



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, October 11, 2021 at 7:00 PM
via Zoom

COUNCIL MEMBERS

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

CITY HALL

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

AGENDA

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/83761506835?pwd=QXFNTEU0dk8ybklhZi92NVViWUFVQT09>
ID: 837 6150 6835 **PASSCODE:** 695285 **PHONE NUMBER:** 253-215-8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

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

APPROVAL OF MINUTES

4. 09-20-2021 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

5. Gustavus Volunteer Fire Department Quarterly Report
6. Marine Facilities Coordinator Quarterly Report
7. City Clerk Quarterly Report
8. City Treasurer Monthly Financials
9. City Administrator General Meeting Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

ORDINANCE FOR PUBLIC HEARING

10. FY22-07NCO Departmental Budgets (Introduced 09-20-2021)
11. FY22-08NCO Capital Project Funding 2021 (Introduced 09-20-2021)

UNFINISHED BUSINESS

NEW BUSINESS

12. Award RFQ FY22-02MF Movement of Steel Float Fall 2021

CITY COUNCIL REPORTS

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: October 6, 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
SEPTEMBER 20, 2021**

MINUTES - PENDING

ROLL CALL

PRESENT

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

Council Seat E – Vacant

Reading of the City of Gustavus Vision Statement

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

Vice Mayor Vanderzanden presented a letter of recognition and certificate of appreciation to City of Gustavus Mayor Cannamore.

APPROVAL OF MINUTES

Motion made by Council Member Buchheit to approve by unanimous consent the 08-09-2021 General Meeting Minutes and 08-23-2021 Special Meeting Minutes.

Seconded by Vice Mayor Vanderzanden.

Hearing no objections, the minutes of 08-09-2021 General Meeting and 08-23-2021 Special Meeting are passed by unanimous consent.

1. 08-09-2021 General Meeting Minutes
2. 08-23-2021 Special Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

Mayor Cannamore removed Item 8. CY21-11 Resolution - Approve Salmon Beyond Borders and the Southeast Alaska Indigenous Transboundary Commission and Item 9. CY21-10 Approving the Appointment of Election Officials for the 2021 Municipal Election from the Consent Agenda and moved them to the first two items under New Business.

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

COMMITTEE / STAFF REPORTS

3. Marine Facilities Advisory Committee Quarterly Report
Marine Facilities Advisory Committee Chair, Mike Halbert submitted a written report.
4. Gustavus Public Library Quarterly Report

Gustavus Public Library Services Director, LeAnn Weikle submitted a written report and provided an oral summary.

5. City Treasurer Monthly Financials
City Treasurer, Eduarda Loggins submitted monthly financials.
6. City Administrator General Meeting Report
City Administrator, Tom Williams submitted a written General Meeting report and provided an oral summary.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Susan Warner
Sally McLaughlin

CONSENT AGENDA

Motion made by Vice Mayor Vanderzanden to adopt the Consent Agenda by unanimous consent.

Seconded by Council Member Clark.

Hearing no objections, Mayor Cannamore announced the Consent Agenda as passed by unanimous consent.

7. FY22-07NCO Introduction of Departmental Budgets (Public Hearing 10-11-2021)

ORDINANCE FOR PUBLIC HEARING

8. FY22-04NCO AMLIP Gravel Pit Fund (Introduced 08-09-2021)

Mayor Cannamore opened the Public Hearing at 7:57 PM
Public Testimony: There was no Public Testimony.
Mayor Cannamore closed the Public Hearing at 7:57 PM

Motion made by Council Member Lewis to adopt FY22-04NCO AMLIP Gravel Pit Fund (Introduced 08-09-2021).

Seconded by Vice Mayor Vanderzanden.

Council Comment: None

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

9. FY22-05NCO Departmental Budgets (Introduced 08-09-2021)

Mayor Cannamore opened the Public Hearing at 8:00 PM
Public Testimony:
Susan Warner
Mayor Cannamore closed the Public Hearing at 8:02 PM

Motion made by Council Member Taylor to approve FY22-05NCO Departmental Budgets (Introduced 08-09-2021).

Seconded by Council Member Clark.

Council Comment: None

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

10. FY22-06NCO Capital Project Funding (Introduced 08-09-2021)

Mayor Cannamore opened the Public Hearing at 8:04 PM

Public Testimony: None

Mayor Cannamore closed the Public Hearing at 8:05 PM

Motion made by Council Member Buchheit adopt to FY22-06NCO Capital Project Funding (Introduced 08-09-2021).

Seconded by Mayor Cannamore.

Council Comment: None

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

UNFINISHED BUSINESS

No Unfinished Business.

NEW BUSINESS

11. CY21-11 Resolution - Approve Salmon Beyond Borders and the Southeast Alaska Indigenous Transboundary Commission

Motion made by Council Member Clark to approve CY21-11 Resolution - Salmon Beyond Borders and the Southeast Alaska Indigenous Transboundary Commission.

Seconded by Council Member Lewis.

Public Comment: None

Council Comment:

Vice Mayor Vanderzanden

Council Member Clark

Council Member Buchheit

Voting Yea: Mayor Cannamore, Council Member Taylor, Council Member Buchheit, Council Member Lewis

Voting Nay: Vice Mayor Vanderzanden, Council Member Clark

12. CY21-10 Approving the Appointment of Election Officials for the 2021 Municipal Election

Motion made by Council Member Lewis to approve CY21-10 the Appointment of Election Officials for the 2021 Municipal Election.

Item #4.

Seconded by Vice Mayor Vanderzanden.

Public Comment: None

Council Comment:
Mayor Cannamore

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

13. Approve Scoping Document - Gustavus Fish Waste Disposal Station

Motion made by Vice Mayor Vanderzanden to approve Scoping Document - Gustavus Fish Waste Disposal Station.

Seconded by Mayor Cannamore.

Public Comment: None

Council Comment: None

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

14. FY22-08NCO Introduction of Capital Project Funding 2021 (Public Hearing 10-11-2021)

Motion made by Council Member Clark to approve FY22-08NCO Introduction of Capital Project Funding 2021 (Public Hearing 10-11-2021).

Seconded by Council Member Buchheit.

Public Comment: None

Council Comment: None

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

CITY COUNCIL REPORTS

15. Mayor's Quarterly Report
Mayor Cannamore submitted a written report and provided an oral summary.

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Taylor: Update on maintenance of roads during these wet conditions.
Reminder to drive slower on the wet roads.

Council Member Lewis: Thank you to candidates running for council.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Tom Williams

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 8:49 PM

Brittney Cannamore, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date



Gustavus Volunteer Fire Department Quarterly Highlights

Volunteers: 24

Total calls this year: 33

August:

- Calls: 4
- Volunteer Hours: 60 hours
- Gathering information for having recertification classes

September:

- Calls 0
- Volunteer hours: 30 hours
- Ordered 2500 dollars' worth of supplies that was back logged of unordered supplies
- Bought two new batteries for the back of ambulance.
- Ordered and received new sidestep for ambulance
- End of season wind down, working on equipment which are coming up to expire or expired
- Contacted medical control to put CPAP (an airway device) back onto our EMT skills list, will be included into the recertification class when it happens
- Multimed, Daren Beals came for the weekend, 9/18 and 9/19, were able to get the people who need their skills checked off, checked off. Thank you, Daren Beals,
- Looking for an antenna replacement the radio coverage has been diminishing over the last few years. Hoping to use the Healthy & Equitable Communities Funding Opportunity fund.
- Only two positive cases of Covid this month

Upcoming:

- planning for funding for becoming a CPR instructor for roughly 8 people (3 are being funded by the park). Going to cost us 1473.75, park is paying \$884.25 for their three employees.
- Lucy Tate to coming over November 15, 2021, cost about \$3000
- Working on applying for the endowment grant for more radios, and equipment.
- Applying for the Health & Equitable Communities Funding Opportunity to replace repeater antenna.
- Working changing oil in vehicles, have not been changed since 2017.
- Will need to find a way to transport SCBAs to Anchorage for annual Flow testing required by the National Fire Protection Association.

Marine Facilities Coordinator (MFC) Quarterly Staff Report

Ben Sadler, Marine Facilities Coordinator / Harbormaster

Monday, December 11th, 2021

My last quarterly report was at the July 19th General Meeting, and my next report will be at the December 13th General Meeting.

General Day to Day

As in all my quarterly reports, I will be separating the Harbormaster position from the MFC portion for clarity on specific tasks performed.

Harbormaster

In my role as harbormaster, I have spent my time monitoring activities at the Dock and Beach. This summer we averaged 27 boats moored out front with a high of 31 in July. Also, this summer a new fire pit was created between the parking area on the east side of the dock and the beach. This area quickly became a place to leave beer cans and bottles, trash and cigarette butts. I did my best to keep it clean but the effects of having a fire pit in this prime location is hard to hide. One vehicle drove around the barriers to the west side of the beach and dropped a load of logs at the fire pit there. This summer I only saw four tents at the beach. Two on City property and two on DeBoer property. I removed 854#'s of trash and 208#'s of recyclables from the beach receptacles so far this year. I did reach out to certain community members about their using these receptacles for their personal waste and saw less dumping at this location as a result. Two vessels sank off the dock this summer. Both were owned by charter companies, and one was recovered by the owner, and one was not located. For the most part maintenance of the floats was kept to a minimum because of high lumber prices. Someone broke into the fee box at the bottom of the ramp this summer. We are currently looking into installing a camera to help with the problems we see every season down on the floats. We also had vessels tossed from the skiff floats during the storm at the beginning of this month.

Marine Facilities Coordinator

In my role as MFC I was able to obtain a new shed for the City's Marine Facilities equipment and get it installed in the boat harbor. I was also able to secure funding to have electricity installed and have been working to get a tsunami siren installed (postponed by the contractor) before the end of the year. I have also been working with other departments to get everything moved out of the old Po (storage building). I was also able to get the scoping document for the Gustavus Fish Waste Disposal Station approved. I am currently working on a cost projection for the steel float maintenance schedule and hope to have something to present to the Council by early next year. I have been working with the Council and City Administrator to formulate a plan to address the "feeding sea lions" problem we currently have. (The second vessel to sink out front this year was believed to have sunk because of a sea lion being on the boat.)

I was also able to attend an Emergency Trauma Tech (ETT) course this summer and am now a certified ETT. Hopefully I will never have to use any of the skills I learned but the community is now a little safer if they happen to need emergency assistance and I am in the area. I have been in continuous conversation with the State about small changes and things we can do to make our Dock and Float system safer and more user friendly. I have also been working with the City Administrator and the Vice Mayor to rewrite Title 8 in an attempt to make it more specific to Gustavus.

This summer I assembled the new shed for the library and was also able to do maintenance work for other departments with direction from the Mayor and City Administrator.

Completed by BPS 10/03/2021

CLERK'S REPORT
OCTOBER 11, 2021
Submitted by Karen Platt

Item #7.

Council ATTENDANCE SHEET is attached

Training

- ✓ IS-00029.a Public Information Officer Awareness
- ✓ I am scheduled to take a 4-day course with FEMA on Public Information Basics. Both courses are offered free through FEMA and are part of a series of courses in becoming a certified Public Information Officer.

Elections

- ✓ It has been an interesting and exciting election process this year. Each year, I have been able to improve on the process and council transition from previous years.

Public Outreach

- ✓ The City of Gustavus page has 168 followers, up 36 followers since my last report, the Gustavus Emergency Center page has 114 followers, up 8 followers since my last report and the existing Gustavus Public Library has 473 followers, up 37 followers since my last report.
<https://www.facebook.com/GustavusCity>
<https://www.facebook.com/Gustavus-Emergency-Operations-Center-104418401555797>
<https://www.facebook.com/GustavusLib>
- ✓ Gustavus News Group email list has 335 subscribers, up 8 subscribers from my last report.
- ✓ I would also like to encourage the council and staff to extend recognition of community, volunteer, student, and staff achievements on a regular basis. If you think of anything that should get out to the community, please get in touch with me.

Around the Office

- ✓ Elections
- ✓ Council transition
- ✓ Drama!

I would like to remind everyone that city business does not take place on the Rumor Mill or Gustavus Politics Facebook pages. I would also like to send a message out to you and our community to be respectful in our differences in opinion. If there are questions regarding city business, happenings etc. to reach out to city staff, the mayor or other council members.

Department Hours

<https://cms.gustavus-ak.gov/administration/page/2021-winter-hours>

Staff Directory

<https://cms.gustavus-ak.gov/directory>

City Council Members Terms and Emails

<https://cms.gustavus-ak.gov/citycouncil/page/city-council-members>

- ✓ Beginning sometime in December, I plan to be cleaning the beach outhouses one time per week while Ben the Marine Facilities Coordinator is off for a few months. Please know that city department duties sometime include more than what you think and that we all work hard at our jobs to serve our community.

	Seat A	Seat B	Seat C	Seat D	Seat E	Seat F	Seat G
Meeting Date	Clark - Seat vacant 09-30-2021	Vanderzanden	Lewis	Buchheit	Owens - Seat vacant 03- 10-2021 McLaughlin started 04-12-2021	Cannamore	Taylor
10-12-2020 Special Meeting							
10-12-2020 General Meeting							
11-02-2020 Regular Work Session							
11-09-2020 General Meeting							
12-07-2020 Regular Work Session							
12-07-2020 Special Meeting							
11-09-2020 General Meeting							
12-07-2020 Regular Work Session							
12-07-2020 Special Meeting							
12-14-2020 General Meeting							
01-04-2021 Regular Work Session							
01-11-2021 General Meeting							
02-01-2021 Regular Work Session							
02-08-2021 General Meeting							
02-22-2021 Work Session CIP							
03-01-2021 Regular Work Session							
03-08-2021 General Meeting							
03-15-2021 Special Meeting Executive Session							
03-15-2021 Work Session FY22 Budget							
04-05-2021 Special Meeting							
04-05-2021 Regular Work Session							
04-08-2021 Work Session FY22 Budget							
04-12-2021 General Meeting							
05-03-2021 Regular Work Session							
05-10-2021 Special Meeting							
05-10-2021 General Meeting							
05-24-2021 Special Meeting							
06-07-2021 Regular Work Session							
06-14-2021 General Meeting							
7-12-2021 Regular Work Session							
07-19-2021 General Meeting							
08-02-2021 Regular Work Session							
08-09-2021 General Meeting							
08-14-2021 Public Meeting							
08-23-2021 Special Meeting							
09-13-2021 Regular Work Session							
09-20-2021 General Meeting							
10-04-2021 Regular Work Session							

Special Meeting/Work Session Present

General Meeting Present

Absent (unexcused)

Absent (excused)

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

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Business License Fees	4,150.00	3,000.00	1,150.00	138.3%
Donation - Inter-library Loans	20.00			
Donations	384.00	300.00	84.00	128.0%
DRC Income	84,884.57	67,400.00	17,484.57	125.9%
Federal Revenue				
Disaster Assistance (FEMA funds)	0.00	55,095.84	-55,095.84	0.0%
Nat'l Forest Receipts-Encumbered	38,572.14	38,572.14	0.00	100.0%
Payment In Lieu of Taxes	113,760.06	113,760.06	0.00	100.0%
Total Federal Revenue	152,332.20	207,428.04	-55,095.84	73.4%
Fundraising	960.00	960.00	0.00	100.0%
GVFD Income	8,657.45	10,250.00	-1,592.55	84.5%
Interest Income	189.43	350.00	-160.57	54.1%
Lands Income	27,354.00	26,750.00	604.00	102.3%
Lease Income	13,125.67	12,720.35	405.32	103.2%
Library Income	521.50	500.00	21.50	104.3%
Marine Facilities Income	28,240.00	22,200.00	6,040.00	127.2%
State Revenue				
Community Assistance Program	75,180.66	75,000.00	180.66	100.2%
Shared Fisheries Business Tax	1,045.27	1,700.00	-654.73	61.5%
Total State Revenue	76,225.93	76,700.00	-474.07	99.4%
Tax Income				
Retail Tax Income	245,447.52	235,000.00	10,447.52	104.4%
Remote Sellers Retail Tax	17,803.44	20,000.00	-2,196.56	89.0%
Room Tax Income	25,034.88	20,000.00	5,034.88	125.2%
Fish Box Tax	8,560.00	6,000.00	2,560.00	142.7%
Penalties & Interest	2,080.38	0.00	2,080.38	100.0%
Tax Exempt Cards	290.00	300.00	-10.00	96.7%
Total Tax Income	299,216.22	281,300.00	17,916.22	106.4%
Total Income	696,260.97	709,858.39	-13,597.42	98.1%
Gross Profit	696,260.97	709,858.39	-13,597.42	98.1%
Expense				
Administrative Costs	2,133.70	3,033.75	-900.05	70.3%
Advertising	0.00	100.00	-100.00	0.0%
Bank Service Charges	3,901.08	3,900.00	1.08	100.0%
Building	16,445.76	19,650.90	-3,205.14	83.7%
Contractual Services	50,244.55	65,000.00	-14,755.45	77.3%
Dues/Fees	7,910.38	8,500.00	-589.62	93.1%
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	13,874.81	16,172.49	-2,297.68	85.8%
Events & Celebrations	3,587.70	3,750.00	-162.30	95.7%
Freight/Shipping	14,941.82	21,200.00	-6,258.18	70.5%
Fundraising Expenses	418.97	800.00	-381.03	52.4%
General Liability	11,575.44	11,317.32	258.12	102.3%

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

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Gravel Pit Fund	6,000.00	6,000.00	0.00	100.0%
Library Materials	598.71	600.00	-1.29	99.8%
Marine Facilities	6,155.70	6,368.37	-212.67	96.7%
Payroll Expenses	357,639.64	385,292.18	-27,652.54	92.8%
Professional Services	15,801.65	13,000.00	2,801.65	121.6%
Public Relations	314.86	500.00	-185.14	63.0%
Repair & Replacement Fund	24,772.13	24,772.13	0.00	100.0%
Road Maintenance	174,815.44	175,000.00	-184.56	99.9%
Stipend	3,000.53	3,000.00	0.53	100.0%
Supplies	12,445.58	13,675.00	-1,229.42	91.0%
Telecommunications	17,136.62	18,940.00	-1,803.38	90.5%
Training	1,971.00	4,750.00	-2,779.00	41.5%
Travel	0.00	1,000.00	-1,000.00	0.0%
Utilities	16,261.26	15,800.00	461.26	102.9%
Vehicle	5,959.65	8,285.67	-2,326.02	71.9%
Total Expense	784,994.32	847,497.81	-62,503.49	92.6%
Net Ordinary Income	-88,733.35	-137,639.42	48,906.07	64.5%
Other Income/Expense				
Other Income				
Encumbered Funds				
Other Savings for Road Maint	62,118.87	43,450.89	18,667.98	143.0%
Encumbered Funds - Other	37,881.13	37,881.13	0.00	100.0%
Total Encumbered Funds	100,000.00	81,332.02	18,667.98	123.0%
Prior-Year Cash Balance	0.00	58,282.73	-58,282.73	0.0%
Total Other Income	100,000.00	139,614.75	-39,614.75	71.6%
Net Other Income	100,000.00	139,614.75	-39,614.75	71.6%
Net Income	11,266.65	1,975.33	9,291.32	570.4%

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

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Business License Fees	325.00	3,000.00	-2,675.00	10.8%
Donations	0.00	800.00	-800.00	0.0%
DRC Income	30,733.80	86,100.00	-55,366.20	35.7%
Federal Revenue				
American Rescue Plan Act	53,951.17	107,902.33	-53,951.16	50.0%
Nat'l Forest Receipts-Encumbered	0.00	35,000.00	-35,000.00	0.0%
Payment In Lieu of Taxes	121,077.95	121,077.95	0.00	100.0%
Total Federal Revenue	175,029.12	263,980.28	-88,951.16	66.3%
Fundraising	200.00	600.00	-400.00	33.3%
GVFD Income	80.00	9,750.00	-9,670.00	0.8%
Interest Income	61.01	350.00	-288.99	17.4%
Lands Income	10,650.00	25,000.00	-14,350.00	42.6%
Lease Income	7,190.32	13,125.67	-5,935.35	54.8%
Library Income	0.00	500.00	-500.00	0.0%
Marine Facilities Income	4,530.00	15,700.00	-11,170.00	28.9%
State Revenue				
Community Assistance Program	77,370.21	77,370.21	0.00	100.0%
Shared Fisheries Business Tax	0.00	500.00	-500.00	0.0%
Total State Revenue	77,370.21	77,870.21	-500.00	99.4%
Tax Income				
Retail Tax Income	133,962.33	325,000.00	-191,037.67	41.2%
Remote Sellers Retail Tax	15,687.94	20,000.00	-4,312.06	78.4%
Room Tax Income	25,548.16	40,000.00	-14,451.84	63.9%
Fish Box Tax	1,560.00	7,500.00	-5,940.00	20.8%
Penalties & Interest	306.56	0.00	306.56	100.0%
Tax Exempt Cards	30.00	300.00	-270.00	10.0%
Total Tax Income	177,094.99	392,800.00	-215,705.01	45.1%
Total Income	483,264.45	889,576.16	-406,311.71	54.3%
Gross Profit	483,264.45	889,576.16	-406,311.71	54.3%
Expense				
Administrative Costs	761.00	2,000.00	-1,239.00	38.1%
Advertising	247.07	100.00	147.07	247.1%
Bank Service Charges	1,780.98	4,750.00	-2,969.02	37.5%
Building	15,640.05	20,344.48	-4,704.43	76.9%
Contractual Services	13,348.69	72,800.00	-59,451.31	18.3%
Dues/Fees	1,136.00	9,900.00	-8,764.00	11.5%
Economic Development Services				
GVA	30,000.00	30,000.00	0.00	100.0%
Total Economic Development Services	30,000.00	30,000.00	0.00	100.0%
Election Expense	185.92	250.00	-64.08	74.4%
Equipment	2,999.85	21,985.99	-18,986.14	13.6%
Events & Celebrations	40.47	3,925.00	-3,884.53	1.0%
Freight/Shipping	3,912.88	26,250.00	-22,337.12	14.9%
Fundraising Expenses	0.00	250.00	-250.00	0.0%
General Liability	17,480.61	17,480.61	0.00	100.0%
Gravel Pit Fund	0.00	6,000.00	-6,000.00	0.0%

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

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
Library Materials	388.28	2,700.00	-2,311.72	14.4%
Marine Facilities	2,486.20	5,486.20	-3,000.00	45.3%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	103,508.73	464,253.85	-360,745.12	22.3%
Professional Services	3,557.50	15,000.00	-11,442.50	23.7%
Public Relations	0.00	250.00	-250.00	0.0%
Repair & Replacement Fund	16,545.71	16,545.71	0.00	100.0%
Road Maintenance	49,930.10	150,000.00	-100,069.90	33.3%
Stipend	0.00	3,000.00	-3,000.00	0.0%
Supplies	3,652.57	20,000.00	-16,347.43	18.3%
Telecommunications	3,529.23	21,540.00	-18,010.77	16.4%
Training	3,518.19	5,525.00	-2,006.81	63.7%
Travel	0.00	5,000.00	-5,000.00	0.0%
Utilities	5,945.20	17,200.00	-11,254.80	34.6%
Vehicle	5,528.40	7,335.67	-1,807.27	75.4%
Total Expense	286,123.63	950,372.51	-664,248.88	30.1%
Net Ordinary Income	197,140.82	-60,796.35	257,937.17	-324.3%
Other Income/Expense				
Other Income				
Encumbered Funds				
Other Savings for Road Maint	65,000.00	65,000.00	0.00	100.0%
Total Encumbered Funds	65,000.00	65,000.00	0.00	100.0%
Total Other Income	65,000.00	65,000.00	0.00	100.0%
Net Other Income	65,000.00	65,000.00	0.00	100.0%
Net Income	262,140.82	4,203.65	257,937.17	6,236.0%

City of Gustavus
Balance Sheet
As of September 30, 2021

	Sep 30, 21
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	49,358.19
AMLIP Capital Improv Long-Term (0630598.2)	379,517.21
AMLIP Repair & Replacement (0630598.3)	327,452.57
AMLIP Road Maint - Unencumbered (0630598.4)	132,158.12
AMLIP Gravel Pit Fund (0630598.8)	12,000.00
AMLIP Reserve (0630598.12)	884,446.27
APCM.Endowment Fund	1,665,562.25
FNBA - Checking	805,569.50
FNBA Endowment Fund - Checking	38,935.43
Petty Cash	179.88
Total Checking/Savings	4,295,179.42
Accounts Receivable	
Accounts Receivable	36,384.10
Total Accounts Receivable	36,384.10
Total Current Assets	4,331,563.52
TOTAL ASSETS	4,331,563.52
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	3,998.53
Total Credit Cards	3,998.53
Other Current Liabilities	
Deferred Income	14,670.00
Total Other Current Liabilities	14,670.00
Total Current Liabilities	18,668.53
Total Liabilities	18,668.53
Equity	
Fund Balance	3,076,922.55
Opening Bal Equity	1,084,743.57
Net Income	151,228.87
Total Equity	4,312,894.99
TOTAL LIABILITIES & EQUITY	4,331,563.52

Accounts Receivable Detail**As of 9/30/21**

\$24,360.00	Airport Screeners Contract - Aug/Sept invoice to DHSS
\$7,786.44	State of Alaska MOA - July/Aug/Sept invoices
\$1,625.97	Delinquent Sales Tax
\$2,045.80	Ambulance Transport Billing - In Progress
\$14,670.00	Fish-Box Tax Deferred Income
(\$52.08)	Net of Other Customer Account Balances
\$50,436.13	Total

FNBA Checking Account - Unrestricted Funds Balance**As of 9/30/21**

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: \$805,569.50

Obligated Funds Currently in Checking Account:

	CARES Act remaining funds	(\$33,994.72)
	FEMA COVID-19 submitted for reimbursement	\$9,373.34
MF	CP18-01 Salmon River Harbor	(\$9,856.96)
Roads	CP18-02 Wilson Rd Drainage	(\$40,000.00)
DRC	CP18-05 DRC Pre-Processing	(\$14,560.72)
DRC	CP18-07 Household Haz Waste Fac.	(\$59,300.00)
Admin	CP19-03 Gustavus Beach Improv.	(\$10,389.89)
DRC	CP19-06 DRC Composting Facility	(\$106,050.00)
Library	CP19-08 Library Roof/Awning/Shed	(\$10,000.00)
GVFD	CP21-01 Tsunami Siren Power Ins	\$0.00
Admin	CP21-02 Refurbish Old P.O.	(\$10,000.00)
Roads	CP21-03 Good River Bridge Repairs	(\$15,000.00)
MFC	CP21-03 MFC Building at SRBH	(\$3,261.48)
Library	FY22 PLA Grant	(\$5,697.73)
Library	SoA OWL Internet Subsidy	(\$1,000.00)
Roads	Encumbered road money	(\$15,069.90)
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: \$480,510.42

Pending Transfers:

FY22-08NCO Transfer from AMLIP for Capital Project \$35,000.00 Public Hearing 10/11/21

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%.

FY22 budgeted operating expenses:	\$950,372.51
25% =	\$237,593.13
17% =	\$161,563.33
35% =	\$332,630.38

Capital Projects 2021-2025

Item #8.

Capital Projects	Budget Requested	Amount Funded	Funded Project QuickBooks Class Name	Dept.	Short Form Complete	Full Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Proposed Funding Source
Ongoing, already funded:											
Household Hazardous Waste Facility	\$ 59,450	\$ 59,450	CP18-07 Household Haz Waste Fac	DRC	N/A	12/5/2016	12/12/2016	5/13/2019		in progress	CIP, or AMLIP
Salmon River Harbor Clean-up & Kiosk	\$ 27,000	\$ 27,000	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	\$ 40,000	CP18-02 Wilson Rd Drainage	Roads	N/A	1/26/2018	5/14/2018	6/11/2018 then returned; again 9/20/21		in progress	AMLIP
LIDAR	\$ 28,400	\$ 28,400	CP18-04 LIDAR of Gustavus		4/5/2018	n/a	4/9/2018	6/11/2018		Done	AMLIP
Library Roof Repair	\$ 50,000	\$ 150,000	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		Done	AMLIP CP and R&R
Gustavus Beach Improvements: Phase 1	\$ 65,800	\$ 53,150	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	\$ 111,585	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	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 CARES Act
Fire Hall Rain Cistern System	up to \$25,000			GVFD						in progress	
Good River Bridge Repairs, Phase 1 engineering	\$ 15,000	\$ 15,000.00	CP21-03 Good River Bridge Repair	Roads	6/19/2021		7/19/2021	8/9/2021		Near-term	
City Road Improvements, Phase 1 road engineer	\$ 30,000			Roads					use \$40K from Wilson Rd. CP, if FEMA reimburses	Near-term	
Main Building Replacement, Phase 1 design/eng.	\$ 30,000		CP21-05 DRC Main Bldg Replacement	DRC	N/A	2/3/2020	2/10/2020	poss. 10/11/21		Near-term	CIP
Old P.O./Preschool building refurbish	\$ 10,000	\$ 10,000.00	CP21-02 Refurbish Old P.O.	Admin	7/6/2021		7/19/2021	8/9/2021		Near-term	
MFC Building at Salmon River Boat Harbor	\$ 8,000	\$ 8,000.00	CP21-04 MFC Building at SRBH	MFC	6/26/2021		7/19/2021	8/9/2021		Near-term	
Tsunami Siren Power Installation at SRBH	\$ 4,112	\$ 4,112.45	CP21-01 Tsunami Siren Power Ins	GVFD	7/6/2021		7/19/2021	8/9/2021		in progress	
Library Bike Shelter/Shed, Phase 1 design/eng.	\$ 15,000	\$ 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
Flood Mitigation and Recovery	\$ 105,000								see Wilson Rd. drainage imp.	Near-term	FEMA
Gustavus Fish Waste Disposal Station	\$ 5,000		CP21-06 Fish Waste Disposal	MF/DRC	8/25/2021		9/20/21	poss. 10/11/21		Near-term	
Quick Attack/Wildland Firefighting Truck	\$ 80,000			GVFD	1/28/2020	N/A	2/10/2020			Near-term	CIP, or grants CIP, or AMLIP
Gravel Pit Improvements	pending		CP19-07 Gravel Extraction Improv.	Lands	N/A	4/25/2019	5/13/2019	postponed		Near-term	
Main Building Replacement, Phase 2 build	\$ 257,500			DRC	N/A	2/3/2020	2/10/2020			Mid-range	CIP
Roof/Building Exp. - Architectural & Engineering	\$ 30,000			GVFD	N/A	2/9/2018	2/12/2018			Mid-range	CIP
Library Expansion - Architectural & Engineering	\$ 30,000			Library	3/1/2018		2/11/2019			Mid-range	CIP
Drinking Water Point-Source Project Dev.	pending									Mid-range	
Structural Firefighting Gear (expire 2022)	\$ 82,500			GVFD						Mid-range	
Good River Bridge Repairs, Phase 2 construction				Roads						Mid-range	
Three Phase Power Installation				DRC						Mid-range	
Library Bike Shelter/Shed, Phase 2 construction			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		Mid-range	AMLIP
Baler Purchase	\$ 166,630			DRC	N/A					Mid-range	
City Road Improvements, Phase 2 implementation				Roads						Mid-range	
Library Ventilation Fans Replacement	\$ 7,000			Library						Mid-range	
Refurbish/Repurpose Composting Quonset	\$ 15,000			DRC						Mid-range	
Salmon River Boat Harbor Barge Ramp Improvement				MF	N/A	9/2/2020	9/21/2020			Mid-range	AMLIP R&R
City Hall front room - carpeting, painting, windows	\$ 15,000			Admin	2/14/2018					Mid-range	
Landscape Design consultation				-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			Roads						Mid-range	USFWS and/or AKSSF
DRC Groundwater Monitoring Well Replacements	\$ 12,000			DRC						Mid-range	
DRC Glass Pulverizer - refurbish or replace	\$ 50,000			DRC						Mid-range	
City Buildings Air-Source Heat Pump Conversion	\$ 9,000.00									Mid-range	
Firehall Roof/Building Expansion, Phase 2 constr.	\$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
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, Phase 2 constr.				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	
CAPGIS 2018 submission											
CAPGIS 2019 submission											
CAPGIS 2020 submission											
CAPGIS 2021 submission											

Incoming Grants/Scholarships/Contracts to City of Gustavus FY22

Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
Multi	COVID-19 Response	multiple	\$567,579.85	CARES (CFDA# 21.019)	\$533,585.13	\$33,994.72	most funds were received/expended in FY20-FY21
	COVID-19 Response			FEMA COVID-19	\$9,373.34	(\$9,373.34)	pending FEMA reimbursement
	COVID-19 Response	7/1/2021	\$1,500.00	HIA COVID-19 Vaccine Incentive	\$1,500.00	\$0.00	Hoonah Indian Assoc. AK Chamber Grant for Vaccine Incentive Program
Library	Telecommunications	N/A	\$16,200.00	---	N/A	N/A	USAC E-Rate federal internet subsidy paid directly to library internet vendor through monthly billings
	Reading with Rachel	8/4/2021	\$579.00	Reading with Rachel	\$579.00	\$0.00	Grant from Jon & Julie Howell
	Library Materials	8/5/2021	\$7,000.00	FY22 PLA Grant	\$1,302.27	\$5,697.73	State of AK Public Library Assistance (PLA) grant
	Telecommunications	8/11/2021	\$1,200.00	SoA OWL Internet Subsidy	\$200.00	\$1,000.00	Alaska OWL monthly internet subsidy
MF	MF Equipment		\$0.00	--	\$1,100.00	(\$1,100.00)	APEI Safety Grant used toward purchase of AED
GVFD	GVFD Equipment	Fall 2021	in-kind	Tsunami Siren Grant CY20	\$36,000.00	\$0.00	State of AK Div. of Homeland Sec. & Emergency Mgmt.
	Point-of-Entry COVID-19 Testing	monthly	\$16,340.00	COVID-19 Screeners (C0620-525)	\$40,700.00	(\$24,360.00)	State of AK DHSS - invoiced monthly for reimbursement
	GVFD Training	2021	\$1,500.00	---	\$1,200.00	\$300.00	SEREMS Mini-Grant used for ETT online class
	Community Testing/Vaccines	2021	\$10,055.52	COVID-19 MOA#C0621-570-B	\$7,786.44	\$2,269.08	State of AK DHSS Community Funding for COVID-19
\$621,954.37							

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 7/31/22 per extension granted 7/19/21

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	\$16.76	
Total CARES Act funds available	\$631,697.29	

CARES Act Expenditures

March 1, 2020-October 5, 2021 actual expenditures	\$597,703	
The total highlighted in green *includes* the following subitems:	---	
REESP: direct distribution to Gustavus residents	---	\$199,998
COG eligible payroll & benefits (Fire Chief plus eligible hours of other staff)	---	\$128,681
economic assistance grants to local businesses/non-profits	---	\$53,899
Gustavus Visitors Association	---	\$38,266
generator for testing/emergency tent	---	\$29,257
Marketing Gustavus: Small Business Web Development grants	---	\$18,473
Gustavus School cleaning equipment, cleaning supplies, PPE	---	\$16,500
stipend for emergency responders during pandemic	---	\$2,800
winter food supply: root cellar construction at Gustavus Community Center	---	\$5,000
winter food supply: community food distribution (vacuum sealer & bags)	---	\$1,542
winter food supply: community food distribution (meat grinder & attachments)	---	\$853
winter food supply: community food distribution (halibut)	---	\$162
other COG eligible purchases, including facility improvements	---	\$102,271
Earmarked but unspent:		
remaining COG facility improvements	\$24,621	
available for use if/when FEMA approves our submission	\$9,373	
Total of Actual + Earmarked Expenses:	\$631,697	

The below expenditures have been reallocated from CARES to FEMA to see if any are eligible for reimbursement by FEMA. Once FEMA finalizes their decision, these funds will be re-programmed for Covid-19 Testing expenses by 12/31/21.

FEMA Expenditures

March 1, 2020-February 28, 2021 actual expenditures	\$9,373	
The total highlighted in green *includes* the following subitems:	---	
COG eligible payroll & benefits	---	\$2,452
winter food supply: canned salmon	---	\$2,323
other COG eligible purchases	---	\$4,598
Total of Actual:	\$9,373	

CITY ADMINISTRATOR'S REPORT OCTOBER GENERAL MEETING

WELCOME ABOARD NEW COUNCIL MEMBERS

On behalf of the City staff, we congratulate all of our new Council members on their election. We look forward to working with the Council and our new Mayor.

City staff would like to provide the new Council members, and a refresher for existing members, information on topics that may be of interest. In preparing for this year's information package, staff felt that a summary of obvious issues would be a good starting point. Then, Council members could receive more information about a specific topic if desired – either individually or in a meeting – which may be more appropriate.

The Council could hold a work session specific to this effort or include a presentation/discussion during the December work session. The December work session would give Council members the opportunity to attend the Alaska Municipal League (AML) new Council training which could provide information that would be helpful for topics to discuss at the work session (see the Clerk if you are interested in attending AML).

The Clerk is collating information to consider. Each Department will provide a summary of operations and is available to meet for in-depth discussions. Staff strongly encourages new Council members to meet with the Treasurer and/or the City Administrator to discuss the budget in general, the Capital Improvement Plan, and the monthly financial reports as the format may not be familiar. If there is interest to meet with any other staff, notify the Mayor or City Administrator and a date/time can be arranged.

Projects for consideration include:

- COVID-19 Policies and Practices
- GVFD
- DRC Improvements
- PFAS
- Completion of the Strategic Plan
- Ordinance Updates
- Roads and Bridges
- Marine Facilities
- Beach CRMA
- Grants
- Doing Business in Gustavus

As Desmond Tutu wisely said about being overwhelmed by all the things in life: **“there is only one way to eat an elephant: a bite at a time.”**

Staff appreciates the dedication and service to our community by each of you.

COVID-19 TESTING PROGRAMS

We received the funds extending the PCR testing program through September 2022 and will likely continue until 2025. As directed by the Council, staff will continue to run both the PCR and the Rapids testing programs into FY2022. The Rapids program will expire in March 2022 and funding will be provided by the State and the City.

ROADS UPDATE

Council member Taylor has been working with Todd Boris on several road related issues including content for grant applications, engineering and design of projects to improve and protect existing infrastructure. In addition, Todd is contributing some of his extensive expertise and experience to general road issues. Council member Taylor and myself have been working with FEMA to review flood recovery work that the City is filing reimbursement for. The paperwork is almost complete for the completed projects and efforts will soon begin for the mitigation projects.

The roads team (Council member Taylor, Glacier Bay Construction, City Administrator, and Todd Boris) there have significant repairs, improvements, and planning to improve the many aspects of our roads. If you have questions, concerns, or suggestions contact the City Administrator.

AKDOT&PF NEEDS LIST

The Needs List is listing of projects submitted to AKDOT&PF for funding/implementation consideration. The list is being updated by the state and they are notifying us what projects are currently on the list. While this is not a call for projects, it is helpful for us to understand what community needs and priorities are, which does aid in future projects that could be added to our STIP (Statewide Transportation Improvement Plan). Some of these items have already been address, but this could be a project topic for the discussion mentioned above.

Project #	Project Name	Project Description
30206	Gustavus and Glacier Bay National Park Pedestrian and Bicycle Connection	Construct a pedestrian/bicycle trail within the right of way of the existing state roadway and parallel to that roadway for 3.2 miles
28049	Gustavus Bike Lanes	Widen Gustavus Road from the Airport to the intersection with Good River Road to provide bike lanes on both sides. Keep the existing pavement as is, no work expected.
27274	Gustavus Shared Use Path	Install a separated shared use path along Gustavus Rd from the airport or elementary school to four corners (Gustavus and State Dock Rd. Intersection).
26669	Gustavus Mountain View Rd. Bike Lanes	Install bike lanes on Mountain View from Gustavus Rd to Park Rd.
23056	Gustavus: Culvert Replacement on Good River Road	Replace two 3' culverts at Good River, approximately 0.2 miles from the intersection with Mountain View Drive on Good River Road (295316). Address sloughing that results in narrowing of the road. City #6 IMG 2.26.09
23055	Repair or Replace Rink Creek Bridge	Remove existing Rink Creek Bridge, #2203 and replace with adequate structure which will provide access to the Falls Creek Hydroelectric Project and must be designed to accommodate heavy vehicles. Project spans the length of the bridge plus tie into the road only.

PANDEMIC EMERGENCY ASSISTANCE PROGRAM (PEAF)

The purpose of PEAF is to assist needy families impacted by the COVID-19 pandemic. The funds must be used to address a specific crisis and cannot extend past 4 months. Funds must be expended by September 30, 2022.

Recipients must be needy families with children, but they do not necessarily have to be eligible for TANF cash assistance. There is the flexibility for the State to determine what both “family” and “needy” mean for each benefit. Benefits can be used for emergency assistance and diversion

payments, emergency housing and short-term homelessness assistance, emergency food aid, short-term utilities payments, burial assistance, clothing allowances, and back-to school payments

Reference Materials - PEAFF-Pandemic Emergency Assistance Fund

- The Administration for Children and Families (hhs.gov)
- Contact Information - questions about benefits for TANF, SNAP, Medicaid, Senior Benefits, Heating assistance - contact the division at 800-478-7778 or hss.dpa.offices@alaska.gov
Alaska Department of Health and Social Services - Shawnda O'Brien, Director – Shawnda.Obrien@alaska.gov HSS DPA Director hssdpadirectoroffice@alaska.gov

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY22-07NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
DEPARTMENT BUDGETS FOR FISCAL YEAR 2022**

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 2022 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		
EXPENSE	Original Budget	Amended Budget	Change
GVFD: Building: Maint & Repair	\$ 3,000.00	\$ 5,000.00	\$ 2,000.00
Admin: Election Expense	\$ 250.00	\$ 350.00	\$ 100.00
<i>For rental of the Gustavus Community Center for the City Council candidate forum in a space large enough for social distancing.</i>			
GVFD: Payroll Expenses: Health Insurance	\$ 7,752.00	\$ 3,900.00	<\$ 3,852.00>
<i>With staffing changes, health insurance expense will be lower for GVFD and training expense will be higher.</i>			
GVFD: Training	\$ 3,000.00	\$ 8,000.00	\$ 5,000.00
GVFD: Vehicle: Maintenance & Repair	\$ 1,000.00	\$ 1,650.00	\$ 650.00
<i>To address deferred maintenance on the GVFD vehicles.</i>			

Total Change in Expense **\$ 3,898.00**

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: September 20, 2021

DATE OF PUBLIC HEARING: October 11, 2021

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2021.

_____, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY22-08NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2022**

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 2022, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		Change
	Account Balance*	Amended Balance	
	*Approximate, this is a dynamic value		
AMLIP Capital Improv Current	\$ 49,357.88	\$ 5,000.00	<\$ 44,357.88>
\$40,000 of this was for Wilson Road Improvements, which were funded through reallocated capital project funds already in the FNBA Checking account by FY22-06NCO. The remaining \$4,357.57 of the transfer are unused capital project funds that were returned upon project completion or earnings on the account. The \$5000 being retained in this account was transferred as part of the \$15,000 funding for the library bike shelter/ shed (\$10,000 transferred to checking by FY20-04NCO; \$5,000 remains in this account for this project from FY19-19NCO).			
AMLIP Capital Improv Long-Term	\$ 363,799.01	\$ 408,156.89	\$ 44,357.88

CP21-05 DRC Main Building Replacement Phase 1: Design	\$ 0.00	\$ 30,000.00	\$ 30,000.00
Per the Capital Improvement Plan approved by the City Council 4/ 12/21. Project scoping approved 2/ 10/20.			
CP21-06 Gustavus Fish Waste Disposal Station	\$ 0.00	\$ 5,000.00	\$ 5,000.00
AMLIP Capital Improv Long-Term	\$ 408,156.89	\$ 373,156.89	<\$ 35,000.00>
<hr/>			
Total Change in City Held Account Balances			\$ 0.00

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

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

DATE INTRODUCED: September 20, 2021

DATE OF PUBLIC HEARING: October 11, 2021

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2021.

_____, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk

**City of Gustavus, Alaska**

P.O. Box 1

Gustavus, Alaska 99826

Phone: 907.697.2451

Fax: 907.697.2136

Email: treasurer@gustavus-ak.gov

Project: RFQ FY22-02MF**Movement of Steel Float****Fall 2021****Request for Quotation****THIS IS NOT AN ORDER**

Item #12.

COVER SHEET

Important Dates:

Issue Date: September 27, 2021**Bid Submittal Due: October 11, 2021**

Deliver to: Gustavus City Hall

By: 1:00 p.m.

Bid Opening: October 11, 2021

Location: Gustavus City Hall

Time: 1:00 p.m.

Please provide quotes to furnish the services and materials for the movement of the steel float from the City of Gustavus, Alaska, float system at the State Dock to the permanent seasonal mooring on the northwest side of Pleasant Island adjacent to Bull Moose Cove. The attached terms and conditions shall become part of any contract resulting from this Request for Quotation. Quotations must be received at the location and by the date and time shown above. Quotations shall be submitted on the forms furnished and must include original signatures.

Requirements: Provide and operate a vessel (or multiple vessels) large enough to move the approximately two hundred thousand pound steel float approximately 1.07 miles from its current location. Must be able to assist City staff, if necessary, in process of attaching float to the mooring. Respondents agree to the following requirements:

- Confer with the City of Gustavus Marine Facilities Coordinator and/or the City Administrator for details or questions for the project.
- Vessel or vessels must be able to safely navigate with float in tow, and operator must have ability and experience to make appropriate decisions in case of bad weather or any other such circumstances.
- Vessel owner must comply with all Coast Guard towing regulations.

THE PERIOD OF PERFORMANCE Movement of the float shall occur between October 15 and November 1, 2021. The exact date of movement is dependent on weather and tides to allow for a safe and successful completion. In providing a signature on this cover sheet, the Bidder agrees to all Terms and Conditions of this RFQ.

Date of Bid _____ Alaska Business License # _____ Contractor's License Number # _____

City of Gustavus Business Permit # _____

Insurance Company _____ Policy Date _____ Provided ☐

Business Name _____

Mailing Address _____ Physical Location _____

Cell or Business Phone # _____ Fax # _____

Basic Bid \$ _____

By _____
Print Name_____
Signature

INSTRUCTIONS TO BIDDER

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

METHOD OF AWARD

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

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

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

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

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

PURCHASE ORDER/CONTRACT

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

- a. The unilateral right of the City to order, in writing, temporary stopping of work or delaying performance that does not alter the scope of the contract;
- b. Liquidated damages;
- c. Termination of the contract for default;
- d. Termination of the contract in whole or in part for the convenience of the City.

SUBCONTRACTING

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

INSURANCE

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

INDEMNIFY AND HOLD HARMLESS

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

END OF GENERAL PROVISIONS

SUPPLEMENTAL CONDITIONS

1. The City reserves the right to inspect the Contractor's equipment prior to award and to reject any bid if the equipment is not in reliable operating condition or if the equipment is not able to produce the specified work according to the specifications.
2. The Contractor shall supply knowledgeable and competent operators with each piece of equipment, who are capable of doing the required work.
3. The City reserves the right to increase or decrease quantities to the limits of the available funding. Payment for work done shall be at the Unit Price Bid or fractional unit for each bid item completed.
4. All work required under the Contract shall be completed in a timely manner. Failure to complete work in a timely manner shall be grounds for termination of this Contract. In case of default by the contractor, for any reason whatsoever, the City may procure the goods or services from another source and hold the contractor responsible for any resulting increase in cost or other remedies under law or equity.
5. Debarment or Suspension: The Gustavus City Council may debar (for a period of not more than three years) or suspend (for a period of not more than three months) a person for cause from consideration for award of contracts. The causes for debarment include but are not limited to:
 - a. Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract, or
 - b. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the Contractor shall not be considered to be a basis for debarment.
 - c. Illegal, unprofessional, or abusive behavior toward City representatives or members of the community as determined by the City Council.
6. Contractor shall make all necessary efforts to protect existing privately or publicly owned facilities, equipment, improvements and landscaping; the destruction, removal or relocation of which is not contemplated under this contract. In the event that protection of any existing facilities is not possible due to construction requirements, the Contractor shall advise the City Administrator and/or Mayor of the problem and shall cooperate with the City Administrator and/or Mayor in seeking a reasonable solution to the problem. The Contractor shall not proceed with work resulting in damage to or destruction of such existing facilities until the City Administrator or Marine Facilities POC has given approval to proceed in writing.
7. All Contractors submitting a bid for this contract shall have and keep in effect an Alaska Business License, a City of Gustavus Business Permit, and an Alaska Contractors License for the type of work being performed. The Contractor shall be responsible for any additional licenses and/or permits required in the locality of the work. The City is responsible for all special permits such as ADF&G and Army Corp of Engineers permitting. The Contractor shall further be responsible for current licenses for all subcontractors and suppliers, if allowed, as required by law, during the term of the Contract and provide proof thereof upon request. If proof of required licensure is not submitted to the City Treasurer within 10 calendar days of bid closure, then bidder shall be determined to be non-responsive.

8. Other Goods and Services:

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

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

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

9. Billing and Payment:

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

10. Notification and Acceptance of Work:

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

11. Convenience Termination:

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

END OF SUPPLEMENTAL CONDITIONS

INSURANCE REQUIREMENTS

Item #12.

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

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

- Vessel owners are required to carry a minimum of \$100,000 in insurance in case of any damage done to float whether by vessel or any other circumstance which can be attributed to vessel owner.

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

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

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

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

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

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

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

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

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

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

END OF INSURANCE REQUIREMENTS

SCOPE OF WORK

1.1 LOCATION

The project location is movement from the City of Gustavus, Alaska, float system at the State Dock to the permanent seasonal mooring on the northwest side of Pleasant Island adjacent to Bull Moose Cove.

1.2 SCOPE OF WORK

Confer with the City of Gustavus Marine Facilities Coordinator and/or the City Administrator for details or questions.

Provide and operate a vessel (or multiple vessels) large enough to move the approximately two hundred thousand pound steel float approximately 1.07 miles from its current location. Must be able to assist City staff, if necessary, in process of attaching float to the mooring. Respondents agree to the following requirements:

- Vessel or vessels must be able to safely navigate with float in tow, and operator must have ability and experience to make appropriate decisions in case of bad weather or any other such circumstances.
- Vessel owner must comply with all Coast Guard towing regulations.

1.3 GENERAL SCOPE CONDITIONS

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

- a) providing all tools, equipment, materials, supplies, and manufactured articles;
- b) furnishing all labor, transportation, housing, and services; and
- c) performing all work or other operations required for the fulfillment of the contract.

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

End Scope of Work

