SUBDIVISION**

A SUBDIVISION AND REPEAT OF LOT 1, WITHIN BLOCK 11 OF COFFMAN COVE SUBDIVISION (U.S.S. No. 86-162), ACCORDING TO PLAN 87-43 WITHIN P.A.D. AND PLAN 87-33 WITHIN P.A.D., CREATING LOTS 3A, 3B, 3C, & 3D, RUSHER SUBDIVISION CONTAINING 2.302 ACRES MORE OR LESS

LOCATED WITHIN SECTION 34, TOWNSHIP 68 SOUTH, RANGE 91 EAST, COPPER RIVER MIDDLEMOUNTAIN COFFMAN COVE, ALASKA 99509 PETERBURG RECORDING DISTRICT & NITCHEAN RECORDING DISTRICT

DESIGNED BY: MCH DATE: DECEMBER 2010  
DRAWN BY: MCH DATE: JANUARY 2011

SCALE: 1" = 30' CHECKED: CDF REVISIONS: SEE SHEET 2

## Memorandum of Agreement

This Agreement dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022

### BETWEEN:

Southeast Island School District ("SISD") of 19569 South Thorne Bay Road,  
Thorne Bay, AK 99919

### AND

The City of Coffman Cove of 102 NW Denali Alley, Coffman Cove, AK 99918

### BACKGROUND:

- A. The City of Coffman Cove is able to regularly provide maintenance and service to roads within City limits, including the service of snow removal.
- B. Southeast Island School District is of the opinion that the City has the necessary equipment, experience and abilities to provide services to the School District.
- C. School District ownership includes Howard Valentine School located at 102 NW Fairbanks Ave., Housing Trailer located at 112 NW Denali Alley and Housing Duplex located at 106 NW Kodiak Ave and 108 NW Kodiak Ave.

### SERVICES PROVIDED:

1. The City will provide snow removal services in and around the school district's area, including the aforementioned addresses above.
2. Services will also include any other snow removal tasks the parties may agree on. The City hereby agrees to provide such services to the School District.

### COMPENSATION:

3. For the services rendered by the City as required by this agreement, the School District will provide compensation to the City at the rate of \$ \_\_\_\_\_ per hour.
4. The compensation will be payable on a monthly basis, while this agreement is in force.

**TERMS OF AGREEMENT:**

5. The term of this agreement will begin on the date of this agreement and will remain in effect until the completion of the services, subject to earlier termination as provided in this agreement. The term of this agreement may be extended by mutual written agreement of the parties.
6. In the event that either party wishes to terminate this agreement prior to completion of the services, that party will be required to provide at least 10 days' notice to the other party.

**INDEMNIFICATION:**

7. Both the City and School District will indemnify, defend and hold harmless from and against any and all claims, demands, damages, losses, liens, liabilities, penalties, fines, lawsuits and other proceedings and costs and expenses (including attorneys' fees and disbursements) that accrue to or are made against or incurred by the City or the School District.

City:

City of Coffman Cove

School:

Southeast Island School District

By: \_\_\_\_\_

Mikael Ashe, Mayor

\_\_\_\_\_

Sherry Baker, Superintendent