



# CITY OF GUSTAVUS

## CITY COUNCIL ELECTION REVIEW COMMITTEE

Friday, October 07, 2022 at 6:00 PM  
Gustavus City Hall

### COUNCIL MEMBERS

Mayor Mike Taylor  
Vice Mayor Kyle Bishop  
Council Members: Tania Lewis, Joe Vanderzanden  
Lewis Sharman, Bella Furr, Jim Mackovjak

### CITY HALL

City Administrator – Kathy Leary  
City Clerk, CMC - Karen Platt  
City Treasurer -  
Phone: 907-697-2451 | [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

## AGENDA

### 10-07-2022 DRAFT ELECTION REVIEW COMMITTEE AGENDA

#### ROLL CALL

#### Reading of the City of Gustavus Vision Statement

1. Canvass Absentee, Questioned, Defective and Spoiled Ballots Cast in the October 4, 2022, General Election
2. Certify Report of Election Results
3. Signing of Certificates of Election by Mayor and City Clerk

#### ADJOURNMENT

**POSTED ON:** Month Day, 202X at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

### ADA NOTICE

*Any person with a disability who requires accommodations in order to participate in this meeting should telephone the City Clerk's office at (907) 697-2451, at least 48 hours prior to the meeting in order to make a request for a disability related modification or accommodation.*

### VISION STATEMENT

*We envision a distinctive community:*

- *That prospers while and by protecting its natural resources;*
- *With a sustainable economy and infrastructure that assures public health and safety while promoting personal development and initiative; and*
- *Where all members take social responsibility and actively participate in decision making affecting growth, development, regulation and enforcement; and*
- *In which people retain a closeness with and caring for each other individually and collectively while working together to accomplish community goals and preserve community traditions.*

**Chapter 5.50 REVIEW OF ELECTION RETURNS<sup>1</sup>****Sections:****Section 5.50.010 Election review committee; meeting.**

- (a) The city council acting as the election review committee shall meet on the first Friday after the election and canvass all absentee and questioned and defective ballots executed in the election. If the committee is unable to obtain a quorum or complete the count on the Friday after the election, the canvass will be rescheduled the following day and each day thereafter until completed.
- (b) The city clerk shall submit to the committee the election board's report of preliminary election results, the master voter registration list, the register, all regular ballots, oath and affidavit envelopes containing questioned ballots, defective ballots, spoiled ballots, absentee ballots, and oaths and affirmations of election officials.
- (c) The chairman of the election board shall submit the duplicate of the report of election to the election review committee.

(Ord. No. FY21-15 , § 3, 2-8-2021)

**Section 5.50.020 Review to be public.**

- (a) The review of all absentee and questioned and defective ballots shall be made in public by opening the returns and announcing the results thereof in front of those present.
- (b) The review shall include a review and comparison of the tallies of ballots with the election reports to correct any mathematical error in the count of ballots.
- (c) If the election supervisor finds an unexplained error in the tally of ballots, the election review committee may count the ballots from a ballot box.

(Ord. No. FY21-15 , § 3, 2-8-2021)

**Section 5.50.030 Determining election winner.**

The candidate receiving the highest number of votes for the respective office wins.

(Ord. No. FY21-15 , § 3, 2-8-2021)

---

<sup>1</sup>Editor's note(s)—Ord. No. FY21-15 , § 3, adopted Feb. 8, 2021, amended Ch. 5.50 in its entirety to read as herein set out. Former Ch. 5.50, §§ 5.50.010—5.50.110, pertained to similar subject matter, and derived from Code of 2013.

### **Section 5.50.040 Tie votes.**

In the event of a tie vote, and after a recount of ballots that confirms the tie vote, the council shall in its first meeting after the election call in the candidates receiving the tie votes and have the candidates draw straws or flip a coin to determine the winner.

Referendums, ballot initiatives, or recall votes resulting in a tie shall fail

(Ord. No. FY21-15 , § 3, 2-8-2021)

### **Section 5.50.050 Procedure for questioned ballot review.**

- (a) The election supervisor shall contact the state division of elections and the local voter registrars by the Thursday following the election and determine if persons casting questioned ballots because of failure of their names to appear on the master voter registration list were in fact registered to vote in state elections. The election supervisor shall record the names of these questioned voters in fact registered to vote and shall submit their names as registered to vote when their questioned ballots are examined with other questioned ballots.
- (b) The council meeting as the election review committee shall examine each questioned ballot envelope and shall determine whether the person casting each questioned ballot was registered and eligible to vote. In making this determination, the committee may request the assistance of the clerk. If the committee determines that the voter was eligible to vote, the oath and affidavit envelope shall be placed with the other absentee oath of affidavit envelopes until the review committee is ready to open and count the ballots. If the committee upholds the challenge, the decision shall be noted in the minutes and the oath and affidavit envelope shall not be opened, but shall be saved with the other election materials.
  - (1) A questioned ballot may not be counted if:
    - (A) The voter has failed to properly mark the certificate;
    - (B) The voter did not enclose the marked ballot inside the small envelope.
  - (2) If a questioned ballot is rejected, the election supervisor shall send a copy of the statement of the challenge to the questioned voter. The election supervisor shall place all rejected questioned ballots in a separate envelope with statements of challenge. The envelope shall be labeled "rejected questioned ballots" and shall be placed in the office safe.
  - (3) If a questioned ballot is not rejected, the large envelope shall be opened and the small envelope containing the questioned ballot shall be placed in a ballot box and mixed with other small envelopes containing questioned ballots. The questioned ballots shall then one (1) by one (1) be removed from the ballot box, taken out of the ballot envelopes, and counted in the same manner in which ballots cast at the polls are counted.

(Ord. No. FY21-15 , § 3, 2-8-2021)

### **Section 5.50.060 Reserved.**

### **Section 5.50.070 Absentee ballots.**

- (a) The election review committee shall examine each absentee ballot return envelope. The return envelope shall be opened and the blank envelope containing the absentee ballot shall be placed in a ballot box and

mixed with other small envelopes containing the previously reviewed questioned ballots if the committee determines that:

- (1) The voter is registered to vote;
  - (2) The voter is a resident of the City of Gustavus;
  - (3) The ballot was cast before the close of the polls and;
- (b) If the committee determines that a voter voting absentee was not in fact a qualified voter or did not follow absentee voting procedures the review committee by majority vote may refuse to accept and count the absentee ballot. The return envelope shall not be opened but rather the reasons for rejection shall be noted on the envelope. The election supervisor shall place all such rejected absentee ballots in an envelope marked "rejected absentee ballots" to be saved with other election materials. The election supervisor shall notify the voter in writing why his absentee ballot was rejected.

(Ord. No. FY21-15 , § 3, 2-8-2021)

### **Section 5.50.080 Counting absentee and questioned ballots.**

The questioned ballots and absentee ballots shall then one (1) by one (1) be removed from the ballot box, taken out of the ballot envelopes and counted by the committee in the same manner in which ballots cast at the polls are counted.

(Ord. No. FY21-15 , § 3, 2-8-2021)

### **Section 5.50.090 Defective ballots.**

Review committee members shall examine the defective ballots to see whether the ballot should be counted and, if so, whether they can determine for whom or what the voter intended to vote.

(Ord. No. FY21-15 , § 3, 2-8-2021)

### **Section 5.50.100 Certifying results.**

If no contest of election is begun under the provisions of Chapter 5.60 of this Code and after all absentee, defective and questioned ballots are counted or rejected, the review committee shall:

- (a) Certify a report that shows:
  - (1) The total number of ballots cast in the election;
  - (2) The names of the person voted for (including write-ins) and the proposition voted upon;
  - (3) The offices voted for;
  - (4) The number of votes cast for each candidate and the number of votes cast for or against each proposition voted on at the election;
  - (5) The disposition of all absentee, questioned, and defective ballots; and
  - (6) Any other matters which the committee deems necessary to preserve a complete record of the election.
- (b) Record the results of the election in the minutes of the meeting;
- (c) Authorize the results to be certified;

(d) Publicly declare the results of the election.

(Ord. No. FY21-15 , § 3, 2-8-2021)

#### **Section 5.50.110 Contest of election.**

If a contest of election is declared, the procedures of Section [5.50].100(a)—(d) shall be followed at a special meeting held on the first Monday after resolution of the contest.

(Ord. No. FY21-15 , § 3, 2-8-2021)

#### **Section 5.50.120 Certificate of election.**

The certificates shall be signed by the mayor and attested by the city clerk. Upon certification of the election results by the election committee, the city clerk shall prepare copies of each certificate for each of the successful candidates, or the sponsor of the successful question or proposition named thereon. The original of each certificate of election shall be retained as a permanent record by the city.

(Ord. No. FY21-15 , § 3, 2-8-2021)

#### **Section 5.50.130 Retention of election records.**

The city clerk shall preserve all election documents in accordance with the City of Gustavus Records Retention Schedule.

(Ord. No. FY21-15 , § 3, 2-8-2021)



# CITY OF GUSTAVUS

## CITY COUNCIL GENERAL MEETING

Monday, October 10, 2022 at 7:00 PM  
via Zoom

### COUNCIL MEMBERS

Mayor Mike Taylor  
Vice Mayor Kyle Bishop  
Council Members: Tania Lewis, Joe Vanderzanden  
Lewis Sharman, Bella Furr, Jim Mackovjak

### CITY HALL

City Administrator – Kathy Leary  
City Clerk, CMC - Karen Platt  
City Treasurer -  
Phone: 907-697-2451 | [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

## AGENDA

### 10-10-2022 DRAFT GENERAL MEETING AGENDA AND PACKET

#### ROLL CALL

##### Reading of the City of Gustavus Vision Statement

1. Swearing in of new Council Member Seats A, B and D
2. Election of Mayor
3. Election of Vice Mayor

#### APPROVAL OF MINUTES

4. 09-19-2022 General Meeting Minutes
5. 10-03-2022 Special Meeting Minutes

#### MAYOR'S REQUEST FOR AGENDA CHANGES

#### COMMITTEE / STAFF REPORTS

6. Gustavus Volunteer Fire Department Quarterly Report
7. Marine Facilities Coordinator Quarterly Report
8. City Clerk Quarterly Report
9. City Treasurer Monthly Financials
10. City Administrator WORK SESSION Report

#### PUBLIC COMMENT ON NON-AGENDA ITEMS

#### CONSENT AGENDA

#### ORDINANCE FOR PUBLIC HEARING

11. FY23-05NCO AMLIP Gravel Pit Fund (Introduced 09-19-2022)
12. FY23-06NCO Capital Project Funding 2023 - Hardened Beach Trail (Introduced 09-19-2022)

#### UNFINISHED BUSINESS

#### NEW BUSINESS

13. CY22-XX Updating Policy and Procedure on Submission of Small Grant Proposals (Less than \$15,000)
14. CY22-XX Updating Policy and Procedure on Submission of Grant Proposals and Capital Requests of \$5,000 or Greater

- [15.](#) FY23-XX Introduction Providing for the Amendment of City Ordinance Title 6 - City Departments and Contracted Services, Section 03.040 Services Provided (Public Hearing 11-10-2022)
- [16.](#) Approve Scoping Document - Septage Storage Facility
- [17.](#) FY23-xxNCO Capital Project Funding 2023
- [18.](#) FY23-xxNCO Departmental Budgets

#### **CITY COUNCIL REPORTS**

19. Mayor's Report

#### **CITY COUNCIL QUESTIONS AND COMMENTS**

#### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

#### **EXECUTIVE SESSION**

#### **ADJOURNMENT**

**POSTED ON:** Month Day, 202X at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

#### **ADA NOTICE**

*Any person with a disability who requires accommodations in order to participate in this meeting should telephone the City Clerk's office at (907) 697-2451, at least 48 hours prior to the meeting in order to make a request for a disability related modification or accommodation.*

#### **VISION STATEMENT**

*We envision a distinctive community:*

- *That prospers while and by protecting its natural resources;*
- *With a sustainable economy and infrastructure that assures public health and safety while promoting personal development and initiative; and*
- *Where all members take social responsibility and actively participate in decision making affecting growth, development, regulation and enforcement; and*
- *In which people retain a closeness with and caring for each other individually and collectively while working together to accomplish community goals and preserve community traditions.*

**CITY OF GUSTAVUS  
CITY COUNCIL GENERAL MEETING  
SEPTEMBER 19, 2022**

**MINUTES - PENDING**

**ROLL CALL**

**PRESENT**

Mayor Mike Taylor  
Vice Mayor Kyle Bishop  
Council Member Joe Vanderzanden  
Council Member Tania Lewis  
Council Member Bella Furr  
Council Member Jim Mackovjak  
Council Member Lewis Sharman

**Reading of the City of Gustavus Vision Statement**

The City of Gustavus Vision Statement was read by Mayor Taylor.

**APPROVAL OF MINUTES**

1. 08-08-2022 General Meeting Minutes

Motion made by Council Member Furr to approve by unanimous consent the 08-08-2022 General Meeting Minutes.

Seconded by Council Member Vanderzanden.

Hearing no objections, the minutes were adopted by unanimous consent.

**MAYOR'S REQUEST FOR AGENDA CHANGES**

Mayor Taylor requested the addition of a Marine Facilities Coordinator update on the steel float to Staff Reports.

Hearing no objections, Mayor Taylor announced the agenda as set by unanimous consent.

**COMMITTEE / STAFF REPORTS**

2. Gustavus Public Library Quarterly Report  
Gustavus Public Library Administrative Director, Jessie Soder submitted a written report and Gustavus Public Library Services Director, LeAnn Weikle provided an oral summary.
3. City Treasurer Monthly Financials  
No monthly financial were submitted to council for this meeting.
4. City Administrator General Meeting Report  
City Administrator, Kathy Leary submitted a written General Meeting report and provided an oral summary.
5. Marine Facilities Report



## **PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

## **CONSENT AGENDA**

6. Confirm Appointment of Disposal & Recycling Center Operator, Ian Barrier
7. Approve Scoping Document - Boat Harbor Waste Removal Project (BHWRP)
8. Approve Scoping Document - GVFD New Water Tender
9. Approve Grant Proposal - 2022 Assistance to Firefighters Grant Program for a New Water Tender
10. FY23-05NCO Introduction of AMLIP Gravel Pit Fund (Public Hearing 10-10-2022)

Motion made by Council Member Mackovjak to adopt the consent agenda by unanimous consent.

Seconded by Council Member Lewis.

Hearing no objections, the consent agenda is adopted as presented.

## **ORDINANCE FOR PUBLIC HEARING**

11. FY23-02NCO Capital Project Funding 2023 (Introduced 08-08-2022)

Mayor Taylor opened the Public Hearing at 7:36 PM

Public Testimony: None

Mayor Taylor Closed the Public Hearing at 7:36 PM

Motion made by Vice Mayor Bishop to approve FY23-02NCO Capital Project Funding 2023 as Introduced on 08-08-2022

Seconded by Council Member Mackovjak.

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

12. FY23-03 Providing Amendments to City Ordinance Title 5 Elections, Chapter 5.40 - Absentee Voting, Sections 5.40.100, Chapter 6.60 - Contest of Elections, Sections 5.60.010 and 5.60.020 (Introduced 8-08-2022).

Mayor Taylor opened the Public Hearing at 7:39 PM

Public Testimony:  
Liz Vanderzanden  
Leslie Sirstad

Mayor Taylor Closed the Public Hearing at 7:47

Motion made by Mayor Taylor to substitute for the version that we introduced last month with the Mayor's substitute as projected on the screen and to adopt.

Seconded by Council Member Vanderzanden.

Council Comment:  
Council Member Lewis  
Mayor Taylor  
Council Member Vanderzanden  
Council Member Furr  
Vice Mayor Bishop

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman  
Voting Nay: Council Member Vanderzanden

Mayor Taylor called for a 5-minute recess at 8:14 PM. Meeting reconvened at 8:19 PM.

13. FY23-04 Providing for the Amendment of City Ordinance Title 4 Revenue and Finance, Chapter 4.12 – Management of Funds, Section 4.12.020 – Deposits and Withdrawals (Introduced 08-08-2022)

Mayor Taylor opened the Public Hearing at 8:21 PM

Public Testimony:  
Leslie Sirstad

Mayor Taylor Closed the Public Hearing at 8:22 PM

Motion made by Council Member Sharman for council approval FY23-04 Providing for the Amendment of City Ordinance Title 4 Revenue and Finance, Chapter 4.12 – Management of Funds, Section 4.12.020 – Deposits and Withdrawals as Introduced 08-08-2022.

Seconded by Council Member Lewis.

Council Comment:  
Mayor Taylor

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak,

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

14. QUASI-JUDICIAL MATTER City of Gustavus Waives the Right to File a Protest of the New Alcohol License Application for the Sunnyside Eatery

There were no council member conflicts of interest or Ex Parte communication to declare.

Applicant, Camille Bacon-Schulte was present to provide a summary of the new liquor license application for the Sunnyside Eatery.

Mayor Taylor opened the Public Hearing at 8:30 PM  
Public Testimony: None

Mayor Taylor closed the Public Hearing at 8:30 PM

Motion made by Council Member Furr to waive the right to file a protest of the new alcohol license application for the Sunnyside Eatery.

Seconded by Council Member Sharman.

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

15. CY22-16 Approving the Appointment of Election Officials for the 2022 Municipal Election

Motion made by Council Member Mackovjak to approve the appointment of election officials listed on resolution CY22-16 for the October 4, 2022, Municipal Election.

Seconded by Council Member Furr.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

16. CY22-17 Updating the Policy and Procedure for Authorized Account Signers and Administrative Account Access

Motion made by Vice Mayor Bishop to adopt Resolution CY22-17 Updating the Policy and Procedure for Authorized Account Signers and Administrative Account Access.

Seconded by Council Member Furr.

Public Comment:  
Leslie Sirstad

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

17. CY22-18 Updating Policy and Procedures for Purchase Requisitions and Purchase Orders

Motion made by Council Member Vanderzanden adopt CY22-18 Updating Policy and Procedures for Purchase Requisitions and Purchase Orders

Seconded by Council Member Sharman.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

18. Approve Scoping Document - Beach Park Hardened Trail

Motion made by Council Member Sharman to approve the Scoping Document - for the Beach Park Hardened Trail.

Seconded by Council Member Mackovjak.

Public Comment: None

Council Comment:  
Council Member Vanderzanden  
Mayor Taylor  
Council Member Furr  
Vice Mayor Bishop  
Council Member Mackovjak

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

Voting Nay: Council Member Vanderzanden

Item #4.

19. FY23-06NCO Introduction of Capital Project Funding 2023 - Hardened Beach Trail  
(Public Hearing 10-10-2022)

Motion made by Council Member Furr to approve the introduction of FY23-06NCO Capital Project Funding 2023 - Hardened Beach Trail for consideration at the Public Hearing on 10-10-2022.

Seconded by Vice Mayor Bishop.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman  
Voting Nay: Council Member Vanderzanden

### **CITY COUNCIL REPORTS**

20. Mayor's Report

Mayor Taylor submitted a written report and provided an oral summary. Mayor Taylor added the appointment of City Administrator, Kathy Leary giving temporary authority as signatory in the absence of a City Treasurer.

### **CITY COUNCIL QUESTIONS AND COMMENTS**

Council Member Mackovjak – Thank you to Mayor Taylor for his hard work.

Council Member Vanderzanden – Hardened Beach Trail funding and Steel float anchor lines funding.

Council Member Furr – Announced resignation submitted on August 17, effective upon swearing in of new council member for her seat. Mayor Taylor accepted her resignation.

### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

Liz Vanderzanden

### **EXECUTIVE SESSION**

None

### **ADJOURNMENT**

With no further business and hearing no objections, the meeting was adjourned at 5:52 PM

\_\_\_\_\_  
Mike Taylor, Mayor

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

DRAFT GENERAL MEETING AGENDA/PACKET FOR REVIEW AT WORK SESSION

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY23-05NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2023**

**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 2023, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change		
	Account Balance*					
	*Approximate, this is a dynamic value.					
AMLIP Gravel Pit Fund	\$	12,029.01	\$	18,029.01	\$	6,000.00
Contribution to this AMLIP account per the FY23 approved budget.						
FNBA Checking Account	\$	1,758,695.23	\$	1,752,695.23	<\$	6,000.00>
Total Change in City Held Account Balances					\$	0.00

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

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

**DATE INTRODUCED:** September 19, 2022

**DATE OF PUBLIC HEARING:** October 10, 2022

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_th day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mike Taylor, Mayor

\_\_\_\_\_  
Attest: \_\_\_\_\_, City Treasurer

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

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY23-06NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2023**

**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 2023, 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>Amended Balance</b>	<b>Change</b>
	<b>Account Balance*</b>			
	<small>*Approximate, this is a dynamic value</small>			
CP22-03 Beach Hardened Trail	\$ 0.00		\$ 43,000.00	\$ 43,000.00
AMLIP Capital Improv Long-Term	\$ 339,742.75		\$ 296,742.75	<\$ 43,000.00>
<hr/>				
Total Change in City Held Account Balances				\$ 0.00

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

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

**DATE INTRODUCED:** September 19, 2022

**DATE OF PUBLIC HEARING:** October 10, 2022

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_<sup>th</sup> day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mike Taylor, Mayor

\_\_\_\_\_  
Attest: \_\_\_\_\_, City Treasurer

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



**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY22-XX**

**A RESOLUTION UPDATING CITY OF GUSTAVUS POLICY AND PROCEDURES FOR  
SUBMISSION OF SMALL GRANT PROPOSALS (LESS THAN \$15,001)**

**WHEREAS**, the Gustavus City Council recognizes the need to update policy and procedure for the submission of small grant proposals (less than \$15,001); and,

**WHEREAS**, the City of Gustavus needs a streamlined procedure for smaller grant proposals not requiring the level of planning and documentation required for larger grants; and,

**WHEREAS**, this policy and procedure has been recently under discussion by the City Administrator and various department staff regarding both the amount threshold and to encourage department staff to apply for grants for their programs and other needs and since the current ordinance has been published since December 17, 2010.

**NOW THEREFORE BE IT RESOLVED**, that the Gustavus City Council updates the Policy and Procedures for the submission of small grant proposals (less than \$15,001) as attached.

**PASSED** and **APPROVED** by the Gustavus City Council Gustavus City Council this \_\_<sup>th</sup> day of \_\_\_\_\_, 2022, and effective upon adoption.

\_\_\_\_\_  
Mike Taylor, Mayor

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

**CITY OF GUSTAVUS  
POLICIES AND PROCEDURES**

**Policy on Submission of Small Grant Proposals  
(\$15,000 or less)**

**POLICY**

It is the policy of the City of Gustavus to facilitate the submission of meaningful small grant program related proposals by utilizing a shorter procedure than that required for large grant proposals (\$15,001 or higher). The grant proposal will reflect the goals and priorities of the department or workgroup. Administration: Grant funds awarded to the City (any city department) shall be administered by the City (the Mayor and/or the City Clerk/Treasurer). Any major construction related projects should be submitted to the council with an accompanying scoping document.

**PROCEDURE**

Departments submitting small grant proposals will fill out the Small Grant Proposal Form. This form will be submitted with the grant proposal to the City Clerk for review by the City Administrator, City Treasurer, or the Mayor. Proposals will be retained in the City files pursuant to the City's record retention schedule.

**Small Grant Proposal Form**

**Part I.**

Title of Grant/Proposal/Project: \_\_\_\_\_

Committee: \_\_\_\_\_ Committee Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of funding agency: \_\_\_\_\_

Funding amount: \_\_\_\_\_

Are matching funds required? Yes \_\_\_\_\_ No \_\_\_\_\_.

If yes, how much? \_\_\_\_\_

Have these matching funds already been allocated in your budget? \_\_\_\_\_

**Part II.**

1. Provide a brief description of the project in question or the items/class of items to be purchased. If this is a recurring/annual grant from the same source and for the same or similar purpose(s), name the grant, and complete only this question and enter N/A – recurring, for the rest of the questions.

2. How does this project/purchase fit into your annual work plan?

- What community problem, need, or opportunity will it address?
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?

3. Will the purchase require any on-going expenses for operation, supplies, licenses, subscriptions, maintenance, etc.?

**Mayor's Approval** (signature): \_\_\_\_\_ **Date:** \_\_\_\_\_

**Or reason for denial:** \_\_\_\_\_

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY22-XX**

**A RESOLUTION UPDATING CITY OF GUSTAVUS POLICY AND PROCEDURES FOR  
SUBMISSION OF GRANT PROPOSALS AND CAPITAL REQUESTS OF \$5,000 OR GREATER**

**WHEREAS**, the Gustavus City Council recognizes the need to update policy and procedure for the submission of grant proposals and capital requests; and,

**WHEREAS**, the Gustavus City Council last updated its policy and procedure for the submission of grant proposals and capital requests in 2011; and,

**WHEREAS**, a grant proposal or capital request for a large project or purchase requires a documented planning process that is more formal and extensive than that required for small grant proposals of under \$15,001; and,

**WHEREAS**, this policy and procedure document pertaining to the submission of grant proposals needs revision to reflect current practices, policies, and procedures, and since the threshold for small grants is being increased to \$15,000; and,

**WHEREAS**, this policy and procedure has been recently under discussion by the City Administrator, the Mayor and other staff and has been published since December 17, 2011.

**NOW THEREFORE BE IT RESOLVED**, that the Gustavus City Council updates the Policy and Procedures for the submission of grant proposals and capital requests as attached.

**PASSED** and **APPROVED** by the Gustavus City Council Gustavus City Council this \_\_<sup>th</sup> day of \_\_\_\_\_, 2022, and effective upon adoption.

\_\_\_\_\_  
Mike Taylor, Mayor

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

**CITY OF GUSTAVUS  
POLICIES AND PROCEDURES**

**Policy on Submission of Grant Proposals and Capital Requests  
of \$15,001 or Greater**

**POLICY**

This policy and procedure ~~apply~~ applies to requests of \$15,001 or greater for projects and capital purchases. For smaller requests, please see *Policy on Submission of Small Grant Proposals*. Grant proposals and other funding requests may be submitted for special one-time projects or capital purchases consistent with ~~annual work plan~~ the City's Capital Improvement Plan and Strategic Plan priorities. A grant proposal or capital request will be the funding stage in a long-term planning process (~~see Policy on Annual Work Plan, and Policy on Project Planning~~ with attachments: *Project Planning and Approval Process Flow Chart, Project Scoping and Development Form*). For large projects or purchases, the scoping plan must be pre-approved by the City Council. The proposal will undergo review by the originating ~~committee staff member, council member and/or workgroup~~ and forwarded to the City Council for their review and vote. All funds will be administered by the City.

**PROCEDURE**

**At the staff/committee-council member/function level:** A staff member at the request of the council, or a council member who may be developing a project along with a work group committee identifies a grant opportunity reflecting their ~~committee's~~ City's planning priorities. If the plan has not ~~already previously~~ been accepted by the City Council or is not part of the City's Capital Improvement Plan ~~the committee~~ it will go through a planning process, following the *P&P on Project Planning*. ~~If Once~~ an accepted plan is in place, the terms of the grant will be reviewed by the ~~committee to see if it is appropriate~~ council member/work group to see if it is worthy of further action. The proposal ~~will~~ may be written as a collaborative effort within the council and/or work group committee (where no staff association exists) or between a staff member and ~~his/her related committee~~ potentially a contracted grant writer.

A grant proposal generally includes the following elements:

- Project title
- Committee City name and contact person (e-mail, telephone)
- Overview of the committee issue /department and its purpose
- Reason for funding request
- Amount requested
- The need the project/purchase intends to meet
- Business plan (if relevant)
- Budget (if relevant; include continuing budget needs for maintenance or management or staffing in the future)
- Matching fund requirement (if any) and source of that funding
- History (Prior requests, etc.)
- Related resolutions
- Grant deadline

Each grant proposal or other funding request must reflect the ~~committee's department or City's goals~~ or have been prioritized in the in the ~~Annual Work Plan~~ City's Capital Improvements Plan and must be accompanied by the *Project Scoping and Development Form* (~~filled in~~ to be completed to the extent applicable), which documents impacts, public input, alternatives explored, and so on. ~~The final product will be approved by vote of the committee.~~

**Submission to the City Council:** Next, the proposal and related documents will be submitted to the City Council, which will determine whether the proposal falls within the parameters of the Gustavus Strategic Plan and will consider possible impacts on the community, including financial ramifications. The City Council may consult the Planning or Finance Committees appropriate staff for additional viewpoints.

**City Council Determination:** The City Council will vote on the merits of endorsing the proposal. In approving or rejecting the proposal, the Council will consider the merits of the intended outcome as well as the quality, clarity, and thoroughness of the proposal and its documentation. The Council may also vote to refer the proposal back to the committee workgroup for further work.

Formatted: Highlight

Formatted: Highlight

Copies of proposals and accompanying documentation will be retained in the City files pursuant to the City's record retention schedule.

**Administration:** Grant monies awarded to the City (any city department/~~committee~~) shall be administered by the City (the Mayor and/or the City ~~Clerk~~Treasurer).

**Grant Reports:** Grant reports are the responsibility of the ~~committee~~ staff member or workgroup submitting the proposal. Grant reports shall be signed by the Mayor or authorized official and retained in City files pursuant to the City's record retention schedule.

DRAFT GENERAL MEETING AGENDA/PACKET FOR REVIEW

**CITY OF GUSTAVUS  
ORDINANCE FY23-XX**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
CITY ORDINANCE TITLE 6 - CITY DEPARTMENTS AND CONTRACTED SERVICES,  
CHAPTER 6.03 – WASTE DISPOSAL AND RECYCLING, SECTION 6.03.040 SERVICES  
PROVIDED**

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

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that City Ordinance Title 6 - City Departments and Contracted Services, Chapter 6.03 – Waste Disposal and Recycling, Section 6.03.040 Services Provided are to be amended as follows:

**Bold and Underlined** items are additions. ~~Strikethrough~~ items are deletions.

Title 6- CITY DEPARTMENTS AND CONTRACTED SOCIAL SERVICES

Chapter 6.03 – WASTE DISPOSAL AND RECYCLING

Section 6.03.040 – Services Provided

The DRC shall provide the following integrated services:

- (1) Acceptance and resale of donated reusable items;
- (2) Acceptance, processing and shipping of recyclable materials, such as glass, metal, plastic, and paper products;
- (3) Acceptance of organic materials such as food and yard waste for composting;
- (4) Acceptance of household and business waste and construction and demolition debris for land-filling;
- (5) Acceptance, processing, and shipping of selected household and business hazardous wastes;
- (6) Contracted waste pick-up for business and government facilities;
- (7) Resale of reusable items within the community with proceeds to support DRC operation or to fund special community humanitarian needs as approved by the DRC ~~advisory committee Manager~~ **or Community Chest volunteer work group;**
- (8) Sale of landfill-generated products such as compost, wood chips, crushed and pulverized glass with proceeds to support DRC operations.

(Ord. No. FY18-09 , § 3, 2-12-2018)

**The DRC may provide the following services:**

- (1) Storage of septic waste in properly permitted holding tanks to be disposed of in accordance with all applicable federal, state and local laws by contract with a private business entity, if authorized by the Council and by contract as approved by the Council, which contract shall provide that the entity shall defend and indemnify the City from all damages and liability related to or resulting from the disposal process.

Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

**Date Introduced: October 10, 2022**

**Date of Public Hearing: November 14, 2022**

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_<sup>th</sup> day of \_\_\_\_, 2022

\_\_\_\_\_  
Mike Taylor, Mayor

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

## CITY OF GUSTAVUS, ALASKA PROJECT SCOPING and DEVELOPMENT FORM

This form is to be used to document project planning and approval to assure that: project options are well-considered; the best option is put forward; initial and continuing costs and funding are addressed; and that Council approval has been given for implementation. Use this project scoping form with the Project Planning and Approval Process Flow Chart.

Answer the questions that pertain to your proposed project. Attach additional narrative pages if necessary. Type in the electronic form using as much space as you feel is necessary.

### Part 1. Project Identification

Name of Project: Septage Storage Facility

City Department: Disposal and Recycling Center

Contact: Kathy Leary, City Administrator

E-mail: [kathy.leary@gustavus-ak.gov](mailto:kathy.leary@gustavus-ak.gov) Phone: 907-697-2451

**Part 2. Project Scope** refers to a project's size, goals, and requirements. It identifies what the project is supposed to accomplish and the estimated budget (of time and money) necessary to achieve these goals. Changes in scope will need Council approval.

#### 1. What is the project?

- What are its goals and objectives?

This project will provide 20,000 gallons of temporary storage capacity for pumped septage prior to shipment out of Gustavus.

- The operating model, proposed by Juneau Septic Service Company would work as follows:

a. Customers in Gustavus would order septic service from the Juneau pumping service.

b. When there are enough customers lined up for service, the Juneau pumping firm would bring their small pumping truck to Gustavus for a week or so between ferry trips.

c. The pumping firm would pump tanks at customer sites and transfer up to 10,000 gallons of contents to the storage tanks.

d. The small pumper would return to Juneau carrying a load at its capacity.

e. The pumping firm would occasionally bring their large pumper to Gustavus on the ferry to pump materials from the storage tanks at the DRC facility while the ferry is in Gustavus and then return on the same ferry trip. They would arrange with the ferry to be first off in Gustavus on arrival and last onboard for the departure so as to have time to load the truck to capacity at the DRC while the ferry is at the Gustavus port.

f. The pumping firm would charge customers directly for the pumping and disposal services.

- Who/what will be aided by this project? Who are the targeted stakeholders/customers? Residential, business, and agency owners of septic tanks in Gustavus will have



improved opportunities for septic system pumping service with availability of temporary storage and later shipment to processing facilities outside of Gustavus. The project also will enable septic pumping firms located outside Gustavus to provide service here more frequently and effectively.

- Is a preliminary survey necessary to identify the number of potential customers/users?  
No preliminary survey done, but it is estimated that there are several hundred septic tanks in Gustavus that will need periodic pumping  
How will you design and conduct the survey?  
N/A
- What is NOT covered by this project? What are its boundaries?  
The project is only to purchase and install on city property two used 10,000-gallon storage tanks available in Juneau. The City will lease the storage capacity to an outside firm providing septic pumping service. The city would not own or operate pumping trucks or ship septic materials out for processing. Those services would be provided by a private business entity.

## 2. Why is the project needed?

- What community problem, need, or opportunity will it address?  
Gustavus residents, businesses, agencies, and the City of Gustavus own septic tanks that need to be pumped periodically. The community has found it difficult to arrange for septic pumping service from Juneau largely because of the number of individual trips required to move the pumping truck to and from Gustavus on the Alaska Marine Highway. Pumping firms in Juneau have to tie up a truck here for the time between ferry trips if they are going to pump tanks here.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?  
When septic tanks are not pumped regularly, they can overflow or plug drain fields. Repairs can be extensive, and overflow may cause environmental degradation on the site. Septic overflow contamination may spread to adjacent properties with liability implications for tank owners.

## 3. Where did the idea for this project originate? (Public comments, Council direction, committee work?)

The city has frequently been asked for assistance in arranging for septic pumping services by owners with overfilled or failing tanks.

## 4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?)

The project is not specifically listed in any larger plan.

## 5. What is your timeline for project planning?

- By when do you hope to implement the project?  
Project implementation Fall 2022-Winter 2023.

- Will the planning or final project occur in phases or stages?  
No

6. What is your budget for the planning process? Will you be using a consultant?  
Planning is in-house by City Administration. No planning budget is required.

7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.  
Total Cost: \$27,000 (See budget breakdown below)

### **Parts 3., 4., 5., 6. Project Investigation and Development**

Parts 3.-6. refer to social, environmental, and financial impacts of various options. These questions will help you document your consideration of alternatives and your choice of the option providing the best value for the community. Your goal is to generate alternatives and make a recommendation from among them. Return to Part 3., "Summary" after applying Parts 4.-6.

### **Summary:**

1. What alternative approaches or solutions were considered? Make a business case for your top two or three options by discussing how effectively each would fulfill the project goals, and by comparing the economic, social, and environmental costs vs. benefits of each one.

The city has considered options for purchasing pumping equipment and portable storage tanks. The City would operate the pumping service and store materials in the portable tanks, which would periodically be hauled to Juneau by a landing craft service for transfer to the wastewater treatment facility. This option was described in a scoping document approved by the City Council in Spring, 2022. The estimated cost was \$100,000 and it would require the City to employ staff to provide the pumping service.

We also have considered an option of leaving septage pumping entirely to outside firms with whom tank owners would contract directly. However, this is the current model and it has been unsuccessful due to logistical problems for the pumping services.

2. What solution was chosen as the best and why is it the best?  
The option proposed in this scoping document minimizes expense to the city by limiting investment and by not requiring employment of additional city staff. The project would make it more attractive to Juneau-based pumping services to serve Gustavus customers because they could make better use of their trucks and reduce the potential for trucks to be stranded in Gustavus.
3. Identify your funding source(s). (Potential funding sources are an Endowment Fund grant or capital funding from the City or other infrastructure grant opportunities.)  
Funding from Capital projects reserve

## Part 4. Environmental, Social, Financial Impacts

### 1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
<b>Environmental quality?</b> (+ = impact is beneficial; - = harmful)			
• Climate change	X		
• Streams/groundwater quality		+	
• Air quality	X		
• Soils/land quality		+	
• Fish/wildlife habitat, populations	X		
• Plant Resources (timber, firewood, berries, etc)	X		
• Invasive or pest species	X		
• Natural beauty of landscape or neighborhoods		+	
• Neighborhood character	X		
• Noise or other environmental impacts	X		
• Environmental sustainability		+	
• Hazardous substances use	X		
• Community waste stream		+	
• Light pollution at night	X		
<b>Recreational opportunities?</b>			
• Public land use and access	X		
• Trails/waterways	X		
• Parks	X		
• Public assembly/activities	X		
<b>Education/training/knowledge &amp; skill development?</b>	X		
<b>Public safety?</b>	X		
<b>Public health?</b>		+	
<b>Medical services?</b>	X		
<b>Emergency response?</b>	X		
<b>Economic performance &amp; sustainability?</b>		+	
• Employment of residents			
o Short-term (i.e. construction)		+	
o Long-term (operating and maintenance)	X		
• Cost of living reduction			+
• Return on investment	X		
• Visitor opportunities/impressions/stays/purchases	X		
• Competitive business environment	X		
• Support for existing businesses		+	
• New business opportunities	X		
• Economic sustainability		+	
• Attractiveness of City to new residents/businesses			+

<b>City government performance?</b>	X		
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services		+	
• New services	X		
• Cost of City services	X		
• Tax income to City	X		
<b>Transportation?</b>			
• Air	X		
• Water	X		
• Roads	X		
<b>Communications?</b>			
• Internet	X		
• Phone	X		
• TV/radio	X		
<b>Other? (type in)</b>			

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.)

3. Are other projects related to or dependent on this project?

- Is this project dependent on other activities or actions?

No

- If yes, describe projects, action or activities specifying phases where appropriate.

4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (e.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?)

No

5. What regulatory permits will be required and how will they be obtained?

The City will apply for a DRC permit for temporary storage of septage materials at the DRC or Harbor property site.

6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?

Tanks purchase: \$15,000  
Shipping: \$ 3,000  
Installation: \$ 4,000  
Project Mgmt: \$ 2,000  
Contingency: \$ 3,000  
Construction total: \$27,000

Operating cost: No city operating cost is expected.

7. Is an engineering design or construction estimate necessary?

This simple installation can be done without engineering design support. Cost estimate is by the administration.

8. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? If so, how will the new revenue be collected?

No new revenue, except for a possible lease fee to the Juneau pumping service firm.

**Part 5. Project Budget**

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$0	Personnel	\$0
Project management	\$0	Benefits	\$0
Land, structures, ROW, easements	\$0	Training	\$0
Engineering work	\$0	Travel	\$0
Permitting, inspection		Equipment	\$0
Site work	\$0	Contractual	\$0
Construction	\$4,000	Supplies	\$0
Waste disposal	\$0	Utilities	\$0
Equipment	\$15,000	Insurance	\$0
Freight	\$3,000	Repair & maintenance	\$0
Contingencies	\$3,000	Other (list)	\$0
Other Project management	\$2,000	Other (list)	\$0
Other (list)		Total direct costs	\$27,000
		Indirect costs	\$0
		Income (fees, taxes)	\$0
		Balance: costs-income	\$27,000

Updated Latest Estimate Budget Line Items if Changed Date: \_\_\_\_\_

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting; inspection		Equipment	\$
Site work	\$	Contractual	\$
Demolition and construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other (list)	\$	Total direct costs	
		Indirect costs	
		Income (fees, taxes)	\$
		Balance: costs-income	\$

#### Part 6. Jobs and Training (required by some granting agencies)

1. What service jobs will be needed for operation and maintenance?  
None
2. How many full-time, permanent jobs will this project create or retain?  
 \_\_\_\_0\_\_\_\_ Create/retain in 1-3 years  
 \_\_\_\_0\_\_\_\_ Create/retain in 3-5 years
3. What training is necessary to prepare local residents for jobs on this project?
4. How many local businesses will be affected by this project and how?

#### Part 7. Business Plan (Upon Council request)

Upon Council request, please prepare a business plan for the operating phase of your leading option(s). Plans will differ according to the nature of the project.

There are a number of good Internet sites that will assist you in developing a business plan. One example (12/2010): is [http://www.va-interactive.com/inbusiness/editorial/bizdev/ibt/business\\_plan.html](http://www.va-interactive.com/inbusiness/editorial/bizdev/ibt/business_plan.html)

Basic components of a business plan:

- The Product/Service
- The Market
- The Marketing Plan
- The Competition
- Operations
- The Management Team
- Personnel

## Part 8. Record of Project Planning and Development Meetings

1. Please document the manner in which public input was received.
  - Public comment on agenda item at committee or Council meeting
  - Special public hearing
  - Dates and attendance for the above.
  - Written comment from the public (please attach)
2. Please use the following chart to document committee meetings, Council reports, and so on. Did the committee make recommendations or requests? Did the Council make requests of the committee?

### Meeting Record

Event (Meeting of committee, Council report, public hearing, etc.)	Date	Agenda Posted (date)	Minutes or record attached? (yes/no)	Outcome Rec to Council, requested action of Council, etc.	No. of attendees

## Part 9. Feedback to the Council

With the understanding that this form must be adapted to a variety of projects, please provide feedback on how the form worked for your committee. Thank you for your suggestions.

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY23-xxNCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2023**

**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 2023, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change
	Account Balance*			
	*Approximate, this is a dynamic value			
CP 22-04 Septic Storage Facility	\$	0.00	\$ 30,000.00	\$ 30,000.00
FNBA Checking Account	\$	1,313,065.73	\$ 1,283,065.73	\$ 30,000.00
This project is being funded by American Rescue Plan Act funds that are currently housed in FNBA Checking and allocated to the FY23 Operating Budget. \$30,000 is being removed from the operating budget with a concurrent NCO				
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:** October 10, 2022

**DATE OF PUBLIC HEARING:** November 14, 2022

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_<sup>th</sup> day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mike Taylor, Mayor

\_\_\_\_\_  
Attest: \_\_\_\_\_, City Treasurer

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



**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY23-xxNCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2023**

**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 2023, 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 changes as follows:

<b>Budget Category</b>	<b>Amounts</b>		<b>Change</b>
	Original Budget	Amended Budget	
<b>INCOME</b>			
Federal Revenue: American Rescue Plan	\$ 102,543.96	\$ 72,543.96	<\$ 30,000.00 >
\$30,000 is being removed from the operating budget to fund CP 22-04 Septage Storage Facility Construction with ARPA funds. See the concurrent NCO.			
Federal Revenue: Payment in Lieu of Taxes	\$ 121,078.00	\$ 130,512.17	\$ 9,434.17
State Revenue: Community Assist. Program	\$ 77,598.84	\$ 90,577.16	\$ 12,978.32
<b>Total Change in Income</b>			<b>&lt; \$ 7,587.51 &gt;</b>

**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:** *October 10, 2022*

**DATE OF PUBLIC HEARING:** *November 14, 2022*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_<sup>th</sup> day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mike Taylor, Mayor

\_\_\_\_\_  
Attest: \_\_\_\_\_, City Treasurer

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