



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

# General Meeting Packet

June 8, 2020

**GENERAL MEETING**

**JUNE 8, 2020**

**7:00 PM VIA ZOOM**



**Gustavus City Council:**

**Mayor (Seat C):**

**Calvin Casipit**

**calvin.casipit@gustavus-ak.gov**

**Term Expires 2020**

**Vice Mayor (Seat F):**

**Brittney Cannamore**

**brittney.cannamore@gustavus-ak.gov**

**Term Expires 2021**

**Council Member (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**

**Gustavus City Hall:**

**City Administrator-Tom Williams**

**administrator@gustavus-ak.gov**

**City Clerk, CMC-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. 05-11-2020 General Meeting
4. Mayor's Request for Agenda Changes
5. Committee/Staff Reports
  - A. GVFD-COVID-19 Update
  - B. Marine Facilities Advisory Committee
  - C. Marine Facilities Coordinator
  - D. City Clerk
  - E. Treasurer- Monthly Financial
  - F. City Administrator
6. Public Comment on Non-Agenda Items
7. Consent Agenda:
  - A. **CY20-17** Accepting Coronavirus Relief Funds in the Amount of \$631,680.53
  - B. **FY20-20NCO** Introduction Establishing CARES Act AMLIP Account
  - C. **CY20-19** CoG Support of ADOT&PF Airport Construction
8. Ordinance for Public Hearing:
  - A. **FY20-18NCO** Providing for the Amendment of Department Budgets for FY20 (Introduced 05-11-20)
  - B. **FY20-19NCO** Providing for the Amendment of Road Maintenance Budget for FY20 (Introduced 05-11-20)
9. Unfinished Business:
  - A. **FY20-17NCO** FY21 Budget Re-Introduction
  - B. **CY20-16** Regarding Access to Marine Facilities
10. New Business:
  - A. Award RFQ FY21-01RM Road Maintenance for FY21
  - B. Award Managed IT Services Contract for FY21
11. City Council Reports
  - A. Mayor Casipit
  - B. Warner-COVID-19 Economic Stabilization Task Force
12. City Council Questions and Comments
13. Public Comment on Non-Agenda Items
14. Executive Session
15. Adjournment

**Karen Platt is inviting you to a scheduled Zoom meeting.**

**Topic:** General Meeting  
**Time:** Jun 8, 2020 07:00 PM Alaska

**Join Zoom Meeting**  
**<https://us02web.zoom.us/j/88035307342>**

**Meeting ID:** 880 3530 7342  
**One tap mobile**  
**+13126266799,,88035307342# US**  
**(Chicago)**  
**+13462487799,,88035307342# US**  
**(Houston)**

**Dial by your location**  
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**York)**  
**+1 669 900 9128 US (San Jose)**  
**+1 253 215 8782 US (Tacoma)**  
**+1 301 715 8592 US**  
**(Germantown)**

**Meeting ID:** 880 3530 7342  
**Find your local number:**  
**<https://us02web.zoom.us/u/kYsUGcQVH>**



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# Approval of Minutes

**GUSTAVUS CITY COUNCIL  
GENERAL MEETING MINUTES  
May 11, 2020**

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**1. CALL TO ORDER:**

A General Meeting of the Gustavus City Council is called to order on May 11, 2020 at 7:00 pm by Mayor Casipit. There are thirty-nine (39) members of the public in attendance virtually via the Zoom online platform.

**2. ROLL CALL:**

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

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

There are 7 members present, and a quorum exists

**3. APPROVAL OF MINUTES:**

**A. 04-13-2020-2020 General Meeting**

MOTION: Council Member Clark moved to approve by unanimous consent the General Meeting Minutes from 04-13-2020.

SECONDED BY: Vice Mayor Cannamore

PUBLIC COMMENT: None

COUNCIL COMMENT: None

*Hearing no objections, Mayor Casipit announced the General Meeting Minutes from 04-13-2020 approved by unanimous consent*

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

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

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

**A. GVFD-COVID-19 Update**-Fire Chief/EOC provided a COVID-19 update

**B. Gustavus Visitor Association**-GVA President, Leah Okin-Magowan provided a written report and oral summary

**C. Rookery at Gustavus**-CEO, Erin Ohlson provided a written report and oral summary

**D. Disposal and Recycling Center**-DRC Manager, Paul Berry provided a written report and oral summary and added a thank you to the City and Borough of Juneau for recycling 21,000 pounds of mixed paper at no cost to the City of Gustavus

**E. Treasurer/Financial** City Treasurer, Phoebe Vanselow provided monthly financials

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

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

7. **CONSENT AGENDA:**

**A. FY20-18NCO Introduction Providing for the Amendment of Department Budgets for FY20**

**B. FY20-19NCO Introduction Providing for the Amendment of Road Maintenance Budget for FY20**

MOTION: Council Member Vanderzanden moved to adopt the consent agenda as presented by unanimous consent

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT: None

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

8. **ORDINANCE FOR PUBLIC HEARING:**

9. **UNFINISHED BUSINESS:**

**A. City of Gustavus Capital Improvement Plan: 2020-2025**

MOTION: Vice Mayor Cannamore moved to adopt the City of Gustavus Capital Improvement Plan for the years 2020-2025

SECONDED BY: Council Member Owens

PUBLIC COMMENT:

1) Chuck Bale

2) Zach Decker

COUNCIL COMMENT:

1) Warner

2) Clark

ROLL CALL VOTE ON MOTION:

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

NO: Vanderzanden

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

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

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

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Vanderzanden, Warner, Casipit, Cannamore, Taylor, Owens, Clark

NO: 0

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

**C. Issuance of RFQ FY20-06 Library Roof Repair**

MOTION: Council Member Owens moved to Issue the RFQ FY20-06 Library Roof Repair

SECONDED BY: Council Member Warner

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Warner

ROLL CALL VOTE ON MOTION:

YES: Owens, Taylor, Casipit, Warner, Cannamore, Clark, Vanderzanden

NO: 0

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

**D. Issuance of RFQ CP19-06 DRC New Compost System Project**

MOTION: Council Member Taylor moved to Issue the RFQ CP19-06 DRC New Compost System Project

SECONDED BY: Council Member Warner

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Vanderzanden

ROLL CALL VOTE ON MOTION:

YES: Taylor, Cannamore, Clark, Casipit, Warner, Vanderzanden, Owens

NO:

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

**E. CY20-14 Emergency Management**

MOTION: Council Member Taylor moved to adopt CY20-14 A Resolution for Emergency Management

SECONDED BY: Council Member Warner

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Warner
- 2) Taylor

ROLL CALL VOTE ON MOTION AS AMENDED:

YES: Warner, Taylor, Cannamore, Owens, Clark, Vanderzanden, Casipit

NO: 0

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

**10. NEW BUSINESS:****A. FY20-17NCO FY21 Budget Introduction**

MOTION: Vice Mayor Cannamore moved to Introduce the FY20-17NCO FY21 Budget

SECONDED BY: Mayor Casipit

PUBLIC COMMENT:

- 1) Erin Ohlson
- 2) Leah Okin-Magowen
- 3) Zach Decker
- 4) Aimee Youmans
- 5) Jim Lindblom
- 6) Janie Sheahan

COUNCIL COMMENT:

- 1) Warner

MOTION TO AMEND: Council Member Warner moved that the Gustavus Visitors Association FY2021 budget amount be returned to the initial \$25,000 requested in order to put their submitted marketing plan into effect immediately. The \$10,000 difference will be taken from the FY2021 Repair and Replacement fund allocation.

SECONDED BY: Council Member Taylor

COUNCIL COMMENT:

Taylor, Owens, Casipit, Warner, Cannamore

ROLL CALL VOTE ON MOTION TO AMEND:

YES: Taylor, Cannamore, Clark, Warner, Owens

NO: Casipit, Vanderzanden

MOTION **PASSES**/FAILS **5/2**

MOTION TO AMEND: Council Member Warner moved that Until the impacts of COVID-19 on the city's financial picture can be more fully gauged, that the City Council suspend all additional promotions, raises, and discretionary benefit increases in the FY2021 budget. (This would leave intact the 1.4% Cost of Living Allowance increase and the new, up to 5 day paid sick leave benefit).

SECONDED BY: Council Member Clark

COUNCIL COMMENT:

1) Vanderzanden

2) Warner

3) Taylor

4) Clark

5) Owens

6) Casipit

ROLL CALL VOTE ON MOTION TO AMEND:

YES: Clark, Warner, Owens

NO: Cannamore, Taylor, Casipit, Vanderzanden

MOTION **PASSES**/**FAILS 3/4**

ROLL CALL VOTE ON MAIN MOTION AS AMENDED:

YES: Casipit, Taylor, Cannamore, Clark, Warner, Owens, Vanderzanden

NO: 0

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

#### **B. CY20-15 Resolution Updating Benefits PP for Eligible Regular Employees**

MOTION: Council Member Clark moved to adopt CY20-15 Resolution Updating Benefits PP for Eligible Regular Employees

SECONDED BY: Vice Mayor Cannamore

PUBLIC COMMENT: None

COUNCIL COMMENT:

1) Clark

2) Taylor

ROLL CALL VOTE ON MOTION:

YES: Casipit, Taylor, Cannamore, Clark, Warner, Owens, Vanderzanden

NO: 0

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

#### **C. Motion to Amend Gustavus PFAS Action Coalition Endowment Fund Grant Budget**

MOTION: Council Member Owens moved to Amend Gustavus PFAS Action Coalition Endowment Fund Grant Budget

SECONDED BY: Council Member Warner

PUBLIC COMMENT: None

COUNCIL COMMENT: None



ROLL CALL VOTE ON MOTION:

YES: Clark, Warner, Owens, Casipit, Cannamore, Vanderzanden, Taylor

NO: 0

MOTION **PASSES**/FAILS **7/0**D. **CY20-16 Regarding Access to Marine Facilities**MOTION: Council Member Taylor moved to adopt CY20-16 Regarding Access to Marine FacilitiesSECONDED BY: Council Member OwensPUBLIC COMMENT:

- 1) Jim Kearns
- 2) Jake Ohlson
- 3) Leah Okin-Magowan
- 4) Jeff Crane
- 5) Zach Decker
- 6) Forrest Braden
- 7) Mike Halbert

MOTION at 9:55pm: Council Member Clark moved to suspend the rules to go past 10:00pmSECONDED BY: Council Member WarnerROLL CALL VOTE ON MOTION:

YES: Vanderzanden, Warner, Cannamore, Taylor, Clark

NO: Owens, Casipit

MOTION **PASSES**/FAILS **5/2**PUBLIC COMMENT CONINTUED:

- 8) Travis Miller
- 9) Curtis Lindblom
- 10) Sean Mattson

COUNCIL COMMENT:

- 1) Clark

MOTION TO AMEND: Council Member Clark moved to amend CY20-16 Section 6 by striking October 1, 2020 and replacing with July 1, 2020 and adding after the last sentence of Section 6 the words "And that the City Council will re-evaluate effective dates at each monthly General Meeting. Any extension date will not go beyond the following month.SECONDED BY: Council Member VanderzandenCOUNCIL COMMENT:

- 1) Owens
- 2) Taylor

ROLL CALL VOTE ON MOTION TO AMEND:

YES: Cannamore, Taylor, Casipit, Clark, Warner, Vanderzanden, Owens

NO: 0

MOTION **PASSES**/FAILS **7/0**MOTION TO POSTPONE: Council Member Taylor moved that consideration of Resolution CY20-16 Regarding Access to Marine Facilities be postponed to a Work Session on May 20, 2020 at 5:30pm.SECONDED BY: Warner

YES: Cannamore, Taylor, Casipit, Clark, Warner, Vanderzanden, Owens

NO: 0

MOTION **PASSES**/FAILS 7/0

**11. CITY COUNCIL REPORTS:**

A. Warner-Economic Stabilization Task Force Introduction. First work group meeting is set for May 16, 2020 at 3:30 pm

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

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

1) Zach Decker

**14. EXECUTIVE SESSION**

**15. ADJOURNMENT:**

Hearing no objections, Mayor Casipit adjourns the meeting at 10:36 pm.



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# Mayor's Request for Agenda Changes



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# Committee/Staff Reports



## **Marine Facilities Coordinator (MFC) Quarterly Staff Report**

**Ben Sadler, Marine Facilities Coordinator/Harbormaster**

**Monday, June 8<sup>th</sup>, 2020**

My last quarterly report was at the September 16<sup>th</sup> General Meeting, and my next quarterly report is scheduled for the September 21<sup>st</sup> General Meeting.

### **General Day to Day**

#### Harbormaster

My role as Harbormaster has been limited this year because of the upgrades to the multi-modal facility and the Covid virus. I have however been able to maintain the restrooms at both the Dock and the Salmon River Park. I have also continued to walk the beach and boat harbor to collect trash and monitor the activities at both locations. Since returning to work I have removed 58 of trash and 13 of recyclables from the Beach trashcans. We still have a few residents using these facilities to dump their trash and recyclables from home and are currently working on ways to discourage this from happening in the future.

I was also able to make minor repairs to the floats before they were moved out to their summer locations for the 2020 summer season.

So far this year we have 49 private vessels registered and 1 commercial vessel registered.

#### Marine Facilities Coordinator

In my role as Marine Facilities Coordinator, I have been working with the Marine Facilities Advisory Committee (MFAC) to draft a letter to Patrons of the Dock and Boat Harbor explaining the changes to the multi-modal facility and how it will be managed in the future. It also notes changes to Title 8 adopted over the winter and announces an orientation process for Commercial entities using the Float System.

I have also started the process of preparing a written report detailing the steps required for setting up the Fish Waste Disposal Facility in the boat harbor along with cost projections and a short statement detailing the advantages of moving forward now with this project.

### Salmon River Clean-up Project

I am currently working with the MFAC to create a “next step” in this process. Apart from a few derelict vessels, that phase has been completed. The two items listed in the original scoping document left to be started are dealing with the Float situation and creating a space for picnic tables and barbeque pits. As I have noted in the past, no spot has been decided on and an apparent lack of interest has moved the “picnic table” phase to a low priority. At this point I believe the MFAC will need to make a recommendation to the City Council on how to address the Float situation as the City now has the floats not being used at the Dock being stored in the Boat Harbor.

I have also been working on projects for the Library and have been working on plans to help the Fire Department retrofit their trailer into a mobile wildfire response unit.

Thank you. Report compiled by BPS on 06/3/20

Council ATTENDANCE SHEET is attached

Things are a lot different around here from my last report was done in the beginning of March. I have been working solo at City Hall now Monday-most Thursdays.

### **Training/Conference**

- ✓ Due to COVID-19, the Government Social Media Conference has been canceled. Both Bre and I will be attending the conference virtually in 2021.
- ✓ Also, due to COVID-19, I have taken Incident Command System courses 100, 200, National Incident Management System Intro 700 and National Response Framework 800. All these courses are free and as an added bonus, points can be counted towards my eventual Master Municipal Clerk certification.
- ✓ International Institute of Municipal Clerks has also offered several complimentary opportunities for further learning. So far, I chose all short classes that were 1-3 hours.
  - Creativity in Teams and Organizations: This course focused on various techniques using the right and left brain thinking and applying personal creativity to organizational challenges.
  - Avoiding Pandemonium in the Pandemic Workplace: Understanding Employment Laws Related to COVID-19. This 1-hour session focused on Federal Emergency Paid Sick Leave (EPSL), Federal Emergency Family and Medical Leave Expansion ACT (EFMLA), Regular Family and Medical Leave Expansion (FMLA and Issues Relating to Americans with Disabilities Act (ADA)
  - Introduction to Critical Thinking: This course is designed to help learners define and identify critical thinking and reasoning skills and develop those skills.
  - Personal Creativity Through tools and exercises drawn from Adrian Brown's book, "Creativity & Innovation", it seeks to help unlock the creativity within individuals. By stimulating creativity through various techniques (mind-mapping, DO-IT, SCAMPER, right and left brain thinking) participants learn to tap into their personal creativity and apply it to organizational challenges.
  - Easy for Everyone: Remotely Manage & Create Content with a Municode Website: Municode website can help you communicate with your community. I joined this meeting to see if I could learn more about the options we have on our website. I learned that I can set up email notifications that are directly linked to subject matter. For example, if I create a meeting, if you subscribe to that email list, the system will automatically generate an email notification. This could be used in place of our newsgroup email list. I plan to create email subscription categories that community members can subscribe to. That way they can select only the subjects they are interested in. I also learned that we can do an online payment system through Municode. I am waiting to hear back how it works and what the cost is.
  - How to Stream a Virtual Public Meeting Using ZOOM and YouTube: Because of the rapid spread of COVID-19 through US communities, Federal, State, and local mandates are limiting public gatherings. As a result, Local government operations must transform, including changing the way public/legislative meetings are held. Join us as we share our tips and best practices to help you run an effective virtual meeting.
- ✓ Using the Zoom platform for conducting meetings remotely was a bit of a scramble and we are still discovering new tools on how to use this platform. I've really just done some on-line tutorials on how to use zoom and learned by trial and error with Phoebe's help. I have really enjoyed the challenge of conducting these zoom meetings. It can be a handful managing all the platforms, minutes, rules etc. We get a little better with each meeting.

- ✓ The Fire Chief, Travis Miller is organizing training on becoming a Public Information Officer. I hope to have more information on that soon.

**Committees**

- ✓ The Marine Facilities Advisory Committee is resuming their meetings to continue work on Title 8 and Marine Facilities use and activities.

**Around the Office**

- ✓ The office has been lonely with Tom and Phoebe working mostly from home and no community members coming in person to conduct business.
- ✓ I was sooooo close to finishing going through records for destruction and I hate to leave a project incomplete. I have finished all the filing cabinets in both office areas. Now I need to get into the storage closet and organize that mess. Unfortunately, this project will be taking a back seat for a while.



	Special Meeting/Work Session Present
	General Meeting Present
	Not a council member at time of meeting
	Absent (unexcused)
	Absent (excused)

11:12 AM

06/02/20

Accrual Basis

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July 2019 through May 2020**

	Jul '19 - ...	Budget	\$ Over Bu...	% of Bud...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Business License Fees	3,350.00	3,800.00	-450.00	88.2%
Donations	2,528.00	1,000.00	1,528.00	252.8%
DRC Income	87,127.86	90,480.00	-3,352.14	96.3%
<b>Federal Revenue</b>				
Natl Forest Receipts-Encumbered	44,228.25	25,000.00	19,228.25	176.9%
Payment In Lieu of Taxes	115,419.89	115,419.89	0.00	100.0%
<b>Total Federal Revenue</b>	159,648.14	140,419.89	19,228.25	113.7%
Fundraising	1,441.00	1,300.00	141.00	110.8%
GVFD Income	11,626.55	10,300.00	1,326.55	112.9%
Interest Income	341.83	300.00	41.83	113.9%
Lands Income	17,552.00	22,000.00	-4,448.00	79.8%
Lease Income	6,562.32	12,720.35	-6,158.03	51.6%
Library Income	727.60	500.00	227.60	145.5%
Marine Facilities Income	7,365.00	22,700.00	-15,335.00	32.4%
Other Income	3,777.00	3,777.00	0.00	100.0%
<b>State Revenue</b>				
Community Assistance Program	82,845.41	82,845.41	0.00	100.0%
Shared Fisheries Business Tax	541.68	1,500.00	-958.32	36.1%
<b>Total State Revenue</b>	83,387.09	84,345.41	-958.32	98.9%
<b>Tax Income</b>				
Retail Tax Income	375,125.91	378,700.00	-3,574.09	99.1%
Remote Sellers Retail Tax	0.01	0.00	0.01	100.0%
Room Tax Income	78,574.79	65,000.00	13,574.79	120.9%
Fish Box Tax	12,190.00	13,000.00	-810.00	93.8%
Penalties & Interest	4,203.65	0.00	4,203.65	100.0%
Tax Exempt Cards	220.00	200.00	20.00	110.0%
<b>Total Tax Income</b>	470,314.36	456,900.00	13,414.36	102.9%
<b>Total Income</b>	855,748.75	850,542.65	5,206.10	100.6%
<b>Gross Profit</b>	855,748.75	850,542.65	5,206.10	100.6%
<b>Expense</b>				
Administrative Costs	2,013.88	2,000.00	13.88	100.7%
Advertising	150.00	100.00	50.00	150.0%
Bank Service Charges	2,661.10	2,275.00	386.10	117.0%
Building	22,938.72	27,707.42	-4,768.70	82.8%
Contractual Services	62,990.14	107,960.00	-44,969.86	58.3%
Dues/Fees	6,340.99	7,450.00	-1,109.01	85.1%
Economic Development Services				
GVA	32,000.00	32,000.00	0.00	100.0%
<b>Total Economic Development Servi...</b>	32,000.00	32,000.00	0.00	100.0%
Election Expense	202.16	250.00	-47.84	80.9%
Equipment	19,240.46	27,126.00	-7,885.54	70.9%
Events & Celebrations	3,852.85	4,350.00	-497.15	88.6%
Freight/Shipping	18,598.61	24,180.00	-5,581.39	76.9%
Fundraising Expenses	936.27	950.00	-13.73	98.6%

11:12 AM

06/02/20

Accrual Basis

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July 2019 through May 2020**

	<u>Jul '19 - ...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Bud...</u>
General Liability	10,890.44	10,717.80	172.64	101.6%
Library Materials	-57.19	600.00	-657.19	-9.5%
Marine Facilities	1,878.76	4,851.36	-2,972.60	38.7%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	396,576.41	461,429.23	-64,852.82	85.9%
Professional Services	15,170.00	30,000.00	-14,830.00	50.6%
Public Relations	211.74	500.00	-288.26	42.3%
Repair & Replacement Fund	25,354.66	25,354.66	0.00	100.0%
Road Maintenance	95,393.63	110,000.00	-14,606.37	86.7%
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	11,225.00	19,315.00	-8,090.00	58.1%
Telecommunications	16,876.13	20,790.00	-3,913.87	81.2%
Training	8,572.94	10,400.00	-1,827.06	82.4%
Travel	7,816.87	29,365.00	-21,548.13	26.6%
Utilities	18,888.72	16,700.00	2,188.72	113.1%
Vehicle	5,089.45	8,445.93	-3,356.48	60.3%
Total Expense	799,702.74	999,207.40	-199,504.66	80.0%
Net Ordinary Income	56,046.01	-148,664.75	204,710.76	-37.7%
Other Income/Expense				
Other Income				
Encumbered Funds	85,000.00	85,100.00	-100.00	99.9%
Prior-Year Cash Balance	0.00	64,514.70	-64,514.70	0.0%
Total Other Income	85,000.00	149,614.70	-64,614.70	56.8%
Net Other Income	85,000.00	149,614.70	-64,614.70	56.8%
Net Income	<u>141,046.01</u>	<u>949.95</u>	<u>140,096.06</u>	<u>14,847.7%</u>

2:51 PM

06/02/20

Accrual Basis

# City of Gustavus Balance Sheet As of May 31, 2020

	May 31, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	49,339.06
AMLIP Capital Improv Long-Term (0630598.2)	486,491.58
AMLIP Repair & Replacement (0630598.3)	287,270.89
AMLIP Road Maint - Unencumbered (06305...	259,174.80
AMLIP Road Maint - Encumbered (0630598.8)	13,179.08
AMLIP Reserve (0630598.12)	884,078.90
APCM.Endowment Fund	1,428,040.10
FNBA - Checking	618,456.01
FNBA Endowment Fund - Checking	15,920.99
Petty Cash	197.78
Total Checking/Savings	4,042,149.19
Accounts Receivable	
Accounts Receivable	8,899.24
Total Accounts Receivable	8,899.24
Total Current Assets	4,051,048.43
<b>TOTAL ASSETS</b>	<b>4,051,048.43</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	1,671.12
Total Credit Cards	1,671.12
Other Current Liabilities	
Deferred Income	220.00
Payroll Liabilities	
State Unemployment	805.69
Total Payroll Liabilities	805.69
Total Other Current Liabilities	1,025.69
Total Current Liabilities	2,696.81
Total Liabilities	2,696.81
Equity	
Fund Balance	3,022,826.87
Opening Bal Equity	1,084,743.57
Net Income	-59,218.82
Total Equity	4,048,351.62
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,051,048.43</b>

## Accounts Receivable Detail

### As of 5/31/20

\$4,345.62	Delinquent Sales Tax
\$4,361.70	Ambulance Transport Billing - In Progress
\$220.00	Fish-Box Tax Deferred Income
(\$28.08)	Net of Other Customer Account Balances
<hr/>	
\$8,899.24	Total

## FNBA Checking Account - Unrestricted Funds Balance

### As of 5/31/20

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: \$618,456.01

#### Obligated Funds Currently in Checking Account:

MF	CP18-01 Salmon River Harbor	(\$19,856.96)
	CP18-04 LIDAR of Gustavus	(\$8,931.65)
DRC	CP18-05 DRC Pre-Processing	(\$34,368.00)
DRC	CP18-07 Household Haz Waste Fac.	(\$59,450.00)
DRC	CP19-02 Community Chest Maint.	(\$741.84)
Admin	CP19-03 Gustavus Beach Improv.	(\$31,775.57)
DRC	CP19-06 DRC Composting Facility	(\$106,050.00)
Library	CP19-08 Library Roof/Awning/Shed	(\$60,000.00)
Library	FY20 PLA Grant	(\$83.16)
Library	SoA OWL Internet Subsidy	(\$173.20)
Roads	Encumbered road money	(\$37,656.62)
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: \$259,117.99

#### Pending Transfers:

FY20-19NCO	Moving funds back to AMLIP after NFR receipt	\$19,228.25
------------	--	-------------

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 2020-2025

22 of 106

Capital Projects	Budget Requested	Amount Funded	Funded Project QuickBooks Class Name	Dept.	Short Form Complete	Full Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Proposed Funding Source
<b>Ongoing, funded for 2018:</b>											
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		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. drainage improvement	\$ 40,000.00	\$ 40,000.00	CP18-02 Wilson Rd Drainage	Roads	N/A	1/26/2018	5/14/2018	6/11/2018	pending LIDAR analysis	on hold	AMLIP
LIDAR	\$ 28,400.00	\$ 28,400.00	CP18-04 LIDAR of Gustavus		4/5/2018	n/a	4/9/2018	6/11/2018		in progress	AMLIP
Community Chest facility maintenance	\$ 10,000.00	\$ 10,000.00	CP19-02 Community Chest Maint.	DRC	3/11/2019	N/A	3/11/2019	4/8/2019		in progress	AMLIP
<b>Ongoing, funded for 2019:</b>											
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
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		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		in progress	CIP, or AMLIP CP and R&R
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	in progress	CIP, or AMLIP
Lifepak15 Cardiac AED/Monitor	\$ 38,000.00			GVFD	1/28/2020	N/A	2/10/2020			2020	Code Blue & CIP
Quick Attack/Wildland Firefighting Truck	\$ 80,000.00			GVFD	1/28/2020	N/A	2/10/2020			Near-term	CIP, or AMLIP
Main Building Replacement	\$ 287,500.00			DRC	N/A	2/3/2020	2/10/2020			Near-term	CIP
Fire Hall Rain Cistern System	up to \$25,000			GVFD						Near-term	
City Hall Copier/Printer/Scanner/Fax	\$ 5,500.00			Admin						Near-term	
Good River Bridge Repairs - engineering	\$ 25,000.00			Roads						Near-term	
City Road Improvements	\$ 30,000.00			Roads					plus \$40K from Wilson Rd. C	Near-term	
Library Bike Shelter/Shed	\$ 25,000.00	\$ 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	Near-term	AMLIP
Roof/Building Exp. - Architectural & Engineering	\$ 30,000.00			GVFD	N/A	2/9/2018	2/12/2018			Mid-range	CIP
Library Expansion - Architectural & Engineering	\$ 30,000.00			Library	3/1/2018		2/11/2019			Mid-range	CIP
Drinking Water Point-Source Project Dev.										Mid-range	
Baler Purchase	\$ 166,630.00			DRC	N/A	will be part of plan to be submitted in 2019				Mid-range	
Three Phase Power Installation				DRC						Mid-range	
Refurbish/Repurpose Composting Quonset	\$ 15,000.00			DRC						Mid-range	
Gravel Pit Improvements	\$ 500,000.00		CP19-07 Gravel Extraction Improv.	Lands	N/A	4/25/2019	5/13/2019	postponed		Mid-range	AMLIP
Structural Firefighting Gear	\$ 82,500.00			GVFD						Mid-range	
Salmon River Boat Harbor Fish Waste Disposal Bin				MF/DRC						Mid-range	
City Hall front room - carpeting, painting, windows	\$ 15,000.00			Admin	2/14/2018					Mid-range	
Landscape Design consulting				-split-	2/20/2018					Mid-range	
Utility Pick-up Truck	\$15-60,000.00			GVFD	2/15/2018					Mid-range	
Water Tender / Road Water Truck				GVFD	2/15/2018					Mid-range	
Grandpa's Farm Road Bridge & Culvert	\$ 250,000.00			Roads						Mid-range	USFWS and/or AKSSF
DRC Groundwater Monitoring Well Replacements	\$ 12,000.00			DRC						Mid-range	
DRC Glass Pulverizer - refurbish or replace	\$ 50,000.00			DRC						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					Long-range	AMLIP
Old P.O./Preschool building refurbish				Admin	2/20/2018					Long-range	
City Hall & Fire Hall Energy Audit Repairs				GVFD & Admin	3/1/2018	Res. CY18-12				Long-range	
Edraulic Extrication Equipment	\$35,000			GVFD	2/15/2018					Long-range	AFG
911 System Upgrade				GVFD						Long-range	
GVFD Electric Meter Installation				GVFD						Long-range	
Library Expansion				Library	3/1/2018					Long-range	
DRC Shredder				DRC						Long-range	
DRC "Waste to Energy" Equipment				DRC						Long-range	
DRC Drive-on/Vehicle Scale				DRC						Long-range	
DRC Equipment Garage				DRC						Long-range	
DRC Sytrofoam Densifier				DRC						Long-range	
Landfill Closure 4-8 years	long-term			DRC	N/A	will be part of plan to be submitted in 2020				Long-range	
City Vehicle				-split-	2/20/2018					Long-range	
Salmon River Harbor Waterless Restrooms	\$70-90,000.00			MF						Long-range	
Salmon River Harbor Public Floats				MF						Long-range	
CAPGIS 2018 submission											
CAPGIS 2019 submission											
CAPGIS 2020 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	\$6,916.84	\$83.16	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	10/30/2019	\$2,020.00	SoA OWL Internet Subsidy	\$2,020.00	\$0.00	Alaska Online with Libraries (OWL) internet re-installation subsidy
	Library Internet	10/30/2019	\$2,078.40	SoA OWL Internet Subsidy	\$1,905.20	\$173.20	Alaska OWL monthly internet subsidy
	Library Equipment	11/21/2019	\$1,000.00	--	\$1,000.00	\$0.00	APEI Safety Grant used toward purchase of AED
GVFD	GVFD Equipment	2018-2019	\$22,283.78	--	\$22,283.78	\$0.00	SEREMS Code Blue Grant 2018 - GVFD paid 10% match
	GVFD Supplies	3/25/2019	\$3,735.00	2019 VFA Grant	\$3,735.00	\$0.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis. GVFD paid 10% match.
	GVFD Travel	2/28/2020	\$878.52	--	\$878.52	\$0.00	ASFA Ken Akerley Grant reimbursement for Johan Janse Van Rensburg travel to ASFA Conference Sept. 2019
	GVFD Training	3/14/2020	\$1,000.00	--	\$1,000.00	\$0.00	SEREMS Mini-Grant used for ETT class instructor fee
	GVFD Equipment	FY20	\$36,000.00	Tsunami Siren Grant FY20	\$0.00	\$36,000.00	State of AK Div. of Homeland Sec. & Emergency Mgmt.
	GVFD Equipment	spring 2020	\$7,245.00	2020 VFA Grant	\$6,759.00	\$486.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis. GVFD pays 10% match.
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
	City Clerk Training	1/7/2020	\$280.38	--	\$280.38	\$0.00	AAMC scholarship for Nov. 2019 annual conference
	City Council Training	1/20/2020	\$500.00	--	\$500.00	\$0.00	AML scholarship for Shelley Owens for Nov. 2019 Conf.
	City Council Training	1/20/2020	\$500.00	--	\$500.00	\$0.00	AML scholarship for Brittney Cannamore for Nov. 2019 Conf.

\$87,025.08

**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
CY19-21	Gustavus Community Center	12/9/2019	\$21,547.52	2020 EFG - GCC	\$19,392.77	\$2,154.75	grant ends 12/10/20
CY19-21	Gustavus PFAS Action Coalition	12/9/2019	\$21,250.00	2020 EFG - GPAC	\$7,609.32	\$13,640.68	grant ends 12/10/20

## CITY ADMINISTRATOR'S REPORT JUNE GENERAL MEETING



### CARES ACT FUNDING

Attached to this report is a White Paper that discusses in more detail the use of the CARES Act funding. This report is looking for direction for how the Council wants to proceed.

I have participated in multiple Zoom meetings, teleconferences, and discussions concerning how other municipalities are intending to use the funds. The White Paper was constructed from these discussions and documents prepared by the City and Borough of Sitka, City and Borough of Juneau, and others. I have also had conversations with the city attorney about aspects of the funds in order to provide the following information.

The City will receive approximately \$631,000 in total that **must be used prior to December 31, 2020**. The first installment of approximately \$381,000 will be issued to the City upon submission and approval by the State of a Resolution (part of the work session packet) and the grant application. Once 80% of the initial payment has been spent, the City will receive an additional amount of approximately \$125,000, followed by a final payment of approximately \$125,000.

Staff recommends creating an AMLIP account solely for the CARES Act funds to make audits and reviews, as well as tracking of expenditures more effective. Reports must be made monthly to the State. The State will review the reports and verify that the expenditures are valid.

On Thursday, May 21<sup>st</sup> I met with the Mayor, Fire Chief, and Treasurer to brainstorm ideas to bring to the work session. As a starting point for the discussion, we have discussed the use of the funds within 3 categories: 1) suggesting City facilities measures to address the COVID-19 virus; 2) providing funding to the GVA, The Rookery, and Community Assistance; and 3) creating a grant program for small businesses and nonprofits that were impacted by the virus. Please read the White Paper to understand some of the mechanics of using the funds.

At the June 1 City Council Work Session, a CARES Act Funding work session was scheduled for June 15 at 5:30. The purpose of the work session will be to discuss how the Council wants to utilize the funds. Proposals from staff will be submitted to the Council for project suggestions.



### REOPEN GUSTAVUS

At the time of this report's construction, the Governor had not yet released expected changes to Mandate 10 on interstate travel. With the likely expiration or amendment of the State's interstate travel restrictions, the Council has directed the establishment of a work group to discuss a reopening plan. Vice Mayor Cannamore and Council member Warner volunteered to develop ideas and report to the Council.

Attached are some talking points the work group would like to cover.



1. Include in the June 8<sup>th</sup> General Meeting packet a copy of the Juneau City and Borough Ordinance 2020-27

“An Emergency Ordinance Ordering People to Quarantine When Travelling into the City and Borough of Juneau from Another State or Country”.

Discuss adopting a similar ordinance to follow Juneau’s lead in extending the mandatory 14 day quarantine requirement until June 18<sup>th</sup>. This would give time for the Council to respond to the new published State provisions and create appropriate Resolutions.

2. Develop and discuss Gustavus protocols for welcoming visitors, which might include:

- a) The installation of a State appointed Contractor for screening port of entry arrivals according to State mandated Travel & Declaration requirements.
- b) Provision for “compliance monitoring” of Gustavus requirements, particularly off-airport grounds. This could be accomplished by using CARES Act funding to hire a security person to: *[Mr Taylor might be able to provide this language]*
- c) Any business that invites travelers from outside of the State of Alaska will be required to submit a COVID -19 operating plan to the Gustavus City Administrator no later than 15 days before arrival. This plan must outline

how the business will avoid the spread of COVID-19 and not endanger the lives or critical infrastructure of the community. The plan will be published and disseminated to Community members so they may know what to expect of business owners, crews, and clients.

- d) Provision is made for “sheltering space” made available to local residents who may need access to a separate housing space while completing a quarantine period. This could be made available through direct rental grant from CARES Act funding to local lodging or rental owners financially impacted by the virus.
- e) Start up of essential “shelter in place” support for local residents who may need assistance in retrieving mail, groceries, airport package pick-ups, etc. This could be made available through direct subsidy from CARES Act funding to one or more local cab companies financially impacted by the virus who could dedicate a vehicle to this purpose (not used for passengers).
- f) Rapid testing of local residents made readily available.

- g) Publication and dissemination of a City document for “What to do if you get symptoms”
- h) Publication of a simple pamphlet for residents and visitors on protocols for visiting public places and stores.
- i) The pamphlet should include a **request** that people wear a mask when entering the US Post Office. We cannot afford the loss of critical infrastructure postal workers thru community spread of this disease.

Presented by: Assembly  
Presented: 6/1/2020  
Drafted by: R. Palmer III

## ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

### Emergency Serial No. 2020-27

#### **An Emergency Ordinance Ordering People to Quarantine When Travelling into the City and Borough of Juneau from Another State or Country.**

WHEREAS, CBJ Charter 5.4(a) provides the Assembly may adopt an emergency ordinance to meet a public emergency by an affirmative vote of at least six assemblymembers; and

WHEREAS, COVID-19 is a respiratory disease that can result in serious illness or death and is caused by the SARS-Cov-2 virus ("virus"), a new strain of the coronavirus that has not been previously identified in humans and is easily transmittable person to person; and

WHEREAS, on March 11, 2020, the World Health Organization ("WHO") declared the virus a pandemic; and

WHEREAS, on March 11, 2020, the State of Alaska declared a public health emergency in response to the anticipated outbreak of the virus in Alaska; and

WHEREAS, on March 13, 2020, President Donald J. Trump declared a national emergency in response to the virus pandemic; and

WHEREAS, on March 16, 2020, the Assembly declared a local emergency in response to COVID-19; and

WHEREAS, on March 22, 2020, the City and Borough of Juneau ("CBJ") received its first positive case of COVID-19; and

WHEREAS, on May 21, 2020, the Governor released the public health mandates that had restricted gatherings and businesses; and

WHEREAS, as of May 30, 2020, there have been 33 confirmed cases in the City and Borough of Juneau, including recent cases that are under investigation but appear to be travel related; and

1  
2  
3 WHEREAS, the City & Borough of Juneau has a commercial airport and maritime public  
4 facilities that provide hub transportation to numerous other communities in Southeast  
5 Alaska; and

6 WHEREAS, Alaska has had an increase in the number of COVID-19 cases since the State of  
7 Alaska reopened on May 22, 2020, including a number of travelers and multiple cases under  
8 investigation as of May 31, 2020; and

9 WHEREAS, State of Alaska Health Mandate 10 (self-quarantine order for travelers from  
10 outside of Alaska) was one of the primary measures that flattened the curve while properly  
11 balancing the interests of people traveling to Alaska; and

12 WHEREAS, on May 28, 2020, the Assembly discussed an interest of extending a self-  
13 quarantine order if Health Mandate 10 expired on June 2, 2020; and

14 WHEREAS, on May 29, 2020, the Governor described that he intended to only extend the  
15 Health Mandate 10 as written until June 5, 2020, and more information would be released  
16 during the week of June 1, 2020;

17 THEREFORE BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU,  
18 ALASKA:

19 **Section 1. Classification.** This ordinance is a non-code ordinance.

20 **Section 2. International and Interstate Quarantine Order.**

21 (a) **General Quarantine Order.** All people arriving in Juneau, Alaska, from out-of-  
22 state whether resident, worker, or visitor, are required to self-quarantine for 14 days  
23 and monitor for COVID-19 illness. Arriving residents and workers in self-  
24 quarantine, should work from home, unless you support critical infrastructure as  
25 outlined in the *Alaska Essential Services and Critical Workforce Infrastructure*  
*Order* (formerly State Attachment A).

/

/

**Upon arrival into Juneau, Alaska, from another state or country, you must:**

(1) Proceed directly from the port of entry to your designated quarantine location, which is the location identified and affirmed by you on the mandatory Travel Declaration Form.

(A) If you are a resident, your designated quarantine location is your residence.

(B) If you are a visitor or worker, your designated quarantine location is your hotel room or rented lodging.

(2) Remain at your designated quarantine location for a period of 14 days, or the duration of your stay in Alaska, whichever is shorter.

(A) You must not visit any public spaces, including, but not limited to pools, meeting rooms, fitness centers, or restaurants.

(B) You may leave your designated quarantine location for medical emergencies or to seek medical care.

(C) You may leave your designated quarantine location to participate in an outdoor recreation activity (i.e. fishing, hiking, hunting) individually or with no more than five other individuals total during the quarantine period, so long as (1) you comply with social distancing requirements and (2) go directly from the quarantine location to the recreation activity and directly back to the quarantine location.

(D) Do not allow visitors in or out of your designated quarantine location other than a physician, healthcare provider, or individual authorized to enter the designated quarantine location by the Emergency Operation Center.

(E) Comply with all rules or protocols related to your quarantine as set forth by your hotel or rented lodging.

(F) If there are other individuals in your residence, hotel room, or rented lodging, you are required to comply with social distancing guidelines.

(b) **Critical Infrastructure Exemption.** Except as modified in an approved plan, a critical infrastructure business or employee must comply with the general quarantine requirements of this ordinance. Critical infrastructure is vital to keeping the City and Borough of Juneau safe, and as a result businesses and employees of critical infrastructure industries must take special care to protect their staff and operations during this pandemic. If your business is included in *Alaska Essential Services and Critical Workforce Infrastructure Order* (Attachment A), and your workers must travel to enter Alaska, you must submit a plan or protocol for maintaining critical infrastructure to the **City and Borough of Juneau Manager's Office** ([Managers\\_Office@juneau.org](mailto:Managers_Office@juneau.org)) **by 3:00 p.m. June 8, 2020**. This plan must outline how you will avoid the spread of COVID-19 and not endanger the lives of the communities in which you operate, or others who serve as a part of that infrastructure, or the ability of that critical infrastructure to function. A business that has a critical infrastructure COVID-19 plan approved by the State of Alaska may satisfy this requirement by submitting the approved plan to the Manager's Office.

(c) **Guides and lodges.** Fishing, hunting, and recreation activity guides and lodges provide meaningful opportunities for people to be outside in Alaska during the summer but such businesses must take precautions to manage the COVID-19 transmission risk

1  
2 from travelers. A business that is not a critical infrastructure and that invites travelers  
3 from outside of the State of Alaska is required to submit a COVID-19 plan for approval  
4 by the **City and Borough of Juneau Manager's Office**  
5 (Managers\_Office@juneau.org) **by 3:00 p.m. June 8, 2020.** The plan must outline how  
6 you will avoid the spread of COVID-19 and not endanger the lives of the communities  
7 in which you operate. The plan must address the items in Attachment B.  
8

9  
10 **Section 3. Effective Date.** This ordinance shall be effective at midnight on June 4,  
11 2020, and remain in effect for through midnight June 18, 2020.

12 Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

13  
14  
15 \_\_\_\_\_  
Beth A. Weldon, Mayor

16 Attest:

17 \_\_\_\_\_  
18 Elizabeth J. McEwen, Municipal Clerk  
19  
20  
21  
22  
23  
24  
25





**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, ALASKA  
RESOLUTION CY20-17**

**A RESOLUTION BY THE CITY OF GUSTAVUS ACCEPTING CORONAVIRUS RELIEF FUNDS  
IN THE AMOUNT OF \$631,680.53 FOR COSTS THAT ARE FOR NECESSARY  
EXPENDITURES INCURRED DUE TO THE PUBLIC HEALTH EMERGENCY WITH RESPECT  
TO THE CORONAVIRUS DISEASE 2019 (COVID-19), FROM THE ALASKA DEPARTMENT OF  
COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT**

**WHEREAS**, the Gustavus City Council wishes to provide the above described funds for the community of Gustavus; and

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_<sup>th</sup> day of June 2020, and effective upon adoption.

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Calvin Casipit, Mayor

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Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY20-20NCO**

**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:

<b>CITY HELD ACCOUNTS</b>	<b>Amounts</b>		
	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
FNBA Checking Account	\$ 650,939.29	\$ 269,794.76	<\$ <b>381,144.53</b> >
<i>This amount is the initial distribution of the State of Alaska's Community Assistance Program-based payment (\$255,876.53) plus the direct cost distribution #1 (\$125,268), as announced 5/1/20. This account balance does not include the CARES Act Relief deposit at the time of the NCO introduction, but the funds are anticipated to have been deposited by the time of the NCO public hearing.</i>			
AMLIP CARES Act Relief Fund	\$ 0.00	\$ 381,144.53	\$ 381,144.53
<i>These funds are being moved to a new AMLIP account for tracking and auditing purposes.</i>			
<i>*Approximate, this is a dynamic value.</i>			

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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:** June 8, 2020

**DATE OF PUBLIC HEARING:** July 14, 2020

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_<sup>h</sup> day of \_\_\_\_\_, 2020.

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

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

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

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY20-19**

**A RESOLUTION BY THE CITY OF GUSTAVUS SUPPORTING THE STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES CONSTRUCTION  
PROJECT FOR THE GUSTAVUS AIRPORT RESCUE FIREFIGHTING AND SNOW REMOVAL  
EQUIPMNT BUILDING**

**WHEREAS**, the State of Alaska Department of Transportation and Public Facilities (ADOT&PF) owns, operates, and maintains the Gustavus Airport; and

**WHEREAS**, the City of Gustavus and ADOT&PF current water drafting sources near the airport have been contaminated with Per- and polyfluoroalkyl substances; and

**WHEREAS**, the current ADOT&PF firefighting and snow removal equipment building is in need of replacement to protect the critical equipment from the elements; and

**WHEREAS**, the ADOT&PF requires funding to be allocated to the Airport Improvement Program project for the construction costs; and

**WHEREAS**, the Gustavus City Council supports the Airport Improvement Program project and encourages ADOT&PF to provide the necessary funding.

**NOW, THEREFORE, BE IT RESOLVED**, that the Gustavus City Council, supports the Alaska Department of Transportation & Public Facilities, and encourages it to pursue funding for an Airport Improvement Program project to provide necessary improvements the airport rescue firefighting and snow removal equipment building construction project

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_<sup>th</sup> day of June, 2020, and is effective upon adoption.

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Calvin Casipit, Mayor

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Attest: Karen Platt, CMC City Clerk



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

# Ordinance for Public Hearing

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY20-18NCO  
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 expenditures have changed from the estimates in the approved budget.

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

<b>Budget Category</b>	<b>Amounts</b>		
<b>INCOME</b>	Original Budget	Amended Budget	Change
Business License Fees <i>Due to impacts from the COVID-19 pandemic.</i>	\$ 3,800.00	\$ 3,300.00	<\$ 500.00>
Donations	\$ 1,000.00	\$ 2,528.00	\$ 1,528.00
DRC Income: Community Chest Sales <i>Due to impacts from the COVID-19 pandemic.</i>	\$ 15,000.00	\$ 10,750.00	<\$ 4,250.00>
Lands Income: Gravel Pit Sales	\$ 22,000.00	\$ 17,500.00	<\$ 4,500.00>
Marine Facilities Income: Commercial Vessels <i>Due to impacts from the COVID-19 pandemic.</i>	\$ 15,000.00	\$ 2,500.00	<\$ 12,500.00>
State Revenue: Shared Fisheries Bus. Tax	\$ 1,500.00	\$ 541.68	<\$ 958.32>
Tax Income: Room Tax Income	\$ 65,000.00	\$ 77,000.00	\$ 12,000.00
Other Income: Prior-Year Cash Balance	\$ 64,514.70	\$ 9,028.29	<\$ 55,486.41>
<b>Total Change in Income</b>			<b>&lt;\$ 64,666.73&gt;</b>

<b>EXPENSE</b>	Original Budget	Amended Budget	Change
Admin: Bank Service Charges	\$ 1,200.00	\$ 1,600.00	\$ 400.00
Admin: Building Maintenance & Repair	\$ 3,100.00	\$ 1,500.00	<\$ 1,600.00>
Contractual Services: Managed IT Services <i>Fewer site visits occurred due to the COVID-19 pandemic.</i>	\$ 30,000.00	\$ 27,000.00	<\$ 3,000.00>
Admin: Contractual Services	\$ 10,000.00	\$ 9,000.00	<\$ 1,000.00>
DRC: Contractual Services <i>The Household Hazardous Waste Event was canceled due to the COVID-19 pandemic.</i>	\$ 23,240.00	\$ 5,000.00	<\$ 18,240.00>

Library: Contractual Services	\$ 5,120.00	\$ 2,000.00	<\$ 3,120.00>
Admin: Equipment Purchase	\$ 11,500.00	\$ 7,000.00	<\$ 4,500.00>
DRC: Equipment - Other <i>New point-of-sale computer, software, and vendor support.</i>	\$ 6,000.00	\$ 6,471.60	\$ 471.60
DRC: Payroll <i>The Household Hazardous Waste Event was canceled due to the COVID-19 pandemic.</i>	\$101,353.21	\$ 98,823.01	<\$ 2,530.20>
Admin: Professional Services	\$ 30,000.00	\$ 20,000.00	<\$ 10,000.00>
Admin: Travel <i>Due to impacts from the COVID-19 pandemic.</i>	\$ 10,500.00	\$ 4,816.53	<\$ 5,683.47>
DRC: Travel <i>Due to impacts from the COVID-19 pandemic.</i>	\$ 500.00	\$ 0.00	<\$ 500.00>
GVFD: Travel <i>Due to impacts from the COVID-19 pandemic.</i>	\$ 16,865.00	\$ 2,362.91	<\$ 14,502.09>
Library: Travel <i>Due to impacts from the COVID-19 pandemic.</i>	\$ 1,500.00	\$ 637.43	<\$ 862.57>
GVFD:Utilities:Fuel Oil	\$ 1,500.00	\$ 2,750.00	\$ 1,250.00
Library:Utilities:Fuel Oil	\$ 4,000.00	\$ 2,750.00	<\$ 1,250.00>

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Total Change in Expense <\$ 64,666.73>

**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:** May 11, 2020

**DATE OF PUBLIC HEARING:** June 8, 2020

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_ day of \_\_\_\_\_, 2020.

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Calvin Casipit, Mayor

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Attest: Phoebe Vanselow, City Treasurer

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Attest: Karen Platt CMC, City Clerk



**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE ROAD MAINTENANCE BUDGET AND 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, income and expenditures have changed from the estimates in the approved budget. For the Fiscal Year of 2020, the following City held account balance transfers are to be made for the reasons stated.

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

<b>Budget Category</b>	<b>Amounts</b>		
<b>INCOME</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Change</b>
Natl Forest Receipts – Encumbered \$ 25,000.00 <i>National Forest Receipts were received April 29, 2020 for FY20.</i>		\$ 44,228.25	\$ 19,228.25
Encumbered Funds <i>The income source for this is the AMLIP – Road Maint Encumbered account.</i>	\$ 85,100.00	\$ 65,771.75	<\$ 19,228.25>
<hr/>			
Total Change in Income			\$ 0.00
<b>Amounts</b>			
<b>CITY HELD ACCOUNTS</b>	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
<i>*Approximate, this is a dynamic value.</i>			
FNBA checking account	\$ 672,156.79	\$ 652,928.54	<\$ 19,228.25>
AMLIP – Road Maint Encumbered \$ 13,174.37 <i>AMLIP – Road Maint Encumbered funds transferred for FY20 = \$85,000.00. Road Maintenance budget was increased to \$110,000 with FY20-13NCO due to high snowplowing costs. Returning \$19,228.25 to savings due to National Forest Receipts payment.</i>		\$ 32,402.62	\$ 19,228.25
<hr/>			
Total Change in Account Balances			\$ 0.00

**Section 4.** The FY20 budget and City held accounts are hereby amended as indicated, and any portion of the approved budget inconsistent with this amendment is repealed.

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

**DATE INTRODUCED:** May 11, 2020

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_ day of \_\_\_\_\_, 2020.

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

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

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



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

# Unfinished Business

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY20-17NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE ESTABLISHMENT  
AND ADOPTION OF THE BUDGET FOR FISCAL YEAR 2021**

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

- Section 1.** Classification. This is a **Non-Code Ordinance**.
- Section 2.** General Provisions. The attached document is the authorized budget of revenues and expenditures for the period July 1, 2020 through June 30, 2021 and is made a matter of public record.
- Section 3.** Effective Date. This ordinance becomes effective upon its adoption by the City Council.

**DATE INTRODUCED:** *May 11, 2020*

**DATE RE-INTRODUCED:** *June 8, 2020*

**DATE OF PUBLIC HEARING:** *June XX, 2020*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_ day of \_\_\_\_\_, 2020.

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

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

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



**City of Gustavus**

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

# City of Gustavus Budget Fiscal Year 2021

FY20-17NCO Attachment

Introduced by the Gustavus City Council May 11, 2020  
Re-Introduced by the Gustavus City Council June 8, 2020  
Public Hearing for Adoption Scheduled for June 15, 2020

## FY 2021 City of Gustavus Operating Budget

This document contains the City of Gustavus operating budget for fiscal year 2021 (FY21: July 1, 2020 through June 30, 2021). A summary of notable items in the budget is provided below. Capital improvement projects not funded through the operating budget are not discussed in this document; please see the separate Capital Improvement Plan. The city's only Enterprise Fund, the Gustavus Community Network, was discontinued in FY16 by Resolution CY15-31. All other departments are in the General Fund.

### COVID-19 and the CARES Act

Before any discussion of individual budget categories, the impact of the novel coronavirus COVID-19 must be stressed. This disease swept the world, with the first case documented in Alaska 3/7/20. Subsequently, Glacier Bay National Park & Preserve postponed the start of the visitor services season until July 1, and the Glacier Bay Lodge and Boat Tours both will remain closed for 2020. The City of Gustavus followed suit with Resolutions declaring a community emergency and requiring social distancing and a 14-day quarantine for all arrivals (lifted for intrastate travelers 5/12/20 by state mandate). All seasonal Gustavus lodges are either not opening for the summer 2020 season or will have a delayed start, impacting sales and room tax revenue. It is also unknown how dramatically seasonal activities such as kayak trips, charter fishing, whale watching, etc. in Gustavus will be impacted. For the purposes of budgeting, a budget baseline was generated projecting off-season "winter" revenue year-round, without the seasonal increase in activity in the summer. This dramatically reduced projected sales tax and room tax and eliminated the fish box tax from the budget. In concert with this, expenses were also reduced. The only travel that was budgeted for was training for two new council members and required training for the Disposal & Recycling Center (DRC) Operator, Fire Chief, and Emergency Medical Service (EMS) volunteers. To recognize the reduction in demand for services, payroll hours were reduced at the DRC, at City Hall, and for the Marine Facilities Coordinator.

In mid-April 2020, the Governor released a proposed spending plan for the funds the State of Alaska received from the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. Details and appropriation were finalized mid-May, and these funds will be distributed as a grant for use on COVID-19 related expenses. They are not to be used to supplement budgets to mitigate revenue impacts from COVID-19 as was hoped for. As a result, the FY21 City of Gustavus budget is left with a shortfall that will be supplemented by prior year cash surpluses until revenues rebound or services are reduced. As of June 1, these CARES Act funds must be used for expenses incurred from March 1 through December 31, 2020.

Funding for the Gustavus Visitors Association and the Gustavus Children's Enhancement Program are not included in the FY21 budget, as it is presumed their activities and expenses this fiscal year will be eligible for CARES Act reimbursement through the City of Gustavus. As information is still evolving weekly, if this proves not to be the case, the budget may be amended at a later date via non-code ordinance to include one or both of these organizations, as needed. Additionally, funding for payroll expenses and benefits for health and safety personnel are presumably eligible for CARES Act reimbursement. If this proves true, the salary and benefits for the Fire Chief for July through December 2020 would be pulled out of the operating budget and would instead be funded through CARES Act funds. Payroll and benefits for other employees for time spent on COVID-19 tasks while diverted from their usual tasks may also be eligible. As this affects expenses beginning March 1, it is expected some payroll expenses will be reimbursed for FY20, resulting in additional prior year funds that can be rolled over to FY21.

## A. Revenues

### 1. Sales Tax

Sales tax makes up the bulk of locally generated revenue. The current sales tax rate is 3% (Ordinance FY11-02 amending municipal code section 04.15.030). Sales tax revenue has been increasing, with FY20 trending to at least match the FY19 receipts, as of the time of this writing. Sales tax revenue for FY21 was budgeted dramatically lower based on the “winter-level” of tax revenue due to the impacts of COVID-19 with expectations revenue will meet or exceed the budget but hopefully not be any lower.

Beginning in FY19, the 2% seller’s discount was assigned to room or retail tax income as appropriate instead of being its own line-item. In the past, 2% seller’s discount counted against retail tax income regardless, or showed up separately as Seller’s Discount line-item (but did not include all discounts). This line-item still appears on the 5-year budget comparison for FY17 and FY18, so it is mentioned here.

### 2. Online Sales Tax

The FY21 budget includes a new line-item “Remote Sellers Retail Tax”. In late FY20, the City of Gustavus joined the Alaska Municipal League (AML) Remote Seller Sales Tax Commission (Resolutions CY20-09 and CY20-10) and created municipal code section 11 (Ordinance FY20-16). Through this ordinance, vendors making sales from outside of Alaska and shipping to addresses within Alaska that meet an annual threshold of either a minimum of \$100,000 in sales or at least 200 collective transactions will collect the applicable sales tax of the addressee and remit it to a central clearinghouse, AML’s commission. The commission forwards the tax payments on to the taxing entity, in this case the City of Gustavus, less a 15-20% fee. While the city currently receives sales tax payments from a few internet vendors, it is anticipated that participation in this commission will greatly increase our sales tax collection from online sales shipped to Gustavus. This commission is part of a nationwide shift in taxing online sales following a decision by the United States Supreme Court in *South Dakota v. Wayfair* that allows for the amendment of the sales tax code to account for remote sellers who do not have a physical presence in either the state or city, but do have a taxable connection with the state of Alaska and the City of Gustavus.

### 3. Room Tax

The current room tax is 4% (municipal code section 04.14.030). Room tax revenue had been increasing over recent years until FY19, which likely was partly affected by the closure of a sizeable Gustavus business at the end of the 2017 tourist season. FY20 room tax receipts to date are \$78,000, indicating a possible return to the increasing trend as before. Room tax revenue for FY21 was budgeted dramatically lower based on the “winter-level” of tax revenue due to the impacts of COVID-19 with expectations revenue will meet or exceed the budget but hopefully not be any lower.

### 4. Fish Box Tax

The fish box tax revenue had been decreasing and has now stayed steady for FY19 and FY20. The current fish box tax is \$10/box packaged and transported out of town (municipal code section 04.16.030). Fish box tax revenue projected for FY21 has been budgeted at zero based on the “winter-level” of tax revenue due to the impacts of COVID-19 with expectations revenue will meet or exceed the budget but hopefully not be any lower.

Beginning in the summer of 2019, fish box stickers were not year-specific. This transition was to reduce the waste of having surplus stickers on hand at the end of each year. At this time, businesses are still returning all surplus stickers at the end of the year. It is possible, but

unlikely, that a company could purchase fish box tax stickers for more than one year at a time, altering the annual revenue.

## 5. Other City-Generated Revenue Sources

The **Disposal and Recycling Center (DRC) and Community Chest** combined revenues have varied from \$82,000 to \$95,000 over the past five fiscal years. The current fee schedule for the DRC was adopted May 8, 2017 with Resolution CY17-06. The DRC and Community Chest revenue for FY20 has been budgeted dramatically lower based on the “winter-level” of solid waste volume being processed and the Community Chests current closure due to the impacts of COVID-19 with expectations revenue will meet or exceed the budget but hopefully not be any lower.

The **Gustavus Volunteer Fire Department (GVFD)** resumed billing for ambulance transport at the end of FY18. As a result, citizen enrollment in the ambulance subscription program (ASP) has also increased. With active ambulance billing occurring, this revenue source has been budgeted the same as FY19. Ambulance transports are entered as invoices with discounts for ASP Enrollment and Medicare write-offs. Accounts Receivable amounts have increased. GVFD income includes all invoiced charges to date (but not necessarily collected yet) due to the accrual accounting method.

**Gravel pit** material sales had been increasing but slightly dropped in FY20. The FY20 budgeted revenue is more than double the FY19 budget due to an increase in the price of pit run material from \$2.00/cubic yard to \$4.00/cubic yard, effective February 12, 2019. For FY21, the budget remained the same even with an increase in the price of pit run material from \$4.00/cubic yard to \$6.00/cubic yard, effective February 10, 2020. A corresponding expense line-item was created called the Gravel Pit Fund that will move some of the gravel pit revenue to a new, dedicated savings account to help fund the anticipated increased costs of operating the gravel pit in the near future.

**Business license** fees collected have been slightly increasing over the past five fiscal years. Due to the uncertainty of COVID-19 impacts stretching into spring 2021, the budgeted revenue has been slightly decreased.

**Marine Facility** motorized vessel registration fees increased February 10, 2020, to raise funds for the new cost of transporting the steel mooring float to and from the state dock to its winter mooring near Pleasant Island. However, under this conservative budget scenario and with the uncertainty of COVID-19 impacts stretching into spring 2021, commercial vessel fees for the charter fleet are assumed to be zero, reducing budgeted revenue. The FY21 Marine Facilities expense budget reflects the increased contractual services expense for the anticipated corresponding float transport costs.

The **Gustavus Public Library** budgeted income remains the same as FY20. FY20 library income line-item includes fundraising revenue from t-shirts, tote bags, and stickers. The city budget’s fundraising line-item is almost solely for library activities beginning with FY19.

## 6. Federal Revenue

### i. Payment in Lieu of Taxes (PILT)

The amount of PILT revenue is unpredictable until late in the budgeting process. PILT was fully funded for FY21 on December 20, 2019, with the Further Consolidated Appropriations Act, 2020 (P.L. 116-94). The FY21 city budget is slightly higher than the FY20 actual amount received due to an increasing trend in recent years. The FY21 PILT application was emailed 3/12/20, and the FY21 PILT revenue amount is still unknown at the time of this writing.



For more information on PILT, see the U.S. Department of the Interior website

(<https://www.doi.gov/pilt>) or the State of Alaska website:

<https://www.commerce.alaska.gov/web/dcra/CommunityAidAccountability/PaymentinLieuofTaxes.aspx>

## ii. National Forest Receipts (NFR)

NFR revenue had dwindled to virtually nothing in FY17 and was assumed to be zero for FY18 until the city unexpectedly received FY18 funds of \$53,927.79 in the final week of the fiscal year. NFR revenue will continue to be unpredictable for the foreseeable future. In the past, the City of Gustavus was able to retain unused NFR funds from year to year in a dedicated savings account as encumbered funds used only for road maintenance. Now, the NFR funds received are not enough to pay for the full road maintenance budget each year, and the city has been supplementing current year NFR funds with the encumbered savings. The road maintenance budget for FY21 will use up the remainder of this encumbered fund savings along with current year NFR funds, if any. A separate unencumbered savings account was established with 2-3 years of road maintenance funds, but using savings long-term is unsustainable. Given the unpredictability, the budget line for this revenue source is set at zero for FY21 as was done the past two years. The FY20 application was submitted 7/25/19, and FY20 NFR funds were announced 4/17/20 at \$44,228.25.

In spring of 2019, extensive work with State of Alaska DOT Information Systems and Services Division was completed to calculate mileage of the roads maintained by the City of Gustavus as part of a larger project to help verify mileage communities were submitting to the State of Alaska Department of Department of Commerce, Community, and Economic Development (DCCED) under the National Forest Receipts program. Total mileage for City of Gustavus changed from 31.21 to 24.61 miles, which will likely lead to reduced NFR receipts.

For more information on NFR, see the State of Alaska website:

<https://www.commerce.alaska.gov/web/dcra/CommunityAidAccountability/NationalForestReceipts.aspx>

## 7. State Revenue

### i. Community Assistance Program

The State of Alaska budget outlook remains grim, although before COVID-19 hit, there were indications the state was coming out of its recession. The Community Assistance Program (CAP), formerly known as Community Revenue Sharing, has seen decreased funding over the past few fiscal years but continues to be fought for by Alaska municipalities. The City of Gustavus is eligible for an estimated \$75,081 of FY21 funding as of 1/14/20. The Governor vetoed this full funding for the second year in a row, and instead the city was to expect 67% of the value the city received for FY20 with the remainder being funded through COVID-19 relief. If the CAP reduction becomes the new norm, this revenue will need to be generated elsewhere or expenses reduced.

For more information on CAP, see the State of Alaska website:

<https://www.commerce.alaska.gov/web/dcra/Communityaidaccountability/communityrevenue-sharing.aspx>

### ii. Shared Fisheries Business Tax

The Shared Fisheries Business Tax is variable. The FY21 budgeted revenue remains the same as the past two years. The FY20 application was supported by Resolution CY19-22, adopted 12/9/19, with FY20 funds of \$336.70 received 4/22/20.

For more information on the Shared Fisheries Business Tax, see the State of Alaska website:

<https://www.commerce.alaska.gov/web/dcra/CommunityAidAccountability/SharedFisheriesBusinessTax.aspx>

### iii. Liquor Share Tax

On 4/1/19, the City of Gustavus received its first Liquor Share Tax distribution. The regularity and amount of liquor share tax remains unclear, so this item is budgeted at zero.

State of Alaska Statute 04.11.610, Refund to Municipalities, states:

(a) Biennial license fees, excluding annual wholesale fees and biennial wholesale license fees, collected within a municipality shall be refunded semi-annually to the municipality.

(b) If the officers of a municipality fail to actively enforce local ordinances, laws of the United States and the state, and the regulations relating to the manufacture and sale of alcoholic beverages in the state, the commissioner of commerce, community, and economic development may deny the refund provided for under (a) of this section until the board finds the enforcement of the ordinances, laws, and regulations is resumed.

In the past, directors of the State of Alaska Alcohol & Marijuana Control Office have interpreted (b) to mean that only municipalities with law enforcement agencies would be provided with this refund. The current state administration interprets “officers of a municipality” broadly to include elected officials or city administrators and has started providing refunds to municipalities in which licenses exist. Retroactive refunds will not be issued.

### 8. Interest

Since FY19, this line-item only includes the interest received on the checking account at First National Bank Alaska.

### 9. Grants and Scholarships

Incoming grants and scholarships are tracked in various ways in the city’s accounting software. For grant funds that are deposited and then used over time, a separate class or fund is created in the accounting software, and this revenue and the expenses paid by it are not included in the operating budget. For scholarships or grants that are reimbursements for costs already incurred, the funds are included in the operating budget and are deposited as a credit toward that expense budget line-item. A summary of grants and scholarships this fiscal year to date is included in this document. The CARES Act funds are issued as a grant and will reside in their own Alaska Municipal League Investment Pool (AMLIP) account.

### 10. Prior-Year Cash Balance

In past years, surplus funds from the prior fiscal year were not incorporated into the next fiscal year’s budget. These funds simply remained in the checking account or were eventually transferred to one of the city’s savings or investment accounts. Beginning with the FY20 budget, prior-year funds were included up to the amount necessary to balance the current budget. By late FY20, the prior-year funds needed to balance the budget were down to \$10,000 and expected to drop to zero by the end of June. Due to the impacts of COVID-19, the FY21 budget will be relying on these saved surplus funds. At the end of FY20, any surplus funds will be rolled over to FY21, and any additional funds needed will be pulled from the budget surpluses located in the city’s AMLIP Reserve account.

## B. Expenditures

### 1. Payroll

In FY21, reduced hours were budgeted for the Marine Facilities Coordinator, DRC employees, and the City Administrator in response to COVID-19 impacts. Worker's compensation insurance rates are lower due to this reduced payroll and due to changes in the insurance market.

### 2. Cost-of-Living Adjustment

The City of Gustavus annually reviews the consumer price index change for Anchorage and determines if a cost-of-living pay adjustment will be adopted for the coming year. On 2/10/20, Resolution CY20-04 adopted a 1.4% increase for all regular position employees effective July 1, 2020.

### 3. Group Health Plan & Health Insurance Stipend

A group health plan option was explored in late FY18 and coverage began 6/1/19 for enrolled employees. Premier Blue Cross/Blue Shield offered a range of plans through our current insurance agent. The premiums for the 2020 plan Silver 2500 with the lowest deductible of \$2500 increased substantially from 2019. With the premium increase, the enrolled employees have met the premium cap of \$700 as outlined in the Benefits P&P and will be contributing the balance of the premium. This is for the policy year 6/1/20-5/31/21. Employees can opt out with proof of insurance. For those opting out, a taxable health insurance stipend of \$200/month is offered to offset the expense of being added to their spouse's health insurance. This amount is based on analyzing the federal employee group health coverage costs for employee only vs. employee and spouse, which is an extra \$222.44/month (formerly \$212/month when the stipend was first approved). The latest benefits policy and procedure was adopted May 11, 2020 (Resolution CY20-15).

### 4. Increased 457(b) Enrollment

FY18 saw a change to full participation by eligible employees in the 457(b) retirement benefit the City of Gustavus offers.

### 5. Managed IT Services

In April 2018, the City of Gustavus entered into a contract for managed information technology (IT) services. An IT contractor had not been used since the end of 2016. The professionalization of this vital city infrastructure was a welcome step and resulted in a new line-item in the FY19 budget. IT equipment purchases were made in FY19 and FY20 to get the city caught up, through the Administrative Department's equipment purchase budget line-item. FY21's budget remains the same, with less visits and work-up being performed but more equipment online, resulting in slightly higher monthly maintenance fees.

### 6. Social Service: Gustavus Children's Enhancement Program

In FY18, the City of Gustavus updated municipal code Title 6 (Ordinance FY18-09, adopted 2/12/18) to include the option to fund limited social services. With this step and the resulting policy and procedure (Resolution CY18-17, adopted May 14, 2018), the Gustavus Children's Enhancement Program (a.k.a. The Rookery at Gustavus) may request up to 20% of their operating budget from the City of Gustavus to keep their services available and affordable. This was a new category in the city's budget.

### 7. Economic Development Service: Gustavus Visitors Association

In FY18, the City of Gustavus updated municipal code Title 6 (Ordinance FY18-09, adopted 2/12/18) to formalize the option to fund economic development services. With this step and the resulting policy and procedure (Resolution CY18-16, adopted May 14, 2018), the Gustavus

Visitors Association (GVA) may request up to 50% of the previous fiscal year's City of Gustavus room tax revenue to supplement their operating budget. Municipal code Title 4 was also updated (Ordinance FY18-11, adopted 3/12/18) to reflect GVA's change in fiscal year dates to match the City of Gustavus's fiscal year.

#### 8. Repair and Replacement Annual Contributions

As part of a more comprehensive capital improvement plan initiative that took place during FY18, repair and replacement budget line-items were created for all of the departments to funnel some funds each year toward long-term asset replacement and other capital projects. This was a new line-item in the FY19 budget and will be included in each year's budget. These funds are deposited in a dedicated Alaska Municipal League Investment Pool (AMLIP) account [AMLIP Repair & Replacement (R&R)]. FY21 budget was decreased slightly due to some assets having their full replacement cost or down-payment now set aside.

#### 9. Review Services and Audit

The City of Gustavus has not received enough state or federal funds to trigger a mandatory audit since FY15. The City Council and Treasurer agreed in January 2018 it was in the best interest of the city to have some sort of outside accounting review after the completion of FY18. Review services were conducted January 2019 by the same accounting firm that has completed the city's audits in the past. The City Council considered budgeting for a full audit in FY21 after the completion of FY20, as that will mark five years since the last audit, at an estimated cost of \$25,000. At this time, the council will wait to see if a large grant triggers a mandatory audit in the near future (such as the Coronavirus Relief Fund Grant) before deciding to fund an audit.

#### 10. Insurance Premium Increases:

The city's general liability and property insurance costs increased again for the coming fiscal year. Per the city's insurance agent, fire and burst pipe claims are driving the property increase here in Alaska, with global impacts from wildfires. The general liability rate is being driven by claims for employment practices and child sexual abuse (primarily in school districts) across the insurance market (not specifically in Gustavus). The awards in those claims have been over \$10 million. Workers compensation rates have increased for first responders due to COVID-19, increasing this expense for the Fire Chief and Fire Department volunteers.

#### 11. Vehicle Mileage

Beginning in FY19, the Marine Facilities Coordinator was included with other departments for vehicle mileage reimbursement. This position requires extensive driving, visiting the dock 1-2 times per day, retrieving supplies, and purchasing construction materials for work in the Salmon River Boat Harbor. This line-item is similar for FY21.

#### 12. Contractual Services

The FY21 budget includes an additional \$10,000 under the Marine Facilities budget for transport of the steel mooring float to and from the state dock and its winter mooring near Pleasant Island. The DRC budgeted funds in contractual services for PFAS (per- and polyfluoroalkyl substances) and metals testing of the well to be used for the new composting facility. The DRC also budgeted funds for a consultation with an engineer to assist with planning for the landfill mound's future. No Household Hazardous Waste event is budgeted, as had been done for FY18 and FY20 (although FY20 was canceled due to COVID-19). The GVFD's contractual work for building maintenance was included in this line-item in the past, but beginning with FY21, this expense is listed under Building: Maintenance & Repair.

### 13. Professional Services

The FY20 budget increased the line-item for Professional Services (city attorney) due to a planned revision of multiple ordinances, requiring city attorney review, along with the ongoing issues of the electrical intertie, PFAS water contamination in the community, and possible borough formation in Icy Strait. The FY21 budget reduces this line-item due to many of these issues requiring less attorney involvement at this time and due to expense reductions because of COVID-19.

### 14. Equipment

GVFD's equipment purchase budget is generally used as a match for equipment grants received.

### C. Proposed Rate Changes

None at this time.

### D. Long-Term Finances

#### 1. Reserve Funds

In late FY18, the persistent high carryover of funds from one fiscal year to the next was addressed along with a reapportioning of the reserve accounts held by the city to establish designated accounts for capital improvements, asset repair and replacement, and unencumbered funds for road maintenance. Along with this redistribution of funds between accounts, an Unrestricted Fund Balance Policy and Procedure was created to guide the use of future carryover funds. See FY18-16NCO for the account designations and Resolution CY18-18 for adoption of the Unrestricted Fund Balance Policy and Procedure. As part of this policy, the unrestricted fund balance will be maintained around 25% of the fiscal year's operating expenses. At this time, the unrestricted fund balance resides in the city's First National Bank Alaska checking account. See the policy document for details.

#### 2. Long-Term Debt

The City of Gustavus currently has no debt obligation.

### E. Fiscal Year 2021

#### 1. Road Maintenance Budget

Continued uncertainty with National Forest Receipts (NFR) funding means the City Council must continue to plan to use encumbered funds for Road Maintenance, until that AMLIP account is depleted, which will occur this year. The operating budget will have to be adjusted to fund this expense or other reserve funds will have to be tapped. A separate "AMLIP Road Maint – Unencumbered" account was created with FY18-16NCO to ensure this vital expense can be covered in the short-term (2-3 years) while a new sustainable plan is made to fund this expense.

#### 2. Disposal & Recycling Budget

Additional freight costs could be incurred in the future as the market for mixed plastics and mixed paper recyclables changes or disappears due to changes in the world economy. At this time, it is unclear what the ramifications will be. The Solid Waste Management Plan revision to be presented in 2020 may provide more insight into this.

#### 3. Lands Budget

At the time of this writing, the future of the gravel pits is uncertain. Regardless of the decisions that are made, it is expected that there will be increased expenditures for this department for the foreseeable future.

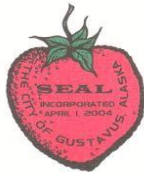
#### F. Discussion of Possible New Revenues

None at this time beyond sales tax on internet sales, discussed under the Online Sales Tax section above.

A seasonal fuel excise tax was introduced 3/9/20, but this tax was subsequently withdrawn from the proposed ordinance largely due to the COVID-19 impacts.

#### G. Summary

The promising revenue trends of the past few years for the local economy, with positive growth in room and retail tax returns, are now all up in the air as the region, state, and world recover from the impacts of the COVID-19 pandemic. The City of Gustavus remains in good monetary standing, thanks to the surpluses of prior years and with the help of the CARES Act for FY21.



**City of Gustavus**

PO Box 1

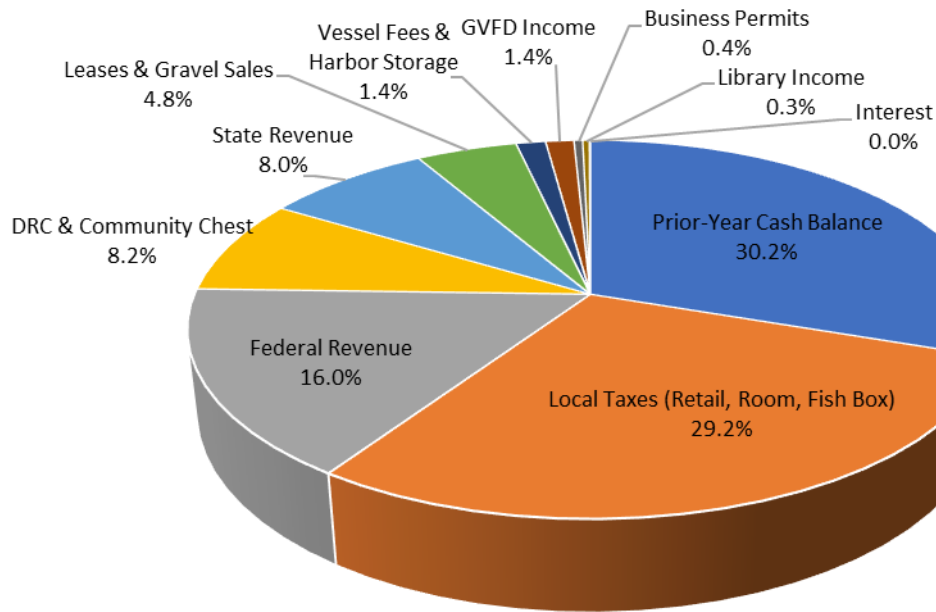
Gustavus, Alaska 99826

Phone: (907) 697-2451

# City of Gustavus Financial Summary Fiscal Year 2021

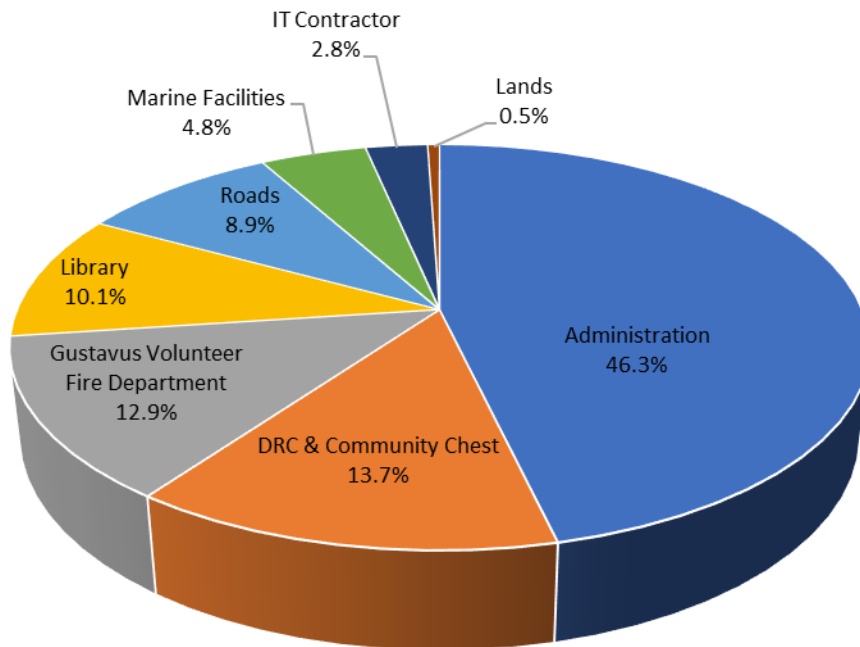
## June 2020

### FY21 Budgeted General Fund Revenues



Note: \$100,000 of funds from savings for road maintenance are not included here.  
DRC is the Disposal and Recycling Center. GVFD is the Gustavus Volunteer Fire Department.

### FY21 Budgeted General Fund Expenses



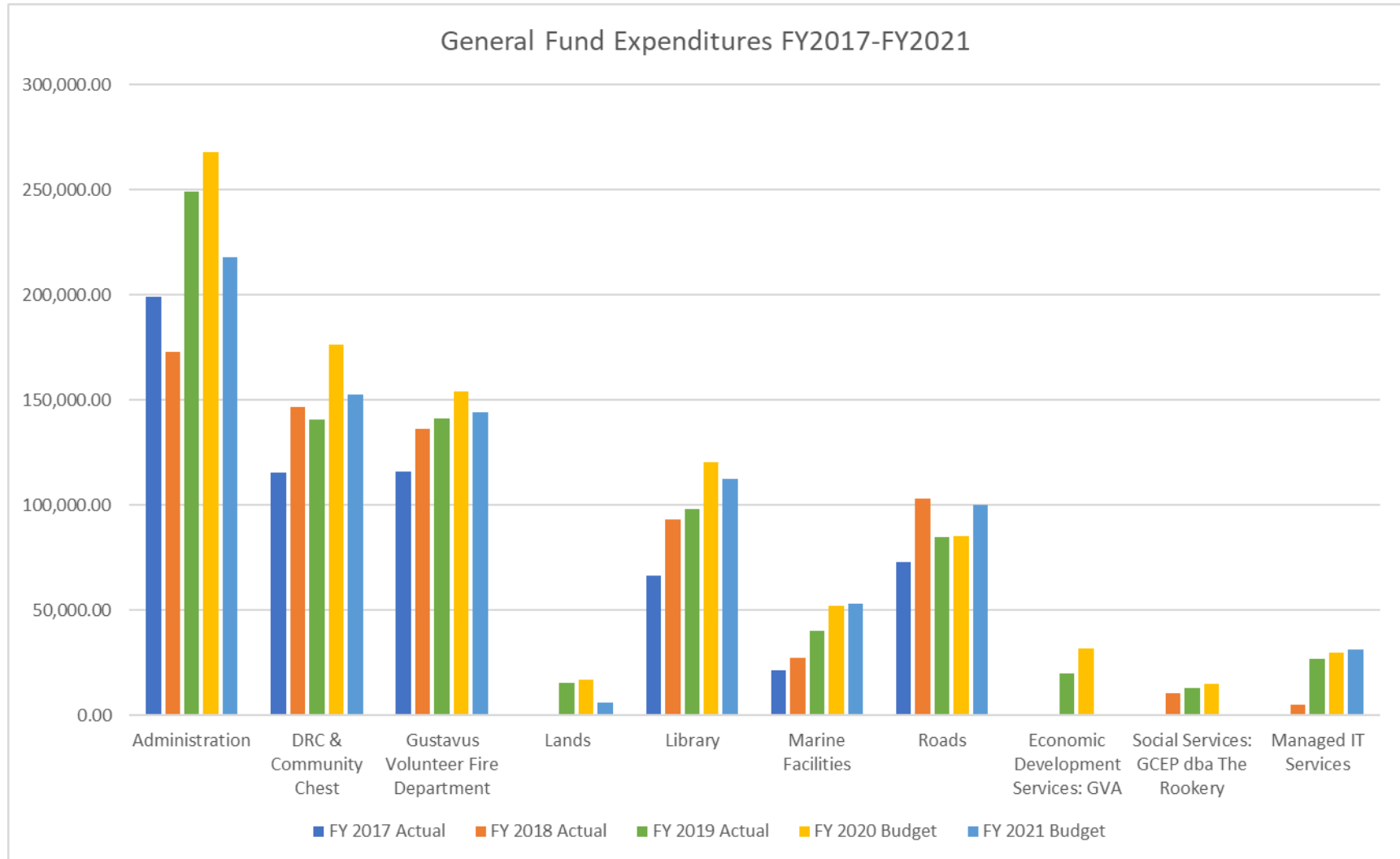


## City of Gustavus General &amp; Enterprise Funds Revenue &amp; Expenditure Recap FY17-FY21

				Actual	Actual	Actual	Budget	Budget
				Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21
Ordinary Income/Expense								
Income								
			Admin Fees	5.00	0.00	30.00		
			Business License Fees	3,800.00	3,900.20	4,150.00	3,800.00	3,000.00
			Donation - Inter-library Loans	119.80				
			Donations	2,470.22	1,467.00	1,117.50	1,000.00	1,000.00
			DRC Income					
			Community Chest Sales	14,457.35	15,277.00	16,243.60	15,000.00	11,000.00
			Landfill Fees paid @ City Hall	24,288.62	28,483.47	31,295.99		
			Landfill Fees/Sales	39,469.87	45,722.65	46,888.90	70,880.00	45,000.00
			Recyclable Material Sales	3,827.52	6,354.27	7,776.65	4,600.00	2,600.00
			DRC Income - Other	0.00	0.00	0.00	0.00	0.00
			Total DRC Income	82,043.36	95,837.39	102,205.14	90,480.00	58,600.00
			Federal Revenue					
			Natl Forest Receipts-Encumbered	5,537.40	53,927.79	45,494.92		
			Payment In Lieu of Taxes	97,777.98	107,545.26	107,167.43	100,000.00	115,000.00
			Total Federal Revenue	103,315.38	161,473.05	152,662.35	100,000.00	115,000.00
			Fundraising	5,146.30	1,155.00	556.00	500.00	800.00
			GCN Income	534.48				
			GVFD Income					
			Ambulance Billing	0.00	5,742.10	9,659.71	6,500.00	9,000.00
			ASP	1,330.00	1,360.00	625.00	1,400.00	600.00
			Training	250.00		30.00		150.00
			GVFD Income - Other	0.00		390.00		
			Total GVFD Income	1,580.00	7,102.10	10,704.71	7,900.00	9,750.00
			Interest Income	234.64	875.84	698.82	300.00	350.00
			Lands Income					
			Gravel Pit Gravel Sales	8,084.00	9,906.00	11,360.00	22,000.00	22,000.00
			Total Lands Income	8,084.00	9,906.00	11,360.00	22,000.00	22,000.00
			Lease Income	15,344.35	13,470.35	12,720.35	12,720.35	12,720.35
			Library Income	2,203.93	1,597.28	1,174.70	500.00	500.00
			Marine Facilities Income					
			Facilities Usage Fees	0.00	4,965.00	1,170.00	1,000.00	1,000.00
			Commercial Vessel Registration	9,600.00	9,000.00	9,210.00	9,000.00	2,500.00
			Private Vessel Registration	4,709.00	5,450.00	4,940.00	4,000.00	5,000.00
			Storage Area Fee	0.00	1,210.00	1,790.00	1,700.00	1,700.00
			Marine Facilities Income - Other	918.75	13.23	1.00		
			Total Marine Facilities Income	15,227.75	20,638.23	17,111.00	15,700.00	10,200.00
			State Revenue					
			Community Assistance Program	77,202.00	88,824.00	85,461.43	82,598.89	55,506.42
			Liquor Share Tax			3,350.00		
			Shared Fisheries Business Tax	2,196.31	1,921.08	1,884.12	1,500.00	1,700.00
			Total State Revenue	79,398.31	90,745.08	90,695.55	84,098.89	57,206.42
			Tax Income					
			Retail Tax Income	342,815.50	356,826.45	392,649.12	370,000.00	185,000.00
			Remote Sellers Retail Tax	0.00	0.00	0.00	0.00	20,000.00
			Room Tax Income	70,344.45	75,150.61	70,505.72	65,000.00	4,500.00
			Fish Box Tax	15,140.00	13,535.69	12,350.00	13,000.00	0.00
			Penalties & Interest	4,199.99	5,449.72	25,160.35		
			Tax Exempt Cards	210.00	200.00	320.00	200.00	300.00
			Seller's Compensation Discount	-3,362.23	-788.30			
			Total Sales Tax Income	429,347.71	450,374.17	500,985.19	448,200.00	209,800.00
			Total Income	748,855.23	858,541.69	906,171.31	787,199.24	500,926.77
			Gross Profit	748,855.23	858,541.69	906,171.31	787,199.24	500,926.77

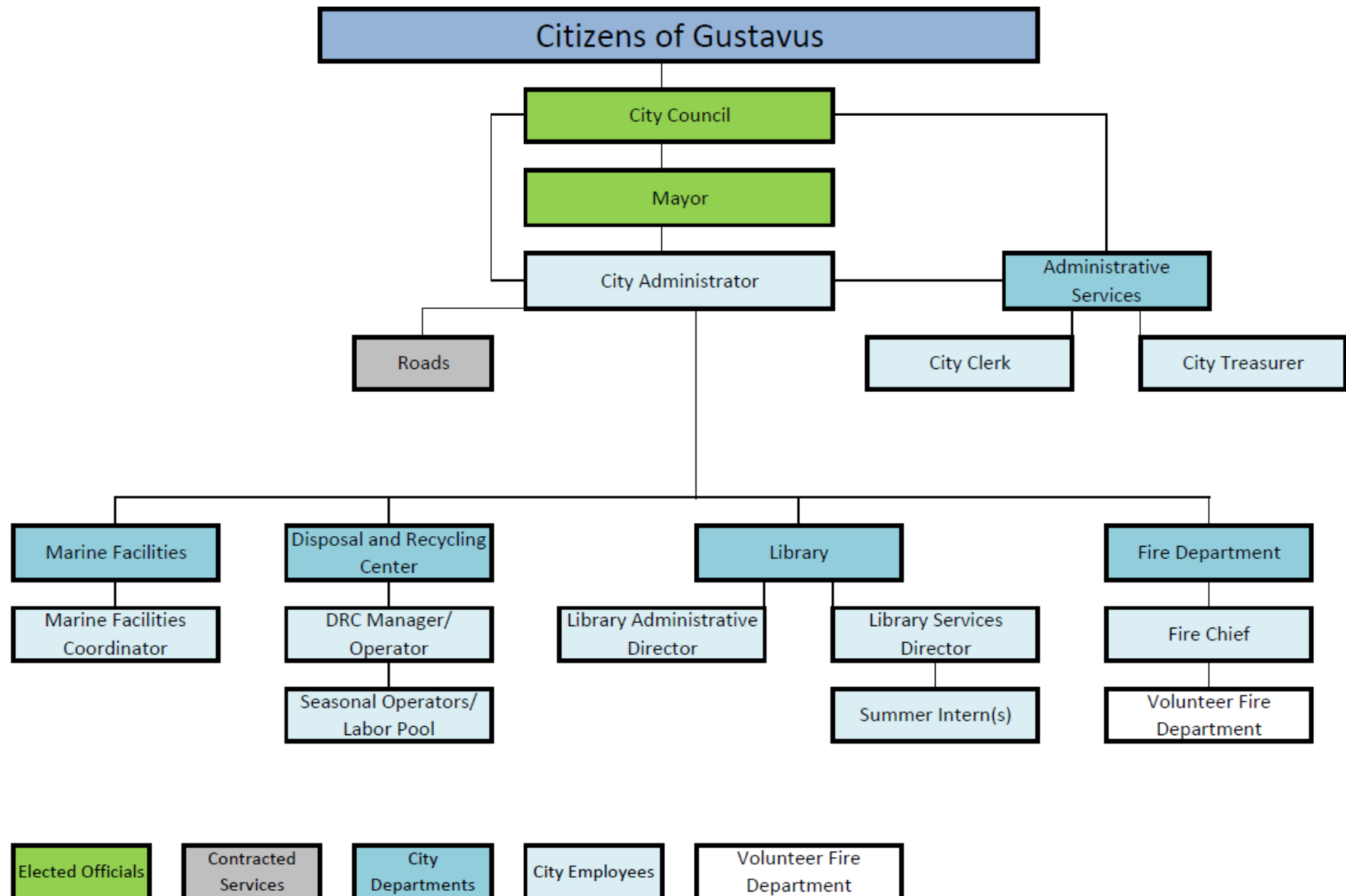
				Actual	Actual	Actual	Budget	Budget
				Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21
<b>Expense</b>								
			Administrative Costs	2,048.56	3,300.02	28,578.93	4,000.00	2,000.00
			Advertising	0.00	75.00	503.57	100.00	100.00
			Bad Debt	0.00	620.61			
			Bank Service Charges	3,487.97	2,223.32	2,719.62	2,275.00	2,275.00
			Building					
			Insurance	2,785.99	5,326.35	6,942.37	6,915.00	10,650.90
			Maintenance & Repair	2,603.57	16,462.30	9,570.61	8,565.00	10,000.00
			Total Building	5,389.56	21,788.65	16,512.98	15,480.00	20,650.90
			Cash Short/Over	489.59				
			Contractual Services					
			Ambulance Billing Expense	0.00	400.00	1,371.10	1,600.00	1,200.00
			Gravel Pit Survey				15,000.00	
			Managed IT Services	0.00	4,930.00	27,040.00	30,000.00	31,200.00
			Contractual Services - Other	40,134.32	43,114.94	23,106.57	51,860.00	40,000.00
			Total Contractual Services	40,134.32	48,444.94	51,517.67	98,460.00	72,400.00
			Dues/Fees	5,320.80	5,950.98	7,477.94	7,450.00	8,300.00
			Economic Development Services					
			GVA	0.00	0.00	20,000.00	32,000.00	0.00
			Total Economic Development Services	0.00	0.00	20,000.00	32,000.00	0.00
			Election Expense	111.16	212.17	276.70	250.00	250.00
			Equipment					
			Equipment Fuel	958.54	1,240.30	1,553.87	1,500.00	1,530.00
			Equipment Purchase	2,480.49	15,165.12	9,731.03	15,400.00	3,900.00
			Insurance	75.75	185.42	226.00	226.00	242.49
			Maintenance & Repair	5,657.44	2,477.50	2,860.03	4,000.00	4,000.00
			Equipment - Other	502.00	0.00		6,000.00	
			Total Equipment	9,674.22	19,068.34	14,370.93	27,126.00	9,672.49
			Events & Celebrations (inc. holiday gift)	2,285.70	2,500.00	2,995.00	4,350.00	3,925.00
			Freight/Shipping	15,540.83	17,871.54	19,762.81	24,030.00	20,950.00
			Fundraising Expenses	1,872.71	1,437.64	0.00	500.00	800.00
			General Liability	1,865.68	4,424.75	3,827.10	5,000.00	11,317.32
			Gravel Pit Fund					6,000.00
			Library Materials	266.73	295.59	317.81	600.00	600.00
			Marine Facilities					
			Insurance	1,504.77	1,654.51	1,625.46	1,625.00	2,368.37
			Maintenance & Repairs	3,291.27	5,073.80	2,538.69	3,000.00	1,000.00
			Total Marine Facilities	4,796.04	6,728.31	4,164.15	4,625.00	3,368.37
			Occupational Health	0.00	0.00	0.00	500.00	
			Payroll Expenses					
			Wages	280,507.54	257,967.85	327,183.30	368,595.15	355,750.17
			Payroll Taxes	26,939.04	24,880.21	31,022.95	32,913.71	31,957.12
			Paid Time off	19,889.00	12,427.32	12,469.46		
			Health Insurance (company paid)	0.00	3,679.98	17,093.92	18,517.20	16,800.00
			Health Insurance Stipend	7,773.69	17,683.22	10,107.50	12,000.00	13,500.00
			457(b) Employer Contribution	7,365.45	10,300.95	19,321.35	22,884.83	21,874.18
			Health Insurance Reimbursement	3,900.00				
			Workers Comp Insurance	1,961.03	13,059.33	6,019.58	7,772.74	8,417.89
			Payroll Spot Awards - all depts	200.00				
			Payroll Expenses - Other	-569.59	115.72	2,362.87	170.00	170.00
			Total Payroll Expenses	347,966.16	340,114.58	425,580.93	462,853.63	448,469.36
			Professional Services	16,078.81	25,506.70	26,707.42	30,000.00	10,000.00
			Public Relations	575.00	1,006.65	728.34	500.00	500.00
			Relocation	913.70				

					Actual	Actual	Actual	Budget	Budget
					Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21
				Repair & Replacement Fund	0.00		20,095.76	25,354.66	24,772.13
				Road Maintenance					
				Grading	23,800.00	42,605.75	34,129.50		
				Snow Plowing	20,526.60	23,592.50	4,668.98		
				Road Maintenance - Other	28,783.00	37,001.99	46,198.50	85,000.00	100,000.00
				Total Road Maintenance	73,109.60	103,200.24	84,996.98	85,000.00	100,000.00
				Social Services					
				GCEP dba The Rookery	0.00	10,540.00	12,964.00	13,890.00	0.00
				Total Social Services	0.00	10,540.00	12,964.00	13,890.00	0.00
				Stipend					3,000.00
				Supplies	15,976.55	17,062.52	17,404.31	19,010.00	11,600.00
				Telecommunications	17,967.85	21,430.16	19,194.90	20,790.00	20,790.00
				Training	4,394.46	8,887.29	10,634.69	10,400.00	5,250.00
				Travel	5,831.17	13,759.65	15,913.45	29,365.00	7,000.00
				Utilities					
				Electricity	6,188.76	8,579.05	8,482.45	9,300.00	9,300.00
				Fuel Oil	6,470.03	4,117.02	7,871.66	7,400.00	6,500.00
				Total Utilities	12,658.79	12,696.07	16,354.11	16,700.00	15,800.00
				Vehicle					
				Fuel	461.42	840.80	497.34	1,000.00	700.00
				Insurance	2,356.01	3,488.84	3,503.26	3,740.00	3,635.67
				Maintenance & Repair	-28.39	971.92	832.66	2,000.00	2,000.00
				Mileage Reimbursement	124.20	266.03	1,557.09	2,000.00	1,700.00
				Total Vehicle	2,913.24	5,567.59	6,390.35	8,740.00	8,035.67
				Total Expense	591,669.20	694,713.31	829,990.45	949,349.29	817,826.24
				Net Ordinary Income	157,186.03	163,828.38	76,180.86	-162,150.05	-316,899.47
				Other Income/Expense					
				Other Income					
				Encumbered Funds for Road Maintenance	67,572.20	48,922.45	39,502.06	85,100.00	100,000.00
				Prior-Year Cash Balance				79,000.00	217,000.00
				Total Other Income	67,572.20	48,922.45	39,502.06	164,100.00	317,000.00
				Net Other Income	67,572.20	48,922.45	39,502.06	164,100.00	317,000.00
				Net Income	224,758.23	212,750.83	115,682.92	1,949.95	100.53



FY21:					457(b) Employer Contribution (LFG)	Health Ins. Stipend (\$200/mo stipend)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp. up to \$199.50)		Group Health Plan (\$760.33/mo; city cap at \$700/mo until 80%/20% split is met)	Workers' Comp. Insurance	Direct Deposit Fees	Dept. Total	FY20 Budget for Comparison
	FTE	Hourly Wage (with 1.4% COLA)	Hrs/year	Wage Total				Payroll Total					
Admin. Dept.										\$353.93	\$170.00	\$159,697.31	\$170,414.67
Administrator	0.75	\$36.55	1560	\$57,018.00	\$3,991.26	\$2,400.00	\$5,050.31	\$68,459.57					
Clerk	0.75	\$25.35	1560	\$39,546.00	\$2,768.22	\$2,400.00	\$3,620.14	\$48,334.36					
Treasurer	0.525	\$31.48	1092	\$34,376.16	\$2,406.33	\$2,400.00	\$3,196.96	\$42,379.45					
DRC										\$2,547.30		\$96,266.70	\$101,353.22
Manager	0.75	\$27.53	1447.5	\$39,849.68	\$2,789.48	\$2,200.00	\$3,629.70	\$48,468.85					
Assistants		\$19.00	2192	\$41,648.00			\$3,602.55	\$45,250.55					
Assistants		\$18.75	0	\$0.00			\$0.00	\$0.00					
Assistants		\$18.50	0	\$0.00			\$0.00	\$0.00					
Fire Chief	salaried	\$69,250.83	---	\$69,250.83	\$4,847.56		\$5,868.03	\$79,966.41	\$8,400.00	\$4,778.24		\$93,144.65	\$86,678.67
Library										\$152.12		\$76,284.43	\$74,149.31
Lib. Admin. Dir.	0.625	\$21.18	1300	\$27,534.00	\$1,927.38	\$2,400.00	\$2,636.90	\$34,498.28					
Lib. Services Dir.	0.625	\$20.89	1300	\$27,157.00	\$1,900.99		\$2,422.44	\$31,480.43	\$8,400.00				
Summer Asst.		\$13.45	120	\$1,614.00			\$139.61	\$1,753.61					
Marine Facilities										\$586.30		\$23,076.26	\$30,257.76
MF Coord.	0.41	\$20.89	850	\$17,756.50	\$1,242.96	\$1,700.00	\$1,790.50	\$22,489.96					
Totals:				\$355,750.17	\$21,874.17	\$13,500.00	\$31,957.13	\$423,081.46	\$16,800.00	\$8,417.89	\$170.00	\$448,469.35	\$462,853.64
DRC FY21 notes:	Reduced hours assuming reduced waste volume due to lodges being closed.												
MF FY21 Notes:	Marine Facilities Coordinator hours estimated at 36 hrs/wk 7/1-9/12, then 10 hrs/wk Sept. 13-Dec. 31 and 4/1-5/15, then 36 hrs/wk 5/16-6/30.												
Admin FY21 Notes:	The total administrative payroll will not exceed the amount budgeted for FY21 or the hourly equivalent of 2.2 full-time positions (FTE), unless an amended budget is approved by the City Council.												
Group Health	Insurance premiums increased beginning 6/1/20, reaching the threshold that the city pays per the Benefits P&P for two of the employees, a \$4157 increase from FY20.												
FY20:					457(b) Employer Contribution (LFG)	Health Ins. Stipend (\$200/mo stipend)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp. up to \$199.50)		Group Health Plan (\$593.5/mo; new emp. pay 20%)	Workers' Comp. Insurance	Direct Deposit Fees	Dept. Total	FY19 Budget for Comparison
	FTE	Hourly Wage (with 3% COLA)	Hrs/year	Wage Total				Payroll Total					
Admin. Dept.										\$378.58	\$170.00	\$170,414.67	\$163,627.61
Administrator	0.925	\$36.05	1924	\$69,360.20	\$4,855.21	\$2,400.00	\$6,060.58	\$82,675.99					
Clerk	0.75	\$23.69	1560	\$36,956.40	\$2,586.95	\$2,400.00	\$3,408.17	\$45,351.51					
Treasurer	0.525	\$31.05	1092	\$33,906.60	\$2,373.46	\$2,400.00	\$3,158.52	\$41,838.59					
DRC										\$2,418.13		\$101,353.22	\$97,375.16
Manager	1	\$27.15	1683	\$45,693.45	\$3,198.54	\$2,400.00	\$4,123.34	\$55,415.33					
Assistants		\$19.00	1370	\$26,030.00			\$2,251.60	\$28,281.60					
Assistants		\$18.75	600	\$11,250.00			\$973.13	\$12,223.13					
Assistants		\$18.50	150	\$2,775.00			\$240.04	\$3,015.04					
Fire Chief	salaried	\$65,174.70	---	\$65,174.70	\$4,562.23		\$5,534.38	\$75,271.30	\$7,122.00	\$4,285.37		\$86,678.67	\$85,427.66
Library										\$163.50		\$74,149.31	\$73,120.56
Admin. Lib.	0.625	\$20.89	1300	\$27,157.00	\$1,900.99	\$2,400.00	\$2,606.04	\$34,064.03					
PR Lib.	0.625	\$20.60	1300	\$26,780.00	\$1,874.60		\$2,391.58	\$31,046.18	\$7,122.00				
Summer Asst.		\$13.45	120	\$1,614.00			\$139.61	\$1,753.61					
Marine Facilities										\$527.16		\$30,257.76	\$18,736.90
MF Coord.	0.5	\$20.60	1063	\$21,897.80	\$1,532.85		\$2,026.75	\$25,457.40	\$4,273.20				
Totals:				\$368,595.15	\$22,884.83	\$12,000.00	\$32,913.71	\$436,393.70	\$18,517.20	\$7,772.74	\$170.00	\$462,853.64	\$438,287.89
DRC FY20 notes:	Labor added for hazardous waste collection event: Three 9 hour days for Manager and three 8 hours days for three assistants (72 hours).												
MF FY20 Notes:	Marine Facilities Coordinator waste converted to a Regular position. Hours estimated at 10 hrs/wk Apr. 14-May 11, then 36 hrs/wk, then 25 hrs/wk Sept. 15-Dec. 31.												
	Benefits are budgeted for the entire year but will only begin at the end of the probationary period.												
Admin FY20 Notes:	The total administrative payroll will not exceed the amount budgeted for FY20 or the hourly equivalent of 2.2 full-time positions (FTE), unless an amended budget is approved by the City Council.												

City of Gustavus Organizational Chart



## Summary of Incoming and Outgoing Grants/Scholarships as of 6/2/2020

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	\$6,916.84	\$83.16	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	10/30/2019	\$2,020.00	SoA OWL Internet Subsidy	\$2,020.00	\$0.00	Alaska Online with Libraries (OWL) internet re-installation subsidy
	Library Internet	10/30/2019	\$2,078.40	SoA OWL Internet Subsidy	\$2,078.40	\$0.00	Alaska OWL monthly internet subsidy
	Library Equipment	11/21/2019	\$1,000.00	--	\$1,000.00	\$0.00	APEI Safety Grant used toward purchase of AED
GVFD	GVFD Equipment	2018-2019	\$22,283.78	--	\$22,283.78	\$0.00	SEREMS Code Blue Grant 2018 - GVFD paid 10% match
	GVFD Supplies	3/25/2019	\$3,735.00	2019 VFA Grant	\$3,735.00	\$0.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis. GVFD paid 10% match.
	GVFD Travel	2/28/2020	\$878.52	--	\$878.52	\$0.00	ASFA Ken Akerley Grant reimbursement for Johan Janse Van Rensburg travel to ASFA Conference Sept. 2019
	GVFD Training	3/14/2020	\$1,000.00	--	\$1,000.00	\$0.00	SEREMS Mini-Grant used for ETT class instructor fee
	GVFD Equipment	FY20	\$36,000.00	Tsunami Siren Grant FY20	\$0.00	\$36,000.00	State of AK Div. of Homeland Sec. & Emergency Mgmt.
	GVFD Equipment	spring 2020	\$7,245.00	2020 VFA Grant	\$6,759.00	\$486.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis. GVFD pays 10% match.
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
	City Clerk Training	1/7/2020	\$280.38	--	\$280.38	\$0.00	AAMC scholarship for Nov. 2019 annual conference
	City Council Training	1/20/2020	\$500.00	--	\$500.00	\$0.00	AML scholarship for Shelley Owens for Nov. 2019 Conf.
	City Council Training	1/20/2020	\$500.00	--	\$500.00	\$0.00	AML scholarship for Brittney Cannamore for Nov. 2019 Conf.
			\$87,025.08				
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
CY19-21	Gustavus Community Center	12/9/2019	\$21,547.52	2020 EFG - GCC	\$19,392.77	\$2,154.75	grant ends 12/10/20
CY19-21	Gustavus PFAS Action Coalitio	12/9/2019	\$21,250.00	2020 EFG - GPAC	\$7,609.32	\$13,640.68	grant ends 12/10/20

## Gustavus Endowment Fund

Within the finances of the City of Gustavus, there is established a separate fund known as the Gustavus Endowment Fund. The Endowment Fund is regulated by City of Gustavus Municipal Code Chapter 4.13. The purpose for establishment of the fund is to preserve in trust, for the benefit of present and future generations of Gustavus residents, monies dedicated to the community of Gustavus in compensation for the loss of commercial fishing in Glacier Bay. The first deposit to the fund was \$963,000.00 that the city received from the Gustavus Community Association (GCA) who had received the money from the National Park Service. The Gustavus City Council may make deposits to the principal of this fund in the same manner as it makes other appropriations. Any funds received by the city from any non-city-tax source may be deposited into the fund. Funds once dedicated are intended to be held in the fund for perpetuity.

The long-term goals of the fund are 1) to maintain the inflation-adjusted value of the original principal, as added to per section 4.13.030 (b) and (c); and 2) to generate at least a three (3) percent total return after inflation on investments of the fund.

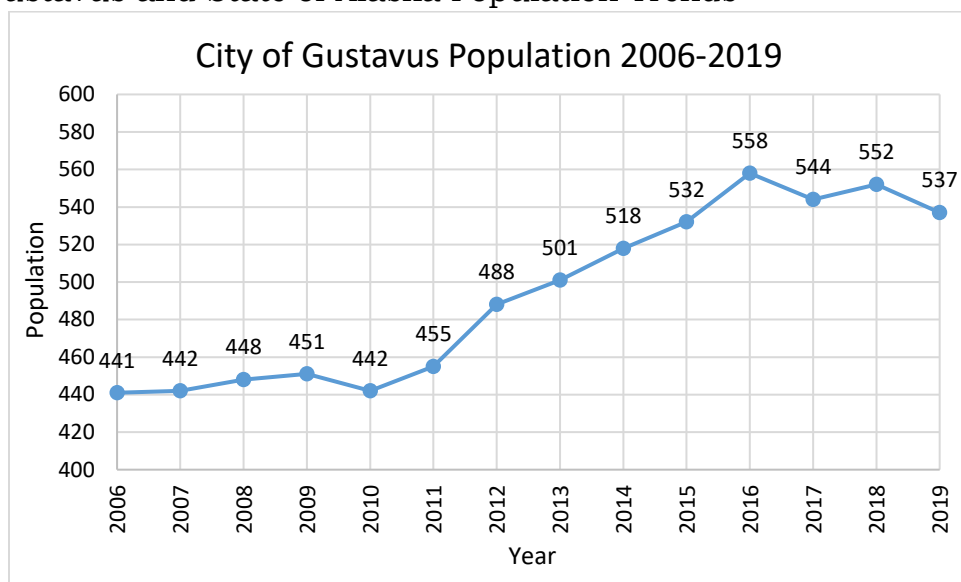
If endowment fund earnings allow and the Gustavus City Council determines it to be fiscally responsible, an annual grant cycle makes funding available for community projects. See the Policy and Procedure (P&P) for Awarding Grants from the Endowment Fund Earnings (most recently revised version at the time of this writing is Resolution CY19-14).

The following table includes the calculations used by the P&P to determine the annual grant cycle fund amount. The 3% of Average amount listed, if it is less than the Excess Earnings Determination, is the amount made available through the Endowment Fund Grant process, along with any unused endowment fund grant funds from previous years.

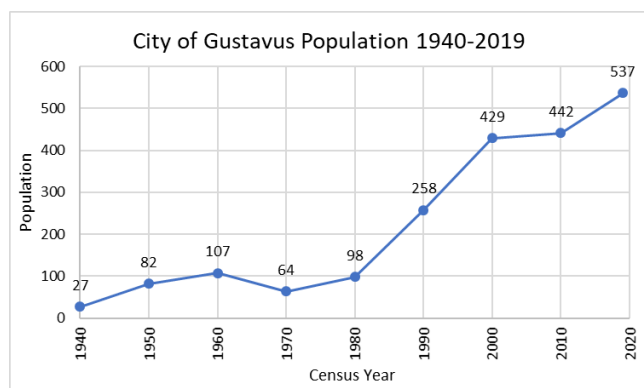
Original Value of the Endowment Fund			Anchorage Consumer Price Index (CPI) for first half of 2004		
	\$963,000			165.6	
End of Fiscal Year Date	Endowment Fund Market Value	Anchorage CPI for first half of year ( <a href="http://live.laborstats.alaska.gov/cpi/index.cfm">http://live.laborstats.alaska.gov/cpi/index.cfm</a> )	Multiplier Value (Anchorage CPI for current year div. by CPI for 2004 = 165.6, rounded to 3 decimals)	Inflation-Adjusted Value of Original Principal = Original Value \$963,000 x Multiplier Value	Excess Earnings Determination = Actual Market Value - Inflation-Adjusted Principal
June 30, 2010	\$985,038.74	194.834	1.177	\$1,133,451.00	(\$148,412.26)
June 30, 2011	\$1,161,681.00	200.278	1.209	\$1,164,267.00	(\$2,586.00)
June 30, 2012	\$1,188,171.67	205.215	1.239	\$1,193,157.00	(\$4,985.33)
June 30, 2013	\$1,265,224.55	210.853	1.273	\$1,225,899.00	\$39,325.55
June 30, 2014	\$1,391,960.13	214.777	1.297	\$1,249,011.00	\$142,949.13
June 30, 2015	\$1,400,089.55	217.111	1.311	\$1,262,493.00	\$137,596.55
June 30, 2016	\$1,398,474.52	216.999	1.310	\$1,261,530.00	\$136,944.52
June 30, 2017	\$1,429,287.74	218.616	1.320	\$1,271,160.00	\$158,127.74
June 30, 2018	\$1,438,854.93	223.099	1.347	\$1,297,161.00	\$141,693.93
June 30, 2019	\$1,466,213.91	228.858	1.382	\$1,330,866.00	\$135,347.91
	5-Year Average	3% of Average			
FY10-FY14	\$1,198,415.22	\$35,952.46			
FY11-FY15	\$1,281,425.38	\$38,442.76			
FY12-FY16	\$1,328,784.08	\$39,863.52			
FY13-FY17	\$1,377,007.30	\$41,310.22			
FY14-FY18	\$1,411,733.37	\$42,352.00			
FY15-FY19	\$1,426,584.13	\$42,797.52			



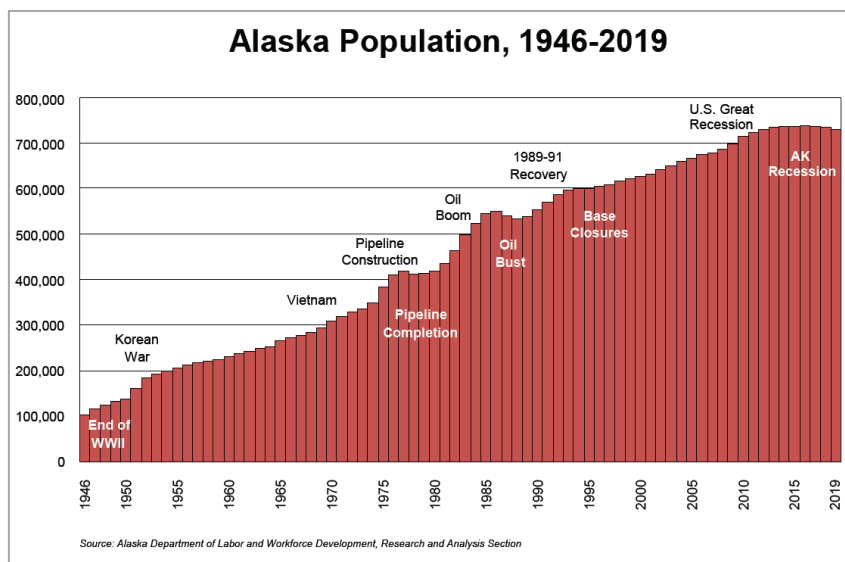
## City of Gustavus and State of Alaska Population Trends



Population data for 2010 are from the U.S. Census Bureau. Population data from all other years are the annually certified population from the State of Alaska Department of Commerce, Community, and Economic Development (DCCED) based on estimates prepared by the State of Alaska Demographer at the Department of Labor and Workforce Development (<https://live.laborstats.alaska.gov/pop/>). The Alaska Marine Highway System initiated car ferry service to Gustavus at the end of 2010 after the completion of the Gustavus Causeway.



U.S. Census Bureau data for Gustavus, Alaska, 1940-2010. 2019 data point is from the same source as explained for the graph above.



Graph copied from the State of Alaska Department of Labor and Workforce Development Research and Analysis Section's website on February 26, 2020 (<http://live.laborstats.alaska.gov/pop/estimates/data/TotalPopGraph.pdf>).



**City of Gustavus**

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

City of Gustavus  
General Fund  
Fiscal Year 2021

June 2020

## City of Gustavus General Fund FY21 Budget

		Admin	DRC	GVFD	Lands	Library	Marine Fac.	Road Maint.	Other	General Fund
		(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	TOTAL
		Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21
<b>Ordinary Income/Expense</b>										
<b>Income</b>										
	Business License Fees								3,000.00	3,000.00
	Donations					1,000.00				1,000.00
	DRC Income									
	Community Chest Sales		11,000.00							11,000.00
	Landfill Fees/Sales		45,000.00							45,000.00
	Recyclable Material Sales		2,600.00							2,600.00
	Total DRC Income		58,600.00							58,600.00
	Federal Revenue									
	Payment In Lieu of Taxes								115,000.00	115,000.00
	Total Federal Revenue								115,000.00	115,000.00
	Fundraising					800.00				800.00
	GVFD Income									
	Ambulance Billing			9,000.00						9,000.00
	ASP			600.00						600.00
	Training			150.00						150.00
	Total GVFD Income			9,750.00						9,750.00
	Interest Income								350.00	350.00
	Lands Income									
	Gravel Pit Gravel Sales				22,000.00					22,000.00
	Total Lands Income				22,000.00					22,000.00
	Lease Income				12,720.35					12,720.35
	Library Income					500.00				500.00
	Marine Facilities Income									
	Storage Area Fee						1,000.00			1,000.00
	Marine Facilities Income - Other						9,200.00			9,200.00
	Total Marine Facilities Income						10,200.00			10,200.00
	State Revenue									
	Community Assistance Program								55,506.42	55,506.42
	Shared Fisheries Business Tax								1,700.00	1,700.00
	Total State Revenue								57,206.42	57,206.42
	Tax Income									
	Retail Tax Income								185,000.00	185,000.00
	Remote Sellers Retail Tax								20,000.00	20,000.00
	Room Tax Income								4,500.00	4,500.00
	Fish Box Tax								0.00	0.00
	Tax Exempt Cards								300.00	300.00
	Total Tax Income								209,800.00	209,800.00
	Total Income		58,600.00	9,750.00	34,720.35	2,300.00	10,200.00		385,356.42	500,926.77
	Gross Profit		58,600.00	9,750.00	34,720.35	2,300.00	10,200.00		385,356.42	500,926.77

				Admin	DRC	GVFD	Lands	Library	Marine Fac.	Road Maint.	Other	General Fund
				(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	TOTAL
				Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21
Expense												
			Administrative Costs	2,000.00								2,000.00
			Advertising	100.00								100.00
			Bank Service Charges	1,200.00	1,025.00	25.00		25.00				2,275.00
			Building									
			Insurance	660.79	971.27	2,222.55		3,044.54	3,751.75			10,650.90
			Maintenance & Repair	2,500.00	1,200.00	4,000.00		2,200.00	100.00			10,000.00
			Total Building	3,160.79	2,171.27	6,222.55		5,244.54	3,851.75			20,650.90
			Contractual Services									
			Ambulance Billing Expense			1,200.00						1,200.00
			Managed IT Services								31,200.00	31,200.00
			Contractual Services - Other	7,500.00	13,500.00	2,000.00		3,500.00	13,500.00			40,000.00
			Total Contractual Services	7,500.00	13,500.00	3,200.00		3,500.00	13,500.00		31,200.00	72,400.00
			Dues/Fees	2,000.00	800.00	250.00		5,250.00				8,300.00
			Economic Development Services									
			GVA								0.00	0.00
			Total Economic Development Services								0.00	0.00
			Election Expense	250.00								250.00
			Equipment									
			Equipment Fuel		1,500.00			30.00				1,530.00
			Equipment Purchase		1,000.00	2,000.00		800.00	100.00			3,900.00
			Insurance		242.49							242.49
			Maintenance & Repair		4,000.00							4,000.00
			Total Equipment	0.00	6,742.49	2,000.00		830.00	100.00			9,672.49
			Events & Celebrations	3,500.00	250.00			175.00				3,925.00
			Freight/Shipping	750.00	19,000.00	350.00		650.00	200.00			20,950.00
			Fundraising Expenses					800.00				800.00
			General Liability	11,317.32								11,317.32
			Gravel Pit Fund				6,000.00					6,000.00
			Library Materials									
			Non-Fiction Add/Replacement					600.00				600.00
			Library Materials - Other									0.00
			Total Library Materials					600.00				600.00
			Marine Facilities									
			Insurance						2,368.37			2,368.37
			Maintenance & Repairs						1,000.00			1,000.00
			Total Marine Facilities						3,368.37			3,368.37

					Admin	DRC	GVFD	Lands	Library	Marine Fac.	Road Maint.	Other	General Fund
					(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	TOTAL
					Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21	Jul '20 - Jun 21
				Payroll Expenses									
				Wages	130,940.16	81,497.68	69,250.83		56,305.00	17,756.50			355,750.17
				Payroll Taxes	11,867.41	7,232.24	5,868.03		5,198.94	1,790.50			31,957.12
				Health Insurance (company paid)			8,400.00		8,400.00				16,800.00
				Health Insurance Stipend	7,200.00	2,200.00			2,400.00	1,700.00			13,500.00
				457(b) Employer Contribution	9,165.81	2,789.48	4,847.56		3,828.37	1,242.96			21,874.18
				Workers Comp Insurance	353.93	2,547.30	4,778.24		152.12	586.30			8,417.89
				Payroll Expenses - Other	170.00								170.00
				Total Payroll Expenses	159,697.31	96,266.70	93,144.66		76,284.43	23,076.26			448,469.36
				Professional Services	10,000.00								10,000.00
				Public Relations	500.00								500.00
				Repair & Replacement Fund	1,000.00	2,150.79	9,839.80		4,299.27	7,482.27			24,772.13
				Road Maintenance							100,000.00		100,000.00
				Social Services									
				GCEP dba The Rookery								0.00	0.00
				Total Social Services								0.00	0.00
				Stipend			3,000.00						3,000.00
				Supplies									
				Program					1,000.00				1,000.00
				Supplies - Other	1,500.00	3,100.00	4,000.00		1,500.00	500.00			10,600.00
				Total Supplies	1,500.00	3,100.00	4,000.00		2,500.00	500.00			11,600.00
				Telecommunications	7,000.00	2,300.00	5,800.00		5,450.00	240.00			20,790.00
				Training	750.00	500.00	4,000.00						5,250.00
				Travel									
				Legislative Efforts									0.00
				Travel - Other	2,500.00	2,000.00	2,500.00						7,000.00
				Total Travel	2,500.00	2,000.00	2,500.00		0.00				7,000.00
				Utilities									
				Electricity	2,000.00	1,900.00	2,000.00		3,400.00				9,300.00
				Fuel Oil	800.00	800.00	1,400.00		3,500.00				6,500.00
				Total Utilities	2,800.00	2,700.00	3,400.00		6,900.00				15,800.00
				Vehicle									
				Fuel			700.00						700.00
				Insurance			3,635.67						3,635.67
				Maintenance & Repair			2,000.00						2,000.00
				Mileage Reimbursement	250.00	200.00	250.00			1,000.00			1,700.00
				Total Vehicle	250.00	200.00	6,585.67			1,000.00			8,035.67
				Total Expense	217,775.42	152,706.25	144,317.68	6,000.00	112,508.24	53,318.65	100,000.00	31,200.00	817,826.24
				Net Ordinary Income	-217,775.42	-94,106.25	-134,567.68	28,720.35	-110,208.24	-43,118.65	-100,000.00	354,156.42	-316,899.47
				Other Income/Expense									
				Other Income									
				Encumbered Funds							100,000.00		100,000.00
				Prior-Year Cash Balance								217,000.00	217,000.00
				Total Other Income							100,000.00	217,000.00	317,000.00
				Net Other Income							100,000.00	217,000.00	317,000.00
				Net Income	-217,775.42	-94,106.25	-134,567.68	28,720.35	-110,208.24	-43,118.65	0.00	571,156.42	100.53

## Administration

## General Fund

### Administration Department:

The Administration Department consists of three paid employees and a volunteer Mayor and City Council. The City Administrator works under the direction of the volunteer Mayor. Together, they are responsible for the overall management, administration, and direction of the city operations; the hiring, disciplining, and termination of city employees; the negotiation of city contracts within budget appropriations; policy advice to the City Council; and open communication with the community. The City Administrator generates the annual operating and capital improvement budgets in conjunction with the City Treasurer and presents them to the Mayor for approval.

The City Clerk is responsible for recording and maintaining the official records of the City and preparing agendas for and transcribing minutes of the City Council meetings. The clerk is the elections official for all local elections and absentee voting for state and federal elections. The clerk is a parliamentarian, administers the city records retention schedule, and conducts daily business transactions with the public. The clerk is a notary public.

The City Treasurer is responsible for all accounting, budgeting, and financial information services for the City of Gustavus. These services include procurement, accounts payable, retail, room, and fish box tax collection, collection of city leases and other fees such as transient moorage, gravel pit material sales, and ambulance fees. The treasurer is responsible for the advertisement, execution, and administration of City contracts within budget appropriations. The treasurer generates the annual operating and capital improvement budgets in conjunction with the Mayor, City Administrator, and department leads. The treasurer is a notary public.

### Personnel:

Volunteer Mayor  
Six Volunteer City Council Members  
City Administrator (0.75 FTE)  
City Clerk (0.75 FTE)  
City Treasurer (0.525 FTE)

### Mission:

To serve and collect.

### FY19 Statistics:

- Issued 166 business permits.

### FY20 Accomplishments:

- Identified existing capital projects and sources of supplemental funding for the city through COVID-19 and Federal Agency grant opportunities
- Attended/participated in approximately 42 COVID-19 webinars and briefings
- In concert with the Library Service Director, established the COVID-19 Resource Center to assist the public with questions concerning COVID-19 funding opportunities
- Assisted the Mayor in producing letters, informational documents, and response to inquiries concerning the city's response to proposed COVID-19 actions by the state
- Assisted the Mayor in providing state legislative committee members with correspondence addressing impacts and identifying needs for the community

- Assisted the Mayor with correspondence to a variety of legislative members and state agencies to thank or discuss failures in proposed or actual actions such as substituting the \$1,250,000 COVID-19 funds to **substitute** state budget (e.g. Community Assistance Program) in lieu of **supplementing** those funds to assist communities facing economic challenges from the virus
- Submitted a Village Safe Water grant for a required study/engineers report for a safe water system for the community
- Working with the Mayor, provided testimony for state and federal hearings (e.g. budget (2), AMHS (3), PFAS (2), and state budget (2)). This includes getting language proposed in legislation that protects the City against prosecution for the previous use of aqueous film forming foam (AFFF) in a fire response by the Gustavus Volunteer Fire Department (Alaska SB176 and HB240).
- Working with the Fire Chief and the Mayor, coordinated efforts with Glacier Bay National Park & Preserve on COVID-19 impacts and planning.
- Continued working with the Mayor/Vice Mayor and City Attorney to implement a strategy to protect the City while representing the community in the many facets of the PFAS (per- and polyfluoroalkyl substances) issue
- Conducted the Summer 2019 Town Hall Meeting series
- Investigating the potential and feasibility of a City Water Facility
- Continuation of amendments to the Cooperative Resource Management Agreement (CRMA) and improvements for the beach
- Completed outreach to DNR concerning the City Hall riverbank erosion concern
- Completed conveyance documents and other requirements for the mooring of the steel float
- Multiple letters and Resolutions in support of enhancement and continuation of Alaska Marine Highway Service (AMHS), including convincing AMHS to change the summer 2020 ferry schedule to provide 2 trips per week, twice a month
- Processed multiple RFPs and RFQs such as the library roof repair, DRC inflow storage and compost facility, road maintenance/snow plowing, and beach improvements
- Drafted P&P for Annual Work Plan for City Committees
- Continuation of creation of a City Social Media Platform
- Continuing efforts to produce an updated Strategic Plan
- Provided edits and worked with Council members' edits to multiple City Ordinance Titles and Policies and Procedures
- Development of the draft Marine Facilities Master Plan
- Facilitated the conveyance of submerged land from Alaska Department of Natural Resources for mooring of the steel float
- Completed Solid Waste Management Plan drafts
- FY2021 budget and CY2020 Capital Improvement Plan (CIP) updates
- Conducted one-on-one budget reviews with Council members
- Facilitated budget Town Hall
- Initial stages of procuring LIDAR (Light Detection and Ranging) survey
- The City Clerk continued to attend training and classes and received her Municipal Clerk Certification. She will continue to work towards a Master Municipal Clerk Certification. Training also was attended by the mayor and three council members.
- Nearing completion of destruction of a backlog of records, per the records retention policy.
- Continued work with contractor for city-wide Managed Information Technology (IT) Services to complete an IT overhaul of city devices and protocols.

- Working with the City Council, established the Marine Facilities Advisory Committee
- Solicited members for the Roads Advisory Committee (no responses received)
- Ensured completion of the Gravel Pits survey
- Proposed increase to cost of gravel
- Negotiated purchase of D1 rock
- Established the Roads Advisory Committee
- Facilitated the procedures with the Alaska Municipal League (AML) for the Remote Sellers Online Tax collection
- Facilitated multiple work sessions such as Doing Business in Gustavus, Title 4 revenue generating ideas, beach Town Hall
- Implemented Council directed processes for non-compliance with Title 4
- Resolved the aggressive dog issues on City-owned or maintained properties
- Provided research and information on Hoonah's borough petition
- In response to the COVID-19 pandemic, a COVID-19 webpage was created on the city website, and the city began conducting all meetings using the on-line Zoom platform.

### FY21 Goals:

- Continuous improvement of administrative policies and procedures
- Completion of updated Strategic Plan
- Completion of the Solid Waste Management Plan (SWMP)
- Resolving gravel pit supply
- Complete the City Social Media Platform
- Continuing work on City projects such as Code updates
- City Clerk continuing work toward becoming a Master Municipal Clerk
- Standard operating procedures created for clerk and treasurer positions
- Cross-training by all administrative staff

### FY17-FY21 General Fund: Administration Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21
<b>Administrative Costs</b>	1,763.05	3,023.52	14,279.14	2,000.00	2,000.00
<b>Advertising</b>	0.00	75.00	503.57	100.00	100.00
<b>Bad Debt</b>	0.00	620.61	0.00	0.00	0.00
<b>Bank Service Charges</b>	1,572.55	1,251.31	1,636.57	1,200.00	1,200.00
<b>Building</b>	286.68	1,209.94	2,290.29	3,550.00	3,160.79
<b>Contractual Services</b>	22,975.33	6,070.40	8,151.98	10,000.00	7,500.00
<b>Dues/Fees</b>	1,345.00	1,686.00	2,360.29	2,000.00	2,000.00
<b>Election Expense</b>	111.16	212.17	276.70	250.00	250.00
<b>Equipment</b>	613.85	5,253.84	4,555.16	11,500.00	0.00
<b>Events &amp; Celebrations</b>	2,285.70	2,500.00	2,995.00	3,900.00	3,500.00
<b>Freight/Shipping</b>	362.02	595.80	717.94	600.00	750.00
<b>General Liability</b>	1,865.68	4,424.75	3,827.10	5,000.00	11,317.32
<b>Payroll Expenses</b>	133,306.30	96,180.13	157,007.34	170,414.67	159,697.31
<b>Professional Services</b>	16,078.81	25,506.70	25,187.42	30,000.00	10,000.00
<b>Public Relations</b>	575.00	1,006.65	728.34	500.00	500.00
<b>Repair &amp; Replacement Annual Contribution</b>	0.00	0.00	1,000.00	1,000.00	1,000.00
<b>Supplies</b>	4,240.87	2,177.79	1,800.76	2,000.00	1,500.00
<b>Telecommunications</b>	8,204.74	6,792.56	6,310.75	6,500.00	7,000.00
<b>Training</b>	894.00	2,231.00	1,886.00	4,000.00	750.00
<b>Travel</b>	410.00	10,585.88	10,322.36	10,500.00	2,500.00
<b>Utilities</b>	2,232.82	1,384.41	2,857.55	2,900.00	2,800.00
<b>Vehicle</b>	0.00	81.12	237.10	250.00	250.00
<b>Total Expense</b>	199,123.56	172,869.58	248,931.36	268,164.67	217,775.42



## Disposal and Recycling Center

## General Fund

### Disposal and Recycling Center:

The Manager/Operator is responsible for the overall management of the Disposal and Recycling Center (DRC), the hiring of temporary labor pool employees, project scoping and management for DRC capital improvement projects, creating purchase orders, ordering supplies, managing the point-of-sale and customer billing systems, long-term planning for the DRC facility, and management of the Community Chest, the community's thrift store. The Manager/Operator generates the annual departmental operating budget in conjunction with the City Treasurer. The Manager/Operator also performs the duties listed below for the temporary labor pool employees in the capacity of a short-term, replacement operator.

The DRC temporary labor pool employees perform the majority of the day-to-day operations of the DRC, including receiving and processing recyclable and non-recyclable solid waste from commercial and household customers, collecting customer payments, operating the food waste composting program, and performing equipment and building maintenance.

### Personnel:

Manager/Operator (0.75 FTE)

Up to five Temporary Labor Pool Employees (0.875 FTE all together)

DRC - Occasional volunteers

Community Chest – three to five active volunteers and approximately a dozen additional supporting volunteers

### Mission:

The mission of the Gustavus Disposal & Recycling Center and Community Chest is to reuse locally or to recycle as much material from the community's waste stream as possible. What cannot be reused or recycled is disposed of in a safe, legal, and environmentally responsible manner.

### FY19 Statistics:

- 57% of waste was diverted from landfilling
- 73,598 pounds of recyclables exported; 66,677 pounds of food waste composted
- 5,498 customer transactions
- 1,120 hours volunteer labor and revenue of \$16,244 from the Community Chest

### FY20 Accomplishments:

- Completion of the In-flow Storage Area Project
- Completion of the first draft of the Solid Waste Management/Master Plan
- Completion of Composting Quonset Replacement – design and RFQ phase
- Installation of new scale and commercial scale house software
- Development of a traffic flow plan for vehicles entering and leaving the facility
- Development of operating protocols to safely maintain service during the COVID-19 pandemic

### FY21 Goals:

- Completion of the 5-year operating permit renewal with the Alaska Department of Environmental Conservation

- Purchase of 20' Household Hazardous Waste (HHW) Facility, per the Capital Improvement Plan
- Completion of the New Composting Facility Project
- Completion of the design phase for the New Main Building project

## FY17-FY21 General Fund: Disposal &amp; Recycling Center Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21
Expense						
	<b>Administrative Costs</b>	0.00	25.00	0.00	0.00	0.00
	<b>Bank Service Charges</b>	1,220.91	947.01	1,033.05	1,025.00	1,025.00
	<b>Building</b>	1,005.08	1,017.89	1,730.76	1,865.00	2,171.27
	<b>Contractual Services</b>	722.75	22,553.55	2,660.20	23,240.00	13,500.00
	<b>Dues/Fees</b>	552.00	402.00	543.00	800.00	800.00
	<b>Equipment</b>	6,019.11	3,789.24	7,544.61	13,026.00	6,742.49
	<b>Events &amp; Celebrations</b>	285.51	226.50	227.78	275.00	250.00
	<b>Freight/Shipping</b>	14,005.46	16,493.93	17,993.46	22,430.00	19,000.00
	<b>Fundraising Expenses</b>	0.00	0.00	0.00	0.00	0.00
	<b>Payroll Expenses</b>	82,997.60	92,358.76	94,669.13	101,353.21	96,266.70
	<b>Repair &amp; Replacement Annual Contribution</b>	0.00	0.00	3,350.26	2,150.79	2,150.79
	<b>Supplies</b>	3,495.84	4,672.56	3,839.01	4,100.00	3,100.00
	<b>Telecommunications</b>	1,751.74	1,818.34	1,990.73	2,150.00	2,300.00
	<b>Training</b>	130.00	375.00	1,100.00	400.00	500.00
	<b>Travel</b>	953.93	0.00	1,383.89	500.00	2,000.00
	<b>Utilities</b>	1,992.19	1,804.29	2,523.88	2,900.00	2,700.00
	<b>Vehicle</b>	124.20	184.91	196.47	200.00	200.00
<b>Total Expense</b>		115,256.32	146,668.98	140,786.23	176,415.00	152,706.25

## Gustavus Public Library

## General Fund

### Gustavus Public Library:

The Gustavus Public Library provides the public with a wide selection of materials including nonfiction and fictional books for all ages, fiction and nonfiction DVDs, magazines, kits, and audio material. The library's collection includes items specifically requested by community members, along with books by local and regional authors, books about Alaska and Southeast Alaska, and a selection of recently released materials researched and selected by the library directors. The library also offers public computers and 24/7 WiFi for internet access, as well as free access to e-books and audiobooks. The e-book collection is available for checkout by members of the public who have been issued a library card. The library offers diverse programs and events for all ages, including a Summer Reading program, and supports students at the Gustavus School, homeschooling families, and adult students through services like test proctoring. The library is open six days a week, utilizing a strong core of volunteers to support its daily operation.

The Library Administrative Director is responsible for the overall management of the Gustavus Public Library, project scoping and management for library capital improvement projects, creating purchase orders, ordering supplies, and long-term planning for the library. This position assists the Library Services Director with training and coordinating volunteers. The Library Administrative Director generates the annual departmental operating budget in conjunction with the City Treasurer. She also performs the duties listed below for the volunteer desk sitters.

The Library Services Director oversees operations, services, and creation and implementation of the daily programs that get patrons in the door. The Library Services Director focuses on developing these programs for diverse age groups and interests. This position is responsible for training and supervising volunteers, writing news articles and monthly newsletters, and communicating with the public through email and social media. She collaborates with the Library Administrative Director on matters of general library operations and administration (such as budgeting and ordering library materials), and forms partnerships with other organizations, such as the Gustavus School and National Park Service, to develop library programs that meet the current needs and interests of the community.

The volunteer desk sitters are responsible for recording library use statistics, checking out materials to patrons, checking in and shelving materials, collecting money for copies and faxes, and providing assistance to patrons as they are able.

### Personnel:

Library Administrative Director (0.625 FTE)

Library Services Director (0.625 FTE)

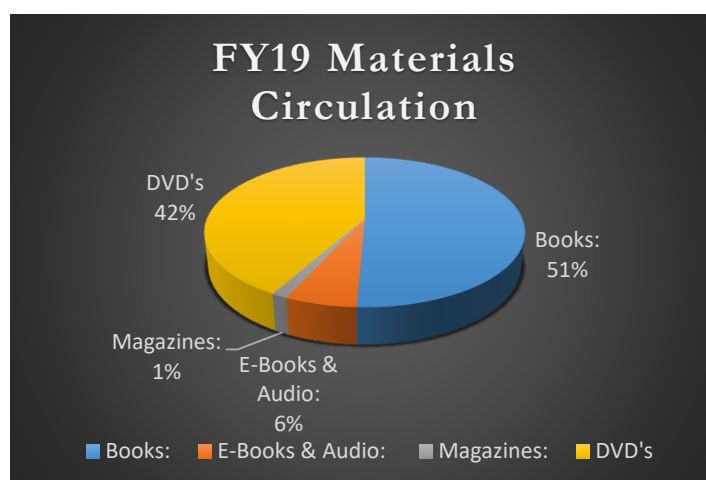
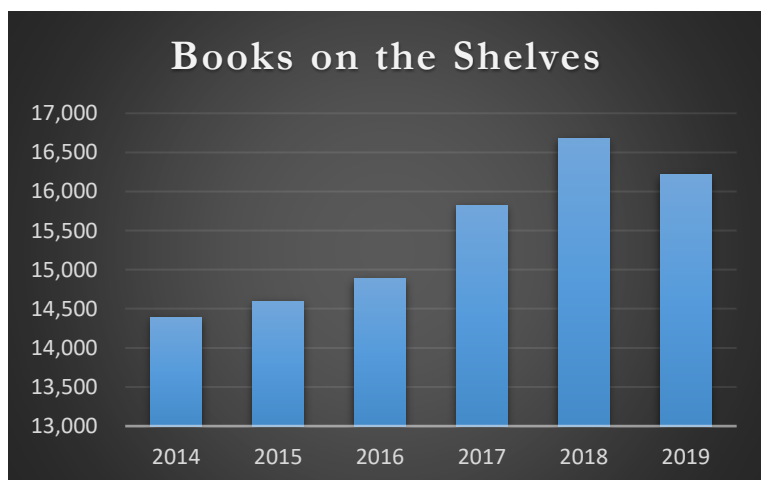
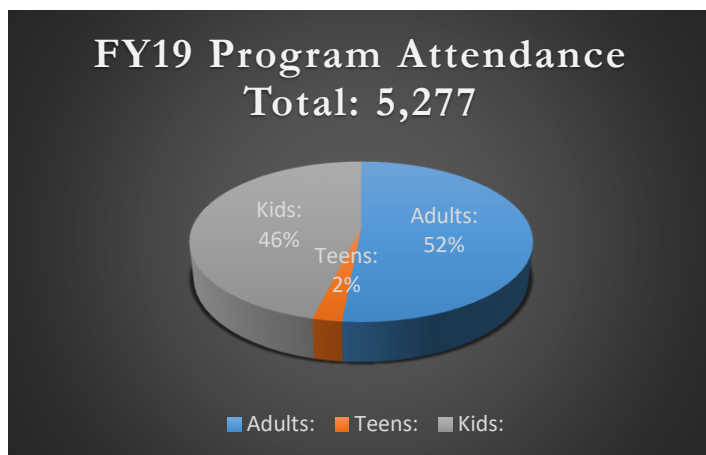
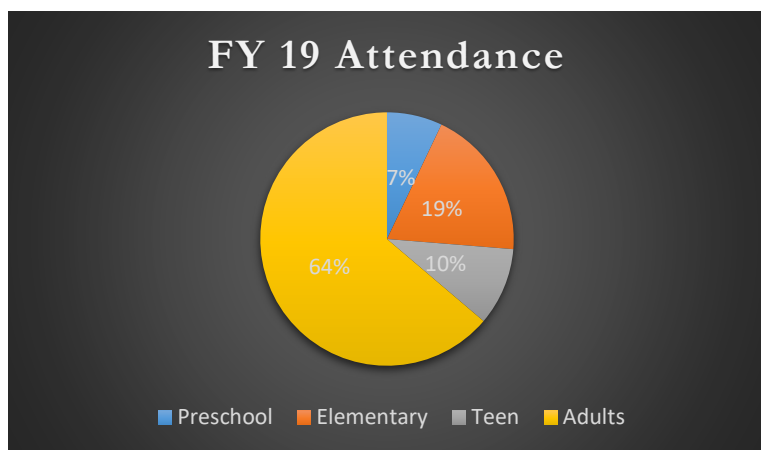
15 desk volunteers, 8 maintenance/projects volunteers, and 18+ events volunteers

Summer Reading Intern: 120 hours

### Mission:

The mission of the Gustavus Public Library is to provide community members and visitors of all ages with a welcoming and supportive environment to freely access information, materials, and programming; to support literacy and life-long learning, facilitate connection to place and culture, and meet the recreational, social, intellectual, and cultural needs of the community.

### FY19 Statistics:



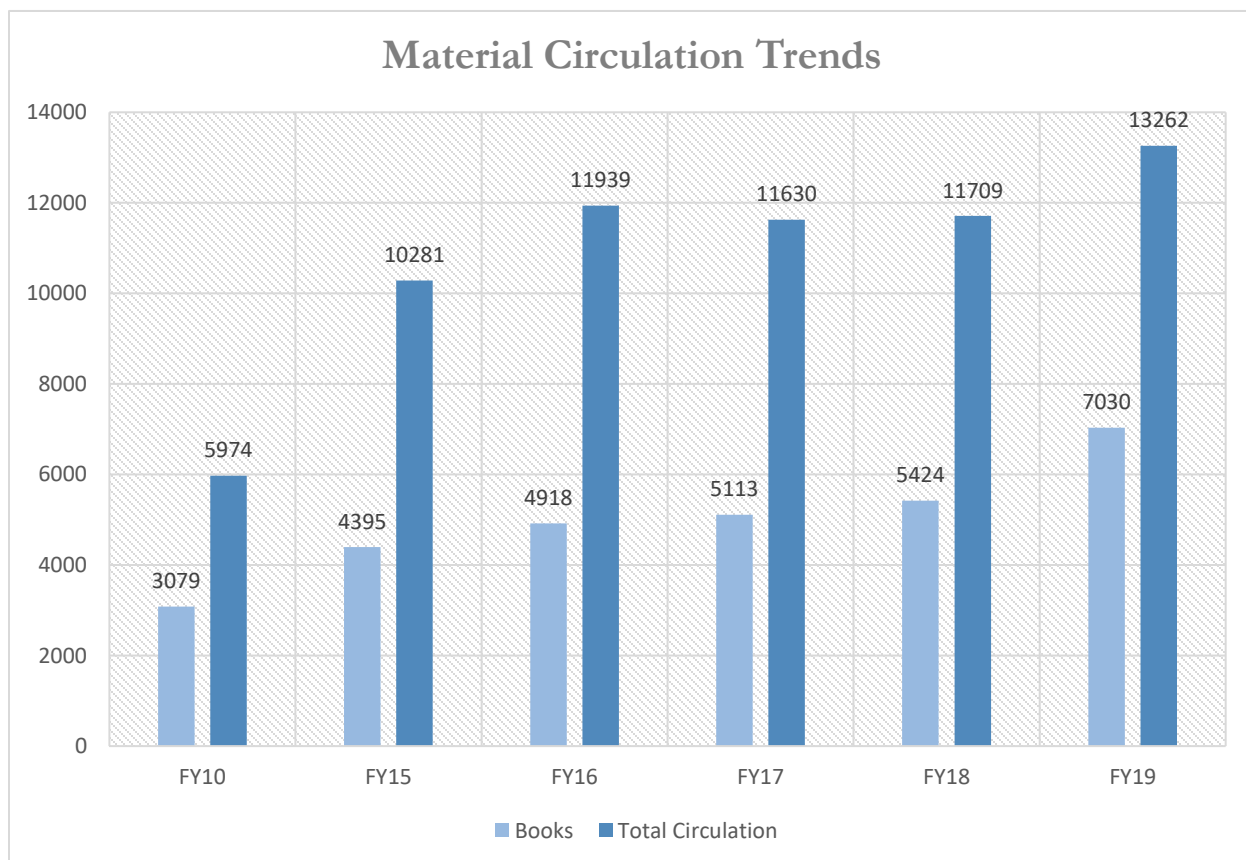
### FY20 Accomplishments:

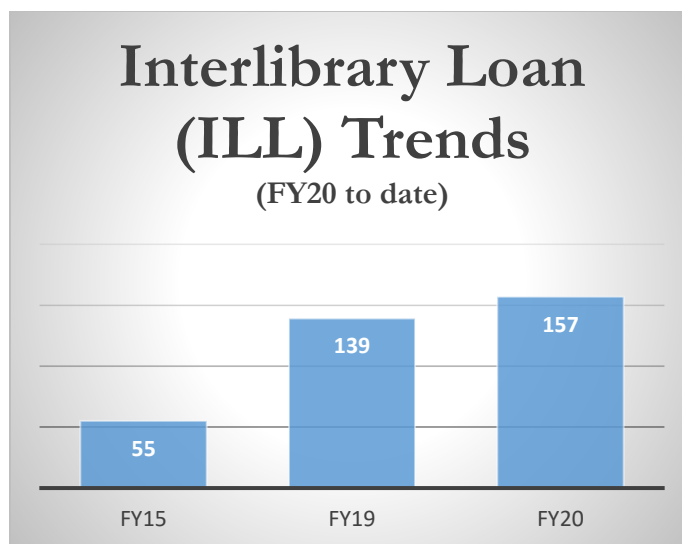
- Expanded programming for patrons, including reviving the book club.
- Increased services for teens in collaboration with the Gustavus School.
- Refreshed the materials in the juvenile non-fiction animal and world culture sections.
- Hosted 488 events, meetings, and classes at the library to date (July 2019-March 2020).
- Had 10,859 visitors at the library to date (July 2019-March 2020).
- Checked out a total of 10,332 library materials to date (July 2019-March 2020).
- Implemented the *1000 Books Before Kindergarten* program funded through the Endowment Fund Grant.
- Completed a major weed of items that were not being checked out to make more room for new and more recently utilized materials.
- Increased fundraising capacity through movie screenings, t-shirts, and book bag sales.
- Developed and implemented an illness plan before the mandated COVID-19 closure.
- Continued to provide check-out service, WiFi, virtual programs, and virtual assistance to patrons throughout the COVID-19 closure.

### FY21 Goals:

- Roof repair and replacement to be completed.

- Meet the increasing need for Interlibrary Loan services.
- Track and fulfill the community's growing requests for specific materials and services at the library.
- Refresh outdated materials in the non-fiction sections of the library.
- Work towards solutions to meet needs for additional space for patrons and materials.
- Continue updating the database of library statistics.
- Develop programming (virtual or otherwise) that meets the current needs of community members of all ages, and adapt programming to meet social distancing requirements if deemed necessary.
- Develop lasting and meaningful relationships with community partners to improve services offered at the library.
- Develop protocols and improve cleaning supply stock to ensure staff and volunteers feel safe operating at the library once it is deemed appropriate to do so.
- Improve the cleanliness, organization, and signage at the library to discourage illness spread and promote good hygiene practices.
- Improve virtual presence through social media, website, and virtual materials.
- Improve library's planning and capacity to maintain service in times of pandemic or other emergency.





### FY17-FY21 General Fund: Gustavus Public Library Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21
Expense						
	Bank Service Charges	0.00	25.00	25.00	25.00	25.00
	Building	2,520.35	16,862.78	6,292.35	4,965.00	5,244.54
	Contractual Services	1,925.00	3,328.47	0.00	5,120.00	3,500.00
	Dues/Fees	3,324.80	3,724.98	4,459.65	4,400.00	5,250.00
	Equipment	459.56	1,683.00	651.26	500.00	830.00
	Events & Celebrations	0.00	0.00	0.00	175.00	175.00
	Freight/Shipping	513.56	444.14	624.81	550.00	650.00
	Fundraising Expenses	252.00	150.02	0.00	500.00	800.00
	Library Materials	266.73	295.59	317.81	600.00	600.00
	Payroll Expenses	46,491.36	52,412.60	67,270.75	74,149.31	76,284.43
	Repair & Replacement Annual Contribution	0.00	0.00	4,028.00	10,267.13	4,299.27
	Supplies	1,369.82	2,673.64	2,235.29	2,900.00	1,500.00
	Supplies - Program	0.00	0.00	726.02	1,010.00	1,000.00
	Telecommunications	3,994.26	5,768.39	4,831.05	5,900.00	5,450.00
	Training	148.50	112.50	112.50	500.00	0.00
	Travel	637.45	98.37	5.39	1,500.00	0.00
	Utilities	4,357.71	5,634.27	6,797.85	7,400.00	6,900.00
<b>Total Expense</b>		<b>66,261.10</b>	<b>93,213.75</b>	<b>98,377.73</b>	<b>120,461.44</b>	<b>112,508.24</b>

# Gustavus Volunteer Fire Department

# General Fund

## Gustavus Volunteer Fire Department:

The Gustavus Volunteer Fire Department (GVFD) provides Emergency Medical Services (EMS) and responds to fire calls within the City of Gustavus and has a memorandum of agreement to respond within Glacier Bay National Park upon request. Emergency services are provided by the city with an equipped ambulance, fire engine, and two water tenders that are stocked with proper equipment to tackle most emergencies.

GVFD is composed of a full-time Fire Chief who currently oversees 30 volunteers that bring a variety of skills to the department. The GVFD volunteers are organized into three categories: Dispatchers, EMS, and Fire. The volunteers started the Gustavus Volunteer Fire Department Association, a non-profit social organization that was formed in 2016 to coordinate volunteer fundraisers and to help support the GVFD volunteers.

The Fire Chief is responsible for the overall management of the GVFD, project scoping and management for GVFD capital improvement projects, creating purchase orders, ordering supplies, and long-term planning for the GVFD. The fire chief generates the annual departmental operating budget in conjunction with the City Treasurer. The fire chief develops and conducts weekly evening trainings for the volunteers, alternating between EMS and fire.

## Personnel:

Fire Chief (1 FTE)  
 Assistant Chief (Volunteer)  
 Fire Captain (Volunteer)  
 EMS Captain (Volunteer)  
 30 volunteers within the 3 divisions

## Mission:

To serve our community before, during, and after an emergency.

## Calendar Year 2019 Statistics:

- 63 incidents. 49 EMS calls, 14 fire calls
- Volunteers donated 1124 hours

## FY20 Accomplishments:

- Received a grant to acquire and install a Tsunami Siren (mass warning siren)
- 11 new Emergency Trauma Technicians (ETTs) roaming the streets
- Federal Emergency Management Agency (FEMA) Hazard Mitigation plan is completed
- New public fire danger sign
- Small Community Emergency Response Plan is completed
- Installed new gurney in the Ambulance
- In response to the COVID-19 pandemic, stood up the Emergency Operations Center (EOC) and Incident Command System (ICS).
- Worked closely with staff and the Mayor regarding resolutions declaring an emergency, mandating social distancing, and regarding travel into and out of Gustavus in response to COVID-19.
- Networked with other EMS leaders in Southeast Alaska to compare strategies, source supplies, and share knowledge regarding COVID-19 preparation and response.

- Worked closely with volunteers and the Gustavus Clinic to mitigate the threat of COVID-19.
- Answered countless inquiries regarding travel into Gustavus. Organized volunteers to respond to citizens and businesses regarding travel and summer operations.

#### FY21 Goals:

- Continue to build wildland firefighting team and resources
- Create a local emergency planning group
- Recruit and retain volunteers
- Bring in the best training possible for the volunteers
- Promote more community training and awareness programs
- Stipend for volunteers

#### FY17-FY21 General Fund: Gustavus Volunteer Fire Department Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21
Expense						
	<b>Administrative Costs</b>	0.00	25.00	0.00	0.00	0.00
	<b>Bank Service Charges</b>	0.00	0.00	25.00	25.00	25.00
	<b>Building</b>	1,577.45	1,953.17	3,798.98	1,950.00	6,222.55
	<b>Cash Short/Over</b>	489.59	0.00	0.00	0.00	0.00
	<b>Contractual Services</b>	10,961.24	8,162.52	9,294.39	10,000.00	2,000.00
	<b>Ambulance Billing Expense</b>	0.00	400.00	1,371.10	1,600.00	1,200.00
	<b>Dues/Fees</b>	99.00	138.00	90.00	250.00	250.00
	<b>Equipment</b>	2,581.70	8,242.26	1,451.96	2,000.00	2,000.00
	<b>Freight/Shipping</b>	600.35	155.04	329.09	250.00	350.00
	<b>Fundraising Expenses</b>	1,620.71	1,287.62	0.00	0.00	0.00
	<b>Occupational Health</b>	0.00	0.00	0.00	500.00	0.00
	<b>Payroll Expenses</b>	73,307.50	83,972.32	86,839.40	86,678.68	93,144.66
	<b>Relocation</b>	913.70	0.00	0.00	0.00	0.00
	<b>Repair &amp; Replacement Annual Contribution</b>	0.00	0.00	4,235.23	4,454.47	9,839.80
	<b>Stipend</b>	0.00	0.00	0.00	0.00	3,000.00
	<b>Supplies</b>	5,607.17	6,231.28	7,073.25	7,500.00	4,000.00
	<b>Telecommunications</b>	4,124.37	7,050.87	5,822.37	6,000.00	5,800.00
	<b>Training</b>	3,221.96	6,168.79	7,536.19	5,500.00	4,000.00
	<b>Travel</b>	3,829.79	3,075.40	4,201.81	16,865.00	2,500.00
	<b>Utilities</b>	4,076.07	3,873.10	4,174.83	3,500.00	3,400.00
	<b>Vehicle</b>	2,789.04	5,301.56	5,002.48	6,990.00	6,585.67
<b>Total Expense</b>		115,799.64	136,036.93	141,246.08	154,063.15	144,317.68



## Marine Facilities Department

## General Fund

### Marine Facilities Department:

The City of Gustavus Marine Facilities Department oversees and maintains the wooden floats at the Gustavus Public Dock (maintained by Alaska State DOT) and the Salmon River Boat Harbor (SRBH), including the boat launch and attached floats. The Gustavus Dock float system is used extensively during the summer months by the local charter fleet, commercial fisherman, sightseeing vessels, and private citizens. The tidally-influenced Salmon River Boat Harbor offers a boat launch used by private citizens, charter and commercial operators, and landing crafts delivering freight. There is also a barge landing, short and long-term pay storage areas, short-term parking, a kayak storage area, and a number of privately maintained floats in various stages of usability/disrepair. Waterless restrooms were constructed at the beach in 2014 and at the Salmon River Park in 2016. These are maintained by the Marine Facilities Department. The Marine Facility Department also walks the Gustavus beach and Salmon River Boat Harbor collecting trash and keeping the areas free of debris.

The City of Gustavus has established fees for commercial vessels (\$500 per year), private vessels (\$60 per year), long-term storage (\$150 per year/\$20 per month), and transient fees for daily use /moorage for unregistered vessels (fees vary).

The Marine Facilities Coordinator (MFC) monitors the Gustavus Dock and Salmon River Boat Harbor 6 days a week in the summer months with additional intermittent duties in both the spring and fall shoulder seasons. These include but are not limited to beach projects, float maintenance, and infrastructure improvements. The latter include the Gustavus Public Library, Gustavus Volunteer Fire Department, and City Hall improvements.

The MFC collects transient moorage fees, encourages vessel owners to obtain registration stickers, and encourages users to follow City of Gustavus policies per Title 8 of the Gustavus Municipal Code. The MFC also assists in the moving of floats to and from the dock to the boat harbor in the spring and fall. The MFC is responsible for tracking use at the Gustavus Dock and boat harbor and recording statistics listed later in this narrative, as well as any other requested by the City Council or its agents (e.g. the Gustavus Marine Facilities Committee and the City Administrator). The MFC also works with state, federal, and local government entities to ensure a safe and environmentally-friendly environment in and on the waterways adjacent to Gustavus and Glacier Bay National Park.

The City Treasurer and the Marine Facilities Coordinator are responsible for the project scoping and management for capital improvement projects, creating purchase orders, ordering supplies, and long- term planning for Gustavus's Marine Facilities. The City Treasurer generates the annual departmental operating budget in conjunction with the Mayor and the Marine Facilities Coordinator.

The Marine Facilities Advisory Committee was reinvigorated in FY20 and consists of a Council member, Marine Facilities Coordinator (non-voting member), and four citizens. A master plan for the Marine Facilities is being developed and will be linked to amendments in Title 8.

Additional planning for the Salmon River Boat Harbor includes coordinating a fish waste recycling program in conjunction with the DRC in an effort to reduce illegal dumping of fish carcasses and enhance the DRC's composting program. Other suggested improvements to the Salmon River Boat Harbor include kiosks providing information on the local flora and fauna of the area, picnic tables, and barbeque pits.

Personnel:

Marine Facilities Coordinator/Harbormaster (0.41 FTE)

Mission (Municipal Code Section 8.01.010):

- To provide for the safe and efficient use, and orderly management and control of all harbor facilities owned, managed or operated by the City of Gustavus, including but not limited to the Small Vessel Float System and its interface with the State of Alaska-owned Gustavus Multi-Modal Marine Facility, and the City of Gustavus-owned Salmon River Small Boat Harbor Facility.
- To protect and preserve the lives, health, safety, and well-being of persons who use, work or maintain property at the city-owned and maintained harbor facilities.
- To protect public property.
- To prevent fire or health hazards and abate nuisances.
- To prevent the use of the harbor facilities for derelict vessels and property.
- To ensure adequate financial resources are available to acquire, plan, design, construct, equip, operate, maintain, or replace harbor facilities through the assessment of user fees or through other means.
- To maintain a user-friendly facility.

CY19 Statistics:

- 342 pounds of recyclables and 662 pounds of trash removed from beach receptacles.
- 102 motorized vessels, 30 commercial vessels, 6 private non-motorized vessels, and 51 commercial\* non-motorized vessels were registered.

(\* This is the first-year commercial non-motorized vessels were charged a fee. In the past some operators have paid a trailer fee.)

CY19 Accomplishments:

- Removal of derelict vessels and hundreds of pounds of metal, debris, old batteries, etc. from the Salmon River Boat Harbor.
- Worked with state and federal agencies and local government to coordinate the clean-up effort when the F/V Ocean Raider sank.
- Worked with state and federal agencies and was the on-site entity during the P/V Cyrus gas/oil spill and the dumping of waste barrels taken off the P/V Cyrus.
- Continued maintenance of Gustavus Marine Facilities.

CY20 Goals:

- Adoption of Marine Facilities Master Plan.
- Continue Salmon River Boat Harbor clean up per the Capital Improvement Plan as directed in the SRBH clean-up project scoping document.
- Reinstallation of the damaged steel mooring float to the Gustavus Dock in spring of 2020.
- Continue planning process for SRBH Fish Waste Disposal Station in conjunction with DRC Compost capital project (previously slated to be completed in CY2020).
- Start the process of utilizing the additional floats no longer being used at the Gustavus Dock in the Salmon River Boat Harbor.
- Continue maintenance of Gustavus Marine Facilities.

## FY17-FY21 General Fund: Marine Facilities Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21
<b>Expense</b>						
	<b>Administrative Costs</b>	0.00	0.00	240.00	0.00	0.00
	<b>Building</b>	0.00	744.87	2,400.60	3,150.00	3,851.75
	<b>Contractual Services</b>	3,550.00	3,000.00	3,000.00	3,500.00	13,500.00
	<b>Equipment</b>	0.00	100.00	167.94	100.00	100.00
	<b>Freight/Shipping</b>	59.44	182.63	97.51	200.00	200.00
	<b>Marine Facilities: Insurance, Maint &amp; Repairs</b>	4,796.04	6,728.31	4,164.15	4,625.00	3,368.37
	<b>Payroll Expenses</b>	11,863.40	15,190.77	19,794.31	30,257.76	23,076.26
	<b>Repair &amp; Replacement Annual Contribution</b>	0.00	0.00	7,482.27	7,482.27	7,482.27
	<b>Supplies</b>	1,262.85	1,307.25	1,729.98	1,500.00	500.00
	<b>Telecommunications</b>	0.00	0.00	240.00	240.00	240.00
	<b>Vehicle</b>	0.00	0.00	954.30	1,200.00	1,000.00
<b>Total Expense</b>		21,531.73	27,253.83	40,271.06	52,255.03	53,318.65

## Roads Department

## General Fund

### Roads Department:

The City of Gustavus provides road maintenance and snow plowing services for 24 miles of dirt/gravel roads within the city limits through annual contracts to local businesses. The City Council Roads liaison and City Administrator are responsible for the project scoping and management for capital improvement projects, creating purchase orders, issuing orders for snow plowing, and long-term planning for the Roads Department. The City Treasurer generates the annual departmental operating budget in conjunction with the Mayor and the City Administrator.

The State of Alaska DOT/PF is responsible for maintenance and plowing of all paved roads within the City limits, the public dock, and the Gustavus Airport. Glacier Bay National Park plows and maintains the road to Bartlett Cove beginning at the Park boundary.

Road maintenance was heavily subsidized by National Forest Receipts (NFR) in the past. The annual distribution of these encumbered funds has dwindled to anywhere from almost nothing to about half of the road maintenance budget in recent years. The City of Gustavus continues to spend encumbered funds in reserve from past years' NFR towards road maintenance. When these funds are used up this fiscal year, this department will need to be fully funded within the operating budget or by using other reserve funds.

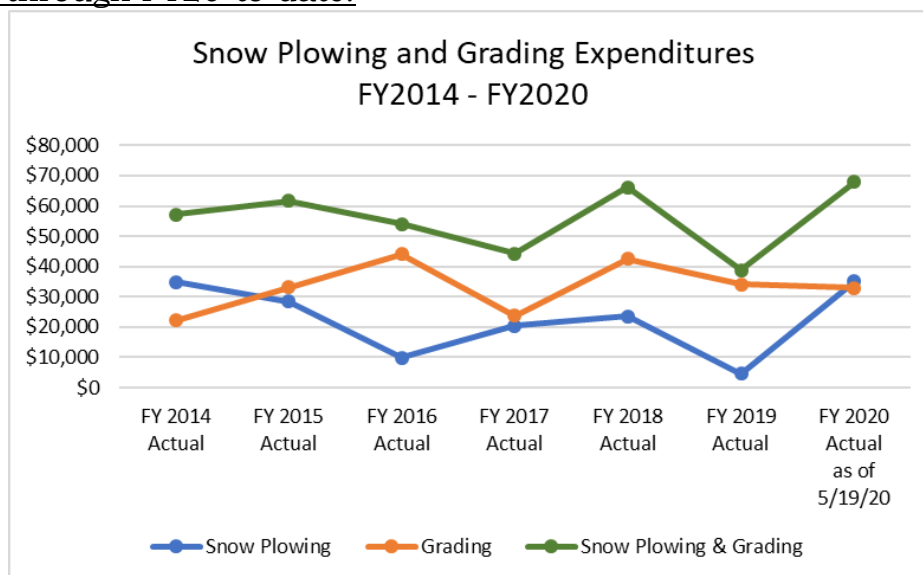
### Personnel:

Volunteer City Council Member

### Mission:

To provide maintenance services within the city limits for all constructed, publicly dedicated roadways except those maintained by the State of Alaska Department of Transportation and Public Facilities or by the U.S. Department of the Interior, National Park Service.

### Statistics through FY20-to-date:



Note: this graph does not include other road maintenance expenses such as hauling pit run material, brushing, or special projects (e.g. washout repair, signage, ditch cleaning).

**FY20 Accomplishments:**

- Seven snowfall events requiring plowing
- Completed Fairweather Road ditch cleaning and installed culverts on Pleasant Avenue
- Completed Willow Way ditch repair
- Installed signs for Nagoonberry Trail and City Hall
- Two Rink Creek Road washout repairs
- Grandpas Farm Road washout repair at the culvert
- Sold the roadside brusher that was no longer in use

**FY21 Goals:**

- Funding of a capital project to create an overall city road improvements strategy after consultation with a roads engineer and using the newly acquired LIDAR mapping, per Capital Improvement Plan
- Funding of engineering for Good River bridge repairs and bank stabilization, per Capital Improvement Plan

**FY17-FY21 General Fund: Roads Expenditures**

			Actual	Actual	Actual	Budget	Budget
			Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21
Expense							
	Dues Fees		0.00	0.00	25.00	0.00	0.00
	Contractual Services		0.00	0.00	0.00	0.00	0.00
	Equipment		0.00	0.00	0.00	0.00	0.00
	Freight/Shipping		0.00	0.00	0.00	0.00	0.00
	Road Maintenance						
		Snow Plowing	20,526.60	23,592.50	4,668.98		
		Grading	23,800.00	42,605.75	34,129.50		
		Hauling Pit Run Material	23,418.00	21,732.00	13,982.00		
		Brushing	2,365.00	12,449.99	15,267.50		
		Other	3,000.00	2,820.00	16,949.00	85,000.00	100,000.00
	Total Road Maintenance		73,109.60	103,200.24	84,996.98	85,000.00	100,000.00
	Vehicle:Mileage		0.00	0.00	0.00	100.00	0.00
Total Expense			73,109.60	103,200.24	85,021.98	85,100.00	100,000.00

## Lands Department

## General Fund

### Lands Department:

The City of Gustavus owns several parcels of land within the City of Gustavus, apart from the land that the City departmental facilities are located on. Only lands generating revenue for the Lands Department are discussed here. The city owns a parcel of land near the school gym that includes the old Post Office/Preschool building (currently used for City storage) and equipment used by AT&T and ACS that pay a lease annually (\$6157 and \$3658.20, respectively). GCI has an annual lease of \$2905.15 for a Rural Earth Station.

The city also owns the “gravel pits”, a parcel of land at the conjunction of Wilson Road and Rink Creek Road. Pit run gravel material extraction contracts are awarded each year to contractors extracting and selling material. The City also retains one of the gravel pit ponds for the road maintenance contractor to extract material for the City roads.

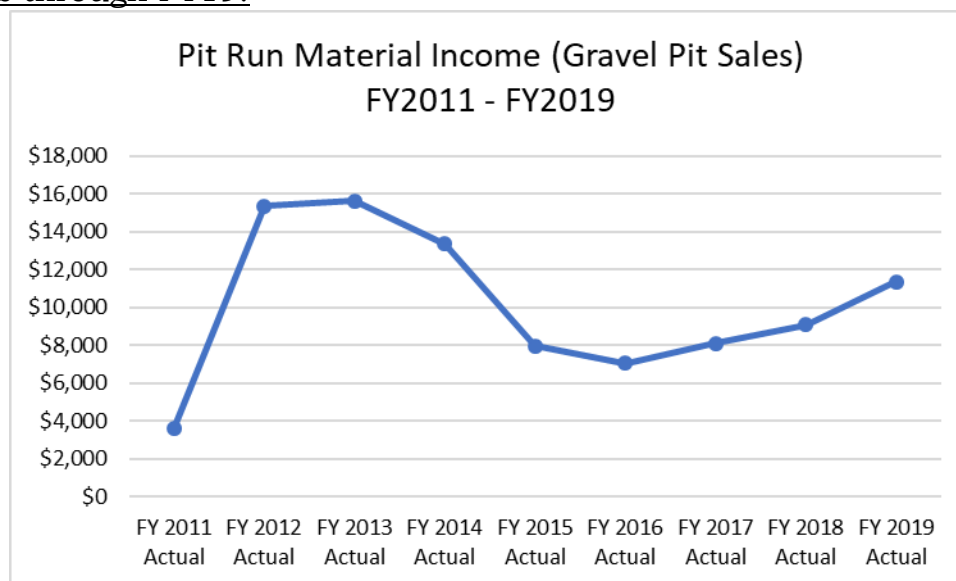
Various City Council members are responsible for the project scoping and management for capital improvement projects and long-term planning for the Lands Department. The treasurer is responsible for the advertisement, execution, and administration of City contracts and for collection of gravel pit and lease income. The treasurer generates the annual operating and capital improvement budgets in conjunction with the Mayor and City Administrator.

Platting authority in Gustavus is done by the State of Alaska for the unorganized borough.

### Personnel:

None

### Statistics through FY19:



### FY20 Accomplishments:

- Increased pit run material sale amount to \$6.00/cubic yard.
- Land survey of the gravel pit parcel

**FY21 Goals:**

- Formal acquisition of the Salmon River Park/City Hall/firehall parcel and adjoining parcel to the north
- LIDAR (Light Detection and Ranging) mapping completion, per Capital Improvement Plan
- Formulation of a plan for the future of pit run material in Gustavus
- Formation of a Gravel Pit Fund savings account, with a line-item in the operating budget diverting some revenue to savings

**FY17-FY21 General Fund: Lands Expenditures**

		Actual	Actual	Actual	Budget	Budget
		Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21
<b>Expense</b>						
	<b>Administrative Costs</b>	0.00	0.00	13,832.01	2,000.00	0.00
	<b>Contractual Services</b>	0.00	0.00	0.00	15,000.00	0.00
	<b>Gravel Pit Fund</b>	0.00	0.00	0.00	0.00	6,000.00
	<b>Professional Services</b>	0.00	0.00	1,520.00	0.00	0.00
<b>Total Expense</b>		0.00	0.00	15,352.01	17,000.00	6,000.00

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY20-16**

**A RESOLUTION BY THE CITY OF GUSTAVUS  
REGARDING ACCESS TO MARINE FACILITIES**

**WHEREAS**, on March 24, 2020, the City Council passed Resolution CY20-11 declaring a local emergency in the City of Gustavus in response to COVID-19; and

**WHEREAS**, on March 30, 2020 the City Council passed Resolution CY20-12 (Amended) mandating social distancing effective at 11:59pm on April 12, 2020; and

**WHEREAS**, all people arriving in Alaska must submit a mandatory State of Alaska Travel Declaration Form and must quarantine for 14 days pursuant to Health Mandate 10.1 (April 21, 2020); the Alaska Essential Services and Critical Workforce Infrastructure Order (April 10, 2020); and the Alaska Small Community Emergency Travel Order (April 9, 2020); and

**WHEREAS**, any person traveling into Gustavus, except essential services, critical infrastructure, and public health services, must submit a Gustavus Mandatory Travel Declaration form prior to or on arrival in Gustavus, and must quarantine for 14 days pursuant to the Alaska Small Community Emergency Travel Order (April 9, 2020) and City of Gustavus Resolution CY20-13 (April 14, 2020); and

**WHEREAS**, businesses with workers who travel from out of state or who travel within the State of Alaska must submit a Covid-19 Mitigation Plan to the State and submit a copy to the City of Gustavus pursuant to the Alaska Essential Services and Critical Workforce Infrastructure Order (April 10, 2020); the Alaska Small Community Emergency Travel Order (April 9, 2020); Health Mandate 016 Attachment J (April 24, 2020); and City of Gustavus Resolution CY20-13 (April 14, 2020); and

**WHEREAS**, Gustavus is a community that is removed from the road system, has a population smaller than 3,000, and does not house a hub hospital managed by the tribal healthcare system, and therefore is a Small Community defined in the Alaska Small Community Emergency Travel Order issued in conjunction with Covid-19 Health Mandate 012; and

**WHEREAS**, pursuant to Gustavus City Ordinance, Title 8, Marine Facilities, Section 8.01.020 – Jurisdiction, the City of Gustavus has jurisdiction over the Small Vessel Float System and the City of Gustavus-owned Salmon River Small Boat Harbor Facility; and

**WHEREAS**, the City-owned Small Vessel Float System and the Salmon River Small Boat Harbor Facility are heavily used public facilities and public spaces that constitute a node for potential transmission of the Covid-19 virus from asymptomatic or presymptomatic individuals to the public leading to community contagion; and

**WHEREAS**, recent travelers subject to quarantine requirements are prohibited from frequenting such public spaces pursuant to Health Mandate 010 during the quarantine period; and

**WHEREAS**, this resolution is similar to an emergency declaration and is reasonable and necessary under the circumstances to protect the public, health, welfare, and safety in Gustavus.



**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY GUSTAVUS, ALASKA**

**Section 1.** This resolution may also be referred to as “COG Covid-19 Rule 3.”

**Section 2. Covid-19 Mitigation Plan Mandate.** No critical infrastructure workforce owner, operator, master and/or managing agent of a vessel shall have access to the Small Vessel Float System and the City of Gustavus-owned Salmon River Small Boat Harbor Facility prior to submitting a copy of the State-required Covid-19 Mitigation Plan to the City of Gustavus EOC Travel Advisory Branch for review (covid-19.travel@gustavus-ak.gov).

**Section 3. Gustavus Mandatory Travel Declaration form.** No person shall have access to the Small Vessel Float System and the City of Gustavus-owned Salmon River Small Boat Harbor Facility if they have not submitted a Gustavus Mandatory Travel Declaration form prior to or upon arrival in Gustavus, available on the City Covid-19 website (<https://cms.gustavus-ak.gov>) or the EOC Travel Advisory Branch (covid-19travel@gustavus-ak.gov.)

**Section 4. Prohibited Use of Harbor Facilities During Quarantine.** No owner, operator, master and/or managing agent, or passenger of a vessel shall be allowed to access the Small Vessel Float System and the City of Gustavus-owned Salmon River Small Boat Harbor Facility until completion of each person’s mandated 14-day period of quarantine.

**Section 5. Other Emergency Travel Exceptions.** This Order does not prohibit or restrict the following emergency travel: Emergency First Responders (fire, ambulatory services, and other similar emergency first responders; Law Enforcement acting within their official duties; and the State Office of Children’s Services personnel responding to reports of child abuse and neglect and insuring child safety.

**Section 6. Effective Date and Duration.** This resolution shall be effective at 11:59 p.m. on May 11, 2020. It will remain in effect until October 1, 2020 unless earlier rescinded.

**PASSED and APPROVED** by the Gustavus City Council this \_\_\_\_th day of May, 2020, and effective upon adoption.

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Calvin Casipit, Mayor

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Attest: Karen Platt CMC, Clerk

**CITY OF GUSTAVUS, ALASKA**  
**RESOLUTION CY20-16 SUBSTITUTE 06-02-2020**

**A RESOLUTION BY THE CITY OF GUSTAVUS  
REGARDING ACCESS TO MARINE FACILITIES**

**WHEREAS**, on March 24, 2020, the City Council passed Resolution CY20-11 declaring a local emergency in the City of Gustavus in response to COVID-19; and

**WHEREAS**, all people arriving in Alaska must submit a mandatory State of Alaska Travel Declaration Form and must show proof of a negative test result for the coronavirus within the last 72 hours or must submit to self-quarantine for 14 days per orders from the State Department of Health and Social Services; and

**WHEREAS**, the City-owned Small Vessel Float System and the Salmon River Small Boat Harbor Facility are heavily used public facilities and public spaces that constitute a node for potential transmission of the Covid-19 virus from asymptomatic or pre-symptomatic individuals to the public leading to community contagion; and

**WHEREAS**, recent travelers subject to quarantine requirements are prohibited from frequenting such public spaces during the quarantine period; and

**WHEREAS**, this resolution is similar to an emergency declaration and is reasonable and necessary under the circumstances to protect public health, welfare, and safety in Gustavus.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY GUSTAVUS, ALASKA**

**Section 1. This resolution may also be referred to as “COG Covid-19 Rule 3.”**

**Section 2. Prohibited Use of Harbor Facilities:** No person shall be allowed to access the Small Vessel Float System or the City of Gustavus-owned Salmon River Small Boat Harbor Facility until completion of any State-required, Coronavirus-related, travel quarantine.

**Section 3. Other Emergency Travel Exceptions.** This Order does not prohibit or restrict the following emergency travel: Emergency First Responders (fire, ambulatory services, and other similar emergency first responders; Law Enforcement acting within their official duties; and the State Office of Children’s Services personnel responding to reports of child abuse and neglect and insuring child safety.

**Section 4. Effective Date and Duration.** This resolution shall be effective at 11:59 p.m. on June 8, 2020. It will remain in effect until the State-required, Coronavirus-related, travel quarantine order is rescinded.

**PASSED and APPROVED** by the Gustavus City Council this \_\_th day of June 2020, and effective upon adoption.

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Calvin Casipit, Mayor

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Attest: Karen Platt CMC, Clerk



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

# New Business

Bid Opening for RFQ FY21-01RM

Date of opening: 05/26/2020 Place: Gustavus City Hall Time: 1:00pm

1. Bid Envelope received on 5/26/20 10:00am  
Glacier Bay Construction, Inc.

Total bid: \$ 94,879.00

- ☒ Bid Form
- ☒ Business License #
- ☒ Contractor License #
- ☒ Bid Schedule
- ☒ Signed Addendum 1

2. Bid Envelope received on \_\_\_\_\_

No other bids received.

Total bid: \$ \_\_\_\_\_

- ☐ Bid Form
- ☐ Business License #
- ☐ Contractor License #
- ☐ Bid Schedule
- ☐ Signed Addendum 1

City Clerk Karen Platt and City Treasurer Phoebe Vanselow verified the lowest responsible bidder to be Glacier Bay Construction, Inc.

Karen Platt  
Karen Platt, CMC

Phoebe Vanselow  
Phoebe Vanselow, City Treasurer



**City of Gustavus, Alaska**

P.O. Box 1

Gustavus, Alaska 99826

Phone: 907.697.2451

Fax: 907.697.2136

Email: treasurer@gustavus-ak.gov

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**Project: RFQ FY21-01RM**

**Road Maintenance  
Request for Quotation**

**THIS IS NOT AN ORDER**

**COVER SHEET**

Important Dates:

**Issue Date: May 11, 2020**

**Bid Submittal Due: May 25, 2020**

Deliver to: Gustavus City Hall

By: 1:00 p.m.

**Bid Opening: May 25, 2020**

Location: Gustavus City Hall

Time: 1:00 p.m.

Please provide quotes to furnish the services and material listed in the bid schedule for the City of Gustavus Road System. The attached terms and conditions shall become part of any contract resulting from this Request for Quotation. Quotations must be received at the location and by the date and time shown above. Quotations shall be submitted on the forms furnished and must include original signatures.

This work consists of annual road maintenance. Work shall be performed on an "as requested" basis, at the direction of the City Administrator or Road Maintenance Point of Contact (POC). All work shall be performed as described in this RFQ using the *Standard Specifications for Local Road Maintenance*, which are incorporated in this RFQ, and the attached Gustavus City Maintained Roads Map for reference. These specifications shall become part of any purchase order resulting from the RFQ.

**THE PERIOD OF PERFORMANCE** for this work is from July 1, 2020, to June 30, 2021.

Throughout the period of performance, the contractor is responsible for keeping and submitting monthly work logs and billing records to the City Treasurer, with a copy submitted simultaneously to the City Administrator or Road Maintenance POC. The contractor will submit, in the format specified, a report of the quantity of aggregate taken from City of Gustavus gravel pits to the City Treasurer as well. In providing a signature on this cover sheet, the Bidder agrees to all Terms and Conditions of this RFQ.

Date of Bid 5-25-20

Business License # \_\_\_\_\_

Insurance Company \_\_\_\_\_

*or On file*

Business Name Glacier Bay Construction Inc.

Mailing Address PO Box 389

Physical Location 98 Gustavus Rd

Cell or Business Phone \_\_\_\_\_

Fax # \_\_\_\_\_

By Kenneth J. Marchbanks  
Print Name

# BID SCHEDULE

94 of 106

Specification Item #	Pay Item	Est. Quantity	Pay Unit	Unit Cost	Total Cost
208	Owen & Porcupine	3	Each	145	435
208	Veneta Street	6	Each	120	720
208	Trudy Street	3	Each	95	285
208	Lynn Street	3	Each	98	294
208	Snow Street	3	Each	95	285
208	Tong Road	3	Each	120	360
208	Toad Road	3	Each	95	285
208	Xtratuff Road	1	Each	75	75
208	Spruce Lane	2	Each	75	150
208	Bartlett Road	2	Each	115	230
208	Good River Road	8	Each	125	1000
208	Mary's Road	2	Each	100	200
208	Grandpa's Farm Rd	5	Each	150	750
208	Meadow Lane	2	Each	95	190
208	Dickey Drive	2	Each	145	290
208	Dolly Varden Drive	8	Each	390	3120
208	Smelt Avenue	1	Each	90	90
208	Greenling Avenue	2	Each	90	180
208	Chinook Drive	2	Each	190	380
208	Chum Drive	3	Each	95	285
208	King Salmon Drive	2	Each	100	200
208	Sandlance Avenue	2	Each	95	190
208	Halibut Drive	6	Each	190	1140
208	Capelin Lane	2	Each	95	190
208	Humpy Drive	3	Each	95	285
208	Needlefish Lane	2	Each	95	190
208	Sockeye Drive	3	Each	120	360
208	Herring Lane	1	Each	50	50
208	Coho Drive	3	Each	140	420
208	Steelhead Drive	3	Each	120	360
208	Candlefish Lane	1	Each	95	95
208	Willow Way	2	Each	150	300
208	Pine Street	1	Each	90	90
208	Shooting Star Lane	2	Each	90	180
208	Lupine Lane	2	Each	90	180
208	Columbine Lane	1	Each	50	50
208	City Hall access/prkg	4	Each	90	360
208	Wilson Road	12	Each	475	5700
208	Fara Way	1	Each	50	50
208	White Drive	2	Each	120	240
208	Parker Drive	2	Each	120	240
208	Harry Hall Drive	4	Each	120	480
208	River Bend Lane	2	Each	95	190
208	Chase Drive	2	Each	120	240
208	Hemlock Road	1	Each	130	130
208	Jensen Road	1	Each	130	130
208	Rink Creek Road	12	Each	975	11,940

33,584

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Specification Item # (cont)	Pay Item	Est. Quantity	Pay Unit	Unit Cost	Total Cost
208	Island View Road	1	Each	120	120
208	Buoy Drive	1	Each	120	120
208	Boat Harbor Road	5	Each	160	800
208	Bill's Drive	1	Each	115	115
208	Meadowbrook Lane	1	Each	120	120
208	Fairweather Road	8	Each	145	1160
208	Pleasant Avenue	2	Each	95	190
208	Jacob Avenue	8	Each	140	1120
208	Gustav Drive	2	Each	110	220
208	Benjamin Drive	2	Each	110	220
208	Travis Drive	2	Each	110	220
208	Glen's Ditch Road to Nagoonberry Trail	5	Each	170	850
208	Same Old Road	3	Each	200	600
208	Dungeness Way	2	Each	50	100
208	End of the Trail	1	Each	100	100
208A	Misc. Spot Blading	40	Hour	170	6800
208B	Grader Ditching	20	Hour	170	3400
209A	Ditch Reconditioning remove cut material	500 ft	Each	2150	2150
209B	Ditch Reconditioning w/o material removal	2500 ft	Each	1890	1890
213	Misc. Spot Clearing	10	Hour	75	7500
219A	Pit Run Area 1	250	Cu. Yd.	12	3000
219A	Pit Run Area 2	300	Cu. Yd.	11.50	3450
219A	Pit Run Area 3	1000	Cu. Yd.	10	10000
219A	Pit Run Area 4	750	Cu. Yd.	9.75	7312.50
219A	Pit Run Area 5	350	Cu. Yd.	10.25	3587.50
219A	Pit Run Area 6	600	Cu. Yd.	10.25	6150
603 (1-12)	Culvert Installation or Replacement	0	Linear Ft.	12	0
603 (2-12)	Culvert Coupling	0	Each	100	0
603 (1-18)	Culvert Installation or Replacement	0	Linear Ft.	21	0
603 (2-18)	Culvert Coupling	0	Each	100	0
603 (1-24)	Culvert Installation or Replacement	0	Linear Ft.	24	0
603 (2-24)	Culvert Coupling	0	Each	100	0
603 (1-30)	Culvert Installation or Replacement	0	Linear Ft.	28	0
603 (2-30)	Culvert Coupling	0	Each	100	0
603 (1-36)	Culvert Installation or Replacement	0	Linear Ft.	32	0
603 (2-36)	Culvert Coupling	0	Each	115	0
603 (1-48)	Culvert Installation or Replacement	0	Linear Ft.	50	0
603 (2-48)	Culvert Coupling	0	Each	140	0
<b>Total</b>				<b>Total Bid</b>	<b>94,879.00</b>

61295 00

# BID SCHEDULE (Continued)

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Please list all equipment to be used in this contract and the individual hourly rates for use in work not in bid schedule.

Equipment Item Description Hourly Rate

Cat 130G Motor Grader	185
JD4450/Sammah Grader	170
JD570 Grader	160
E55 Bobcat Excavator 5.5 MT / bucket	148
E55 Bobcat Excavator 5.5 MT / Raptor brush cut.	170
T740 Bobcat CTL / Bucket / Forks / grader	145
Cat D3 Dozer	145
Kobelco 210LC 21 MT Excavator / Bucket / Rake	190
10 cy dump truck	130
8042 Skytrak forklift	130





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

# City Council Reports

**Quarterly Mayors Report  
City of Gustavus  
June 8, 2020**

**Calvin Casipit**

**March 2020**

March started off with the first Whitehouse teleconference on COVID 19 on March 11, and, our FY 2021 Budget Townhall Meeting on the same day. Thanks to Brittney for filling in as Mayor as the COVID 19 started to break while I was away. And thanks to Toshco for bringing us food and supplies while we were doing our 14 day quarantine when we returned.

**April 2020**

We continued to refine our FY 2021 budget as impacts of the COVID 19 pandemic materialized. A budget workgroup was convened to evaluate future scenarios and developed options for addressing anticipated shortfalls in revenues do to COVID impacts. Thanks to Phoebe in pulling together a huge amount of information in such a short amount of time.

**May 2020**

Continued our COVID response with various letters to the Governor and Commissioner Crum. Participated in several interviews regarding Tosh and his boat keeping our community fed and supplied through the winter and spring. I was good to participate in this recognition of Tosh and the work he and his crew does behind the scenes and the critical role they play in the life of our community.

**Correspondence:**

Letter to Governor and members of the Legislature regarding importance of full funding of the Community Assistance Program (CAP) and CARES Act. (04/09/2020)  
Letter to community about management of the Gustavus Beach Park CRMA (04/13/2020)  
Proclamation honoring frontline workforce in response to COVID-19 (04/13/2020)  
Memorandum to businesses and travel advisory regarding COVID-19 (04/16/2020)  
Letter to Governor asking for extension of his Health Mandate 010 to July 1, 2020.  
Letter to AK DNR regarding the conveyance of ADL 109047 to the City of Gustavus (04/21/2020)  
Letter to AK Dept of Forestry regarding burn ban (04/27/2020)  
Letter to Governor regarding reopening and travel controls (04/29/2020)  
Letter to DOTPF regarding summer ferry schedule (05/05/2020)  
Letter to SEARCH regarding WISEWOMAN Health Screening community workforce protection plan. (06/01/2020)

# COVID-19 ECONOMIC STABILIZATION TEAM

## Meeting Minutes

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**Date:** May 16, 2020      **Location:** Online ZOOM      **Time:** 3:30 – 4:30 pm

### **City Council Members Present:**

Susan Warner, Joe Clark, Vice Mayor Brittney Cannamore

### **Affiliates:**

Leah Okin-Magowan, Gustavus Visitors Association (GVA)

### **Participants:**

Ben DeBoer, Emma Johnson, Brenna McLaughlin, Erin Olson, Cheryl Smith, Aimee Youmans. (Late arrivals on phone – Josh and Cristina Graves)

**Introduction:** This was the first in a series of informal conversations among Gustavus Community members on how to go about stabilizing our local economy and providing for the long-term recovery from the financial impacts of the COVID-19 virus. How can we become more self-reliant and less dependent on Federal handouts, while still preserving our traditional, small town values? How can we help local businesses generate the retail taxes to underwrite the cost of services the Gustavus people want to have available? The present focus is on four \$Million dollar/per year (or more) in cash-sales industries over the next 3 years.

### **Agenda Items:**

1. Rejuvenate our Visitor Industry
2. Reinvigorate our Local Businesses
3. Elevate our Local Food Production capacity
4. Develop Gustavus as a Science, Learning, and Leadership conferencing & workshop destination

### **Discussion:**

At this first meeting, the discussion tended to link together items 1 and 4 under the concept of Destination Marketing. Gustavus Visitor Association President, Leah Okin, presented an update of the GVA marketing activities planned and underway and there were numerous suggestions from participants on lengthening duration of stay and packaging trips. The Food Production item will have to wait for interested participants to attend.

### **Action Items**

1. Warner, (2) Send invite and introduction to new Sunnyside Market owner Lance Danielson
2. Warner, (4) Send invite Sarah Doyle, new trails in National Park, by May 20<sup>th</sup>
3. Warner, (2-4) Send invites for additional items 2, 3, and 4 participants by May 20th

4. Clark, send written marketing suggestions to Okin to scan and send to Warner, by May 20th
5. Okin, (4) suggest Gustavus for retreats –entry on GVA web site, by May 20th
6. Cannamore, work with Brenna McLaughlin to develop concept for a post-Folk Fest festival, by May 20<sup>th</sup>.

### Other Notes

Numerous ideas were suggested for additional activities to encourage visitors to stay an extra day or two or extend shoulder season visiting, including encouraging a pro-visitor culture, better transportation from the Park to Gustavus (bus circuit?), making childcare available, and additional Gustavus activities such as a Living History Day, can/clean fish, Tlingit weaving, knitting in nature, Strawberry Point days, fishing derby, RVs, skiing, snowmobiling, and birders in the spring. Mr. Clark suggested decreasing the 20% commission the Park requires on Gustavus activities sold at the Park. Ms. McLaughlin stated that Bob Chase would like to do another demolition derby. (Don't know if that event generated retail tax?).

Audio recording available, m4a format, content starts 40 mins in, password: 0N%4?%R!

[https://us02web.zoom.us/rec/share/69Ztl7vJsVILS7fx9W\\_RLMLN4H9T6a8gScX\\_AKnU5B5VFW3wqZ\\_YFd5vJ8ouNf](https://us02web.zoom.us/rec/share/69Ztl7vJsVILS7fx9W_RLMLN4H9T6a8gScX_AKnU5B5VFW3wqZ_YFd5vJ8ouNf)

**NEXT MEETING:** Thursday, May 21, 2020 7:00 – 8:00 PM

# COVID-19 ECONOMIC STABILIZATION TEAM

## Meeting Minutes

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**Date:** May 21, 2020      **Location:** Online ZOOM      **Time:** 7:00 – 8:15 pm

**Participants:** 23 Total      (Meeting open to the public)

**City Council Members:**

Susan Warner, Joe Clark, Vice Mayor Brittney Cannamore, Joe Vanderzanden

**Affiliates:**

Leah Okin-Magowan, Gustavus Visitors Association (GVA)

**General Participants:**

Ben DeBoer, Emma Johnson, Erin Olson, Toshua Parker, Zach Decker, Greg Taylor, (Diane/Ken) Huff, Sara Doyle, Jake Ohlson, Forrest Braden, Kimber Owen, Justin Marchbanks, Kim Heacox, Jim Mackovjak, Kaitlin Nygard, Natalie Vaz, Elzbieta Kunat,

**Introduction:** This was the second in a series of informal conversations among Gustavus Community members on stabilizing our local economy and providing for a long-term recovery from the financial impacts of the COVID-19 virus.

**Discussion:** This session continued discussion from the May 16<sup>th</sup> first meeting, with the focus on rejuvenating our visitor industry and brainstorming ideas for increasing visitation, extending length of stay, and promoting our visitor economy. Discussion also touched on issues arising with a 2020 summer season opening with half a dozen members of the fishing and lodging owners present.

Sara Doyle from the National Park Service presented information on the Glacier Bay National Park Front Country plan and sent the document to the group via the chat section: <https://www.nps.gov/glba/learn/management/frontcountry.htm> Page 16 lists 48 guest rooms, 7,771 guests between 2016-2018. Jake Ohlson commented on planning and stated Aramark would have fuel at the fuel dock.

Regarding industry 4 efforts to develop Gustavus as a science, learning, and leadership conferencing & workshop destination, Kim Heacox presented an introduction to their emerging plans to unify the Inian Island Institute, the Arete Project, and other local resources into a 40 acre campus of a new John Muir Alaska Leadership School (JMALS).

**Action Items**

1. Warner, contact fishing & lodging owners to share summer mitigation plans with the community
2. Warner, report on Economic Stabilization progress at next City of Gustavus Meeting June 8<sup>th</sup>

3. Okin, Prepare “COVID-19 and Visiting Gustavus Business” pamphlet for residents & visitors
4. Cannamore & Okin, continue work on music festival for 2021
5. Warner, post notice & invites for **3. Elevate Food Production** meeting on Thursday June 4th

## Other Notes

Ponch Marchbanks supplied a link for grants to build trails:

<http://dnr.alaska.gov/parks/grants/trails.htm>

Sara Doyle supplied a link to NPS “**Rivers, Trails, and Conservation Assistance**” program where communities can apply for technical assistance to help plan “close-to-home recreation opportunities.” Applications are due by June 30<sup>th</sup>

Sara also posted an answer to Joe Clark’s question regarding length of stay at the Park  
GBNP Average stay and spending (2015) see page 83-86

<http://npshistory.com/publications/social-science/nrr-2019-1924.pdf>

Meeting Audio Recording Available (apx 1 hour) at:

[https://us02web.zoom.us/rec/play/tMB\\_f-7q2o3Gd3EtQSDVvYvW9S0f6Ksgydl8vZezh61VXBQYwXwNeYVNrbZ2K2W3ndOvNV2V\\_W8HkYm](https://us02web.zoom.us/rec/play/tMB_f-7q2o3Gd3EtQSDVvYvW9S0f6Ksgydl8vZezh61VXBQYwXwNeYVNrbZ2K2W3ndOvNV2V_W8HkYm)

**NEXT MEETING: Thursday, June 4th, 2020 7:00 – 8:15 PM**  
**Elevate our Local Food Production capacity**

Be sure to **Update to ZOOM 5.0 by Saturday May 30<sup>th</sup>**

You might also like to read the article Sara posted:

### **Sustainable Food in National Parks**

This report describes a Food for the Parks initiative, including NPS concessions models and site-specific challenges:

<https://potrerogroup.com/files/FoodfortheParks.pdf>



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# City Council Questions and Comments



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# Public Comment on Non-Agenda Items





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# Executive Session



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# Adjournment