



**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

# General Meeting Packet

August 12, 2019

## GENERAL MEETING

**AUGUST 12, 2019**

**7:00PM AT CITY HALL**



### **Gustavus City Council:**

#### **Mayor (Seat C):**

**Calvin Casipit**  
calvin.casipit@gustavus-ak.gov  
Term Expires 2020

#### **Vice Mayor (Seat G):**

**Susan Warner**  
susan.warner@gustavus-ak.gov  
Term Expires 2021

#### **Council Member (Seat A):**

**Cheryl Cook**  
cheryl.cook@gustavus-ak.gov  
Term Expires 2019

#### **Council Member (Seat B):**

**Jake Ohlson**  
jake.ohlson@gustavus-ak.gov  
Term Expires 2019

#### **Council Member (Seat D):**

**Mike Taylor**  
mike.taylor@gustavus-ak.gov  
Term Expires 2020

#### **Council Member (Seat E):**

**Shelley Owens**  
shelley.owens@gustavus-ak.gov  
Temporary Appointment Expires 2019  
Term Expires 2021

#### **Council Member (Seat F):**

**Brittney Cannamore**  
brittney.cannamore@gustavus-ak.gov  
Term Expires 2021

### **Gustavus City Hall:**

**City Administrator-Tom Williams**  
administrator@gustavus-ak.gov

**City Clerk-Karen Platt**  
clerk@gustavus-ak.gov

**City Treasurer-Phoebe Vanselow**  
treasurer@gustavus-ak.gov

1. Call to Order
2. Roll Call
3. Approval of Minutes
  - A. 07-08-2019 General Meeting
  - B. 07-22-2019 Special Meeting
4. Mayor's Request for Agenda Changes
5. Committee/Staff Reports
  - A. Gustavus Children's Enhancement Program
  - B. Disposal & Recycling Center
  - C. City Clerk
  - D. Financial
  - E. City Administrator
6. Public Comment on Non-Agenda Items
7. Consent Agenda
  - A. Certificate of Records Destruction
  - B. **FY20-06NCO** FY20 Repair & Replacement Contribution to AMLIP Acct. (Public Hearing 9-16-2019)
8. Ordinance for Public Hearing
  - A. **FY20-01NCO** for Road Maintenance Funds FY19 (Introduced 07-08-2019)
  - B. **FY20-02NCO** for Road Maintenance Funds FY20 (Introduced 07-08-2019)
  - C. **FY20-04NCO** – CP19-08 Gustavus Public Library Roof Repair (Introduced 07-22-2019)
  - D. **FY20-05NCO** – Providing for the Amendment of Department Budgets for FY20 (Introduced 07-22-2019)
9. Unfinished Business:
10. New Business
  - A. **CY19 16** To Assure the Sustainable Practice of Matching the Expansion of City Services to The Growth of The Population and Subsequent Increase in Economic Activity as Reflected in Local Tax and Fee Revenues
  - B. **CY19-17** Improve the Practice of Active Outreach by City Council Members
  - C. Award RFP FY20-COG01 Beach Parking Lot Site Plan
  - D. Award RFP FY20-COG02 City Gravel Pits Survey
  - E. Approve Calculation of Endowment Fund Grant Amount for 2020 Award Cycle
11. City Council Reports
12. City Council Questions and Comments
13. Public Comment on Non-Agenda Items
14. Executive Session
15. Adjournment



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P.O. Box 1  
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# Approval of Minutes

**GUSTAVUS CITY COUNCIL  
GENERAL MEETING MINUTES  
July 8, 2019**

**1. CALL TO ORDER:**

A General Meeting of the Gustavus City Council is called to order on July 8, 2019, at 7:00pm by Mayor Casipit. There are six (6) members of the public in attendance at Gustavus City Hall.

**2. ROLL CALL:**

Comprising a quorum of the City Council the following are present:

Mayor Casipit  
Vice Mayor Warner  
Council Member Cook  
Council Member Jake Ohlson  
Council Member Cannamore  
Council Member Taylor  
Council Member Owens (sworn in after Mayor's request for Agenda Changes)

There are 6 members present (7 members as of Owens swearing in), and a quorum exists

**3. APPROVAL OF MINUTES:**

**A. 06-10-2019 General Meeting**

MOTION: Council Member Cannamore moves to approve by unanimous consent the General Meeting Minutes from 06-10-2019

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

*Hearing no objections, Mayor Casipit announced the 06-10-2019 General Meeting minutes approved by unanimous consent*

**4. MAYOR'S REQUEST FOR AGENDA CHANGES:**

Mayor Casipit requests to move Agenda Item 9. Unfinished Business A. Vacant City Council Seat E to the next item of business on the Agenda.

*Hearing no objections, Mayor Casipit announced the agenda as set*

**9. UNFINISHED BUSINESS:**

**A. Vacant City Council Seat E**

MOTION: Council Member Taylor moves to nominate all City Council applicants; Karen Sargent, Shelley Owens, Nick Kunat and Thomas Imboden to fill vacant City Council Seat E until the next General Election in October 2019

SECONDED BY: Council Member J. Ohlson

*City Clerk conducted a ballot vote and publicly announced the results*

Karen Sargent – 1

Shelley Owens – 4

Nick Kunat – 0

Thomas Imboden -1

*Each Applicant provided a brief statement*

MOTION: Council Member Cook moves to appoint Shelley Owens to fill vacant City Council Seat E until the next General Election in October 2019

SECONDED BY: Vice Mayor Warner

ROLL CALL VOTE ON MOTION:

YES: Casipit, J. Ohlson, Taylor, Warner, Cook, Cannamore

NO: 0

MOTION **PASSES**/FAILS **6/0**

*City Clerk, Karen Platt swore into office Shelley Owens to City Council Seat E*

**5. COMMITTEE REPORTS/STAFF REPORTS:**

**A. Gustavus Public Library** - Administrative Librarian, Bre Ohlson provided a written and oral report

**B. Gustavus Volunteer Fire Dept.** - Fire Chief, Travis Miller provided a written and oral report

**C. Gustavus Water Action Committee** - Committee Chair, Cheryl Cook provided a written and oral report

**D. Financial** - City Administrator, Tom Williams provided routine monthly reports

**E. City Administrator** - City Administrator, Tom Williams provided a written and oral report. In addition, Tom requested council direction on Ballot Proposal appeal. The initial application did not meet the application requirements of the Alaska Statutes: Title 29 or the Alaska Constitution Article XI Section 7. A Special Meeting will be scheduled for July 22, 2019 to discuss the concerns raised by the proposed ballot initiative.

**6. PUBLIC COMMENT ON NON-AGENDA ITEMS:**

**7. CONSENT AGENDA:**

**A. Introduction of FY20-01NCO for Road Maintenance Funds FY19**

**B. Introduction of FY20-02NCO for Road Maintenance Funds FY20**

**C. Introduction of FY20-03NCO for Gravel Extraction Improvement Capital Project**

MOTION: Council Member Cook moves to approve by unanimous consent the Consent Agenda

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT:

1) Warner

*Hearing no objections, the Consent Agenda is passed by unanimous consent*

**8. ORDINANCE FOR PUBLIC HEARING:**

**A. FY19-30 Title 10 Property Acquisition, Disposal, Management, and Use, Sections 10.07.010 Fines (Introduced 06-10-2019)**

MOTION: Council Member J. Ohlson moved to approve FY19-30 Title 10 Property Acquisition, Disposal, Management, and Use, Sections 10.07.010 Fines (Introduced 06-10-2019)

SECONDED BY: Vice Mayor Warner

PUBLIC HEARING: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Cannamore, Owens, Warner, J. Ohlson, Cook, Taylor, Casipit

NO: 0

MOTION **PASSES**/FAILS **7/0**

**9. UNFINISHED BUSINESS:**

**B. Vacant City Council Seat E**

*Moved to follow Agenda Item 4. Mayors Request for Agenda Changes*

**10. NEW BUSINESS:**

**11. CITY COUNCIL REPORTS:**

**12. CITY COUNCIL QUESTIONS AND COMMENTS:**

1) **Vice Mayor Warner** - Staff internet satisfaction survey has been approved. Staff can expect to receive it soon.

**13. PUBLIC COMMENT ON NON-AGENDA ITEMS:**

- 1) Erin Ohlson – Gustavus Children’s Enhancement Program (GCEP) CEO expressed appreciation to all who submitted applications for the Preschool Committee. It has been decided that the GCEP will not pursue interest in becoming a City Department and encourages all applicants to be involved with the GCEP even though a committee may not be formed through the city.

**14. EXECUTIVE SESSION**

**15. ADJOURNMENT:**

Hearing no objections, Mayor Casipit adjourns the meeting at 8:05pm.

**GUSTAVUS CITY COUNCIL  
SPECIAL MEETING MINUTES  
July 22, 2019**

**1. CALL TO ORDER:**

A General Meeting of the Gustavus City Council is called to order on July 22, 2019, at 7:00 pm by Mayor Casipit. There are twenty-three (23) members of the public in attendance at Gustavus City Hall.

**2. ROLL CALL:**

Comprising a quorum of the City Council the following are present:

Mayor Casipit  
Vice Mayor Warner  
Council Member Cook  
Council Member Owens  
Council Member Ohlson  
Council Member Cannamore  
Council Member Taylor

There are 7 members present, and a quorum exists

**3. APPROVAL OF MINUTES: None**

**4. MAYOR'S REQUEST FOR AGENDA CHANGES:**

*Hearing no objections, Mayor Casipit announced the agenda as set*

**5. COMMITTEE REPORTS/STAFF REPORTS: None**

**6. PUBLIC COMMENT ON NON-AGENDA ITEMS:**

- A. Lee Parker – Alaska Marine Highway System winter service
- B. Ben DeBoer - Beach history and management
- C. Rhio Harper - Power outages impact on 911 services

**7. CONSENT AGENDA:**

**A. Introduction of FY20-05NCO – Providing for the Amendment of Department Budgets for FY20 (Public Hearing 8/12/19)**

MOTION: Council Member Taylor moved to approve the consent agenda as presented by unanimous consent

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1. Owens

Hearing no objections, the Consent Agenda is passed by unanimous consent

**8. ORDINANCE FOR PUBLIC HEARING:**

**9. UNFINISHED BUSINESS**

**A. Gustavus Children's Enhancement Program Committee**

MOTION: Council Member Cook moved that we postpone the formation of the Gustavus Children's Enhancement Program Committee until it is determined that such a committee is needed.

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT:

- 1. Erin Ohlson

2. Thomas Imboden
3. Janene Driscoll
4. Jon Howell

COUNCIL COMMENT:

1. Casipit
2. Taylor
3. Cook
4. Cannamore
5. Warner
6. Ohlson

ROLL CALL VOTE ON MOTION:

YES: Casipit, Cook, Owens

NO: Ohlson, Taylor, Warner, Cannamore

MOTION PASSES/**FAILS** 3/4

MOTION: Council Member Taylor moved that the Gustavus Child Care Committee is formed pursuant to Resolution CY19-10 and includes the following members: Jon Howell, John Nixon, Judy Brakel, Jon Howell, Erin Ohlson and Carli Casipit

SECONDED BY: Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT:

1. Warner
2. Taylor

MOTION TO AMEND MAIN MOTION: Vice Mayor Warner moved to amend the main motion to name Jon Howell, John Nixon, Judy Brakel, Brittney Cannamore, and Erin Ohlson or Carli Casipit as committee members

SECONDED BY: Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT:

1. Warner
2. Taylor
3. Casipit

ROLL CALL VOTE ON MOTION TO AMEND MAIN MOTION:

YES: Taylor, Warner, Owens

NO: Casipit, Ohlson, Cook, Cannamore

MOTION PASSES/**FAILS** 3/4

ROLL CALL VOTE ON MOTION:

YES: Warner, Taylor, Ohlson Cook, Owens, Cannamore

NO: Casipit

MOTION **PASSES**/FAILS 6/1

**10. NEW BUSINESS:**

**A. Discussion of Application Denial for Ballot Proposition: Local Tax-to-Payroll Expenditure Balanced Budget Initiative**

PUBLIC COMMENT:

1. Colleen Stansbury
2. Jon Howell
3. Artemis BonaDea

COUNCIL COMMENT:

1. Taylor
2. Ohlson
3. Warner
4. Cook



5. Owens

*Council determined the application denial does not need review from the city attorney at this time*

**B. Scoping Document – Gustavus Public Library Roof Repair, Bike Shed, Awning**

MOTION: Council Member Cook moves to approve Scoping Document – Gustavus Public Library Roof Repair, Bike Shed, Awning

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT:

1. Artemis BonaDea
2. Erin Ohlson

COUNCIL COMMENT:

1. Taylor
2. Cook

ROLL CALL VOTE ON MOTION:

YES: Casipit, Ohlson, Taylor, Warner, Cook, Cannamore, Owens

NO:

MOTION **PASSES**/FAILS **7/0**

**C. Introduction of FY20-04NCO – CP19-08 Gustavus Public Library Roof Repair/Shed/ Awning** (Public Hearing 8/12/19)

MOTION: Council Member Ohlson moves to approve Scoping Document – Gustavus Public Library Roof Repair, Bike Shed, Awning

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT:

1. Ohlson
2. Warner
3. Cook

ROLL CALL VOTE ON MOTION:

YES: Warner, Cannamore, Taylor, Casipit, Cook, Ohlson, Owens

NO:

MOTION **PASSES**/FAILS **7/0**

**D. Approve RFQ FY20-02 Gustavus Public Library Roof Repair, Bike Shed, Awning**

MOTION: Council Member Cook moves to approve RFQ FY20-02 Gustavus Public Library Roof Repair, Bike Shed, Awning

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT:

1. Warner
2. Cook
3. Ohlson

ROLL CALL VOTE ON MOTION:

YES: Warner, Cannamore, Casipit, Cook, Ohlson, Owens

NO: Taylor

MOTION **PASSES**/FAILS **6/1**

11. CITY COUNCIL REPORTS: None

12. **CITY COUNCIL QUESTIONS AND COMMENTS:** None

13. **PUBLIC COMMENT ON NON-AGENDA ITEMS:** None

14. **EXECUTIVE SESSION:** None

15. **ADJOURNMENT:**

Hearing no objections, Mayor Casipit adjourns the meeting at 9:53 pm.



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# Mayor's Request for Agenda Changes



**City of Gustavus**  
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# Committee/Staff Reports



Gustavus Children's Enhancement Program

The Rookery at Gustavus

Preschool & Child Care Programs

## **FY 18-19 End of Year Report**

**July 1<sup>st</sup>, 2018 – June 30<sup>th</sup>, 2019**



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In this last year, we were able to offer preschool and child care to the families of young children (ages 0-9) in Gustavus because of the Council's recognition of the overall economic benefit of these services to our community. Here are some highlights of what was accomplished:

- Twelve different children attended preschool throughout the year
- Thirty two different children attended child care throughout the year
- Twenty four families used our services
- These local employers had staff who benefited from our services:
  - City of Gustavus
  - Gustavus School
  - National Park Service
  - Fireweed Gallery
  - Gustavus Dray
  - Frontier Freight
  - Alaska Airlines
  - Gustavus Construction
  - Fairweather Construction
  - Commercial fishermen and women
  - DOT
  - Alaska Seaplanes
  - USPS
  - AP&T
  - Gustavus Clinic
- Estimated 600 hours of volunteer hours donated, not counting any hours staff spent completing education and training
- Education/ Training Completed – all unpaid time
  - Five University of Alaska 3-credit courses
  - Four people attended a 2-day conference in Juneau
  - Four people completed CPR/ First Aid Certification
  - Nine people completed eight hours of online training modules
- Completed one scheduled and one surprise inspection by our State Licensor with no findings or fines.

THANK YOU!!



Erin Ohlson, Executive Director

2:14 AM

07/23/19

Accrual Basis

**Gustavus Children's Enhancement Program****Profit & Loss**

July 2018 through June 2019

	Jul '18 - Jun 19
Ordinary Income/Expense	
Income	
City Social Services Contract	12,964.00
Grant Income	
State Quality Initiative	2,000.00
Alaska Airlines Grant	500.00
Child Care Grant	361.23
Endowment Grant	5,268.75
Total Grant Income	8,129.98
Public Support	
AlaskaAir Employee Volunteerism	2,239.40
Amazon Smile	291.13
General Donation	1,635.00
Total Public Support	4,165.53
Banking	
CD Interest	60.67
Credit Card Cash Back	497.81
Customer Fees Received	227.66
Total Banking	786.14
Fundraiser Income	
4th of July Auction	1,473.00
4th of July Dinner	2,438.60
Bear Track Wine Tasting	1,850.00
Breakfast Burritos	525.00
Calendar	2,915.00
Combined Federal Campaign	2,477.00
Craft Fair	267.23
Dance/ Concert	2,673.70
Gaming Permit	1,875.60
Hats	616.00
Plant Sale	1,656.00
Total Fundraiser Income	18,767.13
Professional Dev. Reimbursement	6,255.20
Program Income	
Child Care Program	
Child Care Enrollment	130.00
Child Care Tuition	35,489.72
Total Child Care Program	35,619.72
Preschool Program	
Preschool Enrollment	500.00
Preschool Tuition	12,299.50
Total Preschool Program	12,799.50
Total Program Income	48,419.22
Tuition Discounts	
Business Partner Discount	-377.80
Employee Benefit	-7,647.26
Preschool Scholarships	-4,872.25
Volunteer Discounts	-3,444.50
Total Tuition Discounts	-16,341.81
Total Income	83,145.39
Gross Profit	83,145.39

2:14 AM

07/23/19

Accrual Basis

**Gustavus Children's Enhancement Program****Profit & Loss**

July 2018 through June 2019

	Jul '18 - Jun 19
<b>Expense</b>	
Payroll	
Executive Administration	11,335.50
Program Staff Administration	2,220.21
Child Care Program	29,565.30
Preschool Program	13,930.34
Bonus	100.00
Payroll Taxes	6,718.52
<b>Total Payroll</b>	<b>63,869.87</b>
Workers' Compensation Insurance	1,054.00
Employee Appreciation	440.84
Professional Development Exps	7,500.32
Fundraiser Expenses	
4th of July Dinner	240.57
Breakfast Burritos	176.52
Calendars	818.69
Combined Federal Campaign	400.00
Craft Fair	49.48
Dance/ Concert	1,335.84
Fundraising Help	58.25
Gaming Permit	1,007.50
Plant Sale	660.69
<b>Total Fundraiser Expenses</b>	<b>4,747.54</b>
Grant Expenditures	
Alaska Airlines Grant	454.77
Endowment Fund Grant	3,304.50
<b>Total Grant Expenditures</b>	<b>3,759.27</b>
Operations	
Background Checks/ Fingerprints	25.00
Banking	284.95
Business	305.88
Facility, Rent, and Utilities	
Rent	1,200.00
Telephone	423.28
Trash/ Disposal	61.47
<b>Total Facility, Rent, and Utilities</b>	<b>1,684.75</b>
General Liability Insurance	703.00
Postage/Freight	214.62
QuickBooks	574.13
Supplies	
Children's Supplies	1,139.58
Cleaning Supplies	134.06
Office Supplies	456.44
Supplies - Other	584.70
<b>Total Supplies</b>	<b>2,314.78</b>
<b>Total Operations</b>	<b>6,107.11</b>
Reconciliation Discrepancies	-13.90
<b>Total Expense</b>	<b>87,465.05</b>
Net Ordinary Income	-4,319.66
<b>Net Income</b>	<b>-4,319.66</b>



1:26 AM  
07/23/19  
Accrual Basis

### Gustavus Children's Enhancement Program Profit & Loss Prev Year Comparison

	FY 18-19	FY 17-18	% Change	
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
City Social Services Contract	12,964.00	10,540.00	23.0%	
Grant Income	8,129.98	4,321.14	88.14%	
Public Support	4,165.53	2,510.37	65.93%	
Banking	786.14	107.66	630.21%	customer paid fees to pay with credit
Fundraiser Income	18,767.13	17,969.63	4.44%	see also fundraiser expenses
Professional Dev. Reimbursements	6,255.20	6,094.59	2.64%	
<b>Program Income</b>				
Child Care Program	35,619.72	24,295.39	46.61%	
Preschool Program	12,799.50	7,963.25	60.73%	
Total Program Income	32,077.41	26,835.51	19.53%	
Tuition Discounts	-16,341.81	-5,423.13	-201.34%	*see detail below
Total Income	83,145.39	68,378.90	21.6%	
Gross Profit	83,145.39	68,378.90	21.6%	
<b>Expense</b>				
Payroll	63,869.87	48,308.30	32.21%	
Workers' Compensation Insurance	1,054.00	1,518.12	-30.57%	\$500 extra last year was for prev. year
Employee Appreciation	440.84	0.00	100.0%	
Professional Development Expenses	7,500.32	10,370.38	-27.68%	
Fundraiser Expenses	4,747.54	2,972.34	59.72%	
Grant Expenditures	3,759.27	3,282.96	14.51%	
Operations	6,107.11	5,846.09	4.47%	
Reconciliation Discrepancies	-13.90	-95.40	85.43%	
Total Expense	87,465.05	72,202.79	21.14%	
Net Ordinary Income	-4,319.66	-3,823.89	-12.97%	
Net Income	-4,319.66	-3,823.89	-12.97%	

We ended the year at a \$4,319.66 deficit, primarily due to:

increased cost of dance fundraiser - paid 50% fare for roundtrip airfare for band from JNU instead of getting flights donated as we have in the past.

June had higher enrollment than ever (higher expenses) and June tuition is not invoiced until July (calculated in the next fiscal year)

#### Tuition Discounts Explained

- |                                    |   |
|------------------------------------|---|
| Business Partner Discount \$377.80 | - This discount is given to our business partners staff whose kids attend during hours they're working                  |
| Employee Benefit \$7,647.25        | - This is not a new discount, but it's the first year we've tracked it. Staff's kids are free while their parents work. |
| Preschool Scholarships \$4,872.25  | - Families request scholarships based on their financial ability to pay   |
| Volunteer Discounts \$3,444.50     | - Logged volunteer hours = discount on tuition  |

11:10 AM  
07/11/19  
Accrual Basis

**Gustavus Children's Enhancement Program**  
**Balance Sheet**  
As of June 30, 2019

Jun 30, 19

**ASSETS**

**Current Assets**

**Checking/Savings**

Certificate	4,060.67
Denali FCU Checking	7,101.08
Denali FCU Gaming	302.50
Denali FCU Savings	32.21
<b>Total Checking/Savings</b>	<b>11,496.46</b>

Restricted to re-start organization in case of folding

**Accounts Receivable**

Accounts Receivable	7,469.26
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we don't expect any of this to be bad debt

<b>Total Accounts Receivable</b>	<b>7,469.26</b>
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**Other Current Assets**

Petty Cash	387.00
Undeposited Funds	203.02

<b>Total Other Current Assets</b>	<b>590.02</b>
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<b>Total Current Assets</b>	<b>19,555.74</b>
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<b>TOTAL ASSETS</b>	<b>19,555.74</b>
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**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Credit Cards**

Chase Ink Credit Card	207.53
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we always pay in full and haven't paid any fees

<b>Total Credit Cards</b>	<b>207.53</b>
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**Other Current Liabilities**

Direct Deposit Liabilities	442.05
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Payroll Liabilities	1,965.87
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<b>Total Other Current Liabilities</b>	<b>2,407.92</b>
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<b>Total Current Liabilities</b>	<b>2,615.45</b>
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<b>Total Liabilities</b>	<b>2,615.45</b>
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**Equity**

Opening Balance Equity	7,251.29
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Unrestricted Net Assets	14,008.66
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Net Income	-4,319.66
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<b>Total Equity</b>	<b>16,940.29</b>
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>19,555.74</b>
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**Gustavus Disposal & Recycling Center (DRC) Quarterly Staff Report**  
**Paul Berry, DRC Manager/ Operator**  
**Monday, August 12<sup>th</sup>, 2019**

My last quarterly report was at the May 13<sup>th</sup> General Meeting. My next quarterly report is scheduled for the November 11<sup>th</sup> General Meeting.

Included in this report is the accompanying August 2019 Facility Statistics for Fiscal Years 2015 – 2019 (July 1<sup>st</sup> – June 30<sup>th</sup>) Five Year Comparison.

## **General Operations and Management**

### Labor

Staffing with the DRC labor pool (Pool) this summer depends on the day of the week: Tuesday is Paul Dzubay and Kenn Magowan, Thursday is Paul D and Jeff Irwin and Saturday is Kenn and Jeff. You'll notice that I am not one of the regular summer workers. As mentioned in my previous report, starting in FY20 my hours have been reduced and more hours have been added to the Pool. My work is now more focused on managing the DRC operation: coordinating recycling shipments, managing the composting operation, coordinating equipment repairs, building maintenance and facility planning.

This summer marks 25 years for me at the DRC. Back in July of 1994 I worked two, four hour days a week by myself. My duties included collecting fees (\$2.00 a bag), managing the burn pit, crushing glass and managing the aluminum can recycling program. Our landfill operation has changed a bit in that time...

As part of the succession planning for my position as DRC Manager I am proposing the creation of a new, regular, DRC Operator position. The Pool would go from the current five members down to two or three members. This change would not be an overall increase of hours at the DRC, rather it is a reorganization of hours and duties to ensure there is a year-round individual who is well versed in the operation of the DRC and is in a position to act as a temporary replacement for me during my absences and would be a candidate for replacing me when I am no longer working at the DRC. The Pool members or myself would act as a replacement for the DRC Operator during their absences and the Pool would provide 2<sup>nd</sup> person staffing for Saturdays and the summer season when two operators are needed. As a regular position the DRC Operator would know that they are expected to work for the City year round in a seasonal full-time, part-time capacity and as a regular employee they would receive the benefits of regular employment with the City. This change in benefits will incur additional expenses for the City because a regular employee is entitled to the health insurance stipend, paid time off and retirement whereas the temporary Pool members receive no such benefits. I know there is aversion within the community about the City creating new positions and I am willing to take the time to work out these concerns with the goal of the new position becoming part of the FY21 budget. If we want dependable staffing at the DRC and a good succession plan for the Manager position, two regular positions at the DRC is not an unreasonable request.

### The compost scene

More food waste is being composted this year than in the past several years. I attribute this to growth in the community and the absence of the hog farming operation out at Rink Creek. I will cover the topic of replacing the Quonset later in this report under the Capital Project Summary section.

One of the challenges with composting more food waste is obtaining enough wood chips for the operation. In the past the Park provided most of our wood chips and once in a while the State would provide wood chips. However, neither of these sources are really providing any

this year so I am relying on sawdust from local sawmills. This is more expensive for our operation as the sawdust has to be hauled to the DRC. Because of its small particle size sawdust is a good source of carbon for the composting process but it does not provide porosity (porosity is defined as spaces in a material) which is necessary for keeping oxygen supplied to the compost pile. Currently I am able to use a mix of sawdust and “overs” (large wood chips, bones, etc. that have passed “over” the sifting screen of the compost sifter) to provide the composting process with both carbon and porosity but I will run out of overs as well. While the City did provide the DRC with funds for the purchase of a wood chipper attachment for our larger Bobcat loader, I have held off on this purchase because of additional costs that will occur with the new compost facility (Quonset replacement). Even with a wood chipper however the DRC will still need brush and tree limbs to chip and the DRC will have to pay for transporting the Bobcat to the brush and for getting the chips back to the DRC. These are the expenses of a viable composting operation especially one that is processing more material as time goes on. However, composting producing a useful soil amendment for the community and is more sustainable than attempting to burn food waste or dealing with the long term consequences coming from the direct burial of food waste.

### Zender Group work

In June I did my first work as a trainer for the Zender Group as a part of their sustainable solid waste management class held in Anchorage. In that Class I met Jeromy Grant who works for the Hoonah Indian Association’s Environmental Office and to make a long story short on June 24<sup>th</sup> I had my first opportunity to go to Hoonah to see their solid waste operation in person and help Jeromy with Hoonah’s first e-waste collection event. Both Jeromy and I see ways that Gustavus & Hoonah could work together to improve our respective solid waste and recycling operations. Gustavus has successful recycling and composting programs that Hoonah could learn from and Hoonah has access to Alaska Marine Line’s barge service. It may be possible for the two communities to pool their recycling shipments together and lower transportation costs. There is a lot to look at and work out with these ideas but I am grateful to at last have a first hand understanding of Hoonah’s solid waste scene.

### **Community Chest**

The Community Chest made over \$16,000 in the last fiscal year, a new record. This is a reflection of a town that likes thrift shopping and a very dedicated volunteer staff at the Chest. As always I am very indebted to Betsy Lesh’s committed volunteer work in managing the day to day operation at the Chest.

This summer, in order to better control the deliveries of junk to the Chest, Betsy and I have decided to keep the yard at the Chest closed except during the Chest’s hours of operation. This has reduced the volume of low quality donations but does present other challenges such as the need of additional volunteer staffing at the Chest to work with and screen deliveries of incoming donations, especially on Saturdays.

Since my last report our front desk volunteers have been - Saturdays: Judy Brakel, Annie Mackovjak, Vickie Bender & Betsy. Wednesdays: Catherine Anderson, Mary Williams, Vicki with additional support by Samantha (Sam) and Jo Neger.

On Wednesdays, and on other days as well, there is sorting, purging and stocking. Since May our volunteers have been: Betsy, Ben Sadler, Carolyn Warren, Becky King, Cathy Martineau, Laura Ross, Kim Ney, Grace Berestecki, Annie, Joyce Lupro, Joyce Gallagher, Vikki Garrett, Katy Dighton, Carolyn Elder, Kim Ney, Joey Bosworth, Koren Bosworth and Sam (hopefully I didn't miss anybody).

### **Solid Waste Management and Facility Planing Process (“SWMP”)**

I have been fortunate to have the support of our City Administrator, Tom Williams, as I put

more effort into completing this important solid waste planning document for the council. Yes, Tom and others would like to have had this report yesterday but this is a very challenging document for me as I would really like to see it cover all the aspects of our operation from careful descriptions of our building and equipment needs, to thorough descriptions of our recycling, composting and non-recyclable waste disposal programs – both existing and proposed. On top of this is are the overall diversion or “zero landfilling” goals, changes in personnel with increased efficiency and waste storage, changes in policy (user fee etc.) and a time-line for when these improvements are to occur. Then there needs to be site diagrams to show what the changes will look like and tables and graphs which demonstrate the increases in waste that our facility is attempting to accommodate. I am doing my best to work on this plan in a timely fashion but good work takes time. One of the primary focuses of the new plan will be replacing our current, undersized building with a larger building. Another important factor in the new plan is upgrading our waste baling operation. Currently, both of our waste handling balers are owned by the Park Service and are undersized for the amount of material that our facility is running through them. The current balers are hand-fed and in most cases it would be more efficient to have a large in-feed hopper on the baler that a small Bobcat loader would feed. The benefits of a larger, more efficient baler is that instead of taking a whole day to bale a given recyclable material it would take an hour or two and instead of producing a 600 pound bale we could produce a larger 1,000 bale. Like-wise when we are currently baling non-recyclable solid waste it takes 20 – 30 minutes to produce a 250- 350 pound bale and over the course of a busy summer day we will make five or six of these small bales. A larger, horizontal baler would instead make one, dense 1,600 pound bale. Our shipping costs would be reduced because we would have greater density for the materials in the shipping van and our waste mound would have a slightly extended life by have more compressed bales placed in it. With a larger building that has a lot more room to store waste, the Operator does not have to bale waste everyday but can allow the waste to accumulate for when there is enough waste to make a bale. A new building and a new baler will be expensive so there has to be careful justification of why and how these improvements will save \$ and space over time.

## **Capital Project Summaries**

### Community Chest Maintenance

This project is mostly replacing and upgrading the seriously rusted heating oil tank with a double wall UL-142 compliant tank similar to City Hall, the Library and the Fire Hall. The old tank has been removed, the new one has arrived and is connected.

Additionally there has been minor repairs in the main building such as: repairing and painting the floor and repairing and painting the exterior walls. The work is being done by a Pool member (Paul Dzubay), local contractors and volunteers.

### Composting System/ Quonset replacement

#### Project description:

The objective of this project is to build a custom designed composting facility that is a 40' wide x 8' deep, ~12' high, shed roofed building constructed with a concrete lower portion and a wood framed upper portion. Each of the five 8' x 8' concrete bins that make up this building will have 4" PVC pipes embedded in the concrete that will feed air to two plenums in the floor. This will provide positive aeration to the bin. Air is supplied by central electric blower controlled by a timer and a temperature probe. Active air flow is not always necessary for our composting operation, however when we are processing a lot of material or material such as fish waste positive aeration is essential to avoid serious odor events. Each bin will have a set of double doors to provide access to the bin and provide for bird control when all the doors are closed. This building will be very durable and as I mentioned it will

be bird proof. It will have the capacity to compost more material than we currently do and in a fashion that is more efficient for the Operator than the system we currently have. As I mentioned it will also allow the DRC to take on the composting of fish waste – provided we can keep a steady supply of wood chips and sawdust coming ...

The new composting facility is to go where the Quonset currently is so prior to the construction of the Compost facility the Quonset building will need to be carefully disassembled with the intent of re-using the metal framing material for another project.

#### Project status:

Construction of the composting facility has been delayed due to the fact that the plans did not have an Alaska based engineer's stamp on them. This was not something I was aware of at the beginning of the project. Fortunately the City has entered into a purchase order agreement with Timberline Engineering (of Juneau) and Terra Construction and Design (of Gustavus, Matt Davis) to create one set of bid ready plans for the new composting facility. Because of this delay I decided to include water delivery system (cistern and/ or well) into the design of the project rather than have it as a poorly defined add-on as it originally was. One of the elements of this PO agreement is for the City to get an accurate estimate for what the construction of the project will cost. Currently, the time-line for completion of this agreement and the creation of the RFQ for construction would be November with construction of the facility in the spring of next year.

#### Inflow Storage and Household Waste Facility Storage Area Project

This is the area between the Small Boat Harbor Road and the Landfill fence that will be turned into a storage area for recyclables prior to their being baled or otherwise processed. Items that are currently being stored in a number of different areas far from the building that house the processing equipment. At this point an RFQ is being drafted that will hopefully be ready for Council review this fall.

#### Household Hazardous Waste Facility

This project is the purchase of a 20' long x 8' wide & 8' high container designed for household hazardous waste storage. The unit includes spill containment, ventilation, shelving, and signage. The proposed container will be fully-constructed at a facility in the lower 48 and is ready to use upon arrival in Gustavus. At this time I am going over the specifications and have been working on developing a list of at least three vendors that I will solicit quotes from. Shipping costs have changed since I last went over the costs for this project and I will need to insure that we can get the new facility here and set up within the project's budget.

The end, thank you.

*Report compiled by [paul.berry@gustavus-ak.gov](mailto:paul.berry@gustavus-ak.gov)*

*August 7, 2019*

**Gustavus Disposal & Recycling Center**  
**August 2019 Facility Statistics for**  
**Fiscal Years 2015 – 2019 (July 1<sup>st</sup> – June 30<sup>th</sup>)**  
**Five Year Comparison**

	FY15	FY16	FY17	FY18	FY19
<b>Waste Stream<sup>1</sup></b>					
Pounds of recyclables ( <i>materials utilized</i> ) % difference from FY15   % diff. from prev FY	202,927	191,650 -6% -6%	183,821 -9% -4%	184,607 <sup>2</sup> -9% 0%	197,497 -3% +7%
Pounds of non-recyclable trash ( <i>the mound</i> ) % difference from FY15   % diff. from prev FY	88,632	103,710 +17% +17%	114,971 +29% +11%	137,262 +55% +19%	146,101 +65% +6%
Total pounds waste delivered % difference from FY15   % diff. from prev FY	291,559	295,360 +1% +1%	298,792 +3% +1%	321,869 +10% +8%	343,598 +18% +7%
Cu. yards Construction/ Demolition waste (C/D) & ash ( <i>uncompressed</i> )	97	164	110	92	102
<b>Operating time</b>					
Number of days receiving waste during reporting period ( <i>incl. appointment days</i> )	210	218	223	243	241
Number of customer transactions	4,601	4,730	4,921	5,164	5,498
Pounds per day average	1,388	1,355	1,352	1,325	1,426
<b>The processing of recyclables<sup>3</sup></b>					
Number of southbound recycle shipments	4	5	5	5	5
Recyclables baled for export to Seattle <u>in pounds</u>	75,652	80,102	79,384	85,281	84,019
<u>in bales</u>	80	85	88	87	90
Pounds of food waste composted	60,333	55,682	43,899	45,695	66,677
Pounds of glass bottles pulverized	52,625	50,890	47,810	46,920	43,260
<b>Income &amp; expense metrics</b>					
Income ( <i>all sources external of the City</i> )	\$74,714	\$85,651	\$82,462	\$95,837	\$102,365
Expense	\$96,206	\$95,940	\$115,247	\$146,669	Note 4
Cost per pound average <sup>5</sup>	\$0.33	\$0.32	\$0.39	\$0.43	Note 4

08/07/19 (Version 1) compiled by [paul.berry@gustavus-ak.gov](mailto:paul.berry@gustavus-ak.gov)

1 The waste delivered to the DRC “Inflow”.

2 Not all the mixed plastic that was landfilled had been deducted. This was corrected on the FY18 Annual Report

3 Baled weights do not include recyclables such as lead-acid batteries, TV's, fluorescent lamps etc. (several thousand pounds in all). The DRC's annual report is a better source of the total weight of all materials recycled.

4 All expense numbers are not available at this time. They will be reported in the FY19 Annual Report

5 Does not include C/D waste in the calculation

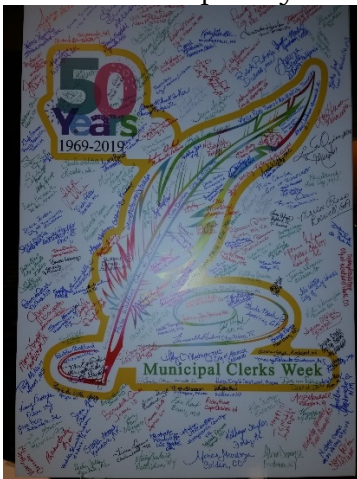


Council ATTENDANCE SHEET is attached

### Training/Conference

- ✓ The International Institute of Municipal Clerks conference in Birmingham, Alabama was well worth the trip and might be my favorite of the three different conferences that I have been attending over the past two years. I met clerks from all over the globe and took away something useful from each session that I attended. It seemed like a lot of sessions this year were focused on self help and preservation that were meant for the work place but could apply outside the work place. Other sessions that I found helpful were Building Trust Within the Community, Leave it Better Than How you Found It, Four Pillars of Leadership from an Athlete Mindset, Working from Strengths, Public Trust and Mistrust and Digital Engagement: Remaining Relevant in the 21<sup>st</sup> Century.

I don't plan on attending the next two conferences as they are all scheduled for back East. Instead, I will wait until 2022 where it is scheduled closer to home in Spokane, Washington and hopefully the following year in Canada.



- ✓ The next training opportunity was at the NW Clerks Institute. This class was paid for through a scholarship that I was awarded. This was my second of three - one week long sessions that I plan to attend. The center photo above are the Alaska Clerks that attended and the photo on the right are all the clerks that attended from Alaska, Washington and Oregon. This was the largest group to date!

A very interesting week was had by diving into some serious organization skills, understanding ourselves and others to better accomplish the work we do, supervision, financial management, records management and resolve.

- ✓ Municipal Clerk Certification – It's been confirmed! My points towards certification have been tallied and I am a year ahead of schedule in earning my MCC. I should be done with all the requirements in November.



## Around the Office

- ✓ Business Directory – Was completed and posted in June. Any new businesses after that posting will be added to the listing in 2020.
- ✓ Volunteer hours  
May 13-August 5<sup>th</sup> Karen Sargent logged 12.5 hours volunteering to run the projection at council meetings. This brings the total of volunteer hours for city hall to 88.5 hours.  
  
Erin Ohlson has volunteered to set up a CoG facebook page. Stay tuned for that!

	Seat A	Seat B	Seat C	Seat D	Seat E	Seat F	Seat G
					E. Ohlson Temp filled by Shelley		
Meeting Date	Cook	J. Ohlson	Casipit	Taylor	Owens	Cannamore	Warner
10-08-2018 General Meeting					Term Began	Term Began	Term Began
10-10-2018 Special Meeting							
10-10-2018 Work Session Strategic Plan							
11-05-2018 Regular Work Session							
11-08-2018 Special Meeting Executive Session Intertie							
11-09-2018 Special Meeting Session Intertie Stakeholder							
11-19-2018 Special Meeting Roadless Rule							
11-19-2018 General Meeting							
11-28-2018 Work Session Strategic Plan							
11-28-2018 Special Meeting							
12-3-2018 Regular Work Session							
12-3-2018 Special Meeting PFAS							
12-10-2018 General Meeting							
12-11-2018 Work Session PFAS/Stragic Plan							
12-18-2018 Special Meeting							
1-7-2019 Regular Work Session							
1-8-2019 Executive Session							
1-14-2019 General Meeting							
2-04-2019 Regular Work Session							
2-11-2019 Regular Meeting							
3-04-2019 Regular Work Session							
3-11-2019 Regular Meeting							
3-13-2019 Special Meeting							
3-13-2019 Work Session							
3-27-2019 Work Session budget							
4-01-2019 Regular Work Session							
4-08-2019 General Meeting							
04-10-2019 Work Session Strategic Plan							
4-19-2019 Work Session GLBA Frontcountry							
5-06-2019 Regular Work Session							
5-13-2019 General Meeting							
6-03-2019 Regular Work Session							
6-10-2019 General Meeting							
7-01-2019 Regular Work Session					VACANT SEAT		
7-08-2019 General Meeting							
7-15-2019 Town Hall SP 1							
7-22-2019 Special Meeting							
7-25-2019 Town Hall SP 2							
8-05-2019 Regular Work Session							
8-12-2019 General Meeting							
8-13-2019 Town Hall Land Use Designation 1							
8-15-2019 Public Meeting Keil/Hannon							
8-13-2019 Town Hall Land Use Designation 2							

Special Meeting/Work Session Present

General Meeting Present

Not a council member at time of meeting

Absent (unexcused)

Absent (excused)

07/02/19

# City of Gustavus

## Profit & Loss Budget vs. Actual COG Accrual

Accrual Basis

July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Returned Check Charges	30.00			
Business License Fees	4,150.00	3,500.00	650.00	118.6%
Donations	1,117.50	1,000.00	117.50	111.8%
DRC Income	102,248.06	89,480.00	12,768.06	114.3%
<b>Federal Revenue</b>				
Natl Forest Receipts-Encumbered	45,494.92	42,673.33	2,821.59	106.6%
Payment In Lieu of Taxes	107,167.43	107,000.00	167.43	100.2%
<b>Total Federal Revenue</b>	152,662.35	149,673.33	2,989.02	102.0%
<b>Fundraising</b>	556.00	700.00	-144.00	79.4%
<b>GVFD Income</b>	7,905.41	8,000.00	-94.59	98.8%
<b>Interest Income</b>	698.82	685.00	13.82	102.0%
<b>Lands Income</b>	11,360.00	12,000.00	-640.00	94.7%
<b>Lease Income</b>	12,720.35	12,720.35	0.00	100.0%
<b>Library Income</b>	1,174.70	1,500.00	-325.30	78.3%
<b>Marine Facilities Income</b>	17,111.00	16,250.00	861.00	105.3%
<b>State Revenue</b>				
Community Assistance Program	85,461.43	85,461.43	0.00	100.0%
Liquor Share Tax	3,350.00	3,350.00	0.00	100.0%
Shared Fisheries Business Tax	1,884.12	1,500.00	384.12	125.6%
<b>Total State Revenue</b>	90,695.55	90,311.43	384.12	100.4%
<b>Tax Income</b>				
Retail Tax Income	393,006.20	358,636.07	34,370.13	109.6%
Room Tax Income	70,505.72	65,000.00	5,505.72	108.5%
Fish Box Tax	12,350.00	15,000.00	-2,650.00	82.3%
Penalties & Interest	25,210.35	0.00	25,210.35	100.0%
Tax Exempt Cards	320.00	150.00	170.00	213.3%
<b>Total Tax Income</b>	501,392.27	438,786.07	62,606.20	114.3%
<b>Total Income</b>	903,822.01	824,606.18	79,215.83	109.6%
<b>Gross Profit</b>	903,822.01	824,606.18	79,215.83	109.6%
<b>Expense</b>				
Administrative Costs	28,578.93	28,800.00	-221.07	99.2%
Advertising	503.57	500.00	3.57	100.7%
Bank Service Charges	2,719.62	2,250.00	469.62	120.9%
<b>Building</b>	16,494.71	16,280.06	214.65	101.3%
<b>Contractual Services</b>	41,109.22	59,500.00	-18,390.78	69.1%
<b>Dues/Fees</b>	7,477.94	8,000.00	-522.06	93.5%
<b>Economic Development Services</b>				
GVA	20,000.00	20,000.00	0.00	100.0%
<b>Total Economic Development Services</b>	20,000.00	20,000.00	0.00	100.0%
<b>Election Expense</b>	276.70	276.70	0.00	100.0%
<b>Equipment</b>	14,389.20	15,946.00	-1,556.80	90.2%
<b>Freight/Shipping</b>	19,602.90	19,900.00	-297.10	98.5%
<b>Fundraising Expenses</b>	0.00	50.00	-50.00	0.0%
<b>General Liability</b>	3,827.10	3,827.10	0.00	100.0%
<b>Holiday gift</b>	2,995.00	3,000.00	-5.00	99.8%
<b>Library Materials</b>	442.65	600.00	-157.35	73.8%
<b>Marine Facilities</b>	4,164.15	4,085.46	78.69	101.9%

07/02/19

Accrual Basis

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July 2018 through June 2019**

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
<b>Payroll Expenses</b>	425,580.93	438,798.05	-13,217.12	97.0%
<b>Professional Services</b>	26,707.42	30,302.77	-3,595.35	88.1%
<b>Public Relations</b>	728.34	730.00	-1.66	99.8%
<b>Repair &amp; Replacement Fund</b>	20,095.76	20,095.76	0.00	100.0%
<b>Road Maintenance</b>	84,996.98	85,000.00	-3.02	100.0%
<b>Social Services</b>				
<b>GCEP dba The Rookery</b>	12,964.00	12,964.00	0.00	100.0%
<b>Total Social Services</b>	12,964.00	12,964.00	0.00	100.0%
<b>Supplies</b>	15,616.92	17,900.00	-2,283.08	87.2%
<b>Telecommunications</b>	19,194.90	20,640.00	-1,445.10	93.0%
<b>Training</b>	12,584.69	13,750.00	-1,165.31	91.5%
<b>Travel</b>	15,913.45	17,350.00	-1,436.55	91.7%
<b>Utilities</b>	16,354.11	18,900.00	-2,545.89	86.5%
<b>Vehicle</b>	6,390.35	7,586.95	-1,196.60	84.2%
<b>Total Expense</b>	819,709.54	867,032.85	-47,323.31	94.5%
<b>Net Ordinary Income</b>	84,112.47	-42,426.67	126,539.14	-198.3%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Encumbered Funds</b>	42,326.67	42,426.67	-100.00	99.8%
<b>Total Other Income</b>	42,326.67	42,426.67	-100.00	99.8%
<b>Net Other Income</b>	42,326.67	42,426.67	-100.00	99.8%
<b>Net Income</b>	<b>126,439.14</b>	<b>0.00</b>	<b>126,439.14</b>	<b>100.0%</b>

City of Gustavus  
**Balance Sheet**  
As of June 30, 2019

	Jun 30, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	106,675.69
AMLIP Capital Improv Long-Term (0630598.2)	479,339.16
AMLIP Repair & Replacement (0630598.3)	257,871.43
AMLIP Road Maint - Unencumbered (0630598.4)	255,364.41
AMLIP Road Maint - Encumbered (0630598.8)	94,844.69
AMLIP Reserve (0630598.12)	757,298.46
APCM.Endowment Fund	1,424,744.29
FNBA - Checking	662,289.72
FNBA Endowment Fund - Checking	33,624.02
Petty Cash	453.36
Total Checking/Savings	4,072,505.23
Accounts Receivable	
Accounts Receivable	22,990.41
Total Accounts Receivable	22,990.41
Other Current Assets	
Prepaid fuel oil	3,796.48
Total Other Current Assets	3,796.48
Total Current Assets	4,099,292.12
<b>TOTAL ASSETS</b>	<b>4,099,292.12</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,075.00
Total Accounts Payable	1,075.00
Credit Cards	
Bank of America Alaska Air Visa	3,915.30
Total Credit Cards	3,915.30
Other Current Liabilities	
Accrued Leave	5,483.41
Deferred Income	14,430.00
Total Other Current Liabilities	19,913.41
Total Current Liabilities	24,903.71
Total Liabilities	24,903.71
Equity	
Fund Balance	3,029,172.37
Opening Bal Equity	1,084,743.57
Net Income	-39,527.53
Total Equity	4,074,388.41
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,099,292.12</b>

**Accounts Receivable Detail****As of 6/30/19**

\$5,063.75	Delinquent Sales Tax
\$3,586.59	Ambulance Transport Billing - In Progress
\$14,430.00	Fish-Box Tax Deferred Income
<b>(\$89.93)</b>	<b>Net of Other Customer Account Balances</b>
<hr/>	
\$22,990.41	Total

**FNBA Checking Account - Unrestricted Funds Balance****As of 6/30/19**

FDIC: The standard deposit insurance coverage limit is \$250,000 per depositor, per FDIC-insured bank, per ownership category.

City of Gustavus has a tri-party agreement in place that collateralizes our account, providing protection for the full value of our account balances.

FNBA Checking Account Balance: \$662,289.72

**Obligated Funds Currently in Checking Account:**

MF	CP18-01 Salmon River Harbor	<b>(\$26,076.96)</b>
	CP18-04 LIDAR of Gustavus	<b>(\$28,400.00)</b>
DRC	CP18-05 DRC Pre-Processing	<b>(\$62,000.00)</b>
DRC	CP18-06 DRC Storage Bins - Jack	<b>(\$1,339.16)</b>
DRC	CP18-07 Household Haz Waste Fac.	<b>(\$59,450.00)</b>
DRC	CP19-02 Community Chest Maint.	<b>(\$10,000.00)</b>
Admin	CP19-03 Gustavus Beach Improv.	<b>(\$45,445.24)</b>
GVFD	CP19-04 GVFD Stryker Power Cot	<b>(\$35,000.00)</b>
Library	CP19-05 Library Heating Upgrade	<b>(\$6,500.00)</b>
DRC	CP19-06 DRC Composting Facility	<b>(\$111,585.00)</b>
GVFD	2019 VFA Grant	<b>(\$3,735.00)</b>
Library	FY19 PLA Grant	<b>(\$80.17)</b>
Roads	USFWS Chase Drvwy	<b>(\$251.02)</b>

Unrestricted Funds: **\$272,427.17**

**Pending Transfers:**

Roads	FY20-01NCO FY19 NFR	<b>(\$2,824.61)</b>
Roads	FY20-02NCO FY20 NFR	<b>(\$85,000.00)</b>
Lands	FY20-03NCO CP19-07 Gravel Extraction Improv.	<b>(\$200,000.00)</b>

Per the Unrestricted Fund Balance Policy (Res. CY18-18), the unrestricted fund balance should be 17-35% of the current fiscal year's operating expenses, with a target of 25%.

FY19 budgeted operating expenses: \$844,713.23

25% = **\$211,178.31**

17% = \$143,601.25

35% = \$295,649.63

# Capital Projects 2019-2024

Page 31 of 79

Capital Projects	Budget Requested	Amount Funded	Funded Project QuickBooks Class Name	Dept./ Committee	Short Form Complete	Full Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Proposed Funding Source
<b>Funded for 2018 (most by FY18-22NCO):</b>											
Preprocessing Storage & Driveway:											
Storage Bins/Pallet Jack (\$18,000)	\$ 18,000.00	\$ 18,000.00	CP18-06 DRC Storage Bins - Jack	DRC	N/A	9/16/2016	9/16/2016	4/8/2019		in progress	AMLIP
Household Hazardous Waste Facility	\$ 59,450.00	\$ 59,450.00	CP18-07 Household Haz Waste Fac	DRC	N/A	12/5/2016	12/12/2016	5/13/2019		2019	CIP, or AMLIP
Salmon River Harbor Clean-up & Kiosk	\$ 27,000.00	\$ 27,000.00	CP18-01 Salmon River Harbor	MF	N/A	1/3/2017	1/9/2017	6/11/2018		in progress	AMLIP
Wilson Rd. - ditching, culverts	\$ 40,000.00	\$ 40,000.00	CP18-02 Wilson Rd Drainage	Roads	N/A	1/26/2018	5/14/2018	6/11/2018		2019	AMLIP
LIDAR	\$ 28,400.00	\$ 28,400.00	CP18-04 LIDAR of Gustavus		4/5/2018	n/a	4/9/2018	6/11/2018		in progress	AMLIP
Community Chest facility maintenance	\$ 10,000.00	\$ 10,000.00	CP19-02 Community Chest Maint.	DRC	3/11/2019	N/A	3/11/2019	4/8/2019		in progress	AMLIP
<b>Funded for 2019:</b>											
Council Chambers Upgrade	\$ 5,250.00	\$ 5,250.00	CP19-01 Council Chambers	Admin	finite	finite	3/11/2019	3/11/2019		done	AMLIP
						10/31/2017 bike shelter only - needs revision					
Library Bike Shelter/Shed	\$ 15,000.00	\$ -		Library	N/A					2019	AMLIP
Library Roof Repair	\$ 50,000.00			Library	N/A					2019	AMLIP R&R
Library Heating Control Upgrade	\$ 6,500.00	\$ 6,500.00	CP 19-05 Library Heating Upgrade	Library	4/8/2019	N/A	4/8/2019	4/8/2019		in progress	AMLIP R&R
Gustavus Beach Improvements: Phase 1	\$ 65,800.00	\$53,150.00	CP19-03 Gustavus Beach Improv.	Admin	N/A	3/11/2019	3/11/2019	4/8/2019	Phase 1	in progress	AMLIP
						1/2/2018, revised 3/11/19	1/15/2018, revised 3/11/19	5/13/2019	Phase 2	in progress	CIP, or AMLIP CP and R&R
Compost Yard Improvement	\$ 111,585.00	\$ 111,585.00	CP19-06 DRC Composting Facility	DRC	N/A					received	AMLIP
GVFD Stryker Power Cot and Power Load	\$ 35,000.00	\$ 35,000.00	CP19-04 GVFD Stryker Power Cot	GVFD	3/11/2019	N/A	3/11/2019	4/8/2019	Total cost = \$42,000. Code Blue grant = \$7000		AMLIP
Gravel Pit Improvements	\$ 500,000.00		CP19-07 Gravel Extraction Improv.	Lands	N/A	4/25/2019	5/13/2019	pending 8/12/19		in progress	AMLIP
						9/16/2016, revised 3/11/19	9/16/2016, revised 3/11/19	5/13/2019	6/11/18 amended scoping document; 3/11/19 amended		2019 CIP, or AMLIP
Inflow Storage & HHW Facility Storage Area	\$ 50,000.00	\$ 26,400.00	CP18-05 DRC Pre-Processing	DRC	N/A						
Library Expansion - Architectural & Engineering	\$ 30,000.00	\$ -		Library	3/1/2018		2/11/2019			Mid-range	CIP
Roof/Building Expansion - Architectural & Engineering	\$ 30,000.00			GVFD	N/A	2/9/2018	2/12/2018			Mid-range	CIP
Lifepak15 Cardiac AED/Monitor	\$ 38,000.00			GVFD	2/1/2019					Mid-range	Code Blue & ?
Gustavus Beach Improvements: Parking Area	\$ 40,000.00			Admin	N/A	3/11/2019	3/11/2019		Phase 2	Mid-range	
Refurbish/Repurpose Composting Quonset	\$ 15,000.00	\$ -		DRC					Phase 3	Mid-range: 2020?	
Landscape Design consulting	\$ -	\$ -		-split-	2/20/2018				Phase 1	Mid-range	
Utility Pick-up Truck	\$ -	\$ -		GVFD	2/15/2018					Mid-range	
City Hall & Fire Hall Energy Audit Repairs				GVFD & Admin	3/1/2018	Res. CY18-12				Mid-range	
							2/12/2018, revised 2/11/2019				CIP - state, federal grant
Roof/Building Expansion	\$700,000			GVFD	N/A	2/9/2018				Long-range	
Driveway Relocation or River Bank Stabilization	\$ -	\$ -		Admin	N/A				Phase 2	Long-range	AMLIP
City Hall front room - carpeting, painting, windows	\$ -	\$ -		Admin	2/14/2018					Long-range	
Old P.O./Preschool building refurbish	\$ -	\$ -		Admin	2/20/2018					Long-range	
Water Tender / Road Water Truck	\$ -	\$ -		GVFD	2/15/2018					Long-range	
Edraulic Extrication Equipment	\$35,000			GVFD	2/15/2018					Long-range	AFG
911 System Upgrade	\$ -	\$ -		GVFD						Long-range	
Library Expansion	\$ -	\$ -		Library	3/1/2018					Long-range	
Grandpa's Farm Road Bridge & Culvert				Roads						Long-range	USFWS and/or AKSSF
Main Building Replacement	before landfill closes	\$ -		DRC	N/A	will be part of plan to be submitted in 2019				Long-range	
Landfill Closure 4-8 years	long-term	\$ -		DRC	N/A	will be part of plan to be submitted in 2019				Long-range	
Baler Purchase	long-term	\$ -		DRC	N/A	will be part of plan to be submitted in 2019				Long-range	
City Vehicle	\$ -	\$ -		-split-	2/20/2018					Long-range	
Salmon River Harbor Waterless Restrooms				MF						Long-range	
Salmon River Harbor Public Floats				MF						Long-range	
Total Capital Projects	\$1,909,985.00	\$ 420,735.00									
CAPGIS 2018 submission											
CAPGIS 2019 submission											

**Incoming Grants/Scholarships to City of Gustavus FY19**

Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
Library	Library Supplies	7/13/2018	\$7,000.00	FY19 PLA Grant	\$6,919.83	\$80.17	State of AK Public Library Assistance (PLA) grant for library materials
	Reading with Rachel	7/16/2018	\$571.00	Reading with Rachel	\$571.00	\$0.00	Grant from Jon & Julie Howell
	Library Internet	7/20/2018	\$2,078.40	SoA OWL Internet Subsidy	\$2,078.40	\$0.00	Alaska OWL monthly internet subsidy
	Library Training & Travel	4/2/2019	\$1,937.76	---	\$1,937.76	\$0.00	State of AK grant for AkLA conference reimbursement
	Library Training	5/16/2019	\$500.00	---	\$500.00	\$0.00	State of AK library NASA STEM travel grant
	Library Training & Travel	6/4/2019	\$455.00	--	\$455.00	\$0.00	State of AK grant for SLICE training reimbursement
GVFD	GVFD Equipment	Spring 2018	\$25,450.00	funds can be spent over 2 years	\$13,765.50	\$11,684.50	SEREMS Code Blue Grant 2018 - GVFD pays 10% match + \$30,350 more needed for Power Cot (Code Blue will pay \$7000)
	GVFD Supplies	4/27/2018	\$7,312.50	2018 VFA Grant	\$7,312.50	\$0.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
	Carbon Monoxide Detectors for Community Members	1/16/2019	\$945.00	approx. value of 27 sets of detectors	\$945.00	\$0.00	First Alert grant
	GVFD Supplies	3/25/2019	\$3,735.00	2019 VFA Grant	\$0.00	\$3,735.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
	GVFD Training	5/29/2019	\$1,549.68	registr. fee for 2 attendees (\$750) + hotel reimbursement (\$799.68)			SEREMS MiniGrant for Southeast Regional Symposium
	GVFD Training	June 2019	hotel & per diem for volunteer firefighter to attend AK Rural Fire Fighter Training Seminar				State of AK, DPS, Div. Fire & Life Safety
Admin	City Clerk Training	2/12/2019	\$400.00		\$400.00	\$0.00	IIMC Foundation scholarship for IIMC institute Jun. 2018
	City Clerk Training	12/16/2018	\$500.00	--	\$500.00	\$0.00	AAMC scholarship for Nov. 2018 annual conference
	Council Member Training 10/29-	11/10/2018	\$863.09	--	\$863.09	\$0.00	State of AK/DCRA grant for travel/lodging reimbursement
	City Hall Equipment	2/20/2019	\$1,000.00	--	\$1,000.00	\$0.00	APEI Safety Grant used to purchase AED
	City Clerk Training	summer 2019	\$1,550.00	--	\$0.00	\$1,550.00	AAMC scholarship for NW Clerks Institute June 2019
	City Clerk Training	summer 2019	\$400.00	--	\$0.00	\$400.00	IIMC Foundation scholarship for IIMC institute Jun. 2019

\$56,247.43

**Outgoing Grants from City of Gustavus - Endowment Fund Grant (EFG)**

Resolution	Grantee	Date Awarded	Amount Awarded	QB Class Name	Amount Disbursed to Date	Remaining Funds	Notes
CY18-33	GCEP	12/11/2018	\$4,363.95	2019 EFG - GCEP	\$2,220.64	\$2,143.31	
CY18-33	GHAA	12/11/2018	\$3,424.00	2019 EFG - GHAA	\$3,424.00	\$0.00	
CY18-33	Gustavus Helping Hands	12/11/2018	\$4,540.00	2019 EFG - GHH	\$1,216.00	\$3,324.00	
CY18-33	Gustavus Public Library	12/11/2018	\$2,902.60	2019 EFG - GPL	\$86.93	\$2,815.67	
CY18-33	Gustavus School	12/11/2018	\$9,606.75	2019 EFG - GST School	\$1,839.72	\$7,767.03	
CY19-01	Gustavus Community Center	1/14/2019	\$17,514.70	2019 EFG - GCC	\$0.00	\$17,514.70	





## BEACH IMPROVEMENTS

We received a quote for the installation of the barriers of \$23,000. The quote includes sourcing the logs, placing the rope attachment, and cementing the installation. We are waiting the arrival of the metal signs and the response to the RFP for the parking lot. With the metal signs we will have approximately \$40,000 of materials installed.

There has been talk/rumors that when/if the barriers, signs, etc. are installed that they will be removed or damaged. Without a mechanism to identify perpetrators and recover damage costs is it prudent to risk the expense?

An alternate suggestion is to use local logs versus cedar logs from Hoonah with the intent of experiencing what level of vandalism we encounter. Also, consider what signs, if any we want to place.

The purpose of this approach is to evaluate the level of acceptance of the Cooperative Resource Management Plan. Since the summer season is about over, the evaluation will give the Council time to determine if any steps should be taken to protect the beach improvement investments. **How would the Council like to proceed?**

The beach parking lot may have it a bump in the road. The tank farm lease gives the lessee use of the property:

7. Access to Premises. The Lessee shall have the quiet and peaceful enjoyment of the Premises during the term of the lease. The City reserves the right of ingress to and egress from the Premises for the City and its authorized representatives upon reasonable notice to Gustavus Dray.

Alternate sites for the parking lot may be challenging because of permitting. The concern is that a suitable location for a parking lot may require permitting from the Army Corps of Engineers and/or the Alaska Department of Environmental Conservation. Permitting may be possible but it is a long and potentially expensive process. However, the parking lot RFP includes language to determine a suitable location. The RFP is due August 12 which is the date for the General Meeting. If the RFP responses are acceptable it may result in a quick turn-around for the meeting. I would like to put the RFP on the agenda for the possibility of having the City Council considering approval. **Does the Council have objections to this approach?**

Alternatives to the parking issues include the following:

- Utilizing existing/modified parking areas
- No parking lot, parking would be limited to Dock Road and the east side beach access
- Continue with a parking lot location with consideration of the consultant recommendations

The beach group is aware of the parking lot issues and I expect to hear feedback from them on the above comments.



## **TOWN HALL SERIES**

The Strategic Plan Town Halls were a success with over 40 members of the public in attendance and a plethora of comments received. A work session has been scheduled on August 14 at 5:30 to review the comments and discuss/make any changes.

The next Town Hall, Land Use Designation (LUD), is August 13 and 15. I'm proposing a Panel format that would be executed similar to panel discussions you probably have seen before. The following is a suggested process:

City Administrator presents the topic and the format for the forum, followed by a discussion of what a LUD program is and why we are having the discussion. Following the subject presentation, the discussion would be opened to a question and answer period with the panel. I suggest 3 Council members on the panel to answer questions. It would be useful to have a briefing with the panel prior to the meeting to go over specifics of a LUD and purpose of the topic. **How does the Council wish to proceed with the topic?**

## **GRAVEL PIT OPERATIONS**

An analysis of the cost for a suction dredge extraction method was sent out on July 19 (version 2) that identified the annual profit/loss of the operation; I have been told that \$20 p/hr is too low of an estimate... I am waiting for an opportunity to arrange a visit to Juneau to see the operation. I contacted AggPro (a rock and gravel business in Juneau) to get a quote of pit run gravel. The cost for 2,500cy, the estimated annual demand by the City, would be approximately \$36,000 (around \$14cy) plus the cost of barging to Gustavus and moving the material to location. This does not provide for contractors or others' demand. I expect that it will be the end of the season before a visit to Juneau is likely.

The gravel pits survey RFP is due August 1 and we have not received any Intent to Respond. We may need to try again after season.



## **STATE SENATOR KIEHL AND REPRESENTATIVE HANNAN VISIT**

Our legislative representatives will be visiting Gustavus on August 14 and 15 with a Council meeting at 3pm on the 15<sup>th</sup> at City Hall. **Are there any specific issues you would like me to prepare for?**



**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

# Public Comment on Non-Agenda Items



**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

# Consent Agenda

<b>1. Agency/Locality</b> City of Gustavus	<b>2. Division/Department</b> Admin, City Clerk	<b>3. Person Completing Form</b> Karen Platt, City Clerk
<b>4. Address, City, State &amp; Zip</b> P.O. Box 1, Gustavus	<b>5a. Telephone Number &amp; Extension</b> 907-697-2451	<b>5b. E-mail Address</b> clerk@gustavus-ak.gov

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
A-4 4yrs	Accounts Rec'/Payable	2012, 2013	City Hall	2 pocket files	Recycle
C-8, 10 yrs	Petitions	05, 06, 07, 08	City Hall	2 pocket files	Recycle
			City Hall		
			City Hall		
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			City Hall		

<b>7. MAYOR</b> _____	<b>DATE</b> _____
<b>8. CITY CLERK/TREASURER</b> _____	<b>DATE</b> _____
<b>9. RECORDS DESTRUCTION</b>	
<b>AFFIRMED BY:</b> _____	<b>DATE</b> _____

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY20-06NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2020**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

**Section 1.** Classification. This is a **Non-Code Ordinance**

**Section 2.** For the Fiscal Year of 2020, the following City held account balance transfers are to be made for the reasons stated.

**Section 3.** For the Fiscal Year of 2020, the City held accounts are amended to reflect the changes as follows:

**Amounts**

<b>CITY HELD ACCOUNTS</b>	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
	<i>*Approximate, this is a dynamic value.</i>		
FBNA Checking account	\$716,556.32	\$691,201.66	<\$ 25,354.66>
AMLIP – Repair & Replacement	\$258,346.93	\$283,701.59	\$ 25,354.66
<i>FY20 budgeted expenses for contributions to a Repair and Replacement Fund for every department.</i>			

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Total Change in Account Balances	\$ 0.00
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**Section 4.** The FY20 City held accounts are hereby amended as indicated, and any portion of the approved budget inconsistent with this amendment is repealed.

**Section 5.** Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

**DATE INTRODUCED:** August 12, 2019

**DATE OF PUBLIC HEARING:** September 16, 2019

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_th day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Cal Casipit, Mayor

\_\_\_\_\_  
Attest: Phoebe Vanselow, City Treasurer

\_\_\_\_\_  
Attest: Karen Platt, City Clerk



**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

# Ordinance for Public Hearing

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY20-01NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2019**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

**Section 1.** Classification. This is a **Non-Code Ordinance**

**Section 2.** For the Fiscal Year of 2019, the following City held account balance transfers are to be made for the reasons stated.

**Section 3.** For the Fiscal Year of 2019, the City held accounts are amended to reflect the changes as follows:

**Amounts**

<b>CITY HELD ACCOUNTS</b>	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
<i>*Approximate, this is a dynamic value.</i>			
FNBA checking account	\$ 697,333.10	\$ 694,508.49	<\$ 2,824.61>
<i>AMLIP – Road Maintenance funds transferred for FY19 = \$42,326.67 net, while actual expenses for FY19 Road Maintenance = \$84,996.98, partially paid by \$45,494.92 in National Forest Receipts.</i>			
AMLIP – Road Maint-Encumbered	\$ 94,744.18	\$ 97,568.79	\$ 2,824.61
<i>The difference between actual funds transferred and actual expenses for FY19 Road Maintenance, encumbered for use as necessary for road maintenance in the future.</i>			

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Total Change in Account Balances	\$ 0.00
----------------------------------	---------

**Section 4.** The FY19 City held accounts are hereby amended as indicated, and any portion of the approved budget inconsistent with this amendment is repealed.

**Section 5.** Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

**DATE INTRODUCED:** *July 8, 2019*

**DATE OF PUBLIC HEARING:** *August 12, 2019*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_th day of August, 2019.

\_\_\_\_\_  
Cal Casipit, Mayor

\_\_\_\_\_  
Attest: Phoebe Vanselow, City Treasurer

\_\_\_\_\_  
Attest: Karen Platt, City Clerk



**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY20-02NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2020**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

- Section 1.** Classification. This is a **Non-Code Ordinance**
- Section 2.** For the Fiscal Year of 2020, the following City held account balance transfers are to be made for the reasons stated.
- Section 3.** For the current fiscal year, the City held accounts are amended to reflect the changed estimates as follows:

<b>Amounts</b>			
<b>ACCOUNTS</b>	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
	<small>*Approximate, this is a dynamic value</small>		
AMLIP – Road Maint -Encumbered	\$ 97,568.79	\$ 12,568.79	<\$ 85,000.00>
FBNA Checking account	\$ 694,508.49	\$ 779,508.49	\$ 85,000.00
<small>Encumbered funds transferred for FY20 Road Maintenance, per FY19-23NCO adopting the FY20 budget.</small>			
Total Change in City Held Account Balances			\$ 0.00

- Section 4.** The FY20 City held accounts are hereby amended as indicated.
- Section 5.** Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

**DATE INTRODUCED:** *July 8, 2019*

**DATE OF PUBLIC HEARING:** *August 12, 2019*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_th day of August, 2019.

\_\_\_\_\_  
Cal Casipit, Mayor

\_\_\_\_\_  
Attest: Phoebe Vanselow, City Treasurer

\_\_\_\_\_  
Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY20-04NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2020**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

**Section 1.** Classification. This is a **Non-Code Ordinance**

**Section 2.** For the Fiscal Year of 2020, the following City held account balance transfers are to be made for the reasons stated.

**Section 3.** For the current fiscal year, the budget and City held accounts are amended to reflect the changes as follows:

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change
	Account Balance*			
	*Approximate, this is a dynamic value			
CP-19-08 Library Roof Repair/Shed/Awning	\$ 0.00	\$ 60,000.00	\$ 60,000.00	
AMLIP Capital Improv Current	\$ 106,675.69	\$ 46,675.69	<\$ 60,000.00>	
Funds transfer for a 2019 capital project that combines two projects approved in the Capital Improvement Plan approved by the City Council at the March 11, 2019 general meeting.				
Total Change in City Held Account Balances			\$ 0.00	

**Section 4.** The City held accounts are hereby amended as indicated.

**Section 5.** Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

**DATE INTRODUCED:** *July 22, 2019*

**DATE OF PUBLIC HEARING:** *August 12, 2019*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_<sup>th</sup> day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Cal Casipit, Mayor

\_\_\_\_\_  
Attest: Phoebe Vanselow, City Treasurer

\_\_\_\_\_  
Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY20-05NCO  
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
DEPARTMENT BUDGETS FOR FISCAL YEAR 2020**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

**Section 1.** Classification. This is a **Non-Code Ordinance**

**Section 2.** For the Fiscal Year of 2020 estimated income and expenditures have changed from the estimates in the approved budget.

**Section 3.** For the current fiscal year, the budget is amended to reflect the changed estimates as follows:

<b>Budget Category</b>	<b>Amounts</b>		<b>Change</b>
	<b>Original Budget</b>	<b>Amended Budget</b>	
<b>INCOME</b>			
Federal Revenue: Payment in Lieu of Taxes	\$ 100,000.00	\$ 67,848.46	<\$ 32,151.54>
<i>The FY20 budget estimated revenue based on past years, but the FY20 actual amount is much lower.</i>			
State Revenue: Community Assistance Program	\$ 82,598.89	\$ 82,845.41	\$ 246.52
<i>The FY20 actual amount was announced 07/17/2019.</i>			
Tax Income:Retail Tax Income	\$ 370,000.00	\$ 378,700.00	\$ 8,700.00
Prior-Year Cash Balance	\$ 79,000.00	\$ 106,638.93	\$ 27,638.93
Roads:Other Income	\$ 0.00	\$ 3,777.00	\$ 3,777.00
<i>Income from the sale of the brusher, per FY19-28NCO.</i>			
<b>Total Change in Income</b>			<b>\$ 8,210.91</b>

<b>EXPENSE</b>	<b>Amounts</b>		<b>Change</b>
	<b>Original Budget</b>	<b>Amended Budget</b>	
Social Services:GCEP dba The Rookery	\$ 14,890.00	\$ 13,890.00	<\$ 1,000.00>
<i>The FY20 City of Gustavus budget incorrectly listed the FY20 budget request from The Rookery.</i>			
Library:Telecommunications	\$ 5,900.00	\$ 7,978.40	\$ 2,078.40
<i>The State of Alaska FY20 budget eliminated the Online with Libraries (OWL) funding that provided a \$2,078.40 grant for partial financial support for the Gustavus Public Library's internet service.</i>			
Roads:Supplies	\$ 0.00	\$ 305.00	\$ 305.00
<i>Replacement and additional road name signs were purchased in conjunction with a larger capital project purchase for the beach signs.</i>			
General Liability	\$ 5,000.00	\$ 10,717.80	\$ 5,717.80
<i>The final insurance premiums for FY20 were received after the FY20 budget was passed.</i>			
Marine Facilities:Insurance	\$ 1,625.00	\$ 1,851.36	\$ 226.36
<i>The final insurance premiums for FY20 were received after the FY20 budget was passed. This is property insurance on the city floats.</i>			
GVFD:Vehicle:Insurance	\$ 3,740.00	\$ 3,445.93	<\$ 294.07>
<i>The final insurance premiums for FY20 were received after the FY20 budget was passed.</i>			

Admin:Building:Insurance	\$ 450.00	\$ 507.73	\$ 57.73
<i>The final insurance premiums for FY20 were received after the FY20 budget was passed.</i>			
DRC:Building:Insurance	\$ 665.00	\$ 756.40	\$ 91.40
<i>The final insurance premiums for FY20 were received after the FY20 budget was passed.</i>			
GVFD:Building:Insurance	\$ 1,450.00	\$ 1,685.02	\$ 235.02
<i>The final insurance premiums for FY20 were received after the FY20 budget was passed.</i>			
Library:Building:Insurance	\$ 1,950.00	\$ 2,307.88	\$ 357.88
<i>The final insurance premiums for FY20 were received after the FY20 budget was passed.</i>			
Marine Facilities:Building:Insurance	\$ 2,400.00	\$ 2,835.39	\$ 435.39
<i>The final insurance premiums for FY20 were received after the FY20 budget was passed. This is property insurance on the bulk fuel facility and waterless restrooms.</i>			

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Total Change in Expense **\$ 8,210.91**

**Section 4.** The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

**Section 5.** Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

**DATE INTRODUCED:** *July 22, 2019*

**DATE OF PUBLIC HEARING:** *August 12, 2019*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_th day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Calvin Casipit, Mayor

\_\_\_\_\_  
Attest: Phoebe Vanselow, City Treasurer

\_\_\_\_\_  
Attest: Karen Platt, City Clerk



**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

# Unfinished Business



**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

# New Business

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY19-16**

**A RESOLUTION TO ASSURE THE SUSTAINABLE PRACTICE OF MATCHING THE  
EXPANSION OF CITY SERVICES TO THE GROWTH OF THE POPULATION AND  
SUBSEQUENT INCREASE IN ECONOMIC ACTIVITY AS REFLECTED IN LOCAL  
TAX AND FEE REVENUES**

**WHEREAS**, the City of Gustavus payroll expenses have increased over the past 4 years, and the city from time to time considers adding more staff positions and expanding services; and,

**WHEREAS**, 152 local people signed a petition in July 2019, requesting the City of Gustavus slow municipal growth and services by linking that growth to tax and fee revenues;

**NOW, THEREFORE, BE IT RESOLVED**, the City of Gustavus shall take a measured approach to expand city services only when population growth and revenue growth, or other savings, can sustain these services over the long term;

**NOW THEREFORE, BE IT FURTHER RESOLVED**, the City Council shall prepare and manage a conservatively balanced operating budget annually, in accordance with State law and with best municipal practice, that considers carefully the potential for unanticipated reductions in revenue, or increases in costs due to emergencies, as may occur during the fiscal year or in future fiscal years;

**NOW THEREFORE, BE IT FURTHER RESOLVED**, the City shall prepare and manage a capital improvement budget annually and approve capital improvement projects only from existing saved funds from previous years or from approved grant funds and shall consider operating costs that may affect the operating budgets of future years, and/or the long-term sustainability of the constructed capital project.

**PASSED** and **APPROVED** by the Gustavus City Council, this       day of       , 2019, and effective upon adoption.

---

Calvin Casipit, Mayor

---

Attest: Karen Platt, City Clerk

Attest: Karen Platt, City Clerk





**City of Gustavus**  
PO Box 1  
Gustavus, Alaska 99826  
Phone: (907) 697-2451

**CITY OF GUSTAVUS**

**REQUEST FOR PROPOSALS**

**RFP FY20-COG01**

**Beach Parking Lot Site Plan**

**Opening Date: August 1, 2019**

**Time: 3:00pm ADT**

**Location: Gustavus City Hall**

*PLEASE PROVIDE PROPOSALS* to furnish the services listed for

**Parking Lot Site Plan**

\*\*\*\*\*

DELIVER QUOTES TO:

\*\*\*\*\*

City of Gustavus  
Gustavus City Hall  
PO Box 1  
Gustavus, Alaska 99826

\*\*\*\*\*

**THIS IS NOT AN ORDER**

\*\*\*\*\*

**PROPOSALS MUST BE RECEIVED BY THE DATE AND TIME SHOWN ABOVE.**

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## **REQUEST FOR PROPOSALS - RFP FY19-COG01**

### **1. REQUEST FOR PROPOSAL (RFP)**

The City of Gustavus (City) invites you to respond to this Request for Proposal (RFP). The focus of the RFP is to select a single organization (Vendor) to provide a site plan for a parking lot.

### **2. INTRODUCTION TO CITY OF GUSTAVUS**

Gustavus, Alaska, gateway to Glacier Bay National Park, is located on the north side of Icy Strait and is situated on a large, flat, glacial outwash plain. The economy is based on government, tourism, commercial fishing, construction, education, and health services. The population was estimated at 558 in the most recent Population Determination by the State of Alaska and is thinly spread over 23 square miles. This is in marked contrast to the region's more typical fishing settlements built into dense clusters between sea and cliff. Gustavus is not connected to the State road system but does have a large jet-capable airport about a half hour flight from Juneau. Alaska Marine Highway ferry service commenced in November 2010 and provides year-round service generally two times per week.

The City of Gustavus was incorporated on April 1, 2004 as a Second-Class City. The seven-member volunteer City Council governs the City. After each fall election, the new Council votes on one of its members becoming the volunteer Mayor for a one-year term. The City provides the following services: Fire/EMS, solid waste disposal, a second-hand store, small boat harbor and dock floats, and a library. Seven residents are employed year-round, with additional part-time staff and many volunteers providing additional support. Law enforcement is provided by the Alaska State Troopers or by Park Rangers within the boundaries of Glacier Bay National Park.

The project job site is Tract A, a parcel of land located with Township 40 South, Range 59 East, Copper River Meridian, Section 19, located to the west of the centerline of the existing dock road, and containing 16.26 acres, more or less and/or Tract B, a parcel of land located within Township 40 South, Range 59 East, Cooper River Meridian, Section 19, and located east of the centerline of the existing dock road, and containing 16.19 acres, more or less. The lot is generally flat, with some forested terrain that consists of an area being used by residents and visitors. Initial proposed site is located off of State Dock Road at 58°23'35.72N 135°43'39.41W elevation 23'. Dock Road runs generally north-south. The lot is accessible from Dock Road.

The site of the work is under a Cooperative Resource Management Agreement between the City of Gustavus and the Alaska Department of Natural Resources (owner). A copy of the agreement can be found at the City's Home Page: <https://cms.gustavus-ak.gov/administration>.

### **3. PROJECT OVERVIEW**

This work consists of a site plan with boundary markers identifying the boundaries of the subject parking lot. Work shall be performed on an "as requested" basis, at the direction of the City Administrator and/or Mayor. At the end of the project, the

contractor will supply an engineer-stamped site plan if determined to be necessary based on the proposed work.

#### **4. SERVICE REQUIREMENTS**

As part of this RFP, the current priority items for the City include a parking lot site plan that could be used for subsequent construction of a parking lot. Attachment A is an illustration of the site with a suggested location for the parking lot. However, the site plan can locate parking in the location with the most practical use.

This work consists of a site plan for a parking lot. The size of the parking lot will be determined by space available. The projected need of parking spaces is for 40 standard vehicle spaces (9'x20'); 2 ADA handicap spaces (9'x20') and 1 ADA van accessible space (9'x20' unless on an aisle 5'x20'); 10 truck/trailer parking spaces (10'x40').

The work will include the following:

- Boundary markers at each corner of the parking lot
- Plans for access improvements to Dock Road (see attached map)
- Evaluation of the geotechnical and/or surface requirements for the intended use
- Determination/recommendation if the work requires engineering or construction
- Plans for opening for access to beach area (see attached map for location)
- Acquiring all necessary state and federal permits

#### **5. SELECTION CRITERIA**

Pursuant to Title 4, Section 4.17.150 Professional services contracts, of the City of Gustavus Code of Ordinances, the selection of professional assistance shall be based on competence, skill and experience. The council shall not award a contract to an individual, a partnership, or a corporation that is not registered, not qualified, or not authorized under Alaska Statutes.

#### **6. RESPONSE CONTENTS AND FORMAT**

Please complete all sections of the RFP. If additional material is required for one or more questions, please label attachments clearly and reference them in your response. Your response to this RFP will serve as the basis for the consideration of your potential as a partner.

#### **7. PROPOSAL FORMAT**

Please use the following as a guideline to format your proposal:

##### **a. Length and Font Size**

- Please use Times New Roman 12-point font.
- Please use one-inch (1") margins.
- Maximum proposal length including title page, cover letter, proposal, qualifications and budget should not exceed 10 pages.

##### **b. Title Page**

The Title Page must not be more than one (1) page in length and must include the following: City of Gustavus Beach Parking Lot Site Plan

- your company name
- your company address
- telephone number
- fax number
- website address
- e-mail address and primary contact person

**c. Cover Letter**

The Cover Letter must not be more than one (1) page in length and must be signed by the person or persons authorized to sign on behalf of the company.

**d. Proposal**

The Proposal must not be more than ten (10) pages in length. Discuss your proposed solution(s), including the features, benefits and uniqueness of your solution(s). You should also touch on your ability to deliver the project in a timely manner. Specifically, provide the following information:

- Key activities
- Timing
- Information/resource requirements from the City
- Deliverables
- Key milestones, checkpoints, and other decision points

Please identify the team that will be assigned to the account, including certifications with expiration dates, and describe how you plan to interact with us (including when and how services will be provided on-site) and any third-party providers that may provide services to the City.

**e. Qualifications**

A list of Qualifications must not be more than five (5) pages in length. For the purposes of understanding more about your company and your ability to successfully fulfill this important City requirement, please provide examples of similar work, references, and up to three examples of similar work.

**f. Budget**

The budget must encompass all wages, supplies, travel, or other costs necessary to complete the project. Include the staff you anticipate working on the project; their hourly rates must be identified. The budget must not be more than three (3) pages in length and must detail all the cost in the following categories:

- Personnel
- Fringe Benefits
- Travel
- Supplies
- Sub Contractual
- Other
- Overhead

**8. COMMUNICATIONS AND RESPONSE**

The City Administrator is designated as the City of Gustavus' representative for this initiative. For any information relative to this RFP, please direct all inquiries to his contact information as follows:

Tom Williams, PhD, City Administrator  
 907-697-2451 (Office)  
 Tom.williams@gustavus-ak.gov

**9. NOTIFICATION OF INTENT TO RESPOND AND CLARIFICATION QUESTIONS**

Please indicate your intention to respond, by email, to the above email address by the Intent to Respond and Questions Due date outlined in the Key Dates table below. In addition, please provide the contact details of the individual responsible for coordinating your RFP response. At the same time, we ask that you submit any clarification questions regarding the RFP. Answers will be provided to all respondents by the Answers Provided date.

**10. RESPONSE DELIVERY INSTRUCTIONS**

Please submit an electronic copy of your proposal to the email address indicated in the Communications and Response section above. All responses must be received on or before close of business (3:00 pm Alaska Daylight Time) on the Proposals Due date indicated in the Key Dates table below.

**11. KEY DATES**

<b>Date</b>	<b>Milestone</b>
July 9, 2019	RFP is issued
July 22, 2019	Intent to Respond and Questions due
July 26, 2019	Answers to questions are sent to Vendors by e-mail and by postal mail, in the form of a formal addenda to this RFP.
August 1, 2019	Proposals must be received by the City Administrator by 3pm Alaska time. Written acknowledgement of receiving addenda must also be received by this time.
August 12, 2019	Gustavus City Council regular meeting. Contract may be awarded at this date, or further consideration may be deemed necessary.

**12. AGREEMENT OF NON-DISCLOSURE**

Proposals submitted to the City become public records because they are evidence of a procurement decision by a public entity. As such, they are subject to provisions of the Alaska Statutes and may be made available to the public upon request. However, the City recognizes that proposals may contain information that a Vendor may consider proprietary or business confidential. Information is

considered proprietary or business confidential when it is not usually disclosed outside your organization, and when its disclosure is likely to cause you substantial competitive harm. In order to ensure that such information is properly protected from disclosure, Vendors are asked to submit a second redacted version of their Proposal, with proprietary and business confidential information redacted. All non-public information about the vendor's staff (if applicable) should be removed as well. If a Vendor does not submit a redacted version of their Proposal, the City may disclose their Proposal in full in accordance with the City's public records request policy and procedure. If, in the City's judgement, Vendor has redacted substantive information that is not proprietary or business confidential, the City may ask Vendor for a revised redacted version and may not consider Vendor's proposal unless a satisfactory redacted version is supplied within 7 days of the City's request. The original, unredacted version of the Proposal will remain in the City's files until destroyed in accordance with the City's file records retention schedule, but the full proposal will be treated as confidential if a satisfactory redacted version is supplied.

### **13. CONTRACT TERMS**

The Mayor/City Administrator will negotiate contract terms upon selection. All contracts are subject to review by the City staff, and a contract will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

### **14. GENERAL PROVISIONS**

- a. Vendors are advised that their response to this RFP does not obligate City to pay for any costs incurred by vendors in preparation of responses.
- b. A proposal is not a guarantee of contract award. City reserves the right to reject all proposals, to request additional information concerning any proposals for purposes of clarification, to accept or negotiate any modification to any proposal, to select only parts of a proposal, or to select multiple proposals, following the deadline for receipt of all proposals, and to waive any irregularities, if doing so would serve the best interest of City.
- c. Ownership of deliverables. Should Vendor be offered and accept a contract for services, all documents, notes, and communication exchanged between Vendor and City in connection with said services shall be public records subject to disclosure by City. Furthermore, said contract shall specify that copyright for all deliverables resulting from said contract shall be owned by City, who may release them into the public domain or under any other license at its sole discretion. Vendor shall specifically disavow any intellectual property or ownership rights to any deliverables under said contract. However, City shall acknowledge or credit Vendor as co-author of said deliverables.
- d. Business and Professional Licenses. The successful respondent, and any sub-consultant(s), shall obtain necessary city and state business licenses on or before the commencement of work. Any successful respondent, and any sub-consultant(s), shall possess any necessary professional certifications and/or license(s) relative to the work to be performed required by the appropriate licensing authority for the State of Alaska and shall provide evidence of such to the City with their proposal or prior to contract award in such form as the City shall require.

- e. Term of Contract: The selected Vendor will be an independent contractor serving at the will of City, who may terminate the agreement, upon the provision of notice.
- f. City will not provide office space, equipment, or supplies.
- g. Vendor must meet and have in place the insurance requirements listed below at all times during the Term of Contract:
  - i. Vendor shall obtain and maintain in force the insurance coverage specified in this section with an insurance company rated “Excellent” or “Superior” by A. M. Best Company or specifically approved by City.
  - ii. Limits: The Vendor shall obtain insurance for not less than the following limits:
    - 1. Commercial general liability: coverage written on an occurrence basis with limits of not less than \$1,000,000 per occurrence;
    - 2. Comprehensive automobile liability: \$1,000,000 combined single limit;
    - 3. Workers’ compensation: \$100,000 each accident, \$500,000 disease--policy limit, and \$100,000 disease--each employee.
  - iii. Automobile Liability Insurance: All autos, or all owned, non-owned, and hired automobiles must be insured when the Vendor is using them to do work under this Agreement. If the Vendor submits insurance covering only scheduled autos, then the Vendor must assure that any additional vehicles are insured before using them in the work under this Agreement.
  - iv. Workers’ Compensation: Any employee of the Vendor must be covered by workers’ compensation insurance during the term of the Agreement. This policy must be endorsed with a waiver of subrogation in favor of the City. The Vendor is not required to provide a certificate of workers’ compensation covering the owner(s) of the Vendor’s business under the following circumstances:
    - *Corporations* – If the executive officer(s) claims an exemption, then the Vendor must provide an Executive Officer Waiver for each officer from the Alaska Department of Labor and also provide the corporate filing with the State showing the person(s) named on the waiver is an owner. Only the person or persons who have the State Executive Officer Waiver and who are an owner shall be permitted to do any work or be on the work site or work area. If the Vendor permits any other person on the work area or work site or to do any work, and that person is injured, the Vendor shall defend, indemnify, and hold harmless the City from any and all claims and liabilities for workers’ compensation benefits of any kind and any nature, including costs and legal fees.
    - *Sole Proprietors, Partnerships, or LLCs* – If the sole proprietor, partner, or member claims an exemption, then the Vendor must provide the City with the business permit filing with the State of



Alaska showing the person(s) are the owner, sole proprietor, partner, or member. Only the person or persons who are an owner, sole proprietor, partner, or member shall be permitted to do any work or be on the work site or work area. If the Vendor permits any other person on the work area or work site or to do any work, and that person is injured, the Vendor shall defend, indemnify, and hold harmless the City from any and all claims and liabilities for workers' compensation benefits of any kind and any nature, including costs and legal fees.

- v. Alternate Coverage: A combination of primary and excess/umbrella policies may be used to fulfill the insurance requirements of this section.
- vi. Additional Insured: During the contract term, the Vendor shall add and maintain City as an additional insured in the Vendor's commercial general liability policy. This policy will provide primary coverage for City, and it will provide that the policy treats each additional insured as though the insurer had issued separate policies.
- vii. Certificate of Insurance: Prior to commencing any work under this Agreement, the Vendor will provide a certificate of insurance in a form acceptable to City showing that the Vendor has the required insurance coverage.
- viii. Cancellation: The Vendor must assure that City receives notice if the Vendor's insurance is going to be canceled, not renewed, or changed. The certificate of insurance must say that the insurer will notify City at least 30 days before the insurer cancels, refuses to renew, or materially changes the coverage.

## APPENDIX A – MAP OF GUSTAVUS BEACH PARK PROPOSED PARKING LOT





**City of Gustavus**  
PO Box 1  
Gustavus, Alaska 99826  
Phone: (907) 697-2451

Issue Date: July 23, 2019  
RFP FY20-COG01 Beach Parking Lot Site Plan

**Addendum to the Request for Proposals  
RFP FY20-COG01**

The following is a numbered addendum sheet which is sent to all interested vendors for the above service. All vendors submitting proposals for this service are required to sign two copies of this and any other Addendum Sheet for this service and to include a copy of each within the bid packet when submitted. One copy of this addendum is to be retained by the bidder. If your bid package has already been sent to the City, you may fax this form when completed to 907-697-2136 to be followed with a voice phone call to City Hall to assure the Addendum Sheet has been received and has been attached to your bid sheet prior to the bid opening time and date.

**Addendum Number:  
RFP FY20-COG01-Addendum1**

The following change is made to RFP # FY20-COG01:

- **Opening Date.** This item is changed to August 12, 2019 10:00am ADT. This same change is made to **Item 11. Key Dates.** Proposals must be received by the City Administrator by 10am Alaska time August 12, 2019.

**4. SERVICE REQUIREMENTS and APPENDIX A**

The suggest parking lot location mentioned under Service Requirements and depicted in Appendix A is not a feasible location due to the terms of the bulk fuel facility (tank farm) lease agreement between the City of Gustavus and the Gustavus Dray. The parking lot area must be outside of Tract B-1.

**Vendor Questions**

No vendor questions were received by July 22, 2019.

**Vendor Acknowledgement**

The undersigned has read the foregoing RFP FY20-COG01-Addendum 1 and hereby agrees to the conditions stated therein by affixing his or her signature below. Proposals found to be without signed addenda sheets will be deemed non-responsive and will not be considered.

---

Company Name

---

Signature of Respondent or Authorized Agent      Date: \_\_\_\_\_

---

Typed or Legibly Printed Name and Title

---

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Phone                                      Fax



**City of Gustavus, Alaska**  
 PO Box 1  
 Gustavus, Alaska 99826  
 Phone: 907-697-2451  
 Fax: 907-697-2136  
 Email: [treasurer@gustavus-ak.gov](mailto:treasurer@gustavus-ak.gov)

**Project: RFQ FY20-02**  
**Library**  
**Library Roof Repair**

**COVER SHEET**

Important Dates:

**Issue Date: August 6, 2019**

**Bid Submittal Due: August 26, 2019**

Deliver to: Gustavus City Hall  
 By: 10:00 a.m.

**Bid Opening: August 26, 2019**

Location: Gustavus City Hall  
 Time: 10:00 a.m.

Please provide quotes to furnish the services and materials for the repair of the Gustavus Public Library roof.

The attached terms and conditions shall become part of any contract resulting from this Request for Quotation. Quotations must be received at the location and by the date and time shown above. Quotations shall be submitted on the forms furnished and must include original signatures.

**THE PERIOD OF PERFORMANCE\*** for this work is from September 17, 2019, to October 31, 2019. Throughout the period of performance, the contractor is responsible for keeping and submitting monthly work logs and billing records to the City Treasurer, with a copy submitted simultaneously to the City Administrator. In providing a signature on this cover sheet, the Bidder agrees to all Terms and Conditions of this RFQ.

Date of Bid \_\_\_\_\_

Alaska Business License # \_\_\_\_\_ Contractor's License Number # \_\_\_\_\_

City of Gustavus Business Permit # \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy Date \_\_\_\_\_ Provided ☐

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Physical Location \_\_\_\_\_

Cell or Business Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Basic Bid \$ \_\_\_\_\_

By \_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature

## **GENERAL PROVISIONS**

### **INSTRUCTIONS TO BIDDER**

- Bidder must submit quotes for all bid schedule items listed.
- Bid Schedule sheets must be manually signed (original signature).
- Erasure or other changes made to the Bid Schedule sheets must be initialed by the person signing the bid. Note: "White Out" or other liquid correction methods must be initialed.
- The bids must be sealed in an envelope with RFQ number, opening date, and contractor's name written on the outside of the envelope.
- Any response not meeting the requirements of the bidding documents shall be considered non-responsive.
- Offers made in accordance with the bidding documents must be good and firm for a period of ninety days from the date of bid opening unless otherwise noted.
- Bids will be received at the time and place stated in the bidding documents. It is the sole responsibility of the bidder to see that the bid is submitted on time. Any bid received after the scheduled opening time will not be considered but will be held unopened. No responsibility will be attached to any officer for the premature opening of or failure to open a bid not properly addressed and identified.
- The City of Gustavus, hereinafter "City", may accept or reject any or all bids for good cause shown, to waive minor deviations from the specifications, and to waive any informality in bids received, when such acceptance, rejection, or waiver is in the best interest of the City. Informalities in bids are matters of form rather than substance evident from the bid document, or insignificant mistakes that can be waived or corrected without prejudice to other bidders; that is, the effect on price, quantity, quality, delivery, or contractual conditions is negligible, and waiver of the informality does not grant the bidder a competitive advantage.
- The City may cancel the RFQ if such cancellation is in the best interest of the City.
- In the case of error in the extension of prices in the bid, the unit price will govern.
- It is the responsibility of the bidder to obtain a current copy of all bid documents from the City Treasurer.
- If any Addenda are issued pertaining to the bidding documents and subject Addenda are not acknowledged, the bid will be considered non-responsive.
- Faxed transmittals will not be accepted unless specifically noted on the cover sheet and agreed to by the City Administrator, or Mayor.
- Each bid shall be made on the form provided by the City or copy thereof and shall be signed by the bidder with signature in full.

- After depositing a bid, a bidder may withdraw, modify, or correct their bid, providing the City receives the request for such withdrawal, modification, or correction before the time set for opening bids. The original bid, as modified by such written communication will be considered as the bid. No bidder will be permitted to withdraw their bid after the time set for opening bids.
- The Contractor shall perform the duties specified in this solicitation. The Contractor understands that the City makes no representation that it will look exclusively to the Contractor for the type of goods or services requested. The Contractor will perform the duties under this agreement as an independent contract. The City assumes no responsibility for any interpretation or representations made by any of its officers or agents unless such interpretations or representations are made by Addenda.

### **METHOD OF AWARD**

Award will be made to the lowest responsive, responsible bidder meeting all the requirements. In determining whether the lowest bidder is “responsible” the City Council shall consider:

- a. The Price;
- b. The experience, capacity, and skill of the bidder to perform the contract within the time and amount desired;
- c. The potential bidder’s reputation, honesty and integrity shown in the commission of previous City contracts;
- d. The previous and existing compliance by the bidder with laws and ordinances relating to the contract and the City;
- e. The sufficiency of the financial resources and ability of the bidder to perform the contract.

When the award is given to other than the lowest bidder, a full and complete written statement of reasons will be delivered to the unsuccessful low bidder or bidders and filed with the other papers relating to the transaction. The minutes of the City Council meeting relating to the matter may be used as the required written statement

The City Council may reject the bid of a bidder who is debarred by the City, in arrears on taxes, permits, special assessments and/or any other monies that may be due the City or who failed to perform on a previous contract with the City.

For purposes of determining the lowest bidder, the extended bid amounts (estimated amount × unit cost) will be totaled to give a total bid amount. This contract is on an “as required” basis. Quantities listed are estimations for award purposes only. The City reserves the right to increase or decrease quantities as necessary to accomplish the actual requirements and make payment at the unit price bid.

### **PURCHASE ORDER/CONTRACT**

It is the intent of the City to use purchase orders and the bidding documents to establish the contractual relationship between the City and the lowest responsive, responsible bidder. The following conditions shall apply:

- a. The unilateral right of the City to order, in writing, temporary stopping of work or delaying performance that does not alter the scope of the contract;

- b. Liquidated damages;
- c. Termination of the contract for default;
- d. Termination of the contract in whole or in part for the convenience of the City.

### **SUBCONTRACTING**

Subcontracting is not permitted unless authorized in writing by the City Administrator or Road Maintenance POC. In the event that subcontracting is authorized, the general contractor is responsible to the City to verify insurance on all subcontractors and furnish copies of same to the City. All subcontractors must carry and show proof of the minimum limits of liability insurance.

### **INSURANCE**

The contractor must meet and have in place the insurance requirements listed below at all times during the period set out above.

### **INDEMNIFY AND HOLD HARMLESS**

The bidder shall defend and indemnify the City, its officers, agents, and employees, against any claims, loss, or damages arising from injury to person(s), damage to property, or economic loss, arising out of, in whole or in part, the bidder's performance or non-performance of its duties under this agreement and any defects in the goods and services provided by the bidder. This duty to defend and indemnify shall include responsibility for all damages, costs, and attorney fees. This obligation shall be continuing in nature and extend beyond the term of this agreement.

### **END OF GENERAL PROVISIONS**



**GUSTAVUS PUBLIC LIBRARY ROOF REPAIR SUPPLEMENTAL CONDITIONS**

1. Elements of the bid schedule may be subject to the provisions of Alaska Statutes Title 36. AS Title 36 provides for the payment of prevailing rates of pay on public construction or public works as published in the current *State of Alaska Department of Labor Wage and Hour Administration Pamphlet No. 600* and requires weekly submission of certified payrolls.

Public construction or public works means the on-site field surveying, erection, rehabilitation, alteration, extensions or repair, including painting or redecorating of buildings, highways or other improvements to real property under contract for the state, a political subdivision of the state, or a regional school board.

It is the bidder's responsibility to study the elements of bid schedule and determine the applicability of provisions of AS Title 36. If you have questions regarding the applicability of Alaska Statute to the work to be performed, please contact the Department of Labor, Wage and Hour Administration, 1111 W 8th St, Juneau, AK, or call (907) 465-4842.

2. Bidders are encouraged to visit the premises to ascertain pertinent conditions, such as the area, location, accessibility, and general character of the premises. Bidders assume the risk that actual site conditions differ from the proposed contract documents or from those ordinarily encountered.

3. The City reserves the right to inspect the Contractor's equipment prior to award and to reject any bid if the equipment is not in reliable operating condition or if the equipment is not able to produce the specified work according to the specifications.

4. The Contractor shall supply knowledgeable and competent operators with each piece of equipment, who are capable of doing the required work.

5. The City reserves the right to increase or decrease quantities to the limits of the available funding. Payment for work done shall be at the Unit Price Bid or fractional unit for each bid item completed.

6. All work required under the Contract shall be completed in a timely manner. Failure to complete work in a timely manner shall be grounds for termination of this Contract. In case of default by the contractor, for any reason whatsoever, the City may procure the goods or services from another source and hold the contractor responsible for any resulting increase in cost or other remedies under law or equity.

7. Debarment or Suspension: The Gustavus City Council may debar (for a period of not more than three years) or suspend (for a period of not more than three months) a person for cause from consideration for award of contracts. The causes for debarment include but are not limited to:

- a. Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract, or

- b. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the Contractor shall not be considered to be a basis for debarment.
- c. Illegal, unprofessional, or abusive behavior toward City representatives or members of the community as determined by the City Council.

8. Contractor shall make all necessary efforts to protect existing privately or publicly owned facilities, equipment, improvements and landscaping; the destruction, removal or relocation of which is not contemplated under this contract. In the event that protection of any existing facilities is not possible due to construction requirements, the Contractor shall advise the City Administrator and/or Mayor of the problem and shall cooperate with the City Administrator and/or Mayor in seeking a reasonable solution to the problem. The Contractor shall not proceed with work resulting in damage to or destruction of such existing facilities until the City Administrator has given approval to proceed in writing.

9. Contractor shall be responsible for any damage sustained by any and all parties affected by utility outages caused by Contractor unless it is determined said utilities do not meet PUC Standard installations i.e. bury depth, or setback requirements. The Contractor shall make all necessary efforts to prevent damage, i.e. the location of electrical or telephone wire, and shall make all necessary efforts to promptly repair and restore facilities or equipment damaged as a result of such outages.

10. The City Administrator and/or Mayor will provide the necessary rights-of-way or easements for the work. Contractor shall confine operations to the designated areas and observe all restrictions contained in any easements.

11. All Contractors submitting a bid for this contract shall have and keep in effect an Alaska Business License, a City of Gustavus Business Permit, and an Alaska Contractors License for the type of work being performed. The Contractor shall be responsible for any additional licenses and/or permits required in the locality of the work. The City is responsible for all special permits such as ADF&G and Army Corp of Engineers permitting. The Contractor shall further be responsible for current licenses for all subcontractors and suppliers, if allowed, as required by law, during the term of the Contract and provide proof thereof upon request. If proof of required licensure is not submitted to the City Treasurer within 10 calendar days of bid closure, then bidder shall be determined to be non-responsive.

12. Other Goods and Services:

- a. In addition to specifications listed in the bid schedule, other work may be required to fulfill the scope of the agreement and may be requested by the City Administrator and/or Mayor.

- b. At the City Administrator and/or Mayor's discretion, the Contractor may be requested to provide a written quotation prior to the work and in such case shall proceed only upon written (or e-mailed) notice. The City shall have the right to reject any such quotation and to independently contract with another party to perform the requested work.

c. After completion of the work, the Contractor shall provide to the City Administrator and/or Mayor all material invoices and receipts and a log of equipment and/or labor time for payment.

13. Billing and Payment:

The contractor will submit billing at the end of the month. The approved billing shall be paid within 30 days.

14. Notification and Acceptance of Work:

The contractor will submit a complete spreadsheet to the City Treasurer at the end of each month stating what type of service was provided and where.

15. Convenience Termination:

This contract may be terminated by: (A) mutual consent of the parties, (B) for the convenience of the City, provided that the City notifies the Contractor in writing of its intent to terminate under this paragraph at least 10 days prior to the effective date of the termination. (C) For cause, by either party where the other party fails in any material way to perform its obligations under this contract; provided, however, that as a condition of the exercise of its right of termination under this paragraph the terminating party shall notify the other party of its intent to terminate this contract and state with reasonable specificity the grounds therefore, and the defaulting party shall have filed within 30 days of receiving the notice to cure the default. (D) Termination pursuant to this section shall not affect the parties' continuing obligations under this contract and all other portions shall continue to be in full force and effect. The City shall pay the Contractor for all satisfactory work performed before notice of termination.

**END OF GUSTAVUS PUBLIC LIBRARY ROOF REPAIR SUPPLEMENTAL  
CONDITIONS**

## **INSURANCE REQUIREMENTS**

During the term of the contract, the Contractor shall obtain and maintain in force the insurance coverage specified in this section with an insurance company rated “Excellent” or “Superior” by A.M. Best Company or specifically approved by the City Council.

**Limits:** The Contractor shall obtain insurance for not less than the following limits:

- Commercial General Liability: Coverage written on an occurrence basis with limits of not less than \$1,000,000.00 per occurrence;
- Comprehensive automobile liability: \$1,000,000.00 combined single limit;
- Workers’ Compensation: \$100,000 each accident, \$500,000 disease-policy limit, and \$100,000 disease-each employee.

**Automobile Liability Insurance:** All vehicles or all owned, non-owned, and hired vehicles must be insured when the Contractor is using them to do work under this Agreement. If the Contractor submits insurance covering only scheduled vehicles, then the Contractor must assure that any additional vehicles are insured before using them in the work under this Agreement.

**Workers’ Compensation:** Any employee of the Contractor must be covered by workers’ compensation insurance during the term of the Agreement. This policy must be endorsed with a waiver of subrogation in favor of the City. The Contractor is not required to provide a certificate of workers’ compensation covering the owner(s) of the Contractor’s business under the following circumstances:

*Corporations* – If the executive officer(s) claims an exemption, then the Contractor must provide an Executive Officer Waiver for each officer from the Alaska Department of Labor and also provide the corporate filing with the State showing the person(s) named on the waiver is an owner. Only the person or persons who have the State Executive Officer Waiver and who are an owner shall be permitted to do any work or be on the work site or work area. If the Contractor permits any other person on the work area or work site or to do any work, and that person is injured, the Contractor shall defend, indemnify, and hold harmless the City from any and all claims and liabilities for workers’ compensation benefits of any kind and any nature, including costs and legal fees.

*Sole Proprietors, Partnerships, or LLCs* – If the sole proprietor, partner, or member claims an exemption, then the Contractor must provide the City with the business permit filing with the State of Alaska showing the person(s) are the owner, sole proprietor, partner, or member. Only the person or persons who are an owner, sole proprietor, partner, or member shall be permitted to do any work or be on the work site or work area. If the Contractor permits any other person on the work area or work site or to do any work, and that person is injured, the Contractor shall defend, indemnify, and hold harmless the City from any and all claims and liabilities for workers’ compensation benefits of any kind and any nature, including costs and legal fees.

**Alternate Coverage:** A combination of primary and excess/umbrella policies may be used to fulfill the insurance requirements of this section.

**Additional Insured:** During the contract term, the Contractor shall add and maintain the City as an additional insured in the Contractor's commercial general liability policy. This policy will provide primary coverage for the City, and it will provide that a policy treats each additional insured as though the insurer had issued separate policies.

**Certificate of Insurance:** Prior to commencing any work under this Agreement, the Contractor will provide a certificate of insurance in a form acceptable to the City showing that the Contractor has the required insurance coverage.

**Cancellation:** The Contractor must assure that the City receives notice if the Contractor's insurance is going to be canceled, not renewed, or changed. The certificate of insurance must say that the insurer will notify the City at least 30 days before the insurer cancels, refuses to renew, or materially changes the coverage.

**Increased Coverage:** If during the Agreement term the City requires higher limits of insurance than those listed in this section, and if the insurer increases the premium as a result of the higher limits of insurance, then the City will pay the Contractor the difference between the new and old premiums.

**Subcontracting:** The Contractor is responsible to the City to verify insurance on all subs and furnish copies of it to the City upon request. All subs must carry and show proof of the minimum limits of liability indicated above.

## **END OF INSURANCE REQUIREMENTS**

## Basic Bid

### SCOPE OF WORK

#### **1.1 BACKGROUND**

The project job site is the Gustavus Library located at 14 Gustavus Road as illustrated by the map (Attachment A).

#### **1.2 SCOPE OF WORK**

This work consists of repair to the metal roof and roof underlayment of the library. The City had an engineer's report prepared and is available at <https://cms.gustavus-ak.gov/administration/page/library-roof-inspection>. The report indicates that the bulk of the water damage on the outer OSB layer of the SIPs is likely due to water leaking through the old fastener penetrations in the roof metal. The pictures in the report support this line of reasoning. Rot along the ridge was also noted. The weather sealing under the metal ridge cap may consist of the roof metal being bent up as a dam to prevent wind-driven water infiltration. A dam without some additional form of weather screen likely would not be sufficient to keep out wind driven rain. Consideration of a **profile vent** system for ridge venting should be considered and is available at: <http://profilevent.com/index.html>

The report also touches on panel damage due to indoor air leakage condensing in the panel joints. This scope of work includes determining if damage due to air leakage exists and if repair is necessary. In typical cases, moisture damage due to air leakage is greatest at the peak and upper third of the roof. Usually, the rot and water staining will manifest around the panel edges on the exterior face. These areas are to be checked for water damage.

The SIP may need to be sealed to prevent moisture. The scope of work requires investigation of the SIP to determine what action is necessary. For example, Juneau building code requires that the panels be air sealed on the underside with a continuous 6 mil polyethylene vapor retarder. This approach may be an option if the bottom (attic side) panels are also affected by moisture. If the moisture content of the underside panels or the foam in the areas adjacent to the panel joints is too high, then a continuous highly impermeable air and vapor retarder may cause more problems.

While determining the approach necessary to address the moisture issue, also consider limiting the air sealing to the panel joints. This could be done in two ways: tape the panel joints or float an elastomeric fluid applied flashing over the joints. Product selection is going to matter here. OSB is a notoriously difficult product to adhere to and conventional caulking and tapes will not necessarily be the right choice. The product that is used to air seal the panel joints is going to need a very high degree of certainty that it will remain in place for the years (decades) to come. In the case of tape, some brands will recommend a primer be rolled on the OSB prior to taping to increase the bond strength. One tape to consider is Siga Wigluv. It is expensive, but also has excellent adhesion and flexibility. In terms of a fluid applied flashing, Carlisle Barribond may be a good choice, but a phone call to the dealer to confirm would be recommended. Barribond is sold by Western Insulfoam in Anchorage. The following are informational links.

<http://www.smallplanetsupply.us/siga-wigluv-all-around-exterior-air-sealing-tape/>

<https://www.insulfoam.com/>

When considering repair options, it will be necessary to remove the existing roof metal and roofing membrane and inspect the roof in its entirety. The extent of the damage will determine the best approach to repairs. If damage is limited to certain areas, then you may find that supporting the OSB roof panels from below (once the joints are air sealed) is the least expensive option. Judging from the plans, it seems that in most areas, room exists in the attic space to install rafters to support the panels.

Once the panel damage and support has been addressed, then a new, vented roof can be installed. In the case of an under-roof, the typical solution is to install new sleepers over the panels. In this case however, the sleepers will run from the eaves to the ridge to promote good air flow and then be covered with a layer of plywood sheathing and roofing underlayment prior to installing the new roof metal. The thickness of the sleepers will likely range from 2x4 to 4x4 depending on the amount of air flow deemed necessary to dry out the existing roof and keep it well vented in the future. Given that the OSB will likely be structurally inadequate to fasten sleepers, it will likely be necessary to add additional backing to the undersides of the panels. Structural screws can then run through the panels and into the backing in the attic. The backing may consist of another set of sleepers.

These suggestions are intended to provide information as to the work and the expectation by the City of the approach for the repair. However, all responses will be considered on their own merit.

### **1.3 GENERAL SCOPE CONDITIONS**

The work to be performed under this contract shall consist of the following:

- a) providing all tools, equipment, materials, supplies, and manufactured articles not provided by the City. The City has 40 panels of Skyline 16" Denali Green roofing with flashing as required and other associated materials; furnishing all labor, transportation, housing, and services; and
- b) performing all work or other operations required for the fulfillment of the contract.

The work shall be complete, and all work, materials, and services not expressly indicated or called for in the Scope of Work, the Contractor shall provide which may be necessary for the proper completion of the work.

### **End Scope of Work**

## APPENDIX A – MAP OF GUSTAVUS PUBLIC LIBRARY





## Calculation of Endowment Fund Grant Amount for 2020 Award Cycle

Per CITY OF GUSTAVUS, ALASKA RESOLUTION CY19-14  
A RESOLUTION REVISING POLICY AND PROCEDURE  
FOR GUSTAVUS ENDOWMENT FUND GRANT AWARDS

TITLE: POLICY AND PROCEDURE FOR AWARDING GRANTS  
FROM THE ENDOWMENT FUND EARNINGS

### APPLICABLE PROCEDURE (EXCERPT FROM FULL DOCUMENT):

The following steps shall be followed by the City Mayor or his/her designee:

1. Inflation-Adjusted Principal Value determination. By July 31<sup>st</sup> of each year, calculate the inflation-adjusted value as of June 30 of the original principal of the Fund, further adjusted as necessary per additions made over time to the principal, using the following steps applying the Anchorage Consumer Price Index (CPI) as posted in July for the first half of the calendar year by the Alaska Department of Labor at <http://www.labor.alaska.gov/research/cpi/cpi.htm>:

a) Determine the latest CPI index for Anchorage from the posted table.

**New link:** <http://live.laborstats.alaska.gov/cpi/index.cfm>

**Latest CPI is 228.858 for first half of 2019 for Anchorage.**

b) Determine the multiplier value by dividing the current CPI index by the 2004 index value of 165.6 (Average value for first half of 2004).  **$228.858 / 165.6 = 1.382$**

c) Multiply the original value of the Fund (\$963,000) by the multiplier determined in step b.  **$\$963,000 \times 1.382 = \$1,330,866.00$**

d) The result of the calculation in step c is the inflation-adjusted value of the original principal.

2. Present Market Value determination. Determine the present market value of the Fund as reported by the Fund manager for June 30 of the present year.

**The present market value of the fund for June 30, 2019 was \$1,466,213.91.**

3. Excess earnings determination. Calculate the excess earnings in the Fund, from which distributions may be made, by subtracting the inflation adjusted principal from the present market value of the Fund.

**The excess earnings available as of June 30, 2019 were:**

**$\$1,466,213.91 - \$1,330,866.00 = \$135,347.91$**

4. Available funding for fiscal year. Calculate the funding available as 3% of the average market value of the Fund at June 30 of the last five years.

**Three percent of the average annual market value for five years through June 30, 2018 is calculated as:**

June 2019:	\$1,466,213.91
June 2018:	\$1,438,854.93
June 2017:	\$1,429,287.74
June 2016:	\$1,398,474.52
<u>June 2015:</u>	<u>\$1,400,089.55</u>
Average:	\$1,426,584.13
3% of Average:	\$42,797.52

5. Grant funding availability determination. The maximum amount available for granting in the present year is 3% of Average Market Value *or* the present year Excess Earnings,

whichever is less. Un-awarded/unexpended grant funds from previous years over \$1,000 will be returned to the Endowment Fund account to earn interest for future awards.

Three percent of the five-year Average Market Value is \$42,797.52. The Excess Earnings amount is \$135,347.91. The lesser of the two is \$42,797.52. No un-awarded grant funds remain from previous years so \$42,797.52 may be made available.

6. Announcement of grant application period. The City Council may, on September 1 of each year, or as early thereafter as possible, post an announcement to the Gustavus public of the availability of Endowment Fund Grants with the total amount available. The announcement shall include criteria for selection, an application procedure, project scoping document, and a deadline of October 31.



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# City Council Reports



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# City Council Questions and Comments



**City of Gustavus**  
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# Public Comment on Non-Agenda Items



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# Executive Session



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# Adjournment