



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING MEETING AGENDA

Monday, February 08, 2021 at 7:00 PM
via Zoom

COUNCIL MEMBERS

Mayor Brittney Cannamore
Vice Mayor Joe Vanderzanden
Council Members: Joe Clark, Tania Lewis,
Mike Taylor, Shelley Owens, John Buchheit

CITY HALL

City Administrator - Tom Williams Ph.D.
City Clerk, CMC - Karen Platt
City Treasurer - Phoebe Vanselow
Phone: 907-697-2451 | clerk@gustavus-ak.gov

AGENDA

VIRTUAL MEETING INFORMATION

LINK: <https://us02web.zoom.us/j/83553932024?pwd=NzJreXNhTGgvM2JWa09meEUwYWdFZz09>

ID: 835 5393 2024 **PASSCODE:** 302478 **PHONE NUMBER:** 1 253 215 8782

ROLL CALL

Reading of the City of Gustavus Vision Statement
Letter of Appreciation and Certificate

APPROVAL OF MINUTES

- [1.](#) 01-11-2021 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

2. EOC COVID-19 General Meeting Update
- [3.](#) Gustavus Visitor Association Quarterly Report
- [4.](#) Gustavus Disposal and Recycling Center Quarterly Report
- [5.](#) City Treasurer Monthly Financials and Quarterly Report
- [6.](#) City Administrator General Meeting Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

- [7.](#) 02-08-2021 Certificate of Records Destruction
- [8.](#) FY21-16NCO Introduction of AMLIP Gravel Pit Fund opening (Public Hearing 03-08-2021)
- [9.](#) FY21-17NCO Introduction of Road Maintenance Budget (Public Hearing 03-08-2021)

ORDINANCE FOR PUBLIC HEARING

- [10.](#) FY21-15 Revisions of City Ordinance Title 5 - Elections (Introduction 01-11-2021)

UNFINISHED BUSINESS

NEW BUSINESS

- [11.](#) Award Pit Run Gravel Contracts

12. Approve Amendment to Scoping Document-Gustavus Gravel Extraction Improvement Project

13. CY21-03 A Resolution Providing for Submission of Capital Improvement Funding Request to Alaska Legislature

CITY COUNCIL REPORTS

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: February 3, 2021 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 AGENDA
JANUARY 11, 2021

MINUTES

ROLL CALL

PRESENT

Mayor Brittney Cannamore
Vice Mayor Joe Vanderzanden
Council Member Joe Clark
Council Member Shelley Owens
Council Member Mike Taylor
Council Member John Buchheit
Council Member Tania Lewis

Reading of the City of Gustavus Vision Statement

The City of Gustavus Vision Statement was read by Mayor Cannamore

APPROVAL OF MINUTES

1. 12-14-2020 General Meeting Minutes

Motion made by Council Member Clark, Seconded by Mayor Cannamore.

Voting Yea: Mayor Cannamore, Vice Mayor Vanderzanden, Council Member Clark, Council Member Owens, Council Member Taylor, Council Member Buchheit, Council Member Lewis

MAYOR'S REQUEST FOR AGENDA CHANGES

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

COMMITTEE / STAFF REPORTS

2. EOC COVID-19 General Meeting Update
Fire Chief/EOC, Travis Miller provided an update on COVID-19 and vaccination
3. Gustavus Volunteer Fire Department Quarterly Report
Fire Chief, Travis Miller provided a quarterly report summary
4. Gustavus Public Library Quarterly Report
Library Administrative Director, Michelle Snowden provided a written quarterly report and oral summary.
5. City Treasurer Monthly Financials
City Treasurer, Phoebe Vanselow submitted routine written monthly financial reports

6. City Administrator General Meeting Report

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

Motion made by Council Member Lewis to adopt the consent agenda by unanimous consent as presented, Seconded by Council Member Clark

Hearing no objections, the consent agenda is adopted by unanimous consent.

7. CY21-01 Certifying the Annual Certified Financial Statement of FY20
8. FY21-15 Introduction of Revisions of City Ordinance Title 5 - Elections (Public Hearing 02-08-2021)
9. CY21-02 A Resolution Updating the Gustavus Public Library Policies

ORDINANCE FOR PUBLIC HEARING

10. FY21-14 Providing for the Amendment of City Ordinance Title 8 Marine Facilities Chapter 8.02 Administration, Section 8.02.040 Marine Facilities Advisory Committee (c) (Introduction 12-14-2020)

Mayor Cannamore provided a summary and opened the Public Hearing at 7:43 PM.

Public Testimony: There was no public testimony

Mayor Cannamore closed the Public Hearing at 7:45 PM

Motion made by Vice Mayor Vanderzanden to adopt FY21-14 Providing for the Amendment of City Ordinance Title 8 Marine Facilities Chapter 8.02 Administration, Section 8.02.040 Marine Facilities Advisory Committee (c) (Introduction 12-14-2020)

Seconded by Mayor Cannamore

Council Comment: There was no council comment

Voting Yea: Mayor Cannamore, Vice Mayor Vanderzanden, Council Member Clark, Council Member Owens, Council Member Taylor, Council Member Buchheit, Council Member Lewis

11. FY21-13NCO AMLIP CARES Act Account Transfer (Introduction 12-14-2020)

Mayor Cannamore provided a summary and opened the Public Hearing at 7:49 PM.

Public Testimony: There was no public testimony

Mayor Cannamore closed the Public Hearing at 7:51 PM

Motion made by Council Member Taylor to adopt FY21-13NCO AMLIP CARES Act Account Transfer (Introduction 12-14-2020)

Seconded by Council Member Buchheit

Council Comment: There was no council comment

Voting Yea: Mayor Cannamore, Vice Mayor Vanderzanden, Council Member Clark,
Council Member Owens, Council Member Taylor, Council Member Buchheit,
Council Member Lewis

UNFINISHED BUSINESS

NEW BUSINESS

CITY COUNCIL REPORTS

CITY COUNCIL QUESTIONS AND COMMENTS

Cannamore - COVID - 19

PUBLIC COMMENT ON NON-AGENDA ITEMS

Justin Marchbanks - Roads

Travis Miller – Joint COVID-19 meeting (Gustavus School, CoG Mayor, Public Health Nurse,
Fire Chief)

EXECUTIVE SESSION

ADJOURNMENT

Hearing no objections, the meeting is adjourned at 8:03 PM

Brittney Cannamore, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date



Gustavus Visitors Association February 1, 2021 Quarterly Report

Packet Includes:

- Quarterly Report
- Profit & Loss vs Actual
- Balance Sheet
- FY22 Proposed Budget
- FY22 Marketing Plan

Gustavus Visitors Association Board of Directors:

Robynn Jones - Chair
Leah Okin - Co-Chair / Secretary
Natalie Vaz - Voting member at large
Deb Woodruff - Voting member at large
Open position - Voting member at large

Employed positions:

Leah Okin - Marketing Lead
Nina Zárate - Marketing Coordinator
Emily Herman - Administrator

Organizational Structure

Non-profit corporation

The Gustavus Visitors Association was incorporated as a 501c(3) non-profit corporation in January of 2005. According to GVA By-laws, every fall the Board reviews and adopts a fiscal year budget for the period: July 1 to June 30 of the following year to coincide with the City of Gustavus', fiscal year. The Board submits its request for use of a portion of bed tax revenues to the City, along with the Marketing Plan which must by Ordinance be approved by the City Council.

Funding Source

The Gustavus Visitors Association is funded both by a city bed tax of 4%, of which GVA can receive up to half, and GVA annual membership dues. The visitor industry supports up to 50% of the City's tax revenue in most years. Due to the COVID-19 Pandemic, partial funding may need to come from the City's Reserve and possibly from any remaining funds from the CARES Act.

Membership

No dues will be collected for 2021 due to the COVID-19 Pandemic. If the pandemic does not persist through the 2021 summer, the membership drive for 2022 will commence in the fall of 2021. Therefore GVA will have no funding derived by membership dues until February 2022.

CARES ACT USE:

Completed to task 2020

The GVA was allocated CARES ACT money to the sum of 28K to utilize for the economic recovery of the Gustavus Visitor Industry.

Category	Budget Amount Allotted	Actual Amount Spent
Contract work Administrator	\$5,000.00	\$2,135.00
Contract work Marketing	\$8,250.00	\$8,160.00
Supplies	\$ 600.00	\$ 147.32
Promotion films/ images/ Social media/ descriptive writing	\$7,150.00	\$8,736.00
Web site	\$2,000.00	\$1,835.70
Targeted digital marketing	\$5,000.00	\$6,806.00
Totals	\$28,000.00	\$27,820.02

Gustavus Promotional Video

As reported in the July Quarterly report, GVA proposed to fund the makings of a promotional video of Gustavus. GVA contracted with Sean Neilson Media to produce these videos. Three versions were completed January 2020: a short, medium, and long version to be used for different marketing avenues. These will be placed on the GVA Website and on as many Gustavus based businesses' websites as possible. These films will be featured in marketing campaigns wherever appropriate.

“Visit Gustavus, Alaska” video links:

Short version- <https://youtu.be/SdJBXLolMj0>

Medium version- <https://youtu.be/L92zPwXCyL0>

Long version- <https://youtu.be/xO5OUfJMpGc>

GVA, Cedar Group Report and City of Gustavus

GVA contracted with the consulting team, Cedar Group, out of Juneau, to help with and identify marketing strategies for Gustavus businesses. The Cedar Group Strategic Plan May 2020 report, identified a need for a “common message or story about Gustavus” to be consistently shared across all Gustavus business based websites. This continuous, consistent messaging will echo into the search engine analytics bringing Gustavus higher up on the search lists as a travel destination and enhance all Gustavus businesses.

The City of Gustavus acted on this knowledge gained by the Cedar Group’s findings and allocated CARES ACT money to local Gustavus businesses. The purpose of this grant to individual businesses, was to incorporate this common message and language onto their websites to attract the target audience of:

- New & returning independent travelers
- Independently traveling artists
- Families traveling independently
- Independent adventure travelers
- Science & eco-oriented travelers

Measurable results from these websites from this grant will still need to be collected and returned by CoG.

Measurable Return of Investments- Google Analytics based on GVA website results

The GVA did a big push over the last 6 months to advertise and market both in digital and paper publications to the lower 48 states targeting independent travelers, independent traveling families, adventure seekers and those looking for wide open spaces that are safe and far away from crowds.

The clicks on those marketing campaigns are just now showing up.

GVA's Marketing Lead and Marketing Coordinator will be learning Google Analytics to study and report of how to utilize this tool to target market travelers and potential visitors.

Source / Medium ?	Acquisition			Behavior		
	Users ? ↓	New Users ?	Sessions ?	Bounce Rate ?	Pages / Session ?	Avg. Session Duration ?
	13,652 % of Total: 100.00% (13,652)	13,646 % of Total: 100.04% (13,640)	17,005 % of Total: 100.00% (17,005)	55.50% Avg for View: 55.50% (0.00%)	2.64 Avg for View: 2.64 (0.00%)	00:02:35 Avg for View: 00:02:35 (0.00%)
1. google / organic	8,388 (59.99%)	8,228 (60.30%)	10,344 (60.83%)	52.97%	2.61	00:02:32
2. (direct) / (none)	2,981 (21.32%)	2,976 (21.81%)	3,470 (20.41%)	66.69%	2.33	00:02:11
3. bing / organic	647 (4.63%)	630 (4.62%)	806 (4.74%)	41.56%	3.59	00:04:06
4. yahoo / organic	340 (2.43%)	327 (2.40%)	387 (2.28%)	42.38%	2.94	00:02:53
5. baidu.com / referral	227 (1.62%)	227 (1.66%)	227 (1.33%)	100.00%	1.00	00:00:00
6. m.facebook.com / referral	209 (1.49%)	201 (1.47%)	240 (1.41%)	79.17%	1.48	00:00:44
7. nps.gov / referral	150 (1.07%)	125 (0.92%)	184 (1.08%)	26.09%	4.05	00:04:14
8. duckduckgo / organic	117 (0.84%)	115 (0.84%)	150 (0.88%)	53.33%	3.02	00:02:44
9. baidu / organic	93 (0.67%)	93 (0.68%)	94 (0.55%)	97.87%	1.05	00:00:18
10. dot.alaska.gov / referral	92 (0.66%)	77 (0.56%)	117 (0.69%)	31.62%	4.22	00:04:43

Figure 1. Google Analytics, Sources/Medium: Results worth noting are the average session times by viewers referred from search engine Bing, and referred websites, [NPS.gov](https://www.nps.gov) and dot.alaska.gov. GVA Marketing can focus on refining these connections to capturing these audiences.

Country ?	Acquisition			Behavior		
	Users ? ↓	New Users ?	Sessions ?	Bounce Rate ?	Pages / Session ?	Avg. Session Duration ?
	13,652 % of Total: 100.00% (13,652)	13,646 % of Total: 100.04% (13,640)	17,005 % of Total: 100.00% (17,005)	55.50% Avg for View: 55.50% (0.00%)	2.64 Avg for View: 2.64 (0.00%)	00:02:35 Avg for View: 00:02:35 (0.00%)
1. United States	11,874 (86.74%)	11,839 (86.76%)	15,034 (88.41%)	53.83%	2.71	00:02:43
2. China	337 (2.46%)	337 (2.47%)	339 (1.99%)	98.23%	1.04	00:00:09
3. Canada	298 (2.18%)	298 (2.18%)	311 (1.83%)	57.56%	2.31	00:01:24
4. Japan	101 (0.74%)	101 (0.74%)	109 (0.64%)	81.65%	1.44	00:00:51
5. Germany	98 (0.72%)	98 (0.72%)	106 (0.62%)	48.11%	3.02	00:02:19
6. United Kingdom	95 (0.69%)	95 (0.70%)	112 (0.66%)	52.68%	2.69	00:02:54
7. Australia	79 (0.58%)	79 (0.58%)	92 (0.54%)	63.04%	2.34	00:01:57
8. France	70 (0.51%)	71 (0.52%)	78 (0.46%)	70.51%	1.87	00:01:01
9. Argentina	56 (0.41%)	55 (0.40%)	59 (0.35%)	96.61%	1.08	00:00:07
10. India	56 (0.41%)	56 (0.41%)	57 (0.34%)	56.14%	1.89	00:01:20

Figure 2. Google Analytics, Country: These results help GVA focus marketing efforts in the countries that show high page sessions and high average time spent on the GVA website. Countries highlighted in pink, China and Argentina, show a high percentage for average viewing but the time spent in GVA's website is just a few seconds. This is because these are from "search robot" algorithms not a real person.

Page ?	Pageviews ?	Unique Pageviews ?	Avg. Time on Page ?	Entrances ?	Bounce Rate ?	% Exit ?
	44,828 % of Total: 100.00% (44,828)	36,319 % of Total: 100.00% (36,319)	00:01:35 Avg for View: 00:01:35 (0.00%)	17,005 % of Total: 100.00% (17,005)	55.50% Avg for View: 55.50% (0.00%)	37.93% Avg for View: 37.93% (0.00%)
1. /	10,391 (23.18%)	8,541 (23.52%)	00:01:20	8,284 (48.72%)	43.64%	42.19%
2. /places-to-stay/	2,934 (6.55%)	1,988 (5.47%)	00:01:26	293 (1.72%)	56.31%	23.45%
3. /ferry-service	2,030 (4.53%)	1,619 (4.46%)	00:03:03	1,395 (8.20%)	69.10%	63.74%
4. /request-a-map/	2,026 (4.52%)	1,673 (4.61%)	00:01:51	144 (0.85%)	78.47%	46.10%
5. /covid-19-bulletin/	1,648 (3.68%)	1,321 (3.64%)	00:02:49	647 (3.80%)	81.30%	58.98%
6. /gustavus-gallery/	1,549 (3.46%)	1,068 (2.94%)	00:00:33	146 (0.86%)	39.04%	16.66%
7. /getting-to-gustavus/	1,429 (3.19%)	1,193 (3.28%)	00:01:20	323 (1.90%)	60.37%	35.20%
8. /dining/	1,381 (3.08%)	1,078 (2.97%)	00:01:14	109 (0.64%)	60.55%	23.82%
9. /community-gallery/	1,132 (2.53%)	927 (2.55%)	00:01:40	48 (0.28%)	66.67%	30.92%
10. /accommodations/	977 (2.18%)	593 (1.63%)	00:01:08	275 (1.62%)	38.55%	19.65%
11. /services/	940 (2.10%)	701 (1.93%)	00:01:06	86 (0.51%)	38.37%	19.04%
12. /the-city-of-gustavus/	884 (1.97%)	775 (2.13%)	00:01:37	407 (2.39%)	55.53%	42.08%
13. /glacier-bay-national-park/	759 (1.69%)	572 (1.57%)	00:01:04	80 (0.47%)	52.50%	17.26%
14. /fishing-and-marine-adventures/	686 (1.53%)	496 (1.37%)	00:00:51	35 (0.21%)	60.00%	14.87%
15. /transportation	670 (1.49%)	569 (1.57%)	00:01:46	195 (1.15%)	54.87%	28.81%
16. /frequently-asked-questions/	558 (1.24%)	505 (1.39%)	00:02:20	50 (0.29%)	70.00%	34.05%
17. /plan-your-trip	518 (1.16%)	442 (1.22%)	00:01:22	159 (0.94%)	63.52%	32.82%
18. /glacier-bay-and-scenery-gallery/	447 (1.00%)	391 (1.08%)	00:01:44	27 (0.16%)	62.96%	35.35%
19. /business_location/glacier-bay-day-boat	429 (0.96%)	392 (1.08%)	00:03:01	181 (1.06%)	67.40%	53.38%
20. /shopping/	408 (0.91%)	329 (0.91%)	00:01:06	66 (0.39%)	53.03%	25.49%
21. /biking-and-hiking/	388 (0.87%)	334 (0.92%)	00:01:30	55 (0.32%)	76.36%	25.26%
22. /wildlife-gallery/	364 (0.81%)	313 (0.86%)	00:01:05	26 (0.15%)	84.62%	24.45%
23. /budget-rentals-2	360 (0.80%)	315 (0.87%)	00:03:04	122 (0.72%)	66.39%	42.78%
24. /kayaking/	358 (0.80%)	257 (0.71%)	00:00:54	85 (0.50%)	35.29%	21.23%
25. /glacier-bay-national-park-and-preserve/	354 (0.79%)	316 (0.87%)	00:01:30	39 (0.23%)	82.05%	37.29%

Figure 3. Google Analytics, GVA Individual Page Hits: Highlighted are GVA's website top 6 sites for average time spent on the page. Interestingly, viewers spent over 2 minutes on the Covid 19 page and Budget Rentals.

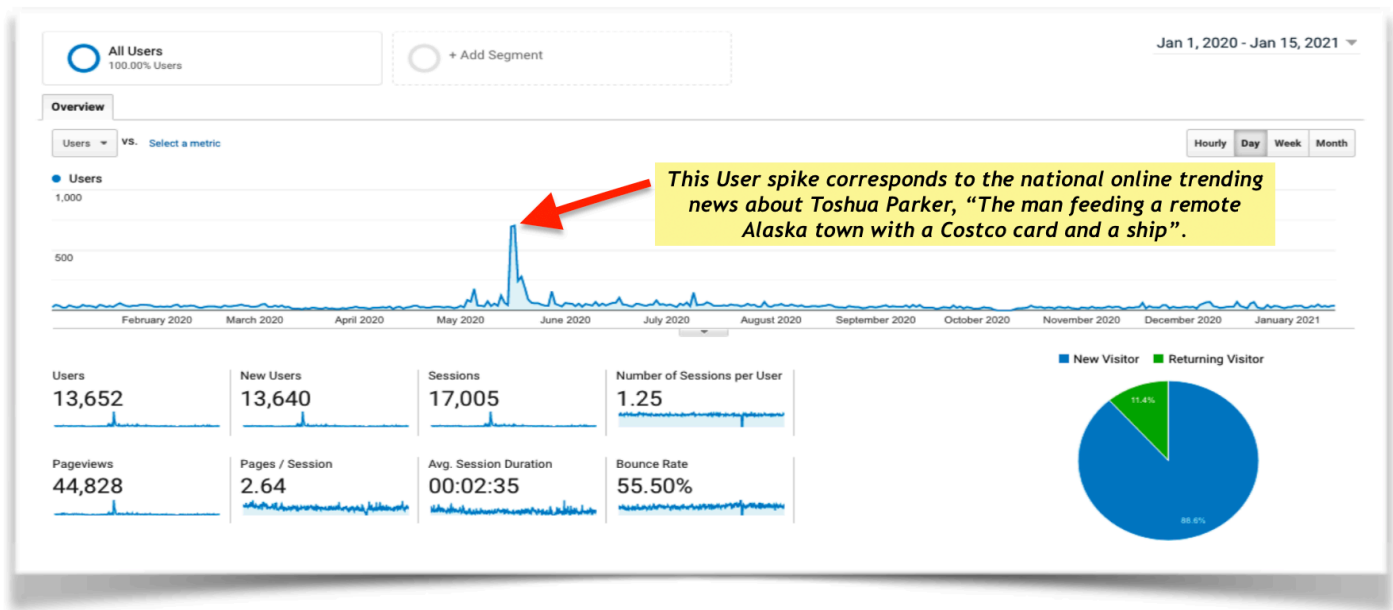


Figure 4. Google Analytics, GVA Website Overview of 2020: There is no question how a trending story can turn heads to focus on something for a short burst of time. The pandemic made tagging onto this local Gustavus story difficult but is still usable as a marketing tactic to encourage visitors to look in Gustavus' direction. Good and thoughtful marketing of getting Gustavus' name out there in order to attract visitors works.

Other Ongoing Advertising & Marketing / Travel Association Memberships

GVA has had long standing memberships with Travel Alaska and Travel Juneau. These memberships will need to be reevaluated due to these last quarter's results. Questions that we need to address: What can we do to improve GVA's visibility on these websites? Are these memberships worth renewing in the future?

Travel Alaska: <https://www.travelalaska.com/>

Month	Impressions	Clicks
October 2020	2,740	6
November 2020	2,770	8
December 2020	2,973	6

***Impressions** are the number of times our ad is displayed to viewers and **Clicks** indicates how many times our advertisement was clicked by viewers.*

Travel Juneau: <https://www.traveljuneau.com>

Month	View	Clicks
October 2020	17	17
November 2020	13	6
December 2020	18	4

Gustavus Visitors Association
Profit & Loss
 July 2020 through June 2021

	Jul '20 - Jun 21
Ordinary Income/Expense	
Income	
CityTax Revenue	17,000.00
Total Income	17,000.00
Gross Profit	17,000.00
Expense	
Administration	
Supplies	5.15
Teleconference	0.00
Total Administration	5.15
Contractor Work	
Administrative	
Severence Pay	5,690.00
Administrative - Other	250.00
Total Administrative	5,940.00
Marketing Director	2,500.00
Total Contractor Work	8,440.00
Fees/Licenses	
Banking	-20.00
Fees/Licenses - Other	153.91
Total Fees/Licenses	133.91
Marketing	
Design	0.00
Memberships	
ATIA/Travel Alaska	0.00
JCVB/Juneau Guide	0.00
Total Memberships	0.00
Online	
GVA Website	337.60
Social Media	0.00
Online - Other	0.00
Total Online	337.60

12:59 PM

01/18/21

Accrual Basis

Gustavus Visitors Association
Profit & Loss
July 2020 through June 2021

Item #3.

	Jul '20 - Jun 21
Print Media	
Alaska Magazine ads	0.00
JCVB Travel Planner	0.00
Photography use rights	0.00
Print Media - Other	0.00
Total Print Media	0.00
Marketing - Other	0.00
Total Marketing	337.60
Professional Fees	585.00
Total Expense	9,501.66
Net Ordinary Income	7,498.34
Net Income	7,498.34

Gustavus Visitors Association
Balance Sheet
 As of January 18, 2021

	Jan 18, 21
ASSETS	
Current Assets	
Checking/Savings	
Denali Alaskan-Checking -	18.57
Denali Alaskan-Savings	5.00
FNBA	22,855.39
Total Checking/Savings	22,878.96
Accounts Receivable	
Accounts Receivable	125.00
Total Accounts Receivable	125.00
Other Current Assets	
Covid Related Expenses	-10,030.00
Total Other Current Assets	-10,030.00
Total Current Assets	12,973.96
Fixed Assets	
Laptop	1,199.98
Total Fixed Assets	1,199.98
TOTAL ASSETS	14,173.94
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	67.82
Total Accounts Payable	67.82
Total Current Liabilities	67.82
Total Liabilities	67.82
Equity	
Opening Bal Equity	5,076.16
Retained Earnings	1,531.62
Net Income	7,498.34
Total Equity	14,106.12
TOTAL LIABILITIES & EQUITY	14,173.94

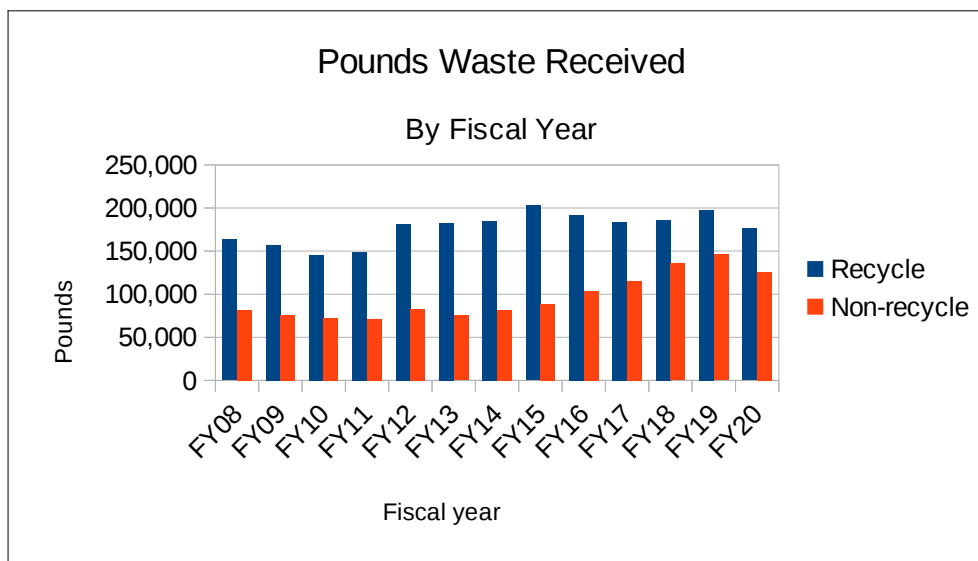
Gustavus Disposal & Recycling Center (DRC) Quarterly Staff Report
Paul Berry, DRC Manager/ Operator
Monday, February 8th, 2021

My last quarterly report was at the November 9th General Meeting. My next quarterly report is scheduled for the May 10th General Meeting.

General Operations and Management

Labor

Applications for the 2021 DRC Temporary Labor Pool were submitted, reviewed and finalized in December. This year's Pool is comprised of the three people who submitted applications: David Cannamore, Paul Dzubay and Kenneth Magowan. All members have worked in previous pools. This Pool is smaller than in years past and if we have a more normal summer this year with an actual tourist season and activity from Glacier Bay Lodge, I will need to re-open the Pool in April-May and recruit additional members to be able to be fully staffed over the busy summer season.



Pandemic impacts

I have graphed the amount of waste the DRC has received in the last twelve years to show the impact of the pandemic. Our current fiscal year, FY2021, is the year that will show the full impact of the pandemic and we'll see those numbers in my August report.

Community Chest

Operating the Chest during the pandemic is touch and go, now we are open and now we are closed situation. Since the Chest re-opened in late September there have been two Covid related closures lasting one to three weeks each. As of when I am writing this report the Chest is open. Vicki Bender remains as our dedicated Crew Boss and she has organized and is supported by a very good group of volunteers.

Since my last report our front desk (sales) volunteers have been: Becky King, Katy Dighton, Vicki, and Annie Mackovjak. Sorting donations and purging & stocking items on the shelves is provided by Amanda Dunaway, Sasha Smith, Vicki, Penny Cook (specializing in organizing building 301), Ellie Sharman (specializing in organizing the craft section), Kim Ney & Annie. I am sorry if I missed anyone else.

Amanda has organized at least two shipments of excess clothing inventory to the community of Hoonah.

I was able to install new lighting in building 301 in December.

Solid Waste Management and Facility Planning Process (“SWMP”) & SEASWA the Southeast Alaska Solid Waste Authority

The SWMP process is a major planning process for building and equipment improvements. It is also the planning process for what to do when our current waste mound reaches capacity at some point in the not so distant future. In January I proposed to the City Council that the City take a serious look at becoming a member of SEASWA. Active participation with SEASWA is a major component of my planning effort. As I stated in an introductory document I wrote for the Council in December, the primary reason that I feel Gustavus will benefit from membership in SEASWA is that while Gustavus is a small community our needs in regards to solid waste are great. As the Manager of the City's solid waste service, I will always need all the help and support I can get in making sure that Gustavus has a sustainable future in regards to the solid waste service that I manage. During the big storm event in December the waste mound became quite saturated with water and I noticed more than the usual amount of odor coming from it. Our waste mound is relatively small now but it will continue to grow and with that growth comes the risk that at some point in the future odor and ground water contamination could become serious problems that a future landfill manager and council would have to deal with. Here is a recent KTOO news story about the odor coming from Juneau's landfill:

<https://www.ktoo.org/2020/12/23/stink-stank-stunk-has-juneaus-landfill-been-stinkier-than-usual-or-is-it-the-grinch/>

Other communities in Southeast have used membership in SEASWA to support the process of shipping their waste to a very large, regional landfill in eastern Washington (the Roosevelt Regional Landfill run by Republic Services). SEASWA has worked with Republic Services and Alaska Marine Lines to set rates by contract for the exporting of solid waste. Exporting problematic, non-recyclable waste out of Gustavus will be an expensive proposition. However, I feel the costs and risks of NOT exporting this problematic waste would be even greater. To keep the cost of exporting of problematic waste as low as possible my goal is maximize recycling, and see the City purchase a horizontal baler to reduce what we cannot recycle to the smallest volume possible. Exporting most of Gustavus's non-recyclable waste will also allow the City to continue to use the existing landfill site for many years into the future.

I plan to spell out the steps and equations for exporting solid waste out of Gustavus in the next draft of the SWMP.

Capital Project Summaries

New Composting Facility/ Quonset replacement

Project description:

As described in previous reports, the objective of this project is to replace the failing Quonset structure with a more robust composting facility capable of processing greater amounts of material in a more temperature controlled manner than our current facility can. This project also seeks to pave more of the composting yard with concrete and install concrete push walls behind the piles of wood chips, sawdust, overs and curing compost.

Project status:

Currently I am putting together a plan to re-use the Quonset's metal frame, purchase new fabric and replace the rotten wooden walls with a concrete block base. This style will be cheaper than the engineered building I proposed in 2020. I hope to have a plan in place for an RFQ in April.

In-flow Storage Area Project

More information about the purpose of this storage area can be found in earlier reports or in the DRC's General Operations Plan.

Project Status:

All that remains in this project is finishing the installation of the 8' chain-link fencing around the storage area and installing the gate. Cold weather and short days have stopped this project until next spring.

Household Hazardous Waste Facility

Project description:

This project is the specification and purchase of a 20' long x 8' wide & 8' high container designed for storing equipment fuel, used lead-acid and dry-cell batteries and other miscellaneous hazardous materials. The unit includes spill containment, ventilation, lighting, shelving, and signage. The proposed container will be fully-constructed at a facility in the lower 48 and is ready to use upon arrival in Gustavus.

Project Status:

I am in the process of finalizing the specifications for the storage unit and have found three different vendors to seek quotes from. I am also preparing to submit the construction specifications and placement diagram to the state Fire Marshal to insure the unit will be up to code. Ideally the HHW container will go into service next summer.

Year-round running water

This is hot & cold running water in the changing room of the office building. This is a project funded by the CARES Act and is close to completion.

The end, thank you.

Report compiled by paul.berry@gustavus-ak.gov

02/02/21

City of Gustavus, Alaska
Disposal & Recycling Center (DRC)
Fiscal Year 2020 (July 1, 2019 - June 30, 2020)
Annual Report of Waste Processing, Income & Expenses

What the DRC Received from the Community

- 176,320 pounds of recyclable waste¹, (*exported or re-used*) 58% of total.
- 125,920 pounds of non-recyclable waste, (*placed in the mound*) 42%.

Total of 302,240 pounds of waste (151 tons). Our diversion rate is 58%.

- Ash, Construction/ Demolition (C/D) waste & Sheetrock - 82 cubic yards
Ash, Sheetrock and C/D waste does not pass over the scale and is therefore not included in the above totals or in the diversion rate. The cubic yard total is uncompressed material.
- The DRC was open to the public on 155 days². Total number of days receiving waste was 233. The daily average, including appointment days, was 1,275 pounds of waste.
Max 6,019 lbs. on Tu July 2, 2019; Min 134 lbs. on Th Jan 9, 2020
- 5,110 customer transactions, an average of 31 customers per day not including appointment only days.
Max 82 customers on Sa July 6, 2019; Min 4 customers on Th March 12, 2020

What the DRC Recycled

Exported Recyclables

	Pounds recycled	Value
Aluminum Beverage Cans	9,309	\$3,336.32
Tin Cans	10,661	\$478.20
Scrap Metal	19,494	\$974.70
Irony Aluminum	4,137	\$596.40
Misc Non-Ferrous	1,249	\$196.14
Cardboard	7,470	\$18.68
Books	3,350	\$0.00
White Sheet Paper	625	\$39.06
Mixed Paper	25,770	\$0.00
Type 1 – PETE Plastic	1,720	-\$86.00
Type 2 – HDPE Plastic	455	\$0.00
Lead Acid Batteries	10,608	\$2,015.52
Dry Cell Batteries	1,899	-\$1,798.84
CRT TV/ Monitor	0	0
E-waste	0	0
Fluorescent Lamps	0	0
Totals	96,747	\$5,770.18

Number of shipping events	6
GST – JNU shipping charges	\$6,952.00
JNU – SEA shipping charges	\$5,223.39
GST – SEA shipping charges	\$6,899.05
Seattle trucking	\$0.00
Total shipping charges	\$19,074.44
Total return	-\$13,304.26

Note: Due to the frequency of how often certain recyclables are shipped, some materials such as batteries, e-waste or non-ferrous metals are stockpiled and are shipped less frequently. What was received in a year does not equal what was shipped in a year.

Locally Recycled Materials

58,481 pounds of food waste was composted (composted food waste cures for 6 to 9 months)

- Approximately 19 cubic yards of marketable compost from the previous year was sold (none remaining) generating a return of \$2,403.50

33,500 pounds of glass bottles and jars were pulverized and land-spread

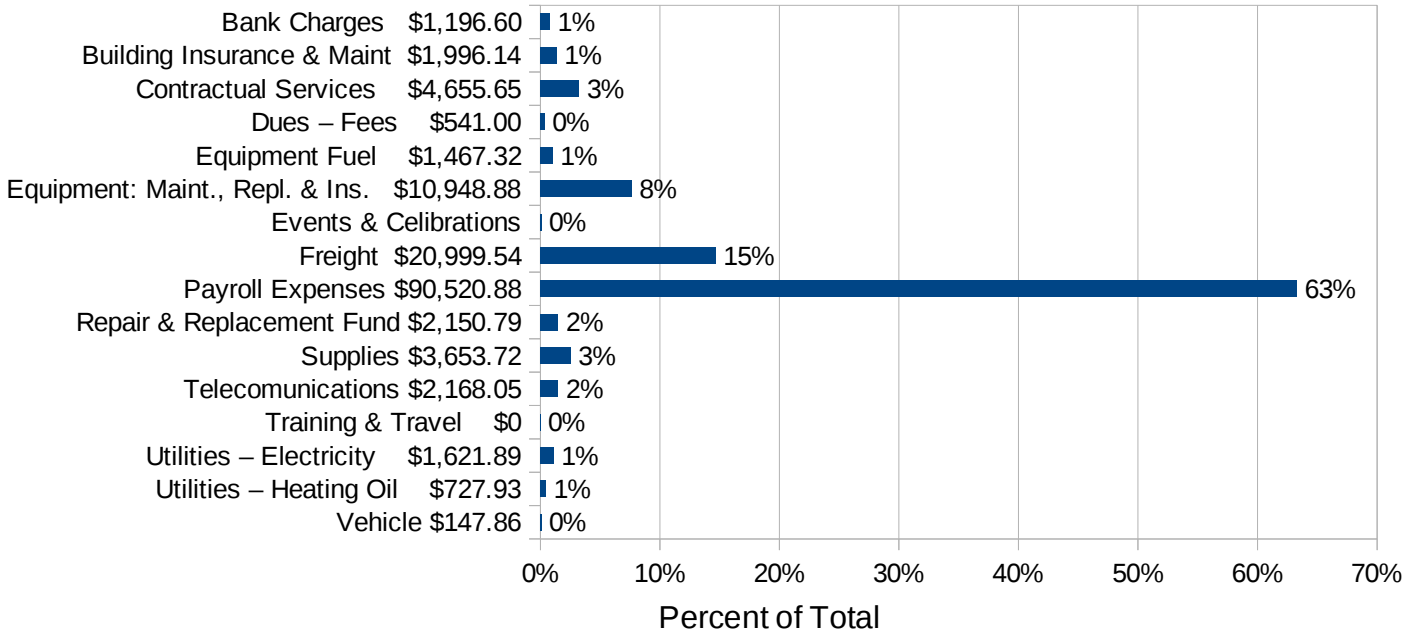
- 1 5,150 pounds of aluminum cans; 500 pounds (conservative) of brass, copper & misc. aluminum was added to the scale weight (less than 5% increase of scale weight). These items were accepted for free so there is no record of their weight. However, all exported weights of recyclables are recorded.
- 2 Excludes days that are only open by appointment.

Where the Money to Operate the DRC is Spent

The averaged cost for processing each pound of waste received by the facility is \$0.47 per pound (rounded). This average does not include waste that does not flow across the scale: Sheetrock, Ash and C/D waste, estimated at 82 cubic yards (uncompressed).

DRC FY20 Expenses

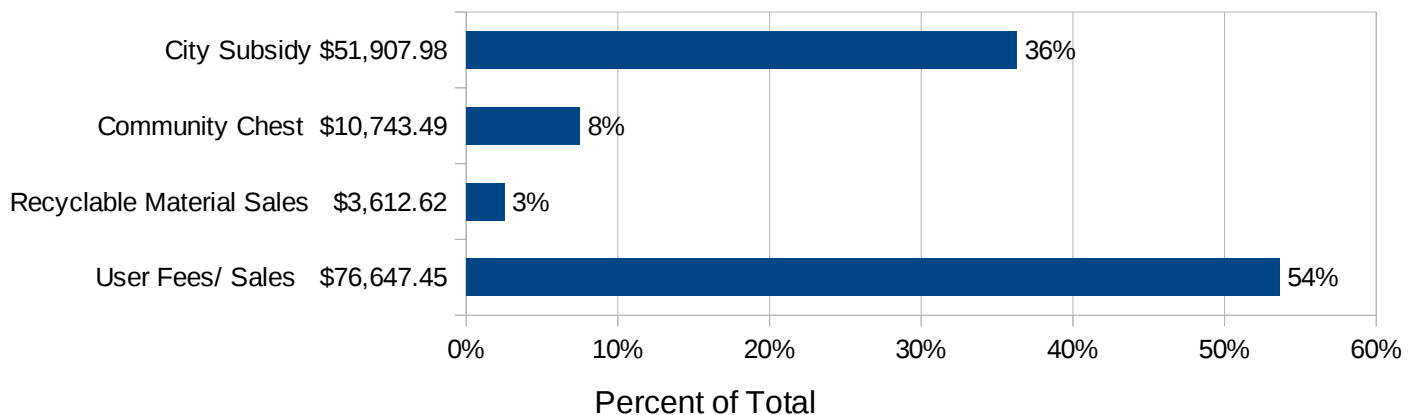
Budgeted \$155,707.80 Actual \$142,931.54



Where the Money to Operate the DRC Comes From

DRC FY20 Income (and City subsidy)

Budgeted \$86,230 Actual \$91,023.56 (not including subsidy)



Financial and Miscellaneous Notes

The DRC completed the fiscal year within budget. Income was \$4,793.56 greater than budgeted and expenses were \$12,776.26 less than budgeted resulting in an actual City subsidy of \$51,907.98 for the DRC.

Compost sales (\$2,403.50), thrift sales at the DRC (\$605.50) and donations of change received at the point-of-sale terminal at the DRC (\$46.72) are included in “User Fees/ Sales” income.

There was a total of 3,518 hours of paid labor at the DRC: 1,435.5 hours by the Manager/ Operator (includes PTO) and 2082.5 hours by the DRC Temporary Labor Pool (the “Pool”).

The Pool is organized by calendar year. The CAL2019 & CAL2020 Pools each had five and four members all of which were active.

There was an estimated 19 hours of volunteer labor at the DRC.

COVID-19 Impacts

On March 17th the City mandated that only one vehicle/ customer at a time would be allowed at the DRC. The Community Chest closed and remained closed through the fiscal year with a small number of appointments for donations and sales.

Non-revenue waste streams (recyclable and non-recyclable) picked up by or delivered to the DRC include:

Account	Total Pounds
Beach Receptacles	1,941
City of Gustavus/ S.R. Park	1,420
Community Chest	8,967
Gustavus Library	3,545
GVFD - Fire Department	1,271
Litter	263
Total	17,407

Community Chest statistics for the fiscal year

The Community Chest does not record the volume (or weight) of the merchandise that is sold and reused by the community (and consequently kept out of the landfill), so there is no direct measure of this very important benefit.

- Open to the public 78 days
- Emergency closure due to Covid-19 pandemic. The last day of sales was March 14
- Peak sales of \$369.25 Saturday, July 12th
- Total income: \$10,743.49
- 827 hours of volunteer labor was recorded
- 8,967 pounds (4.5 tons) waste hauled to DRC, ranked 5th highest user of the DRC.
 - Made up of 3,711 pounds of recyclable waste and 5,256 pounds of non-recyclable waste
- Total sales minus major expenses (electricity \$355, heating oil \$541 & waste \$3,094) equals an approximate net income of \$6,754
- There were no recorded donations of usable items to out-of-town charitable organizations

Quick Books Budget vs Actual Statement for FY2020

	<u>Jul '19 - Jun '20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
DRC Income				
Community Chest Sales	\$10,743.49	\$10,750.00	-\$6.51	99.94%
Landfill Fees/Sales	\$76,647.45	\$70,880.00	\$5,767.45	108.14%
Recyclable Material Sales	\$3,612.62	\$4,600.00	-\$987.38	78.54%
Total DRC Income	\$91,003.56	\$86,230.00	\$4,773.56	105.54%
Fundraising	\$20.00	\$0.00	\$20.00	100.0%
Total Income	\$91,023.56	\$86,230.00	\$4,793.56	105.56%
Gross Profit	\$91,023.56	\$86,230.00	\$4,793.56	105.56%
Expense				
Bank Service Charges	\$1,196.60	\$1,025.00	\$171.60	116.74%
Building				
Insurance	\$756.40	\$756.40	\$0.00	100.0%
Maintenance & Repair	\$1,239.74	\$1,200.00	\$39.74	103.31%
Total Building	\$1,996.14	\$1,956.40	\$39.74	102.03%
Contractual Services	\$4,655.65	\$5,000.00	-\$344.35	93.11%
Dues/Fees	\$541.00	\$800.00	-\$259.00	67.63%
Equipment				
Equipment Fuel	\$1,467.32	\$1,500.00	-\$32.68	97.82%
Equipment Purchase	\$974.60	\$1,300.00	-\$325.40	74.97%
Insurance	\$234.24	\$226.00	\$8.24	103.65%
Maintenance & Repair	\$3,268.44	\$4,000.00	-\$731.56	81.71%
Equipment - Other	\$6,471.60	\$6,471.60	\$0.00	100.0%
Total Equipment	\$12,416.20	\$13,497.60	-\$1,081.40	91.99%
Events & Celebrations	\$135.29	\$275.00	-\$139.71	49.2%
Freight/Shipping	\$20,999.54	\$22,430.00	-\$1,430.46	93.62%
Total Payroll Expenses	\$90,520.88	\$98,823.01	-\$8,302.13	91.6%
Repair & Replacement Fund	\$2,150.79	\$2,150.79	\$0.00	100.0%
Supplies	\$3,653.72	\$4,100.00	-\$446.28	89.12%
Telecommunications	\$2,168.05	\$2,150.00	\$18.05	100.84%
Training	\$0.00	\$400.00	-\$400.00	0.0%
Utilities				
Electricity	\$1,621.89	\$1,900.00	-\$278.11	85.36%
Fuel Oil	\$727.93	\$1,000.00	-\$272.07	72.79%
Total Utilities	\$2,349.82	\$2,900.00	-\$550.18	81.03%
Vehicle				
Mileage Reimbursement	\$147.86	\$200.00	-\$52.14	73.93%
Total Vehicle	\$147.86	\$200.00	-\$52.14	73.93%
Total Expense	\$142,931.54	\$155,707.80	-\$12,776.26	91.8%
Net Ordinary Income	-\$51,907.98	-\$69,477.80	\$17,569.82	74.71%

Report compiled by paul.berry@gustavus-ak.gov Version 1.0

02/02/21

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Business License Fees	2,550.00	3,000.00	-450.00	85.0%
Donations	189.00	1,000.00	-811.00	18.9%
DRC Income	43,196.81	58,600.00	-15,403.19	73.7%
Federal Revenue				
Payment In Lieu of Taxes	113,760.06	113,760.06	0.00	100.0%
Total Federal Revenue	113,760.06	113,760.06	0.00	100.0%
Fundraising	880.00	800.00	80.00	110.0%
GVFD Income	9,048.31	9,750.00	-701.69	92.8%
Interest Income	106.68	350.00	-243.32	30.5%
Lands Income	26,634.00	22,000.00	4,634.00	121.1%
Lease Income	6,562.32	12,720.35	-6,158.03	51.6%
Library Income	201.00	500.00	-299.00	40.2%
Marine Facilities Income	10,170.00	13,700.00	-3,530.00	74.2%
State Revenue				
Community Assistance Program	75,180.66	75,000.00	180.66	100.2%
Shared Fisheries Business Tax	611.62	1,700.00	-1,088.38	36.0%
Total State Revenue	75,792.28	76,700.00	-907.72	98.8%
Tax Income				
Retail Tax Income	176,644.98	185,000.00	-8,355.02	95.5%
Remote Sellers Retail Tax	9,460.73	20,000.00	-10,539.27	47.3%
Room Tax Income	18,953.10	12,555.00	6,398.10	151.0%
Fish Box Tax	4,060.00	6,000.00	-1,940.00	67.7%
Penalties & Interest	1,240.57	0.00	1,240.57	100.0%
Tax Exempt Cards	160.00	300.00	-140.00	53.3%
Total Tax Income	210,519.38	223,855.00	-13,335.62	94.0%
Total Income	499,609.84	536,735.41	-37,125.57	93.1%
Gross Profit	499,609.84	536,735.41	-37,125.57	93.1%
Expense				
Administrative Costs	1,050.00	2,000.00	-950.00	52.5%
Advertising	0.00	100.00	-100.00	0.0%
Bank Service Charges	1,872.22	2,275.00	-402.78	82.3%
Building	12,892.27	20,650.90	-7,758.63	62.4%
Contractual Services	24,663.85	72,400.00	-47,736.15	34.1%
Dues/Fees	2,614.73	8,300.00	-5,685.27	31.5%
Economic Development Services				
GVA	17,000.00	17,000.00	0.00	100.0%
Total Economic Development Services	17,000.00	17,000.00	0.00	100.0%
Election Expense	87.34	90.00	-2.66	97.0%
Equipment	4,154.66	9,672.49	-5,517.83	43.0%
Events & Celebrations	3,533.55	3,925.00	-391.45	90.0%
Freight/Shipping	9,037.33	20,950.00	-11,912.67	43.1%
Fundraising Expenses	17.00	800.00	-783.00	2.1%
General Liability	11,575.44	11,317.32	258.12	102.3%
Gravel Pit Fund	0.00	6,000.00	-6,000.00	0.0%
Library Materials	232.86	600.00	-367.14	38.8%

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
Marine Facilities	4,852.39	6,368.37	-1,515.98	76.2%
Payroll Expenses	173,519.72	402,113.75	-228,594.03	43.2%
Professional Services	5,710.00	10,000.00	-4,290.00	57.1%
Public Relations	0.00	500.00	-500.00	0.0%
Repair & Replacement Fund	24,772.13	24,772.13	0.00	100.0%
Road Maintenance	104,989.39	100,000.00	4,989.39	105.0%
Stipend	1,500.05	3,000.00	-1,499.95	50.0%
Supplies	25,030.14	12,100.00	12,930.14	206.9%
Telecommunications	10,996.06	20,790.00	-9,793.94	52.9%
Training	1,704.50	6,750.00	-5,045.50	25.3%
Travel	0.00	3,500.00	-3,500.00	0.0%
Utilities	13,680.05	15,800.00	-2,119.95	86.6%
Vehicle	5,411.33	8,035.67	-2,624.34	67.3%
Total Expense	460,897.01	789,810.63	-328,913.62	58.4%
Net Ordinary Income	38,712.83	-253,075.22	291,788.05	-15.3%
Other Income/Expense				
Other Income				
Encumbered Funds	100,000.00	100,000.00	0.00	100.0%
Prior-Year Cash Balance	0.00	153,175.75	-153,175.75	0.0%
Total Other Income	100,000.00	253,175.75	-153,175.75	39.5%
Net Other Income	100,000.00	253,175.75	-153,175.75	39.5%
Net Income	138,712.83	100.53	138,612.30	137,981.5%

City of Gustavus
Balance Sheet
As of January 31, 2021

	Jan 31, 21
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	49,355.76
AMLIP Capital Improv Long-Term (0630598.2)	469,071.24
AMLIP Repair & Replacement (0630598.3)	310,884.99
AMLIP Road Maint - Unencumbered (0630598.4)	197,146.18
AMLIP Reserve (0630598.12)	884,387.95
AMLIP CARES Act Relief Funds (0630598.13)	2.30
APCM.Endowment Fund	1,560,533.91
FNBA - Checking	731,493.04
FNBA Endowment Fund - Checking	38,935.43
Petty Cash	397.78
Total Checking/Savings	4,242,208.58
Accounts Receivable	
Accounts Receivable	19,347.87
Total Accounts Receivable	19,347.87
Total Current Assets	4,261,556.45
TOTAL ASSETS	4,261,556.45
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	3,615.08
Total Credit Cards	3,615.08
Other Current Liabilities	
Deferred Income	2,720.00
Payroll Liabilities	
State Unemployment	494.85
Total Payroll Liabilities	494.85
Total Other Current Liabilities	3,214.85
Total Current Liabilities	6,829.93
Total Liabilities	6,829.93
Equity	
Fund Balance	3,294,164.86
Opening Bal Equity	1,084,743.57
Net Income	-124,181.91
Total Equity	4,254,726.52
TOTAL LIABILITIES & EQUITY	4,261,556.45

Accounts Receivable Detail

As of 1/31/21

\$8,430.00	Airport Screeners Contract - January invoice to DHSS
\$4,345.62	Delinquent Sales Tax
\$9,629.10	Ambulance Transport Billing - In Progress
\$2,720.00	Fish-Box Tax Deferred Income
(\$5,776.85)	Net of Other Customer Account Balances (inc. credits for tax forms submitted in February)
\$19,347.87	Total

FNBA Checking Account - Unrestricted Funds Balance

As of 1/31/21

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: **\$731,493.04**

Obligated Funds Currently in Checking Account:

	CARES Act remaining funds	(\$38,594.70)
MF	CP18-01 Salmon River Harbor	(\$19,856.96)
	CP18-04 LIDAR of Gustavus	(\$3,263.85)
DRC	CP18-05 DRC Pre-Processing	(\$20,201.40)
DRC	CP18-07 Household Haz Waste Fac.	(\$59,450.00)
DRC	CP19-02 Community Chest Maint.	(\$83.37)
Admin	CP19-03 Gustavus Beach Improv.	(\$30,926.59)
DRC	CP19-06 DRC Composting Facility	(\$106,050.00)
Library	CP19-08 Library Roof/Awning/Shed	(\$60,000.00)
GVFD	CP20-01 Replacement AED/Monitor	(\$1,812.70)
Library	FY21 PLA Grant	(\$3,177.19)
Library	SoA OWL Internet Subsidy	(\$625.00)
Roads	Encumbered road money	\$0.00
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: **\$387,200.26**

Pending Transfers:

FY21-07NCO	Transfer from AMLIP for Capital Projects	\$100,000.00	for library roof
FY21-16NCO intro.	Transfer to AMLIP for Gravel Pit Fund	\$6,000.00	per operating budget

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%.

FY21 budgeted operating expenses:

	\$789,810.63
25% =	\$197,452.66
17% =	\$134,267.81
35% =	\$276,433.72

Capital Projects 2020-2025

Item #5.

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 F Source
Ongoing, funded for 2018:											
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		2021	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
Ongoing, funded for 2019:											
Library Roof Repair	\$ 50,000.00	\$ 150,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19; revised 8/3/20	7/22/2019; revised 8/5/19; revised 8/10/20	8/12/2019; 9/21/20		in progress	AMLIP CP and 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
Funded for 2020:											
Lifepak15 Cardiac AED/Monitor	\$ 38,000.00			GVFD	1/28/2020	N/A	2/10/2020	9/21/2020	purchase in progress	in progress	Code Blue & CIP or AMLIP
City Hall Copier/Printer/Scanner/Fax	\$ 4,000.00			Admin						completed	CARES Act
Salmon River Boat Harbor Boat Launch Repair				MF	9/2/2020	N/A	9/21/2020	12/14/2020		completed	operating budget
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	
Salmon River Boat Harbor Barge Ramp Improvement				MF	N/A	9/2/2020	9/21/2020			Near-term	AMLIP R&R
Good River Bridge Repairs - engineering	\$ 25,000.00			Roads						Near-term	
City Road Improvements	\$ 30,000.00			Roads					plus \$40K from Wilson Rd. Cf	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					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					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	
CAPIS 2018 submission											
CAPIS 2019 submission											
CAPIS 2020 submission											

Incoming Grants/Scholarships to City of Gustavus FY21

Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
DRC	Safety Equipment	5/11/2020	\$100.00	---	\$100.00	\$0.00	APEI bonus for submitting insurance renewal early
Multi	Safety Equipment	12/8/2020	\$100.00	---	\$100.00	\$0.00	APEI End of Year Safety Gift Pack
Library	Telecommunications	N/A	\$18,900.00	---	N/A	N/A	USAC E-Rate federal internet subsidy paid directly to library internet vendor through monthly billings
	Reading with Rachel	8/3/2020	\$554.00	Reading with Rachel	\$554.00	\$0.00	Grant from Jon & Julie Howell
	Library Programs	8/12/2020	\$393.59	---	\$393.59	\$0.00	Alaska SLICE outreach program reimbursement
	Telecommunications	8/20/2020	\$1,500.00	SoA OWL Internet Subsidy	\$875.00	\$625.00	Alaska OWL monthly internet subsidy
	Library Materials	8/25/2020	\$7,000.00	FY21 PLA Grant	\$3,822.81	\$3,177.19	State of AK Public Library Assistance (PLA) grant
	Library Training	Spring 2021	\$300.00	---	\$0.00	\$300.00	Alaska State Library Continuing Education (CE) & Professional Development (PD) Grant - training reimbursement
GVFD	GVFD Equipment	CY2020	\$36,000.00	Tsunami Siren Grant CY20	\$0.00	\$36,000.00	State of AK Div. of Homeland Sec. & Emergency Mgmt.
	GVFD Equipment	fall 2020	\$15,000.00	---	\$0.00	\$15,000.00	SEREMS Code Blue Grant 2020 - GVFD pays at least 10% match
	GVFD Training	Jan. 2021		--			SEREMS Mini-Grant used for ETT online class

\$79,847.59

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
CY20-27	Gust. Hist. Archives & Ant.	12/14/2020	\$4,937.00	2021 EFG - GHAA	\$4,443.30	\$493.70	grant ends 12/15/21
CY20-27	Tidelines Institute (formerly The Arete Project)	12/14/2020	\$38,316.17	2021 EFG - Arete Project	\$0.00	\$38,316.17	grant ends 12/15/21

CARES Act Funds for City of Gustavus (COG)

Original spending deadline December 30, 2020. Extended to 12/31/21.

CARES Act Income

deposited 6/18/20	\$381,144.53	first payment
deposited 11/10/20 (available after 80% of 1st payment spent)	\$125,268	second payment
deposited 11/19/20 (available after 80% of first 2 payments used)	\$125,268	third payment
interest earned on deposits	\$16.01	
Total possible CARES Act funds available	\$631,696.54	

CARES Act Expenditures

March 1, 2020-January 31, 2021 actual expenditures	\$593,102	
The total highlighted in green *includes* the following subitems:	---	
Gustavus Visitors Association	---	\$38,266
Gustavus School cleaning equipment, cleaning supplies, PPE	---	\$16,500
economic assistance grants to local businesses/non-profits	---	\$53,899
COG eligible payroll & benefits (Fire Chief plus eligible hours of other staff)	---	\$131,278
winter food supply: community food distribution (vacuum sealer & bags)	---	\$1,542
winter food supply: community food distribution (meat grinder & attachments)	---	\$853
winter food supply: canned salmon	---	\$2,323
winter food supply: root cellar construction at Gustavus Community Center	---	\$5,000
winter food supply: community food distribution (halibut)	---	\$162
generator for testing/emergency tent	---	\$29,257
REESP: direct distribution to Gustavus residents	---	\$199,998
stipend for emergency responders during pandemic	---	\$2,800
Marketing Gustavus: Small Business Web Development grants	---	\$18,473
other COG eligible purchases, including facility improvements	---	\$92,751
Earmarked but unspent:		
remaining COG facility improvements, supplies, etc.	\$37,743	
Fire Chief: payroll & benefits Feb. 2021	\$850	estimate
Running Total of Actual + Earmarked Expenses:	\$631,695	

CARES Act expenditures will be re-examined to see if any can be submitted for FEMA-eligible reimbursement (e.g. the generator for the testing/emergency tent). If so, those CARES Act funds could then be re-programmed for other expenses by 12/31/21.

CITY ADMINISTRATOR'S REPORT FEBRUARY GENERAL MEETING

EMERGENCY/DISASTER FUNDS

We have submitted an application to the Division of Homeland Security and Emergency Management for reimbursement of the costs incurred repairing the road system. I am hopeful to have an update at the Work Session as the funds should begin being disbursed the beginning of February. Thanks to Council member Taylor and Justin Marchbanks for providing details for the application and ALL of the work restoring our roads.

AMHS OPERATING SCHEDULE 2021

The proposed Summer Operating Schedule has been published and is providing Gustavus with monthly service Monday and Wednesday of week 1, 3, and 4. The Mayor has submitted a letter for comment supporting this schedule. Also, there will be a delay in the return of ferry service due to the installation of the hoist motors for the dock. The work will take about 11 days to complete. This work was intended to be done during the LeConte's yard period, but the hoist manufacturer was unable to supply the motors in time. Consequently, service is scheduled to be on April 26th.

BOAT LAUNCH REPAIRS

Glacier Bay Construction completed the repair work at the boat launch yesterday. The work completed the Salmon River Launch Ramp Toe Repair Project. It was a successful project and will restore the utility of the launch ramp.

Thanks to Ben and Justin for getting this project completed. And a big thanks to Council member Taylor for the permitting work.



PFAS AND AIRPORT WORK

A recent discussion with ADEC concerning the ADOT work at the airport that indicates excavation of soil that may contain PFAS provided additional information to the existing ADOT project proposal. ADEC is waiting for the disposal/management plan from ADOT that addresses how ADOT will manage the soil work. According to ADEC, the proposal doesn't excavate a lot of material for movement offsite. The plan will identify how much will be moved and ADEC will likely require it be taken out of Gustavus to an appropriate facility. The majority of excavation will stay onsite, and the disposal/management plan is expected to address runoff concerns. As for the asphalt, the material will be recycled by SECON for the runway project onsite.

DEC will respond to the inquires, so will DOT. Because the letters included Cc to legislators the responses will take longer than normal.

CERTIFICATE OF RECORDS DESTRUCTION

This form documents the destruction of public records in accordance with Alaska Statute 40.25,
Gustavus Municipal Code 2.70.030 and City of Gustavus Policy and Procedure for Public Records Management

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

6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
C-17	Public Records Requests	2019	City Hall	1 File	Recycle
A-4, CFY+3yr	Vessel Registration	2012 - 2016	City Hall	5 Files	Recycle
C-19, 6yrs	Liquor License Renewal	2015	City Hall	1 File	Recycle
C-20, 5yrs	Committee Files	2013, 2014, 2016	City Hall	1 File	Recycle
E-3, 7yrs	Subject Files	2013	City Hall	1	Recycle
C-12, 10yrs	Council Packets	2010, 2011	City Hall	2	Recycle

DESTRUCTION APPROVALS

Note: Public records may not be destroyed without receiving prior authorization from the Mayor and/or City Council.

We certify that the records listed above have been retained for the scheduled retention period, as per the City of Gustavus Records Retention Schedule, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

7. MAYOR _____ **DATE** _____

8. CITY CLERK/TREASURER _____ **DATE** _____

9. RECORDS DESTRUCTION
AFFIRMED BY: _____ **DATE** _____

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY21-16NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2021**

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 2021, 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	\$	0.00	\$	6,000.00	\$	6,000.00
Opening this AMLIP account per the FY21 approved budget.						
FNBA Checking Account	\$	731,493.04	\$	725,493.04	<\$	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: *February 8, 2021*

DATE OF PUBLIC HEARING: *March 8, 2021*

PASSED and **APPROVED** by the Gustavus City Council this __th day of March, 2021.

Brittney Cannamore, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY21-17NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
DEPARTMENT BUDGETS FOR FISCAL YEAR 2021**

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 2021 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:

Budget Category	Amounts		
	INCOME	Original Budget	Amended Budget Change
State Revenue: Disaster Assistance	\$	0.00	\$ 75,000.00 \$ 75,000.00
<i>Assistance for the December 2, 2020 flood event for road remediation and flood mitigation.</i>			

Total Change in Income			\$ 75,000.00
------------------------	--	--	---------------------

EXPENSE	Original Budget	Amended Budget	Change
Road Maintenance	\$ 100,000.00	\$ 175,000.00	\$ 75,000.00

Total Change in Expense			\$ 75,000.00
-------------------------	--	--	---------------------

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: *February 8, 2021*

DATE OF PUBLIC HEARING: *March 8, 2021*

PASSED and **APPROVED** by the Gustavus City Council this __th day of March, 2021.

Brittney Cannamore, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY21-15**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE
REVISIONS OF CITY ORDINANCE TITLE 5 ELECTIONS**

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 this revision of Title 5 - Elections deletes Title 5 Elections in its entirety and adopts the new Title 5 - Elections attached.

Bold and Underlined items are additions. ~~Strikeout~~ items are deletions.

Title 5 - ELECTIONS

Chapter 5.10 - CITY ELECTIONS

Sections:

Section 5.10.010 Definitions.

- A. **"Ballot" means any document provided by the Clerk on which votes may be cast for candidates, propositions, or questions.**
- B. **"City" means the City of Gustavus.**
- C. **"Clerk" means the City Clerk or any properly authorized assistant to the City Clerk.**
- D. **Day of Certification of the Election. The day of the certification of the election is the date the City Council is scheduled to certify the entirety of the election results or 14 days after the date of the election, whichever is earlier.**
- E. **"Election" includes any regular or special City election.**
- F. **"Election official" includes election officials at the polls, the City Clerk, Canvass Board, counting teams, election clerks and judges.**
- G. **"Majority vote" means more than half of the votes cast.**
- H. **"Oath" means any form or attestation by which a person signifies the person is bound in conscience to perform and act faithfully and truthfully. "Oath" includes affirmations.**
- I. **"Proposition" means a proposal offered for acceptance or rejection, which is stated as a question on a ballot.**
- J. **"Questioned voter" means a voter:**

1. Whose name does not appear on the register in the precinct where the voter attempts to vote;
 2. Who has received an absentee ballot and does not turn it in when voting at his precinct on election day;
 3. Who does not bear identification or is not personally known to an election official though the voter's name appears on the precinct register; or
 4. Who is questioned for good cause at the polls
- K. "Registration" or "registered" refers to the form of registration required by the State Election Code. For City elections, a person is registered if registered to vote in state elections in the precinct in which that person seeks to vote 30 calendar days prior to the City election.
- L. "Regular ballot" means a ballot voted at the polls which is not a questioned or an absentee ballot.
- M. "Regular election" means the City election held on the first Tuesday of October annually, unless a different date or interval of years is provided by ordinance.
- N. "Signature" or "subscription" includes a mark intended as a signature or subscription.
- O. "Special election" means any election held at a time other than when a regular election is held.
- P. "State" means the state of Alaska.
- Q. "Swear" includes "affirm."
- R. "Voter" means a person who votes a ballot either in person or by mail.

Section 5.10.020 - Administration.

The city clerk is the supervisor of elections and shall prepare and maintain election materials and records. ~~The clerk shall begin preparations for a general election at least forty five (45) days before the date of the election and for a special election as expeditiously as possible.~~ **All elections held by the city shall be conducted on a nonpartisan basis.** The clerk is responsible for contacting the State of Alaska, Division of Elections, and making certain the city has on hand, before any election, the most current official voter registration list. The city clerk shall act as clerk to the election board.

Section 5.10.020030 - Residence criteria.

When determining residence for the purpose of qualifying voters the following criteria will apply:

- (a) **No person may be considered to be a resident by reason of being present nor may residency be lost solely by reason of absence while in the civil or military service of the state or of the United States, or by absence because of marriage to a person engaged in the civil or military service of the state or the United States, while a student at an institution of learning, while in an institution or asylum at public expense, while confined in public prison, while engaged in the navigation of waters of the state, of the United States or of the high seas, while residing upon tribal lands or military reservation, or while residing in an Alaska Pioneer's Home.**

- (b) The residence of a person is that place in which the person's habitation is fixed, and to which, whenever absent, the person has the intention to return. If a person resides in one (1) place, but does business in another, the former is the place of residence. Temporary construction camps do not constitute a dwelling place.**
- (c) A change of residence is made only by the act of moving joined with the intent to remain in another place. There can only be one (1) residence.**
- (d) A person does not lose his/her residence if he/she leaves his home and goes to another country, state or place in Alaska for temporary purposes only and with the intent of returning.**
- (e) A person does not gain residency by coming to the city without the present intention to establish his/her permanent dwelling in this city.**
- (f) A person loses residence in this city by voting in an election of another city or state, either in person or by absentee ballot, and will not be eligible to vote in this city's municipal elections until again qualified under this chapter.**
- (g) The term of residence is computed by including the day on which the person's residence begins and excluding the day of election.**

~~(h) — The address of a voter as it appears on his official state voter registration card is presumptive evidence of the person's voting residence. If the person has changed his voting residence, this presumption is negated only by the voter executing an affidavit on a form prepared by the supervisor of elections setting out his new voting residence~~

Section 5.10.040 - Voter qualifications.

A person shall be qualified to vote in city elections who:

- (a) Is a United States citizen; and
- (b) Is 18 years or older; and
- (c) Has been a resident of the City of Gustavus for thirty (30) days before the election; and
- (d) Has registered to vote in Alaska at least 30 days before the election and is not registered to vote in another jurisdiction; and
- (e) Is not disqualified under Article V of the constitution of the State of Alaska which provides that:

"No person may vote who has been convicted of a felony involving moral turpitude unless his/her civil rights have been restored. No person may vote who has been judicially determined to be of unsound mind unless the disability has been removed."

~~Section 5.10.030 — Residence criteria.~~

~~When determining residence for the purpose of qualifying voters the following criteria will apply:~~

- ~~(a) No person may be considered to be a resident by reason of being present nor may residency be lost solely by reason of absence while in the civil or military service of the state or of the United States, or by absence because of marriage to a person engaged in the civil or military service of the state or the United States, while a student at an institution of learning, while in an institution or asylum at public expense, while confined in public prison, while engaged in the navigation of waters of the state, of the United States or of the high seas, while residing upon tribal lands or military reservation, or while residing in an Alaska Pioneer's Home.~~
- ~~(b) The residence of a person is that place in which the person's habitation is fixed, and to which, whenever absent, the person has the intention to return. If a person resides in one (1) place, but does business in another, the former is the place of residence. Temporary construction camps do not constitute a dwelling place.~~
- ~~(c) A change of residence is made only by the act of moving joined with the intent to remain in another place. There can only be one (1) residence.~~
- ~~(d) A person does not lose his/her residence if he/she leaves his home and goes to another country, state or place in Alaska for temporary purposes only and with the intent of returning.~~
- ~~(e) A person does not gain residency by coming to the city without the present intention to establish his/her permanent dwelling in this city.~~
- ~~(f) A person loses residence in this city by voting in an election of another city or state, either in person or by absentee ballot, and will not be eligible to vote in this city's municipal elections until again qualified under this chapter.~~
- ~~(g) The term of residence is computed by including the day on which the person's residence begins and excluding the day of election.~~
- ~~(h) The address of a voter as it appears on his official state voter registration card is presumptive evidence of the person's voting residence. If the person has changed his voting residence, this presumption is negated only by the voter executing an affidavit on a form prepared by the supervisor of elections setting out his new voting residence.~~

Section 5.10.050 - General elections.

The regular general election for council members and other elected city officials shall be held each year on the first Tuesday in October to coincide with national and state elections. The clerk shall begin preparations for a general election at least forty-five (45) days before the date of the election. Questions or propositions may be placed on the ballot at this time.

Section 5.10.060 - Special elections.

If a special election is required by action (i.e. ordinance or resolution) of the city council, the city council shall resolve that a special election on the question proposed by the council's action be held on and no sooner than the tenth (10th) Tuesday following the council's action. The clerk shall begin preparations for a special election as expeditiously as possible.

Section 5.10.070 - Election notices.

- (a) Election notices shall be prepared and posted in three (3) public places by the city clerk for thirty (30) days before the date of the general election and for twenty (20) days before the date of a special election, and shall contain the following, as is appropriate:
 - (1) Whether the election is general, special or runoff; and
 - (2) Date of election; and
 - (3) Location of the city polling place(s); and
 - (4) Time the polling place(s) will open and close; and
 - (5) Offices to be filled or a statement of any questions or propositions to be placed on the ballot; and
 - (6) A statement describing voter qualifications; and
 - (7) Time for filing declarations of candidacy.
- ~~(b) A sample election notice that may be used is shown at the end of this chapter (Form 5.10-A).~~

Notice of a special election shall be posted in at least three (3) public places for at least twenty (20) days ~~preceding~~ **before** the date of election. Section 5.10.080 - Qualifications for city council.

- (a) All elections of council officials shall be non-partisan.
- (b) A person filing for office for a city seat must be:
 - (1) A United States citizen who is qualified to vote in state elections and
 - (2) A resident of the City of Gustavus for one (1) year immediately preceding the election for which declaring candidacy and
 - (3) Not disqualified under Article V of the Constitution of the State of Alaska which provides that:

"No person may vote who has been convicted of a felony involving moral turpitude unless his civil rights have been restored. No person may vote who has been judicially determined to be of unsound mind unless the disability has been removed."

Section 5.10.090 - Filing for office.

- (a) A person who wishes to become a candidate for an elective office shall complete and file a declaration of candidacy with the city clerk. This shall be filed no sooner than forty-five (45) days and no later than twenty (20) days before the election.
- (b) A person filing for a city council seat must meet the qualifications of Section 5.10.080.
- ~~(c) The forms appearing at the end of this chapter may be used for the declaration of candidacy. (Form 5.10-B)~~

Section 5.10.100 - Alaska Public Official Financial Disclosure exemption.

Candidates for city council shall be exempt from the financial disclosure reporting requirements of the State of Alaska Public Official Financial Disclosure Law (AS 39.50).

Section 5.10.110 - Withdrawal, written notice.

A candidate who has complied with the provisions of this chapter may withdraw that candidacy no later than the last day for filing candidacy declarations by filing a written notice of withdrawal with the city clerk.

A write-in candidate, who receives the majority of votes, may remove their name from that office by filing a written notice with the city clerk no later than five (5) days after he **or she has been** is notified of being the winner during the meeting to certify the election.

Section 5.10.120 - Publishing names.

The city clerk shall post in three (3) public places at least ten (10) days before the day of election, a sample ballot with candidate names and any questions to be voted on.

Section 5.10.130 - Election judges **officials**.

- ~~(a) The council shall each year choose three (3) city voters as judges to be the election board at each polling place and select one (1) of the judges to chair the board. The judges shall not be council members, candidates for office, or immediate relatives of candidates. If an appointed judge fails to appear and subscribe to the oath on election day or becomes incapacitated during the time of the election or the counting of the ballots, the remaining judges shall appoint a qualified voter to fill the vacancy.~~
- ~~(b) The city clerk shall give the following written oath to all election judges on or before election day:~~
- ~~I, _____ do solemnly swear that I will honestly, faithfully and promptly perform the duties of election judge to the best of my ability and that I am familiar with the City's election ordinances.~~

SIGNED _____

ATTEST: _____
 _____ City Clerk

(a) Election Supervisor. The city clerk shall be the election supervisor. The clerk shall have the authority to conduct all election proceedings and to carry out the intent of this chapter. The clerk may authorize an assistant to execute designated supervisory functions set out in this chapter. The assistant shall be an election official and shall be administered the election officials' oath.

(b) Election Officials. Prior to each election, the clerk with the approval through a resolution of the council, shall appoint at least three (3) city voters as election officials / judges to be the election board at the designated polling place. One (1) judge shall be designated chair of the board. The

election officials shall not be council members, candidates for office, or immediate relatives of candidates. If an appointed election official fails to appear and subscribe to the oath on election day or becomes incapacitated during the time of the election or the counting of the ballots, the remaining officials shall appoint a qualified voter to fill the vacancy.

(c) The clerk may appoint as many election officials as needed to conduct an orderly election and to relieve the election officials of undue hardship.

(d) The city clerk shall give the following written oath to all election officials on or before election day:

I, _____, do solemnly affirm that I will honestly and faithfully perform the duties of an election official according to law; and that I will endeavor to prevent fraud, deceit, or abuse in conducting the election, to the best of my knowledge and ability.

SIGNED _____ ATTEST: _____
City Clerk

~~(d) — Pay of the election judges shall be determined by the council.~~

Section 5.10.140 - Sale of liquor on election days.

The provisions of AS 04.16.070(B) that prohibit the sale, barter, giving, consumption or disposal of alcoholic beverages within licensed premises on a city election day until the polls have closed do not apply in the City of Gustavus.

(Ord. No. [FY19-03](#), § 3, 9-17-2018)

~~CITY OF GUSTAVUS, ALASKA~~
~~NOTICE OF GENERAL MUNICIPAL ELECTION~~

~~(Form 5.10-A) (Sample)~~

~~NOTICE:~~ A regular (special, runoff) election will be held in the City of Gustavus on the _____ day of _____, 20____ for the purpose of filling seats on the City Council, as follows:

~~City Council Seat _____, 3-year term~~

~~City Council Seat _____, 3-year term~~

~~City Council Seat _____, 3-year term~~

~~The polling location will be posted in three public places 30 days prior to the election.~~

~~The polls will open at 7:30 a.m. and close at 8:00 p.m.~~

~~In order to vote, you must be: (1) a citizen of the United States, and qualified to vote in State of Alaska elections; (2) a resident of the City of Gustavus for at least 30 days prior to the date of the election; and (3) registered to vote in State elections. You cannot vote if you have been: (1) convicted of a felony involving moral turpitude,~~

~~unless your voting rights have been restored; or (2) judicially determined to be of unsound mind, unless this disability has been removed.~~

~~Candidates for office must file a Declaration of Candidacy form with the City Clerk no later than 5:00 p.m., September ____, 20___. A sample Declaration of Candidacy form can be obtained from the City Clerk at the city offices from 9:00 a.m. to 5:00 p.m., Mondays through Fridays.~~

_____	_____
DATE	City Clerk

-

[City Seal]

CITY OF GUSTAVUS, ALASKA
DECLARATION OF CANDIDACY
 (Form 5.10-B) (Sample)

		_____ Clerk: Insert date of filing
I, _____, hereby declare my candidacy _____ (Insert full name)		
for the office of _____ the City of _____ (State name of office)		
<p>Gustavus, Alaska. I am a qualified city voter. I am a United States citizen qualified and registered to vote in elections of the State of Alaska. I have not been convicted of a felony involving moral turpitude without later restoration of my voting rights pursuant to A.S. 15.50.300, nor have I been judicially determined to be of unsound mind, unless this disability has been removed. I have been, or will by the date of the election for which I am filing this Declaration, be a resident of the City of Gustavus, Alaska for one year or more.</p>		
<p>If elected to the above office, I will serve for the full term of three years, commencing on _____, 20__ and (date term of office begins)</p>		
ending on _____, 21___. I request that my name be _____ (date term of office ends)		

<p>printed on the official ballot for the municipal election to be held in the City of Gustavus, Alaska on _____, 21____. _____ (date of election)</p>		
		Signature

Chapter 5.20 - ELECTION EQUIPMENT AND MATERIALS

Sections:

Section 5.20.010 - Election booths.

The election supervisor shall provide booths at each polling place, with enough supplies and materials to enable each voter to mark a ballot hidden from observation. At least three (3) sides of each booth shall be hidden or protected from the judges and clerks, voters, and other persons at the polling places.

Section 5.20.020 - Furnishing instruction cards.

- (a) The election supervisor shall prepare for each polling place instructions for the guidance of voters covering the following:
- (1) How to obtain a ballot; and
 - (2) How to mark a ballot; and
 - (3) How to obtain additional information, and;
 - (4) How to obtain a new ballot to replace any ballot destroyed or spoiled.
- (b) The election supervisor shall furnish a necessary number of these instruction sheets to the election judges in the voting place.

Section 5.20.030 - Ballots; printing; sample ballots.

In all city elections, the city clerk as election supervisor will be responsible for the printing of ballots. The ballots will be printed and in the possession of the city clerk at least nineteen (19) days before the day set for a general or special election. There shall be at least three (3) ballots printed on color paper, with the words "SAMPLE BALLOT" printed on them, to be posted in ~~the clerk's office until election day and then given to the judges at each polling place.~~ **three (3) public places.**

Section 5.20.040 - Ballots; form.

- (a) The ballots shall state at the top whether the election is regular or special. There shall be printed "OFFICIAL BALLOT" and the date of the election.
- (b) The ballots shall include instructions on how to mark the ballots.

- (c) The ballots will be printed on plain white paper and numbered in consecutive order to assure simplicity and secrecy and to prevent fraud. The clerk shall assure that the number of ballots printed equals a minimum of fifty (50) percent of registered voters in the City of Gustavus, in order to provide replacement ballots for ballots that may be spoiled by voters and for those persons who cast questioned ballots because their names do not appear on the master voter registration list. Number of ballots printed will be at the discretion of the city clerk based upon historical voter turnout percentages, ~~but no less than fifty (50) percent.~~
- (d) A ballot shall show the list of candidates and issues to be decided at the election.
- (e) Before the list of candidates there shall be placed the words "vote for not more than three," or "vote for not more than one," or such other number as are to be elected.
- (f) Under the title of each office and before the printed names of the candidates, there shall be printed "Vote for one" or such other number as are to be elected to that office. The ballots shall list the office for which votes may be cast. The name of each office shall be followed by the names of all candidates for that office listed in a random order, and by a blank line or lines for write-in candidates. In regular and special elections, the number of blank lines provided for each office shall be equal to the number of persons who are to be elected to the office.
- (g) The names of the candidates will be printed in capital letters the same size. On each line on which the name of a candidate is printed and on the line of each blank provided for write-in candidates, a square not less than one-quarter ($\frac{1}{4}$) of an inch on each side will be printed.
- (h) The names of candidates shall be printed as they appear upon the declaration of candidacy filed with the city clerk, except that any honorary or assumed title or prefix shall be omitted.
- (i) Following the names of the offices and candidates, there shall be placed on the ballot in the form prescribed by law all propositions and questions to be voted upon, if any. Provision shall be made for marking the propositions or questions "Yes" or "No."
- ~~(j) The sample ballot appearing at the end of this chapter illustrates the ballot form.~~

([Ord. No. FY15-15, § 3, 6-8-2015](#))

Section 5.20.050 - Other materials.

At least ten (10) days prior to the day of the election, the clerk shall prepare the following materials:

- (a) An updated master voter registration list, containing the names, in alphabetical order, of all registered voters eligible to vote in the election;
- (b) Tally sheets;
- (c) A form for the report of preliminary election results;
- (d) Envelopes bearing the oath and affidavit of eligibility for questioned ballots;
- (e) Two (2) large envelopes for each polling place, one (1) marked "Spoiled Ballots" and the other marked "Questioned Ballots";

- (f) Copies of the notice of election and the city's elections ordinance.

BALLOT NO. _____

~~AFTER MARKING BALLOT, FOLD BALLOT TO THIS LINE~~

~~CITY OF GUSTAVUS, ALASKA~~

~~OFFICIAL BALLOT~~

~~(Form 5.20 A) (Sample)~~

~~Regular Election of October 6, 1992~~

~~Mark your votes by making an "X" mark in the space next to each candidate or choice you wish to vote for. If you make a mistake or change your mind, DO NOT erase or cross out any mark you have made. Your vote cannot be counted if there is any erasure or correction. Instead, fold this ballot and give it back to the election judge or clerk. You will be given another ballot.~~

~~Vote for two candidates for City Council. Each candidate elected will serve a three year term. If you vote for more than two candidates, none of your votes can be counted.~~

~~To vote for a person whose name is not printed on the ballot, write his or her name in the blank space below the list of candidates.~~

CITY COUNCIL (Vote for two only)	INITIATIVE 92-1
ARNOLD JONES =	An ordinance to limit the length of speeches given by City Council members.
BILL BROWN ==	YES == NO ==
BARBIE DOLL =	

CITY COUNCIL SEAT G**Term 2020-2021**

(Vote for ONE only)

CANDIDATE NAME

(Write in)

Chapter 5.30 - ELECTION PROCEDURES

Sections:

Section 5.30.010 - Time for opening and closing polls.

- (a) On the day of any election, the election officials shall open the polls for voting at 7:30 a.m., shall close the polls for voting at 8:00 p.m., and shall keep the polls open during the time between these hours. The election officials shall report to the polling place at their scheduled time on an election day.
- (b) Fifteen (15) minutes before the closing of the polls, an election judge shall announce to all persons present the time remaining before the polls close. A judge shall announce when the polls close. As soon as the polls are closed, no ballots will be given out except to qualified voters present at the polls and waiting to vote when the polls are announced closed.

Section 5.30.020 - Distribution of ballots.

- (a) Before the polls open on election day at 7:00 a.m., the election supervisor shall deliver the ballots and sample ballots prepared under Chapter 5.20 from the safe at city hall to the election ~~clerk~~ **officials** present at the polling location. The ballots shall be delivered in separate sealed packages, with the number of ballots enclosed in each package clearly marked on the outside of the package. A receipt for each package shall be signed by the election ~~clerk~~ **official** to which the package is delivered and given to the election supervisor. The ballots must be kept in the sealed package, in plain view of all present until the polls open at 7:30 a.m. No ballots may be taken from the polling place before the closing of the polls and must be kept in plain view under the care of an election officials at all times, until the marked and unmarked ballots are delivered to the elections supervisor at the closing of the polls.
- (b) The election supervisor shall keep the following records:
 - (1) The number of ballots delivered to the polling place;
 - (2) The time the ballots are delivered; and
 - (3) The name of the election ~~judge chairperson~~ **official** to whom the ballots are delivered;
 - (4) The receipt given for the ballots by the election ~~board~~ **official**.
- (c) When the ballots are returned, the election supervisor shall record the following:
 - (1) The number of ballots returned;
 - (2) The time when the ballots are returned;

- (3) The name of the election judge chairperson returning the ballots; and
- (4) The condition of the ballots.

Section 5.30.030 - Distribution of other election materials.

- (a) On election day, the election supervisor shall also furnish the election officials at the polling location with voting booths and a ballot box (with a lock or sealing materials); and the following materials:
 - (1) The updated master voter registration list;
 - (2) Envelopes bearing the oath and affidavit of eligibility for questioned ballots;
 - (3) An envelope for the collection of spoiled ballots and an envelope for the collection of questioned ballots;
 - (4) Copies of the notice of election;
 - (5) The city's elections ordinances;
 - (6) A sufficient number of instruction sheets;
 - (7) And a sufficient supply of pens, pencils, and envelopes.
- (b) The election supervisor shall supply the election board chairperson with tally sheets and forms for the report of preliminary election results.

Section 5.30.040 - Preparation of ballot box.

Before receiving any ballots, the election officials must, in the presence of all persons present at the polling place, open and exhibit the ballot box to be used at the polling place. After showing the box, the box shall be sealed and not opened again until the polls are finally closed. At the close of the polls and after deposit into the ballot box of all ballots properly voted upon, the ballot box shall be personally opened by the election ~~judges~~ **officials**.

Section 5.30.050 - Voting; general procedure.

- (a) A voter shall give the ~~judges or clerks~~ **election official** ~~his or her~~ **their** name, and then sign ~~his or her name~~ next to his or her name on the master voter registration list. The signing of the master voter registration list is a declaration the voter is qualified to vote. If the voter is not known to any ~~judge or clerk~~ **election official** present, the ~~judge or clerk~~ **election official** may require the voter to produce a state voter registration card or other identification. If, in the opinion of the ~~judge or clerk~~ **election official**, there is doubt, he shall immediately question the voter.
- (b) If the voter is not questioned, the ~~judge or clerk~~ **election official** shall give the voter a single ballot and note its number on the master voter registration list next to the voter's name. The voter shall then go alone to a voting booth. There the voter, ~~without delay~~, shall prepare his or her ballot by marking the boxes opposite the names of candidates of the voter's choice, whether printed on the ballot or written in by him on the blank lines provided for that purpose. The voter also marks the boxes to indicate their vote for or against questions and propositions. Before leaving the voting booth, the voter shall fold the ballot in a manner displaying the number on the ballot and deliver it to one (1) of the ~~judges or clerks~~ **election officials**, who shall, without unfolding the ballot or allowing any person to see how it is marked,

remove the number stub and return the ballot to the voter if the ballot bears the same number as the ballot given to the voter by the ~~judges and clerks~~ **election official**. The voter shall then, in the presence of the election official, deposit the ballot in the ballot box unless the voter requests the election official to deposit the ballot on his or her behalf. Separate ballot boxes may be used for separate ballots.

Section 5.30.060 - Voting; spoiled ballots.

If a voter improperly marks or otherwise damages a ballot, and discovers their mistake before the ballot is placed in the ballot box, the voter shall return it to an election official, concealing from view the manner in which it is marked, and request a new ballot. The election official shall remove the numbered ballot stub from the ballot, write the words, "Spoiled Ballot," on the outside of the folded ballot, record its number, and place it in an envelope with other spoiled ballots for return to the election supervisor. The ~~judge or clerk~~ **election official** shall then issue a new ballot to the voter. A voter may request replacement of a spoiled ballot no more than two (2) times for a total of three (3) ballots.

Section 5.30.070 - Voting; questioned ballots.

- (a) ~~Every election judge and election clerk~~ **Any election official** may question, and any other person qualified to vote in the city may question a person attempting to vote if the questioner has good reason to suspect that the questioned person is not qualified to vote. All questions regarding a person's qualifications to vote shall be made in writing setting out the reason the person has been questioned.
- (b) If a voter's name is not on the master voter registration list or a voter's eligibility to vote is questioned or there is some other question regarding a voter's eligibility, and the voter believes that he or she is registered and eligible to vote, then the voter shall sign an envelope bearing the Oath and Affidavit of Eligibility attesting to the fact that in each particular the person meets all the qualifications of a voter, is not disqualified, and has not voted at the same election. After the questioned person has executed the Oath and Affidavit of Eligibility the person may cast a questioned ballot. If the questioned person refuses to execute the Oath and Affidavit of Eligibility, the person may not vote.
- (c) A voter who casts a questioned ballot shall vote his **or her** ballot in the same manner as prescribed for other voters. After the election ~~judge~~ **election official** removes the numbered stub from the ballot, the voter shall insert the ballot into a small envelope and put the small envelope into a larger envelope on which the statement the voter previously signed is located. (d) These larger envelopes shall be sealed and deposited in the ballot box. When the ballot box is opened, these envelopes shall be segregated, counted, compared to the voting list, sealed in the questioned ballots envelope and delivered to the election supervisor along with other election materials and the ballot statement when the election board completes the tally and account of ballots. The merits of the question shall be determined by the city council, meeting as the election review committee on the first Friday following the election.
- ~~(d) A sample Oath and Affidavit of Eligibility (Form 5.30 A), is included in the end of this chapter.~~

Section 5.30.080 - Assisting voter by ~~judges~~ **election official**.

A qualified voter who cannot read, mark the ballot, ~~or sign his name or who~~ because of ~~blindness or other physical disability~~ **incapacity**, or who because of unfamiliarity with the system of voting needs assistance, may request an election ~~judge~~ **official** of ~~his~~ **their** choice to assist. If the election ~~judge~~ **official** is requested, the official shall assist the voter.

Section 5.30.090 - Prohibitions.

- (a) No voter may leave the polling place with the official ballot that the voter received to mark.
- (b) No voter may exhibit a ballot to an election official or any other person so as to enable any person to ascertain how the voter marked the ballot.
- (c) No election official may, while the polls are open, open any ballot received from a voter, or mark a ballot by folding or otherwise so as to be able to recognize it, or otherwise attempt to learn how a voter marked the ballot, or allow the same to be done by another person.
- (d) No election official may allow a ballot which ~~he~~ **they** knows to have been unlawfully exhibited by a voter to be placed in the ballot box. A ballot unlawfully exhibited shall be recorded as a spoiled ballot and destroyed.
- (e) During the hours that the polls are open, no ~~judge or clerk~~ **election official** may discuss any political party, candidate or issue while on duty.
- (f) During the hours that polls are open, no person who is in the polling place or within two hundred (200) feet of any entrance to the polling place may attempt to persuade a person to vote for or against a candidate, proposition or question. The election officials shall post warning notices of the required distance in the form and manner prescribed by the supervisor of elections.

Section 5.30.100 - Administration of oaths.

Any election ~~judge~~ **official** may administer to a voter any oath that is necessary in the administration of the election.

Section 5.30.110 - Majority decision of election ~~board~~ **officials**.

The decision of the majority of ~~judges~~ **election officials** determines the action ~~that the election board shall take~~ to be taken regarding any question which arises during the course of the election.

Section 5.30.120 - Ballots; counting and tallying.

- (a) Immediately after the polls close and last vote has been cast, the election ~~judges~~ officials shall make note of the numbers of the unused ballots, and then destroy them prior to the opening of the boxes containing the ballots. The ballot boxes may not be opened until all of the unused ballots have been destroyed. Unused ballots must be destroyed in plain public view. Ballots may not be counted before 8:00 p.m. on the date of the election. The counting of the ballots shall be public. The opening of the ballot box at the close of the polls shall be done in full view of any persons present. The public may not be excluded from the area in which the ballots are counted. However, the chairman of the election board shall not permit anyone present to interfere in any way or to distract the appointed officials from their duties,

and no one other than appointed election officials may handle the ballots. The ~~judges~~ **election officials** shall remove the ballots from the ballot box one (1) by one (1), and tally the number of votes for each candidate and for or against each proposition or question. The ballots shall be inspected for disqualifying marks or defects. The election ~~judges~~ **officials** shall cause the vote tally to be continued without adjournment until the count is complete.

- (b) The election board shall account for all ballots by completing a ballot statement containing:
- (1) The number of ballots received;
 - (2) The number of ballots voted;
 - (3) The number of ballots spoiled;
 - (4) The number of ballots unused.

The board shall count the number of questioned ballots and shall compare that number to the number of questioned voters in the register. If any discrepancies in numbers of ballots received and ballots accounted for are found, the ballots shall be recounted until the election board finds that the number of ballots accounted for are the same as the number received or that there is an unexplained error. If a discrepancy is determined to exist between the ballots received and those accounted for it shall be explained in detail on the ballot statement and the explanation signed by the election ~~judges~~ **officials**.

- ~~(c) The Tally Sheets (Form 5.30 B) and Report of Preliminary Election Results (Form 5.30 C) that may be used are illustrated in this chapter.~~

Section 5.30.130 - Rules for counting ballots.

- (a) The election board shall count ballots according to the following rules:
- (1) A voter may mark his ballot only by the use of cross-marks, "X" marks, diagonal, horizontal or vertical marks, solid marks, stars, asterisks, checks, or plus signs that are clearly spaced in the square opposite the name of the candidate the voter desires to designate.
 - (2) A failure to properly mark a ballot as to one (1) or more candidates or propositions does not itself invalidate the entire ballot.
 - (3) If a voter marks more names than there are persons to be elected to the office, the votes for candidates for that office shall not be counted.
 - (4) The mark specified in subsection (a)(1) of this section shall be counted only if it is mostly inside the square provided or touching the square so as to indicate that the voter intended the particular square to be designated.
 - (5) Improper marks on the ballot shall not be counted and shall not invalidate marks for candidates properly made.

- (6) An erasure or correction invalidates only that section of the ballot in which it appears.
 - (7) Write-in votes are not invalidated by writing in the name of the candidate whose name is printed on the ballot, ~~unless the election board determines, on the basis of other evidence that the ballot was marked for the purpose of identifying the ballot.~~
 - (8) Write-in votes are not invalidated if the voter fails to mark the square provided if in the opinion of the ~~judges~~ **election officials** the voter intended to vote for the person whose name was written-in as a write-in vote.
 - (9) No ballot shall be rejected if the election board can determine the person for whom the voter intended to vote, and the office intended to be chosen by the voter.
- (b) The rules set out in this section are mandatory and there shall be no exceptions to them. A ballot may not be counted unless marked in compliance with these rules.
 - (c) The chairman of the election board shall write the word "Defective" on the back of each ballot which the election board determines should not be counted, in whole or in part, for any of the reasons (other than failure of the voter to mark any choice with respect to a particular office or proposition) stated in subsection (a) of this section. If only a portion of the ballot is invalid, the valid votes shall be counted, and the chairman shall specify on the back of the ballot exactly which portion or portions have not been counted.
 - (d) If a particular objection is made to the counting of all or any part of a ballot, but the election board determines that the votes shown should be counted, the chairman of the election board shall write the words "Objected to" on the back of the ballot and specify the portion or portion of the ballot to which the objection applies.
 - (e) All defective ballots and all ballots objected to shall be sealed in a single envelope marked "Defective Ballots," which shall be delivered to the election supervisor.

Section 5.30.140 - Report of election results.

- (a) When the count of ballots is completed, the election board shall make a certificate in duplicate of the results using the Report of Preliminary Election Results form (~~Form 5.30-C~~). The report shall include the number of votes cast for each candidate, for and against each proposition, yes or no on each question and any additional information the election board deems relevant or prescribed by the election supervisor. All members of the election board shall immediately upon completion of the report sign both copies of the report. The election board shall immediately upon completion of the certificate deliver to the election supervisor one (1) of the two (2) original certificates, ~~and~~ the master voter registration list, register of voters, tallies, oaths of judges, Oaths and Affidavits of Eligibility, questioned ballots, defective ballots, spoiled ballots and other election documents in one (1) sealed package, and in a separate sealed package, all ballots properly cast. **The election supervisor shall place all election materials received from the election board in the office safe until the canvass of election returns on the Friday following the election.**

(b) The chairman of the election board shall keep the duplicate of the report of election in a safe place and present it to the election review committee on the Friday following the election when the committee meets.

~~(b) The election board shall immediately upon completion of the certificate deliver to the election supervisor one (1) of the two (2) original certificates. The election supervisor shall place all election materials received from the election board in the office safe until the canvass of election returns on the Friday following the election.~~

Section 5.30.150 - Posting certificates of preliminary election results.

(a) The election supervisor shall post copies of the certificate of preliminary election results in three (3) public places the day after the preliminary election results are known. The notice shall include:

- (1) The time and place of the council meeting to be convened to consider the election results; and
- (2) That the results do not reflect the votes of absentee and questioned ballots and are not final until the council formally certifies the election; and
- (3) That anyone has the opportunity to contest the election at the meeting.

City of Gustavus

~~OATH AND AFFIDAVIT OF ELIGIBILITY~~

~~(Form 5.30-A) (Sample)~~

STATE OF ALASKA	}
	} ss.
FIRST JUDICIAL DISTRICT	}

-

~~I, _____, DO HEREBY DECLARE THAT I AM A RESIDENT OF THE CITY OF GUSTAVUS, ALASKA, AND MEET ALL OF THE MINIMUM REQUIREMENTS SET FORTH BY LOCAL ORDINANCES AND STATE LAW TO VOTE IN THIS ELECTION.~~

~~I AM NOT DISQUALIFIED AND HAVE NOT PREVIOUSLY VOTED IN THIS ELECTION.~~

SIGNED:	
_____ (NAME)	

<u> </u> (ADDRESS)	
WITNESSED:	
<u> </u> ELECTION JUDGE	

-

City of Gustavus**TALLY SHEET**

(Form 5.30-B) (Sample)

Election Date: <u> </u>	Date of Vote Count: <u> </u>
Number of ballots:	
— 1) received from City Clerk:	<u> </u>
— 2) voted:	<u> </u>
— 3) spoiled and returned to City Clerk:	<u> </u>
— 4) questioned and delivered to City Clerk:	<u> </u>
— 5) unused and returned to City Clerk:	<u> </u>
Candidate	Votes
COUNCIL SEATS <u> </u> & <u> </u> :	
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

==	==
==	==
==	==
== (Write In)	==
== (Write In)	==
	Total: ==

-

City of Gustavus — Election Tally Sheet — Page 1 of 2

PROPOSITION/QUESTION ==:	
— Yes ==	
— No ==	
(Votes for this question) ==	
	Total: ==
PROPOSITION/QUESTION ==:	
— Yes ==	
— No ==	
(Votes for this question) ==	

	Total: _____
--	---------------------

~~City of Gustavus — Election Tally Sheet — Page 2 of 2~~

~~CITY OF GUSTAVUS, ALASKA~~

**~~REPORT OF PRELIMINARY
ELECTION RESULTS~~**

~~(Form 5.30-C) (Sample)~~

The tally below is a true and accurate record of all regular votes cast in the _____
election held in the City of Gustavus, Alaska on _____, 20____.

~~PART I: ELECTIVE OFFICES~~

~~OFFICE: CITY COUNCIL SEATS — & —~~

—CANDIDATE	VOTE	CANDIDATE	VOTE
1. _____	_____		
2. _____	_____		
3. _____	_____		
4. _____	_____		
5. _____	_____		
6. _____	_____		
7. _____ (Write In)	_____		
8. _____ (Write In)	_____		

~~Report of Preliminary Election Results — Page 1 of 2~~

~~PART II: BALLOT PROPOSITIONS AND QUESTIONS~~

PROPOSITION _____:	YES _____	NO _____
PROPOSITION _____:	YES _____	NO _____
PROPOSITION _____:	YES _____	NO _____
QUESTION _____:	YES _____	NO _____
QUESTION _____:	YES _____	NO _____
QUESTION _____:	YES _____	NO _____

-

~~PART III: ACCOUNTING OF BALLOTS~~~~Total Ballots Received From City Clerk: _____~~~~Total Regular Ballots cast: _____~~~~Total Questioned Ballots cast: _____~~~~Total Ballots Returned to Clerk: Defective: _____~~~~Unused: _____~~~~The tally of ballots was completed between the hours of _____ p.m. and _____ p.m. on _____, 20____.~~~~Respectfully submitted,~~~~_____, Election Board Chairman~~~~_____, Election Judge~~~~_____, Election Judge~~~~ATTEST:~~~~_____
City Clerk~~~~{City Seal}~~~~Report of Preliminary Election Results — Page 2 of 2~~~~Chapter 5.40 - ABSENTEE VOTING~~

Sections:

Section 5.40.010 - Absentee voting; eligible persons.

~~Any qualified voter, who expects to be absent from the city or who will be unable to vote by reason of physical disability on the day of any election, may cast an absentee ballot.~~

At any election, a qualified voter may vote an absentee ballot for any reason.

Section 5.40.020 - Absentee ballots; application; filing.

~~(a) A person who seeks to vote by absentee ballot may file either in person or by mailing a written application to the city clerk.~~

(a) A qualified voter may, in person or by mail, electronic mail, or by facsimile machine, file a written, signed application for an absentee-by-mail ballot with the city clerk.

~~(b) An application made by mail must be received by the city clerk no more than forty-five (45) days, nor less than twenty (20) days before a city election. An application made in person must be filed with the city clerk not more than twenty (20) days before the city election., and no later than noon on the day before a city election.~~

(c) The application must be signed by the applicant and show his place of residence.

(d) No absentee voter's ballot may be mailed to any address **within** the city. Any voter present in the city who requires an absentee ballot shall personally obtain the ballot from the city clerk.

(e) Nothing in this section is intended to limit the city clerk in personally delivering a ballot to a person who, because of physical incapacity, is unable to make application in person at the city clerk's office for an absent voter's ballot. The city clerk may deliver an absentee ballot to a disabled person living within the city at any time until the polls close on election day.

Section 5.40.030 – **Absentee B**ballot and envelope form.

The ballot provided to absentee voters shall be identical to the ballots prepared for regular voters and used on election day. The ballot ~~envelope~~ **secrecy sleeve** and the oath of affidavit envelope shall be smaller than the return envelope so they may be easily enclosed in the return envelope. The ballot **secrecy sleeve** shall be marked "Ballot Envelope" and have no other marks upon it. The oath of affidavit envelope shall have printed upon it the oath and affidavit~~and certification illustrated at the end of this chapter.~~ The ballot envelope and the return envelope shall be of heavy opaque paper. ~~The return envelope shall have printed upon its back the affidavit and certification illustrated at the end of this chapter.~~

Section 5.40.040 - Absentee voting procedures.

(a) The clerk shall provide each eligible absentee voter with an official ballot prepared in accordance with Section [5.20].040 of Chapter 5.20 together with a ballot envelope, an oath of affidavit envelope and an unstamped return envelope.

- (b) The clerk shall not issue an absentee ballot sooner than twenty (20) days before the election.
- (c) Upon issuing an absentee ballot to a voter, either by mailing or by personal delivery, the clerk shall enter in the blank register the following information:
 - (1) The number of the ballot issued;
 - (2) The name of the voter to whom it was issued;
 - (3) And the date on which the ballot was issued.
- (d) Before the opening of the polls on election day the clerk shall deliver to the election ~~judges~~ **officials** a list of the voters who have requested to vote absentee.
- (e) To be counted, an absentee voter's ballot must be executed before the polls close in the city and be received by the clerk prior to the time the ballots are canvassed by the election review committee.
- (f) No city official may make any charge for services rendered to any voter under the provisions of this chapter. However, the voter must provide the necessary postage.

Section 5.40.050 - Absentee ballots; delivery.

Upon receipt of an application for an absent voter's ballot, the clerk shall check the latest state registration listings to determine whether the applicant is registered in accordance with AS 15.70. If the applicant is properly registered, the clerk shall deliver to the applicant, personally or by mailing to the address given by the applicant, an official ballot for the election, a ballot envelope, **the oath of affidavit envelope** and a return envelope. If the absentee voter's ballot is personally delivered, the absentee voter shall secretly mark the ballot in the presence of the clerk, in a manner which permits the clerk to be certain that the voter personally marked the ballot, but which does not permit the clerk to see how the voter voted. The voter shall fold the ballot, **place in the ballot envelope** and seal it in the oath of affidavit envelope. The voter shall then complete ~~and swear to~~ the affidavit printed on the back of the oath of affidavit envelope and deliver it to the clerk. The clerk shall ~~certify to the affidavit on the envelope~~, write or stamp his **or her** name across its seal, seal the envelope in the return envelope, and retain the envelope in their custody to be delivered to the council for canvassing.

Section 5.40.060 - Absentee voting at clerk's office; absentee voting in person.

Any voter issued an absentee ballot may, at any time prior to the day of the election for which it is issued, appear at the office of the city clerk, and there cast his ballot.

Section 5.40.070 - Absentee ballots; by mail.

Any voter issued an absentee ballot may, at any time prior to closing of the polls on the day of the election for which it is issued, appear before an election official, and cast their ballot in the same manner as it would be cast in the office of the city clerk under Section [5.40].050 of this chapter. After writing or stamping his/her name across the seal of the return envelope, the election official shall return it to the voter who shall mail it to the city clerk.

If the voter does not have an absentee ballot, they may vote by questioned ballot. The elections review committee will determine if the voter has already voted by absentee.

Section 5.40.080 - Voting at the polls, absentee voters; surrender of materials.

If a voter issued an absentee ballot returns to the city on election day, the voter shall not vote at the polling place unless he or she first surrenders to an election official the absentee ballot, ballot envelope, and return envelope issued to the voter. Unused absentee ballots, ballot envelopes and return envelopes shall be returned to the election supervisor by the election board with other ballots not used at the polling place.

Section 5.40.090 - Retention of absentee ballots; delivery.

The city clerk as election supervisor shall retain all absentee ballots received in the office safe until the time the city council meets as the election review committee to canvass the election. At this time the clerk shall deliver all absentee ballots received to the election review committee to be counted and included in the final vote tally of the election. Absentee ballots must be received by the time of the meeting to be counted.

~~Section 5.40.100 - Liberal construction.~~

~~This chapter shall be liberally interpreted, so as to accomplish the purposes set forth.~~

~~(Form 5.40-A) (Sample)~~

~~CITY OF GUSTAVUS, ALASKA~~

~~APPLICATION FOR ABSENTEE BALLOT~~

I, _____, A QUALIFIED VOTER AND RESIDENT OF THE CITY OF GUSTAVUS, ALASKA HEREBY APPLY FOR AN ABSENTEE BALLOT FOR THE CITY ELECTION TO BE HELD ON _____, 20____.

RESIDENCE ADDRESS*:

~~(P.O. BOX NUMBER OR STREET)~~

MAILING ADDRESS:

~~(IF OTHER THAN RESIDENCE ADDRESS)~~

REASON FOR REQUESTING ABSENTEE BALLOT: _____

~~ADDRESS TO WHICH ABSENTEE BALLOT SHOULD BE MAILED:~~

_____	*Note: An absentee ballot may not be mailed to an address in Gustavus.

-

~~VOTER REGISTRATION NUMBER, SOCIAL SECURITY NUMBER, OR BIRTHDATE:~~

DATE: _____ SIGNED: _____

RECEIVED BY: _____ DATE: _____

PLEASE MAIL THIS APPLICATION TO:	Office of the City Clerk,
	City of Gustavus, POB 1,
	Gustavus, Alaska, 99826

-

City of Gustavus, Alaska	ABSENTEE BALLOT Oath of Affidavit
ENVELOPE	
	{Form 5.40-B}
{Sample}	
STATE OF ALASKA	}
) ss.
UNITED STATES OF AMERICA	}
_____ deposes and says: I am a resident of and a registered voter in City of Gustavus, Alaska, and I hereby enclose my ballot in compliance with the election ordinance of said city.	

_____ (Signature of Voter)	_____ (Residence address with city)
_____ (Witness's Signature)	

Chapter 5.50 - REVIEW OF ELECTION RETURNS

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.

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.

Section 5.50.030 - Determining election winner.

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

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

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. ~~according to the procedures in (b)(4) of this section.~~
- (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. ~~and shall hear testimony of the voter who cast the questioned ballot and of any other city resident who has information useful to the committee's decision.~~ 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) An official authorized by law to attest the certificate failed to execute the certificate;~~
 - (C)** The voter did not enclose the marked ballot inside the small envelope.
 - ~~(2) Any person present at the questioned ballot review may challenge the name of a questioned voter when read from the voter's certificate on the back of the large envelope if he has good reason to suspect that the questioned voter is not qualified to vote, is disqualified, or has voted at the same election. The person making the challenge shall specify the basis of the challenge in writing. The election review committee by majority vote may refuse to accept and count the questioned ballot of a person properly challenged under grounds listed in (1) of this subsection.~~
 - (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.

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 voter certified and cast his ballot before a person authorized by law to administer oaths, and that person did sign and seal the envelope;~~
 - (43) 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.

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.

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.

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.

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.

Section 5.50.120 - Certificate of election.

- ~~(a) — 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 and provide 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 given to the of each certificate shall be retained as a permanent record by the city.~~
- ~~(b) — The forms appearing at the end of this chapter illustrate a sample of the certificates of election. (Forms 5.50-A—C)~~

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.

~~CITY OF GUSTAVUS, ALASKA~~ **~~REPORT OF ELECTION RESULTS~~**

~~(Form 5.50-A) (Sample)~~

~~The tally below is a true and accurate record of all votes cast in the _____
election held in the City of Gustavus, Alaska on _____, 20____.~~

~~PART I: ELECTIVE OFFICES~~

~~OFFICE: CITY COUNCIL SEATS _____ & _____~~

CANDIDATE	VOTE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____ (Write In)	_____
8. _____ (Write In)	_____

Report of Election Results — Page 1 of 2

PART II: BALLOT PROPOSITIONS AND QUESTIONS

PROPOSITION _____:	YES _____	NO _____
PROPOSITION _____:	YES _____	NO _____
PROPOSITION _____:	YES _____	NO _____
QUESTION _____:	YES _____	NO _____
QUESTION _____:	YES _____	NO _____
QUESTION _____:	YES _____	NO _____

PART III: ACCOUNTING OF BALLOTS

Total Ballots Cast: _____

Total Regular Ballots cast: _____

Total Questioned Ballots cast: _____

Disposition:

Accepted _____

Rejected _____

Total Absentee Ballots cast: _____

Disposition:

Accepted _____

Rejected _____

Total Defective Ballots cast _____

Disposition:

Accepted _____

Rejected _____

The canvass of the election was completed between the hours of _____ p.m. and _____ p.m. on _____, 20____.

Mayor

ATTEST:

City Clerk

{City Seal}

Report of Election Results — Page 2 of 2

City of Gustavus, Alaska**CERTIFICATE OF ELECTION — OFFICER**

(Form 5.50-B) (Sample)

THIS IS TO CERTIFY that on the _____ day of _____, 20____, _____ was elected to the office of _____ of the City of Gustavus, Alaska, as confirmed by the City Council of the City of Gustavus upon completion of the final canvass of ballots on the _____ day of _____, 20____.

DATED at Gustavus, Alaska this _____ day of _____, 20____.

Mayor

ATTEST:

City Clerk

{City Seal}

City of Gustavus, Alaska

~~CERTIFICATE OF ELECTION — BALLOT PROPOSITION~~

~~(Form 5.50-C) (Sample)~~

~~THIS IS TO CERTIFY that on the _____ day of _____, 20____, the ballot proposition relating to _____, a true and correct copy of which is attached hereto, was approved or rejected by the voters of the City of Gustavus, as confirmed by the City Council of the City of Gustavus, upon completion of the final canvass of ballots on the _____ day of _____, 20____.~~

~~DATED at Gustavus, Alaska this _____ day of _____, 20____.~~

Mayor

ATTEST:

City Clerk

{City seal}

Chapter 5.60 - CONTEST OF ELECTION

Sections:

Section 5.60.010 - Contest of election; contestant.

- (a) Any qualified voter may contest the election of any person and the approval or rejection of any question or proposition.
- (b) Any qualified voter who believes that prohibited practices occurred at an election may contest the election by:
 - (1) Filing a written affidavit with the city clerk specifying with particularity the provisions of the law which the voter believes were violated and the specific acts he believes to be misconduct;
 - (2) This affidavit must be filed with the city clerk before or during the first meeting of the election review committee on the Friday following the election. The city

clerk shall acknowledge the date and time the affidavit is received on its face and make a photocopy of the affidavit which shall be given the contestant.

~~(3) The sample affidavit at the end of this chapter shows the form this affidavit should take (Form 5.60-A).~~

Section 5.60.020 - Contest of election; council.

The city council may order an investigation or a recount of the ballots or, declare the election invalid and order a new election, or declare the affidavit of election contest without merit and certify the results of the election.

Section 5.60.030 - Ballot recount.

If only a recount of ballots is demanded, the election board where the error allegedly occurred shall recount the ballots.

Section 5.60.040 - Prohibited practices alleged.

When the contestant alleges prohibited practices, the council shall direct the city clerk to produce the original register books for the election.

Section 5.60.050 - Sustained charges; recount.

If the charges alleged by the contestant are upheld, the election review committee shall make a recount. The committee shall then certify the correct election returns as provided in Chapter 5.50.

Section 5.60.060 - Recount expenses; appeal.

- (a) The contestant shall pay all costs and expenses incurred in a recount of an election demanded by the contestant if the recount fails to reverse any result of the election or the difference between the winning and losing vote on the result contested is more than two (2) percent.
- (b) A person may appeal the decision of the council in Section 5.60.020 to the state superior court, however no person may appeal or seek judicial review of a city election for any cause or reason unless the person is qualified to vote in the city, has exhausted his administrative remedies before the city council and has commenced, within ten (10) days after the council has finally declared the election results, an action in the superior court. If no such action is commenced within the ten-day period, the election and election results shall be conclusive, final, and valid in all respects.

Chapter 5.70 - INITIATIVE PETITION, REFERENDUM AND RECALL

Sections:

Section 5.70.010 - Initiative and petition.

- (a) The people of the City of Gustavus may directly enact ordinances by the initiative and may reject ordinances of the council by referendum, in accordance with AS 29.26.100 through 29.26.190.

Section 5.70.020 - Recall.

- (a) The people of the City of Gustavus may recall an elected official of the city. The procedure for recall shall be in accordance with AS 29.26.240 through 29.26.360.

CITY OF GUSTAVUS, ALASKA
AFFIDAVIT OF ELECTION CONTEST
 (Form 5.60-A) (Sample)

STATE OF ALASKA	}
	} ss.
FIRST JUDICIAL DISTRICT	}

-

~~I believe that prohibited practices occurred at the election held on _____, 20____.~~

~~I believe that the following laws were violated:~~

~~The above provisions of the law were violated in the following manner:~~

~~These facts are true and correct to the best of my knowledge.~~

~~Signature of Person Contesting~~

~~SUBSCRIBED and SWORN TO before me this _____ day of _____, 19____.~~

~~Notary Public in and for Alaska~~

~~My Commission Expires: _____~~

~~[Notary Seal]~~

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

Date Introduced: January 11, 2018

Date of Public Hearing: February 8, 2018

PASSED and **APPROVED** by the Gustavus City Council this ____th day of February 2021

Brittney Cannamore, Mayor

Attest: Karen Platt CMC, City Clerk

**City of Gustavus**

P.O. Box 1

Gustavus, AK 99826

Phone: (907)697-2451

Solicitation of Interest for PIT RUN GRAVEL

The City of Gustavus anticipates making available approximately 20,000 cubic yards of pit run gravel for sale to private enterprise during calendar year 2021. The price will be \$6.00 per cubic yard.

An earnest money deposit of \$800.00 and a bond of \$1,000.00 may be required. Applicants must have the capability of excavating to a depth of twelve feet.

Contracts for pit run gravel will be awarded at the February 8, 2021 City Council General Meeting.

Requests must be received at City Hall by 4:00 PM on February 8, 2021. You may email this form with your “signature” typed in to treasurer@gustavus-ak.gov, or sign, scan, and email to same, or fax signed form to 697-2136.

Name (please print or type): _____

Address: _____

Cubic yards requested: _____

Date: _____ Telephone: _____

Signature: _____

PROJECT SCOPING and DEVELOPMENT FORM

This form is to be used to document project planning and approval in order 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: [Gustavus Gravel Extraction Improvement Project](#)

Department: [Lands](#)

Contact: [Tom Williams](#)

E-mail: tom.williams@gustavus-ak.gov Phone [907-697-2257](tel:907-697-2257)

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? [Extending the life of the Gustavus gravel pit operation by implementing an alternative system, such as a drag-line or dredge.](#)
Specifically:
 - [purchase an alternative extraction method](#)
 - [purchase a portable scale to weigh gravel for sale or use](#)
 - [acquire training/staff/operator for the first year of operation](#)
 - [purchase any consumables for the first year](#)
- What are its goals and objectives?
[Goal: provide a system for gravel extraction that will extend the usefulness of the existing gravel ponds until a new location is secured.](#)
- Who/what will be aided by this project? Who are the targeted stakeholders/customers?
[The primary beneficiaries of this project will be the City gravel needs \(i.e. roads, construction, etc.\), residents and visitors of Gustavus.](#)
- Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?
[No.](#)
- What is NOT covered by this project? What are its boundaries?
[The annual operation and maintenance of the drag-line or dredge.](#)

2. Why is the project needed?

The project is needed to continue providing gravel for the multiple uses and users of Gustavus.

- What community problem, need, or opportunity will it address?
The problem this project addresses is the pending loss of gravel from the City's gravel pits. Given the current rate of extraction, using the current method, the City will soon run out of gravel.
- The project will provide a method to extract gravel for approximately 20 years IF the preliminary evaluation of material is accurate. However, the serviceable material supply could be much less. Currently, it is estimated that the City's gravel pit will be exhausted within 24-36 months. This project will ensure that gravel will be available for development, road construction and maintenance, and other miscellaneous uses necessary for the City.
- Opportunity: The project provides the opportunity to continue providing gravel for the community and for the operation of City responsibilities such as roads.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
The project addresses infrastructure concerns as gravel is frequently necessary for construction. Also, gravel is needed to comply with City requirements for road maintenance and repair. In addition, without adequate and affordable gravel, the businesses and residents will experience economic difficulties caused from a lack of supply and increased demand for gravel. The recent flooding disaster illustrated the need to have material available to protect life and property, repair and recovery of roads, and future road and stormwater improvement projects.

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

The project originated through discussions with community businesses and contractors notifying the City that the gravel was running out.

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

Not at this time.

5. What is your timeline for project planning?

- By when do you hope to implement the project?
The project should be implemented for Spring/Summer of 2021.
- Will the planning or final project occur in phases or stages?
The project will be final upon the receipt, site planning, staffing, training, and operation of the equipment.

6. What is your budget for the planning process? Will you be using a consultant?

The budget for the project is \$500,000 to cover purchase of the drag-line or dredge, site preparation, and identifying an operation plan. The operation plan

includes staffing, training, storage of gravel, selling of gravel, and other project related components.

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.

\$500,000

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 alternatives include:

- not to do the project
- purchase land adjoining the hydro facility, procure a lease with DNR, submit a scoping document for the procurement of equipment (i.e. trucks, rock crusher, etc.) or a lease/rent alternative, to acquire rock and gravel.
- Lease land from DNR for new gravel pits.
- Purchase gravel from other sources.

2. What solution was chosen as the best and why is it the best?

The most cost-effective method for extending the gravel extraction and supply will be determined, drag-line or dredge. The equipment purchased should last in excess of 20 years, depending on the new gravel source/land lease or purchase.

3. Identify your funding source(s).
 - How will the project be funded initially, and for its operating life?
 - Is there a matching fund requirement? Please provide details.

This is envisioned as a City-funded project. However, alternate funding and partnerships will be pursued.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

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

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

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

- This project has multiple benefits:
 - The City can build and maintain roads
 - Contractors will have a local source of gravel for projects
 - Gravel will generate funds for the City through gravel sales
 - Safe roads, through proper maintenance, will provide for transportation safety
 - Provide material for response to emergencies such as floods
 - The gravel operations will employ several residents and assist businesses in generating funds
 - Continued use of the existing gravel pits will limit the need to expand to other areas to begin new gravel extraction operations
 - Using a local source for gravel will reduce the carbon footprint of the City by not needing to ship gravel in from other locations

3. Are other projects related to or dependent on this project? Yes, as explained above.

- Is this project dependent on other activities or actions? No
- If yes, describe projects, action or activities specifying phases where appropriate. N/A

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?)

Possibly. If the City operates the gravel operations, then it will need to train an existing staff member or use a temporary hire seasonally. As an alternative, the Could hire an operator from another business.

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

None

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

\$500,000 for the purchase of the project items. Costs of operations are not yet identified but are expected to be paid for by the profits of the gravel sales.

7. Is an engineering design or construction estimate necessary? No.

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?

Yes, through the sale of gravel.

Part 5. Project Budget

Proposed Budget Line Items

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: drag line, portable scale, miscellaneous	\$450,000
Site work	\$10,000	Contractual	\$
Construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$40,000	Other (list)	\$
Other (list)	\$	Other (list)	\$
Other (list)		Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs- income	\$

Updated Latest Estimate Budget Line Items if Changed Date: N/A

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?
There will need to be an operator.
2. How many full-time, permanent jobs will this project create or retain? None
_____ Create/retain in 1-3 years
_____ Create/retain in 3-5 years
3. What training is necessary to prepare local residents for jobs on this project? N/A
4. How many local businesses will be affected by this project and how? There are 3 gravel pit leases. However, many businesses will be affected to the availability of local gravel.

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

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)

The Mayor, Council member Taylor, City Administrator, and current gravel pit contractors have discussed the issue and alternatives on multiple occasions.

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? N/A

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
May GM work session	May 6, 2019		No	Moved to GM	

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY21-03**

**A RESOLUTION APPROVING THE SUBMISSION OF CAPITAL IMPROVEMENT FUNDING
REQUESTS**

WHEREAS, the GVFD has lost use of its smaller fire truck Engine 27, which is contaminated with PFAS foam. Replacing Engine 27 will be done with a smaller 4x4 quick attack or wildland fire apparatus. This benefits the community by adding another vehicle to respond to fires that can reach areas Engine 1 cannot. It will be smaller, making it more maneuverable than the full-sized Engine 1 (the only other firefighting truck in Gustavus), allowing access down tight driveways; and,

WHEREAS, the City of Gustavus Disposal and Recycling Center (DRC) serves Gustavus as a model Integrated Resource Recovery and Waste Disposal Facility but currently lacks a proper facility for the receiving, collection, processing, and shipping of household hazardous wastes and has been unable to accept these wastes. U.S.-manufactured, portable modules specifically designed for these purposes are available; and,

WHEREAS, the current main DRC building has outgrown its current operating capacity and a new building is necessary to provide adequate space for normal operations that is safe for both the customer and staff. This facility serves as the customer interface for sorting recyclables and dropping off refuse and also houses two balers and a glass pulverizer. With increased use and projected growth, a new building to house upgraded equipment in the future is necessary. This project would construct a new main building of 6,000 square feet with at least 2 bays and 1 man-door. There will be a concrete floor as well as areas of the building that have concrete push walls; and,

WHEREAS, the City of Gustavus owns the sole source of gravel for use on city roads and for private and commercial use. With current extraction methods, available material from the gravel pits could be exhausted in the next few years. This project would extend the usefulness of the existing gravel ponds by implementing an alternative extraction system, such as a drag-line or dredge, along with support equipment, a truck scale, site preparation, and identifying an operation plan, including staffing, training, and storage and selling of gravel; and,

WHEREAS, the GVFD's volunteer roster and equipment have grown beyond the capacity of the Firehall that was constructed in 1981 and expanded and repaired over time. Equipment is stored outside, either permanently or temporarily, the roof requires repair, and expansion of the upstairs would allow for more classroom space and on-site volunteer quarters for faster emergency response. Architectural and engineering plans are needed to inform construction; and,

WHEREAS, the Gustavus Public Library was built by volunteers, grants, and donations with blueprints for the building designed for an expansion at some future date. As the population of Gustavus has grown, more space is needed to better serve the public. Architectural and engineering plans are needed to inform construction;

NOW, THEREFORE, BE IT RESOLVED, that the Gustavus City Council approves and prioritizes the following FY22 Capital Improvement Project (CIP) funding requests to the Alaska

Legislature in the amounts indicated below and urges the Legislature and Governor to consider them favorably.

- | | |
|--|-----------|
| 1. GVFD Quick Attack/Wildland Firefighting Truck | \$80,000 |
| 2. Container Designed as a Household Hazardous Waste Facility | \$65,000 |
| 3. Disposal & Recycling Center Main Building Replacement | \$287,500 |
| 4. Gravel Extraction Improvement Project | \$500,000 |
| 5. Gustavus Firehall Architectural & Engineering Plans for Expansion | \$30,000 |
| 6. Gustavus Public Library Architectural & Engineering Plans for Expansion | \$30,000 |

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council, this __th day of _____, 2021, and effective upon adoption.

Brittney Cannamore, Mayor

Attest: Karen Platt CMC, City Clerk