



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, April 11, 2022 at 7:00 PM
via Zoom

COUNCIL MEMBERS

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

CITY HALL

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

AGENDA

DRAFT APRIL 11, 2022 GENERAL MEETING AGENDA AND PACKET

ROLL CALL

Reading of the City of Gustavus Vision Statement

1. Public Health Nurse, Claire Geldhoff Presentation

APPROVAL OF MINUTES

2. 03-14-2022 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

3. Gustavus Volunteer Fire Dept. Quarterly Report
4. Marine Facilities Coordinator Quarterly Report
5. City Clerk Quarterly Report
6. City Treasurer Monthly Financials
7. City Administrator WORK SESSION Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

8. Certificate of Records Destruction
9. Approve City Administrator Position Description & Announcement
10. Approve Scoping Document - GVFD Radio Repeater Tower Installation
11. Approve Scoping Document_GVFD Structural Firefighting Gear

ORDINANCE FOR PUBLIC HEARING

UNFINISHED BUSINESS

NEW BUSINESS

12. Public Hearing - Amendment to Cooperative Resource Management Agreement - City of Gustavus / Department of Natural Resources Gustavus Beach Tracts
13. CY22-XX Gustavus Beach Park - State of Alaska, Department of Natural Resources Cooperative Resource Management Agreement Revisions
14. FY22-13NCO FY23 Budget Introduction (Public Hearing 06- 13-2022)
15. FY22-XXNCO Departmental Budget

- [16.](#) Approval of Consulting Contract with PDN Engineers for a schematic design of a Gustavus Disposal and Recycling Building.
- [17.](#) Award Gustavus Fish Passage Improvement Project-Grandpas Farm Road Bridge FY22-01RM Contract
- [18.](#) Motion to Award Consulting Contract for Engineering of GVFD Radio Repeater Tower Installation to RESPEC Company, LLC
19. CY22-XX Supporting the Alaska Ocean Ranger Program

CITY COUNCIL REPORTS

- [20.](#) Mayor's Monthly Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

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

ADA NOTICE

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

VISION STATEMENT

We envision a distinctive community:

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

**CITY OF GUSTAVUS
CITY COUNCIL GENERAL MEETING
MARCH 14, 2022**

MINUTES - PENDING

ROLL CALL

PRESENT

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

Reading of the City of Gustavus Vision Statement

The City of Gustavus Vision Statement was read by Council Member Mackovjak.

APPROVAL OF MINUTES

1. 02-14-2022 General Meeting Minutes

Motion made by Council Member Furr to approve by unanimous consent the 02-14-2022 General Meeting Minutes.

Seconded by Mayor Taylor.

Hearing no objections, the motion is passed by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no requests for agenda changes.

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

COMMITTEE / STAFF REPORTS

2. Gustavus Public Library Quarterly Report
Gustavus Public Library Services Director, LeAnn Weikle submitted a written report and provided an oral summary.
3. Treasurer Monthly Financials
City Treasurer, Eduarda Loggins submitted monthly financials.
4. 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

None

CONSENT AGENDA

5. Certificate of Records Destruction

Motion made by Vice Mayor Bishop to adopt the consent agenda by unanimous consent as presented.

Item #2.

Seconded by Council Member Vanderzanden.

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

ORDINANCE FOR PUBLIC HEARING

None

UNFINISHED BUSINESS

None

NEW BUSINESS

6. Gustavus Beach Park - State of Alaska, Department of Natural Resources Cooperative Resource Management Agreement Revisions

Mayor Taylor provided an introduction to this agenda item.

Motion made by Council Member Lewis to publish for public review the updated Cooperative Resource Management agreement negotiated with the Department of Natural Resources and to schedule it for Public Hearing and approval at the April 11, 2022, General Meeting.

Seconded by Council Member Mackovjak.

Public Comment: None

Council Comment:

Council Member Sharman

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

7. Council Review of the Gustavus Visitors Association Marketing Plan and FY23 Budget Request

Gustavus Visitors Association President, Leah Okin provided an introduction and was available to answer questions.

Council public review of the Gustavus Visitors Association Marketing Plan and FY23 Budget Request took place.

Council Comment:

Council Member Vanderzanden

Council Member Lewis

8. Approve City of Gustavus Capital Improvement Plan for 2022-2026

Item #2.

Motion made by Council Member Sharman to approve City of Gustavus Capital Improvement Plan for 2022-2026

Seconded by Council Member Lewis.

Public Comment: None

Council Comment:

Council Member Sharman

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

CITY COUNCIL REPORTS

9. Mayor's Monthly Report

Council Member Lewis provided an update that she and Council Member Furr followed up on public comment from the February 14th General Meeting by connecting with Public Health Nurse, Claire Geldhof to help young women in Gustavus by facilitating the creation of a safe space where young woman can speak up and find support resources.

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Lewis - Public Health and Safety Outreach

PUBLIC COMMENT ON NON-AGENDA ITEMS

Public Health Nurse, Claire Geldhof
Jim Kearns

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 8:55 PM.

Mike Taylor, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date



SOLSTICE ALASKA CONSULTING, INC.

Grant Writing Consulting Services

OUR RATES

SolsticeAK's grant writing and project management rates are presented below.

FEE SCHEDULE (2022)

Name	Role	Rate (per hour)
Robin Reich	Contract management, project manager, and QA/QC	\$125
Sharon Boyette	Technical reviewer, grant researcher, and grant writer	\$120
Olivia Pfeifer	Grant writer and researcher	\$61
Carrie Connaker	Planner / Grant writer	\$95
Olivia Cohn	Planner / Grant writer	\$86

Our rates include the cost of printing and computers. (We send major printing efforts to a commercial printer and invoice for the costs.)

Prior to starting a grant application effort, SolsticeAK prepares a cost estimate based on the grant application requirements. Our work is typically completed on a time and materials basis. SolsticeAK invoices monthly. Our invoices include a breakdown of labor by hour and task and include receipts for out-of-house charges. Invoices also include a monthly report.

WE APPRECIATE THIS OPPORTUNITY TO PREPARE A PROPOSAL TO ASSIST YOU WITH GRANT CONSULTING SERVICES AND INVITE YOU TO VISIT OUR WEBSITE FOR MORE INFORMATION AT: WWW.SOLSTICEAK.COM.

Thank you for your consideration,

Robin Reich
SolsticeAK President

March 25, 2022

Tom Williams, City Administrator
City of Gustavus
PO Box 1
Gustavus, AK 99826

Regarding: City of Gustavus Grant Support

Dear Mr. Williams,

Thank you for the opportunity to support the City of Gustavus with grant consulting services.

As we understand, the City is interested in obtaining grant funding for a number of community projects, including a pedestrian and bicycle path, but would first like grant consulting services to help prepare for funding opportunities. Under this effort we would conduct with the following tasks.

Task 1. Funding Needs Analysis

We would develop details for projects identified in your Capital Improvements Plan and by interviewing staff. We would use existing information, reports, and documents to better understand and describe the needs. During this task, we would assist in determining approximate project budgets.

Task 2. Grant Funding Research

With the project scopes and approximate budgets determined, we would keep our eyes open for funding opportunities. We would use existing web-based resources, our knowledge of grant programs, and our established relationships with funding agencies to identify available grant and other funding programs. Knowing priority projects, we would identify the best suited grant programs. Grants sometimes have eligibility requirements that the City may not meet. In those cases, SolsticeAK would identify possible project partners and work with other entities to achieve common goals.

We would seek grant opportunities and other avenues of project funding and pass this information along as it becomes available. In addition, we would send a monthly memorandum that would include grant opportunities summaries (agency, due dates, eligibility, program summary, available funding, and total funding available through the opportunity). This memo would also provide a list of the grant opportunities that are expected in the near future, so that the City can be prepared for them before they come out.

Once a suitable funding opportunity is determined, SolsticeAK would develop a separate scope and budget for preparing the grant application.



Task 3. Other Grant-related Tasks

If requested, SolsticeAK would conduct the following tasks to help the City become more prepared for acquiring grant funds:

- Fact-finding and data gathering in general about the City of Gustavus and its existing infrastructure and related systems
- Strategic planning sessions
- Written and/or oral presentations and summaries on grant writing opportunities, proposed goals, forecasting, and planning

We will bill hourly for the above tasks with an initial not-to-exceed cost of \$5,000. If the City of Gustavus chooses to apply for a specific grant or participate in larger planning activities like a community survey or environmental assessment, we will prepare a separate scope of work and cost estimate for approval prior to initiating that process.

Sincerely,



Robin Reich
President

Attached:
Fee proposal
Solstice Alaska Consulting, Inc. Experience & Qualifications





SOLSTICE ALASKA CONSULTING, INC.

Grant Writing Consulting Services

OUR RATES

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Thank you for your consideration,

Robin Reich
SolsticeAK President



SOLSTICE ALASKA CONSULTING, INC.

City of Gustavus

Grant Consulting Services

EXPERIENCE AND QUALIFICATIONS

SolsticeAK has written or had a major role in more than **75 successful grant applications**. We have developed and secured over **\$100 million** for capital projects to support roads, bridges, port facilities, parking lots, recreational facilities and trails, drainage, solid waste facilities and other structures **all in Alaska**.

Our Alaskan staff has **over 80 years of combined grant writing experience**. We are skilled in grant funding research and grant proposal development, including using online portals and the grants.gov workspace. Our comprehensive approach includes prioritizing needs, identifying funding opportunities, completing outstanding application packages, and successfully implementing projects.

Our relevant project experience is outlined below and in our references section:

City of Whittier Shotgun Cove Road Extension

Total Funding: \$2.5 Million

Grant Program: Federal Lands Access Program

Project Reference: Scott Korbe, City of Whittier Public Works Director, (907) 472-2327

Description: SolsticeAK prepared a Federal Highway Administration grant application to extend a seasonal road in Whittier, AK from the community to Forest Service land at Trinity Point. SolsticeAK then prepared an environmental assessment and permits. The project is slated to be partially constructed in summer 2022.

City of Seward Snow River Erosion Protection Grant

Total Funding: \$1.84 Million

Grant Program: USDA Emergency Watershed Protection (EWP) Program

Project Reference: John Foutz, City of Seward Electric Department Manager, (907) 224-4071

Description: After the Snow River suddenly shifted its course and posed an immediate threat to the stability of the electric transmission line serving Seward, SolsticeAK prepared materials for the City of Seward to secure funding. SolsticeAK helped the City obtain funding within a few months, and the project was constructed in time to protect the line against flooding the next season.

City of Port Lions Small Boat Harbor Improvements

Total Funding: \$3 Million

Grant Program: Economic Development Administration (EDA) Community Facilities Fund

Project Reference: Kathryn Adkins, City of Port Lions City Clerk, (907) 454-2332

Description: SolsticeAK assisted the City of Port Lions in securing funding for new harbor floats. The grant funded purchase and installation of the "rough water" main and marginal floats and gangway float in order to replace those damaged by waves. SolsticeAK determined the project's potential natural, social, and economic impacts and obtained environmental approvals needed for constructing the project.

City of False Pass Harbor House

Total Funded: \$3.2 Million

Grant Programs: CDBG, Denali Commission, EDA, USDA RD, CAPSIS

Project Reference: Nikki Hoblet, City of False Pass Mayor, (907) 548-2319

Description: SolsticeAK is supporting the City of False Pass to obtain funding to construct a Harbor House for community and economic development. SolsticeAK has helped the City develop a funding strategy and apply for support through a variety of funding sources. The funds are 75% secured, with final funding decisions anticipated this spring.

KEY PROJECT STAFF

SolsticeAK staff, all located in Anchorage, AK, would help with all aspects of this effort. The qualifications and experience of our staff are detailed below.

Robin Reich | Contract Manager, Review and Oversight

Robin, president and founder of SolsticeAK, has more than 20 years of experience planning, developing, and securing funding for Alaska infrastructure projects. She has helped clients obtain funding from Economic Development Administration, Rural Utilities Service, Community Development Block Grants, Indian Community Development Block Grants, Alaska Energy Authority, Environmental Protection Agency, Rasmuson Foundation, and the Mat-Su Health Foundation. Her specific duties include managing and organizing multifaceted teams of engineers, planners, and writers to prepare successful grant applications and other technical documentation. Robin would be involved in all aspects of grant funding research and grant proposal development. Robin reviews all grant applications and would act as contract manager and primary consultant between the City of Gustavus and her grant team.

Sharon Boyette | Lead Planner and Grant Writer

Sharon has more than 40 years of experience planning and managing large capital projects, writing and administering grant programs, and working with municipalities and non-profit organizations to achieve their goals. As the Aleutians East Borough's development director for over 20 years, Sharon was responsible for obtaining funding for and managing many large infrastructure projects. Her experience provides her with a wealth of knowledge around available grant programs and funding strategies. Her role with the City of Gustavus would be to support in grant funding research and act as technical reviewer for grant proposal development.

Olivia Pfeifer | Planner and Grant Writer

Olivia has more than 5 years of experience preparing grant applications and managing projects for public and non-profit groups. She is a member of the Grant Professionals Association. Olivia follows infrastructure funding, foundation opportunities, and other available grants. For this effort, she would conduct research to

identify grant resources available based on specific project scope and coordinate with the City. She would provide general and technical grant proposal writing services and she would prepare, organize, and edit grant narratives and budgets for the City with an eye for detail. She would also work with the City staff to obtain required support materials, assemble full packages, and provide documentation of submittal.

Carrie Connaker | Planner and Grant Writer

Carrie has more than seven years of experience preparing grant applications and obtaining environmental approvals for infrastructure projects in Alaska. Her research and writing abilities, along with her keen understanding of grant requirements, help her to successfully fund important projects. Her role with grant writing for the City of Gustavus will be to support with grant proposal development in researching, preparing, and editing grant applications.

Olivia Cohn | Planner and Grant Writer

Olivia has more than 10 years of experience supporting public, non-profit, and private sector groups focusing on environmental, climate, and sustainability strategy and planning. Olivia is an excellent writer and has written numerous reports, proposals, and grant applications. She will be available to support the City of Gustavus with grant proposal development, preparing grant narratives and budgets.

AVAILABLE RESOURCES & STRATEGY

SolsticeAK would perform grant consulting services from its office in Midtown Anchorage. The SolsticeAK office is equipped with all necessary office materials to complete grant writing requests, including a printer, fax machine, reliable internet, and a conference room. SolsticeAK is also able to travel and meet in person with the City of Gustavus as needed.

SolsticeAK's approach to managing projects ensures a shared understanding of the steps needed to achieve goals related to technical, schedule, or budgetary aspects of any project. Key to this approach is our commitment to both communication and project controls to maximize our capacity and our ability to respond to your needs.

REFERENCES

Alaska Village Electric Cooperative (AVEC)

Term Contract (2009 – Present)

Address: 4831 Eagle St, Anchorage, AK 99503

Contact: Anna Sattler, Community Liaison, (907) 561-7972, asattler@avec.org

Total Funded: \$79 Million +

Grant Programs: Alaska Energy Authority Renewable Energy Fund (REF), Community Development Block Grant (CDBG), U.S. Department of Agriculture (USDA) Rural Development (RD), High Energy Cost Grant, Rural Utilities Service, Department of Energy (DOE) Tribal Energy, Capital Project Submission and Information System (CAPSIS)

Description: For over 12 years SolsticeAK has helped AVEC plan, organize, write, and submit grant applications for energy projects in communities throughout Alaska. SolsticeAK has obtained funding for renewable energy projects such as wind turbines, solar arrays, and a hydroelectric project; energy improvements, such as line and power plant upgrades; and new energy infrastructure, such as new power plants and interties. We have organized schedules, worked with contractors to write sections, collaborated with AVEC staff to develop budgets, and overseen production and submission of all applications. We have helped AVEC coordinate with local governments and drafted agreements. We have submitted applications via grants.gov and other electronic portals.

City of King Cove

On-Call Grants Assistance (2010 - Present)

Address: P.O. Box 37, King Cove, AK 99612

Contact: Gary Hennigh, City Administrator, (907) 274-7573, ghennigh@kingcoveak.org

Total Funding: \$2.1 Million+

Grant Programs: COVID Relief, USDA RD, REF, CDBG, DOE Tribal Energy

Description: For over 12 years, SolsticeAK has assisted the City of King Cove to secure funding for water and sewer, landfill, road, and power projects. We helped the City secure COVID Relief funding and then to develop programs to distribute funding to those most in need (fisherman, small businesses, nonprofits). SolsticeAK also helped the City conduct a community survey to prove the community met the threshold for CDBG funding. Under a contract with the City, SolsticeAK also worked with the King Cove Tribe to prepare a grant application for a new hydroelectric project.

Matanuska Susitna Borough

Grant Consulting (2009 – 2012 & 2016)

Address: 350 E. Dahlia Ave., Palmer, AK 99645

Contact: John Duffy, Retired Mat-Su Borough Manager, (907) 830-7307, jduffy@alaska.edu

Total Funded: \$3.6 Million +

Grant Programs: EDA, American Recovery and Reinvestment Act (ARRA), Environmental Protection Agency (EPA) Wetlands and Watersheds

Description: SolsticeAK worked with Matanuska-Susitna Borough staff and local nonprofits to obtain over \$3.6 million in grant funding. SolsticeAK prepared a successful EDA grant application resulting in \$3 million for the expansion of the Port MacKenzie Dock. We prepared Energy Efficiency and Conservation Block Grants to secure \$249,300 for energy efficiency upgrades to Borough buildings. For the development of a comprehensive wetlands management plan, SolsticeAK also prepared a successful EPA grant application for \$118,783. Under this contract, SolsticeAK worked with the nonprofit Valley Community for Recycling Solutions to prepare and submit Rasmuson Foundation grant applications for \$225,000 to winterize the Borough's Recycling Center.

Thank you for your consideration.

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, AK 99826	5a. Telephone Number 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
A-4 (4yr)	Accounting- Receivable/Payable	2012, 2016	Clerk Computer	5 docs	Delete
A-6 (2yr)	Travel	2016	Clerk Computer	7 docs	Delete
A-12 (5yr)	Accounting – Payroll	2007	Clerk Computer	1 doc	Delete
A-15 (4yr)	Accounting – Sales Tax	2016	Clerk Computer	3 doc	Delete
A-25 (4yrs)	Permits/Registrations	2014, 16, 17	Clerk Computer	41 docs	Delete
AD-1 (AN)	General Administration	2016	Clerk Computer	1 doc	Delete
AD-3 (AN)	Transitory Information	2009, 2016	Clerk Computer	4 docs	Delete
C-3 (3yrs)	Council Non-Permanent Records	2005, 09, 10, 16	Clerk Computer	12 docs	Delete
C-18 (L+6)	Contracts, Contract Administrations, Construction Project Files	2005, 10	Clerk Computer	2 docs	Delete
C-20 (5yrs)	Committee Files	2008	Clerk Computer	1 doc	Delete
E-3 (7yrs)	Subject Files	2004, 07, 09, 10, 12	Clerk Computer	5 docs	Delete

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 CITY ADMINISTRATOR REGULAR EXEMPT POSITION ANNOUNCEMENT

The City of Gustavus invites applications for the position of City Administrator.

Gustavus is an Alaska second-class city, with a 2020 census population of 655, located on Icy Strait in northern Southeast Alaska. Gustavus is the gateway to Glacier Bay National Park and Preserve and is renowned for its superb natural environment and friendly small-town atmosphere.

Hours: The City Administrator position is a regular full-time, exempt salary position. The Administrator is expected to attend City Council work sessions, general meetings, and special meetings or community events when requested by the Council or Mayor.

Wage range: \$80,000-\$100,000/year. Depending on qualifications and experience. The City sets pay rates competitively for the position responsibilities and raises rates annually with inflation.

Position Summary: The City Administrator is the City's chief of staff and manages the operations of the City under general direction from the Mayor and the City Council. Responsibilities include management and oversight of City departments and functions as delegated by the Mayor/Council, and coordination of special projects. The City Administrator advises the City Council in developing policies through ordinances, resolutions, and directives, and is responsible for policy implementation. Please see attached City Administrator Position Description for essential duties and responsibilities; required minimum qualifications; desired knowledge, skills, and abilities; and Notice to City Employees.

Supervision: Serves at the pleasure of the City Council, with day-to-day supervision by the Mayor.

Work location: Generally, City Hall, but also in department facilities and at City infrastructure construction sites.

Notice:

CoG 3.03.01 (a) (3) (B) Employees shall conduct City work only within the City of Gustavus unless an employee is on an authorized business or training trip or is authorized to conduct business while on approved absence.

CoG 3.03.01 (a) (3) (D) Reasonable accommodation to facilitate the submission of an application is available on request.

CoG 3.04.02 (d) (2) The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

To Apply: Provide a cover letter, resume, and city application electronically to

clerk@gustavus-ak.gov or by mail to City of Gustavus, City Administrator Recruitment, PO Box 1, Gustavus, AK, 99826. Applications may be left in the mailbox by the City Hall door. Reasonable accommodation to facilitate the submission of an application is available on request. For more information, please contact Mike Taylor, Mayor, City of Gustavus, at 907-697-2451, or mike.taylor@gustavus-ak.gov.

Application period: Applications are due in City Hall by 4 pm April 28, 2022 but may be extended. This position will remain open until a qualified applicant is found. Application forms are available online at <http://cms.gustavus-ak.gov/administration/page/cog-employment-application>.

More Information? Please call Gustavus City Hall at 907-697-2451.

The City of Gustavus is an Equal Opportunity Employer.

City of Gustavus City Administrator Position Description

Title: City Administrator

Regular Full-Time Position: The City Administrator position is a regular full time, exempt salary position. The Administrator is expected to work 40 hours per week and to attend City Council work sessions, general meetings, and special meetings, when requested by the Mayor or the City Council.

Supervisor: Mayor

Work location: Gustavus City Hall, and at City facilities and work sites

Summary: The City Administrator manages the operations of the City under general direction from the Mayor and the City Council, to include management, and oversight of City departments and functions as delegated by the Mayor/Council, and coordination of special projects. The City Administrator advises the City Council in developing policies through ordinances, resolutions, and directives, and is responsible for policy implementation. This position's duties, as delegated by the Mayor/Council include:

- Serves as the administrative officer of the City and manages administrative functions (including human resource functions). Supervises five department heads plus the City Clerk. Manages and oversees city-contracted functions, including road maintenance & construction, and grant-writing.
- With Council approval, appoints and removes city personnel. Under general supervision of the Mayor/Council supervises, carries out hiring processes, trains, evaluates performance, suspends city personnel, and oversees these processes for all City employees through subordinate managers; recommends and implements policies and procedures for City functions; resolves inquiries and complaints from the public and other organizations; and establishes, monitors, and evaluates progress towards goals and objectives of the administration.
- Assists with strategic planning functions of the City; participates in planning efforts at the local and regional level; keeps City Council apprised of developments at the state and federal level that impact the City; monitors pending legislation for impact on the City; oversees compliance with new legislation; may represent Gustavus at regional conferences, task force groups, and meetings.-
- Serves as a liaison between City staff, the Mayor, and the City Council; works closely with the contracted City Attorney, auditors, and other consultants and contractors employed by the City. Manages leases: bulk fuel, generator building, telephone utilities, and gravel pit mining.
- Attends all meetings of the City Council and assists with the preparation of monthly City Council agendas. Briefs Council Members on pending agenda items and other City issues; responds to inquiries and provides Council Members with information on the status of the City operations and projects; may provide analysis to assist the Council to make informed policy decisions. In addition to council meetings, the Administrator will participate in community meetings, representing the City, when invited or appropriate.

- In conjunction with the City Treasurer, may perform financial and managerial analyses for the Mayor and City Council pertaining to City operations and programs under consideration; gathers relevant information, evaluates data, and makes recommendations based on findings; prepares reports; and makes presentations to the City Council and other interested parties.
- Assists with the development of annual Operating Budget in conjunction with the Mayor and City Treasurer;
- Assists with the implementation of, and updates to, the Capital Improvement Plan in conjunction with the Mayor and department heads; guides capital project administration, procurement, and construction and contract administration with the City Treasurer;
- Facilitates and coordinates grant writing. Writes small grant applications and coordinates with grant writers contracted to write larger grant applications.
- Oversees Risk Management – working with the city attorney.
- Property Management – exercises custody of all City-owned property.
- Assists with administrative functions at City Hall. Works with City Clerk and City Treasurer to ensure public services are staffed appropriately.

Qualifications: A Bachelor's degree in public administration, business administration, engineering, or related field, plus a minimum of 5 years of progressively responsible professional experience in management and human resources. Alternatively, have a satisfactory equivalent combination of experience, education and training which demonstrates the knowledge, skills, and abilities to perform the job duties. Familiarity and experience with grant writing, contract administration, project management, and financial analysis is a plus. Preferred experience working in rural Alaska. The successful applicant will be approachable and possess the ability to establish and maintain positive and cooperative working relationships with citizens, City officials, employees, businesses, and other government agencies. Must have demonstrated ability to provide effective leadership to build and maintain a positive team environment. Strong written and verbal communication skills are a must.

Notice. Employees shall conduct city work only within the City of Gustavus unless an employee is on an authorized business trip.

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the city and requirements of the position change.

CITY OF GUSTAVUS, ALASKA PROJECT SCOPING and DEVELOPMENT FORM

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

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

Part 1. Project Identification

Name of Project: Radio Repeater Tower Installation

City Department: Fire Department

Contact: Sol Martinez

E-mail: sol.martinez@gustavus-ak.gov

Phone: 907-697-2707

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

1. What is the project?

▪ What are its goals and objectives?

The goal is to achieve better radio coverage for both normal radio communication and answering 911 calls. This project fulfills the safety goals of the fire department by allowing us to provide clearer communication through radios in areas where cell service is not an option.

This project would construct a fifty-foot tower next to the fire hall building, replacing the wooden pole which is only approximately twenty feet tall. The new tower would house an approximate 21-foot antenna, and 100 feet of helix cable and 50 feet of lightning cable.

▪ Who/what will be aided by this project? Who are the targeted stakeholders/customers?

The project would benefit the community and responders as we use the radios during our emergency operations. For our emergency and training operations to be successful we need to have clear communication. Installing a new antenna and a larger tower will provide the clearance to transmit above the trees.

- **Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?**

No survey is planned as the item would be used in every emergency operation and training.

- **What is NOT covered by this project? What are its boundaries?**

This project would include digging a pit for the concrete pad to sit in. For option A to work (see figure 1), we would need to grind up the driveway pad to dig down and the building would provide support for the tower. However, option B would not require us to destroy any of the driveway to be installed but would be closer to the trees which could cause some maintenance issue in the future.

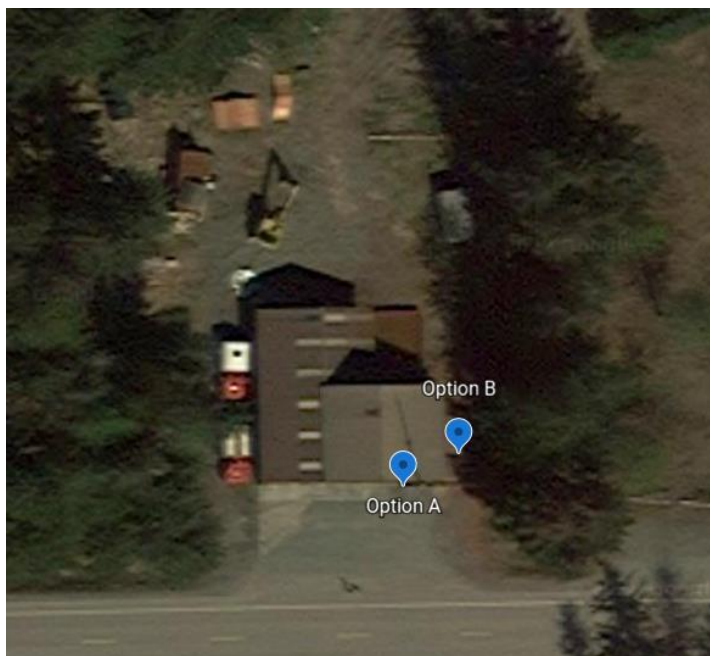


Figure 1 Location options



Figure 2 current tower with antenna

2. Why is the project needed?

- **What community problem, need, or opportunity will it address?**

Our current radio coverage is spotty and unreliable in certain areas. Installing a taller tower would provide better coverage.

- **What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?**

The most significant benefit would be expanding the current radio coverage. Another benefit would be maintenance access. Our current tower does not have safe access without the use of a man lift.

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

The effective radio communication range has been diminishing for the last five years and the antenna has been needed to be replaced, however there was no solid plan on how to replace the antenna. It was brought to my attention that we have a tower sitting at the DRC from a project that was canceled in 2010.

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

no

5. What is your timeline for project planning?

▪ **By when do you hope to implement the project?**

The project would be constructed by the end of summer 2022.

▪ **Will the planning or final project occur in phases or stages?**

No.

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

- ✓ Tower: \$1000 this would help cover any missing parts in the tower, purchased in 2009
- ✓ Plans for tower: \$6,500
- ✓ Tower Installation: \$15,000
- ✓ There will be a purchase of plans from an engineering company called RESPEC. The fee would include the size of the concrete pad needs to be for the tower to be free standing. If necessary, they will be able to come into town to dig test pits.

7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.

Total Cost: \$22,500

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.

It was considered to install the new antenna onto the existing pole, however when talking to contractors around town, no one had a large enough man lift. The other options being considered was placing the antenna up onto the hydro, however for our 911 system to work we will need a phone cable, and the closest connection is about a mile away. Because we already had a tower that was purchased, using this tower would bring down the cost as we have majority, if not all, of the parts.

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

The best option would be to use the tower we already purchased and install it at the firehall. This was cheapest option and easier to maintain in the future.

3. Identify your funding source(s).

Funding can come from the Health and Communities Contract which was given in January for the purchase of the antenna and cable. Additional funding could come from either city funds or other infrastructure grants.

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		-	
• Neighborhood character		-	
• Noise or other environmental impacts	X		
• 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?		+	
Public health?		+	
Medical services?		+	
Emergency response?		+	
Economic performance & sustainability?			
• Employment of residents			
○ Short-term (i.e. construction)		+	
○ 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		-	
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)		+	
• 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) Fire/EMS Radio Communication		+	

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 will expand the distance for our Radio communication with EMS/Fire personnel and Dispatch throughout the town.

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

- **Is this project dependent on other activities or actions?**

No

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

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

No

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

No.

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

none

7. Is an engineering design or construction estimate necessary?

Yes.

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

No.

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$0	Personnel	\$0
Project management	\$0	Benefits	\$0
Land, structures, ROW, easements	\$0	Training	\$0
Engineering work	\$6,500	Travel	\$0
Permitting, inspection		Equipment	\$0
Site work	\$0	Contractual	\$0
Construction	\$15,000	Supplies	\$0
Waste disposal	\$0	Utilities	\$0
Equipment	\$1000	Insurance	\$0
Freight	\$0	Repair & maintenance	\$0
Contingencies	\$	Other (list)	\$0
Other (list)	\$	Other (list)	\$0
Other (list)		Total direct costs	\$22,500
		Indirect costs	\$00
		Income (fees, taxes)	\$
		Balance: costs-income	\$22,500

Updated Latest Estimate Budget Line Items if Changed Date: _____

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

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

1. What service jobs will be needed for operation and maintenance?
2. How many full-time, permanent jobs will this project create or retain?
 _____ 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?
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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.

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1. Please document the manner in which public input was received.
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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?

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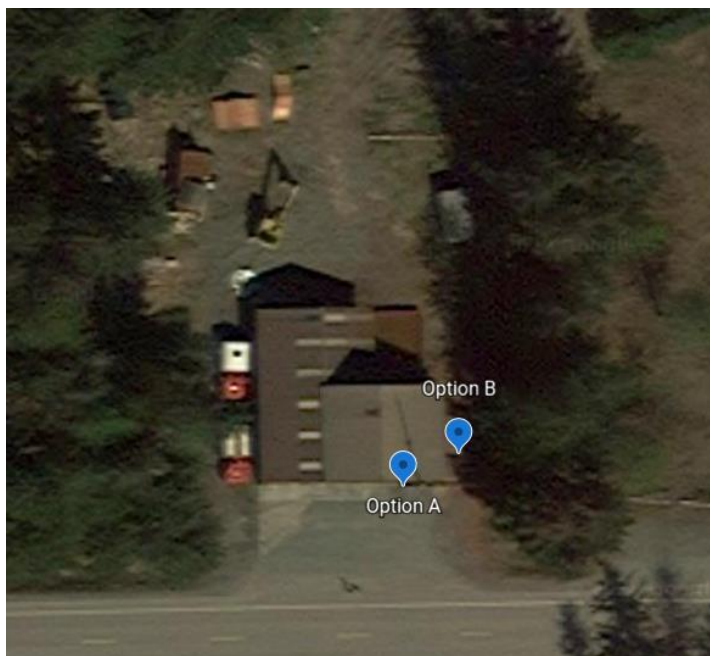


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• Air quality	X		
• Soils/land quality	X		
• Fish/wildlife habitat, populations	X		
• Plant Resources (timber, firewood, berries, etc)	X		
• Invasive or pest species	X		
• Natural beauty of landscape or neighborhoods		-	
• Neighborhood character		-	
• Noise or other environmental impacts	X		
• 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?		+	
Public health?		+	
Medical services?		+	
Emergency response?		+	
Economic performance & sustainability?			
• Employment of residents			
○ Short-term (i.e. construction)		+	
○ 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		-	
City government performance?			
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5. What regulatory permits will be required and how will they be obtained?

No.

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

none

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Ph: 206-622-2875
TF: 800-426-6633
Fax: 253-236-2997
nwsales@lncurtis.com
DUNS#: 00-922-4163

CURTIS

TOOLS FOR HEROES

Northwest
6507 South 208th Street
Kent, WA 98032
www.LNCurtis.com
Quotation No. 220245

Item #11.

Quotation

CUSTOMER:

Gustavus City Fire Department
PO Box 1
Gustavus AK 99826

SHIP TO:

Gustavus City Fire Department
1802 Gustavus Road
Gustavus AK 99826

QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
220245	03/25/2022	04/14/2022

SALESPERSON	CUSTOMER SERVICE REP
Robert Briggs rbriggs@lncurtis.com 907-483-0117	Michael Duncan mduncan@lncurtis.com 206-596-7904

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
	Sol Martinez	C30975	Net 30	FR

F.O.B.	SHIP VIA	DELIVERY REQ. BY
SP	Standard Shipping	

SPECIAL INSTRUCTIONS

* Please note: MSA and Globe will be having a price increase effective April 15th. Pricing good through April 14th.

NOTES & DISCLAIMERS

Thank you for this opportunity to quote. We are pleased to offer requested items below. If you have any questions, need additional information, or would like to place an order, please contact your Customer Service Rep as noted above.

Safety Warning Notice: Products offered, sold, or invoiced herewith may have an applicable Safety Data Sheet (SDS) as prepared by the manufacturer of the product. Any handlers or users of product should refer to applicable SDS prior to handling or utilizing the product. Applicable SDS are included with shipment of products. For other important product notices and warnings, or to request an SDS, please contact Curtis or visit <https://www.lncurtis.com/product-notice-warnings>

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Item #11.

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	15	EA	CLASSIX JACKET - GLOBE CUSTOM	As follows:* WARNING: This Product Contains PFAS to achieve liquid repellency and/or meet current applicable NFPA performance standards PN# KC781E10 Black Pioneer Outer Shell Defender M Liner Stedair Moisture Barrier 3" L/Y NFPA Triple Trim 3" L/Y Lettering on Upper Back to read: G V F D Snap In Hook and Dee out Closure Radio Pocket Left Chest Microphone Strap Left Chest Nomex Wristers Survivor Flashlight Strap Right Chest Suede Cuff Reinforcements	\$1,083.65	\$16,254.75
2	15	PR	CLASSIX PANTS - GLOBE CUSTOM 000001	As follows: *M0757J *YELLOW BRIGADE SHELL *CALDURA/STEDAIR GOLD LINER *3" L/Y TRIPLE TRIM AROUND CUFFS *2X8X8 EXP PKTS *PADDED KNEES *H-BACK SUSPENDERS PN# MC781E10 Black Pioneer Outer Shell Defender M Liner Stedair Moisture Barrier 3" L/Y NFPA Triple Trim around cuff Velcro Closure 2x10x10 Expansion Pockets Suede Cuff Reinforcement Padded Knees Padded H Back Suspenders	\$767.65	\$11,514.75
3	15	EA	GYL1018500000- NA16 CAIRNS	Large Glossy Black XF1 MSA Fire Helmet, Basic, NFPA - Full Faceshield - Lime-Yellow Retroreflective Trim - Black Nomex Earlap	\$276.00	\$4,140.00

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LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
4	15	EA	GA1484 CAIRNS	L1XF Integrated Lighting Module, 120 Lumens	\$80.00	\$1,200.00
5	15	EA	3979471-1 PGI	Gold Cobra BarriAire™ Particulate Hood with Extended Bib, Critical Coverage, and Rib Knit Face Opening	\$83.50	\$1,252.50
6	15	PR	FC-C6000-L FIRECRAFT	Large 76W Redline Structural Fire Fighting Gloves, Gauntlet, Meets NFPA 1971	\$85.00	\$1,275.00
7	15	PR	5301420-10-M GLO	Size 10M 14" Supraflex Pull-On Structure Boots, Meets NFPA 1971, NFPA 1992 ** This PPE Product Contains PFAS Chemicals for Water and Oil Repellency	\$509.00	\$7,635.00

Small Business
 CAGE Code: 5E720
 DUNS Number: 009224163
 SIC Code: 5099
 Federal Tax ID: 94-1214350

This pricing remains firm until 04/14/2022. Contact us for updated pricing after this date.

Due to market volatility and supply shortages, we recommend contacting your local L.N. Curtis and sons office prior to placing your order to confirm pricing and availability. This excludes our GSA Contract and other Fixed Price Contracts which are governed by contract-specific prices, terms, and conditions.

Subtotal \$43,272.00
Tax Total \$0.00
Transportation* \$0.00

*(to be added when order ships)

Total \$43,272.00

[View Terms of Sale and Return Policy](#)

**AMENDMENT NUMBER 1 TO A
COOPERATIVE RESOURCE MANAGEMENT AGREEMENT**

**Between
THE CITY OF GUSTAVUS
and
THE STATE OF ALASKA, DEPARTMENT OF NATURAL RESOURCES,
DIVISION OF MINING, LAND AND WATER**

GUSTAVUS BEACH TRACTS ADL # 108940

AS 38.05.027(a)

INTRODUCTION AND BACKGROUND:

- A. On April 4, 2019, the State of Alaska, Department of Natural Resources (DNR), Division of Mining, Land, & Water (DMLW) (State), of 400 Willoughby Avenue, P.O. Box 111020, Juneau, Alaska 99801, and the City of Gustavus (City), of P.O. Box 1, Gustavus, Alaska 99826, entered into a Cooperative Resource Management Agreement (Agreement), serialized as ADL # 108940.
- B. The State and the City are the only two Parties to the Agreement.
- C. The Parties entered into the Agreement after the U.S. District Court issued a 1985 Judgment Quieting Title, in DeBoer v United States, Case No J-76-9 (Judgment). The Agreement incorporates the Judgment.
- D. The Agreement described two tracts of land within the City, Tract A and Tract B, which together total about 30 acres, more or less. Tract A is located to the west of the centerline of the existing dock road in the City that contains 16.26 acres, more or less. Tract B is located to the east of the centerline of the existing dock road and contains 16.19 acres, more or less, including the Gustavus Beach Park.
- E. The Agreement describes and defines the City's management of Tract B and refers to Tract B as the Gustavus Beach Park. The "Gustavus beach area" and the "Gustavus Beach Park" are used interchangeably in the Agreement.
- F. In the Agreement, among other things, the Parties agreed i) to cooperatively manage the Gustavus Beach Park, ii) the City would be the primary management authority of the Gustavus Beach Park to facilitate recreational uses while preventing damage to the land, and iii) the State would retain ownership of all the land defined in the Agreement.

- G. In the Agreement, the Parties confirmed that the Gustavus Beach Park was an important public recreational site. The Parties agreed that the City would manage the Gustavus Beach Park consistent with the Purposes in Section 1 of the Agreement and the City's Responsibilities, described in Section V of the Agreement.
- H. Appended to the Agreement, and made part of it, were the Judgment, a Gustavus Beach Development Plan Map, an eight-page Gustavus Beach Tracts Development Plan, and letters signed and notarized by Benjamin DeBoer and Donna DeBoer-Williams indicating these two individuals, who were the only adjacent landowners to Tract A and Tract B, approved the Agreement and Gustavus Beach Tracts Development Plan.
- I. In 2020 and 2021, the City approach the State and suggested amendments to the Agreement, which the City believed would better protect and preserve the Gustavus Beach Park, and more clearly define the areas of Tract A and Tract B that are used for the Gustavus Beach Park.
- J. Tract B comprises two "sub-tracts." Tract B-1 is an area within Tract B. Tract B-1 contains a fenced-off area and an unfenced area used by the public. Tract B-2 is the other area within Tract B that is used by the public.
- K. Tract B-2, along with Tract A, are the two only tracts of land that the City wanted to refer to in order to clarify that they are the only two tracts of land that comprise the Gustavus Beach Park, and that the Gustavus Beach Park excludes Tract B-1.
- L. The City prepared a Revised and Amended Development Plan for the Gustavus Beach Park, and updated and amended the Gustavus Beach Development Plan Map and submitted those to the State for the State's review and consideration.
- M. The Parties conferred and reviewed and considered amendments to the Agreement that are set forth in this Amendment Number 1 to the Agreement (Amendment Number 1) and all the Attachments to this Amendment Number 1, and believe they memorialize the Parties' understandings, intentions, and agreements.
- N. The Agreement requires that all landowners adjacent to Tract A and Tract B give their written, notarized approvals of this Amendment Number 1.
- O. The Parties understand that before they execute this Amendment Number 1, the public would have at least thirty days to review and comment on this Amendment Number 1, and that the City must provide its residents with notice of this Amendment Number 1 and an opportunity to comment on it.

THEREFORE, based upon the preceding Introduction and Background, the exchange of valuable consideration, and the following agreements, terms, conditions, and Findings, the Parties agree as set forth below.

A. AGREEMENT:

1. Tract B comprises two separate parcels of land, Tract B-1 and Tract B- 2. Both Tract B-1 and Tract B-2 are solely defined to be within the existing boundaries of Tract B as set forth and described in Section III of the Agreement.
2. Tract B contains 16.19 acres, more or less. Tract B-1 comprises 1.322 acres, more or less, and has a fenced off area that contains bulk fuel storage tanks. Tract B-2 contains 14.471 acres, more or less.
3. Alaska State Land Survey No. 2009-15, which is attached and incorporated into this Amendment Number 1 by reference, depicts all of Tract A, all of Tract B, and shows the two separate Tract B-1 and Tract B-2 within Tract B.
4. The bulk fuel storage tanks within Tract B-1 are owned by the City and leased to an outside operator. Because of the nature of the use of Tract B-1 is to store and contain bulk fuel storage tanks, that portion of B-1 that contains the bulk fuel storage tanks is not open to the public, but it has been and will continue to be used by the City to store bulk fuel tanks to be used for the public. Tract B-1 is neither part of the Gustavus Beach Park nor is it managed by the City as part of the Gustavus Beach Park. However, by agreement with the bulk fuel storage tanks operator, the City maintains restrooms and recycling containers on the southwest corner of Tract B-1 for the public's use and benefit.
5. In 2013, DNR issued Quitclaim Deed No. 1898 (attached), recorded in the Juneau Recording District at 2013-003685-0, to the City for Tract B-1, which Quitclaim Deed is subject to the Judgment, and which provides that Tract B-1 is to be used by the City for a public purpose and in the public interest and not sold conveyed or transferred without DMLW's written consent. The City will continue to manage and own Tract B-1 in accordance with the Quitclaim Deed as a fenced-off site to maintain bulk fuel storage tanks. Tract B-1 now includes, and will continue to include, land solely used for bulk fuel storage tanks, restrooms, and recycling containers.
6. Tract B-2 is the only part of Tract B that includes and will continue to contain the Gustavus Beach Park. The Parties define the area comprising the Gustavus Beach Park as all of Tract A and all of Tract B-2. The Gustavus Beach Park specifically excludes Tract B-1.
7. As part of its management of the Gustavus Beach Park, the City submitted an Amended Gustavus Tracts Development Plan (attached) and an Updated and Amended Gustavus Beach Development Plan Map (attached), which are both incorporated by reference into this Amendment Number 1.
8. The State has reviewed and approved both Amended Gustavus Tracts Development Plan and the Updated and Amended Gustavus Beach Development Plan Map, and the City

may operate and manage the Gustavus Beach Park on Tract A and Tract B-2 as provided in those documents.

9. The City's management of the Gustavus Beach Park will continue under the Agreement and this Amendment Number 1 and includes the authority to manage the surface estate and so much of the subsurface as may be required in order to make use of Tract A and Tract B-2 for public purposes within the statutory authority of the City and the terms of the Judgment, the Agreement, and this Amendment Number 1, but does not otherwise diminish the State's rights, authorities, management, or jurisdiction over Tract A and Tract B in their entirety.
10. This Amendment Number 1 terminates at the same time as the Agreement and in no way modifies the 20-year term of the Agreement, unless as otherwise provided in the Agreement, or as the Parties may agree in writing. After this Amendment Number 1 is signed, and before the Agreement terminates or before the Agreement is again amended, the Parties will determine if Tracts A and B should be designated as a Special Use Area, or whether Tracts A and B should be leased to the City by DMLW.
11. Except as specifically provided in this Amendment Number 1, the Parties do not amend any other term, condition, or other part of the Agreement.
12. DMLW expressly reserves jurisdiction and management of all subsurface minerals, including oil and gas in Tract A and Tract B, provided, however, that DMLW will not permit surface entry for the purpose of mineral or oil and gas exploration or development without the State and City's mutual, written consent.
13. The Parties may amend this Amendment Number 1 or the Agreement at any time, but no amendments will be effective unless the Parties agree to them in writing.
14. Except as provided in this Amendment Number 1, it does not otherwise expand or restrict the duties, obligations, purposes, management intent, responsibilities, general provisions, term, termination, amendment, notices, or anything else imposed on the Parties or contained in the Agreement.
15. The City's Mayor is fully authorized to execute this Amendment Number 1 by, and on behalf of, the City, and is authorized to bind the City to the terms and conditions set forth in this Amendment Number 1.
16. The City warrants that it provided a copy of this Amendment Number 1 to all persons who own lands adjacent to Tract A and Tract B. As of the date of this Amendment Number 1, the City confirms that the only adjacent landowners to Tract A and Tract B are Benjamin DeBoer and Donna DeBoer-Williams, and that they have received, reviewed, and given their approval and consent to the terms of this Amendment Number 1 as indicated below by their written, notarized signatures of approval.

17. The Parties have given the public at least thirty days to review and comment on this Amendment Number 1. The City has provided its residents with notice of this Amendment Number 1 and an opportunity to comment on it for at least thirty days.

B. FINDINGS:

1. The State has considered this Amendment Number 1 and reviewed it. The state has provided 30-day public notice of this Amendment Number 1 under AS 38.05.945 and finds that the public has been provided notice of this Amendment Number 1 .
2. AS 38.05.027(a) deals with cooperative resource management agreements and provides: “Consistent with the authority of the commissioner under law, the commissioner, after determining that the agreement is in the best interests of the public and the state, may enter into cooperative resource management or development agreements with the federal government, a state agency, a village or municipality, or a person. Specific guidelines to protect the state and public interest shall be established, if necessary, by the commissioner before entering into an agreement under this section.”
3. The State finds that this Amendment Number 1 has specific guidelines to protect the state and public interest, and further finds that it is in the state’s best interest to enter into this Amendment Number 1 under AS 38.05.027(a).
4. DMLW’s Director has been delegated the authority to enter into this Amendment Number 1 on behalf of the DNR Commissioner, and who, by signing below, finds that this Amendment Number 1 is in the best interests of the public and the state consistent AS 38.05.027(a).

WHEREFORE, this Amendment Number 1 to the 2019 Cooperative Resource Management Agreement, serialized as ADL # 108940, is effective on the last date that all the individuals below have signed it. By signing this Amendment Number 1, all the signatories have reviewed and agreed to it.

Attachments:

1. Alaska State Land Survey No. 2009-15.
2. Quitclaim Deed No. 1898.
3. Amended Gustavus Tracts Development Plan.
4. Updated and Amended Gustavus Beach Development Plan Map

-- SIGNATURE PAGES FOLLOW --

DONNA DeBOER-WILLIAMS

Donna DeBoer-Williams

State of Washington)
) ss.
Snohomish County)

THIS CERTIFIES that on this ____ day of _____, 20____ before me personally appeared Donna DeBoer-Williams to me known and known by me to be the person named in, and who executed, this document and acknowledged voluntary signing it. IN TESTIMONY WHEREOF, I have set my hand and affixed my official seal, on the day and year shown above.

Notary Public in and for the State of Washington
My commission expires: _____

**STATE OF ALASKA, DEPARTMENT OF NATURAL RESOURCES, DIVISION OF
MINING, LAND AND WATER, SOUTHEAST REGIONAL OFFICE:**

Benjamin White
Regional Manager, Southeast Regional Office, Division of Mining, Land and Water

State of Alaska)
) ss.
First Judicial District)

THIS CERTIFIES that on this ____ day of _____, 20____ before me personally appeared Benjamin White to me known and known by me to be the person named in and who executed this document and acknowledged voluntary signing it. IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, on the day and year shown above.

Notary Public in and for the State of Alaska
My commission expires: _____

**STATE OF ALASKA, DEPARTMENT OF NATURAL RESOURCES, DIVISION OF
MINING, LAND AND WATER, ON BEHALF OF DNR'S COMMISSIONER:**

_____ Dated: ____ day of _____, 20____

Martin W. Parsons, Director
Division of Mining, Land and Water
Alaska Department of Natural Resources

DRAFT GENERAL MEETING AGENDA/PACKET FOR REVIEW AT WORK SESSION

Proposed Changes to CRMA and Attachment C Development Plan

Development Plan--Gustavus Beach Tracts

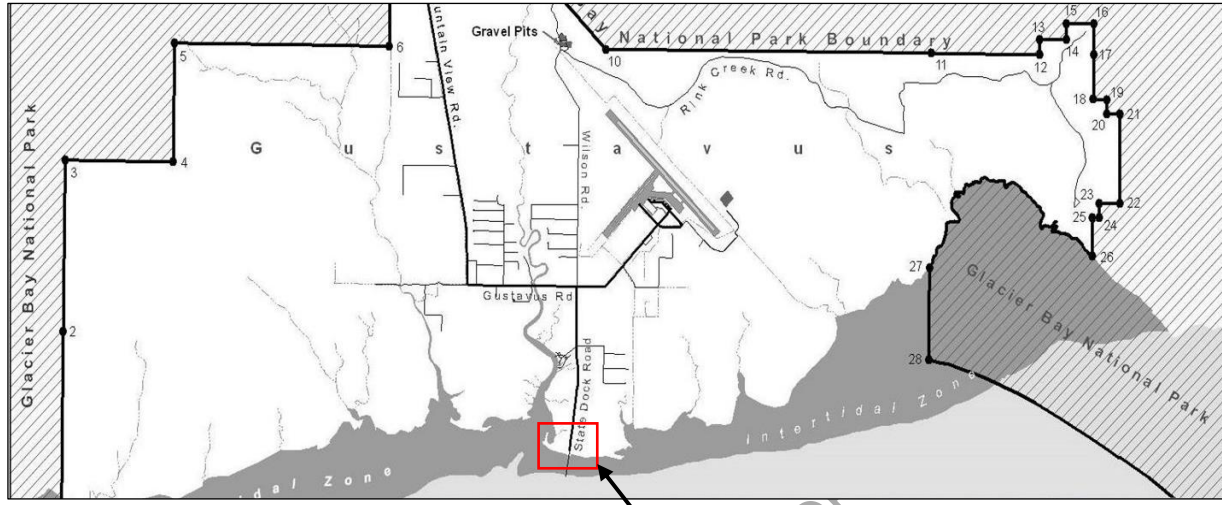


Figure 1. City of Gustavus

Location of Gustavus Beach Tracts A and B-2

The Gustavus Beach is very important to the citizens of Gustavus. It is where residents and visitors take walks, picnic, pick berries and enjoy the views of the Fairweather Range and of Icy Strait. The Alaska Marine Highway dock is located at the Gustavus Beach, and it is therefore the first view and impression visitors have of Gustavus. The public beach lands in question comprise approximately 31 acres, as originally surveyed, on either side of Dock Road (see Figure 1). With isostatic rebound, the tracts have increased in size as the shoreline has extended out into Icy Passage. These lands, known as Tracts A and B-2, are owned and managed by Alaska Department of Natural Resources. The public beach lands in question do not include Tract B-1, the City of Gustavus Bulk Fuel Facility. These lands are priceless for the beauty and recreation opportunities they provide to the residents of and visitors to Gustavus. As Gustavus continues to grow, it becomes even more critical that these lands are protected for future generations. This development plan will result in the following outcomes:

- Beach lands will be protected and remain accessible to all citizens and visitors to Gustavus for the purposes of recreation compatible with protection of the beach natural resources.
- Infrastructure (trails, picnicking, benches, etc.), and a parking area on the east side, appropriate to the collective desires of the citizens of Gustavus, may be developed and will be appropriately managed. Parking “area” is intended to include the east beach parking area as well as additional Right-of-Way (ROW) parking that can be negotiated with the Department of Transportation and Public Facilities (DOT).
- Except for designated and demarked parking areas on the east side and the DOT Dock Road Right-of-Way, motorized vehicle traffic will be prohibited on both uplands and the beach strand.
- Beach areas that are currently degraded will be restored or hardened to accommodate appropriate use.
- Gustavus citizens will take pride in their beach and care for it.
- Adjacent private landowners will be satisfied with appropriate and respectful recreational use of their lands.

- The City will coordinate with DOT regarding any developments such as parking areas within the DOT Right-of-Way that bisects the beach tracts.
- To these ends, the City of Gustavus is authorized to manage the Beach Park lands in accordance with State statutes and regulations and through provisions of the City of Gustavus Code of Ordinances.

These outcomes are in alignment with the legal judgment settling title of the original two 16-acre tracts A and B with the State and recognize the rights of the adjacent landowners. The two tracts of land in question were acquired by the state in 1985 because of a lawsuit that was ultimately settled in the 9th Federal Circuit Court of Appeals in San Francisco. This judgment (No. J-76-9 CIVIL) recognized the rights of the upland landowner (the DeBoer Family) and awarded them accreted acreage down to mean high tide line. But the judgment also set aside 32 acres for the public in recognition of historic recreational use and created a covenant that stressed the intention that the recreational use on these tracts should be “low intensity” in its nature. The covenant states:

“(We) agree that the state shall use the above-described property for the purpose of continuing the historic recreational uses of the land without interference or disruption and that the land vested in the state will be used for recreational purposes, including walking, jogging, horseback riding, picnicking, camping, sun-bathing, hunting fishing, recreational boating, beach-combing, berry picking, cross-country skiing and other similar recreation uses. It is intended that the recreational use shall be consistent with the natural state of the land and be of a low-intensity nature.”

History of Community Protection Concerns and Measures

Documentation exists within the file system of the City of Gustavus that the community residents became concerned about an increase in recreational use in this area as early as 1981, when the land in question was included in a bill to create a State Game Refuge (city files). The first mention of public concern regarding motorized vehicle use is recorded in 1994 (city files). A letter dated October 26, 1994 to the Department of Natural Resources (DNR) from the Gustavus Community Association (this was prior to the City becoming incorporated) requested assistance in defining acceptable access and uses for the areas in question, in “accordance with the [DeBoer] court judgment and existing [state] regulations.” The letter and public postings detail some of the impacts being observed including defined roadways through the dunes, increased size of parking areas, and crisscrossed dunes. No response from DNR is located within the files from this time period (City files).

The issue of beach impacts came to public attention again in 2010. This time the City of Gustavus was incorporated and an official Beach Committee was established by the City to address recreational use issues at the Gustavus Beach. The committee comprised citizens both for and against motorized vehicle use at the Beach. They met several times to try to adopt a recommendation to the City for management of the area. All indications are the group was unable to establish trust and could not move beyond internal discord to present a recommendation to the City regarding motorized use.

When Gustavus residents were asked in a 2016 survey to rate reasons for appreciating our community, 86.9% rated “scenic beauty” as very important and 75.4% rated “pristine environment” as very important. Slightly more than half (55.9%) believe “protection for the beach near the dock” will have positive

impacts for the community, while 72.4% believe “mechanized use of beaches and wetlands” will have negative impacts. These statistics demonstrated community support of a cooperative management agreement and development plan for the beach parcels on each side of the Dock Road, Tracts A and B-2, currently managed by the Alaska State Department of Natural Resources.

Beginning in 2017, an ad hoc group of Gustavus beach advocates, with support of Mayor Barb Miranda, began meeting to develop a new approach to protecting the beach lands in accordance with the indicated wishes of the community as expressed in the 2016 survey. The group conferred with the adjacent landowners, the DeBoer family, to assure that provisions aligned with covenants held by the family. The group held public meetings and with that input drafted the original version of this Cooperative Resource Management Agreement (CRMA), which was signed and adopted by the City and DNR in Spring, 2020. The role of the City of Gustavus under the CRMA with the State is to be the steward of the beach lands, assisting the Department of Natural Resources with the management of the tracts. The City may enforce provisions through its Code of Ordinances.

When the original CRMA was signed in Spring 2020 the Gustavus Beach was unmanaged, and there was visible and growing evidence of disturbed vegetation and soil. Parking areas within the dunes had grown and new motorized tracks had developed over the years. Community members claimed that ground nesting birds and a short-eared owl nest had been disturbed by motorized use. In spring 2018 the first-ever Arctic tern nest was discovered at the beach. Additionally, the DeBoer family had continued to allow non-motorized recreational access to their adjacent private lands, but repeated efforts to halt motorized traffic on their lands had failed. The Nature Conservancy allows only non-motorized traffic on its lands to the east of the DeBoer property with the intent to prevent damage to natural beach and upland resources there. The ability of the City to manage the motorized use on the state-owned tracts will aid the private landowners in enforcing their desire for no motorized access on their property.

Since adoption of the CRMA in Spring, 2020, the City has assumed management responsibilities for the Gustavus Beach Park lands. The City adopted Ordinance Section 10.08.020 - Gustavus beach lands management, conservation, and public use. The ordinance authorizes the City to manage the beach park lands in cooperation with the State of Alaska in accordance with this Cooperative Resource Management Agreement, and “for the conservation and enhancement of natural ecological and scenic values and for compatible public use.” To that end, the City has demarked and improved a parking area on the east side of Dock Road, Tract B-2 and has barricaded motor vehicle access to the west side of Dock Road, Tract A. The City has posted signs prohibiting motor vehicle access beyond the designated parking/vehicle limits. Recreationists visit the areas now only by foot or bicycle. In May 2020, the City began restoration of vehicle-damaged surfaces beyond the vehicle limits by raking vehicle-rutted areas. As of Summer, 2020, native vegetation is returning to the restored surfaces naturally. A Gustavus Beach Park sign has been installed. Additional amenities such as picnic tables, improvements to a fire pit site, and interpretive signs are in discussion.

Development Plan Elements

Legal Description:

Tract A is located within Township 40 South, Range 59 East, Copper River Meridian, Alaska and is located on the Easterly side of the Salmon River at its confluence with Icy Passage. The point of beginning of this description being the intersection of the southerly extension of the centerline of the existing road to the dock, with the mean high water line of Icy Passage; thence northerly along the

centerline of the existing road a distance of 900 feet; thence West a distance of 711 feet, more or less, to the mean high water line of the salmon River thence meandering southerly along the mean high water line of the Salmon River and Icy Passage.

Tract B is located within Township 40 South, Range 59 East, Copper River Meridian, Alaska and is located east of the centerline of the existing road to the dock and being easterly of the confluence of the Salmon River with Icy Passage. The point of beginning of this description being the intersection of the southerly extension of the centerline of the existing road to the dock, with the mean high water line of Icy Passage; thence northly along the centerline of the existing road a distance of 900 feet; thence East a distance of 753.48 feet; thence South & 13°30' West along the mean high water line of Icy Passage a distance of 80 feet, more or less; thence North 83°11'25" West along the mean high water line of Icy Passage a distance of 670 feet, more or less, to the point of beginning. The herein described parcel contains 16.19 acres, more or less.

Tract B has been subdivided into B-1, which comprises the City of Gustavus-owned Bulk Fuel Facility property (1.433 acre), and B-2 (14.471 acres), which comprises the remainder of the original Tract B. Tract B-1 is not subject to the terms of this Agreement.

As isostatic rebound continues, the mean high tide line is expected to move southward into Icy Strait and westward into the Salmon River estuary adding dry land to the beach Tracts A and B-2. These accreted lands will be managed as part of the beach park under the Agreement.

Terrain/ground cover:

The shoreline between Salmon River and Glen's Ditch is fronted by a series of sandy rises and swales built by Salmon River sediments moving eastward by prevailing currents. These features are built atop former beach flats and sloughs that now form the backshore to the north. The landscape is rising about an inch a year due to glacial rebound. Facilities anchoring the former and present docks have tended to interrupt the pattern of deposition.

The first dock had much to do with capture of the sand and initiation of the basic swale and rise features. The modern dock (abutment, island, sheet pile) now appears to be modifying the seaward sedimentation pattern, accelerating deposition to the eastward and initiating erosion to the westward.

Plant communities have developed according to their salt tolerance, response to disturbance and soil characteristics. The communities can be divided in this way:

- Ryegrass sod along the outer shore and slough margins
- Beach sedge/saltgrass/beach asparagus sod below the ryegrass in some sheltered slough margins
- Strawberry/small herb meadow above the ryegrass on the outer shore
- Grass/tall herb/small spruce meadow above the strawberries on the swales and higher parts of the backshore
- Young spruce groves on the highest swales

As uplift has moved the landscape into the upper intertidal and above-tide zones, the communities have matured and tended to shift seaward. Zones seem to have various near-term futures. Ryegrass is being eliminated by traffic just east of the dock. Erosion west of the dock is tending to pinch the strawberry/small herb meadow between ryegrass and tall meadow; it is being erased in widening roadways but perhaps retained by more moderate foot disturbance elsewhere. Tall meadows are being

increasingly dominated by grasses and young spruces in some places. Spruce groves are aggressively spreading on the rises and backshore.

Proposed Changes to the terrain/ground cover:

The overarching goal of any vegetation management shall be to maintain the historic viewshed which can be characterized as open with sweeping views of Icy Strait and the Fairweather Range. To this end the City may designate and retain some spruce groves and take active measures to reduce or eliminate spruce succession onto meadows.

Access:

Existing access to both parcels is from Dock Road. Many residents and visitors park on or near the road or in the delineated east side parking area and walk the length of the beach. Others use bicycles. Previous motorized vehicular use along the top and behind the main dune has been blocked. Planned access will remain the same in terms of origination point at Dock Road; proposed changes are intended to restore natural vegetation, prevent erosion, and to protect the beach and dune vegetation from further damage from uncontrolled motorized vehicle use while still providing for public access. Under all alternatives, vehicle access to the beach to allow for kayak and small boat drop-off will be retained at the existing location on the east side of the dock. The City will prohibit motorized vehicle use on uplands outside the posted parking areas and on the non-vegetated beach portion of the tracts below the vegetated dunes. Non-motorized access will be allowed to all the beach lands managed under this Agreement.

Parking and Access: The parking area in the sand on the east side of the dock has been delineated and accommodates a vehicle turnaround for kayak and passenger drop-off with pedestrian access to the beach and water's edge. No parking is allowed on the west side of the Dock Road. The City seeks to negotiate with ADOT&PF for arrangements to construct additional parking within the DOT Right-of-Way. No motorized traffic will be allowed beyond the established parking areas. Adjacent private landowners will retain the right to access their property through these tracts, however temporary barriers will restrict access until they request their removal for such access.

Trails: A hardened pathway may be developed to the current viewing bench on the west side, and eventually may continue on to create a loop trail along the river, through the meadow, and back to Dock Road, ending approximately across from the Bulk Fuel Facility.

Future Access: The City requests authorization to develop additional trails and/or boardwalks as well as handicap parking if and when deemed necessary or desirable.

Buildings and other structures:

Attractive fencing, bollards, barriers, curbed sidewalks and signage may be installed to create an overall visual identity for the public use beach area. Simple yet effective log barriers now surround the parking area and identify boundaries for vehicles, without impacting views to Icy Strait. The existing concrete "Jersey" barriers in the DOT ROW that protect dock electrical and piping infrastructure at the entrance to the dock may be painted or covered and screened with a decorative wooden structure.

The existing fire pit on the west side may be further developed/hardened to minimize haphazard use and habitat destruction. Another public fire pit area may be developed on the eastern side of the dock at a location determined in consultation with the ad hoc Beach Committee.

No buildings or structures beyond the current benches and picnic tables are planned at this time, but the City requests authorization to build structures in the future, which could include covered picnic areas, benches and/or hardened pathways.

Power source:

No power source is necessary.

Waste types, waste sources, and disposal methods:

Trash undoubtedly will continue to be generated by users of the beach. The City maintains bear-proof trash and recycling containers for disposal, co-located with the current City-owned bathroom facility year-round. The City of Gustavus has already added beach cleanup to the Marine Facilities Coordinator position job duties and shall continue to participate in and promote volunteer cleanup duties.

Hazardous substances:

NA

Water supply:

There is no water supply currently provided or planned.

Parking areas and storage areas:

Currently, residents and visitors park on the paved designated parking areas in the DOT ROW, in the east side parking area of Tract B-2, and on the “island” located midway to the terminus of the Gustavus dock. Parking on the island is disallowed on days when the ferry is scheduled to land in Gustavus. Ferry travelers often leave their cars for several days at a time, in designated spaces and off the paved road. Long-term and short-term parking will be retained on the paved road. Alternatives for continued parking options are described in the Access section, above. The City will work with DOT representatives to identify specific locations of long and short-term parking with posted time limits.

Number of people using the site:

The beach is utilized by practically all Gustavus citizens and visitors. No visitation estimates are available, but there has been a trend of increasing use in recent years.

Closure/reclamation plan:

Provide a closure/reclamation plan, if required for the type of authorization being applied for (e.g. material sale).

NA

Maintenance and operations:

Maintenance of the public use beach area will primarily consist of regular trash pick-up and removal, added as responsibilities of the City of Gustavus Marine Facilities Coordinator position. Additional maintenance chores on an irregular basis will include repair of built structures authorized under the CRMA. This type of task could be potentially taken on by citizen volunteers.

A simple monitoring plan will be developed to document effects on minimizing impacts to dune and beach vegetation and erosion. Developing a monitoring plan adds rigor to the local knowledge already amassed regarding the recreation impacts at the Gustavus Beach.

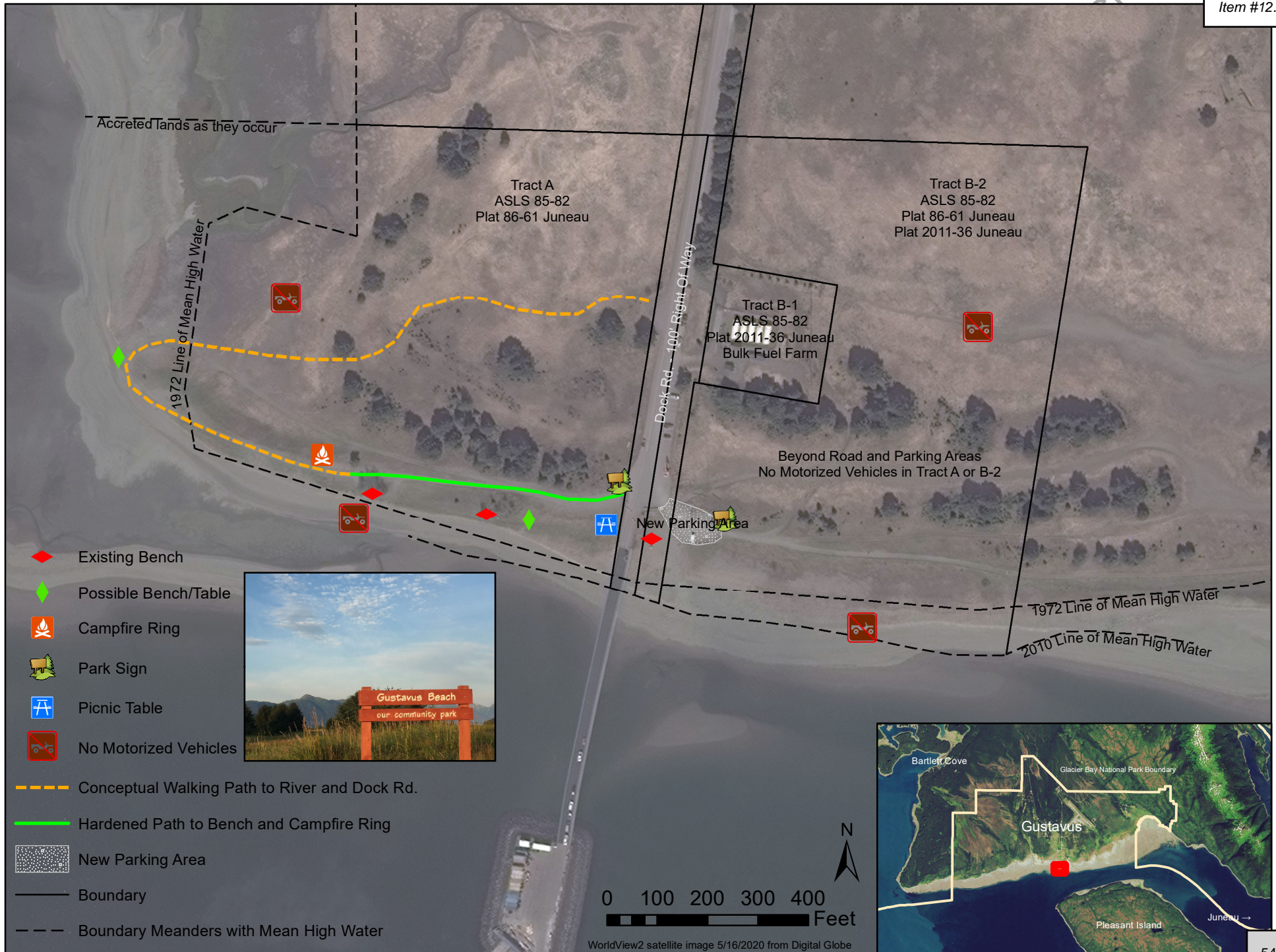
A baseline set of data will be collected to document the current extent of motorized vehicle impacts on Tracts A and B-2. The type of data collected will at a minimum include photo-documentation of existing conditions and could also possibly include site attributes such as: trail depth and width measurements, soil surface conditions (rutting/erosion, exposed sand etc.), estimated percentage of vegetation loss on road/trail surface as compared to vegetative cover adjacent to area, types of trail use, and the observed presence/absence of: noxious weeds, trail hazards, campfires, localized tree/shrub damage, unsanitary waste, and litter.

Data collection will be conducted by citizen volunteers in collaboration with the City of Gustavus. The overall goal of the simplified monitoring program is to establish the current status of motor vehicle and other recreation impacts and assess whether implementation of this cooperative management agreement has an effect on reducing those impacts.

Camping:

Under this Development Plan, camping will be allowed in the Beach Park consistent with State of Alaska policy and regulations. No camping related improvements are planned for the near term, but the City will monitor for potential impacts or conflicts and may consider designating specific areas for camping, improve facilities, and/or provide rules in support of safe use without impact to resources.

The Development Plan has focused on the beach strip, however, the upland portions of the Park in Tract A, north of the major spruce groves, have a different array of attributes than the beach strip, and may offer desirable uses other than those presently provided for in the current CRMA, such as development of a campground or access route to the river estuary. The city would like to consider future planning for allowable uses on the uplands and will consult with the Department of Natural Resources accordingly.



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

**A RESOLUTION BY THE CITY OF GUSTAVUS
APPROVING AMENDMENT 1 OF THE COOPERATIVE RESOURCE MANAGEMENT
AGREEMENT (CRMA) WITH THE ALASKA DEPARTMENT OF NATURAL RESOURCES FOR
MANAGEMENT OF THE GUSTAVUS BEACH PARK**

WHEREAS, the Gustavus Beach is a remarkable natural and recreational resource for the Community of Gustavus; and,

WHEREAS, after a multi-year process of work by many community members toward establishment of a Gustavus Beach Park on Tracts A and B2 on west and east sides of Dock Road owned by the Alaska Department of Natural Resources (DNR); and,

WHEREAS, the City of Gustavus and DNR in Spring, 2020 signed a Cooperative Resource Management Agreement (CRMA) including a development plan, establishing the park to be managed by the City of Gustavus; and,

WHEREAS, the CRMA provides for amendment of the agreement and development plan when agreed by both parties; and,

WHEREAS, while the CRMA was being implemented in 2020, city representatives noted inconsistencies in the CRMA's legal property descriptions and the lack of treatment for newly accreted lands; and,

WHEREAS, the original CRMA and development plan did not clearly authorize the City of Gustavus to apply its code of ordinances to manage the park and set rules for public use; and

WHEREAS, the original development plan did not close the beach strand to motor vehicle use as wished by many residents and beach protection advocates; and

WHEREAS, the original park map in the development plan did not show some key features under consideration; and,

WHEREAS, the City Council in 2020 assigned two council members and the City Administrator to negotiate with DNR an update to the CRMA and development plan to strengthen management intent and direction by addressing the identified issues; and

WHEREAS, City representatives have worked with DNR over the last two years to develop an amendment addressing the needed improvements to the CRMA and development plan; and,

WHEREAS, those negotiated and agreed changes have been incorporated into an Amendment 1 of the plan; and,

WHEREAS, the proposed Amendment 1 has been developed in concert with the adjacent property owners who hold covenants on the two beach tracts and who share the City's interest in protection of the natural character of the beach lands while providing for low impact recreational use; and,

WHEREAS, the proposed Amendment 1 to the CRMA and development plan were published for public review and comment on March 15, 2022, with public hearing scheduled for April 11, 2022.

NOW THEREFORE BE IT RESOLVED that the Gustavus City Council approves Amendment 1 of the Gustavus Beach Park Cooperative Management Agreement, with the updated development plan, and recommends approval by DNR.

AND BE IT FURTHER RESOLVED that the Gustavus City Council authorizes the Mayor to sign the approved Amendment 1 on behalf of the City of Gustavus and to implement the development plan in accordance with the terms of the CRMA.

PASSED and **APPROVED** by the Gustavus City Council this XXth day of ____ 2022 and effective upon adoption.

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY22-XXNCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
DEPARTMENT BUDGETS FOR FISCAL YEAR 2023**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

Section 1. Classification. This is a **Non-Code Ordinance**

Section 2. General Provisions. The attached document is the authorized budget of revenues and expenditures for the period July 1, 2022 through June 30, 2023 and is made a matter public record.

Section 3. Effective Date. This ordinance becomes effective upon its adoption by the City Council.

DATE INTRODUCED: *April 11, 2022*

DATE OF PUBLIC HEARING: *June 13, 2022*

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2022.

Michael Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk

City of Gustavus

DRAFT Budget vs. Actual 5-Year Comparison

Item #14.

	Actual Jul '17 - Jun 18	Actual Jul '18 - Jun 19	Budget Jul '19 - Jun 20	Actual FY21 Actual Jul '20 - Jun 21	Actual to date Feb FY22	Budget FY23
Ordinary Income/Expense						
Income						
Admin Fees	0.00	30.00		0.00		0.00
Business License Fees	3,900.20	4,150.00	3,575.00	4,150.00	3,000.00	3,700.00
Donation - Inter-library Loans				20.00		
Donations	1,467.00	1,117.50	2,531.00	384.00	800.00	1,800.00
DRC Income						
Community Chest Sales	15,277.00	16,243.60	10,743.49	8,501.45	13,500.00	13,500.00
Landfill Fees paid @ City Hall	28,483.47	31,295.99	30,052.18	14,478.75		
Landfill Fees/Sales	45,722.65	46,888.90	46,595.27	54,013.65	69,000.00	72,450.00
Recyclable Material Sales	6,354.27	7,776.65	3,612.62	7,890.72	3,600.00	3,600.00
DRC Income - Other	0.00	0.00	0.00		0.00	0.00
Total DRC Income	95,837.39	102,205.14	91,003.56	89,438.57	86,100.00	89,550.00
Federal Revenue						
ARPA					99,000.00	99,000.00
Lost Rev ARPA						161,525.64
FEMA						85,000.00
Natl Forest Receipts-Encumbr	53,927.79	45,494.92	44,228.25	38,572.14		45,000.00
Payment In Lieu of Taxes	107,545.26	107,167.43	115,419.89	113,760.06	113,000.00	113,000.00
Total Federal Revenue	161,473.05	152,662.35	159,648.14	152,332.20	212,000.00	503,525.64
Fundraising	1,155.00	556.00	1,441.00	960.00	600.00	600.00
GCN Income						
GVFD Income						
Ambulance Billing	5,742.10	9,659.71	9,964.55	7,237.45	9,000.00	9,000.00
ASP	1,360.00	625.00	805.00	1,420.00	600.00	600.00
Training		30.00	2,610.00	0.00	150.00	150.00
GVFD Income - Other		390.00				
Total GVFD Income	7,102.10	10,704.71	13,379.55	9,617.45	9,750.00	9,750.00
Interest Income	875.84	698.82	362.22	189.43	350.00	350.00
Lands Income						
Gravel Pit Gravel Sales	9,906.00	11,360.00	17,552.00	27,354.00	25,000.00	25,000.00
Total Lands Income	9,906.00	11,360.00	17,552.00	27,354.00	25,000.00	25,000.00
Lease Income	13,470.35	12,720.35	13,125.67	13,125.67	13,125.67	13,753.67
Library Income	1,597.28	1,174.70	727.60	521.50	500.00	500.00
Marine Facilities Income						
Facilities Usage Fees	4,965.00	1,170.00	1,845.00	2,635.00	1,000.00	1,000.00
Commercial Vessel Registration	9,000.00	9,210.00	8,275.00	18,000.00	8,000.00	8,000.00
Private Vessel Registration	5,450.00	4,940.00	5,095.00	5,505.00	5,000.00	5,000.00
Storage Area Fee	1,210.00	1,790.00	2,115.00	2,100.00	1,700.00	1,700.00
Marine Facilities Income - Other	13.23	1.00		0.00		
Total Marine Facilities Income	20,638.23	17,111.00	17,330.00	28,240.00	15,700.00	15,700.00
Other Income			3,777.00	0.00		
State Revenue						
Community Assistance Program	88,824.00	85,461.43	82,845.41	75,180.66	77,598.84	77,598.84
Liquor Share Tax		3,350.00				
Shared Fisheries Business Tax	1,921.08	1,884.12	541.68	1,045.27	500.00	500.00

City of Gustavus

DRAFT Budget vs. Actual 5-Year Comparison

Item #14.

	Actual Jul '17 - Jun 18	Actual Jul '18 - Jun 19	Budget Jul '19 - Jun 20	Actual Jul '20 - Jun 21	FY21 Actual FY22	Actual to date Feb FY22	Budget FY23
Total State Revenue	90,745.08	90,695.55	83,387.09	76,225.93		78,098.84	78,098.84
Tax Income							
Retail Tax Income	356,826.45	392,649.12	375,941.24	245,690.61	325,000.00		375,000.00
Remote Sellers Retail Tax	0.00	0.00	12.49	17,803.44	22,000.00		35,000.00
Room Tax Income	75,150.61	70,505.72	78,574.79	24,926.88	40,000.00		75,000.00
Fish Box Tax	13,535.69	12,350.00	12,190.00	8,560.00	7,500.00		7,500.00
Penalties & Interest	5,449.72	25,160.35	4,212.74	2,080.38			4,000.00
Tax Exempt Cards	200.00	320.00	250.00	280.00	300.00		300.00
Seller's Compensation Discount	-788.30						
Total Sales Tax Income	450,374.17	500,985.19	471,181.26	299,341.31	394,800.00		496,800.00
Total Income	858,541.69	906,171.31	879,021.09	696,386.06	839,824.51		1,239,128.15
Gross Profit	858,541.69	906,171.31	879,021.09	696,386.06	839,824.51		1,239,128.15
Expense							
Administrative Costs	3,300.02	28,578.93	2,013.88	2,133.70	2,000.00		35,000.00
Advertising	75.00	503.57	150.00	0.00	100.00		100.00
Bad Debt	620.61		2,598.10				
Bank Service Charges	2,223.32	2,719.62	2,973.90	3,901.08	4,750.00		4,750.00
Building							
Insurance	5,326.35	6,942.37	8,092.42	10,379.34	10,650.90		10,650.90
Maintenance & Repair	16,462.30	9,570.61	15,887.18	6,066.42	9,900.00		9,900.00
Total Building	21,788.65	16,512.98	23,979.60	16,445.76	20,550.90		20,550.90
Cash Short/Over							
Contractual Services				0.00			
Ambulance Billing Expense	400.00	1,371.10	1,340.34	722.55	1,300.00		1,300.00
Gravel Pit Survey			13,347.89	0.00			
Managed IT Services	4,930.00	27,040.00	26,870.00	24,608.00	31,200.00		31,200.00
Contractual Services - Other	43,114.94	23,106.57	26,286.91	28,914.00	39,920.00		79,600.00
Total Contractual Services	48,444.94	51,517.67	67,845.14	54,244.55	72,420.00		112,100.00
Dues/Fees	5,950.98	7,477.94	7,637.99	7,910.38	10,050.00		10,050.00
Economic Development Services							
GVA	0.00	20,000.00	32,000.00	17,000.00	30,000.00		35,600.00
Total Economic Development Services	0.00	20,000.00	32,000.00	17,000.00	30,000.00		35,600.00
Election Expense	212.17	276.70	202.16	87.34	250.00		250.00
Equipment							
Equipment Fuel	1,240.30	1,553.87	1,467.32	1,211.88	1,700.00		2,200.00
Equipment Purchase	15,165.12	9,731.03	9,031.83	5,505.80	7,900.00		9,000.00
Insurance	185.42	226.00	234.24	242.49	242.49		242.49
Maintenance & Repair	2,477.50	2,860.03	3,288.32	6,914.64	4,000.00		4,000.00
Equipment - Other	0.00		6,471.60	0.00			
Total Equipment	19,068.34	14,370.93	20,493.31	13,874.81	13,842.49		15,442.49
Events & Celebrations (inc. holiday g	2,500.00	2,995.00	3,852.85	3,587.70	3,925.00		4,100.00
Freight/Shipping	17,871.54	19,762.81	23,707.22	14,901.65	26,250.00		30,000.00
Fundraising Expenses	1,437.64	0.00	936.27	8.00	250.00		500.00
General Liability	4,424.75	3,827.10	10,890.44	11,575.44	11,575.44		11,575.44
Gravel Pit Fund				6,000.00	6,000.00		6,000.00
Library Materials	295.59	317.81	599.80	598.71	2,700.00		2,700.00

City of Gustavus

DRAFT Budget vs. Actual 5-Year Comparison

Item #14.

	Actual Jul '17 - Jun 18	Actual Jul '18 - Jun 19	Budget Jul '19 - Jun 20	Actual Jul '20 - Jun 21	FY21 Actual Jul '20 - Jun 21	Actual to date Feb FY22	Budget FY23
Marine Facilities							
Insurance	1,654.51	1,625.46	1,851.36	2,368.37	2,368.37	2,368.37	2,368.37
Maintenance & Repairs	5,073.80	2,538.69	27.40	3,787.33	3,000.00	18,000.00	18,000.00
Total Marine Facilities	6,728.31	4,164.15	1,878.76	6,155.70	5,368.37	20,368.37	20,368.37
Occupational Health	0.00	0.00	0.00	0.00	500.00	500.00	500.00
Payroll Expenses							
Wages	257,967.85	327,183.30	306,984.71	266,397.49	391,496.47	471,780.44	471,780.44
Payroll Taxes	24,880.21	31,022.95	29,098.50	27,311.14	35,080.13	41,920.14	41,920.14
Paid Time Off (PTO)	12,427.32	12,469.46	8,973.84	21,077.99			
Sick Leave				2,703.10			
Health Insurance (company paid)	3,679.98	17,093.92	13,755.50	5,466.72	20,155.20	20,155.20	20,155.20
Health Insurance Stipend	17,683.22	10,107.50	12,310.15	14,035.37	13,500.00	13,500.00	13,500.00
457(b) Employer Contribution	10,300.95	19,321.35	17,711.64	17,510.95	25,413.40	28,735.03	28,735.03
Health Insurance Reimbursement				0.00			
Workers Comp Insurance	13,059.33	6,019.58	7,900.59	5,643.60	8,438.97	8,536.16	8,536.16
Payroll Spot Awards - all depts				0.00			
Payroll Expenses - Other (inc. P	115.72	2,362.87	8,329.28	-2,506.72	230.00	230.00	230.00
Total Payroll Expenses	340,114.58	425,580.93	405,064.21	357,639.64	494,314.17	584,856.97	584,856.97
Professional Services	25,506.70	26,707.42	14,570.00	15,801.65	15,000.00	25,000.00	25,000.00
Public Relations	1,006.65	728.34	211.74	314.86	250.00	250.00	250.00
Relocation							
Repair & Replacement Fund		20,095.76	25,354.66	24,772.13	16,545.71	16,545.71	16,545.71
Emergency & Disaster Fund				0.00		85,000.00	85,000.00
Road Maintenance				0.00			
Grading	42,605.75	34,129.50	35,512.50	35,160.50			
Snow Plowing	23,592.50	4,668.98	35,061.55	29,775.10			
Road Maintenance - Other	37,001.99	46,198.50	37,779.58	109,879.84	150,000.00	150,000.00	150,000.00
Total Road Maintenance	103,200.24	84,996.98	108,353.63	174,815.44	150,000.00	150,000.00	150,000.00
Social Services				0.00			
GCEP dba The Rookery	10,540.00	12,964.00	13,890.00		0.00	0.00	0.00
Total Social Services	10,540.00	12,964.00	13,890.00	0.00	0.00	0.00	0.00
Stipend				3,000.53	3,000.00	10,000.00	10,000.00
Supplies	17,062.52	17,404.31	14,934.01	11,245.58	22,250.00	22,250.00	22,250.00
Telecommunications	21,430.16	19,194.90	19,824.34	17,136.62	21,540.00	21,540.00	21,540.00
Training	8,887.29	10,634.69	8,422.94	1,971.00	6,450.00	6,950.00	6,950.00
Travel	13,759.65	15,913.45	7,816.87	0.00	7,700.00	8,000.00	8,000.00
Utilities							
Electricity	8,579.05	8,482.45	7,763.45	9,095.45	9,300.00	9,300.00	9,300.00
Fuel Oil	4,117.02	7,871.66	7,650.35	7,165.81	7,900.00	7,900.00	7,900.00
Total Utilities	12,696.07	16,354.11	15,413.80	16,261.26	17,200.00	17,200.00	17,200.00
Vehicle							
Fuel	840.80	497.34	341.77	490.99	750.00	1,200.00	1,200.00
Insurance	3,488.84	3,503.26	3,445.93	3,561.22	3,635.67	3,635.67	3,635.67
Maintenance & Repair	971.92	832.66	0.00	63.98	2,000.00	2,000.00	2,000.00
Mileage Reimbursement	266.03	1,557.09	1,301.75	1,843.46	1,950.00	1,950.00	1,950.00
Total Vehicle	5,567.59	6,390.35	5,089.45	5,959.65	8,335.67	8,785.67	8,785.67

City of Gustavus
DRAFT Budget vs. Actual 5-Year Comparison

Item #14.

	Actual Jul '17 - Jun 18	Actual Jul '18 - Jun 19	Budget Jul '19 - Jun 20	Actual FY21 Actual Jul '20 - Jun 21	Actual to date Feb FY22	Budget FY23
Total Expense	694,713.31	829,990.45	840,705.07	787,343.18	973,117.75	1,180,965.55
Net Ordinary Income	163,828.38	76,180.86	38,316.02	-90,957.12	-133,293.24	58,162.60
Other Income/Expense						20,000.00
Other Income						
Encumbered Funds for Road Maintenance	48,922.45	39,502.06	60,303.38	62,118.87		
Other Savings for Road Maintenance				37,881.13	150,000.00	150,000.00
Prior-Year Cash Balance				0.00		60,000.00
Total Other Income	48,922.45	39,502.06	60,303.38	100,000.00	150,000.00	210,000.00
Net Other Income	48,922.45	39,502.06	60,303.38	100,000.00	150,000.00	230,000.00
Net Income	<u>212,750.83</u>	<u>115,682.92</u>	<u>98,619.40</u>	<u>9,042.88</u>	<u>16,706.76</u>	<u>288,162.60</u>

**City of Gustavus
DRAFT FY22 Payroll**

Item #14.

FY23:		Hourly Wage (with COLA)	Hrs/year	Wage Total	457(b) Employer Contribution (LFG)	Health Ins. Stipend (\$200/mo stipend)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp. up to \$199.50)	Payroll Total	Group Health Plan (\$646/mo; city cap at \$700/mo until 80%/20% split is met)	Workers' Comp. Insurance	Direct Deposit Fees & FICA	Dept. Total	FY21 Budget for Comparison	FY20 Budget for Comparison
Admin. Dept.														
Administrator	0.9	\$43.59	1872	\$81,600.48	\$5,712.03	\$2,400.00	\$7,062.51	\$96,775.02		\$472.20	\$230.00	\$210,274.86	\$159,697.31	\$170,414.67
Clerk	0.75	\$27.00	1560	\$42,120.00	\$2,948.40	\$2,400.00	\$3,830.83	\$51,299.23						
Treasurer	0.9	\$27.23	1872	\$50,974.56	\$3,568.22	\$2,400.00	\$4,555.62	\$61,498.40						
DRC														
Manager	0.6	\$30.45	1248	\$38,001.60	\$2,660.11	\$2,200.00	\$3,478.42	\$46,340.13						
Operator	0.9	\$21.00	1892.8	\$39,748.80	\$2,782.42		\$3,453.14	\$45,984.35	\$6,201.60			\$2,547.30	\$96,266.70	\$101,353.22
Assistants		\$20.00	1016	\$20,320.00			\$1,757.68	\$22,077.68						
Assistants		\$19.00	0	\$0.00			\$0.00	\$0.00						
Assistants		\$18.50	0	\$0.00			\$0.00	\$0.00						
Fire Chief	salared	\$57,695.00	---	\$57,695.00	\$4,038.65		\$4,922.12	\$66,655.77	\$7,752.00	\$4,778.24		\$116,452.96	\$93,144.65	\$86,678.67
Covid Tester 1		\$25.00	252	\$6,300.00			\$544.95	\$6,844.95						
Covid Tester 2		\$25.00	1120	\$28,000.00			\$2,422.00	\$30,422.00						
Library														
Lib. Adm Director	0.75	\$25.00	1560	\$39,000.00	\$2,730.00	\$2,400.00	\$3,575.45	\$47,705.45				\$152.12	\$76,284.43	\$74,149.31
Lib. Serv. Dir	0.75	\$25.00	1560	\$39,000.00	\$2,730.00		\$3,391.85	\$45,121.85	\$6,201.60					
Lib. Assistant	0.25	\$18.50	360	\$6,660.00			\$708.99	\$7,368.99						
Summer Intern(s)		\$0.00	160	\$0.00			\$0.00	\$0.00						
Marine Facilities														
MF Coord.	0.43	\$25.00	894.4	\$22,360.00	\$1,565.20	\$1,700.00	\$2,216.58	\$27,841.78		\$586.30		\$28,428.08	\$23,076.26	\$30,257.76
Totals:				\$471,780.44	\$28,735.03	\$13,500.00	\$41,920.14	\$518,668.66	\$20,155.20	\$8,536.16	\$230.00	\$584,856.97	\$448,469.35	\$462,853.64

New regular (permanent) employees enrolling in Group Health Plan pay 20% of premium, per Resolution CY20-15.

DRC FY22 notes: New regular position of Operator added, and Manager reduced hours. Assistant position reduced with Operator online. Pool hours increased to 1,016.

Lib. Assistant: 20hrs/wk 7/1/22-12/31/22 if needed for full 6 mos

Clerk increase to 27/hr 32/wk

Treasurer increase to 27.23/hr 37/wk

Marine Facilities increase to 25/hr

Lib Dir increase to 25/hr and increase hrs to 30/wk

2 Covid Testers 25/hr 28/wk 5/mts (Summer)

1 Covid Tester 25/hr 9/wk 9/mts (Winter)

City of Gustavus
FY22 DRAFT Budget Overview
July 2021 through June 2022

Item #14.

	Admin (General Fund)	DRC (General Fund)	GVFD (General Fund)	Lands (General Fund)	Library (General Fund)	Marine Fac. (General Fund)	Road Maint. (General Fund)	Other (General Fund)	General Fund TOTAL	
	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	
Ordinary Income/Expense										
Income										
Business License Fees								3,700.00	3,700.00	
Donations					1,800.00				1,800.00	
DRC Income										
Community Chest Sales		13,500.00							13,500.00	
Landfill Fees/Sales		72,450.00							72,450.00	includes 5% increase to landfill fee
Recyclable Material Sales		3,600.00							3,600.00	
Total DRC Income		89,550.00							89,550.00	
Federal Revenue										
ARPA								99,000.00		
Lost Rev ARPA								161,525.64		
FEMA								85,000.00		
Natl in Lieu Taxes								45,000.00		
Payment in Lieu of Taxes								113,000.00	113,000.00	
Total Federal Revenue								503,525.64	503,525.64	
Fundraising					600.00				600.00	
GVFD Income										
Ambulance Billing			9,000.00						9,000.00	
ASP			600.00						600.00	
Training			150.00						150.00	
Total GVFD Income			9,750.00						9,750.00	
Interest Income								350.00	350.00	
Lands Income										
Gravel Pit Gravel Sales				25,000.00					25,000.00	
Total Lands Income				25,000.00					25,000.00	
Lease Income				13,753.67					13,753.67	LH3 628.00 increase
Library Income					500.00				500.00	
Marine Facilities Income										
Storage Area Fee						1,700.00			1,700.00	
Marine Facilities Income - Other						14,000.00			14,000.00	
Total Marine Facilities Income						15,700.00			15,700.00	
State Revenue										
Community Assistance Program								77,598.84	77,598.84	
Shared Fisheries Business Tax								500.00	500.00	
Total State Revenue								78,098.84	78,098.84	
Tax Income										
Retail Tax Income								375,000.00	375,000.00	
Remote Sellers Retail Tax								35,000.00	35,000.00	
Room Tax Income								75,000.00	75,000.00	
Fish Box Tax								7,500.00	7,500.00	
Penalties & Interest								4,000.00	4,000.00	
Tax Exempt Cards								300.00	300.00	
Total Tax Income								496,800.00	496,800.00	
Total Income		89,550.00	9,750.00	38,753.67	2,900.00	15,700.00		1,082,474.48	1,239,128.15	
Gross Profit		89,550.00	9,750.00	38,753.67	2,900.00	15,700.00		1,082,474.48	1,239,128.15	

City of Gustavus
FY22 DRAFT Budget Overview
July 2021 through June 2022

Item #14.

	Admin (General Fund)	DRC (General Fund)	GVFD (General Fund)	Lands (General Fund)	Library (General Fund)	Marine Fac. (General Fund)	Road Maint. (General Fund)	Other (General Fund)	General Fund TOTAL	
	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	
Expense										
Administrative Costs	35,000.00								35,000.00	33,000.00 Audit
Advertising	100.00								100.00	
Bank Service Charges	3,100.00	1,600.00	25.00		25.00				4,750.00	
Building										
Insurance	660.79	971.27	2,222.55		3,044.54	3,751.75			10,650.90	
Maintenance & Repair	3,100.00	1,200.00	3,000.00		2,500.00	100.00			9,900.00	
Total Building	3,760.79	2,171.27	5,222.55		5,544.54	3,851.75			20,550.90	
Contractual Services										
Ambulance Billing Expense			1,300.00						1,300.00	
Managed IT Services								31,200.00	31,200.00	
Contractual Services - Other	10,000.00	7,500.00	2,000.00		6,920.00	53,180.00			79,600.00	40,000.00 moving float
Total Contractual Services	10,000.00	7,500.00	3,300.00		6,920.00	53,180.00		31,200.00	112,100.00	
Dues/Fees	2,400.00	2,000.00	250.00		5,400.00				10,050.00	
Economic Development Services										
GVA								35,600.00	35,600.00	
Total Economic Development Services								35,600.00	35,600.00	
Election Expense	250.00								250.00	
Equipment										
Equipment Fuel		2,200.00							2,200.00	
Equipment Purchase	500.00	5,000.00	2,000.00		1,400.00	100.00			9,000.00	
Insurance		242.49							242.49	
Maintenance & Repair		4,000.00							4,000.00	
Total Equipment	500.00	11,442.49	2,000.00		1,400.00	100.00			15,442.49	
Events & Celebrations	3,500.00	250.00			350.00				4,100.00	
Freight/Shipping	800.00	27,600.00	400.00		1,000.00	200.00			30,000.00	
Fundraising Expenses					500.00				500.00	
General Liability	11,575.44								11,575.44	
Gravel Pit Fund				6,000.00					6,000.00	
Library Materials										
Donated/Fundraised					700.00				700.00	
Non-Fiction Add/Replacement					1,000.00				1,000.00	
Library Materials - Other					1,000.00				1,000.00	
Total Library Materials					2,700.00				2,700.00	
Marine Facilities										
Insurance						2,368.37			2,368.37	
Maintenance & Repairs						18,000.00			18,000.00	addational maint plus some tools
Total Marine Facilities						20,368.37			20,368.37	
Occupational Health		500.00							500.00	
Payroll Expenses										
Wages	174,695.04	98,070.40	91,995.00		84,660.00	22,360.00			471,780.44	
Payroll Taxes	15,448.96	8,689.24	7,889.07		7,676.29	2,216.58			41,920.14	
Health Insurance (company paid)		6,201.60	7,752.00		6,201.60				20,155.20	
Health Insurance Stipend	7,200.00	2,200.00			2,400.00	1,700.00			13,500.00	
457(b) Employer Contribution	12,228.65	5,442.53	4,038.65		5,460.00	1,565.20			28,735.03	
Workers Comp Insurance	472.20	2,547.30	4,778.24		152.12	586.30			8,536.16	
Payroll Expenses - Other	230.00								230.00	
Total Payroll Expenses	210,274.85	123,151.07	116,452.96		106,550.01	28,428.08			584,856.97	

City of Gustavus
FY22 DRAFT Budget Overview
July 2021 through June 2022

Item #14.

	Admin (General Fund)	DRC (General Fund)	GVFD (General Fund)	Lands (General Fund)	Library (General Fund)	Marine Fac. (General Fund)	Road Maint. (General Fund)	Other (General Fund)	General Fund TOTAL
	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24	Jul '22 - Jun 24
Professional Services	25,000.00								25,000.00
Public Relations	250.00								250.00
Repair & Replacement Fund	1,000.00	2,150.79	1,663.38		4,249.27	7,482.27			16,545.71
Road Maintenance							150,000.00		150,000.00
Social Services									
GCEP dba The Rookery								0.00	0.00
Total Social Services								0.00	0.00
Stipend			10,000.00						10,000.00 gym mbrshps plus stipend
Supplies									
Donated/Fundraised Program					700.00				700.00
Supplies - Other	2,000.00	4,100.00	7,500.00		3,050.00	2,200.00			18,500.00
Total Supplies	2,000.00	4,100.00	7,500.00		2,700.00	2,200.00			22,250.00
Telecommunications	7,500.00	2,300.00	6,050.00		5,450.00	240.00			21,540.00
Training	750.00	1,200.00	4,000.00		1,000.00				6,950.00
Travel									
Legislative Efforts									0.00
Travel - Other	2,500.00	1,500.00	2,500.00		1,500.00				8,000.00
Total Travel	2,500.00	1,500.00	2,500.00		1,500.00				8,000.00
Utilities									
Electricity	2,000.00	1,900.00	2,000.00		3,400.00				9,300.00
Fuel Oil	900.00	1,000.00	2,000.00		4,000.00				7,900.00
Total Utilities	2,900.00	2,900.00	4,000.00		7,400.00				17,200.00
Vehicle									
Fuel			1,200.00						1,200.00
Insurance			3,635.67						3,635.67
Maintenance & Repair			2,000.00						2,000.00
Mileage Reimbursement	500.00	200.00	250.00			1,000.00			1,950.00
Total Vehicle	500.00	200.00	7,085.67			1,000.00			8,785.67
Total Expense	323,661.08	190,565.62	170,449.56	6,000.00	156,438.82	117,050.47	150,000.00	66,800.00	1,180,965.55
Net Ordinary Income	-323,661.08	-101,015.62	-160,699.56	32,753.67	-153,538.82	-101,350.47	-150,000.00	1,015,674.48	58,162.60
Other Income/Expense								20,000.00	
Other Income									
Other Savings for Road Maintenance							150,000.00		150,000.00
Prior-Year Cash Balance							60,000.00		60,000.00
Total Other Income							210,000.00	0.00	210,000.00
Net Other Income							210,000.00	20,000.00	230,000.00
Net Income	-323,661.08	-101,015.62	-160,699.56	32,753.67	-153,538.82	-101,350.47	60,000.00	1,035,674.48	288,162.60

City of Gustavus
FY22 DRAFT Budget Overview
July 2021 through June 2022

Item #14.

Ordinary Income/Expense	
Income	
Business License Fees	
Donations	
DRC Income	
Community Chest Sales	
Landfill Fees/Sales	2/sales
Recyclable Material Sales	
Total DRC Income	
Federal Revenue	
ARPA	
Lost Rev ARPA	
FEMA	
Natl in Lieu Taxes	
Payment in Lieu of Taxes	
Total Federal Revenue	
Fundraising	
GVFD Income	
Ambulance Billing	
ASP	
Training	
Total GVFD Income	
Interest Income	
Lands Income	
Gravel Pit Gravel Sales	
Total Lands Income	
Lease Income	
Library Income	
Marine Facilities Income	
Storage Area Fee	
Marine Facilities Income - Other	
Total Marine Facilities Income	
State Revenue	
Community Assistance Program	
Shared Fisheries Business Tax	
Total State Revenue	
Tax Income	
Retail Tax Income	
Remote Sellers Retail Tax	
Room Tax Income	
Fish Box Tax	
Penalties & Interest	
Tax Exempt Cards	
Total Tax Income	
Total Income	
Gross Profit	

City of Gustavus
FY22 DRAFT Budget Overview
July 2021 through June 2022

Item #14.

Expense

Administrative Costs

Advertising

Bank Service Charges

Building

Insurance

Maintenance & Repair

Total Building

Contractual Services

Ambulance Billing Expense

Managed IT Services

Contractual Services - Other

Total Contractual Services

Dues/Fees

Economic Development Services

GVA

Total Economic Development Services

Election Expense

Equipment

Equipment Fuel

Equipment Purchase

Insurance

Maintenance & Repair

Total Equipment

Events & Celebrations

Freight/Shipping

Fundraising Expenses

General Liability

Gravel Pit Fund

Library Materials

Donated/Fundraised

Non-Fiction Add/Replacement

Library Materials - Other

Total Library Materials

Marine Facilities

Insurance

Maintenance & Repairs

Total Marine Facilities

Occupational Health

Payroll Expenses

Wages

Payroll Taxes

Health Insurance (company paid)

Health Insurance Stipend

457(b) Employer Contribution

Workers Comp Insurance

Payroll Expenses - Other

Total Payroll Expenses

City of Gustavus
FY22 DRAFT Budget Overview
July 2021 through June 2022

Item #14.

Professional Services
Public Relations
Repair & Replacement Fund
Road Maintenance
Social Services
GCEP dba The Rookery
Total Social Services
Stipend
Supplies
Donated/Fundraised
Program
Supplies - Other
Total Supplies
Telecommunications
Training
Travel
Legislative Efforts
Travel - Other
Total Travel
Utilities
Electricity
Fuel Oil
Total Utilities
Vehicle
Fuel
Insurance
Maintenance & Repair
Mileage Reimbursement
Total Vehicle
Total Expense
Net Ordinary Income
Other Income/Expense
Other Income
Other Savings for Road Maintenance
Prior-Year Cash Balance
Total Other Income
Net Other Income
Net Income

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY22-XXNCO
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		
	Original Budget	Amended Budget	Change
INCOME			
DRC Income: Community Chest Sales	\$ 13,500.00	\$ 11,500.00	\$ 2,000.00
DRC Income: Landfill Fee/Sales	\$ 69,000.00	\$ 69,500.00	\$ 500.00
DRC Income: Recyclable Material Sales	\$ 3,600.00	\$ 5,100.00	\$ 1,000.00
DRC Income: DRC Income - Other	\$ 0.00	\$ 500.00	\$ 500.00
Total Change in Income			\$ 0.00
EXPENSE			
Marine Facilities: Wages <i>Moving floats 20hr.20,89pr/hr.</i>	\$ 17,756.00	\$ 18,173.80	\$ 417.80
Marine Facilities: 457b) Emp. Contrib. <i>7% of 417.80</i>	\$ 1,242.96	\$ 1,272.21	\$ 29.25
DRC: Contractual Services <i>Clean Harbors HHW event in May.</i>	\$ 37,700.00	\$ 47,700.00	\$ 10,000.00
DRC: Equipment - Fuel	\$ 1,700.00	\$ 2,125.00	\$ 425.00
DRC: Equipment – Maintenance & Repair	\$ 4,000.00	\$ 4,325.00	\$ 325.00
DRC: Events & Celebrations <i>No Thank You dinner for CC volunteers due to Covid</i>	\$ 250.00	\$ 0.00	\$ 250.00
DRC: Fundraising <i>Increase to purchase t-shirts</i>	\$ 0.00	\$ 600.00	\$ 600.00
DRC: Training <i>Decrease to match actual training expenditures</i>	\$ 750.00	\$ 125.00	\$ 625.00
DRC: Travel <i>No travel anticipated</i>	\$ 500.00	\$ 0.00	\$ 500.00

GVFD: CP-22-01 Structural Firefighting Gear \$ 0.00 \$ 50,000.00 \$ 50,000.00
15 sets of fire gear. Prices went up since last quotation CIP2022

AMLIP: Capital Improv Long-Term \$ 388,891.48 \$ 338,891.48 \$ 50,000.00
To fund CP-22-01 Structural Firefighting Gear

GVFD: Contractual Services \$ 6,900.00 \$ 13,400.00 \$ 6,500.00
Engineering plans to install a tower foundation

ADMIN: Payroll Expenses: Wages \$ 12,505.88 \$ 27,505.88 \$ 15,000.00
Adding 512hrs more hours to the treasurer. Over 22.87hrs

ADMIN: Expense: Advertising \$ 360.00 \$ 860.00 \$ 500.00
Advertising for Tom position

Library: Utilities: Fuel Oil \$ 4,000.00 \$ 6,000.00 \$ 2,000.00

Total Change in Expense \$ 34,422.05

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: April 11, 2022

DATE OF PUBLIC HEARING: May 09, 2022

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2022.

Michael Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk



ENGINEERS, INC.

March 18, 2022

PND 21J125

Mr. Paul Barry
DRC Manager/Operator
City of Gustavus
PO Box 1
Gustavus, AK 99826

Re: Gustavus Disposal and Recycle Building

Mr. Barry

PND Engineers, Inc. (PND) appreciates the opportunity to provide engineering services to assist the City of Gustavus with the concept development for the expansion of the disposal and recycling center in Gustavus, AK. It is our understanding you are seeking assistance in developing conceptual options to expand the disposal and recycling center. Elements of the expansion will include a new building for refuse storage and bailing operations. The building should support public and commercial deliveries, space for 2 bailing systems including future conveyance systems, glass bottle pulverizer, adequate space to store one week of refuse, heated warehouse for maintenance, unisex restroom for staff, and auxiliary heated building to support arrival and delivery scales.

Scope of Engineering Services

The scope of services under this task include the following:

1. Develop two preliminary concepts for the site layout to position the new building and support facilities, including one site visit to assess existing conditions at the site. Concept drawing will include site layout and preliminary building plan views and elevations.
2. Provide narrative of building programming, building code and local zoning requirements.
3. Public teleconference to present initial concepts to the City of Gustavus employees.
4. Develop a Rough-Order-Magnitude (ROM) cost estimate for the two concepts.
5. Research permitting requirements to support building and site operations, include ADEC, EPA, USDA, State Fire Marshal and USACE.
6. Provide recommendations for future pre-design studies including survey, geotechnical or environmental, as needed.

The proposed scope does not include the following:

1. Site survey or geotechnical investigation of the site
2. Building design
3. Permit acquisition or environmental studies
4. Construction phase services

Should you desire any of the excluded services listed above, PND is qualified and able to provide those services for an additional fee.

Fee Proposal

PND proposes to provide engineering services described herein on a Time and Expense basis with an anticipated budget of \$29,900. Time will be invoiced monthly per our current rate schedule attached. We anticipate this work to take approximately 12 weeks to deliver the initial concept drawings for the City's review. Final concepts and ROM cost estimate will be delivered 4 weeks after receipt of the City's comments. Please let me know if we have perceived your needs appropriately for this task. Should you find this proposal acceptable, please sign and return this letter as your authorization for PND to proceed.

Sincerely,

PND Engineers, Inc. | Juneau Office

Mark Sams, P.E., S.E. | Senior Engineer

Matt Holm, P.E. | Senior Engineer

Agreed By: _____

Date: _____

**PND ENGINEERS, INC.
STANDARD RATE SCHEDULE
EFFECTIVE FEBRUARY 2022**

Professional:

Staff Engineer I	\$100.00
Staff Engineer II	\$115.00
Staff Engineer III	\$125.00
Staff Engineer IV	\$130.00
Staff Engineer V	\$135.00
Staff Engineer VI	\$150.00
Senior Engineer I	\$145.00
Senior Engineer II	\$155.00
Senior Engineer III	\$165.00
Senior Engineer IV	\$175.00
Senior Engineer V	\$190.00
Senior Engineer VI	\$210.00
Senior Engineer VII	\$225.00
Environmental Scientist I	\$105.00
Environmental Scientist II	\$125.00
Environmental Scientist III	\$140.00
Environmental Scientist IV	\$155.00
Environmental Scientist V	\$170.00
Environmental Scientist VI	\$180.00

Surveyors:

Senior Land Surveyor I	\$115.00
Senior Land Surveyor II	\$125.00
Senior Land Surveyor III	\$135.00

Technicians:

Technician I	\$60.00
Technician II	\$85.00
Technician III	\$95.00
Technician IV	\$105.00
Technician V	\$130.00
Technician VI	\$150.00
CAD Designer III	\$85.00
CAD Designer IV	\$100.00
CAD Designer V	\$120.00
CAD Designer VI	\$130.00

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SCRIPT FILE: N/A

DOWL FILE No: 234-60



Contract Drawings For

SOUTHEAST ALASKA WATERSHED COALITION

CITY OF GUSTAVUS

GUSTAVUS FISH PASSAGE IMPROVEMENTS PROJECT

GRANDPA'S FARM ROAD

SECTION 13, TOWNSHIP 40 SOUTH, RANGE 58 EAST, COPPER RIVER MERIDIAN, ALASKA
FEBRUARY 2016

LEGEND	
EXISTING	DESCRIPTION
	APPROXIMATE RIGHT-OF-WAY
	CONTROL POINT
	ORDINARY HIGH WATER
	CULVERT
	EDGE OF PAVEMENT
	EDGE OF GRAVEL/SHOULDER
	EDGE OF VEGETATION
	EXISTING THALWEG
	TOP OF BANK
	TOE OF SLOPE
	APPROXIMATE UNDERGROUND ELECTRICAL LINE
	UNDERGROUND COMMUNICATION
	ELECTRICAL TRANSFORMER
	TELEPHONE PEDESTAL

ABBREVIATIONS	
ALCAP	ALUMINUM CAP
AVASP	AS VERTICAL AS SAFELY POSSIBLE
BFW	BANKFULL WIDTH
CFS	CUBIC FEET PER SECOND
CP	CONTROL POINT
CSP	CORRUGATED STEEL PIPE
E	EASTING
ELEC	ELECTRIC
ELEV	ELEVATION
FT	FEET
GALV.	GALVANIZED
I.E.	INVERT ELEVATION
IN	INCH
ME	MATCH EXISTING
MIN	MINIMUM
ML	MILE
N	NORTHING
NTS	NOT TO SCALE
OHW	ORDINARY HIGH WATER
Q	FLOW
Q2D2	2-YEAR, 2-DAY FLOW
SQ MI	SQUARE MILE
STA	STATION
TBM	TEMPORARY BENCH MARK
TYP	TYPICAL
VAP	VERTICAL ADJUSTMENT POTENTIAL



VICINITY MAP
NTS

GENERAL NOTES

1. SURVEY INFORMATION WAS PROVIDED BY DOWL. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE EXACT LOCATION OF ALL SITE FEATURES. IF THE CONTRACTOR SHOULD ENCOUNTER CONDITIONS OTHER THAN THOSE SHOWN ON THE PLANS, CONTRACTOR SHALL IMMEDIATELY NOTIFY THE OWNER'S REPRESENTATIVE.
2. PLANS MAY NOT SHOW ALL EXISTING UTILITIES ON SITE. THE CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO EXISTING UTILITIES AND SHALL EXERCISE CAUTION DURING CONSTRUCTION.
4. COORDINATE CONSTRUCTION STAGING AND MOBILIZATION AREAS AND ACTIVITIES WITH OWNER'S REPRESENTATIVE.
5. EXERCISE EXTREME CAUTION AND OBSERVE ALL APPLICABLE OSHA REQUIREMENTS FOR WORKING IN CONFINED AREAS.
6. STATIONING IS ALONG CENTERLINE OF STREAM OR ROADWAY.
7. VERIFY ELEVATIONS OF ALL PROPOSED STRUCTURES PRIOR TO CONSTRUCTION. REPORT ANY DISCREPANCIES FROM PLANS IMMEDIATELY TO OWNER'S REPRESENTATIVE.
8. BRIDGE DESIGN LOAD: AASHTO LOADING HS-20, MINIMUM SOIL BEARING CAPACITY: 4000 PSF.
9. EXCAVATION AND COMPACTION:
 - A. REMOVE ALL ORGANIC OR OVER SATURATED SOFT MATERIAL, WHICH CANNOT BE COMPACTED.
 - B. EMBANKMENT SHALL BE PLACED AND COMPACTED WITH CARE AND SHALL BE BROUGHT UP EVENLY. MATERIAL TO BE COMPACTED TO 95% MAXIMUM DRY DENSITY.
10. ALL VEGETATION IN THE AREAS NOT AFFECTED BY WORK SHALL BE PRESERVED AND PROTECTED BY THE CONTRACTOR. RESEED ALL DISTURBED AREAS.

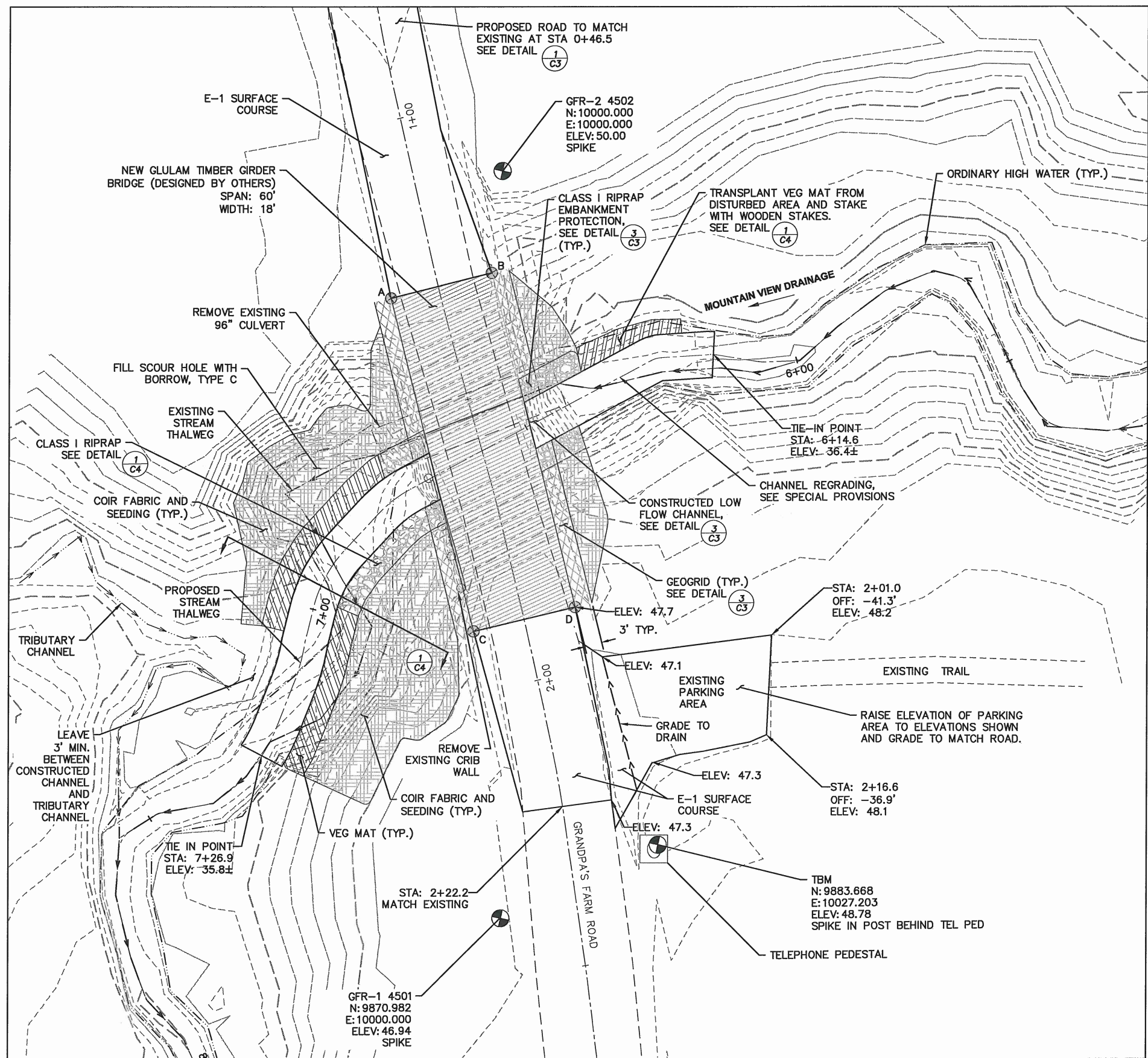
DRAWING INDEX

- | | |
|----|-------------------------|
| C1 | COVER SHEET |
| C2 | ROADWAY AND STREAM PLAN |
| C3 | PROFILES AND SECTIONS |
| C4 | STREAM DETAILS |

PREPARED BY:



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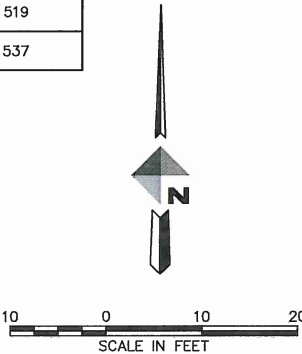
ESTIMATE OF QUANTITIES (GRANDPA'S FARM ROAD)			
Item No.	Pay Item	Pay Unit	Quantity
201(3B)	CLEARING AND GRUBBING	LUMP SUM	ALL REQUIRED
202(4)	REMOVAL OF CULVERT PIPE	LINEAR FOOT	33
203(3)	UNCLASSIFIED EXCAVATION	CUBIC YARD	412
203(5C)	BORROW, TYPE C	CUBIC YARD	246
203(19)	STREAM DIVERSION & DEWATERING	LUMP SUM	ALL REQUIRED
203(20)	UTILITY RELOCATION	LUMP SUM	ALL REQUIRED
301(4)	AGGREGATE SURFACE COURSE (E-1)	CUBIC YARD	18
506(5)	MODULAR GLULAM TIMBER GIRDER BRIDGE WITH TIMBER DECK (DESIGNED BY OTHERS)	LUMP SUM	ALL REQUIRED
506(6)	PREFABRICATED TIMBER SILLS AND BACKWALLS	LUMP SUM	ALL REQUIRED
506(7)	SHIPPING	LUMP SUM	ALL REQUIRED
506(8)	ASSEMBLY AND INSTALLATION OF BRIDGE	LUMP SUM	ALL REQUIRED
611(1)	RIPRAP, CLASS I	CUBIC YARD	70
618(4)	SEEDING	LUMP SUM	ALL REQUIRED
619(2)	MATTING	SQUARE YARD	217
630(1)	GEOTEXTILE, SEPARATION	SQUARE YARD	181
634(1)	GEOGRID	SQUARE YARD	75
640(1)	MOBILIZATION AND DEMOBILIZATION	LUMP SUM	ALL REQUIRED
641(1)	EROSION AND POLLUTION CONTROL ADMINISTRATION	LUMP SUM	ALL REQUIRED
642(1)	CONSTRUCTION SURVEYING	LUMP SUM	ALL REQUIRED
643(2)	TRAFFIC MAINTENANCE	LUMP SUM	ALL REQUIRED

BRIDGE COORDINATE TABLE					
POINT	NORTHING	EASTING	DECK ELEVATION	STATION	OFFSET
A	9978.000	9980.728	48.2	1+29.88	8.44
B	9982.393	9998.183	48.2	1+29.74	-9.56
C	9920.504	9995.198	47.7	1+89.23	8.92
D	9924.680	10012.709	47.7	1+89.22	-9.08

PERMANENT FILL BELOW OHW		
MATERIAL	VOL (CY)	AREA (SF)
RIPRAP	43	837
GEOTEXTILE	3	837
COIR FABRIC	2	519
BORROW	67	537

NOTE:
PROPOSED ROAD WIDTH TO TAPER FROM 18' AT BRIDGE TO EXISTING WIDTH AT TIE-IN POINTS.

- UTILITY NOTES:
- UNDERGROUND ELECTRIC LINE AND TELEPHONE LINE PRESENT IN EXISTING GRANDPA'S FARM ROAD EMBANKMENT. REQUEST UTILITY LOCATES PRIOR TO BEGINNING EXCAVATION.
 - EXISTING UNDERGROUND ELECTRIC LINE TO BE RELOCATED. COORDINATE UTILITY RELOCATE WITH CITY OF GUSTAVUS AND ALASKA POWER & TELEPHONE COMPANY.
 - EXISTING UNDERGROUND TELEPHONE LINE TO BE RELOCATED. COORDINATE UTILITY RELOCATE WITH CITY OF GUSTAVUS AND ALASKA COMMUNICATION SYSTEMS.



CALL BEFORE YOU DIG
The Contractor shall notify all area utility companies prior to commencement of excavation. The following is a partial list:
AP&T 697-2299
ACS 563-8000

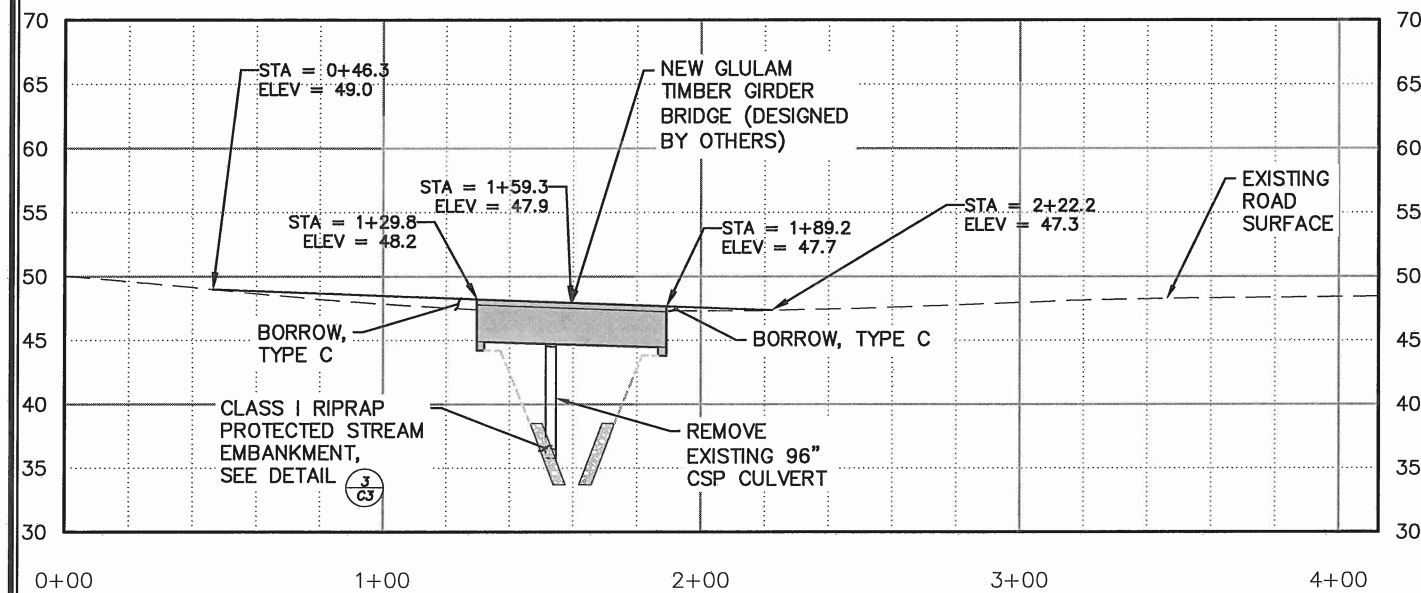
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			Date
			FEB, 2016
Project Number:		File No:	Scale: AS SHOWN



SOUTHEAST ALASKA WATERSHED COALITION
CITY OF GUSTAVUS
GUSTAVUS FISH PASSAGE
IMPROVEMENTS PROJECT
GRANDPA'S FARM ROAD
ROADWAY AND STREAM PLAN
SECTION 13, TOWNSHIP 40 SOUTH, RANGE 58 EAST, COPPER RIVER MERIDIAN, ALASKA

Drawing Number:

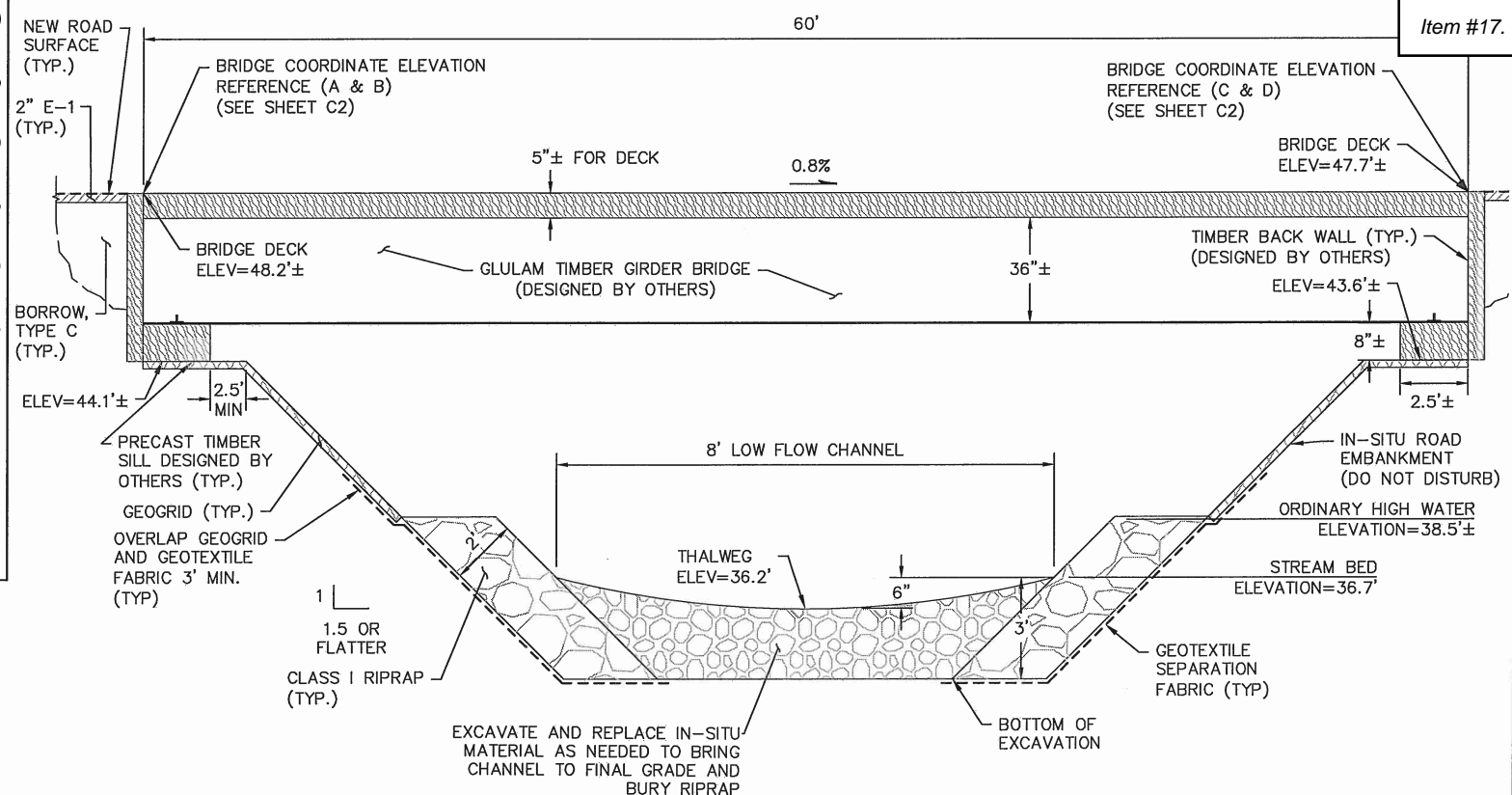
Sheet C2 of



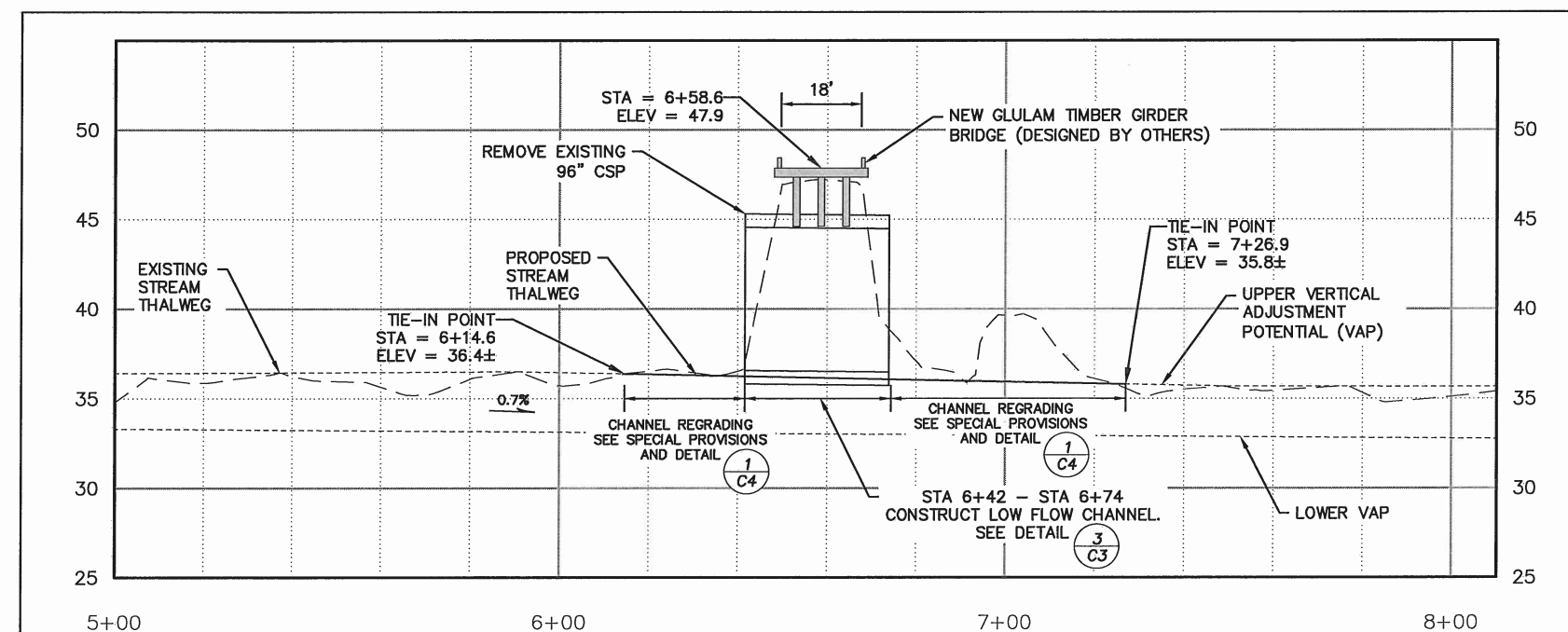
1
C3 ROADWAY PROFILE
NTS

GENERAL NOTES:

1. EXCAVATE STREAM CHANNEL TO GRADE AND DIMENSIONS SHOWN ON PLANS. LEAVE IN-SITU MATERIAL IN PLACE FOR STREAM BED.
2. MAINTAIN 8-FOOT WIDE CHANNEL SECTION THROUGH EXTENT OF RECONSTRUCTED CHANNEL FROM APPROXIMATE STATION 6+15 TO 7+27.
3. GRADE RIPRAP INTO EXISTING SLOPES MINIMIZING DISTURBANCE TO EXISTING VEGETATION.
4. FILL SURFACE VOIDS OF PLACED RIPRAP WITH SALVAGED TOPSOIL OR LOCALLY OBTAINED SOIL RICH IN ORGANICS. SEED WITH 80% BLUEJOINT REEDGRASS, TRADENAME "ARCTIC MULCH" (CALAMAGROSTIS CANADENSIS) AND 20% ANNUAL RYEGRASS (LOLIUM PERENNE SSP. MULTIFLORUM).



3
C3 TYPICAL CHANNEL CROSS-SECTION AT CENTER OF ROAD
NTS

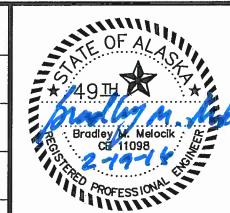


2
C3 STREAM PROFILE
NTS

HYDRAULIC SUMMARY	
EXCEEDENCE PROBABILITY	Q(cfs)
Q2D2 (0.40x50%)	41
50%	102
10%	191
4%	237
2%	274
1%	309
DRAINAGE AREA = 0.86 SQ MI	

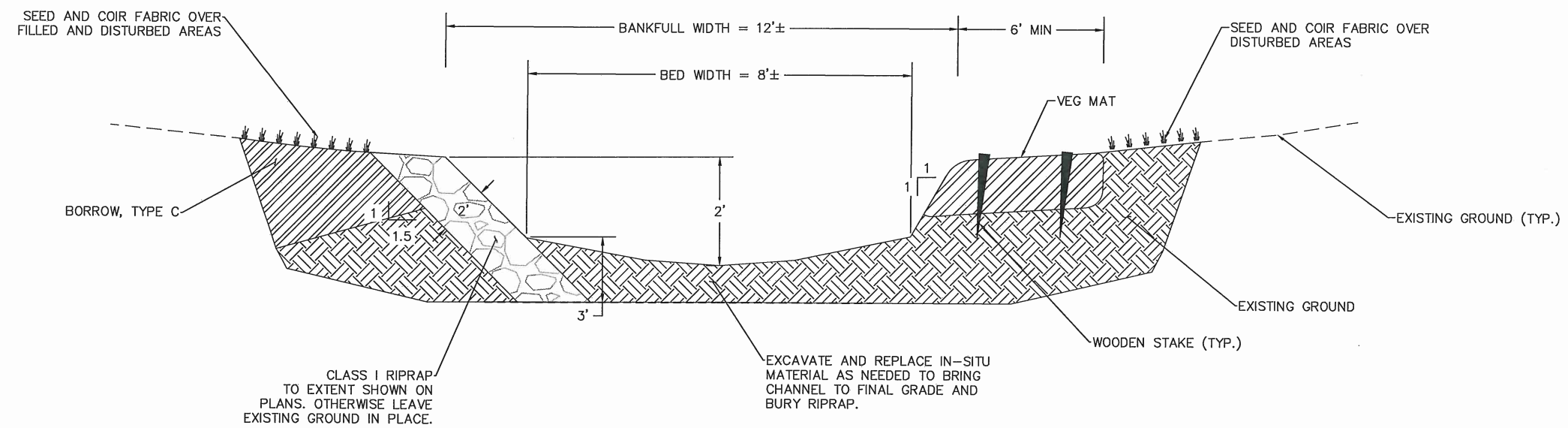
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			Checked
			RDP
			Date
			FEB, 2016
Project Number:		File No:	Scale: AS SHOWN



SOUTHEAST ALASKA WATERSHED COALITION
CITY OF GUSTAVUS
GUSTAVUS FISH PASSAGE
IMPROVEMENTS PROJECT
GRANDPA'S FARM ROAD
PROFILES AND SECTIONS
SECTION 13, TOWNSHIP 40 SOUTH, RANGE 58 EAST, COPPER RIVER MERIDIAN, ALASKA

Drawing Number:
Sheet C3 of 75

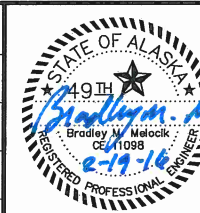


1
C4
TYPICAL CHANNEL CROSS-SECTION CHANNEL REGRADING
NTS

- NOTES:
1. SALVAGE VEGETATIVE (VEG) MAT FROM AREA TO BE DISTURBED FOR EXCAVATION.
 2. VEG MAT TO BE MINIMUM OF 1' THICK.
 3. AFTER TRANSPLANTING VEG MAT TO PROPOSED BANKS, STAKE IN PLACE WITH WOODEN STAKES AT LEAST 2' LONG. PROVIDE ONE STAKE PER SQUARE YARD OF INSTALLED VEG MAT.
 4. APPROXIMATE AREA OF TRANSPLANTED VEG MAT IS 36 SQUARE YARDS.

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Revision No.	Description	Date	Designed
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			HCR
			Checked
			RDP
			Date
			FEB, 2016
Project Number:		File No:	Scale: AS SHOWN



SOUTHEAST ALASKA WATERSHED COALITION
CITY OF GUSTAVUS
GUSTAVUS FISH PASSAGE
IMPROVEMENTS PROJECT
GRANDPA'S FARM ROAD
STREAM DETAILS
SECTION 13, TOWNSHIP 40 SOUTH, RANGE 58 EAST, COPPER RIVER MERIDIAN, ALASKA

Drawing Number:

Sheet C4 of



March 24, 2022

Sol Martinez
Fire Chief
Gustavus Volunteer Fire Department
PO Box 1
Gustavus, AK 99826

RE: Fee Proposal – Gustavus Fire Department, Tower Foundation

Dear Mr. Martinez:

RESPEC is pleased to provide a fee proposal for the foundation design for a 50-foot tall free-standing tower located at the Volunteer Fire Department in Gustavus, Alaska.

SCOPE OF SERVICES

GEOTECHNICAL

Geotechnical services will include a desk top study based on historic in-house knowledge of soils in Gustavus. Conservative bearing pressures and foundation design recommendations for the tower will be made based on known information. Site specific subsurface explorations are excluded from the scope. RESPEC is available to send personnel to the site to dig test pits, for an additional fee, if the fire department warrants it is necessary.

STRUCTURAL

RESPEC will design a concrete foundation for the 50-foot, free-standing tower by analyzing the gravity and lateral loads applied to it. The rebar in the footing will be designed per the applicable codes.

A pre-final design plan will be provided for your comments. Following the incorporation of your comments, 100% design documents will be provided for construction. Notes, details, and required special inspections will be included with the foundation plan.

The structural design will be based on the tower information provided. It is assumed that the tower configuration will not change as the foundation design progresses.

FEE

The geotechnical and structural services listed above will be provided for a fixed fee of \$6,500.

Construction administrative services, including bidding services, submittal reviews, and special inspections will be performed on a time and expense basis, in addition to the above fee.

9109 MENDENHALL MALL RD.
SUITE 4
JUNEAU, AK 99801
907.780.6060



The fee and services listed are based on our understanding of the project. If the scope changes occur, we will coordinate directly with you.

SCHEDULE

Upon receiving the signed contract, we will begin the work. RESPEC will coordinate the final schedule with the owner after the project is awarded.

Thank you for this opportunity; we look forward to beginning this work. Please call if you have any questions or comments.

Sincerely,

Janice Wells, PE
Structural

Janice.Wells@respec.com

Attachments: Contractual Agreement



This is an agreement between the CLIENT and RESPEC Company, LLC (ENGINEER) made on the date included in the signature at the end of this contract.

The CLIENT is identified in the Statement of Services attached to this contract.

Client intends to contract with RESPEC Company, LLC to provide the scope of services indication in the attached Statement of Work.

ENGINEER and CLIENT in consideration of their mutual covenants herein agree to the performance or furnishing of services by ENGINEER with respect to the Project and the payment for those services by CLIENT as set forth below. Execution of this Agreement by CLIENT and ENGINEER constitutes CLIENT's written authorization to ENGINEER to proceed on the date first above written.

1.0 Standard of Care

ENGINEER shall perform or furnish to CLIENT services for the Project to which this Agreement applies as hereinafter provided.

The standard of care for services performed or furnished by ENGINEER under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under similar conditions at the same time and in the same locality.

ENGINEER shall be responsible for the technical accuracy of its services, interpretations, and recommendations resulting therefrom. ENGINEER will not be responsible for other parties' data, or improper interpretations or use by others.

2.0 Basic Services of ENGINEER

Upon this Agreement becoming effective, ENGINEER shall perform services per Statement of Services (copies attached) and as stated below:

2.1 Designate a person to act as ENGINEER's representative with respect to the services to be provided by ENGINEER under this Agreement.

2.2 Review Statement of Services (copies attached)

2.3 Provide deliverables as detailed in the Statement of Services.

3.0 Additional Services Requiring Advance Authorization

The following additional services will be accomplished if requested by the CLIENT.

3.1 Services resulting from significant changes in the scope, extent, or character of the work.

3.2 Services resulting from conditions, which are different from information that the CLIENT previously provided, or have changed

from that provided, or that the CLIENT was responsible for, but failed to provide.

3.3 Preparing to serve or serving as a consultant or witness for CLIENT in any litigation, arbitration or other legal or administrative proceeding involving the Project.

3.4 Those tasks outlined in the Statement of Services under the "Additional Services" section.

4.0 CLIENT's Responsibilities

The CLIENT shall do the following in a timely manner so as not to delay the services of ENGINEER and shall bear all costs incident thereto:

4.1 Designate a person to act as CLIENT's representative with respect to the services to be provided by ENGINEER under this Agreement.

4.2 Provide all necessary coordination with the CLIENT and other authorities having jurisdiction.

5.0 Time for Rendering Services

5.1 The ENGINEER shall submit deliverables as follows:

- Reference Statement of Services (copies attached)

5.2 If the ENGINEER's services are delayed for causes beyond ENGINEER's control, an equitable adjustment shall be made.

6.0 Method of Payment

6.1 CLIENT shall pay ENGINEER for Basic Services performed under Section 2, Statement of Services (copies attached) for method.

6.2 CLIENT shall pay ENGINEER for Additional Services performed under Section 3 to be negotiated as necessary.

6.3 Invoices will be prepared in accordance with the ENGINEER's standard practices and will be submitted to CLIENT by ENGINEER at least monthly. Invoices are due and payable within 15 days of receipt by CLIENT.

7.0 Reuse of Documents

7.1 All documents provided or furnished by ENGINEER pursuant to this Agreement are intended for use on this Project only. Such documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on another project. Any such reuse will be at CLIENT's sole risk and without liability or legal exposure to ENGINEER.

8.0 Hazardous Environmental Conditions

CLIENT has disclosed to ENGINEER all data available to CLIENT concerning known or suspected Hazardous Environmental Conditions or has represented to ENGINEER that, to the best of CLIENT's knowledge, a Hazardous Environmental Condition does not exist at or near the Site.



If a Hazardous Environmental Condition is encountered or alleged, ENGINEER shall have the obligation to notify CLIENT, and to the extent of applicable Laws and Regulations, appropriate governmental officials.

9.0 Allocation of Risk

- 9.1** To the fullest extent permitted by law, ENGINEER shall indemnify and hold harmless CLIENT, CLIENT's officers, directors, partners, and employees from and against any and all costs, losses and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of ENGINEER or ENGINEER's officers, directors, partners, and employees in the performance and furnishing of ENGINEER's services under this Agreement.
- 9.2** To the fullest extent permitted by law, CLIENT shall indemnify and hold harmless ENGINEER's officers, directors, partners and employees from and against any and all costs, losses and damages (including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of CLIENT or CLIENT's officers, directors, partners, employees, and ENGINEER's consultants with respect to this Agreement or the Project.
- 9.3** To the fullest extent permitted by law, ENGINEER's total liability to CLIENT and anyone claiming by, through or under CLIENT for all costs, losses or damages caused in part by the negligence of ENGINEER and in part by the negligence of CLIENT or any other negligent entity or individual, shall not exceed the percentage share that ENGINEER's negligence bears to the total negligence of CLIENT, ENGINEER and all other negligent entities and individuals.

CONTRACTUAL AGREEMENT

10.0 Dispute Resolution

- 10.1** CLIENT and ENGINEER agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice prior to invoking the procedures of Paragraph 10.3 below or other provisions of this Agreement or exercising their rights under law.
- 10.2** If the parties fail to resolve a dispute through negotiation under Paragraph 10.1, then either or both may invoke the procedures of Paragraph 10.3, or the parties may exercise their rights under law.
- 10.3** Mediation. CLIENT and ENGINEER agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement or the breach thereof ("Disputes") to the American Arbitration Association. If such mediation is unsuccessful in resolving a Dispute, then (a) the parties may mutually agree to a dispute resolution of their choice or (b) either party may seek to have the Dispute resolved by a court of competent jurisdiction.

11.0 Insurance

ENGINEER will maintain insurance coverage for Worker's Compensation, Employer's Liability, General Liability, Automobile Liability, and Professional Liability (E&O), and will provide certificates of insurance to CLIENT.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the date first above written.

CLIENT:

By: _____

Title: _____

Date: _____

ENGINEER:

RESPEC

By: **Janice Wells, PE**

Janice M Wells

Title: **Structural**

Date: **3/24/2022**

Mayor's Pandemic Risk Assessment for April 2022

Abstract

In accordance with Resolution CY22-01, adopted by the City Council in January 2022, this is the Mayor's monthly risk assessment of risk from the Covid-19 pandemic for our community. The Mayor concludes that the risk level has been reduced such that obligatory mask-wearing should no longer be required. The city should continue to improve ventilation in city buildings and staff should consider and support the special needs of community members with vulnerabilities to infection. However, the city should be prepared to reinstate a temporary obligatory mask-wearing policy in city buildings if a new significant outbreak with community spread unfolds.

The US Centers for Disease Control and Prevention (CDC) continues to report declining case rates of Covid-19 nationally, with a 3.0% decrease in the latest week from the previous week. Most communities nationally have low case rates now. 76.9% of the US population has received at least one vaccine dose and 65.5% are fully vaccinated.

CDC posts the risk level for the Hoonah-Angoon (Gustavus) Census Area as Low (green). The recommendation for a low-risk area is: People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.

The Alaska Department of Health and Social Services, Division of Public Health posted the following alert level statement on April 1:

ALERT LEVELS – The current statewide alert level – based on the reported number of cases per 100,000 people over the past 7 days – is high (red) at 182.3. For boroughs and census areas: 20 areas are at the high alert level (>100 cases), six areas are at the substantial alert level (50-99.99), two areas are at the moderate alert level (10-49.99) and no areas are at the low alert level (0-9.99).

The same report reported only two new cases for our census area but 50 for Juneau, which which has had a surge in the last week. There were six Alaskan deaths for the previous week. 64.9% of Alaskans over 5 years old have had at least one dose of vaccine. 59.6% of Alaskans are fully vaccinated. In Juneau 79.6% are fully vaccinated while in Northern Southeast other than Juneau 74.1% are fully vaccinated.

The City/Borough of Juneau current risk matrix web page ([Juneau COVID-19 Risk Metrics - Smartsheet.com](https://juneau.alaska.gov/covid-19/risk-matrix)) posts the current risk as "Level 1-Minimal" (yellow) with cases slowly declining and with hospital case load intermittently significant with Covid-19 patients. The CBJ still "strongly recommends masking indoors in public spaces" but masks are not required.

The Hoonah-Angoon plus Yakutat census area (ours) is indicated on the DHSS Covid Alert page now as "Moderate" (yellow). Our alert level reflects rates of hospitalization in our region (i.e., Juneau).

The Gustavus Emergency Operations Center reports no officially identified cases remaining in Gustavus, although we can't rule out unreported cases from home testing. Nevertheless, there

is no indication that community spread is occurring significantly in Gustavus. This is a big improvement after the significant outbreak that occurred a month ago here.

I've reviewed the situation with staff members and the consensus was that the risk picture and data support repealing the requirement for mask-wearing in city buildings so long as we could reinstate it temporarily in case of a serious outbreak locally. Some staff members intend to continue to wear masks at least under some conditions based on their personal assessment of risks or concerns by those around them.

Conclusions

Covid-19 cases, hospitalizations and deaths appear to be declining nationwide and in Alaska specifically. About half the cases in the US and Alaska are of the Omicron BA2 variant, which has proved to be more highly contagious than previous variants but does not cause as severe disease as some previous variants, such as Delta. Omicron variants do not infect the lung as readily so cause an upper respiratory disease primarily. People over 65 years of age and those with certain medical predispositions remain at risk of more severe disease or longer-term effects than younger people without medical issues.

It appears that the SARS-CoV-2 virus is now endemic in human populations, and even among other species associated with humans. But rising immunity in human populations due to vaccination and past infection may control further major outbreaks. That said, the virus will continue to evolve and a more virulent variant capable of evading population immunity may yet cause another surge.

The reduced risk here in our region and in Gustavus specifically at the present time supports the Mayor's recommendation to repeal the requirement for obligatory mask-wearing in City buildings. The Mayor should have authority to reinstate a mask requirement temporarily in the case of a serious local outbreak. Full vaccination by all residents with optional mask-wearing by those with vulnerabilities and should still be recommended. High quality masks such as those rated N95 or KN95 are proven to be effective in reducing inhalation of virus particles and hence of reducing transmission. Vaccination remains the primary means of protection and of reducing the spread of infection. Staff members should be prepared to don a mask as a matter of courtesy around vulnerable members of the public.

The city should also continue to improve ventilation of its indoor spaces as a further means of controlling transmission of virus diseases in its facilities. Optional service delivery channels such as curbside pickup and online meeting opportunities should continue. Free covid testing for travelers and for people with concerns about a potential exposure should remain readily available.

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

**A RESOLUTION BY THE CITY OF GUSTAVUS RESCINDING MASK-WEARING
REQUIREMENTS FOR CITY FACILITIES**

WHEREAS, the Gustavus City Council in May 2021, adopted CY21-07, *A Resolution Updating the Requirement of Wearing Cloth Face Masks or Face Shields*; and,

WHEREAS, the Gustavus City Council in January 2022, adopted CY22-01, *A Resolution Requiring Protective Facemask-Wearing Inside Enclosed City-owned Buildings*; and,

WHEREAS, the COVID-19 pandemic continues to evolve, and risks change with time; and,

WHEREAS, Resolutions CY21-07 and CY 22-01 were intended as temporary guidance for the citizens of Gustavus and for the administration of the City of Gustavus directing public health protective measures appropriate to the evolving pandemic risk; and,

WHEREAS, Resolution CY22-01 required the mayor to monitor pandemic risk levels and recommendations of Federal and State of Alaska public health departments and to report to the City Council monthly regarding pandemic risk assessments and public health recommendations. In reporting, the mayor was to recommend whether to continue or adjust the protective mask-wearing requirement for City-owned facilities.; and,

WHEREAS, Resolution CY22-01 provided for the Gustavus City Council to repeal the resolution and the mask-wearing requirement when it determines that the risk of SARS-CoV-2 virus transmission within City-owned facilities is sufficiently low, and that mask wearing is no longer needed; and

WHEREAS, the mayor's risk assessment, attached, for April 2022 finds the Covid-19 pandemic risk has declined steadily and substantially nationally, in Alaska, and in our census district since early January 2022; and

WHEREAS, the risk of transmission of the SARS-CoV-2 virus within the Community of Gustavus generally and within City-owned buildings specifically appears to be low; and,

WHEREAS, the mayor has reviewed the risk assessment with city staff and has achieved consensus in support; and,

WHEREAS, the Covid-19 pandemic has nevertheless not disappeared, and some residents remain at elevated risk due to age or medical vulnerabilities; and,

WHEREAS, as the virus continues to evolve, more serious variants may appear, and serious local outbreaks remain possible; and

WHEREAS, high quality protective masks such as those rated N95, or KN95, worn as “one-way-masking protection” are an effective means of reducing exposure potential for wearers with concerns or vulnerabilities to Covid-19.

NOW THEREFORE BE IT RESOLVED that the Gustavus City Council concurs with the mayor’s assessment that the Covid-19 pandemic risk has declined steadily and substantially nationally, in Alaska, and in our census district specifically since early January 2022. The Council hereby determines that the risk of SARS-CoV-2 virus transmission within City-owned facilities is sufficiently low that obligatory mask-wearing is no longer needed. The requirements of Resolutions CY21-07 and CY22-01 are hereby rescinded.

BE IT FURTHER RESOLVED that the following protective measures shall remain in effect:

1. City staff and residents with concerns or vulnerabilities to Covid-19 are encouraged to don protective masks whenever they personally feel necessary.
2. Staff members are encouraged to be thoughtful toward each other and toward vulnerable members of the public and to accommodate the health-protective needs of others even to the point of personally donning a facemask as appropriate.
3. The City shall continue to offer optional channels for public service delivery, such as curbside service and online meeting participation, for those preferring them to in-person service.
4. The City shall work to improve city building heating and ventilation systems to increase outside air exchange and reduce indoor aerosols to minimize pathogen transmission.
5. The City shall continue through the summer visitor season to offer ample opportunities for free covid testing for travelers and for anyone else with concern about possible exposure.
6. Should a significant outbreak of the virus occur with community spread; the mayor is authorized to reinstate obligatory mask-wearing in City-owned buildings for a period not to exceed two weeks.

PASSED and **APPROVED** by the Gustavus City Council this 11th day of April 2022, and effective upon adoption.

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

Attachment: (if any)

City of Gustavus, Alaska
Resolution CY22-XX
Page 2 of 2