



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

General Meeting Packet

October 14, 2019



GUSTAVUS CITY COUNCIL

GENERAL MEETING

OCTOBER 14, 2019

7:00 PM 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):

Joe Clark
joe.clark@gustavus-ak.gov
Term Expires 2022

Council Member (Seat B):

Joe Vanderzanden
joe.vanderzanden@gustavus-ak.gov
Term Expires 2022

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
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. 09-16-2019 General Meeting
 - B. 10-04-2019 Special Meeting
 - C. 10-07-2019 Special Meeting
4. Mayor's Request for Agenda Changes
5. Committee/Staff Reports
 - A. Gustavus Visitor Association End of Year Report
 - B. Rookery at Gustavus Preschool and Child Care Programs End of Year Report
 - C. Gustavus Public Library
 - D. Gustavus Volunteer Fire Dept
 - E. City Treasurer
 - F. City Administrator
6. Public Comment on Non-Agenda Items
7. Consent Agenda
8. Ordinance for Public Hearing
 - A. **FY20-07NCO** for departmental budgets FY20 (Introduced 09-16-2019)
 - B. **FY20-08NCO** to closeout capital project and return unused funds (Introduced 09-16-2019)
9. Unfinished Business:
10. New Business
 - A. RFQ CP18-05DRC Inflow Storage Area Project Draft for Council Review – motion to approve issuance
 - B. **CY19-20 A Resolution A Resolution of The City of Gustavus Establishing Policy and Procedure For City Advisory Committees And Repealing Resolution 2011-07 A Resolution To Adopt Policy On Annual Work Plan For City Committees**
 - C. Motion to hold the November General Meeting on November 12 instead of November 11th due to Veterans Day holiday and Alaska Municipal League conference date conflict.
 - D. Award RFQ FY20-03RM to denude the city gravel pit area.
 - E. Award RFQ FY20-04RM for FY20 snowplowing.
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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Approval of Minutes



**GUSTAVUS CITY COUNCIL
GENERAL MEETING MINUTES
September 16, 2019**

1. CALL TO ORDER:

A General Meeting of the Gustavus City Council is called to order on September 16, 2019, at 7:01 pm by Mayor Casipit. There are fourteen (14) 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

There are 7 members present, and a quorum exists

3. APPROVAL OF MINUTES:

A. 08-12-2019 General Meeting

MOTION: Vice Mayor Warner moves to approve by unanimous consent the General Meeting Minutes from 08-12-2019

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections, Mayor Casipit announced the General Meeting Minutes from 08-12-2019 approved by unanimous consent

4. MAYOR'S REQUEST FOR AGENDA CHANGES:

Mayor Casipit requests to remove Agenda Item 9. B. Gustavus Preschool & Childcare Programs Advisory Committee Formation from the agenda.

Hearing no objections, Mayor Casipit announced the agenda as set

5. COMMITTEE REPORTS/STAFF REPORTS:

A. Marine Facilities - Coordinator, Ben Sadler provided a written report and an oral summary. In addition, Ben Sadler informed the council that Glacier Bay Construction has pumped the waterless restroom tanks at the beach location and work removing the dock floats will begin October 1st and could take up to 6 weeks to complete.

B. Gustavus Water Action Committee – Committee Chair, Cheryl Cook provided a written report and oral summary

C. Financial - City Treasurer, Phoebe Vanselow provided a written report

D. City Administrator - City Administrator, Tom Williams provided a written report and oral summary

6. PUBLIC COMMENT ON NON-AGENDA ITEMS:

1) Linda Parker

7. CONSENT AGENDA:

A. FY20-07NCO for departmental budgets FY20 (Public Hearing 10-14-2019)

B. FY20-08NCO to closeout capital project and return unused funds (Public Hearing 10-14-2019)

MOTION: Council Member Cannamore moves to adopt the consent agenda FY20-07NCO and FY20-08NCO

SECONDED BY: Council Member Cook

PUBLIC COMMENT:

1) Leslie Sirstad

COUNCIL COMMENT: None

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

8. ORDINANCE FOR PUBLIC HEARING:

A. FY20-06NCO FY20 Repair & Replacement Contribution to AMLIP Acct. (Introduced 08-12-2019)

Mayor Casipit provided an introduction and opened the Public Hearing

PUBLIC HEARING:

1) Leslie Sirstad

MOTION: Council Member Ohlson moved to approve FY20-06NCO FY20 Repair & Replacement Contribution to AMLIP Acct. (Introduced 08-12-2019)

SECONDED BY: Council Member Cannamore

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

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

NO: 0

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

9. UNFINISHED 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 as amended at the 08-12, 2019 General Meeting.

MOTION: Vice Mayor Warner moved to approve 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 as amended at the 08-12, 2019 General Meeting

SECONDED BY: Council Member Taylor

PUBLIC COMMENT:

1) Paul Berry

2) Leslie Sirstad

3) Pat Milligan

COUNCIL COMMENT:

1) Warner

2) Cook

3) Taylor

4) Ohlson

5) Casipit

MOTION TO AMEND MAIN MOTION: Vice Mayor Warner moved to amend 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 as amended at the 08-12, 2019 General Meeting by replacing the second Be it Resolved statement of CY19-16 with the following text:

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 best municipal practices which, to the greatest degree practicable, will allocate no more than 50% of total budgeted gross revenue to total budgeted payroll expenses for the fiscal year.

SECONDED: Council Member Taylor

ROLL CALL VOTE ON MOTION TO AMEND MAIN MOTION:

YES: Warner, Cannamore
 NO: Cook, Taylor, Casipit, Ohlson, Owens
 MOTION PASSES/**FAILS** 2/5
ROLL CALL VOTE ON MAIN MOTION:
 YES: Cook, Taylor, Casipit, Cannamore, Ohlson, Owens
 NO: Warner
 MOTION **PASSES**/FAILS 6/1

10. NEW BUSINESS:

A. CY19-18 A Resolution Amending Ambulance Transportation Fees

MOTION: Council Member Cook moved to approve CY19-18 A Resolution Amending Ambulance Transportation Fees

SECONDED BY: Council Member Owens

PUBLIC COMMENT:

1) Thomas Imboden

COUNCIL COMMENT:

1) Cook

MOTION TO AMEND MAIN MOTION: Council Member Cook moved to amend CY19-18 A Resolution Amending Ambulance Transportation Fees in the section Ambulance Subscriptions: #1. by striking the word family on the second line and replacing with the word household and striking the last sentence beginning at "A family".

SECONDED BY: Council Member Ohlson

ROLL CALL VOTE ON MOTION TO AMEND MAIN MOTION:

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

NO: 0

MOTION **PASSES**/FAILS 7/0

ROLL CALL VOTE ON MAIN MOTION AS AMENDED:

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

NO: 0

MOTION **PASSES**/FAILS 7/0

B. CY19-19 A Resolution by The City of Gustavus Opposing the Formation of A Borough That Changes The Southeast Alaska Borough Boundaries Within The Geographic Area of Glacier Bay National Park

MOTION: Council Member Taylor moved to approve CY19-19 A Resolution by The City of Gustavus Opposing the Formation of a Borough That Changes the Southeast Alaska Borough Boundaries Within the Geographic Area of Glacier Bay National Park

SECONDED BY: Council Member Cannamore

PUBLIC COMMENT:

1) Paul Berry

COUNCIL COMMENT:

1) Taylor

2) Casipit

CONFLICT OF INTEREST HEARING:

Council Member Ohlson declared a conflict of interest regarding CY19-19. Council Member Ohlson stated that he is on the management team for Glacier Bay National Park and tied to the Dept. of Interior Ethics Rules which would not allow him to vote on something that has to do with the park boundaries

Mayor Casipit made the determination that a conflict of interest exists and asked that Council Member Ohlson recuse himself from voting on CY19-19

MOTION TO AMEND MAIN MOTION: Council Member Cook moved to amend CY19-19 by striking the last WHEREAS

SECONDED: Vice Mayor Warner

ROLL CALL VOTE ON MOTION TO AMEND MAIN MOTION:

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

NO: 0

RECUSED: Ohlson

MOTION **PASSES**/FAILS 6/0

ROLL CALL VOTE ON MAIN MOTION AS AMENDED:

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

NO: 0

RECUSED: Ohlson

MOTION **PASSES**/FAILS 6/0

C. Motion to Write-Off Ambulance Transport Fee for Out-of-State Medicaid Enrollee

MOTION: Council Member Cannamore moved to Write-Off Ambulance Transport Fee for Out-of-State Medicaid Enrollee

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT:

1) Owens

ROLL CALL VOTE ON MOTION:

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

NO: 0

MOTION **PASSES**/FAILS 7/0

11. CITY COUNCIL REPORTS:

A. Mayor Report

12. CITY COUNCIL QUESTIONS AND COMMENTS:

1) Ohlson

2) Cook

3) Cannamore

13. PUBLIC COMMENT ON NON-AGENDA ITEMS:

1) Jon Howell

2) Leslie Sirstad

14. EXECUTIVE SESSION

15. ADJOURNMENT:

Hearing no objections, Mayor Casipit adjourns the meeting at 8:33 pm.

_____, Mayor

Date

Attest: Karen Platt, City Clerk

Date

**GUSTAVUS CITY COUNCIL
SPECIAL MEETING MINUTES
October 4, 2019**

1. CALL TO ORDER:

A Special Meeting of the Gustavus City Council is called to order on October 4, 2019, at 5:30 pm by Mayor Casipit. There are four (4) members of the public in attendance at Gustavus City Hall.

2. ROLL CALL:

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

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

The following members are not present:

Council Member Cannamore

3. APPROVAL OF MINUTES:

4. MAYOR'S REQUEST FOR AGENDA CHANGES:

Hearing no objections, Mayor Casipit announced the agenda as set

5. CONSENT AGENDA

6. PUBLIC COMMENT ON NON-AGENDA ITEMS:

1) Leslie Sirstad

7. CONSENT AGENDA:

8. ORDINANCE FOR PUBLIC HEARING:

9. UNFINISHED BUSINESS:

10. NEW BUSINESS:

Clerk Note: City Clerk, Karen Platt provided an overview of the Election Review Committee Special Meeting.

A. Canvass Absentee, Questioned, Defective, and Spoiled Ballots Cast in October 1, 2019, General Election

MOTION: Council Member Ohlson moves that the Election Review Board Reject Questioned Ballots 1-4 that were determined to not be eligible to vote in the City of Gustavus.

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

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

NO: 0

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

MOTION: Council Member Cook moves that the Election Review Board accept Absentee Ballots by Mail A-E that have been properly cast by voters registered in the City of Gustavus.

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

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

NO: 0

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

B. Certify Report of Election Results

MOTION: Council Member Taylor moves that the Election Review Board accept the tally of ballots as tallied and Certify the Report of Election Results for the October 1st, 2019 General Election.

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

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

NO:

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

C. Signing of Certificates of Election by Mayor Casipit and City Clerk

Signing of Certificate took place by Mayor Casipit and City Clerk, Karen Platt

11. CITY COUNCIL REPORTS:

12. CITY COUNCIL QUESTIONS and COMMENTS: None

13. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

14. EXECUTIVE SESSION

15. ADJOURNMENT:

Hearing no objections, Mayor Casipit adjourns the meeting at 6:50 pm.

Calvin Casipit, Mayor

Attest: Karen Platt, City Clerk

**GUSTAVUS CITY COUNCIL
SPECIAL MEETING MINUTES
October 7th, 2019**

1. CALL TO ORDER:

A General Meeting of the Gustavus City Council is called to order on October 7, 2019, at 5:00 pm 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:

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

There are 5 members present, and a quorum exists

Council Members sworn in during Agenda Item 10. A. New Business:

Joseph Lavell Clark
Joe A. Vanderzanden
Shelley Owens

3. APPROVAL OF MINUTES:

4. MAYOR'S REQUEST FOR AGENDA CHANGES:

Hearing no objections, Mayor Casipit announced the agenda as set

5. COMMITTEE REPORTS/STAFF REPORTS:

6. PUBLIC COMMENT ON NON-AGENDA ITEMS:

7. CONSENT AGENDA

8. ORDINANCE FOR PUBLIC HEARING

9. UNFINISHED BUSINESS

10. NEW BUSINESS:

A. Swearing in of Council Member Seats A, B and E

City Clerk, Karen Platt conducted the swearing in of Seat A Joseph Lavell Clark, Seat B Joe A. Vanderzanden, and Seat E Shelley Owens.

B. Election of Mayor and Vice Mayor

Mayor Casipit opened the floor to accept nominations from the council to elect the Mayor for the 2019-2020 Term.

COUNCIL NOMINATIONS:

- 1) Council Member Owens nominated Vice Mayor Warner. Nomination was declined by Vice Mayor Warner
- 2) Council Member Vanderzanden nominated Mayor Casipit for another term.

NOMINATIONS SECONDED: Council Member Clark

After all nominations for Mayor were heard, Mayor Casipit closed the floor for nominations.

Hearing no objections, nomination for Mayor Casipit to serve the 2019-2020 term is accepted by unanimous consent.

Mayor Casipit opened the floor to accept nominations from the council to elect the Vice Mayor for the 2019-2020 Term.

COUNCIL NOMINATIONS:

- 1) Council Member Cannamore nominated Council Member Taylor for Vice Mayor.
Nomination was declined by Council Member Taylor
- 2) Council Member Taylor nominated Council Member Cannamore to serve as Vice Mayor for the 2019-2020 Term.

NOMINATIONS SECONDED: Mayor Casipit

After all nominations for Vice Mayor were heard, Mayor Casipit closed the floor for nominations.

Hearing no objections, nomination to elect Council Member Cannamore for Vice Mayor to serve the 2019-2020 term is accepted by unanimous consent.

11. CITY COUNCIL REPORTS:

- 1) Warner-Provided a summary of her attendance at the Southeast Conference in Sitka

12. CITY COUNCIL QUESTIONS AND COMMENTS:

- 1) Vanderzanden-Gustavus population
- 2) Clark-Gustavus population
- 3) Taylor-Gustavus population
- 4) Warner-Gustavus population
- 5) Casipit-Gustavus population

13. PUBLIC COMMENT ON NON-AGENDA ITEMS:

14. EXECUTIVE SESSION

15. ADJOURNMENT:

Hearing no objections, Mayor Casipit adjourns the meeting at 5:20pm.

Calvin Casipit, Mayor

Date

Attest: Karen Platt, City Clerk

Date



City of Gustavus
P.O. Box 1
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Mayor's Request for Agenda Changes



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Committee/Staff Reports

September 28, 2019

Gustavus Visitors Association (GVA) Quarterly Report

With the ending of the 2019 tourist season, the majority of the Gustavus Visitors Association board met on Sept. 13, 2019 at the Gustavus library. Its purpose: to discuss and move forward with the approved GVA Budget and marketing Plan 2019-2025.

GVA will continue to promote our Gustavus brand as the Gateway community to Glacier Bay National Park with a pioneering spirit of Independence and hard work. In addition, through updated and well maintained web design on the internet (in progress) and through social media avenues such as Facebook, Instagram, Snap-Chat, Tumbler, etc., Gustavus will also be promoted as a place for adventure, incomparable wildlife sightings, as a World Heritage Site for cultural enrichment, and as a place to learn more about oneself through experiences in the wild either alone or with friends, guides or naturalists. Others come for the friendliness, solitude and as a place to heal and experience well-being.

As agreed upon in the approved budget and marketing plan, the GVA is

- actively seeking a Marketing Coordinator who will become familiar with and immediately involved with the 2019-2025 plan. The GVA board discussed and took into consideration the benefits of hiring someone who is knowledgeable with regard to Gustavus businesses, events, people and history.
- currently reviewing, updating, seeking bids and costs, and scheduling items that need to be calendered: Brochures, maps, posters, trade shows, advertisements, CoG reports, contact with Alaska Native Voices (coordinate activities and presentations in Gustavus) etc. so as to meet deadlines in an efficient and timely manner.
- collaboratively pursuing marketing verticals to 1.) generate interest and tourism in Gustavus, and 2.) generate interest and membership in the GVA.

Possibilities:

- Meet, greet and share event in early Spring where all GVA members and potential members are invited (Good food, Good music, Good friends - lots of business brochures, cards and sharing) in preparation for the upcoming summer season.

- Contests:
 1. Gustavus Song (anthem) contest
 2. Photos contest - winning photos will be used for website as well as brochure, "Another Kind of Birthday Calendar," and other publicity for generating interest. A grand prize (to be announced) will be offered (eg. winner receives a Glacier Bay boat tour, one night stay in local accommodation and a meal out).
 - Sister City concept with places such as Whitehorse or other parks similar to Glacier Bay
 - Homesteader Tour of Gustavus
 - "A Day with no Footprint" event with wrap up potluck and experience sharing
 - Promoting Gustavus as an Artist and Writer's retreat / working with local authors.
 - Coordinate with local experts and enthusiasts, Inns, lodges, school personnel, Library and Glacier Bay National Park to promote monthly and annual themes and events:
 - Amazing return of the humpback Whales
 - Hummingbirds
 - Sandhill Crane Migration (Spring and Fall)
 - Terrestrial Animal Studies and Sightings with ADF&G as well as local biologists/specialists.
 - Salmon Runs and Halibut of icy Strait (fishery biologist info shared by NPS, ADF&G, fishing lodges?)
 - Harvest Festival to be dove-tailed with community Garden end of year event, etc.
 - Promote a cook-off with local and guest chefs where fish dishes are the big draw (idea has been discussed with Chef Jon. Possible others are new chef at the Bear Track Inn, GBLoj, Annie Mae, Anglers Inn chef, Any Cafe or other Lodge owners).
 - GVA will continue to support and plan the Fourth of July Activities event as it has done in the past. (GVA Rep. Deb Woodruff)
-
- purchasing essential equipment (laptop, printer, laminator, sound system) so as to be compatible with quickbooks and other necessary updates that will result in timely and efficient reports and information.

- updating its website so as to provide and maintain a current inviting and informative website with a wide variety of photos and information including membership and calendar of events which will be updated often and regularly.
- exploring new and inventive ways to collaborate with Glacier Bay Lodge, Glacier Bay National Park and Front Country Plan, Hoonah Indian Association (HIA) and other state and regional tourism entities
- Continuing to offer assistance to new members and returning members regarding setting up their businesses, the benefits of GVA membership, invite experts to share their knowledge about better marketing practices, use of social media, tracking data (eg. Juneau Empire, JCVB, others).

09/24/19

Cash Basis

Gustavus Visitors Association
Profit & Loss Budget vs. Actual
July 1 through September 24, 2019

	Jul 1 - Sep 24, 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
CityTax Revenue	32,000.00	32,000.00	0.00
Membership Dues	4,725.00	4,375.00	350.00
Total Income	36,725.00	36,375.00	350.00
Gross Profit	36,725.00	36,375.00	350.00
Expense			
Administration			
Equipment	0.00	940.00	-940.00
Postage	7.35	40.00	-32.65
Supplies	0.00	120.00	-120.00
Teleconference	9.99	168.00	-158.01
Total Administration	17.34	1,268.00	-1,250.66
Contractor Work			
Administrative	231.25	7,800.00	-7,568.75
Marketing Director	781.25	13,000.00	-12,218.75
Total Contractor Work	1,012.50	20,800.00	-19,787.50
Fees/Licenses			
Banking	0.00	180.00	-180.00
Fees/Licenses - Other	0.00	200.00	-200.00
Total Fees/Licenses	0.00	380.00	-380.00
Marketing			
Advertising-General			
Alaska Grafix	0.00	450.00	-450.00
Graphic Design	0.00	300.00	-300.00
Total Advertising-General	0.00	750.00	-750.00
Memberships			
ATIA/Travel Alaska	140.00	400.00	-260.00
JCVB/Juneau Guide	0.00	400.00	-400.00
SE AK Tourism Council (SATC)	0.00	600.00	-600.00
Total Memberships	140.00	1,400.00	-1,260.00
Online Advertising			
GVA Website	0.00	4,055.00	-4,055.00
Total Online Advertising	0.00	4,055.00	-4,055.00
Print Media			
Alaska Airlines Magazine	25.00	700.00	-675.00
Brochure	0.00	1,000.00	-1,000.00
Juneau Empire	125.37	0.00	125.37
Milepost	1,116.00	0.00	1,116.00
Total Print Media	1,266.37	1,700.00	-433.63
Radio Advertising			
KTOO Radio	0.00	400.00	-400.00
Total Radio Advertising	0.00	400.00	-400.00
Supplies			
Travel Show	0.00	100.00	-100.00
	0.00	2,000.00	-2,000.00
Total Marketing	1,406.37	10,405.00	-8,998.63
Utilities			
cell phone	621.53	1,440.00	-818.47
Total Utilities	621.53	1,440.00	-818.47
Total Expense	3,057.74	34,293.00	-31,235.26
Net Ordinary Income	33,667.26	2,082.00	31,585.26

10:13 AM

09/24/19

Cash Basis

Gustavus Visitors Association
Profit & Loss Budget vs. Actual
 July 1 through September 24, 2019

	Jul 1 - Sep 24, 19	Budget	\$ Over Budget
Other Income/Expense			
Other Expense			
Fixed Asset Depreciation	-724.20	0.00	-724.20
Total Other Expense	-724.20	0.00	-724.20
Net Other Income	724.20	0.00	724.20
Net Income	34,391.46	2,082.00	32,309.46

10/09/19

Accrual Basis

Gustavus Visitors Association

Balance Sheet

As of October 9, 2019

	Oct 9, 19
ASSETS	
Current Assets	
Checking/Savings	
Denali Alaskan-Checking	1,069.74
Denali Alaskan-Savings	5.00
FNBA	29,336.94
FNBA Savings	1,000.00
Total Checking/Savings	31,411.68
Accounts Receivable	
Accounts Receivable	550.00
Total Accounts Receivable	550.00
Total Current Assets	31,961.68
Fixed Assets	
Laptop	1,199.98
Total Fixed Assets	1,199.98
TOTAL ASSETS	33,161.66
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-544.46
Total Accounts Payable	-544.46
Total Current Liabilities	-544.46
Total Liabilities	-544.46
Equity	
Opening Bal Equity	5,076.16
Retained Earnings	-2,556.29
Net Income	31,186.25
Total Equity	33,706.12
TOTAL LIABILITIES & EQUITY	33,161.66



Gustavus Children's Enhancement Program

The Rookery at Gustavus

Preschool & Child Care Programs

FY 18-19 End of Year Report

July 1st, 2018 – June 30th, 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

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2:14 AM

07/23/19

Accrual Basis

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

July 2018 through June 2019

	Jul '18 - Jun 19
Expense	
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
Total Payroll	63,869.87
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
Total Fundraiser Expenses	4,747.54
Grant Expenditures	
Alaska Airlines Grant	454.77
Endowment Fund Grant	3,304.50
Total Grant Expenditures	3,759.27
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
Total Facility, Rent, and Utilities	1,684.75
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
Total Supplies	2,314.78
Total Operations	6,107.11
Reconciliation Discrepancies	-13.90
Total Expense	87,465.05
Net Ordinary Income	-4,319.66
Net Income	-4,319.66

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	
Ordinary Income/Expense				
Income				
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%	
Program Income				
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%	
Expense				
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
Total Checking/Savings	11,496.46

Restricted to re-start organization in case of folding

Accounts Receivable

Accounts Receivable	7,469.26
---------------------	----------

we don't expect any of this to be bad debt

Total Accounts Receivable	7,469.26
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Other Current Assets

Petty Cash	387.00
Undeposited Funds	203.02

Total Other Current Assets	590.02
-----------------------------------	---------------

Total Current Assets	19,555.74
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TOTAL ASSETS	19,555.74
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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

Total Credit Cards	207.53
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Other Current Liabilities

Direct Deposit Liabilities	442.05
----------------------------	--------

Payroll Liabilities	1,965.87
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Total Other Current Liabilities	2,407.92
----------------------------------------	-----------------

Total Current Liabilities	2,615.45
----------------------------------	-----------------

Total Liabilities	2,615.45
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Equity

Opening Balance Equity	7,251.29
------------------------	----------

Unrestricted Net Assets	14,008.66
-------------------------	-----------

Net Income	-4,319.66
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Total Equity	16,940.29
---------------------	------------------

TOTAL LIABILITIES & EQUITY	19,555.74
---------------------------------------	------------------

QUARTERLY STAFF REPORT – OCTOBER 2019

Gustavus Public Library

1. General Library Statistics July - September 2019:

	July	Aug	Sept
Library Visitors:	1741	1497	994
Books Checked out:	776	550	535
Movies Checked out:	629	546	401
Events/Meetings Hosted at the Library:	65	45	35



Summer 2019 Activities/Programs:

Yoga Classes	Public Meetings	Community Coloring
Class Visits	Homeschool/Study Sessions	Art Workshops
Music Lessons	Tutoring Sessions	Robotics
Library Band	Story Time	Summer Reading
Test Proctoring	Public Assistance	Wizarding Week
Board Meetings	Book Club	Shark Week
Committee Meetings	Movie Showings	

Over the course of the summer, we worked with the National Park Service (NPS) and community volunteers to provide a Summer Reading Program with opportunities for all ages. One of our most popular programs was Wizarding Week, a week-long event with classes in everything from dueling to astronomy to potions-making. We hosted 11 magical events with a turnout of 264 people over the course of the week.

The overarching theme for the Summer Reading Program was *A Universe of Stories*, so we developed a curriculum in conjunction with the NPS centered around STEM activities (science, technology, engineering, and mathematics) relating to space. And of course, we read a lot of space-themed books too! Thank you to our dedicated Summer Reading Program Intern, Faith Wagner, who did so much of the behind-the-scenes work to make all our summer events happen. Additionally, this summer was made successful by the plethora of volunteers who helped with everything from snack preparation to leading Quidditch drills in the pouring rain, as well as the community sponsors who donated prizes for our Summer Readers.

In addition to the Summer Reading Program, we hosted Shark Week at the library, which had a total of 5 events with 78 participants. In September, we partnered with the Rookery to support a baby/toddler group three mornings a week at the library.

See below for this year's Summer Reading Program statistics:

2019 Summer Reading Program Statistics	
45	Summer Reading Events at the Library
825	Total Event Attendees
53	Kids who participated
23	Teens/Tweens who participated
39	Adults who participated
10	Completed Reading Charts returned to the library
104	Teen Scratch Tickets distributed (which means 104 books checked out by teens/tweens over the summer!)

Upcoming Programming:

The library will continue to offer regular programs including Story Time, movie nights, holiday programs, and book club meetings in the coming quarter. We will also continue to support weekly groups and classes, such as band and yoga, special events and presentations, and accommodate group requests for after-hours use as we are able to.

We are actively working with teachers to offer increased collaboration between the school/preschool and the library. This includes class visits (we hosted our first high school class visit at the library in September!), as well as extra-credit opportunities for students through the library. We are working with the Middle/High School English teacher to order books for the classroom through Interlibrary Loan, and have also set up a book delivery system so that the English classroom is always stocked with a rotating supply of new juvenile and young adult books for students to read.

In October, we plan to host some spooky events for all ages, including the popular all-ages Halloween Haiku contest. Since November is National Novel Writing Month, we plan to host some writing-themed events, and will encourage teachers and students at the school to participate.

2. Status of Active or Upcoming Grants:

We have received our totes and stickers for the *1000 Books Before Kindergarten*. Jen has started putting together the paper resources to distribute to parents and caregivers, and will spend a little more time

working with Kathy Hocker on logo variations. Thank you for choosing us for the Endowment Grant, we feel it will be a great program to offer new and expanding families.

We received \$7000 from the state library for books this year. Let us know if you have an idea for a book to purchase!

We had a moment where the OWL (Online With Libraries) was on the chopping block during budget talks. For us, this is money that helps pay for our internet service, precisely, \$2000 per month. However, on 8/16/2019 - Governor Dunleavy announced that the program would be allowed to restart with full funding for FY 2020. The State will be announcing broadband assistance and the revival of the videoconference network with us in the coming months.

FYI: About Online With Libraries

The Alaska Online With Libraries (OWL) Program was funded by the State of Alaska from July 2013 through July 2019 for the following purposes:

- Provide rural Alaskans with high speed internet access that urban Alaskans have long been using for education, employment, and enjoyment.
- Bring the world to Alaska by connecting people from all areas of the state with other Alaskans and Americans through videoconferencing.
- Reducing costs for agencies and organizations by substituting video meetings and visits for travel.
- Provide information technology training to Alaskans that will enhance their future education and employment prospects.



Status of Active or Upcoming Contracts:

The RFQ for the library roof repair came in at \$120,000; the approved budget was \$40,000. The disparity comes from an expectation of the scope of work. Given input by the engineer that did the inspection and comments from others familiar with the inspection report, staff felt the budget amount was adequate. However, after discussing the reasons for the bid response with Sean Patrick of Gustavus Construction, it was clear that he was expecting a different level of work to be needed. The City will reissue the RFQ with a provision that if in the performance of the RFQ stated Scope of Work additional damage is identified, the contractor will secure the roof to prevent further damage and the City will determine next steps based on Council direction.

Finally, we signed a contract for custodial services Sasha Smith and we are very grateful for her hard work! Thank you, Council, for allocating some money to help maintain the library.

3. Existing projects:

- We are eager to move forward on the construction of a covered bike shed for the library. For those who are new to the council, Bike storage has increasingly become an issue, as we see an influx of visitors with bikes who are reluctant to leave them on the uncovered rack. The result is that we often end up with multiple bikes in the covered area outside the staff entrance, and staff are frequently having to move these bikes, so they are not blocking the door or the book drop off. Along with this, we have noticed that patrons are frequently moving the outdoor table and chairs into this space as well, so they have a covered spot to sit. Unfortunately, this also blocks the access to the back entrance, impeding staff's ability to enter and exit the building, and creating a potential fire hazard. We would love to be able to offer our patrons a covered space for bicycles, as well as a covered area to sit outside soon!
- As limited space continues to be a challenge inside the library, we have continued to rearrange, weed out materials that are not being utilized as outlined by our weeding guidelines, and use alternative storage methods such as bins and floating shelves to maximize the space we have. We anticipate this will be an ongoing issue and will do the best we can to manage it with the resources we have.
- We are beginning to sell t-shirts, tote bags and stickers to fundraise for the library, stop by and pick yours up!
- Jeff Irwin has been volunteering to keep an eye on the vital statistics of our new boiler system. He does this for the school and works with Mark Berry to keep things running smooth.

4. Past, Current & Upcoming Trainings:

Jen has applied for a travel scholarship to attend a conference in Juneau for professionals who lead afterschool programming for children and youth in Alaska. This opportunity would help Jen further develop skills in leading effective extracurricular opportunities for young people in our community through the library, and also develop connections with other professionals doing similar work. We will keep the City posted as to whether this travel scholarship is awarded.

5. Budget:

Thank you, Council, for supporting your public library's' requests and suggestions for FY20! We will continue to serve the public with continued free services for all our population as well as our visitors.

Thank you all for being such a great Council - we all appreciate your work.

The Faces of the Moon! One of many space-themed activities offered through the Read with a Ranger Program this summer.



Gustavus Volunteer Fire Department Travel / Training Report

Travis Miller, Fire Chief & Johan Rensburg, GVFD FF/EMT

9/23/19 – 9/27/19

Johan and I traveled to Ketchikan to attend the annual Alaska State Fire Conference. The conference was 5 days and included lots of lecturing and some excellent hands-on training. The conference theme was Firefighter Health and Safety. Classes that we attended were: personal protective equipment limitations and inspections, mental health for first responders, flashover recognition, auto extrication, and most of other lectures were leadership based.

We attended the vendor show and checked out all the new gadgets and gear that are available. Lots of cool stuff coming out in the future to help protect firefighters from carcinogens and technology that will make our jobs of protecting life, property and the environment more productive.

Gustavus Chapter had two of its members become life members of the ASFA organization. To become a life member of the ASFA you must have 20 years in fire service and 5 years as member of the ASFA organization. This year Michael “Doc” Pedersen and Travis Miller became ASFA Life Members.

The three Ketchikan Departments that helped host the conference did a wonderful job; hopefully, we don’t wait over 25 years for them to do it all over again. Next year, the Conference is in Anchorage, Alaska.

October 14, 2019 General Meeting**Treasurer's Report**

Phoebe Vanselow

Welcome to the new council members! Please set-up a time with me to get a general orientation to the city's finances and budget. And please know that I am always available to answer questions when I'm at City Hall (afternoons Monday through Wednesday and all day Thursday).

We are very close to closing the books on FY19, which ended June 30. I am waiting for three final ambulance transport billings to finalize, and then I will present a final profit and loss for the council to use to create our annual Certified Financial Statement. I will continue to present the latest FY19 Profit & Loss monthly until this occurs. As you have seen from the previous monthly reports, **we have great news of a budget surplus of approximately \$115,000 for FY19!** Some of these funds are incorporated into the FY20 budget as carry-over funds. I would recommend depositing all of these FY19 surplus funds into one of our AMLIP accounts for better earnings, and we can transfer them back to our checking account as dictated by our FY20 operating budget if and when they are needed.

Once again, we did not meet the threshold (\$750,000 of state or federal funds expended in a fiscal year) to trigger a mandatory audit for FY19. We had our accountant complete Review Services of our FY18 books (like a mini-audit; less expensive and less exhaustive). My recommendation would be to budget for an audit of FY20 in our next fiscal year's budget. Our last audit was of our FY15 books and cost approximately \$20,000. This is an expensive and time-consuming process, but with the thresholds raised for spending of federal or state funds that would trigger a mandatory audit, we may not be forced to perform one for some time. My first year in this position, in FY18, I performed an extensive clean-up of the books to produce an accurate Balance Sheet. This clean-up was generally checked with the accountant's Review Services, but a thorough audit would be helpful to ensure all of the problems have been fixed. Five years seems like a prudent cycle for auditing.

To date in calendar year 2019, there have been 24 new businesses registered in Gustavus. This compares to 21 new businesses for all of 2018. We have 179 registered businesses currently operating in Gustavus. Retail tax income for Jul.-Sept. was \$126,509 this year compared to \$115,586 during the same period last year. Room tax for Jul.-Sept. was \$23,763 this year compared to \$19,281 during the same period last year. Things are looking positive for FY20 thus far!

The current Endowment Fund Grant application period closes at the end of the month. Last year's awardees are busy finishing up spending funds. This is tracked on the bottom of the Grants/Scholarships spreadsheet that I submit each month for inclusion in the packet.

Thanks so much to our outgoing council members for all of your time and thoughtful consideration. Enjoy your unscheduled Monday evenings!

09/04/19

Profit & Loss Budget vs. Actual COG Accrual

Accrual Basis

FY19: July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
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%
Federal Revenue				
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%
Total Federal Revenue	152,662.35	149,673.33	2,989.02	102.0%
Fundraising	556.00	700.00	-144.00	79.4%
GVFD Income	10,704.71	8,000.00	2,704.71	133.8%
Interest Income	698.82	685.00	13.82	102.0%
Lands Income	11,360.00	12,000.00	-640.00	94.7%
Lease Income	12,720.35	12,720.35	0.00	100.0%
Library Income	1,174.70	1,500.00	-325.30	78.3%
Marine Facilities Income	17,111.00	16,250.00	861.00	105.3%
State Revenue				
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%
Total State Revenue	90,695.55	90,311.43	384.12	100.4%
Tax Income				
Retail Tax Income	392,606.20	358,636.07	33,970.13	109.5%
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	25,160.35	0.00	25,160.35	100.0%
Tax Exempt Cards	320.00	150.00	170.00	213.3%
Total Tax Income	500,942.27	438,786.07	62,156.20	114.2%
Total Income	906,171.31	824,606.18	81,565.13	109.9%
Gross Profit	906,171.31	824,606.18	81,565.13	109.9%
Expense				
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%
Building	16,494.71	16,280.06	214.65	101.3%
Contractual Services	51,517.67	59,500.00	-7,982.33	86.6%
Dues/Fees	7,477.94	8,000.00	-522.06	93.5%
Economic Development Services				
GVA	20,000.00	20,000.00	0.00	100.0%
Total Economic Development Services	20,000.00	20,000.00	0.00	100.0%
Election Expense	276.70	276.70	0.00	100.0%
Equipment	14,389.20	15,946.00	-1,556.80	90.2%
Freight/Shipping	19,762.81	19,900.00	-137.19	99.3%
Fundraising Expenses	0.00	50.00	-50.00	0.0%
General Liability	3,827.10	3,827.10	0.00	100.0%
Holiday gift	2,995.00	3,000.00	-5.00	99.8%
Library Materials	317.81	600.00	-282.19	53.0%
Marine Facilities	4,164.15	4,085.46	78.69	101.9%

09/04/19

Accrual Basis

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
FY19: July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Payroll Expenses	425,580.93	438,798.05	-13,217.12	97.0%
Professional Services	26,707.42	30,302.77	-3,595.35	88.1%
Public Relations	728.34	730.00	-1.66	99.8%
Repair & Replacement Fund	20,095.76	20,095.76	0.00	100.0%
Road Maintenance	84,996.98	85,000.00	-3.02	100.0%
Social Services				
GCEP dba The Rookery	12,964.00	12,964.00	0.00	100.0%
Total Social Services	12,964.00	12,964.00	0.00	100.0%
Supplies	17,404.31	17,900.00	-495.69	97.2%
Telecommunications	19,194.90	20,640.00	-1,445.10	93.0%
Training	10,634.69	13,750.00	-3,115.31	77.3%
Travel	15,913.45	17,350.00	-1,436.55	91.7%
Utilities	16,354.11	18,900.00	-2,545.89	86.5%
Vehicle	6,390.35	7,586.95	-1,196.60	84.2%
Total Expense	829,990.45	867,032.85	-37,042.40	95.7%
Net Ordinary Income	76,180.86	-42,426.67	118,607.53	-179.6%
Other Income/Expense				
Other Income				
Encumbered Funds	39,502.06	42,426.67	-2,924.61	93.1%
Total Other Income	39,502.06	42,426.67	-2,924.61	93.1%
Net Other Income	39,502.06	42,426.67	-2,924.61	93.1%
Net Income	115,682.92	0.00	115,682.92	100.0%

10/03/19

Profit & Loss Budget vs. Actual COG Accrual

Accrual Basis

FY20: July through September 2019

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Prior-Year Cash Balance	0.00	106,638.93	-106,638.93	0.0%
Business License Fees	175.00	3,800.00	-3,625.00	4.6%
Donations	181.00	1,000.00	-819.00	18.1%
DRC Income	38,271.84	90,480.00	-52,208.16	42.3%
Federal Revenue				
Payment In Lieu of Taxes	112,735.48	67,848.46	44,887.02	166.2%
Total Federal Revenue	112,735.48	67,848.46	44,887.02	166.2%
Fundraising	82.00	500.00	-418.00	16.4%
GVFD Income	6,247.69	7,900.00	-1,652.31	79.1%
Interest Income	104.21	300.00	-195.79	34.7%
Lands Income	8,464.00	22,000.00	-13,536.00	38.5%
Lease Income	6,562.32	12,720.35	-6,158.03	51.6%
Library Income	218.75	500.00	-281.25	43.8%
Marine Facilities Income	2,430.00	15,700.00	-13,270.00	15.5%
Other Income	3,777.00	3,777.00	0.00	100.0%
State Revenue				
Community Assistance Program	82,845.41	82,845.41	0.00	100.0%
Shared Fisheries Business Tax	0.00	1,500.00	-1,500.00	0.0%
Total State Revenue	82,845.41	84,345.41	-1,500.00	98.2%
Tax Income				
Retail Tax Income	126,508.69	378,700.00	-252,191.31	33.4%
Room Tax Income	23,762.87	65,000.00	-41,237.13	36.6%
Fish Box Tax	6,970.00	13,000.00	-6,030.00	53.6%
Penalties & Interest	592.19			
Tax Exempt Cards	20.00	200.00	-180.00	10.0%
Total Tax Income	157,853.75	456,900.00	-299,046.25	34.5%
Total Income	419,948.45	874,410.15	-454,461.70	48.0%
Gross Profit	419,948.45	874,410.15	-454,461.70	48.0%
Expense				
Administrative Costs	1,705.00	4,000.00	-2,295.00	42.6%
Advertising	75.00	100.00	-25.00	75.0%
Bank Service Charges	762.19	2,275.00	-1,512.81	33.5%
Building	21,706.42	16,657.42	5,049.00	130.3%
Contractual Services	16,541.19	98,460.00	-81,918.81	16.8%
Dues/Fees	1,067.00	7,450.00	-6,383.00	14.3%
Economic Development Services				
GVA	32,000.00	32,000.00	0.00	100.0%
Total Economic Development Services	32,000.00	32,000.00	0.00	100.0%
Election Expense	194.81	250.00	-55.19	77.9%
Equipment	1,571.67	27,126.00	-25,554.33	5.8%
Events & Celebrations	277.54	4,350.00	-4,072.46	6.4%
Freight/Shipping	9,055.06	24,030.00	-14,974.94	37.7%
Fundraising Expenses	611.93	500.00	111.93	122.4%
General Liability	10,890.44	10,717.80	172.64	101.6%
Library Materials	-220.00	600.00	-820.00	-36.7%
Marine Facilities	1,878.76	4,851.36	-2,972.60	38.7%

10/03/19

Accrual Basis

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
FY20: July through September 2019

	<u>Jul - Sep 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	124,708.50	462,853.63	-338,145.13	26.9%
Professional Services	1,977.50	30,000.00	-28,022.50	6.6%
Public Relations	4.12	500.00	-495.88	0.8%
Repair & Replacement Fund	25,354.66	25,354.66	0.00	100.0%
Road Maintenance	17,745.25	85,000.00	-67,254.75	20.9%
Social Services				
GCEP dba The Rookery	13,890.00	13,890.00	0.00	100.0%
Total Social Services	13,890.00	13,890.00	0.00	100.0%
Supplies	3,023.53	19,315.00	-16,291.47	15.7%
Telecommunications	3,919.94	22,868.40	-18,948.46	17.1%
Training	2,378.13	10,400.00	-8,021.87	22.9%
Travel	2,643.56	29,365.00	-26,721.44	9.0%
Utilities	7,054.85	16,700.00	-9,645.15	42.2%
Vehicle	4,094.12	8,445.93	-4,351.81	48.5%
Total Expense	304,911.17	958,560.20	-653,649.03	31.8%
Net Ordinary Income	115,037.28	-84,150.05	199,187.33	-136.7%
Other Income/Expense				
Other Income				
Encumbered Funds	85,000.00	85,100.00	-100.00	99.9%
Total Other Income	85,000.00	85,100.00	-100.00	99.9%
Net Other Income	85,000.00	85,100.00	-100.00	99.9%
Net Income	<u>200,037.28</u>	<u>949.95</u>	<u>199,087.33</u>	<u>21,057.7%</u>

City of Gustavus
Balance Sheet
As of September 30, 2019

	Sep 30, 19
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	47,201.37
AMLIP Capital Improv Long-Term (0630598.2)	481,951.03
AMLIP Repair & Replacement (0630598.3)	284,631.24
AMLIP Road Maint - Unencumbered (0630598.4)	256,755.85
AMLIP Road Maint - Encumbered (0630598.8)	13,056.07
AMLIP Reserve (0630598.12)	761,424.87
APCM.Endowment Fund	1,476,212.32
FNBA - Checking	889,985.41
FNBA Endowment Fund - Checking	18,249.36
Petty Cash	99.09
Total Checking/Savings	4,229,566.61
Accounts Receivable	
Accounts Receivable	19,932.39
Total Accounts Receivable	19,932.39
Total Current Assets	4,249,499.00
TOTAL ASSETS	4,249,499.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	174.43
Total Credit Cards	174.43
Other Current Liabilities	
Deferred Income	5,940.00
Direct Deposit Liabilities (Direct Deposit Liabilities)	22,138.76
Total Other Current Liabilities	28,078.76
Total Current Liabilities	28,253.19
Total Liabilities	28,253.19
Equity	
Fund Balance	3,022,644.70
Opening Bal Equity	1,084,743.57
Net Income	113,857.54
Total Equity	4,221,245.81
TOTAL LIABILITIES & EQUITY	4,249,499.00

Accounts Receivable Detail**As of 9/30/19**

\$4,544.75 Delinquent Sales Tax
 \$9,500.77 Ambulance Transport Billing - In Progress
 \$5,940.00 Fish-Box Tax Deferred Income
 (\$53.13) Net of Other Customer Account Balances

\$19,932.39 Total

FNBA Checking Account - Unrestricted Funds Balance**As of 9/30/19**

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: \$889,985.41

Obligated Funds Currently in Checking Account:

MF	CP18-01 Salmon River Harbor	(\$19,856.96)
	CP18-04 LIDAR of Gustavus	(\$21,407.65)
DRC	CP18-05 DRC Pre-Processing	(\$62,000.00)
DRC	CP18-06 DRC Storage Bins - Jack	(\$1,339.16)
DRC	CP18-07 Household Haz Waste Fac.	(\$59,450.00)
DRC	CP19-02 Community Chest Maint.	(\$741.84)
Admin	CP19-03 Gustavus Beach Improv.	(\$37,322.81)
GVFD	CP19-04 GVFD Stryker Power Cot	(\$35,000.00)
DRC	CP19-06 DRC Composting Facility	(\$111,585.00)
Library	CP19-08 Library Roof/Awning/Shed	(\$60,000.00)
GVFD	2019 VFA Grant	(\$2,700.00)
Library	FY20 PLA Grant	(\$6,051.64)
Library	SoA OWL Internet Subsidy - \$2078.40 not yet rec'd	\$0.00
Roads	FY20-02NCO FY20 encumbered road money	(\$67,254.75)
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: \$405,024.58

Pending Transfers:

DRC	FY20-08NCO closeout CP18-06 DRC Storage Bins - Jack	(\$1,339.16)
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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%.

FY20 budgeted operating expenses:	\$958,560.20
25% =	\$239,640.05
17% =	\$162,955.23
35% =	\$335,496.07

Capital Projects 2019-2024

Page 38 of 72

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
Funded for 2018 (most by FY18-22NCO):											
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		done	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		2019-2020	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		2019-2020	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
Funded for 2019:											
Council Chambers Upgrade	\$ 5,250.00	\$ 5,250.00	CP19-01 Council Chambers	Admin	finite	finite	3/11/2019	3/11/2019		done	AMLIP
Library Bike Shelter/Shed	\$ 15,000.00	\$ 15,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19	7/22/2019; revised 8/5/19	8/12/2019	only \$10,000 moved 8/12/19; \$5000 still to transfer	2019	AMLIP
Library Roof Repair	\$ 50,000.00	\$ 50,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19	7/22/2019; revised 8/5/19	8/12/2019		in progress	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		done	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
Compost Yard Improvement	\$ 111,585.00	\$ 111,585.00	CP19-06 DRC Composting Facility	DRC	N/A	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
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	done except payment	AMLIP
Gravel Pit Improvements	\$ 500,000.00		CP19-07 Gravel Extraction Improv.	Lands	N/A	4/25/2019	5/13/2019	postponed		2020	AMLIP
Inflow Storage & HHW Facility Storage Area	\$26,400, then \$62,000	\$ 62,000.00	CP18-05 DRC Pre-Processing	DRC	N/A	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	2019-2020	CIP, or AMLIP
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:	
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	
Roof/Building Expansion	\$700,000			GVFD	N/A	2/9/2018	2/12/2018, revised 2/11/2019			Long-range	CIP - state, federal grant
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	\$1,859,985.00	\$ 521,335.00									
CAPGIS 2018 submission											
CAPGIS 2019 submission											

Incoming Grants/Scholarships to City of Gustavus FY20

Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
Library	Library Supplies	8/15/2019	\$7,000.00	FY20 PLA Grant	\$948.36	\$6,051.64	State of AK Public Library Assistance (PLA) grant for library materials
	Reading with Rachel	7/9/2019	\$554.00	Reading with Rachel	\$554.00	\$0.00	Grant from Jon & Julie Howell
	Library Internet	summer 2019	\$2,078.40	SoA OWL Internet Subsidy	\$0.00	\$2,078.40	Alaska OWL monthly internet subsidy
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 (Code Blue will pay \$7000 for PowerCot)
	GVFD Supplies	3/25/2019	\$3,735.00	2019 VFA Grant	\$1,035.00	\$2,700.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
Admin	City Clerk Training	8/10/2019	\$1,550.00	(applied to FY19 expense)	\$1,550.00	\$0.00	AAMC scholarship for NW Clerks Institute June 2019
	City Clerk Training	8/6/2019	\$400.00	(applied to FY19 expense)	\$400.00	\$0.00	IIMC Foundation scholarship for IIMC institute Jun. 2019

\$40,767.40

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	12/10/2018	\$4,363.95	2019 EFG - GCEP	\$4,363.95	\$0.00	
CY18-33	GHAA	12/10/2018	\$3,424.00	2019 EFG - GHAA	\$3,424.00	\$0.00	
CY18-33	Gustavus Helping Hands	12/10/2018	\$4,540.00	2019 EFG - GHH	\$2,072.88	\$2,467.12	grant ends 12/11/19
CY18-33	Gustavus Public Library	12/10/2018	\$2,902.60	2019 EFG - GPL	\$2,218.35	\$684.25	grant ends 12/11/19
CY18-33	Gustavus School	12/10/2018	\$9,606.75	2019 EFG - GST School	\$6,180.25	\$3,426.50	grant ends 12/11/19
CY19-01	Gustavus Community Center	1/14/2019	\$17,514.70	2019 EFG - GCC	\$5,889.67	\$11,625.03	grant ends 1/15/20

CITY ADMINISTRATOR'S REPORT OCTOBER GENERAL MEETING

LIBRARY ROOF

The RFQ for the library roof repair has been reissued on September 24th with a bid submittal due date of October 31. The work period will be from March 1 to May 31, 2020. It will come before the Council on November 12.

TOWN HALL SERIES

The Town Hall meeting summary has been sent to the Council; I've incorporated Cheryl's suggestion. Attached is a copy. I have placed a copy of the summary in the information binder that has been provided by the Clerk.

FY20 SNOWPLOW RFQ

The RFQ for snowplowing has been awarded to Glacier Bay Construction. Attached is the bid sheet for the award.

GRAVEL PIT OPERATIONS

The RFQ for the clearing of vegetation so that the ponds can be expanded has been awarded to Fairweather Construction. Attached is the bid sheet for the award.

MARINE FACILITIES ADVISORY COMMITTEE

The solicitation for members of the Marine Facilities Advisory Committee expires on October 10. As of this date we have one (1) application.

CITY HALL RIVERBANK EROSION

I have reached out to Alexandria Lawrence at DNR and will let you know as soon as I get a response. Ms. Lawrence is the Natural Resource Manager and if she is unable to assist, I'm asking her for a good contact.

STEEL FLOAT MOORAGE LOCATION AT PLEASANT ISLAND

As part of the AMHS dock work, the DOT requires that the steel float that will be used as part of the City floats be located off of Pleasant Island, like it is now, during the winter months. However, DNR has notified the City that such action requires a tideland lease (Land Use Permit). The terms of the lease are as follows:

- Certificate of Insurance in the amount the insurance company requires with the State of Alaska named as an additional certificate holder;
- A copy of the instrument serving as the Performance Guaranty in the amount of \$6,2000 (either a Corporate Surety or Personal Land Use Bond form);
- Payment of the first \$6,000 annual fee; and
- Payment of the \$1,850 unauthorized use fee.

I participated in a teleconference with DOT and DNR to discuss why the City needs to do any of these things given that DOT moved the steel float initially (no unauthorized use fee should apply to the City) and that since it is a DOT requirement to move the steel float seasonally, the City should not incur the any lease costs. I also explained the expense the City will have to absorb to move the steel float twice a year (it is expensive to hire a vessel to move this large, heavy float – likely between \$15,000 and \$20,000 per season).

CITY ADMINISTRATOR'S REPORT OCTOBER GENERAL MEETING

DOT has recently e-mailed me and stated it would be willing to be the permittee if we accepted conveyance of the tideland. That would mean that we could use the tideland but couldn't sell it. If the City ever sold the steel float, DNR would most likely revoke the conveyance. With this approach, the City would not be responsible for any fees associated with permitting since the City would, for all practical purposes, own the tideland.

With regard to the unauthorized use fee of \$1,850, DOT has stated that if DNR still required payment, that DOT would take care of it.

At the Council's direction, the Conveyance Package has been submitted.

FERRY TERMINAL CLOSURE

REMINDER: The ferry terminal will be closed from March 3 – May 31, 2020 for work to improve the facility. The work includes removal and replacement of existing ferry terminal infrastructure and enhancement of the City float facility.

Note: If the ferry is late coming out of the mandatory layup and misses the March 3 closure date there will not be another opportunity until the terminal work is complete.

DOING BUSINESS IN GUSTAVUS

As previously discussed, there are persons operating as a business in Gustavus that are not complying with Title 4. There are several concerns with this situation including, but not limited to equity, fair treatment, loss of the public's money, and a financial advantage for those not adding the required 3% to the cost of their service/product.

At the Council's direction, the City Administrator will work with the Mayor, Vice Mayor Cannamore, and Council member Shelly Owen, along with Mr. Jake Ohlson to draft an amendment to Title 4.15 Sales Tax.



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



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

Ordinance for Public Hearing

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY20-07NCO
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:

Budget Category	Amounts		
	Original Budget	Amended Budget	Change
INCOME			
Federal Revenue: Payment in Lieu of Taxes	\$ 67,848.46	\$ 112,735.48	\$ 44,887.02
<i>An error was made in the initial calculation of the FY20 payment and additional funds are forthcoming, per letter from the State of Alaska dated August 22, 2019.</i>			
Prior-Year Cash Balance	\$ 106,638.93	\$ 73,223.51	<\$ 33,415.42>

Total Change in Income			\$ 11,471.60
------------------------	--	--	---------------------

EXPENSE			
	Original Budget	Amended Budget	Change
Library:Telecommunications	\$ 7,978.40	\$ 5,900.00	<\$ 2,078.40>
<i>The State of Alaska FY20 budget restored the previously vetoed Online with Libraries (OWL) funding August 19, 2019. This grant provides for partial financial support for the Gustavus Public Library's internet service.</i>			
Library:Building:Maintenance & Repairs	\$ 3,015.00	\$ 13,915.00	\$ 10,900.00
<i>These funds are for an emergency septic system repair and for additional costs for CP19-05 Library Heating Upgrade.</i>			
Marine Facilities:Building:Maint & Repairs	\$ 750.00	\$ 900.00	\$ 150.00
<i>The cost of pumping the beach waterless restrooms was higher than budgeted.</i>			
Lands:Contractual Services	\$ 15,000.00	\$ 17,500.00	\$ 2,500.00
<i>The cost of the survey of the gravel pits parcel was higher than budgeted.</i>			

Total Change in Expense			\$ 11,471.60
-------------------------	--	--	---------------------

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: September 16, 2019

DATE OF PUBLIC HEARING: *October 14, 2019*

PASSED and **APPROVED** by the Gustavus City Council this ____th day of _____, 2019.

_____, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY20-08NCO**

**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			Change
	Account Balance	Amended Balance		
CP-18-06 Storage Bins, Pallet Jack <i>Project is complete. Returning unused funds.</i>	\$ 1,339.16	\$ 0.00	<\$	1,339.16>
AMLIP Capital Improv Current* <i>*Approximate, this is a dynamic value.</i>	\$ 47,073.17	\$ 48,412.33	\$	1,339.16
<hr/>				
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: *September 16, 2019*

DATE OF PUBLIC HEARING: *October 14, 2019*

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2019.

_____, 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
PO Box 1
Gustavus, Alaska 99826

Phone: 907.697.2451
Fax: 907.697.2136
Email: treasurer@gustavus-ak.gov

Project: RFQ-CP18-05DRC
Disposal & Recycling Center (DRC)
In-flow Storage Area Project
THIS IS NOT AN ORDER

COVER SHEET

Important Dates:

Issue Date: October 15, 2019

Pre-Bid Conference: October 22, 2019 at 10:00am

Bid Submittal Due: October 30, 2019

Deliver to: **Gustavus City Hall**

Time: by **2:00 p.m.**

Bid Opening: October 30, 2019

Location: **Gustavus City Hall**

Time: **2:00p.m.**

PLEASE PROVIDE QUOTES to fulfill the Scope of Service and work listed within the Scope of Work.

QUOTES MUST BE RECEIVED BY THE DATE AND TIME SHOWN ABOVE

The objective of this project is to create an 11,850 square foot gravel pad between the landfill fence, the main Disposal & Recycling Center building, and Boat Harbor Road. Site preparation will consist of moving a 20' storage van out of the project area, tree removal, transplanting brush from the project area to the project area boundary, layering rock from the Sunnyside Market rock pile (219 cu yards of rock has been purchased by the City), providing pit run gravel to bring the pad to height, grading, installing security bollards by the power meter utility, compaction and returning the 20' storage van to a new location within the newly created storage area.

Details for the above work are covered in the Scope of Work. The work must be conducted according to the terms of the Contract and any instructions provided by the City's project representative during the **pre-bid group meeting at the Disposal and Recycling Center (DRC) on October 22, 2019 at 10:00 a.m.**

PERIOD OF PERFORMANCE:

The period of performance will begin November 13, 2019. **All work must be completed on or before May 23, 2020.**

COMPENSATION SCHEDULE:

Payment will be made at the successful completion of the project after final inspection and acceptance. Progress payments may be made with justification approved by the City Administrator.

GENERAL PROVISIONS

INSTRUCTIONS TO BIDDER

- Bidder must submit quotes for **the basic bid** listed on the bid sheet.
- 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.
- 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 Project Manager, 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.

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 Project Manager or his/her designee. 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

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

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. **Pre-Bid Meeting: The City-approved Project Manager will conduct a conference at the DRC on Tuesday, October 22, 2019 at 10:00 a.m.**

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 Project Manager and/or City Administrator of the problem and shall cooperate with the Project Manager and/or City Administrator 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 Project Manager or 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 Project Manager and/or City Administrator 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 Project Manager and/or City Administrator.

b. At the Project Manager and/or City Administrator'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 Project Manager and/or City Administrator 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 SUPPLEMENTAL CONDITIONS

SCOPE OF SERVICE

The Scope of Service for this project is established as described below. The evaluation of each bid package will be made in accordance with Method of Award above.

PRE-BID MEETING

The City-approved Project Manager will conduct a conference at the DRC on Tuesday, October 22, 2019 at 10:00 a.m. At the meeting at the DRC, all bidders will be invited to view the area in order to ask any and all questions pertaining to the document and the Scope of Service. Questions during the pre-bid phase about the Scope of Service must be in writing and directed to the Project Manager or City Administrator. All points of clarification and questions answered at the conference which may affect the bid will be issued in the form of addendum.

All bids must be stated as a Lump Sum amount for the Basic Bid. Bid shall include all labor, materials and equipment necessary to perform the work, complete-in-place and accepted. The work to be performed under this contract shall consist of the following: providing all tools, equipment, materials, supplies, and manufactured articles; furnishing all labor, transportation, and services, including testing, shipping, fuel, power, water; and 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 that may be necessary for the proper completion of the work.

The Contractor shall conduct the Scope of Work in accordance with the specifications and directions from the City of Gustavus on site project manager.

The Contractor shall secure and isolate the worksite for the protection of its workforce and the general public, prepare the sites where the proposed work will be located, and shall be responsible for clearing and grubbing the necessary areas and disposing of the rubbish at an approved facility.

As per the Scope of Work and the attached diagram, the Contractor shall be responsible for all movement of dirt and other material, removal of trees, bringing in of pit run material, grading, and compaction.

The Contractor shall also be responsible for all cleaning and site maintenance activities during the installation phase and for final cleanup. The Contractor shall be responsible for cleaning up the worksite following each workday.

Important Note: Unless authorized in advance by the DRC Manager, work must be conducted while the DRC is closed to the public. The hours of operation at the DRC are Tuesday, Thursday, and Saturday 11AM to 3 PM. In addition, the DRC will be conducting its biennial hazardous waste collection event in mid-May 2020 (tentatively Sunday May 10 and Monday May 11). DRC staff will need access to the side of the main building that faces the project area during this collection event.

Basic Bid

SCOPE OF WORK

1.1 BACKGROUND

The project job site (Site) is located at 2 Salmon River Harbor Road within Lot 6 in Section 18, Township 40 South, Range 59 East, Copper River Meridian, and the property is owned by the City of Gustavus. Adjoining lands are owned by the State of Alaska.

The purpose of the project is to create a dedicated storage area for recyclable materials. These materials are stored in ready to move bins or pallets. "In-flow" storage refers to the storage of sorted recyclable materials delivered by the public which are held until sufficient quantities are present to make a complete bale or other shippable unit. For the DRC's operation, this would refer to bins of aluminum cans, pallets or refrigerators and other white goods, as well as super-sacks of plastic bottles. In-flow is typically in a location which is close to the building where the materials will be processed. The surface of the storage area needs to be compact enough to easily operate an all-wheel loader or an all-terrain pallet jack. At a future date, the storage area will have a security and visual screening fence installed around the edge of it.

1.2 SCOPE OF WORK

Temporary relocation of the 20' brown storage van to a temporary holding area in the DRC entry area. Salvage of treated 2"x6" lumber under the van for re-use later. The DRC staff is responsible for emptying the van of its contents. Five-day notice from the contractor to the DRC Manager for the moving date of the van is required; this is to ensure that DRC staff has sufficient time to empty the container.

DRC staff will move the two Bobcat loader storage sheds. Again, five-day notice from the contractor to the DRC Manager for the moving date of the van is required; this is to ensure that DRC staff has sufficient time to move the sheds.

Removal of 4" PVC monitor well. This well is no longer used. Extraction if possible, otherwise simply bury it.

Tree and brush clearing: Felling and the removal of all (around twenty-five) cottonwood trees in project area. These trees are approximately 8" – 24" in diameter. Felled trees are to be decked on DRC property as designated on site diagram. The DRC would like to chip the branches and tops of the trees so keeping the trees as dirt-free as possible is required. Stumps would be moved to area on DRC property as designated on site map.

Willow bushes would be uprooted and placed along a row between the edge of the new storage area pad along Small Boat Harbor Road as a new visual screening hedge.

Construction of the 11,850 sq ft storage area: The storage area dirt pad needs to be built up to a height designated by the flagged stake as located on the site map. The storage area will need a slight gradient or slope away from the landfill fence towards Boat Harbor Road. A portion of the in-flow storage area (~85' long x ~23' wide = 1,955 sq foot) adjacent to the main building has already been built-up and this material can be used in the development of the rest of the storage area. The use of ~6" rock from Kriss Hart's rock pile behind Sunnyside Market accessed off of Gustavus Road is required as a base in this project. Use of the rock is so that overburden and topsoil do not have to be removed and that the project area has a good base. Use of the rock in a 2:1 ratio of rock to sand/ pit run is required. The approximate amount of rock to be used in this project is 219 cu yards. The City has purchased 219 cubic yards of the rock from Mr. Hart so that the contractor is only concerned with measuring, transporting from the Sunnyside Market lot, mixing and layering the material. Pit run will be supplied by the contractor and used to bring the pad to the desired height. The contractor may excavate pit run from the gravel pit used for city roads through coordination with the City Administrator to ensure the road maintenance contractor's operations are not impacted. If the contractor also holds a pit run gravel lease, the contractor may choose to excavate pit run from their leased pond instead without incurring the \$4/cu yd fee to the city and without counting against their contracted total cubic yards.

Installation of two steel bollards embedded in concrete to protect the electrical meter base: Contractor is responsible for purchasing two 4" diameter steel bollards. Bollards shall be buried at least 3' below finished surface and 42" above grade and be encased in a cement base of at least 12" in diameter. Bollards are to be yellow or orange. Contractor shall avoid any buried telephone and electrical power lines when installing bollards. Contractor is responsible for any repairs should any telephone or power lines be damaged during bollard installation.

Compaction of the project area: The project area needs full compaction with a plate or roller compactor. As specified earlier, the storage area needs to drain away from the main building or landfill fence and drain towards Small Boat Harbor Road. A 4% slope is acceptable.

Placement of 20' brown storage van to the location and orientation as specified on site diagram. Van needs to be placed on treated boards (2" x 6" nominal) and must be level.

Important note: The contractor may construct a single, short, temporary access road between the Small Boat Harbor Road and the project area. No cottonwood trees outside the project area are to be removed for this temporary access road and the temporary road must be removed and revegetated (such as using transplanted willows) after use.

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;
- b) furnishing all labor, transportation, and services, including testing, shipping, fuel, power, water; and
- c) 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.

The Contractor shall conduct the civil, earthwork, layout, concrete work, carpentry, and assembly work in accordance with the approved project factsheet, project plans and specifications, BOQ, design documents, and the directions from the City of Gustavus on site project manager.

The Contractor shall secure and isolate the worksite for the protection of its workforce and the general public, prepare the sites where the proposed work will be located, and shall be responsible for clearing and grubbing the necessary areas and disposing of the rubbish at an approved facility.

As per the attached design documents, the Contractor shall be responsible for all required demolition, compaction, masonry and concrete works, fabrication and assembly, plumbing, earthwork, foundation, and carpentry work.

The work shall also include the patching and repair of all existing items disturbed by the Contractor during the assembly and installation. The Contractor shall be responsible for the disposal of all unsuitable material removed from the work area during construction. The Contractor shall also be responsible for all cleaning and site maintenance activities during the installation phase and for final cleanup. The Contractor shall be responsible for cleaning up the worksite following each workday.

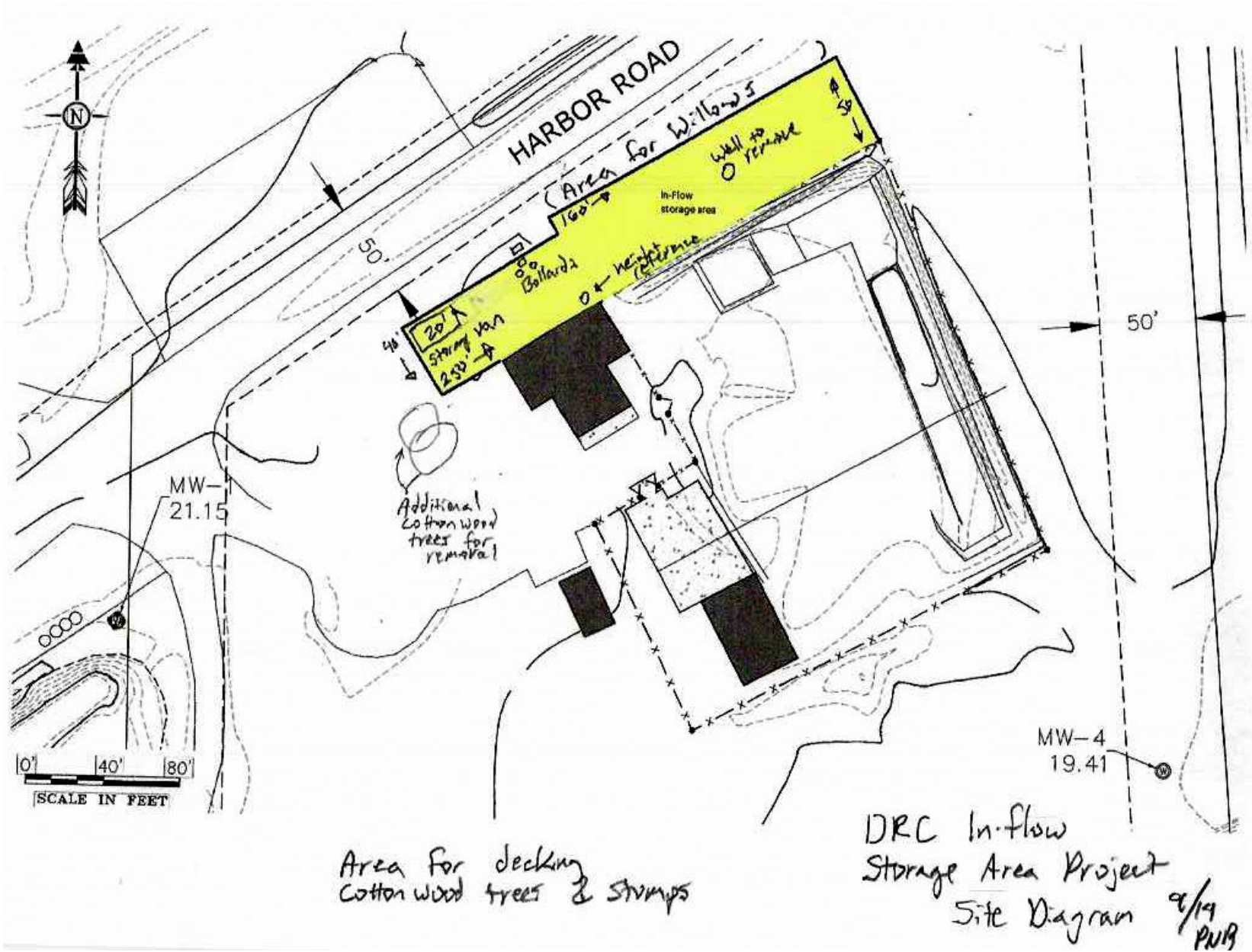
During the execution of the project, the Contractor shall maintain a photographic record of work on site to document daily progress.

Attachments:

Site Diagram

End Scope of Work

Attachment: Site Diagram



**Project: RFQ-CP18-05DRC
Disposal & Recycling Center Inflow Storage Area Project**

A complete Scope of Service (SOS) may be found within the Request for Quotes (RFQ) document. Bidders are to examine the entire RFQ and the SOS prior to providing Bids for the above-mentioned services. This Bid Sheet and the RFQ together will become the binding contract between the City of Gustavus and the qualified, lowest responsive, responsible bidder.

Basic Bid - \$ _____

This RFQ bid sheet will be the sole measure to evaluate and determine the winning bid for the project through the method described in the RFQ. Bids on the Basic Bid must be clear and legible. The Signature on this bid sheet must be an original.

Business Name _____

Contractor's Name

Title

Address

City, State, Zip

Telephone Number - primary

Alternate phone number

Alaska Business License No. _____

Alaska Contractor's License No. _____

AWARDING OF THE CONTRACT

The award of this contract is given to the lowest responsive, responsible bidder. The name and signature of the contractor is provided below with the signatures of those officials vested with the authority to consummate this contract.

Contractor

Mayor, City of Gustavus

ATTEST: _____
Phoebe Vanselow
City Treasurer, City of Gustavus

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY19-20**

**A RESOLUTION OF THE CITY OF GUSTAVUS ESTABLISHING POLICY AND PROCEDURE
FOR CITY ADVISORY COMMITTEES AND REPEALING RESOLUTION 2011-07 A
RESOLUTION TO ADOPT POLICY ON ANNUAL WORK PLAN FOR CITY COMMITTEES**

WHEREAS, the City of Gustavus has the need to develop policy and procedure for city advisory committees to provide continuity and compliance with the City of Gustavus Code of Ordinances; and,

WHEREAS, Chapter 2, Section 2.40.150 – Committees, of the Gustavus Code of Ordinances provides policy guidance for the establishment and execution of committees; and

WHEREAS, established procedures are needed to provide guidelines for the development of recommendations to the City Council, actions specific to the charges given to the committee including:

- Advocacy
- Research and compile information
- Investigate and propose alternatives and methods to address issues, questions and/or problems pertaining to the purpose of the committee
- Other duties as assigned by the City Council; and,

WHEREAS, the advisory committee will be formed with the establishment of the following development principles that will provide consistency in the formation of city advisory committees:

- a. **Mission Statement.** The advisory committee will create and submit to the City Council a mission statement consistent with the charges for the creation of the committee.
- b. **Problem Statement.** The advisory committee will develop a list of key problems and/or opportunities that address the charges of the committee.
- c. **Prioritized Goals.** The advisory committee shall develop, in priority, a list of one to five goals that the advisory committee will seek to attain in pursuit of complying with the charges. Some goals may be assigned by the City Council.
- d. **Key Tasks.** The advisory committee will develop key tasks to be completed during the term of the committee. The key tasks will identify how a goal will be completed. A key task may be assigned by the City Council.
- e. **Updates.** The advisory committee will provide progress updates to the City Council at General Meetings under Agenda Item 5. “Committee/Staff Reports”; and,

NOW, THEREFORE, BE IT RESOLVED, that Resolution 2011-07 be Repealed and Replaced.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Gustavus City Council adopts Resolution 2019-XX, which includes Exhibit A “Policy and Procedure for City Advisory Committees.”

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

Calvin Casipit, Mayor

Attest: Karen Platt, City Clerk

CITY OF GUSTAVUS
POLICIES AND PROCEDURES
TITLE: CITY OF GUSTAVUS POLICY AND PROCEDURE FOR
CITY ADVISORY COMMITTEES

BACKGROUND:

The City Council recognizes and appreciates the value of citizen advisory committees in addressing problems and performing projects that require a broader public participation than can be obtained from Council meetings or work sessions. Therefore, from time to time the Council will solicit community volunteers to perform the duties of an advisory committee that assists in the work of the Council. Execution of the duties will be in accordance with Chapter 2, Section 2.40.150 – Committees, Gustavus Code of Ordinances.

POLICY:

Pursuant to a Resolution CYXX-XX by the City of Gustavus, the City has authorized the formation of a City Advisory Committee to recommend to the City Council actions specific to the charges given to the committee including, but not limited to, the following:

- Advocacy
- Research and compile information
- Investigate and propose alternatives and methods to address issues, questions, and/or problems pertaining to the purpose of the committee
- Other duties as assigned by the City Council

The advisory committee will have a composition of members determined by the City Council.

The Mayor will designate a Chair of the advisory committee or may designate the advisory committee members to select the Chair.

The advisory committee will serve at the pleasure of the City Council for such period as determined by the City Council.

The minimum frequency of meetings by the advisory committee will be determined by the City Council.

The advisory committee is subject to the Open Meetings Act (OMA).

Meeting notices shall include the type of meeting, subject, date, time and place of the meeting. Notices shall be placed on all City bulletin boards and website not less than five days before the time of the meeting.

The conduct of meetings shall be governed by the Chair of the advisory committee according to the Robert's Rules of Order.

Summary minutes in the form of meeting action outcomes and relevant documents will be publicly available and archived to the City of Gustavus website by the City Clerk.

PROCEDURE:

The following steps will be followed in the creation of the advisory committee procedures.

- a. **Mission Statement.** The advisory committee will create and submit to the City Council a mission statement consistent with the charges for the creation of the committee.
- b. **Problem Statement.** The advisory committee will develop a list of key problems and/or opportunities that address the charges of the committee.
- c. **Prioritized Goals.** The advisory committee shall develop, in priority, a list of one to five goals that the advisory committee will seek to attain. Some goals may be assigned by the City Council.
- d. **Key Tasks.** The advisory committee will develop key tasks to be completed during the term of the committee. The key tasks will identify how a goal will be completed. A key task may be assigned by the City Council.
- e. **Updates.** The advisory committee will provide progress updates to the City Council at General Meetings under the General Meeting Agenda Item 5. "Committee/Staff Reports".

Signed

Mayor of the City of Gustavus

Date

Bid Opening for RFQ FY20-03RM

Date of opening: 10/2/2019 Place: Gustavus City Hall Time: 1:00pm

1. Bid Envelope received on 10/1/2019
Glacier Bay Construction, Inc.

Total bid: \$ 18,750.00

- ☒ Bid Form
- ☒ Business License #
- ☒ Insurance Information

2. Bid Envelope received on 10/2/2019
Fairweather Construction

Total bid: \$ 7,000.00

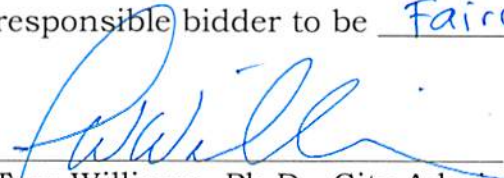
- ☒ Bid Form
- ☒ Business License #
- ☒ Insurance Information

3. Bid Envelope received on 10/2/2019
Robert Chase

Total bid: \$ 19,610.00

- ☒ Bid Form
- ☒ Business License #
- ☒ Insurance Information

City Administrator Tom Williams and City Treasurer Phoebe Vanselow verified the lowest responsible bidder to be Fairweather Construction.


Tom Williams, Ph.D., City Administrator


Phoebe Vanselow, City Treasurer

Bid Opening for RFQ FY20-04RM

Date of opening: 10/2/2019 Place: Gustavus City Hall Time: 2:00pm

1. Bid Envelope received on 10/1/2019

Glacier Bay Construction, Inc.

Total bid: \$ 5221.65

☒ Completed and signed RFQ Cover Sheet

☒ Completed and signed RFQ Bid Sheet

2. Bid Envelope received on _____

Total bid: \$ _____

☐ Completed and signed RFQ Cover Sheet

☐ Completed and signed RFQ Bid Sheet

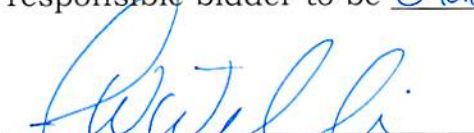
3. Bid Envelope received on ____/____/____

total bid: \$ _____

☐ Completed and signed RFQ Cover Sheet

☐ Completed and signed RFQ Bid Sheet

City Administrator Tom Williams and City Treasurer Phoebe Vanselow verified the lowest responsible bidder to be Glacier Bay Construction, Inc..



Tom Williams, Ph.D., City Administrator



Phoebe Vanselow, City Treasurer



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

City Council Reports



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

City Council Questions and Comments



City of Gustavus
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Public Comment on Non-Agenda Items



City of Gustavus
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Executive Session



City of Gustavus
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Adjournment