



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING AGENDA

Monday, January 11, 2021 at 7:00 PM
Gustavus City Hall

COUNCIL MEMBERS

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

CITY HALL

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

AGENDA

VIRTUAL MEETING INFORMATION

LINK:

<https://us02web.zoom.us/j/85136045179?pwd=UUNGS3grOU91cXc5QmJMK3dPU25oUT09>

ID: 851 3604 5179 **PASSCODE:** 970793 **PHONE #:** 1 253 215 8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

- [1.](#) 12-14-2020 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

- [2.](#) EOC COVID-19 General Meeting Update
- [3.](#) Gustavus Volunteer Fire Department Quarterly Report
- [4.](#) Gustavus Public Library Quarterly Report
- [5.](#) City Treasurer Monthly Financials
- [6.](#) City Administrator General Meeting Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

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

ORDINANCE FOR PUBLIC HEARING

- [10.](#) FY21-14 Providing for the Amendment of City Ordinance Title 8 Marine Facilities Chapter 8.02 Administration, Section 8.02.040 Marine Facilities Advisory Committee (c) (Introduction 12-14-2020)
- [11.](#) FY21-13NCO AMLIP CARES Act Account Transfer (Introduction 12-14-2020)

UNFINISHED BUSINESS

NEW BUSINESS

CITY COUNCIL REPORTS

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: January 6, 2021 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

ADA NOTICE

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

VISION STATEMENT

We envision a distinctive community:

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

CITY COUNCIL GENERAL MEETING
DECEMBER 14, 2020

Item #1.

MINUTES-PENDING

ROLL CALL

PRESENT

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

Reading of the City of Gustavus Vision Statement

The City of Gustavus Vision Statement was read by Council Member Clark

Dr. Zink State COVID-19 Update

Dr. Zink provided the latest on the vaccine in Alaska and answered questions of the council and public

APPROVAL OF MINUTES

1. 11-09-2020 General Meeting Minutes
2. 12-07-2020 Special Meeting Minutes

Motion made by Council Member Buchheit to approve by unanimous consent the minutes from 11-09-2020 General Meeting and 12-07-2020 Special Meeting

Seconded by Council Member Clark.

Hearing no objections, Mayor Cannamore announced the 11-09-2020 General Meeting Minutes and 12-07-2020 Special Meeting Minutes approved by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

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

COMMITTEE / STAFF REPORTS

3. EOC COVID-19 General Meeting Update
Fire Chief/EOC, Travis Miller provided an update on COVID-19 travel and testing recommendations
4. Marine Facilities Quarterly Report
Marine Facilities Coordinator, Ben Sadler submitted a written report and provided an oral summary
5. Marine Facilities Advisory Committee
Marine Facilities Advisory Committee Chair, Mike Halbert submitted a written report and oral summary
6. City Clerk Quarterly Report

City Clerk, Karen Platt submitted a written report and was available to answer questions

7. City Treasurer Monthly Financials
City Treasurer, Phoebe Vanselow submitted routine written monthly financial reports
8. City Administrator General Meeting Report
City Administrator, Tom Williams submitted a written report and provided an oral summary

PUBLIC COMMENT ON NON-AGENDA ITEMS

Fibre Alaska Gustavus Network Build Update & Community Connect Grant Public Information Presentation

Tod Boris

CONSENT AGENDA

10. FY21-13NCO Introduction AMLIP CARES Act Account Transfer (Public Hearing 01-11-2021)
11. CY20-26 Resolution Adopting an Alternative Allocation Method for the FY21 Shared Fisheries Business Tax Program and Certifying that this Allocation Method Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in FMA 17: Northern Southeast Area

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

Seconded by Council Member Clark

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

ORDINANCE FOR PUBLIC HEARING

12. FY21-10NCO AMLIP Road Maintenance-FY21 Transfer (Introduced 11-09-2020)
Mayor Cannamore provided a summary and opened the Public Hearing at 8:24 PM.
Public Comment: There was no public comment

Mayor Cannamore closed the Public Hearing at 8:25 PM

Motion made by Council Member Taylor to adopt FY21-10NCO AMLIP Road Maintenance-FY21 Transfer (Introduced 11-09-2020)

Seconded by Council Member Clark

Council Comment: There was no council comment

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

13. FY21-09NCO AMLIP CARES Act Account Transfer (Introduced 11-09-2020)
Mayor Cannamore provided a summary and opened the Public Hearing at 8:28 PM.

Public Comment: There was no public comment

Mayor Cannamore closed the Public Hearing at 8:28 PM

Motion made by Council Member Lewis move to adopt FY21-09NCO AMLIP CARES Act Account Transfer (Introduced 11-09-2020)

Seconded by Vice Mayor Vanderzanden

Council Comment: There was no council comment

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

14. FY21-11NCO Departmental Budgets (Introduced 11-09-2020)
Mayor Cannamore provided a summary and opened the Public Hearing at 8:32 PM.

Public Comment: There was no public comment

Mayor Cannamore closed the Public Hearing at 8:32 PM

Motion made by Council Member Clark to adopt FY21-11NCO Departmental Budgets (Introduced 11-09-2020)

Seconded by Council Member Taylor

Council Comment: There was no council comment

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

15. FY20-12NCO Endowment Fund Grant Transfer (Introduced 11-09-2020)
Mayor Cannamore provided a summary and opened the Public Hearing at 8:35 PM.

Public Comment: There was no public comment

Mayor Cannamore closed the Public Hearing at 8:36 PM

Motion made by Vice Mayor Vanderzanden to adopt FY20-12NCO Endowment Fund Grant Transfer (Introduced 11-09-2020)

Seconded by Council Member Lewis

Council Comment: There was no council comment

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

UNFINISHED BUSINESS

NEW BUSINESS

16. Award RFQ FY21-03MF Boat Launch Repair in the Amount of \$1974.00

Motion made by Council Member Taylor to award RFQ FY21-03MF Boat Launch Repair Project to Glacier Bay Construction Inc. in the Amount of \$1974.00

Seconded by Council Member Clark

Public Comment: There was no public comment

Council Comment:
Taylor

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

17. CY20-27 Resolution to Award Endowment Fund Earnings for 2021

Public Comment: There was no public comment

Council Comment: There was no council comment

Motion made by Council Member Lewis to approve CY20-27 Endowment Fund Grant Awards for 2021 to The Gustavus Historical Archives and Antiquities' in the amount of \$4937.00 and the Arete Project for a total of \$38,316.17 for a total of \$43,253.17

Seconded by Council Member Clark

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

18. CY20-28 A Resolution in Support of Byte Networking dba Fibre Alaska USDA Broadband Grant Application

Motion made by Council Member Buchheit to adopt CY20-28 A Resolution in Support of Byte Networking dba Fibre Alaska USDA Broadband Grant Application

Seconded by Council Member Taylor

Public Comment:
Susan Warner
Janusz Kunat
Dan Foley

Council Comment:
Taylor
Lewis
Owens
Buchheit
Clark
Vanderzanden

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

- 19. FY21-14 Providing for the Amendment of City Ordinance Title 8 Marine Facilities Chapter 8.02 Administration, Section 8.02.040 Marine Facilities Advisory Committee (c) (Public Hearing January 11, 2021)

Motion made by Vice Mayor Vanderzanden to introduce of FY21-14 Providing for the Amendment of City Ordinance Title 8 Marine Facilities Chapter 8.02 Administration, Section 8.02.040 Marine Facilities Advisory Committee (c) (Public Hearing January 11, 2021)

Seconded by Mayor Cannamore

Public Comment: There was no public comment

Council Comment:
Vanderzanden

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

CITY COUNCIL REPORTS

CITY COUNCIL QUESTIONS AND COMMENTS

- Lewis-December flood comments from the community
- Taylor- December flood assessment of road damage
- Clark-December flood and access to pit run gravel and fees
- Buchheit-Address severe and not so severe December flood damage to roads
- Cannamore-Open Mayor hours Wednesday 3:30-5:00 PM by appointment

PUBLIC COMMENT ON NON-AGENDA ITEMS

Travis Miller

EXECUTIVE SESSION

ADJOURNMENT

Hearing no objections, Mayor Cannamore adjourns the meeting at 9:43 PM

Brittney Cannamore, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

SITUATION REPORT

1. Incident Name:	Gustavus Alaska 2020 COVID-19 Response																																																					
2. Incident # SITREP #5	3. Date/Time: January 6, 2021 1100hrs	4. Prepared By: Travis Miller, Gustavus Fire Chief , Incident Commander																																																				
5. Jurisdiction Name: City of Gustavus, Alaska																																																						
6. COVID-19 Confirmed Cases Status and Testing Results as of 01/05/2021																																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: center;">Gustavus Case Count</th> <th colspan="5" style="text-align: center;">SEARHC Local Testing Results</th> </tr> <tr> <th style="background-color: #f4a460;">Positive Cases</th> <th style="background-color: #c6e0b4;">Resident Cases</th> <th style="background-color: #f4cccc;">Non-Resident Cases</th> <th style="background-color: #fff2cc;">Hospitalizations required</th> <th style="background-color: #fff2cc;">Recovered Cases</th> <th style="background-color: #a6c9ec;">Total Tests Performed</th> <th style="background-color: #a6c9ec;">Test Results Pending</th> <th style="background-color: #a6c9ec;">Negative Test Results</th> <th style="background-color: #f4a460;">Positive Test</th> <th style="background-color: #f4a460;">Unique Positive Patients</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">12</td> <td style="text-align: center;">7</td> <td style="text-align: center;">5</td> <td style="text-align: center;">0</td> <td style="text-align: center;">8</td> <td style="text-align: center;">1684</td> <td style="text-align: center;">18</td> <td style="text-align: center;">1654</td> <td style="text-align: center;">12</td> <td style="text-align: center;">10</td> </tr> <tr> <td colspan="5">* A positive case was traveler who tested out of state.</td> <td colspan="5">*One patient tested positive on two separate tests.</td> </tr> <tr> <td colspan="5">* A positive case was Gustavus resident who tested in Anchorage</td> <td colspan="5">* Data includes clinic, airport & asymptomatic sites</td> </tr> </tbody> </table>					Gustavus Case Count					SEARHC Local Testing Results					Positive Cases	Resident Cases	Non-Resident Cases	Hospitalizations required	Recovered Cases	Total Tests Performed	Test Results Pending	Negative Test Results	Positive Test	Unique Positive Patients	12	7	5	0	8	1684	18	1654	12	10	* A positive case was traveler who tested out of state.					*One patient tested positive on two separate tests.					* A positive case was Gustavus resident who tested in Anchorage					* Data includes clinic, airport & asymptomatic sites				
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<p>7. General Situation - Red text indicates new information from the last published update & a strikethrough indicates the task is done or the item was denied</p> <p>COVID-19 Alaska Specific Current Information:</p> <ul style="list-style-type: none"> • Alaska Department of Health and Social Services COVID-19 Dashboard • Alaska COVID-19 Outbreak Health Orders: <ul style="list-style-type: none"> ○ November 16, 2020 Health Order 8: Intrastate Travel ○ November 16, 2020 Health Order 6: Interstate and International Travel ○ November 16, 2020 Health Order 5: Critical Infrastructure ○ November 16, 2020 Health Order 4: Non-congregate Sheltering Order • Alaska COVID-19 Health Alerts: <ul style="list-style-type: none"> ○ April 3, 2020 Health Alert 10: Recommendations Regarding the Use of Cloth Face Masks ○ March 13, 2020 Health Alert 04: Recommendations for Keeping Communities Safe <p>COVID-19 Gustavus Specific Current Information:</p> <ul style="list-style-type: none"> • City of Gustavus's COVID-19 Response Page • City & Borough of Juneau's COVID-19 Dashboard • Southeast Alaska Regional Health Consortium (SEARHC) COVID-19 Page • Need non-medical assistance while Isolating? Contact: Gustavus Helping Gustavus • City of Gustavus COVID-19 related Resolutions <ul style="list-style-type: none"> ○ December 7, 2020 CY20-24 Recommendations for Travel into Gustavus ○ July 13, 2020 CY20-22 The Wearing of Cloth Face Masks or Face Shield (revised 09/21/20) ○ June 8, 2020 CY20-16 Regarding Access to Marine Facilities ○ March 24, 2020 CY20-11 Declaring a Local Emergency COVID-19 																																																						

COVID-19 Gustavus Command Objectives:

- Safeguard health & safety of personnel and the public
- Slow/stop the spread of COVID-19 into Gustavus
- Increase COVID-19 testing capacity
- Educate on the public about current vaccines availability & assist in distribution
- Care for the sick
- [Provide public information](#)

COVID-19 Gustavus EOC Current Actions:

- Managing the Point of Entry screening and testing for interstate & intrastate travel into the City of Gustavus
 - Outbreak Health Order 6: Interstate Travel
 - November 16th main changes are:
 - All nonresident travelers in the SOA will be required to have either negative or pending results within 72 hours of departure or pay \$250 for a test and the POE testing site.
 - Outbreak Health Order 8: Intrastate Travel
 - November 16th main changes are:
 - Testing is available to all residents travelling with a few exemptions.
- Working with council member Taylor on how to implement Health Order 5 into our current and future resolutions on what the Critical Infrastructure is required and requested to give the state or City before arrival.
- Working the State of Alaska DHS&EM State Public Assistance Branch to file for FEMA request for public assistance. This must be created and filed with FEMA before the federal disaster declaration is over. This is used if we must file for any federal monies that are not reimbursable by CARES or the State Emergency Funding.
- Planning and assisting in the vaccine rollout with SEARHC. 45 people were vaccinated. That was about a third of the registered people. We are working getting the next batch of vaccine now. The hope is to get enough to offer it the rest of the registered people. I am working on having the next public distribution at the Community Center.
- Working with the State EMS office to get our EMT's certified to give the vaccine next time.
- The Point of Entry Testing contract has been extended until the end of June 2021.
 - Travelers that are vaccinated are still required to provide a test when entering the State of Alaska.
 - It's still recommended that Intrastate travelers that have been vaccinated still test when possible.

Operations

- Volunteer fabric artists have manufactured and distributed over 500 reusable masks for the public. They are also working on creating reusable gowns for the medical personnel.
- Formed the Travel Advisory Branch. Their jobs will be to answer questions on traveling into Gustavus (residents, visitors, essential services, etc.) and collect/evaluate all forms and documents required by the State of Alaska. Group was demobilized after State Mandate 11 attachment b was revised.
- Two travel declaration collection group volunteers are meeting every Alaska Seaplanes flight assisting them with filling out the form and informing them about the resources in town during

their quarantine. During April 1st through May 29th .70 people filed out the local Travel Declaration Form.

- SEARHC came to town and N95 fit test GVFD volunteers, NPS and the clinic staff.
- Negotiated a contract with the State to do Point of Entry (POE) screening and testing at Alaska Airlines. The contract allows up to have 5 people on site for each flight. We were 1 of 7 airports that were testing on the 1st day mandate 10.1 started. SEARHC has the contract that supplies and does the testing on the samples that collected.
- The SEARHC Gustavus clinic has been testing all asymptomatic individuals in town on Saturdays since August 1st and will be through December 19th from 9am-1pm.
- The SEARHC Clinic will be offering free testing to all students and staff every Tuesday until further notice.
- The SEOC supplied Gustavus a Western Shelter Tent that is set up at the Airport to conduct Point of Entry Screening and Testing. It came with lighting (no generator) and heating. When the season is over the tent will be stored for emergencies in the future.
- The Gustavus Volunteer Fire Department Association has sponsored multiple free hand sanitizer refill days, Big Dipper Mask give away and UVC mask disinfectant.

Planning

- Planning Section continues to evaluate seasonal workers/fishing industry and how to safely allow it to coexist within our community safely with the ~~Travel Advisory Branch~~ council and Gustavus Visitors Association. These talks will continue over the winter season in prep to make the 2021 summer season even more successful than 2020.
- COG Council formed an Economic Impact workgroup to be headed by Susan Warner
 - Fish canning, root cellar
- ~~COG has formed a Business Resource Center to be set up if needed~~
- SEARHC performed asymptomatic testing for people from August 1st - December 19th 2020.
- The EOC continues to communicate and educate the visitor industry to make sure they are current with state and city regulations regarding traveling, testing, and CWPP are submitted to the state.
- Working with the State acquire CWPP that the lodges and charter operators are required to submit to the SEOC and get their updated copies.
- Assisted the Mayor on drafting a letter to Commissioner Crum's office asking for stricter travel restrictions if needed. We are still waiting to hear back from them.
- Attended the following scheduled COVID-19 meetings as my schedule allows. They are mainly presented by the State and few other agencies mixed in.
 - Statewide Community PIO call – Mondays & Thursdays
 - SEREMS Emergency Mangers call - Mondays
 - Rural Public health ECHO – Tuesdays
 - Statewide Emergency Mangers – Wednesdays
 - Airport Point of Entry – Wednesdays
 - Local Government Public Health Analysis –Wednesdays 1st & 3rd
 - Alaska Situational Awareness ECHO – Thursdays
 - EMS Provider and Instructor ECHO - Fridays 2nd & 4th
 - State EOC Regional Fisheries Meetings – as scheduled
 - Any other COVID-19 meeting that I am asked to attend that are not scheduled

Logistics

- Working to obtain PPE through various avenues with other communities as a group.
- Megan Bishop has been keeping up on inventory of GVFD supplies
- The SEARHC Clinic has acquired an Abbot Rapid test.
- Negotiated a contract with the State to do Point of Entry (POE) screening and testing at Alaska Airlines starting June 6th, 2020. The contract allows up to have 5 people on site for each flight. We were 1 of 7 airports that were testing on the 1st day mandate 10.1 started. SEARHC has the contract that supplies and handles the testing/notification of the samples that collected.
 - Contract has been extended through the end of October 2020
 - Contract has been extended through the end of December 2020
- State of Alaska EOC 213 Resource Request for Gustavus
 - 10/22/2020: Communication materials (stickers)
 - 10/22/2020: 1000-surgical masks, disinfectant wipes, 10-boxes of gloves (POE) 500-SOA big dipper mask (COG)
 - 9/15/2020: Communication materials (stickers, street signs)
 - 9/15/2020: 6 boxes of gloves, thermometer, disinfectant wipes (POE)
 - 8/20/2020: ~~1000-disposable surgical masks~~ SEOC gave us 500 cloth masks instead (school)
 - 8/14/2020: Communication materials (sticker, road signs, flyers)
 - 7/29/2020: 500-SOA big dipper masks (COG), disinfect wipes & 2-gallon hand sanitizer (POE)
 - 7/18/2020: ~~Generator for the MMRS tent (POE)~~
 - 7/08/2020: 2000 cloth masks from the Fed DHSS supply cache (COG) (received 4000)
 - 6/17/2020: infrared thermometers, 500-surgical mask, 12-boxes of gloves, 100 gowns (POE)
 - 6/05/2020: Refrigerator for test samples (POE), ~~disinfectant spray/wipes (GVFD)~~
 - 6/05/2020: POE screeners, 1000-surgical masks, 1000-pairs of gloves, 100-goggles(10), wall tent, stanchions, screener supplies (POE)
- Working with the State acquire Community Workforce Protection Plans that the lodges and charter operators are required to submit to the SEOC and get their updated copies.
- COG council approved purchasing a generator for the MMRS shelter.

Finance

- Has been helping with payments and tracking all spending done by the EOC.
- COG council approved purchasing a generator for the MMRS shelter. It was purchased 10/2/2020. It's in production and we will be notified about shipping when its ready.
- Working the State of Alaska DHS&EM State Public Assistance Branch to file for FEMA request for public assistance. This is used if we must file for any federal monies that are not reimbursable by CARES or the State Emergency Funding,

Public Information Office (PIO)

- PIO office continues to release social media, email news group and posting updates. (various FAQ's, PHN tracing and testing, community updates, SEARHC info, etc.)
- EOC has provided input/recommendations to be submitted to the Governor on reopening Alaska's economy.

- Gustavus Volunteer Fire Department Association held a Social Distancing MEME contest. It was held on Facebook, had three age categories and had over 50 entries in total.
- A town hall meeting was held with SEARHC, DHSS, and the FD to talk about their plans and what happens when a person tests positive for COVID-19. At the peak 98 accounts were viewing the meeting.
- ~~Job Description for a temporary part time PIO was posted 7/24/2020. (no apps as 8/19)~~
- Sitka Fire Department donated some road signs that can be seen in front of the FD.
- New signage being made and put up as necessary. (travel into Ak, COG rule 3, etc.)
- Posting testing data at minimum of once a week (website, email, social media, post office)
- Scheduled an appearance of the State of Alaska’s newly formed Community Outreach Group including SEOC Incident Commander Bryan Fisher, DHSS Commissioner Adam Crum, DHSS Eliza Muse, Director of DHS&EM Paul Nelson
- Scheduled Dr. Anne Zink for an appearance during the December General Council Meeting.
- Posted new information on what do if you were called as a close contact.

8. Road Closures

- None

9. Current Sheltering/Evacuation Status

a. Number of Shelters Open	0
b. Total Registered at Shelter	0
c. Total Sheltered Last Night	0

10. Current Priority Needs

-

11. Future Outlook/Planned Actions

- State is talking about a vaccine as early January for the general public

12. Weather (current and projected)


-

13. Other Comments

-

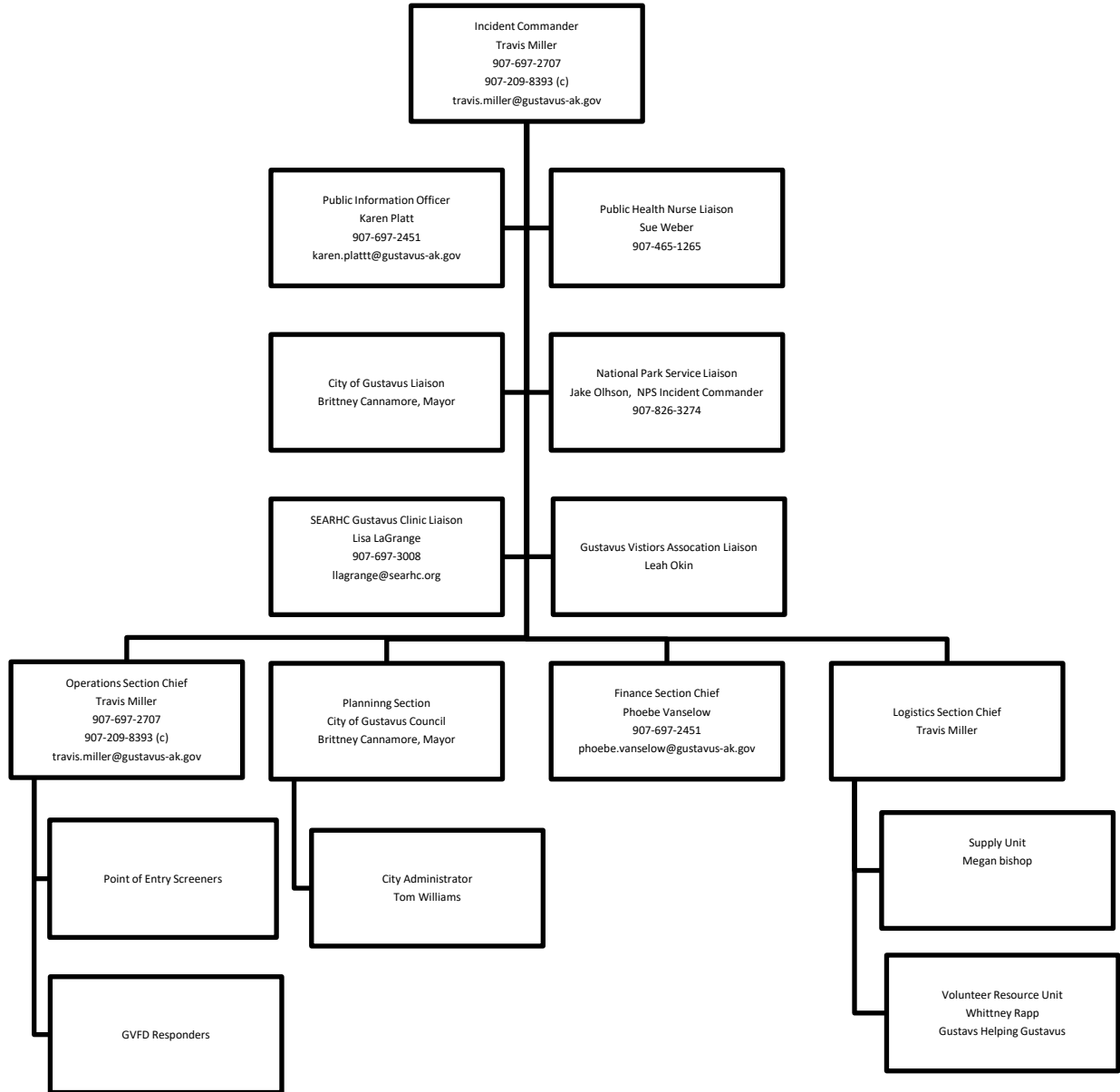
14. State Emergency Operations Center

<p>Hours: Full EOC staffing during regular business hours, Duty Officer/Comm Center after hours</p> <p>SEOC Preparedness Level: Level 2 – for COVID-19 Response</p>	<p>Phone/Email Contacts: State EOC – 907-428-7100, 800-478-2337 2020_COVID-19@ak-prepared.com</p>
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15. Approved by:  Travis Miller, IC 1/6/2021

Gustavus COVID-19 Response

Incident Management Team



Quarantine Guidance for Household and Close Contacts of a Person with COVID-19

Quarantine is for people who were exposed to someone with COVID-19 but haven't yet developed any symptoms of COVID-19[†] themselves. It prevents the spread of COVID-19 by asking people who *might* be infected to stay away from others until enough time has passed to be sure they don't have COVID-19.

If you were **within 6 feet** of a person with COVID-19 for a **cumulative total of 15 minutes or more over a 24-hour period** *or* had **physical contact** with a person with COVID-19, you need to stay in **quarantine** at home for **10 days**.

Quarantine means you need to:

- **Separate yourself** from the person (people) with COVID-19 in your home, if there are any.
- **If possible, get tested for COVID-19** with a PCR or antigen (nose swab or saliva) test at the SEARHC Clinic. (Note: a negative test *might* allow you to end quarantine after 7 full days if you have not had any symptoms. See the **Home Quarantine Guidance Flow Chart** on the back of this page.)
- Stay at home for **10 days** after your last contact with the person with COVID-19, except to get essential medical care, prescriptions, and food. This includes: **Not** going to work, school, or public areas
 - § If you **work in an essential service** *and do not have any symptoms*[†] consistent with COVID-19 and must go to work during the 10-day **quarantine** period, **you must wear a face mask** when you are within 6 feet of other people and self-monitor for any new symptoms. **You must get permission** from the Public Health Nurse.
- **Wash your hands** and avoid touching your eyes, nose, and mouth. **AND** cover your coughs and sneezes.
- **Avoid sharing household items** like dishes, cups, eating utensils, and bedding.
- **Clean** high-touch surfaces (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, etc.) daily.
- **Call ahead** before going to any medical appointments and tell your healthcare provider about you are a close contact with someone who has COVID-19.
- **Continue to monitor your temperature & symptoms and wear a mask** for **14 days** after your last contact with the person with COVID-19, regardless of when your quarantine period ends.

If you develop any symptoms consistent with COVID -19[†] during **quarantine**, you need to:

- **Get tested for COVID-19** with a PCR or antigen (nose swab or saliva) test at SEARHC Clinic. (Note: if you have had symptoms, a negative test **does NOT** allow you to end quarantine early.)
- **Follow** the symptomatic portion of the **Home Quarantine Guidance Flow Chart** (on the back of this page).

[†]Symptoms of COVID -19 can range from mild to severe illness and may include: Check the [CDC web site](#) for the latest list of COVID-19 symptoms.

- | | | |
|--------------------------------|---|------------------------------|
| • Cough | • Shortness of breath or difficulty breathing | • Fever or chills |
| • Muscle or body aches | • Headache | • Fatigue |
| • Nausea or vomiting, diarrhea | • Sore throat, congestion, or runny nose | • New loss of taste or smell |

Have you experienced any symptoms of COVID-19 since your exposure to a person with COVID-19

Item #2.

**YES,
I have/had symptoms**

**NO,
I have not had symptoms**

POSITIVE / NEGATIVE / UNTESTED SYMPTOMATIC

Call the SEARHC Clinic & isolate until it has been at least:
10 Days since your symptoms have appeared,
AND 24 hours since your last fever
without the use of fever reducing medication,
AND your other symptoms have improved.
If tested, a **NEGATIVE** result does not end your isolation earlier because of your exposure and the need to quarantine

Did you get a COVID-19 test from the SEARHC Clinic since your exposure and are your results available?

**NO,
I'm waiting for results
or haven't been tested**

**YES,
I have my test results**

If you are **WAITING** for your test result, begin by following the **NEGATIVE** guidelines, then re-evaluate when you know your results.

If you **HAVEN'T HAD** a COVID-19 test, begin by following the **NEGATIVE** guidelines, then re-evaluate if or when you get tested and know your results.

NEGATIVE
Quarantine for 10 days from the date of your last exposure to someone with COVID-19.
Continue to monitor yourself daily for symptoms consistent with COVID-19.


POSITIVE ASYMPTOMATIC
Isolate for 10 days from when you were last tested.
If you develop any symptoms during your isolation, follow the guidance for **POSITIVE SYMPTOMATIC**.

Early Release Special Exception with a Negative Test
Quarantine may end after 7 full days following your last exposure if you have:
1) Tested for COVID-19 collected at least **5 days** following your last exposure,
2) Received those test results and they are **negative**,
3) Have been **symptom free** since exposure.
You must meet all 3 of the above criteria to end quarantine. You will need to continue to monitor yourself daily for symptoms and continue all COVID-19 Mitigation Strategies.

For more information:
SEARHC COVID-19 Hotline
907-966-8799
SEARHC Gustavus Clinic
907-697-3008
Juneau Public Health Nurse Office
907-465-3353

QUARTERLY STAFF REPORT – JANUARY 2020
Gustavus Public Library

Library Statistics October - December 2020

	Oct	Nov	Dec	
Books Checked out:	640	608	613	
Movies Checked out:	208	160	155	
Virtual Events and Programs	1	1	1	

Highlights:

- Worked with Mayor and City Administrator to develop a full reopening plan for the library. Based on this plan, we opened for Phase 2, then moved to Phase 3.
 - Currently closed due to reported positive COVID cases (as of 12/31/2020)
- Grab & Go Activity Kits: through CARES funding and in partnership with the NPS, we were able to create and distribute all-ages activity kits through the fall.

Kit:	# Distributed:
Secret Codes	25
Solar Humans	27
Halloween	28
Books Get Our Vote	13
Holiday	37
New Year's Confetti Launcher	18
	Total: 148

- Other Fall Programs:

Creepy Haiku Contest	11 participants
Drive-Thru Trick or Treat	103 attendees
Tests proctored	2
Virtual Book Club	3 attendees
Virtual Film Club	3 attendees

- Drafted library policy updates and rewrote volunteer procedures.

- Input new materials purchased through CARES funding, including materials requested by patrons to support at-home learning, and replacements for lost and overdue items as approved by the council. Thank you for supporting these purchases! Many of these items are going out into the community as soon as we post them on social media.
- Holiday Fundraiser- we created fundraiser sets using extra books, DVDs, and other various items to sell before the holidays. The fundraiser took place via email and social media. We sold a total of 40 kits and raised \$860.
- Upgraded curbside pick-up zone thanks to CARES funding. The pickup area now has shelves instead of one communal tote, and individual bins to ensure patron confidentiality and limit touching of common surfaces. We have already received positive feedback on the new system from patrons, and many people have continued to use this option even when we moved into Phase 3.

Upcoming:

- January Virtual Book Club: The book club will be reading *Find the Good* by Heather Lende and will set a date for the Zoom meeting once the book bag arrives from Anchorage.

Status of Active or Upcoming Grants:

- Continuing Education (CE) grant through the Alaska State Library. A non-competitive grant for librarians to use for continuing education. Grant application has been submitted and expect to hear on it soon.

Existing projects:

Past, Current & Upcoming Trainings:

- Michelle will be attending a Basic Public Library Administration course. She has applied for a Continuing Education grant through the state which will cover most of the cost.
- Jen will be attending a free training called Workforce Basics led through the Alaska State Library. The training is specifically designed to help Alaskan libraries understand the most up-to-date tools and resources to support patrons in job hunting, resume building, interview skills, and more.

Budget:

- Shipping
- Supplies

Thank you all for being such a great Council - we all appreciate your work!

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

	<u>Jul - Dec 20</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Bud...</u>
Ordinary Income/Expense				
Income				
Business License Fees	1,225.00	3,000.00	-1,775.00	40.8%
Donations	139.00	1,000.00	-861.00	13.9%
DRC Income	39,462.57	58,600.00	-19,137.43	67.3%
Federal Revenue				
Payment In Lieu of Taxes	113,760.06	113,760.06	0.00	100.0%
Total Federal Revenue	113,760.06	113,760.06	0.00	100.0%
Fundraising	165.00	800.00	-635.00	20.6%
GVFD Income	1,361.56	9,750.00	-8,388.44	14.0%
Interest Income	90.12	350.00	-259.88	25.7%
Lands Income	21,234.00	22,000.00	-766.00	96.5%
Lease Income	6,562.32	12,720.35	-6,158.03	51.6%
Library Income	201.00	500.00	-299.00	40.2%
Marine Facilities Income	7,255.00	13,700.00	-6,445.00	53.0%
State Revenue				
Community Assistance Program	75,000.00	75,000.00	0.00	100.0%
Shared Fisheries Business Tax	611.62	1,700.00	-1,088.38	36.0%
Total State Revenue	75,611.62	76,700.00	-1,088.38	98.6%
Tax Income				
Retail Tax Income	139,542.66	185,000.00	-45,457.34	75.4%
Remote Sellers Retail Tax	7,763.86	20,000.00	-12,236.14	38.8%
Room Tax Income	14,549.63	12,555.00	1,994.63	115.9%
Fish Box Tax	4,060.00	6,000.00	-1,940.00	67.7%
Penalties & Interest	389.98	0.00	389.98	100.0%
Tax Exempt Cards	60.00	300.00	-240.00	20.0%
Total Tax Income	166,366.13	223,855.00	-57,488.87	74.3%
Total Income	433,433.38	536,735.41	-103,302.03	80.8%
Gross Profit	433,433.38	536,735.41	-103,302.03	80.8%
Expense				
Administrative Costs	1,050.00	2,000.00	-950.00	52.5%
Advertising	0.00	100.00	-100.00	0.0%
Bank Service Charges	1,512.64	2,275.00	-762.36	66.5%
Building	12,854.29	20,650.90	-7,796.61	62.2%
Contractual Services	22,703.85	72,400.00	-49,696.15	31.4%
Dues/Fees	1,839.81	8,300.00	-6,460.19	22.2%
Economic Development Services				
GVA	17,000.00	17,000.00	0.00	100.0%
Total Economic Development Servi...	17,000.00	17,000.00	0.00	100.0%
Election Expense	87.34	90.00	-2.66	97.0%
Equipment	4,191.94	9,672.49	-5,480.55	43.3%
Events & Celebrations	3,533.55	3,925.00	-391.45	90.0%
Freight/Shipping	8,884.59	20,950.00	-12,065.41	42.4%
Fundraising Expenses	17.00	800.00	-783.00	2.1%
General Liability	11,575.44	11,317.32	258.12	102.3%
Gravel Pit Fund	0.00	6,000.00	-6,000.00	0.0%
Library Materials	132.68	600.00	-467.32	22.1%

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

	<u>Jul - Dec 20</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Bud...</u>
Marine Facilities	2,458.39	6,368.37	-3,909.98	38.6%
Payroll Expenses	147,185.56	402,113.75	-254,928.19	36.6%
Professional Services	2,142.50	10,000.00	-7,857.50	21.4%
Public Relations	0.00	500.00	-500.00	0.0%
Repair & Replacement Fund	24,772.13	24,772.13	0.00	100.0%
Road Maintenance	61,835.05	100,000.00	-38,164.95	61.8%
Stipend	0.00	3,000.00	-3,000.00	0.0%
Supplies	25,271.24	12,100.00	13,171.24	208.9%
Telecommunications	9,971.79	20,790.00	-10,818.21	48.0%
Training	682.50	6,750.00	-6,067.50	10.1%
Travel	0.00	3,500.00	-3,500.00	0.0%
Utilities	10,137.70	15,800.00	-5,662.30	64.2%
Vehicle	5,306.52	8,035.67	-2,729.15	66.0%
Total Expense	375,146.51	789,810.63	-414,664.12	47.5%
Net Ordinary Income	58,286.87	-253,075.22	311,362.09	-23.0%
Other Income/Expense				
Other Income				
Encumbered Funds	100,000.00	100,000.00	0.00	100.0%
Prior-Year Cash Balance	0.00	153,175.75	-153,175.75	0.0%
Total Other Income	100,000.00	253,175.75	-153,175.75	39.5%
Net Other Income	100,000.00	253,175.75	-153,175.75	39.5%
Net Income	<u>158,286.87</u>	<u>100.53</u>	<u>158,186.34</u>	<u>157,452.4%</u>

City of Gustavus
Balance Sheet
As of December 31, 2020

	<u>Dec 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	49,355.45
AMLIP Capital Improv Long-Term (0630598.2)	469,067.21
AMLIP Repair & Replacement (0630598.3)	310,882.20
AMLIP Road Maint - Unencumbered (06305...	197,144.33
AMLIP Reserve (0630598.12)	884,380.51
AMLIP CARES Act Relief Funds (0630598.13)	184,691.64
APCM.Endowment Fund	1533819.10
FNBA - Checking	589,040.25
FNBA Endowment Fund - Checking	38,935.43
Petty Cash	211.23
Total Checking/Savings	<u>4257527.35</u>
Accounts Receivable	
Accounts Receivable	17,148.48
Total Accounts Receivable	<u>17,148.48</u>
Total Current Assets	<u>4274675.83</u>
TOTAL ASSETS	<u>4274675.83</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	4,121.35
Total Credit Cards	4,121.35
Other Current Liabilities	
Deferred Income	2,720.00
Total Other Current Liabilities	<u>2,720.00</u>
Total Current Liabilities	<u>6,841.35</u>
Total Liabilities	6,841.35
Equity	
Fund Balance	3293543.96
Opening Bal Equity	1084743.57
Net Income	-110,453.05
Total Equity	<u>4267834.48</u>
TOTAL LIABILITIES & EQUITY	<u>4274675.83</u>

Accounts Receivable Detail**As of 12/31/20**

\$7,899.30	Airport Screeners Contract - December invoice to DHSS
\$4,345.62	Delinquent Sales Tax
\$2,217.89	Ambulance Transport Billing - In Progress
\$2,720.00	Fish-Box Tax Deferred Income
(\$34.33)	Net of Other Customer Account Balances
<hr/>	
\$17,148.48	Total

FNBA Checking Account - Unrestricted Funds Balance**As of 12/31/20**

FDIC: The standard deposit insurance coverage limit is \$250,000 per depositor, per FDIC-insured bank, per ownership category.

City of Gustavus has a tri-party agreement in place that collateralizes our account, providing protection for the full value of our account balances.

FNBA Checking Account Balance:		\$589,040.25
Obligated Funds Currently in Checking Account:		
MF	CP18-01 Salmon River Harbor	(\$19,856.96)
	CP18-04 LIDAR of Gustavus	(\$3,263.85)
DRC	CP18-05 DRC Pre-Processing	(\$20,201.40)
DRC	CP18-07 Household Haz Waste Fac.	(\$59,450.00)
DRC	CP19-02 Community Chest Maint.	(\$83.37)
Admin	CP19-03 Gustavus Beach Improv.	(\$30,926.59)
DRC	CP19-06 DRC Composting Facility	(\$106,050.00)
Library	CP19-08 Library Roof/Awning/Shed	(\$60,000.00)
GVFD	CP20-01 Replacement AED/Monitor	(\$15,646.36)
Library	FY21 PLA Grant	(\$3,816.51)
Library	SoA OWL Internet Subsidy	(\$750.00)
Roads	Encumbered road money	(\$17,724.95)
Roads	USFWS Chase Drvwy	(\$251.02)
Unrestricted Funds:		\$251,019.24
Pending Transfers:		
FY21-07NCO	Transfer from AMLIP for Capital Projects	\$100,000.00 for library roof
FY21-13NCO intro.	Transfer from AMLIP CARES Act Account	\$184,691.64 for Sept., Oct., partial Nov. expenses

Per the Unrestricted Fund Balance Policy (Res. CY18-18), the unrestricted fund balance should be 17-35% of the current fiscal year's operating expenses, with a target of 25%.

FY21 budgeted operating expenses:	\$789,810.63
25% =	\$197,452.66
17% =	\$134,267.81
35% =	\$276,433.72

Capital Projects 2020-2025

Item #5.

Capital Projects	Budget Requested	Amount Funded	Funded Project QuickBooks Class Name	Dept.	Short Form Complete	Full Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Proposed F Source
Ongoing, funded for 2018:											
Household Hazardous Waste Facility	\$ 59,450.00	\$ 59,450.00	CP18-07 Household Haz Waste Fac	DRC	N/A	12/5/2016	12/12/2016	5/13/2019		2020	CIP, or AMLIP
Salmon River Harbor Clean-up & Kiosk	\$ 27,000.00	\$ 27,000.00	CP18-01 Salmon River Harbor	MF	N/A	1/3/2017	1/9/2017	6/11/2018		in progress	AMLIP
Wilson Rd. drainage improvement	\$ 40,000.00	\$ 40,000.00	CP18-02 Wilson Rd Drainage	Roads	N/A	1/26/2018	5/14/2018	6/11/2018	pending LIDAR analysis	on hold	AMLIP
LIDAR	\$ 28,400.00	\$ 28,400.00	CP18-04 LIDAR of Gustavus		4/5/2018	n/a	4/9/2018	6/11/2018		in progress	AMLIP
Community Chest facility maintenance	\$ 10,000.00	\$ 10,000.00	CP19-02 Community Chest Maint.	DRC	3/11/2019	N/A	3/11/2019	4/8/2019		in progress	AMLIP
Ongoing, funded for 2019:											
Library Roof Repair	\$ 50,000.00	\$ 150,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19; revised 8/3/20	7/22/2019; revised 8/5/19; revised 8/10/20	8/12/2019; 9/21/20		in progress	AMLIP CP and R&R
Gustavus Beach Improvements: Phase 1	\$ 65,800.00	\$ 53,150.00	CP19-03 Gustavus Beach Improv.	Admin	N/A	3/11/2019	3/11/2019	4/8/2019		in progress	AMLIP
Compost Yard Improvement	\$ 111,585.00	\$ 111,585.00	CP19-06 DRC Composting Facility	DRC	N/A	1/2/2018, revised 3/11/19	1/15/2018, revised 3/11/19	5/13/2019		in progress	CIP, or AMLIP CP and R&R
Inflow Storage & HHW Facility Storage Area	\$26,400, then \$62,000	\$ 62,000.00	CP18-05 DRC Pre-Processing	DRC	N/A	9/16/2016, revised 3/11/19	9/16/2016, revised 3/11/19	5/13/2019	6/11/18 amended scoping document; 3/11/19 amended	in progress	CIP, or AMLIP
Funded for 2020:											
Lifepak15 Cardiac AED/Monitor	\$ 38,000.00			GVFD	1/28/2020	N/A	2/10/2020	9/21/2020	purchase in progress	in progress	Code Blue & CIP or AMLIP
City Hall Copier/Printer/Scanner/Fax	\$ 4,000.00			Admin						completed	CARES Act
Salmon River Boat Harbor Boat Launch Repair				MF	9/2/2020	N/A	9/21/2020	12/14/2020		in progress	operating budget
Quick Attack/Wildland Firefighting Truck	\$ 80,000.00			GVFD	1/28/2020	N/A	2/10/2020			Near-term	CIP, or AMLIP
Main Building Replacement	\$ 287,500.00			DRC	N/A	2/3/2020	2/10/2020			Near-term	CIP
Fire Hall Rain Cistern System	up to \$25,000			GVFD						Near-term	
Salmon River Boat Harbor Barge Ramp Improvement				MF	N/A	9/2/2020	9/21/2020			Near-term	AMLIP R&R
Good River Bridge Repairs - engineering	\$ 25,000.00			Roads						Near-term	
City Road Improvements	\$ 30,000.00			Roads					plus \$40K from Wilson Rd. Cf	Near-term	
Library Bike Shelter/Shed	\$ 25,000.00	\$ 15,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19	7/22/2019; revised 8/5/19	8/12/2019	only \$10,000 moved 8/12/19; \$5000 still to transfer	Near-term	AMLIP
Roof/Building Exp. - Architectural & Engineering	\$ 30,000.00			GVFD	N/A	2/9/2018	2/12/2018			Mid-range	CIP
Library Expansion - Architectural & Engineering	\$ 30,000.00			Library	3/1/2018		2/11/2019			Mid-range	CIP
Drinking Water Point-Source Project Dev.										Mid-range	
Baler Purchase	\$ 166,630.00			DRC	N/A					Mid-range	
Three Phase Power Installation				DRC						Mid-range	
Refurbish/Repurpose Composting Quonset	\$ 15,000.00			DRC						Mid-range	
Gravel Pit Improvements	\$ 500,000.00		CP19-07 Gravel Extraction Improv.	Lands	N/A	4/25/2019	5/13/2019	postponed		Mid-range	AMLIP
Structural Firefighting Gear	\$ 82,500.00			GVFD						Mid-range	
Salmon River Boat Harbor Fish Waste Disposal Bin				MF/DRC						Mid-range	
City Hall front room - carpeting, painting, windows	\$ 15,000.00			Admin	2/14/2018					Mid-range	
Landscape Design consulting				-split-	2/20/2018					Mid-range	
Utility Pick-up Truck	\$15-60,000.00			GVFD	2/15/2018					Mid-range	
Water Tender / Road Water Truck				GVFD	2/15/2018					Mid-range	
Grandpa's Farm Road Bridge & Culvert	\$ 250,000.00			Roads						Mid-range	USFWS and/or AKSSF
DRC Groundwater Monitoring Well Replacements	\$ 12,000.00			DRC						Mid-range	
DRC Glass Pulverizer - refurbish or replace	\$ 50,000.00			DRC						Mid-range	
Roof/Building Expansion	\$700,000			GVFD	N/A	2/9/2018	2/12/2018, revised 2/11/2019			Long-range	CIP - state, federal grant
Driveway Relocation or River Bank Stabilization				Admin	N/A					Long-range	AMLIP
Old P.O./Preschool building refurbish				Admin	2/20/2018					Long-range	
City Hall & Fire Hall Energy Audit Repairs				GVFD & Admin	3/1/2018	Res. CY18-12				Long-range	
Edraulic Extrication Equipment	\$35,000			GVFD	2/15/2018					Long-range	AFG
911 System Upgrade				GVFD						Long-range	
GVFD Electric Meter Installation				GVFD						Long-range	
Library Expansion				Library	3/1/2018					Long-range	
DRC Shredder				DRC						Long-range	
DRC "Waste to Energy" Equipment				DRC						Long-range	
DRC Drive-on/Vehicle Scale				DRC						Long-range	
DRC Equipment Garage				DRC						Long-range	
DRC Sytrofoam Densifier				DRC						Long-range	
Landfill Closure 4-8 years	long-term			DRC	N/A					Long-range	
City Vehicle				-split-	2/20/2018					Long-range	
Salmon River Harbor Waterless Restrooms	\$70-90,000.00			MF						Long-range	
Salmon River Harbor Public Floats				MF						Long-range	
CAPSIS 2018 submission											
CAPSIS 2019 submission											
CAPSIS 2020 submission											

Incoming Grants/Scholarships to City of Gustavus FY21

Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
DRC	Safety Equipment	5/11/2020	\$100.00	---	\$100.00	\$0.00	APEI bonus for submitting insurance renewal early
Multi	Safety Equipment	12/8/2020	\$100.00	---	\$100.00	\$0.00	APEI End of Year Safety Gift Pack
Library	Telecommunications	N/A	\$18,900.00	---	N/A	N/A	USAC E-Rate federal internet subsidy paid directly to library internet vendor through monthly billings
	Reading with Rachel	8/3/2020	\$554.00	Reading with Rachel	\$554.00	\$0.00	Grant from Jon & Julie Howell
	Library Programs	8/12/2020	\$393.59	---	\$393.59	\$0.00	Alaska SLICE outreach program reimbursement
	Telecommunications	8/20/2020	\$1,500.00	SoA OWL Internet Subsidy	\$750.00	\$750.00	Alaska OWL monthly internet subsidy
	Library Materials	8/25/2020	\$7,000.00	FY21 PLA Grant	\$3,183.49	\$3,816.51	State of AK Public Library Assistance (PLA) grant
GVFD	GVFD Equipment	CY2020	\$36,000.00	Tsunami Siren Grant CY20	\$0.00	\$36,000.00	State of AK Div. of Homeland Sec. & Emergency Mgmt.
	GVFD Equipment	fall 2020	\$15,000.00	---	\$0.00	\$15,000.00	SEREMS Code Blue Grant 2020 - GVFD pays at least 10% match
	GVFD Training	Jan. 2021		--			SEREMS Mini-Grant used for ETT online class

\$79,347.59

Outgoing Grants from City of Gustavus - Endowment Fund Grant (EFG)

Resolution	Grantee	Date Awarded	Amount Awarded	QB Class Name	Amount Disbursed to Date	Remaining Funds	Notes
CY19-21	Gustavus PFAS Action Coalition	12/9/2019	\$21,250.00	2020 EFG - GPAC	\$21,250.00	\$0.00	grant ended 12/10/20
CY20-27	Gust. Hist. Archives & Ant.	12/14/2020	\$4,937.00	2021 EFG - GHAA	\$4,443.30	\$493.70	grant ends 12/15/21
CY20-27	The Arete Project	12/14/2020	\$38,316.17	2021 EFG - Arete Project	\$0.00	\$38,316.17	grant ends 12/15/21

CARES Act Funds for City of Gustavus (COG)

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

CARES Act Income

deposited 6/18/20	\$381,144.53	first payment
deposited 11/10/20 (available after 80% of 1st payment spent)	\$125,268	second payment
deposited 11/19/20 (available after 80% of first 2 payments used)	\$125,268	third payment
interest earned on deposits	\$11	
Total possible CARES Act funds available	\$631,691.24	

CARES Act Expenditures

March 1, 2020-January 4, 2021 actual expenditures	\$585,919	
The total highlighted in green *includes* the following subitems:	---	
Gustavus Visitors Association	---	\$38,266
Gustavus School cleaning equipment, cleaning supplies, PPE	---	\$16,500
economic assistance grants to local businesses/non-profits	---	\$53,899
COG eligible payroll & benefits (Fire Chief plus eligible hours of other staff)	---	\$124,000
winter food supply: community food distribution (vacuum sealer & bags)	---	\$1,542
winter food supply: community food distribution (meat grinder & attachments)	---	\$853
winter food supply: canned salmon	---	\$2,323
winter food supply: root cellar construction at Gustavus Community Center	---	\$5,000
winter food supply: community food distribution (halibut)	---	\$162
generator for testing/emergency tent	---	\$29,257
REESP: direct distribution to Gustavus residents	---	\$199,998
stipend for emergency responders during pandemic	---	\$2,800
Marketing Gustavus: Small Business Web Development grants	---	\$19,073
other COG eligible purchases, including facility improvements	---	\$92,245
Earmarked but unspent:		
remaining COG facility improvements, supplies, etc.	\$39,078	
Fire Chief: payroll & benefits in 2021	\$6,700	estimate
Running Total of Actual + Earmarked Expenses:	\$631,697	

CITY ADMINISTRATOR'S REPORT JANUARY GENERAL MEETING**UPDATE ON CARES ACT**

The Treasurer will provide a summary on the funds' status. The use of the funds has been extended to September 30, 2021. I have not seen the details of the new relief package but may have information by time of the Work Session.

EMERGENCY/DISASTER FUNDS

We have submitted the necessary documents to register the City for any emergency/disaster funding that may become available. We are working with Emergency Management Specialist Al Kelly with the Department of Homeland Security and Emergency Management. There will be a training series in early January for completing applications. Council member Taylor has been doing a fantastic job of putting together documentation to be used for any funding requests – THANKS MIKE!

FLOODING

The Mayor has written letters to ADOT, Governor Dunleavy, Senator Kiehl, and Representative Hannan to voice concerns about the lack of maintenance of the drainage ditches maintained by the state. As a result, the ADOT South Coast Regional Director, Lance Mearig, has responded with a commitment to address the ditch cleaning issue this spring/summer. The delay is a result of the lack of funding to move crews and equipment or subcontract work. Mr. Mearig stated that there are no emergency funds available for this work at this time. Ditch cleaning was budgeted by the state, and work was scheduled last summer before ADEC prohibited any work in the ditches until it was determined if PFAS/PFOA was present; on December 22, 2020 ADEC granted permission to do the work in the ditches.

ROAD WORK

Glacier Bay Construction, in concert with Council members Taylor and Clark have been working diligently to address the roads and flooding caused by the recent storms. We are preparing an inventory report of damages to be used for both a City Road Plan and any funding opportunities. The storm events have illuminated areas of the current road and drainage conditions. Input from folks have assisted greatly in understanding some of the impacts, and for addressing the drainage and road problems. Grateful recognition to Todd Boris, a resident AND ADOT engineer, for the comprehensive report provided to the Council – Thanks Todd! Stay tuned for more updates and work by the Road Dudes.

A shoutout to Glacier Bay Construction for the quick response and tireless hours working through the impacts of the storm to address damages to the roads and the assistance to the community to get the water moving. Thanks GBC!

POWER RATES

You may have noticed an increase in your power bill this month - many have reported a .04 kw/hr. I have check with our utility attorney working on the rate case and he informs us that this increase will be refunded, with interest, IF the RCA orders a rate that is less than the rate that APC requested.

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY21-01**

A RESOLUTION CERTIFYING THE ANNUAL CERTIFIED FINANCIAL STATEMENT OF REVENUES AND AUTHORIZED EXPENDITURES FOR THE YEAR ENDING JUNE 30, 2020

WHEREAS, the City of Gustavus is a recognized second class city; and

WHEREAS, second class cities are required by AS 29.20.640 (a)(2) to submit a Certified Financial Statement of Income and Expenditures or Audit for the year ending June 30, 2020, to the Department of Commerce, Community, and Economic Development; and

NOW THEREFORE, BE IT RESOLVED that the attached Certified Financial Statement of Gustavus, Alaska for the fiscal year ending June 30, 2020, is true and complete to the best of our knowledge.

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

Brittney Cannamore, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt CMC, City Clerk

City of Gustavus
FY20 Certified Financial Statement
 July 2019 through June 2020

Accrual Basis

	Jul '19 - Jun 20
Ordinary Income/Expense	
Income	
Business License Fees	3,575.00
Capital Project Income	58,304.75
Donations	2,531.00
DRC Income	91,003.56
Federal Revenue	
Natl Forest Receipts-Encumbered	-16,075.13
Payment In Lieu of Taxes	115,419.89
Total Federal Revenue	99,344.76
Fundraising	1,441.00
Grant Income	395,389.53
GVFD Income	12,758.65
Interest Income	62,139.04
Lands Income	17,552.00
Lease Income	13,125.67
Library Income	4,826.00
Marine Facilities Income	17,330.00
Other Income	16,312.60
State Revenue	
Community Assistance Program	82,845.41
Shared Fisheries Business Tax	541.68
Total State Revenue	83,387.09
Tax Income	471,181.26
Unrealized Gain/Losses	32,025.94
Total Income	1,382,227.85
Gross Profit	1,382,227.85
Expense	
Administrative Costs	2,013.88
Advertising	150.00
Bad Debt	2,598.10
Bank Service Charges	2,973.90
Building	84,459.41
Capital Projects Funding	58,304.75
Contractual Services	123,172.87
Dues/Fees	7,637.99
Economic Development Services	
GVA	41,910.00
Total Economic Development Services	41,910.00
Election Expense	202.16
Endowment Management Fees	14,665.03
Equipment	67,372.22
Events & Celebrations	3,852.85
Freight/Shipping	29,267.45
Fundraising Expenses	2,423.77
General Liability	10,890.44
Library Materials	7,316.20

City of Gustavus
FY20 Certified Financial Statement
 July 2019 through June 2020

Accrual Basis

	Jul '19 - Jun 20
Marine Facilities	1,878.76
Payroll Expenses	466,941.29
Professional Services	16,115.00
Public Relations	211.74
Repair & Replacement Fund	0.00
Road Maintenance	108,353.63
Social Services	
GCEP dba The Rookery	13,890.00
Total Social Services	13,890.00
Supplies	42,206.96
Telecommunications	22,203.62
Training	8,816.63
Travel	11,442.24
Utilities	15,453.80
Vehicle	5,089.45
Total Expense	1,171,814.14
Net Ordinary Income	210,413.71
Other Income/Expense	
Other Income	
Encumbered Funds	60,303.38
Total Other Income	60,303.38
Net Other Income	60,303.38
Net Income	270,717.09

**CITY OF GUSTAVUS
ORDINANCE FY21-15**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that this revision of Title 5 - Elections deletes Title 5 Elections in its entirety and adopts the new Title 5 - Elections attached.

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

Title 5 - ELECTIONS

Chapter 5.10 - CITY ELECTIONS

Sections:

Section 5.10.010 Definitions.

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

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

Section 5.10.020 - Administration.

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

Section 5.10.020030 - Residence criteria.

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

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

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

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

Section 5.10.040 - Voter qualifications.

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

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

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

~~Section 5.10.030 – Residence criteria.~~

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

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

Section 5.10.050 - General elections.

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

Section 5.10.060 - Special elections.

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

Section 5.10.070 - Election notices.

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

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

- (a) All elections of council officials shall be non-partisan.
- (b) A person filing for office for a city seat must be:
- (1) A United States citizen who is qualified to vote in state elections and
 - (2) A resident of the City of Gustavus for one (1) year immediately preceding the election for which declaring candidacy and
 - (3) Not disqualified under Article V of the Constitution of the State of Alaska which provides that:
 "No person may vote who has been convicted of a felony involving moral turpitude unless his civil rights have been restored. No person may vote who has been judicially determined to be of unsound mind unless the disability has been removed."

Section 5.10.090 - Filing for office.

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

Section 5.10.100 - Alaska Public Official Financial Disclosure exemption.

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

Section 5.10.110 - Withdrawal, written notice.

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

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

Section 5.10.120 - Publishing names.

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

Section 5.10.130 - Election judges **officials**.

~~(a) The council shall each year choose three (3) city voters as judges to be the election board at each polling place and select one (1) of the judges to chair the board. The judges shall not be council members, candidates for office, or immediate relatives of candidates. If an appointed judge fails to appear and subscribe to the oath on election day or becomes incapacitated during the time of the election or the counting of the ballots, the remaining judges shall appoint a qualified voter to fill the vacancy.~~

~~(b) The city clerk shall give the following written oath to all election judges on or before election day:~~

~~I, _____ do solemnly swear that I will honestly, faithfully and promptly perform the duties of election judge to the best of my ability and that I am familiar with the City's election ordinances.~~

SIGNED _____

ATTEST: _____
_____ City Clerk

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

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

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

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

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

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

**SIGNED _____ ATTEST: _____
City Clerk**

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

Section 5.10.140 - Sale of liquor on election days.

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

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

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

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

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

City Council Seat _____, 3 year term

City Council Seat _____, 3 year term

City Council Seat _____, 3 year term

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

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

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

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

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

_____	_____
DATE	City Clerk

-

[City Seal]

CITY OF GUSTAVUS, ALASKA
DECLARATION OF CANDIDACY

(Form 5.10-B) (Sample)

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

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

Chapter 5.20 - ELECTION EQUIPMENT AND MATERIALS

Sections:

Section 5.20.010 - Election booths.

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

Section 5.20.020 - Furnishing instruction cards.

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

Section 5.20.030 - Ballots; printing; sample ballots.

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

Section 5.20.040 - Ballots; form.

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

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

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

Section 5.20.050 - Other materials.

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

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

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

BALLOT NO. _____

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

~~CITY OF GUSTAVUS, ALASKA~~

~~OFFICIAL BALLOT~~

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

~~Regular Election of October 6, 1992~~

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

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

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

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

<hr/> <hr/> (Write in)	
<hr/> <hr/> (Write in)	

BALLOT NO. 2020-x

AFTER MARKING BALLOT, FOLD BALLOT TO THIS LINE

**CITY OF GUSTAVUS, ALASKA
OFFICIAL BALLOT**

Regular Election of October 6, 2020

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

Vote for no more than ONE candidate for each City Council Seat. If you vote for more candidates than the seats available, your votes will not be counted.

To vote for a person whose name is not printed on the ballot, write his or her name in the blank space below and check the box.

CITY COUNCIL SEAT C

Term 2020 – 2023

(Vote for ONE only)

CANDIDATE NAME

(Write in)

CITY COUNCIL SEAT D

Term 2020-2023

(Vote for ONE only)

CANDIDATE NAME

CANDIDATE NAME

(Write in)

CITY COUNCIL SEAT G

Term 2020-2021

(Vote for ONE only)

CANDIDATE NAME

(Write in)

Chapter 5.30 - ELECTION PROCEDURES

Sections:

Section 5.30.010 - Time for opening and closing polls.

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

Section 5.30.020 - Distribution of ballots.

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

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

Section 5.30.030 - Distribution of other election materials.

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

Section 5.30.040 - Preparation of ballot box.

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

Section 5.30.050 - Voting; general procedure.

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

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

Section 5.30.060 - Voting; spoiled ballots.

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

Section 5.30.070 - Voting; questioned ballots.

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

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

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

Section 5.30.090 - Prohibitions.

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

Section 5.30.100 - Administration of oaths.

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

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

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

Section 5.30.120 - Ballots; counting and tallying.

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

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

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

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

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

Section 5.30.130 - Rules for counting ballots.

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

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

Section 5.30.140 - Report of election results.

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

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

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

Section 5.30.150 - Posting certificates of preliminary election results.

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

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

City of Gustavus

~~OATH AND AFFIDAVIT OF ELIGIBILITY~~

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

STATE OF ALASKA	}
) ss.
FIRST JUDICIAL DISTRICT	}

-

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

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

SIGNED:	
_____ (NAME)	

<p>==== (ADDRESS)</p>	
<p>WITNESSED:</p>	
<p>==== ELECTION JUDGE</p>	

-

City of Gustavus
TALLY SHEET
(Form 5.30-B) (Sample)

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

==	==
==	==
==	==
== {Write In}	==
== {Write In}	==
	Total: ==

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

PROPOSITION/QUESTION ==:	
— Yes ==	
— No ==	
{Votes for this question} ==	
	Total: ==
PROPOSITION/QUESTION ==:	
— Yes ==	
— No ==	
{Votes for this question} ==	

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

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

CITY OF GUSTAVUS, ALASKA

REPORT OF PRELIMINARY ELECTION RESULTS

(Form 5.30-C) (Sample)

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

PART I: ELECTIVE OFFICES

OFFICE: CITY COUNCIL SEATS _____ & _____

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

PART II: BALLOT PROPOSITIONS AND QUESTIONS

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

PART III: ACCOUNTING OF BALLOTS

Total Ballots Received From City Clerk: _____

Total Regular Ballots cast: _____

Total Questioned Ballots cast: _____

Total Ballots Returned to Clerk: Defective: _____

—Unused: _____

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

Respectfully submitted,

_____, Election Board Chairman

_____, Election Judge

_____, Election Judge

ATTEST:

— City Clerk

{City Seal}

Sections:

Section 5.40.010 - Absentee voting; eligible persons.

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

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

Section 5.40.020 - Absentee ballots; application; filing.

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

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

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

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

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

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

Section 5.40.030 – **Absentee** Bballot and envelope form.

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

Section 5.40.040 - Absentee voting procedures.

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

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

Section 5.40.050 - Absentee ballots; delivery.

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

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

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

Section 5.40.070 - Absentee ballots; by mail.

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

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

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

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

Section 5.40.090 - Retention of absentee ballots; delivery.

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

~~Section 5.40.100 - Liberal construction.~~

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

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

~~CITY OF GUSTAVUS, ALASKA~~

~~APPLICATION FOR ABSENTEE BALLOT~~

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

~~RESIDENCE ADDRESS*:~~

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

~~MAILING ADDRESS:~~

~~_____
(IF OTHER THAN RESIDENCE ADDRESS)~~

~~REASON FOR REQUESTING ABSENTEE BALLOT: _____~~

~~_____
_____~~

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

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

Chapter 5.50 - REVIEW OF ELECTION RETURNS

Sections:

Section 5.50.010 - Election review committee; meeting.

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

Section 5.50.020 - Review to be public.

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

Section 5.50.030 - Determining election winner.

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

Section 5.50.040 - Tie votes.

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

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

Section 5.50.050 - Procedure for questioned ballot review.

- (a) The election supervisor shall contact the state division of elections and the local voter registrars by the Thursday following the election and determine if persons casting questioned ballots because of failure of their names to appear on the master voter registration list were in fact registered to vote in state elections. The election supervisor shall record the names of these questioned voters in fact registered to vote and shall submit their names as registered to vote when their questioned ballots are examined with other questioned ballots. ~~according to the procedures in (b)(4) of this section.~~
- (b) The council meeting as the election review committee shall examine each questioned ballot envelope and shall determine whether the person casting each questioned ballot was registered and eligible to vote. In making this determination, the committee may request the assistance of the clerk. ~~and shall hear testimony of the voter who cast the questioned ballot and of any other city resident who has information useful to the committee's decision.~~ If the committee determines that the voter was eligible to vote, the oath and affidavit envelope shall be placed with the other absentee oath of affidavit envelopes until the review committee is ready to open and count the ballots. If the committee upholds the challenge, the decision shall be noted in the minutes and the oath and affidavit envelope shall not be opened, but shall be saved with the other election materials.
- (1) A questioned ballot may not be counted if:
- (A) The voter has failed to properly mark the certificate;
- ~~(B) An official authorized by law to attest the certificate failed to execute the certificate;~~
- (B)** The voter did not enclose the marked ballot inside the small envelope.
- ~~(2) Any person present at the questioned ballot review may challenge the name of a questioned voter when read from the voter's certificate on the back of the large envelope if he has good reason to suspect that the questioned voter is not qualified to vote, is disqualified, or has voted at the same election. The person making the challenge shall specify the basis of the challenge in writing. The election review committee by majority vote may refuse to accept and count the questioned ballot of a person properly challenged under grounds listed in (1) of this subsection.~~
- (2) If a questioned ballot is rejected, the election supervisor shall send a copy of the statement of the challenge to the questioned voter. The election supervisor shall place all rejected questioned ballots in a separate envelope with statements

of challenge. The envelope shall be labeled "rejected questioned ballots" and shall be placed in the office safe.

- (3) If a questioned ballot is not rejected, the large envelope shall be opened and the small envelope containing the questioned ballot shall be placed in a ballot box and mixed with other small envelopes containing questioned ballots. The questioned ballots shall then one (1) by one (1) be removed from the ballot box, taken out of the ballot envelopes, and counted in the same manner in which ballots cast at the polls are counted.

Section 5.50.060 - [Reserved.]

Section 5.50.070 - Absentee ballots.

- (a) The election review committee shall examine each absentee ballot return envelope. The return envelope shall be opened and the blank envelope containing the absentee ballot shall be placed in a ballot box and mixed with other small envelopes containing the previously reviewed questioned ballots if the committee determines that:
- (1) The voter is registered to vote;
 - (2) The voter is a resident of the City of Gustavus;
 - ~~(3) The voter certified and cast his ballot before a person authorized by law to administer oaths, and that person did sign and seal the envelope;~~
 - (43)** The ballot was cast before the close of the polls and;
- (b) If the committee determines that a voter voting absentee was not in fact a qualified voter or did not follow absentee voting procedures the **review** committee by majority vote may refuse to accept and count the absentee ballot. The return envelope shall not be opened but rather the reasons for rejection shall be noted on the envelope. The election supervisor shall place all such rejected absentee ballots in an envelope marked "rejected absentee ballots" to be saved with other election materials. The election supervisor shall notify the voter in writing why his absentee ballot was rejected.

Section 5.50.080 - Counting absentee and questioned ballots.

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

Section 5.50.090 - Defective ballots.

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

Section 5.50.100 - Certifying results.

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

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

Section 5.50.110 - Contest of election.

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

Section 5.50.120 - Certificate of election.

- ~~(a)~~— The certificates shall be signed by the mayor and attested by the city clerk. Upon certification of the election results by the election committee, the city clerk shall prepare copies of each certificate and provide for each of the successful candidates, or the sponsor of the successful question or proposition named thereon. The original of each certificate of election shall be given to the of each certificate shall be retained as a permanent record by the city.
- ~~(b)~~— The forms appearing at the end of this chapter illustrate a sample of the certificates of election. (Forms 5.50 A—C)

Section 5.50.130 - Retention of election records.

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

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

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

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

~~**PART I: ELECTIVE OFFICES**~~

~~**OFFICE: CITY COUNCIL SEATS** ___ & ___~~

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

-

Report of Election Results — Page 1 of 2

PART II: BALLOT PROPOSITIONS AND QUESTIONS

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

-

PART III: ACCOUNTING OF BALLOTS

Total Ballots Cast: _____

Total Regular Ballots cast: _____

Total Questioned Ballots cast: _____

Disposition:

Accepted _____

Rejected _____

Total Absentee Ballots cast: _____

Disposition:

Accepted _____

Rejected _____

Total Defective Ballots cast _____

Disposition:

Accepted _____

Rejected _____

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

Mayor

ATTEST:

City Clerk

{City Seal}

Report of Election Results — Page 2 of 2

City of Gustavus, Alaska

CERTIFICATE OF ELECTION — OFFICER

(Form 5.50-B) (Sample)

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

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

Mayor

ATTEST:

City Clerk

{City Seal}

City of Gustavus, Alaska

~~CERTIFICATE OF ELECTION — BALLOT PROPOSITION~~

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

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

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

Mayor

ATTEST:

City Clerk

{City seal}

Chapter 5.60 - CONTEST OF ELECTION

Sections:

Section 5.60.010 - Contest of election; contestant.

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

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

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

Section 5.60.020 - Contest of election; council.

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

Section 5.60.030 - Ballot recount.

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

Section 5.60.040 - Prohibited practices alleged.

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

Section 5.60.050 - Sustained charges; recount.

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

Section 5.60.060 - Recount expenses; appeal.

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

Chapter 5.70 - INITIATIVE PETITION, REFERENDUM AND RECALL

Sections:

Section 5.70.010 - Initiative and petition.

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

Section 5.70.020 - Recall.

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

CITY OF GUSTAVUS, ALASKA
AFFIDAVIT OF ELECTION CONTEST

(Form 5.60-A) (Sample)

STATE OF ALASKA	}
) ss.
FIRST JUDICIAL DISTRICT	}

-

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

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

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

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

Signature of Person Contesting

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

Notary Public in and for Alaska

My Commission Expires: _____

[Notary Seal]

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

Date Introduced: January 11, 2018

Date of Public Hearing: February 8, 2018

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

Brittney Cannamore, Mayor

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY21-02**

**A RESOLUTION BY THE CITY OF GUSTAVUS UPDATING
THE GUSTAVUS PUBLIC LIBRARY POLICIES**

WHEREAS, the Gustavus Public Library policies require updating to comply with state and federal regulations regarding confidentiality and other issues, and;

WHEREAS, the Gustavus Public Library policies require updating to meet the current needs of the current state of the library, and;

WHEREAS, the Gustavus Public Library policies require updating to ensure all staff volunteers and patrons are aware of the current library policies and able to access them easily, and;

WHEREAS, formal action is needed to address the revisions necessary to the Gustavus Public Library policies,

NOW THEREFORE, BE IT RESOLVED that the City of Gustavus updates its Gustavus Public Library Policies as attached.

PASSED and **APPROVED** by the Gustavus City Council this ___th day of _____, 2021, and effective upon adoption.

Brittney Cannamore, Mayor

Attest: Karen Platt CMC, City Clerk



GUSTAVUS PUBLIC LIBRARY

PO BOX 279 GUSTAVUS, ALASKA 99826-0279

PHONE (907) 697-2350 FAX (907) 697-2249

e-mail librarian@gustavus.lib.ak.us

Mission Statement

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

Photography and Videos:

The Gustavus Public Library reserves the right to take photographs and video of events, public programs, and patrons utilizing the library space. These photographs and videos may be used for publicity purposes in printed materials and online. All library patrons consent to the use of photos or videos taken at the library and/or during library events unless they provide staff with a written objection to such use prior to the program or event.

Children's Use Policy:

The Gustavus Public Library welcomes children to use its facilities and services. The following are rules regarding the use of the library by children:

- Library staff and volunteers are not responsible for the supervision, safety and wellbeing, or behavior management of children in the library and on library property. This includes during regular library hours, special events, and when the library is closed.
- All patrons, including children, are expected to behave appropriately in the library and will be asked to leave if they are unable to follow library expectations.
- Children must be appropriately supervised while using the library or attending library programs.
- All patrons, including children, are free to enter and leave the library at will, and library staff and volunteers will not supervise or monitor children who are entering and leaving the library building. If a parent/guardian is uncomfortable with their child leaving the library unattended, then the parent/guardian needs to be present and supervising the child at all times while their child is in the library, or assign another appropriate caregiver to supervise the child in their stead. A library staff member or volunteer is never an appropriate person

to supervise an unattended child and will not be allowed to act as such, and if asked will decline to do so.

- All patrons, including unattended children, will be asked to leave promptly when the library closes, and it is up to parents or guardians to ensure that children are supervised and transported home when leaving the library.
- Library staff and volunteers will not be responsible for contacting parents or guardians if a child is asked to leave the library due to behavior or library closing.
- Library staff and volunteers are under no circumstances responsible for transporting children away from the library.
- Library staff and volunteers are not responsible for monitoring or restricting children's access to content via materials or internet. It is solely the responsibility of the parent/guardian to ensure that children are accessing appropriate content while in the library as well as the content of materials borrowed from the library.
- In accordance with Alaska Statute 40.25.140, the Gustavus Public Library is unable to disclose personally identifying information about any of our patrons, including children, except under court order. If a parent/guardian would like to access information about their child (including a list of materials checked out under the child's name), the child must be present to consent to this information being disclosed.

Library Use Policy

The Gustavus Public Library encourages all residents and visitors of Gustavus to utilize and enjoy the library. All patrons, regardless of their library account status, are welcome in the library to use computers, attend programs, and access materials while in the library. We expect all library users to comply with the following:

- All patrons must engage in acceptable and legal behavior while using the library. Persons engaging in unacceptable behavior, as determined by library staff and volunteers, will be asked to leave.
- Patrons are expected to behave in a way that respects other patrons' privacy, does not impede others' ability to use and enjoy the library, and which does not interfere with the ability of the staff/volunteers to perform their duties.
- Patrons, staff, and volunteers are expected to communicate with others in a way that is respectful. Verbally abusive language, threatening behavior, discriminatory behavior, and/or harassment of any sort will not be tolerated in the library, and those engaging in these behaviors will be asked to leave the library.
- Patrons are asked to remove outdoor footwear before entering the library.
- Patrons are expected to help preserve the cleanliness and integrity of library materials and property.

- Patrons are only allowed to consume foods in designated areas of the library or under special circumstances as approved by library staff. Beverages should have a secure lid.
- Cell phone conversations and other loud conversation should be limited, when possible, to the front entry or the meeting room so as not to disturb other library patrons.
- Animals, apart from service animals, must remain outside the library unless pre-approved by library staff. Animals which interfere with patrons' safety, comfort, or ability to access the library must be kept off library property.
- Library staff and volunteers are not responsible for the supervision of minors in the library (see Children's Use Policy).
- The Library assumes no responsibility for lost or stolen property. After 30 days all items left in the library will be donated or disposed of.
- Patrons and group members may only store items at the library as approved by Library Directors. Directors will make reasonable attempts to return items which are stored at the library without approval. Items not claimed after 30 days will be donated or disposed of. The City of Gustavus is not responsible for lost or damaged items left at the library.
- A person who has concerns related to unacceptable patron behavior may fill out a Comment Form, available at the Front Desk. Comment forms will be reviewed by the Library Directors and/or City Council.
- Failure to follow the Library Use Policy will result in immediate and/or future services being refused. If necessary, the Gustavus City Council and/or law enforcement may be called upon to assist in non-compliance of the Library Use Policy.
- The library does not allow solicitation on the library property, including for religious, political, or business purposes. Visitors soliciting others for these purposes will be asked to cease the behavior or leave the property.

Circulation Policy

- Patrons may check out up to 20 books and 10 DVDs/other resources at a time on a single account.
- Patrons may check out books for up to 21 days at a time, and DVDs/other resources for up to 7 days at a time.
- The library does not charge fees for overdue items. However, patrons are expected to return or renew materials in a timely manner. Overdue notices will be emailed until the issue is resolved, or the item is marked as "LOST".
- Items that are 90 days or more overdue will be marked as "LOST". Patrons will be charged for the replacement value of these items at that time.
- Patrons that lose or damage library items will be charged for the replacement value of those items.
- Patrons will be restricted to one check-out at a time until fines are resolved.

Confidentiality Policy

In accordance with Alaska Statute 40.25.140, the Gustavus Public Library will keep confidential the names, addresses, and other personally identifying information of people who have used materials except under court order.

Computer Use Policy

The Gustavus Public Library offers free access to computers and internet to all community members and visitors. Computer and internet users are expected to comply with the following:

- Public computers are available on a first-come, first-served basis.
- Public computer use should be limited to 30 minutes. If after 30 minutes there are no other patrons waiting to use a computer, a patron may continue to use the computer for another 30 minutes or until another patron requests a computer.
- Files may not be saved to public computers. Computer users should save their files using another method.
- Computer users may not modify library computers, their software, or the internal network to which they are connected in any way.
- Although efforts are made to maintain the confidentiality and privacy of library patrons, the library cannot guarantee confidentiality or privacy on public computers.
- Internet and computer use must comply with State and Federal law.
- Material viewed in the library must be appropriate for a public space, and must not compromise other patrons' safety, wellbeing, or ability to access the library.
- Parents and guardians are solely responsible for monitoring the computer and internet use of their children.
- Any person found in violation of the Computer Use Policy may have their immediate and/or future computer use privileges revoked.

Printing Policy

- Printing and copying are available for public use during library hours at a cost of 25 cents per page for black and white text, 50 cents a page for colored text, and \$1 per page for color images or graphics.
- The library fax is available for public use at a rate of \$1 per fax, regardless of the number of pages being faxed.
- Scanning to email or USB is free of charge.
- Patrons are expected to pay for their printing, copying, and fax fees immediately unless they have made prior arrangements with a Library Director.
- Patrons may print up to 4 pages of government/legal documents (for example tax forms, rental agreement) free of charge. All other materials (including tax instruction booklets and fishing licenses) will be charged as written above.

Library Account Policy:

- Any individual currently residing in Gustavus may obtain a library account if their identification can be verified, and they have no outstanding charges with the Gustavus Public Library.
- A resident qualifies for a card if they can claim one of the following:
 - currently owns property in Gustavus or;
 - has resided in Gustavus for a minimum of the past 6 consecutive months or;
 - has recently moved to Gustavus and can demonstrate permanent employment, intent to establish permanent residence in Gustavus or;
 - any person who holds a current official government issued photo ID with Gustavus, Alaska listed as the official address, such as an Alaskan Driver's License, Alaska State ID card, or Merchant Marine ID card or a Gustavus Voter Registration card.
- A temporary/seasonal resident may obtain a library account if they provide:
 - A \$20 fee. This is a one-time fee, not to be refunded and,
 - A current official government issued Identification card and,
 - A valid permanent forwarding address and,
 - The name of their current employer in Gustavus and/or local place of residence
- To ensure patrons' confidentiality, all accounts will be removed from the library system after 5 years of inactivity, unless a patron request otherwise. If a patron requests an account after 5 years of inactivity will be considered a new patron.
- All new patrons must provide a signature agreeing to the Library's policies.

Educator Library Accounts

Current educators in Gustavus may set up a teacher account at the Gustavus Public Library. Educator accounts may be used to check out materials for educators and their students, and these accounts do not have a limit on number of materials checked out. Educators are defined as teachers, support staff at the school or preschool, adults homeschooling children, tutors, childcare providers, and afterschool program leaders.

- It is the account holder's responsibility to monitor materials checked out under this account and ensure they are appropriate for their learning environment.
- It is up to the account holder to decide whether materials checked out under these accounts are for in-the-classroom use only, or for students to take home.
- Account holders are responsible for ensuring that materials are renewed or returned by their due date and are returned in good condition. However, no fines will be charged to a teacher in an event that materials are lost or damaged.

All library materials checked out by a public school student or teacher during school hours will be checked out on an educator account. If a teacher does not wish to be responsible for materials checked out by their students, teachers should advise their students to check out these items on their personal accounts outside of school hours. The front desk can hold materials for students to check out outside of school hours.

Children's Library Accounts

The Gustavus Public Library allows patrons of any age to obtain a library card. We do not require a parent or guardian signature for children under the age of 18. If a parent or guardian does not wish for their child to obtain a library card, that parent or guardian should supervise the child at the library.

- Children under the age of 18 do not require identification to receive a library card.
- Patrons under the age of 18 may check out items in accordance with the library's Circulation Policy.
- Parents or guardians are solely responsible for ensuring content is appropriate for children under the age of 18.
- If a patron under the age of 18 loses or damages library material, they are responsible for covering the cost of that material. If a patron under the age of 18 is unable to pay for a lost or damaged item, they have the option of volunteering at the library at a rate of \$10/volunteer hour until the full cost of the item is covered. The patron will be limited to checking out one item until the full cost of the item has been covered through payment or volunteer hours.

Collection Development Policy

Due to the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. The collection development policy is used by the library staff in the selection and weeding of materials and serves to acquaint the public with the principles of selection.

1. Criteria considered in the development of the Gustavus Public Library's collection:

- physical format is suitable for library usage
- materials are important to the development of the general collection.
- materials have cultural, historical, or social importance in our community
- materials are relevant to the interests of our patrons and community
- the materials are current and up to date
- the materials accurately represent themselves and provides accurate information
- the availability of materials elsewhere
- materials have received attention from critics and reviewers

- materials have been requested by patrons
- materials fill a gap in the library's collection
- the popularity of similar materials
- materials need replacement or updating
- materials represent a wide range of groups, interests, and viewpoints
- cost and accessibility of materials

2. Criteria considered in the weeding of the Gustavus Public Library's collection:

- format, condition, and visual appeal of materials
- whether the materials are up to date
- accuracy of information in the materials
- relevance of the materials to patrons
- availability of materials elsewhere, or similar resources available in our collection
- popularity and current interest of material to our patrons
- whether the material holds significance in our community
- availability of physical space in the library
- Librarians will follow current weeding best practices

3. Challenged materials

In our efforts to offer a collection of materials representing a variety of interests and viewpoints, it is likely that some patrons may find some of the library's materials to be objectionable or offensive. If a patron has concerns about the presence of a material or resource in the library's collection, they may follow the procedure below:

- Inform the staff or volunteer on duty that they wish to contest a material.
- Fill out a Request for Consideration of Library Materials form.
- Library staff will review the request
- If requested, library staff will provide the patron with a written response within 30 days.

Donations Policy

- Monetary donations go toward the operating budget unless specified by the patron. Patrons wishing to see specific items or resources added to the library may purchase those materials independently and donate them to the library. These items will be used in accordance with the Collection Development Policy.
- Donated materials: once an item is donated to the library, the Library Directors will have full authority to decide whether and how that item is used in the library. Donated items may be added to the collection if they meet the Collection Development Criteria, sold to raise funds for the library, given away as prizes or incentives, or disposed of based on the current needs of the library.

Meeting Room/Group Use Policy

- The library Meeting Room is available for reservation on a first-come, first-served basis. Reservations must be made to a Library Director.
- The Library Directors reserve the right to review all applications and may deny use of the meeting room due to inadequate staff availability or overbooking.
- The fee for the use of the Meeting Room is \$15 for an hour or \$60 for the entire day, for private use or meetings which are not open to the public.
- For-profit events open to the public are asked to donate 10% of profits to the library to cover the use of the space.
- Library sponsored events, programs and meetings open to the public, and non-profit or educational use, are free of charge but must be limited to no more than three hours per week.
- Any person or entity organizing a public event or meeting at the library is responsible for creating promotional materials to advertise the event and providing these materials in a JPEG format to the Library Directors at least one week in advance for digital distribution to library patrons. All advertising outside of library channels is the responsibility of the person or entity organizing the event. The advertising information must clearly indicate the event is not a library or City sponsored event.
- The library will provide a sandwich board for the event organizer to design and use in front of the library upon request.
- The person or entity reserving the Meeting Room space is responsible for communicating in writing the number of attendees of the event or meeting to the Library Directors within one week of holding the event.
- Any person reserving the Meeting Room is responsible for coordinating the setup and cleanup of the space and must leave the space in the condition they found it in.
- All use of the Meeting Room must comply with State and Federal Laws and must be in line with all other Library Policies.
- Large groups (10 or more individuals) and/or organized children's groups wishing to visit the library should call ahead to inform staff or volunteers of their visit.
- Groups requesting a tour of the library must contact the Library Directors at least one week in advance to schedule this.
- Large groups visiting the library during library open hours are expected to comply with the Library Use Policy.

Interlibrary Loan Policy

- Interlibrary loans (ILLs) are available to library patrons who are in good standing with the library
- If a material is unavailable at the Gustavus Public Library, patrons may request this item in writing either by filling out the Interlibrary Loan Request Form at the front desk or library website, or by emailing the Library Directors with the

patron name, name of the material requested, author's first and last name, and ISBN number.

- Patrons who utilize the Interlibrary Loan system are responsible for all fees associated with the item they borrowed, in accordance with the policies of the lending library.
- Interlibrary Loan materials (ILLs) will be treated in accordance with the policies of the lending library they were sent from, and patrons will be responsible for any fines associated with these items. If an item is lost or damaged, the patron will be responsible for associated costs. If the loaning library charges late fees, the patron will be responsible for associated costs. Any patron with an outstanding ILL fee will be restricted from requesting ILLs and restricted to checking out one item from the local collection until the fee has been settled.

Volunteer Policy

- Community members interested in volunteering should fill out a Volunteer Application form, which will be reviewed by the Library Directors, who have final discretion over volunteer positions.
- Every effort will be made by the Library to provide the type of assignment requested by the volunteer and that best matches their skills. However, Library Directors will prioritize volunteer tasks based on the current needs of the library.
- All volunteers will be oriented and expected to comply with all library policies and procedures.
- Volunteers will be required to sign and comply with a Volunteer Agreement.
- Volunteers are under the supervision of the Library Directors.
- The Library reserves the right to discontinue a volunteer's service.
- Necessary training and information shall be provided to all volunteers to ensure they are equipped to perform their volunteer duties.

Public Notice Posting Policy

- Those wishing to hang a flyer at the library must first receive approval from a Library Director.
- Library staff and volunteers will remove all public notices in a timely manner after the event advertised has happened, or one month after posting, unless an extended posting has been approved by Library Directors.
- Notices that include abusive language, threatening behavior, discriminatory behavior, or harassment of any sort will not be tolerated and will be removed immediately in the sole discretion of library staff. Anyone attempting to post materials with this content will be given a verbal warning and will lose the ability to post notices at the library should they repeat this behavior.

Additional Policies

- Additional policies may be enacted at the library due to special circumstances, including pandemics, emergencies, etc.

**CITY OF GUSTAVUS
ORDINANCE FY21-14**

**AN ORDINANCE OF THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
CITY ORDINANCE TITLE 8 MARINE FACILITIES CHAPTER 8.02 ADMINISTRATION,
SECTION 8.02.040 MARINE FACILITIES ADVISORY COMMITTEE (c)**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 8 Marine Facilities Chapter 8.02 Administration, Section 8.02.040 Marine Facilities Advisory Committee (C), be amended and adopted as follows:

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

Chapter 8.02 ADMINISTRATION

Section 8.02.040 - Marine Facilities Advisory Committee.

- (a) There is established the marine facilities advisory committee, which shall consist of at least three (3) members appointed by the Gustavus City Council. To the extent possible, appointments to the marine facilities advisory committee shall include persons having marine, engineering, financial, and other skills relevant to harbor facility affairs. Appointments shall be for three (3) years, after which a former member is required to wait at least one (1) year before applying for re-appointment. Initial appointments shall be for staggered terms of two (2) and three (3) years.
- (b) Each committee member shall be a qualified voter residing in the City of Gustavus.
- (c) The marine facilities advisory committee shall meet at least ~~once each month~~ **quarterly, or as needed.**
- (1) At least one (1) member of the marine facilities advisory committee shall be physically present at the designated meeting place in Gustavus for each meeting.
- (2) Marine facilities advisory committee member(s) physically absent from Gustavus may participate by teleconference **or other internet platform being utilized by the city** ~~for no more than four (4) meetings per year, beginning the date of their appointment.~~
- (3) If the marine facilities advisory committee falls below three (3) members, ~~fails to meet for sixty (60) days,~~ **the Gustavus City Council shall declare the Marine Facilities Committee dissolved** ~~positions vacant and~~ assume the responsibilities of the committee while recruiting members.
- (d) *Duties.* The marine facilities advisory committee shall review with the harbormaster harbor facility operations, management, administration, ordinances, policies, fees and charges, and shall recommend changes to the harbormaster and city council as necessary

or appropriate. The chair of the marine facilities advisory committee shall report to the Gustavus City Council as necessary, but not less than once each calendar quarter.

- (e) *Vacancies.* A vacancy in the marine facilities advisory committee shall exist under the following conditions:
 - (1) If a person appointed to membership fails to qualify and take office within thirty (30) days of appointment;
 - (2) If a member departs from the City of Gustavus with the intent to remain away for a period of one hundred twenty (120) or more days;
 - (3) If a member submits his or her resignation to the Gustavus City Clerk;
 - (4) If a member fails to attend three (3) consecutive marine facilities committee meetings.
- (f) *Vacancies declared and filled by Council.* A vacancy shall be declared if one of the conditions in (e) prevails. The vacancy shall be filled according to provisions in Title 2.

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

Date Introduced: *December 14, 2020*
Date of Public Hearing: *January 11, 2021*

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

Brittney Cannamore, Mayor

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY21-13NCO**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2021, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		
	Account Balance*	Amended Balance	Change
	<i>*Approximate, this is a dynamic value.</i>		
AMLIP CARES Act Relief Fund	\$ 184,691.64	\$ 0.00	<\$184,691.64>
<i>Approximate balance after FY21-09NCO account transfer occurs.</i>			
FNBA Checking Account	\$ 457,081.48	\$ 641,773.12	\$ 184,691.64
<i>This amount is the approved reimbursement for CARES Act eligible expenses incurred September 2020 (\$84,793.17), October 2020 (\$31,547.58), and early November 2020 (\$68,350.89).</i>			

Total Change in City Held Account Balances \$ 0.00

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

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

DATE INTRODUCED: *December 14, 2020*
DATE OF PUBLIC HEARING: *January 11, 2021*

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

Brittney Cannamore, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt CMC, City Clerk