



# CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, June 10, 2024 at 7:00 PM  
Gustavus City Hall

## COUNCIL MEMBERS

Mayor Shelley Owens  
Vice Mayor Brian Taylor  
Council Members: Janene Driscoll, Rachel Patrick  
Jim Mackovjak, Kyle Bishop, Mike Taylor

## CITY HALL

City Administrator – Kathy Leary  
City Clerk – Liesl Barker  
City Treasurer – Ben Sadler  
Phone: 907-697-2451 | [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

## AGENDA

### VIRTUAL MEETING INFORMATION

<https://rb.gy/zuduqh>  
**ID:** 515 501 9406    **PASSCODE:** 2451    **TEL:** 253-215-8782

### ROLL CALL

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

### APPROVAL OF MINUTES

1. 05-13-2024 General Meeting Minutes

### MAYOR'S REQUEST FOR AGENDA CHANGES

### COMMITTEE / STAFF REPORTS

2. Library Quarterly Report
3. Gustavus Visitors Association Quarterly Report
4. City Treasurer Monthly Report
5. City Administrator Monthly Report

### PUBLIC COMMENT ON NON-AGENDA ITEMS

### CONSENT AGENDA

### ORDINANCE FOR PUBLIC HEARING

6. FY24-15NCO Budget for Fiscal Year 2025 (Introduced 05-13-2024)
7. FY24-16NCO Amendment of Departmental Budgets in Fiscal Year 2024 (Introduction 05-13-2024)
8. FY24-17NCO Same Old Road Drainage Improvement Project (Introduced 05-13-2024)
9. FY24-18NCO GVFD Exterior Paint Project (Introduced 06-03-2024)

### UNFINISHED BUSINESS

10. CY24-10 Resolution asserting unfettered public access to the Falls Creek lands Via the Hydro Road is a Public Right

### NEW BUSINESS

11. CY24-13 A Resolution supporting Local Boundary Commission's preliminary staff report
12. CY24-14 Pertaining to the Authorized Investments of and Establishing Appropriate Benchmarks to Measure Performance of the City's Endowment

[13.](#) FY25 Road Maintenance Contract

**CITY COUNCIL REPORTS**

[14.](#) Coffee with Council

15. City Beautification

16. Payment Processing Fees/Bank Service Charge

17. SS4A Grant

[18.](#) Mayor's Report

**CITY COUNCIL QUESTIONS AND COMMENTS**

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

**POSTED ON:** June 5, 2024 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

**ADA NOTICE**

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

**VISION STATEMENT**

*We envision a distinctive community:*

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



# CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, May 13, 2024 at 7:00 PM  
Gustavus City Hall

Item #1.

## COUNCIL MEMBERS

Mayor Shelley Owens  
Vice Mayor Brian Taylor  
Council Members: Janene Driscoll, Rachel Patrick  
Jim Mackovjak, Kyle Bishop, Mike Taylor

## CITY HALL

City Administrator – Kathy Leary  
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Phone: 907-697-2451 | [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

## MINUTES - PENDING

### VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/5155019406?pwd=UjNNbjB0T0czdnNreUdWSE1DUHJUQT09&omn=82301710299>  
**ID:** 515 501 9406    **PASSCODE:** 2451    **TEL:** 253-215-8782

### **ROLL CALL** (18 seconds)

#### PRESENT

Mayor Shelley Owens  
Vice Mayor Brian Taylor  
Council Member Janene Driscoll  
Council Member Rachel Patrick (via Zoom)  
Council Member Jim Mackovjak (via Zoom)  
Council Member Kyle Bishop  
Council Member Mike Taylor

### **Reading of the City of Gustavus Vision Statement** (1 minute)

Vision Statement read by Council Member Bishop.

### **APPROVAL OF MINUTES** (1 minute 50 seconds)

1. 04-08-2024 General Meeting Minutes
2. 04-15-2024 Special Meeting Minutes
3. 04-24-2024 Special Meeting Minutes

Motion made by Council Member Patrick to approve by unanimous consent the 04-08-2024 General Meeting Minutes, 04-15-2024 Special Meeting minutes, and the 04-24-2024 Special Meeting minutes.

Seconded by Vice Mayor B. Taylor

Public Comment: None

Council Comment: None

Hearing no objections the 04-08-2024 General Meeting Minutes, 04-15-2024 Special Meeting minutes, and the 04-24-2024 Special Meeting minutes were approved by unanimous consent.

**MAYOR'S REQUEST FOR AGENDA CHANGES** *(3 minutes 33 seconds)*

There were no agenda changes.

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

**COMMITTEE / STAFF REPORTS** *(3 minutes 58 seconds)*4. Disposal and Recycling Center Quarterly Report *(4 minutes 16 seconds)*

Disposal and Recycling Center Manager/Operator, Ian Barrier submitted a written report and provided an oral summary.

Clarifying Questions:

Vice Mayor B. Taylor

Council Member Driscoll

City Administrator Leary

Council Member Mackovjak

5. Marine Facilities Quarterly Report *(10 minutes 14 seconds)*

Marine Facilities Coordinator, Larry Platt submitted a written report and provided an oral summary.

Clarifying Questions: None

6. City Treasurer Monthly Report *(11 minutes 9 seconds)*

City of Gustavus City Treasurer, Ben Sadler provided monthly financial documents and gave an oral summary.

Clarifying Questions: None

7. City Administrator Monthly Report *(12 minutes 35 seconds)*

City of Gustavus City Administrator, Kathy Leary submitted a written report and provided an oral report.

Clarifying Questions: None

**PUBLIC COMMENT ON NON-AGENDA ITEMS** *(19 minutes 20 seconds)*

Sally McLaughlin - PFAS, would like another presentation at a town hall meeting

Clarifying Questions: City Administrator Leary

LeAnn Weikle, library services director - collections development policy

Point of Order by Mayor Owens,- topic is a staff issue and not appropriate during this time. - well taken

City Clerk Barker - Clarifying information can be sent to the council via emailing the clerk.

Jessica Mulligan, community member- Library budget cuts

Point of Order by Mayor Owens- the budget is an agenda item and not allowed at this time. - well taken

Jessica Mulligan - concern about staff and general library concerns,

Mayor Owens – Not appropriate to speak at this time about library concerns

Point of Order by Clerk Barker - Cannot speak about the library budget at this time since it's on the agenda with the introduction of an NCO. All other matters regarding the library are acceptable to speak to at this time because they are not on the agenda. - well taken

Jessica Mulligan - The Library is crucial to the community and supports the staff

**CONSENT AGENDA** (30 minutes 50 seconds)

None

**ORDINANCE FOR PUBLIC HEARING** (31 minutes 22 seconds)

City Treasurer, Ben Sadler gave a brief explanation of FY24-12NCO, FY24-13NCO, and FY24-14NCO.

8. FY24-12NCO Capital Project Funding 2024 Salmon River Park Playground Equipment Expansion Project Phase 2 (Introduced 04/08/2024)

(32 minutes 23 seconds)

Mayor Owens opened the public hearing at 7:34 PM.

Public Testimony: None

Mayor Owens closed the public hearing at 7:36 PM.

Motion made by Council Member Patrick to approve FY24-12NCO Capital Project Funding 2024 Salmon River Park Playground Equipment Expansion Project Phase 2

Seconded by Council Member M. Taylor

Council Debate: None

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Driscoll, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passed

9. FY24-13NCO Capital Project Funding 2024 for Landfill Expansion (Introduced 04/08/2024) (35 minutes 59 seconds)

Mayor Owens opened the public hearing at 7:37 PM.

Public Testimony: None

Mayor Owens closed the public hearing at 7:38 PM.

Motion made by Vice Mayor B. Taylor to approve FY24-13NCO Capital Project Funding 2024 for Landfill Expansion

Seconded by Council Member Bishop

Council Debate: None

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Driscoll, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passed

- 10. FY24-14NCO Long-Term Capital Project Surplus to FNBA (Introduced 04-15-2024) *(38 minutes 15 seconds)*

Mayor Owens opened the public hearing at 7:39 PM.

Public Testimony: None

Mayor Owens closed the public hearing at 7:40 PM.

Motion made by Council Member Mackovjak to approve FY24-14NCO Long-Term Capital Project Surplus to FNBA.

Seconded by Vice Mayor B. Taylor

Council Debate: None

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Driscoll, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passed

**UNFINISHED BUSINESS**

- 11. CY24-10 Resolution asserting unfettered public access to the Falls Creek lands via the Hydro Road is a Public Right *(40 minutes 37 seconds)*

Motion made by Vice Mayor B. Taylor to postpone Item #10: A Resolution by the City of Gustavus Asserting that Unfettered Public Access to the Falls Creek Lands Via the Hydro Road is a Public Right to a time certain, the June 10, 2024 Gustavus City Council General Meeting.

Seconded by Council Member Patrick

Point of Order: Need an amendment to the motion because it is item #11 not #10. - Well Taken

Motion made by Vice Mayor B. Taylor to postpone Item #11: A Resolution by the City of Gustavus Asserting that Unfettered Public Access to the Falls Creek Lands Via the Hydro Road is a Public Right to a time certain, the June 10, 2024 Gustavus City Council General Meeting.

Seconded by Council Member Patrick

Council Debate:

Vice Mayor B. Taylor

Council Member M. Taylor

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Driscoll, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passed.

**NEW BUSINESS**

12. CY24-12 Resolution establishing a conservation lands advisory committee

*(45 minutes 26 seconds)*

Motion made by Council Member M. Taylor to approve CY24-12 Resolution establishing a conservation lands advisory committee.

Seconded by Vice Mayor B. Taylor

Point of Order by Vice Mayor B. Taylor - Need to read the resolution - Well taken

Resolution read by Vice Mayor B. Taylor

Public comment: None

Council debate: None

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Driscoll, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passed

13. FY24-15NCO Budget for Fiscal Year 2025 (public hearing 06-10-2024)

*(51 minutes 17 seconds)*

Motion made by Council Member Bishop to introduce FY24-15NCO Budget for Fiscal Year 2025.

Seconded by Vice Mayor B. Taylor

Summary by City Treasurer, Ben Sadler

Public Comment: None

Council Debate:

Council Member Driscoll

City Administrator Leary

Council Member Driscoll

Parliamentary clarification: Clerk Barker- Public comment has closed for this agenda item

Vice Mayor B. Taylor

Council Member Bishop

Council Member Driscoll

Council Member Bishop

Point of Order by Vice Mayor B. Taylor - Keep it to council debate - well taken

Vice Mayor B. Taylor

City Administrator Leary

Mayor Owens

Point of Order by Clerk Barker - Each council member gets two chances to speak during debate - well taken

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Voting Nay: Council Member Driscoll

Motion Passed

14. FY24- 16NCO Amendment of Departmental Budgets in Fiscal Year 2024 (public hearing 06-10-2024) *(1 hour 10 minutes 49 seconds)*

Motion made by Council Member Patrick to introduce FY24- 16NCO Amendment of Departmental Budgets in Fiscal Year 2024.

Seconded by Council Member Mackovjak.

Summary by City Treasurer, Ben Sadler

Public Comment: None

Council Debate: None

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Driscoll, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passed

15. FY24-17NCO Same Old Road Drainage Improvement Project (public hearing 06-10-2024) *(1 hour 15 minutes 16 seconds)*

Motion made by Council Member Driscoll to introduce FY24-17NCO Same Old Road Drainage Improvement Project.

Seconded by Council Member M. Taylor

Summary by Council Member M. Taylor

Public Comment: None

Council Comment: None

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Driscoll, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passed

## **CITY COUNCIL REPORTS**

16. Coffee with Council *(1 hour 18 minutes 03 seconds)*

Council Member Driscoll provided a brief update about the upcoming Coffee with Council event.

17. City Beautification *(1 hour 18 minutes 45 seconds)*

Council Member Driscoll provided a brief update.

18. Payment Processing Fees/Bank Service Charge *(1 hour 19 minutes 44 seconds)*

Vice Mayor B. Taylor provided a brief update.



19. SS4A Grant *(1 hour 22 minutes 25 seconds)*

Council Member Mackovjak provided a brief update.

20. Mayor's Report *(1 hour 23 minutes 26 seconds)*

Mayor Owens submitted a written report and provided an oral summary.

**CITY COUNCIL QUESTIONS AND COMMENTS** *(1 hour 25 minutes 00 seconds)*

Council Member Driscoll - PFAS presentation

Mayor Owens

Clerk Barker

City Administrator Leary

Council Member Mackovjak - Senator Kiehl will be in Gustavus 5/23/24

Council Member Bishop - thanks for all those advocating for library

**PUBLIC COMMENT ON NON-AGENDA ITEMS** *(1 hour 36 minutes 06 seconds)*

Sally McLaughlin - Thanks for the efficient meeting

Jim Kearns - Pave Willson Rd, appreciation for starting the wave barrier process, and suggested adding the credit card fee to the user

**EXECUTIVE SESSION**

None

**ADJOURNMENT** *(1 hour 34 minutes 35 seconds)*

With no further business and hearing no objections, the meeting was adjourned at 8:35 PM.

**POSTED ON:** May 8, 2024 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

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**VISION STATEMENT**

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- *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.*

\_\_\_\_\_  
Shelley K. Owens, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest: Liesl M. Barker, City Clerk

\_\_\_\_\_  
Date

**Staff Report — June 2024**  
**Gustavus Public Library**  
14 Gustavus Road ~ 907.697.2350



LeAnn Weikle ~ Library Services Director ~ [leann.weikle@gustavus.lib.ak.us](mailto:leann.weikle@gustavus.lib.ak.us)  
Melisa Gomb ~ Library Administrative Director ~ [melisa.gomb@gustavus.lib.ak.us](mailto:melisa.gomb@gustavus.lib.ak.us)

**General Library Statistics March 2024 – May 2024**

	March	April	May
<b>Library Visitors</b>	389	358	450
<b>Books Checked Out</b>	475	312	457
<b>Movies Checked Out</b>	129	168	118
<b>Interlibrary Loans Checked Out</b>	21	24	29
<b>Digital Materials Checked Out</b>	1816	1823	1852
<b>Other Materials Checked Out</b>	52	53	47
<b>Events Hosted at/by Library</b>	30	13	21

**Statistics**

At the beginning of FY24 I was asked to present statistics that both demonstrate how the Library spends our materials budget and the PLA Grant monies, and supports the importance and need of our yearly budget requests. The library had not been asked for this sort of breakdown in the past and as a new employee who had just started in the final days of the close of FY 23, I didn't have the ability to mine this data from systems the library had not yet set up. I have since implemented some new methods in hopes that at the end of this fiscal year, we can evaluate the Libraries' successes and misses with our current collection development policy and use this data to make changes to best support the community. I look forward to presenting our conclusions to the administration and council in the coming fiscal year.

## Public Outreach

The Wishes and Wants Survey mentioned in our last report is moving forward. When ready, the survey will be emailed out with links to access it online and we will post it on our social media platforms. We will have paper copies available at the library and at the July 2<sup>nd</sup> Second Saturday Market, along with a laptop there for anyone wanting to fill it out then. Additionally, we will have designated times at the library for anyone requiring assistance.

Once the survey is closed and the results tallied, we will work to enact suggested positive change to better serve our community. We look forward to hearing from Gustavus.

In the next two weeks, we would like to ask the Gustavus City Council to take a minute to consider what they would like to learn from the public and our patrons and email your thoughts and ideas to LeAnn Weikle, Library Services Director by Tuesday, June 25, 2024. I will do my best to include them.



We ❤️ Our Volunteers

## Volunteers

Our long-time mission reflects our volunteer appreciation and gratitude!

***GPL 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.*

***At the Gustavus Public Library, Volunteers Are Our Foundation.***

Our library volunteers work a combined total of 27 hours a week, which translates to about 1,400 hours a year. This is the equivalent of an entire staff position.

In addition, on June 1<sup>st</sup> the volunteers came together for a one-hour Volunteer Gathering and we are grateful. LeAnn provided some treats. They worked to learn the new I.L.L. (Interlibrary Loan) procedure and our new format for tracking data. They also offered great feedback and suggestions. They are appreciated!

## Status of Active or Upcoming Grants

The 2022 Alaska Community Foundations Grant of \$10,000 continues to help us host incredibly popular and valuable programs. This grant is still being used to support **Books for Babes** and **1000 Books Before K** programs, which are integral to our community, especially with how many newborns we will have in Gustavus in the next year! This grant will help parents with a free resource to be sure their children are on track for early literacy, which gives families the tools they need to prepare their children for later reading success. We will continue to use this money throughout FY24 for this and other programming.

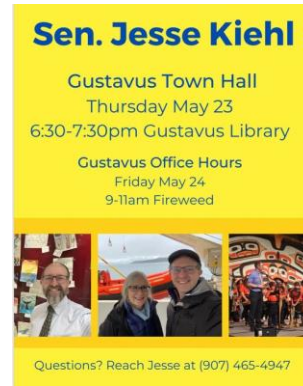


The PLA (Public Library Assistance) Grant application was applied for and we should be seeing the amount we are granted in early FY25.

In our last report we mentioned Kanopy, an on-demand streaming video platform for public and academic libraries that offers over 30,000 popular videos, TV series, independent films, documentaries and more. All you need is a library card to create an account and enjoy Kanopy. The service is free for users, and the contract includes Public Performance Rights which allows us to show them at the library. We planned to have a Kickoff Celebration in April but because of travel we missed that opportunity. We will instead work to introduce Gustavus to this new program with a public announcement and tutorial later in July. We will also be available to anyone needing help getting started. We believe this platform will be extremely popular now that Gustavus has better internet for streaming at home and on personal devices, and I look forward to seeing what kind of stats we can collect on patron usage.

Melisa is currently looking for a grant to help us replace our aging patron computers that we have a lot of trouble with. There will be an update in our next quarterly report.

# Past, Current, & Upcoming Programming Spring/Summer 2024:



## o Gustavus School: a Book Swap, Classroom visits, and Teacher Support!

**Gustavus Public Library**  
May 17 at 12:55 PM

A Book Swap is a great way to rejuvenate a personal library and reuse books! This week the Gustavus School and Gustavus Library partnered to host a Book Swap. All kids grades preschool to 12 had an opportunity to shop and participate. Thank you to Ms. Jessie for the idea and collaboration. You are so appreciated!  
#guslib Jessie Soder

**Gustavus Public Library** is feeling blessed.  
May 16 at 8:41 PM

S'mores and the Gustavus School preschool class make for a very fine day! Ms. Quynn's class visits the library once a week and it is always a treat to have them! Today our stories were all about BEARS, Bear Hugs and Going on a Bear Hunt!  
#guslib Quynn Thompson

## o Garden Trivia

**Gustavus Public Library**  
May 14 at 6:01 PM

Wednesday night! Make and take soil blocks and paper seed pots. Play and learn during Garden Trivia!  
6:00-8:30 pm at the Gustavus Public Library #guslib

**Garden Trivia Night at the Library**

**Time: 6-8:30 Wednesday, May 15th**  
**Place: Meeting Room**

Come test your knowledge of soil and planting through an interactive Jeopardy game hosted by South East Alaska Master Gardeners, Geneva Hubbel! Learn about gardening techniques and resources available at

- Mother's Day Mini-Make event with Morgan Park Art



- Meditative Doodling with Laurie Lynn
- Plein Aire Painters, Wednesdays 10:00 -12:00
- Passive Programming: Popsicle Art
- Pizza, Puzzles & Games, 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays of the month, 3:30-6:00 pm
- Library Volunteer Appreciation event twice a year!
- Maker Meetings begun at the request of the organizers of the GCC's Fiberpalooza, Wednesdays at 7:00 pm
- Art Club, Grades K-2<sup>nd</sup> and 3<sup>rd</sup>-5<sup>th</sup> and the Art Club Shows
- NPS Meetings and Trainings utilizing the Meeting Room which gains library revenue.
- TACO (Teen Advisory Council organization) Meetings –beginning again in partnership with the new G.C.C. Operations Manager
- Gustavus Virtual Adult Book Club (new books chosen monthly) OPEN TO EVERYONE!
- Everybody Welcome Devilsclub Contra Band, Thursdays at 5:30 and Banjo Classes 5:00

- Story Walk with new books often
- Gustavus Preschool and Elementary Class Weekly Visits: Ms. Quynn’s preschool and Ms. Jessie’s 3<sup>rd</sup>-5<sup>th</sup> grades
- Homeschool Library Learning Time, Wednesdays at 12:30 pm
- Books for Babes - Friday’s at 10:00 am and 1000 Books Before K
- Test Proctoring (including driver’s permit and license, college classes, EMT, AK STAR)
- Curbside Services 5 days/week
- Custom-made book boxes – please let us know if there are any requests.
- Library Friends and Volunteers Meetings every 2 or 3 months. Library Gatherings for trainings purposes.
- Seed Library is available and well used.


## Programs and Services in the Spotlight

- Technology Training with a Librarian! Reserve the Support You Need!

**Technology Training with a Librarian**

Training opportunities are available for:

- Learning Libby
- Navigating the City Website
- Library Online Catalog



**Last Name \***

**First Name \***

**Best Contact Number \***

**Email Address (optional)**

**What are you seeking help with? \***

- The Juneau Empire Newspaper delivered 3 times a week





## **Past, Current, or Upcoming Trainings**

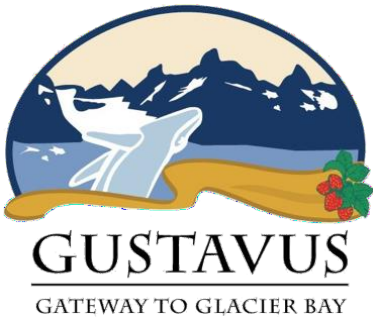
LeAnn is attending the:

### **2024 Conference “Stronger Together: Amplifying Voices, Strengthening Communities”**

The Alaska Library Association (AkLA) and the Pacific Northwest Library Association (PNLA) are hosting a joint conference to be held August 1-3, 2024 in Juneau, Alaska.

**Thank you to our City Council!**

**We appreciate all your efforts on behalf of Gustavus.**



# Gustavus Visitors Association June 3, 2024 Quarterly Report

## City of Gustavus Quarterly reports due:

June - second quarter -reflecting activities from March, April and May  
Objectives for – June, July & August.

September- (End of Year) third quarter - reflecting the FY activities & completed to task  
years report

Quarterly report - reflecting activities from- June, July & August  
Objectives for- September, October & November.

December - fourth quarter - reflecting activities from- September, October & November.  
Objectives for- December, January & February.

March- first quarter (Mid Year) – reflecting activities from- December, January & February  
Objectives for March, April & May.

Include: - next FY Marketing Plan & FY budget request.

**This report reflects activities within the GVA from March through May 2024 and projected goals and objectives for June through November 2024.**

## Packet Includes:

- Quarterly Progress Report
- Profit & Loss vs Actual
- Balance Sheet

**Gustavus Visitors Association Board of Directors:**

President: Leah Okin  
Vice President: Robynn Jones  
Secretary: Cam Cacioppo  
Treasurer: Hillery Lesh  
Director: Curtis Linblom  
Director: Natalie Vaz

**Employed Positions:**

Administrator: Noel Farevaag  
Marketing Coordinator: Leah Okin  
Marketing Technician: Brian Taylor  
Marketing Social Media: Trisha Dawson

**Mission Statement**

The mission of GVA is to enhance the economies of the City of Gustavus (CoG) through marketing tourism that increases business revenue, tax revenue and creates jobs. Our primary goal is to increase overnight stays of leisure and business travelers, who in turn, support local businesses through spending money – a boost to our economy.

GVA is committed to promoting and elevating Gustavus' position as a world-class destination for leisure travel. GVA further serves to ensure tourism continues to contribute locally on a large scale, thereby enhancing the quality of life for all who live, work and play here.

**Organizational Structure: Non-profit Corporation**

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

**Funding Source**

The Gustavus Visitors Association is funded both by a city bed tax of 4%, of which GVA can receive up to half, and GVA annual membership dues. The visitor industry supports up to 50% of the City's tax revenue in most years.

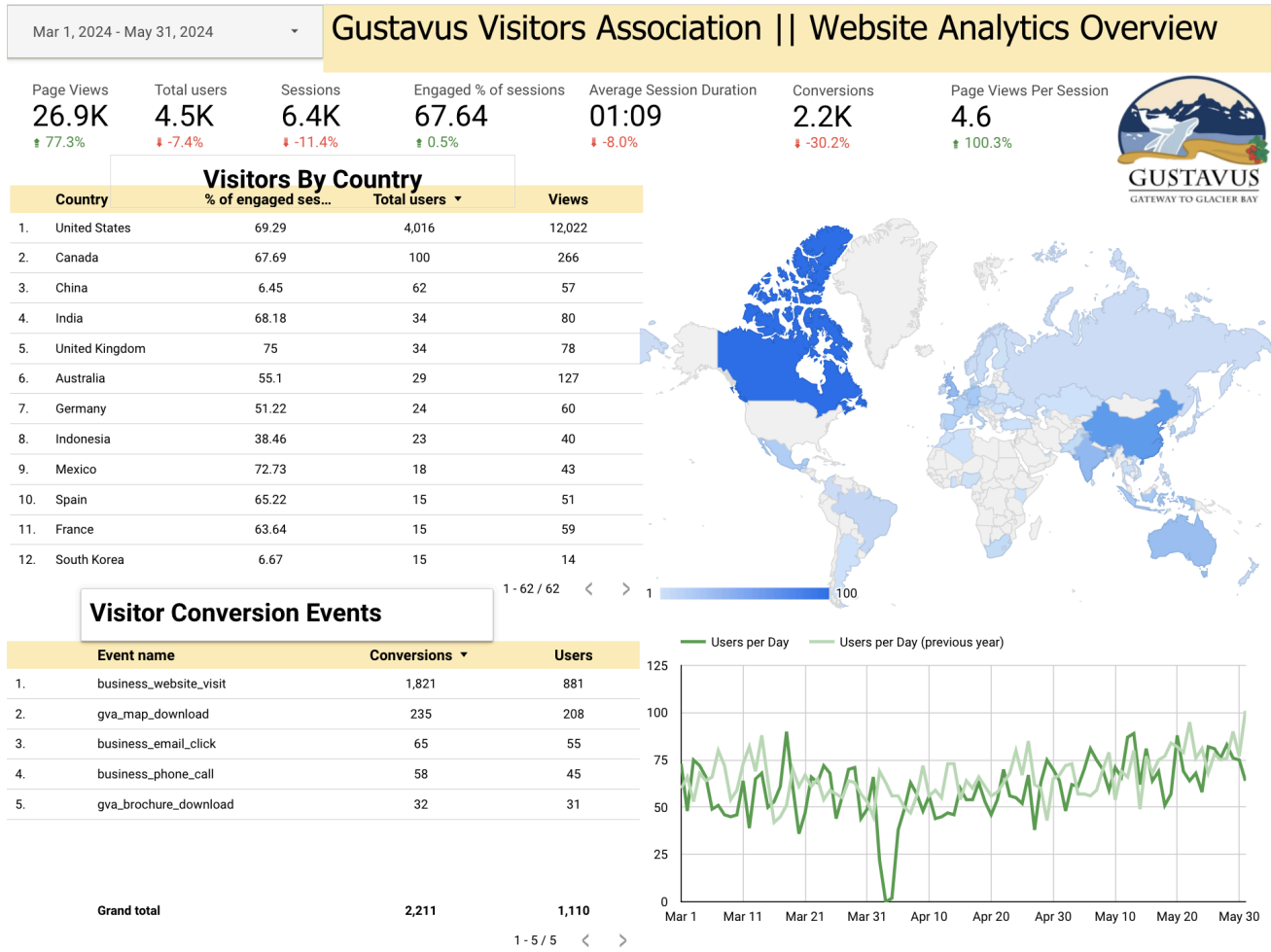
## Completed to task this quarter – March, April & May.

- ❖ Maintaining the Gustavus Calendar of events on the GVA website as a one stop location where all Gustavus events may be viewed by visitors and the community
- ❖ Maintained marketing and memberships.
  - Southeast Alaska Tourism Council (SATC)
  - Travel Alaska
  - Alaska Travel Industry Association (ATIA)
  - Travel Juneau
- ❖ Maintained content on the website.
- ❖ Maintained marketing listings in the MilePost and the Alaska Magazine
- ❖ Continued the position of Featured listing on [Travel Juneau's nearby communities](#)
- ❖ Updated the Gustavus Map and Brochure – It is on it's way and should be printed next week and out in circulation shortly after. This took a while for businesses to respond that they wished to be included on the map.
- ❖ Implemented updates to resolve compatibility issues we had been experiencing.
- ❖ Updated our server to use the latest HTTP protocol our server will allow (HTTP2) to increase loading speeds.

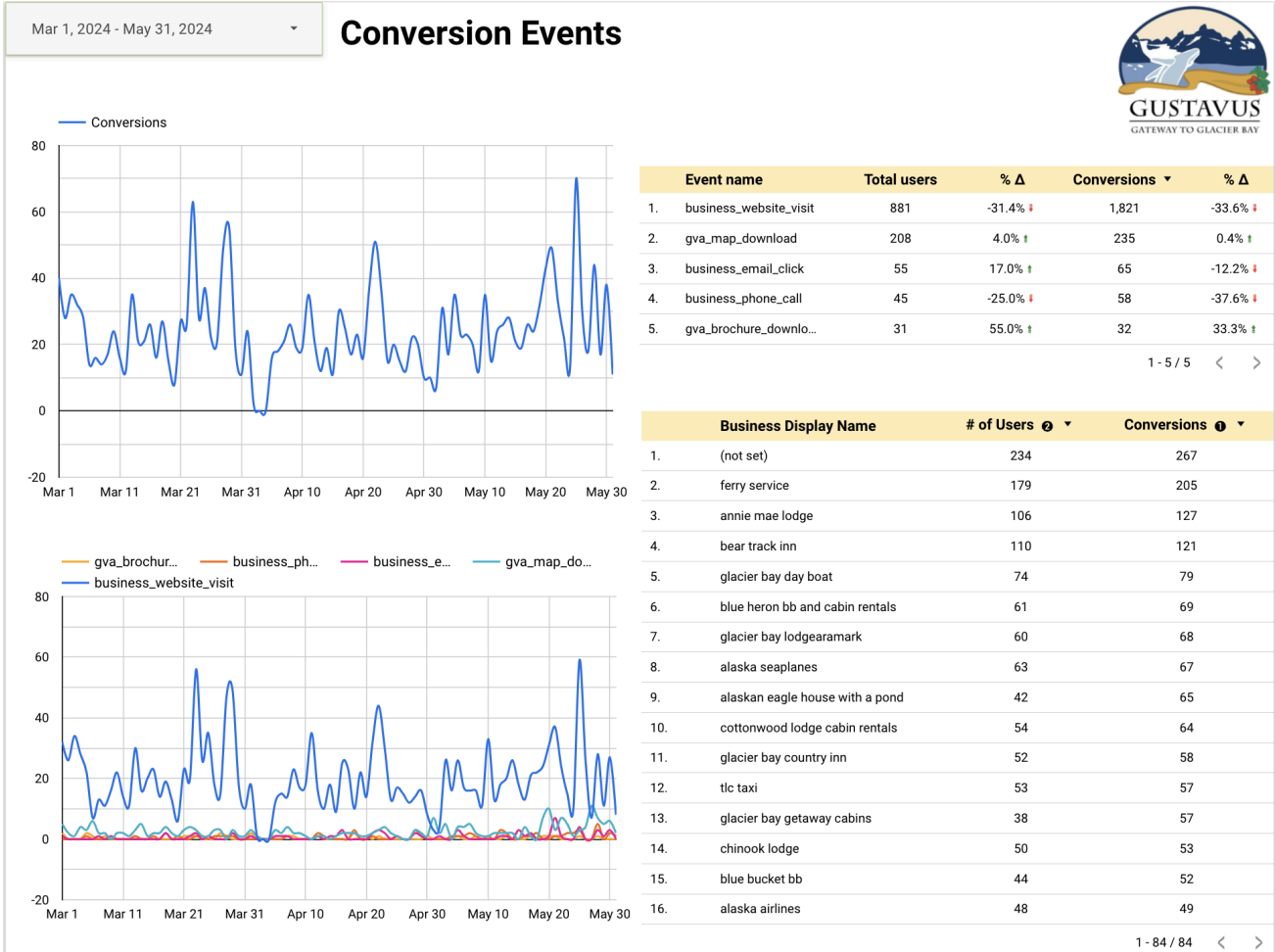
# Analytics of GVA Website

Second quarter – March 1st through May 31st, 2024

[View the live and interactive report here](#)

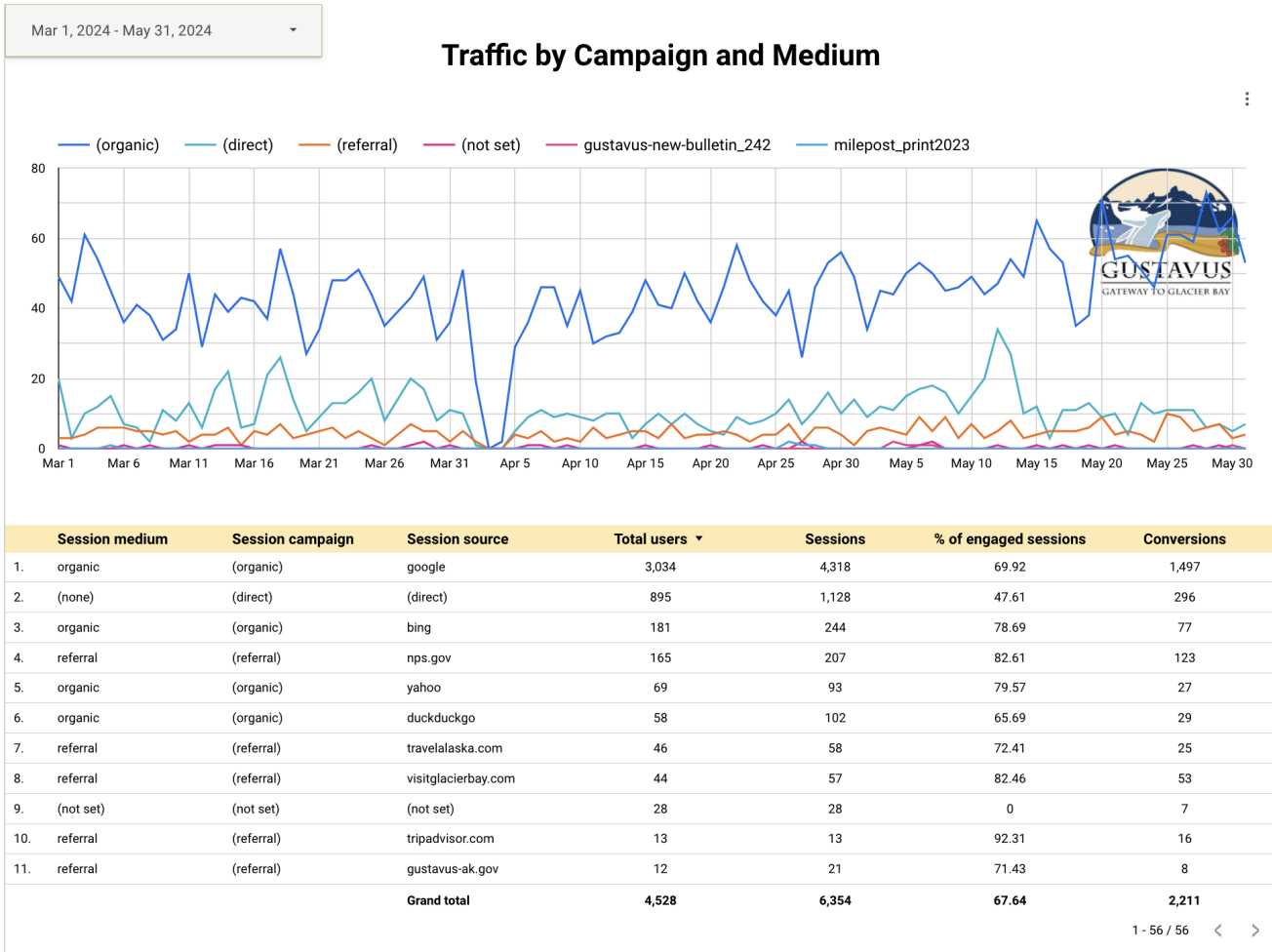


- Interestingly, despite a decrease in the number of conversions, total users, and sessions, the trend of pageviews increasing significantly continues from last quarter, with the average number of page views per session doubling compared to the same period last year.



- For two days in the quarter (April 3, 4) a service outage caused us to not record any data.
- This outage however, would not account for the YoY decrease in conversion events we saw across the site.
- We'll want to corroborate the declines we're seeing in website conversions with local businesses and their level of business this season.

- We continue to see organic traffic bring us most of our engaged site visitors.
- As is typical, visitors referred to the site from NPS.gov are the most likely to convert.





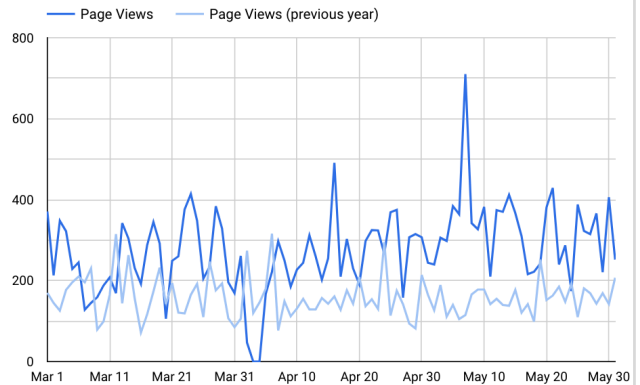
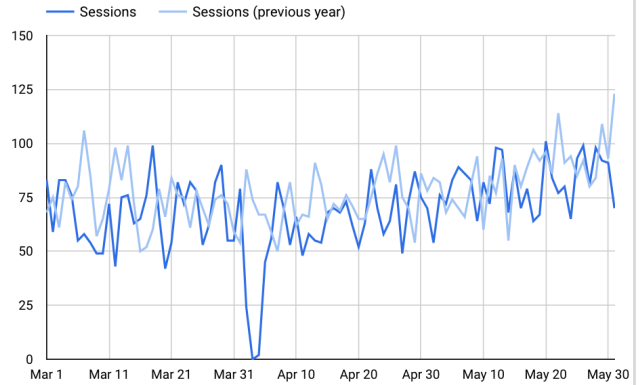
Mar 1, 2024 - May 31, 2024



## Page Views

Page URL	Views	% Δ
1. /	3,621	50.2% ↑
2. /getting-to-gustavus/ferry-service	2,547	117.9% ↑
3. /places-to-stay/	1,659	60.8% ↑
4. /plan-your-trip/brochure-and-map/	1,464	111.9% ↑
5. /plan-your-trip/getting-to-gustavus/	1,153	41.1% ↑
6. /getting-around-gustavus/buds-rent...	851	148.8% ↑
7. /transportation/	549	1,043.8% ↑
8. /about-gustavus/the-city-of-gustavus/	509	184.4% ↑
9. /plan-your-trip/suggested-itineraries/	489	55.7% ↑
10. /accommodations	387	0.3% ↑
11. /activities/glacier-bay-day-boat	381	-
12. /getting-around-gustavus/tlc-taxi	381	117.7% ↑
13. /transportation	366	-15.5% ↓
14. /plan-your-trip/getting-around-gusta...	352	162.7% ↑
15. /things-to-do/dining/	341	55.0% ↑
16. /things-to-do/	326	-
17. /things-to-do/fishing-and-whale-wat...	308	36.3% ↑
18. /plan-your-trip/	299	110.6% ↑
19. /plan-your-trip/getting-to-gustavus/f...	285	3,971.4% ↑
20. /about-gustavus/glacier-bay-nationa...	282	64.0% ↑
21. /faq/	281	102.2% ↑
22. /things-to-do/kayaking/	277	83.4% ↑
23. /glacier-bay-national-park/glacier-ba...	272	-13.9% ↓
24. /getting-to-gustavus/alaska-airlines	271	96.4% ↑
25. /about-gustavus/history-of-gustavus/	249	118.4% ↑

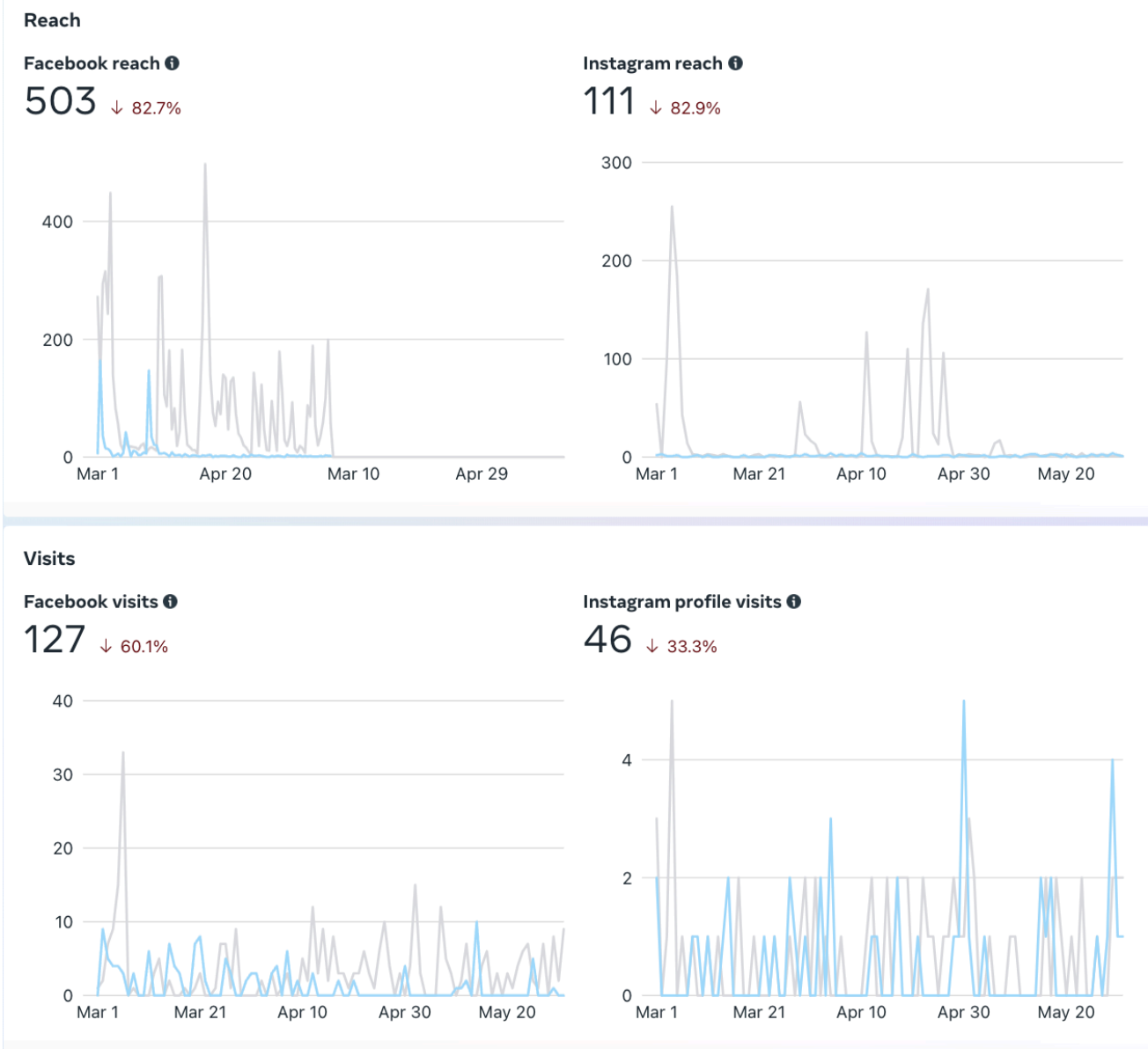
1 - 100 / 360 < >



- The significant increases in page traffic, without a corresponding increase in conversion events, is confusing at best.
- It's tempting to believe perhaps we're seeing significant traffic from bots, it's also possible there's an error occurring miscounting traffic.
- We've reviewed our configuration and tracking systems and see no other sign of issues.

# Social Media Report

## Social Media Reach and Engagement



**Our most popular post for the period reached over 200 accounts organically.**  
Our social media activity and results have been admittedly low. This is an area where we'll be focusing for improvement.

## Goals and Objectives for June through August 2024

- ❖ Continue marketing relationship / partner bridges between neighbor communities.
- ❖ Continue to generate the GVA Community News Bulletin.
- ❖ Set up a meeting for the public and businesses to discuss how Gustavus envisions the future of tourism in Gustavus.
- ❖ Continue to work on the Beach welcome sign.
- ❖ Waiting to hear from Frostline Studios about the release of the Gustavus Film project.
- ❖ Increase our social media presence with more content creation.
- ❖ Continued incremental updates and improvements to our website.

## Conclusion

This quarter has been hitting the ground running to get ready for the summer season. Gustavus is the fastest growing town in Southeast Alaska, and we are catching our tails to keep up with all the changes and growing pains.

The GVA would like to hear from the community and businesses about how we may grow graciously together and where we may invest our energy and money.

The GVA exists for the betterment of Gustavus and we welcome your voices.

**Balance Sheet**

As of June 4, 2024

	<u>Jun 4, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
FNBA	46,876.15
<b>Total Checking/Savings</b>	<u>46,876.15</u>
Accounts Receivable	
Accounts Receivable	-25.00
<b>Total Accounts Receivable</b>	<u>-25.00</u>
<b>Other Current Assets</b>	
Covid Related Expenses	-10,030.00
<b>Total Other Current Assets</b>	<u>-10,030.00</u>
<b>Total Current Assets</b>	36,821.15
<b>Fixed Assets</b>	
Laptop	1,199.98
<b>Total Fixed Assets</b>	<u>1,199.98</u>
<b>TOTAL ASSETS</b>	<b><u>38,021.13</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	5,076.16
Retained Earnings	23,979.06
Net Income	8,965.91
<b>Total Equity</b>	<u>38,021.13</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>38,021.13</u></b>

**Gustavus Visitors Association**  
**Profit & Loss Budget vs. Actual**  
 July 1, 2023 through June 4, 2024

	Jul 1, '23 - Jun 4, 24	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
CityTax Revenue	41,400.00	41,400.00	0.00
Membership	2,659.53	5,050.00	-2,390.47
<b>Total Income</b>	44,059.53	46,450.00	-2,390.47
<b>Gross Profit</b>	44,059.53	46,450.00	-2,390.47
<b>Expense</b>			
<b>Administration</b>			
Postage	132.35	210.00	-77.65
Software	-189.56	800.00	-989.56
Supplies	102.99	100.00	2.99
<b>Total Administration</b>	45.78	1,110.00	-1,064.22
<b>Contractor Work</b>			
Administrative	2,000.00	2,000.00	0.00
<b>Marketing Coordinator</b>			
Social Media	1,200.00	0.00	1,200.00
Technician	2,410.00	0.00	2,410.00
Marketing Coordinator - Other	2,700.00	14,400.00	-11,700.00
<b>Total Marketing Coordinator</b>	6,310.00	14,400.00	-8,090.00
<b>Total Contractor Work</b>	8,310.00	16,400.00	-8,090.00
<b>Fees/Licenses</b>	2,995.00	500.00	2,495.00
<b>Marketing</b>			
Community Outreach	0.00	4,000.00	-4,000.00
<b>Memberships</b>			
ATIA/Travel Alaska	390.00	140.00	250.00
DTN Travel Juneau	0.00	400.00	-400.00
JCVB/Juneau Guide	0.00	400.00	-400.00
<b>Total Memberships</b>	390.00	940.00	-550.00
<b>Online</b>			
GVA Website	1,069.63	1,000.00	69.63
Promotional Video	16,214.18	13,000.00	3,214.18
Social Media	590.00	100.00	490.00
<b>Total Online</b>	17,873.81	14,100.00	3,773.81
<b>Print / Digital Media</b>			
Alaska Magazine ads	116.00	0.00	116.00
Brochure	350.00	2,000.00	-1,650.00
Print / Digital Media - Other	500.00	0.00	500.00
<b>Total Print / Digital Media</b>	966.00	2,000.00	-1,034.00
<b>Marketing - Other</b>	383.16	0.00	383.16
<b>Total Marketing</b>	19,612.97	21,040.00	-1,427.03
<b>Professional Fees</b>	25.00	0.00	25.00
<b>Special Projects</b>			
Community Projects	4,391.00	7,400.00	-3,009.00
<b>Total Special Projects</b>	4,391.00	7,400.00	-3,009.00
<b>Total Expense</b>	35,379.75	46,450.00	-11,070.25
<b>Net Ordinary Income</b>	8,679.78	0.00	8,679.78
<b>Net Income</b>	<b>8,679.78</b>	<b>0.00</b>	<b>8,679.78</b>

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
 July 2023 through May 2024

	Jul '23 - May 24	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Business License Fees</b>	3,050.00	3,500.00	-450.00
<b>Donations</b>	520.00	1,000.00	-480.00
<b>DRC Income</b>			
<b>C Chest paid at City Hall</b>	670.00		
<b>Community Chest Sales</b>	11,234.50	13,500.00	-2,265.50
<b>Landfill Fees paid @ City Hall</b>	43,255.46		
<b>Landfill Fees/Sales</b>	53,063.50	75,000.00	-21,936.50
<b>Recyclable Material Sales</b>	2,241.46	3,600.00	-1,358.54
<b>Total DRC Income</b>	110,464.92	92,100.00	18,364.92
<b>Federal Revenue</b>			
<b>ARPA - 22-LGLR</b>	33,904.06	35,987.92	-2,083.86
<b>Disaster Assistance (FEMA funds)</b>	5,459.67		
<b>Natl Forest Receipts-Encumbered</b>	45,016.82	45,000.00	16.82
<b>Payment In Lieu of Taxes</b>	152,913.58	130,000.00	22,913.58
<b>Total Federal Revenue</b>	237,294.13	210,987.92	26,306.21
<b>Fundraising</b>	260.00	600.00	-340.00
<b>Grant Income</b>	0.00	13,000.00	-13,000.00
<b>GVFD Income</b>			
<b>Ambulance Billing</b>	-1,037.38	9,000.00	-10,037.38
<b>ASP</b>	1,215.00	1,500.00	-285.00
<b>Training</b>	120.00	150.00	-30.00
<b>Total GVFD Income</b>	297.62	10,650.00	-10,352.38
<b>Interest Income</b>	445.11		
<b>Lands Income</b>			
<b>Gravel Pit Gravel Sales</b>	39,936.00	40,000.00	-64.00
<b>Total Lands Income</b>	39,936.00	40,000.00	-64.00
<b>Lease Income</b>			
<b>Rent</b>	2,000.00		
<b>Lease Income - Other</b>	7,190.32	16,011.00	-8,820.68
<b>Total Lease Income</b>	9,190.32	16,011.00	-6,820.68
<b>Library Income</b>	1,329.00	500.00	829.00
<b>Marine Facilities Income</b>			
<b>Facilities Usage Fees</b>			
<b>Landing Craft Use Fee</b>	2,300.00		
<b>Single Use Fee</b>	105.00		
<b>Facilities Usage Fees - Other</b>	0.00	2,000.00	-2,000.00
<b>Total Facilities Usage Fees</b>	2,405.00	2,000.00	405.00
<b>Commercial Vessel Registration</b>			
<b>Kayak Registration</b>	30.00		
<b>Commercial Vessel Registration - Other</b>	7,000.00	15,000.00	-8,000.00
<b>Total Commercial Vessel Registration</b>	7,030.00	15,000.00	-7,970.00
<b>Private Vessel Registration</b>			
<b>Kayak Registration</b>	30.00		
<b>Private Vessel Registration - Other</b>	3,235.00	5,000.00	-1,765.00
<b>Total Private Vessel Registration</b>	3,265.00	5,000.00	-1,735.00
<b>Storage Area Fee</b>	2,340.00	2,250.00	90.00
<b>Total Marine Facilities Income</b>	15,040.00	24,250.00	-9,210.00
<b>State Revenue</b>			
<b>Community Assistance Program</b>	83,489.34	80,000.00	3,489.34

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
 July 2023 through May 2024

	Jul '23 - May 24	Budget	\$ Over Budget
Shared Fisheries Business Tax	503.10	632.77	-129.67
<b>Total State Revenue</b>	<b>83,992.44</b>	<b>80,632.77</b>	<b>3,359.67</b>
<b>Tax Income</b>			
Retail Tax Income	432,690.04	415,000.00	17,690.04
Remote Sellers Retail Tax	70,714.52	56,000.00	14,714.52
Room Tax Income	104,577.50	105,400.00	-822.50
Fish Box Tax	2,260.00	8,000.00	-5,740.00
Penalties & Interest	2,640.46	1,000.00	1,640.46
Tax Exempt Cards	290.00	300.00	-10.00
<b>Total Tax Income</b>	<b>613,172.52</b>	<b>585,700.00</b>	<b>27,472.52</b>
<b>Total Income</b>	<b>1,114,992.06</b>	<b>1,078,931.69</b>	<b>36,060.37</b>
<b>Gross Profit</b>	<b>1,114,992.06</b>	<b>1,078,931.69</b>	<b>36,060.37</b>
<b>Expense</b>			
Administrative Costs	46,235.50	35,000.00	11,235.50
Advertising	0.00	100.00	-100.00
Bad Debt	4,332.00	0.00	4,332.00
Bank Service Charges	9,646.48	4,750.00	4,896.48
<b>Building</b>			
Insurance	15,336.68	12,658.62	2,678.06
Maintenance & Repair	5,543.08	13,200.00	-7,656.92
<b>Total Building</b>	<b>20,879.76</b>	<b>25,858.62</b>	<b>-4,978.86</b>
<b>Contractual Services</b>			
City Engineer	6,309.60	20,000.00	-13,690.40
Ambulance Billing Expense	526.18	1,300.00	-773.82
Managed IT Services	25,020.00	25,020.00	0.00
Contractual Services - Other	28,841.56	41,560.00	-12,718.44
<b>Total Contractual Services</b>	<b>60,697.34</b>	<b>87,880.00</b>	<b>-27,182.66</b>
<b>Dues/Fees</b>	<b>11,869.57</b>	<b>14,707.00</b>	<b>-2,837.43</b>
<b>Economic Development Services</b>			
GVA	41,400.00	41,400.00	0.00
<b>Total Economic Development Services</b>	<b>41,400.00</b>	<b>41,400.00</b>	<b>0.00</b>
<b>Election Expense</b>	<b>81.56</b>	<b>250.00</b>	<b>-168.44</b>
<b>Emergency &amp; Disaster</b>	<b>0.00</b>	<b>50,000.00</b>	<b>-50,000.00</b>
<b>Equipment</b>			
Equipment Fuel	2,156.55	2,200.00	-43.45
Equipment Purchase	5,974.69	12,050.00	-6,075.31
Insurance	298.09	278.86	19.23
Maintenance & Repair	7,010.51	6,000.00	1,010.51
<b>Total Equipment</b>	<b>15,439.84</b>	<b>20,528.86</b>	<b>-5,089.02</b>
<b>Events &amp; Celebrations</b>	<b>3,898.54</b>	<b>4,400.00</b>	<b>-501.46</b>
<b>Freight/Shipping</b>	<b>22,461.75</b>	<b>31,000.00</b>	<b>-8,538.25</b>
<b>Fundraising Expenses</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>
<b>General Liability</b>			
Public Entity Crime Coverage	122.49		
Cyber Liability	2,817.00		
General Liability - Other	12,574.44	20,700.00	-8,125.56
<b>Total General Liability</b>	<b>15,513.93</b>	<b>20,700.00</b>	<b>-5,186.07</b>
<b>Gravel Pit Fund</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>0.00</b>
<b>Library Materials</b>			
Donated/Fundraised	0.00	800.00	-800.00
Non-Fiction Add/Replacement	-7.00	13,200.00	-13,207.00

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July 2023 through May 2024**

	Jul '23 - May 24	Budget	\$ Over Budget
Library Materials - Other	4,026.54		
<b>Total Library Materials</b>	4,019.54	14,000.00	-9,980.46
<b>Marine Facilities</b>			
Insurance	5,804.01	2,722.48	3,081.53
Maintenance & Repairs	0.00	3,000.00	-3,000.00
<b>Total Marine Facilities</b>	5,804.01	5,722.48	81.53
<b>Occupational Health</b>	0.00	500.00	-500.00
<b>Payroll Expenses</b>			
Wages	367,118.27	444,099.13	-76,980.86
Payroll Taxes	36,026.09	39,446.57	-3,420.48
Paid Time off	10,474.23		
Sick Leave	5,448.86		
Health Insurance (company paid)	31,922.58	26,493.60	5,428.98
Health Insurance Stipend	5,720.00	9,600.00	-3,880.00
457(b) Employer Contribution	17,436.97	29,220.00	-11,783.03
Workers Comp Insurance	6,218.05	8,979.10	-2,761.05
Payroll Expenses - Other	-10,786.48	230.00	-11,016.48
<b>Total Payroll Expenses</b>	469,578.57	558,068.40	-88,489.83
<b>Professional Services</b>	3,785.00	15,000.00	-11,215.00
<b>Public Relations</b>	575.57	500.00	75.57
<b>Repair &amp; Replacement Fund</b>	16,545.71	16,595.71	-50.00
<b>Road Maintenance</b>			
Grading	80,641.76		
Snow Plowing	67,855.40	65,000.00	2,855.40
Road Maintenance - Other	2,415.94	131,000.00	-128,584.06
<b>Total Road Maintenance</b>	150,913.10	196,000.00	-45,086.90
<b>Stipend</b>	1,148.76	6,000.00	-4,851.24
<b>Supplies</b>			
Donated/Fundraised	500.00	800.00	-300.00
Program	993.09	2,975.00	-1,981.91
Supplies - Other	17,708.84	20,400.00	-2,691.16
<b>Total Supplies</b>	19,201.93	24,175.00	-4,973.07
<b>Telecommunications</b>	11,774.05	20,412.00	-8,637.95
<b>Training</b>	8,431.86	18,200.00	-9,768.14
<b>Travel</b>	23,639.52	23,200.00	439.52
<b>Utilities</b>			
Electricity	10,094.10	9,700.00	394.10
Fuel Oil	8,706.25	7,900.00	806.25
<b>Total Utilities</b>	18,800.35	17,600.00	1,200.35
<b>Vehicle</b>			
Fuel	741.45	1,200.00	-458.55
Insurance	3,225.58	3,635.67	-410.09
Maintenance & Repair	2,692.40	2,000.00	692.40
Mileage Reimbursement	682.00	2,150.00	-1,468.00
<b>Total Vehicle</b>	7,341.43	8,985.67	-1,644.24
<b>Total Expense</b>	1,000,015.67	1,268,033.74	-268,018.07
<b>Net Ordinary Income</b>	114,976.39	-189,102.05	304,078.44
<b>Other Income/Expense</b>			
Other Income			
Prior-Year Cash Balance	0.00	184,025.00	-184,025.00
<b>Total Other Income</b>	0.00	184,025.00	-184,025.00



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06/04/24

Accrual Basis

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
July 2023 through May 2024

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Item #4.

	<u>Jul '23 - May 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Net Other Income	0.00	184,025.00	-184,025.00
Net Income	<u>114,976.39</u>	<u>-5,077.05</u>	<u>120,053.44</u>

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July 2023 through May 2024**

	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Business License Fees	87.1%
Donations	52.0%
<b>DRC Income</b>	
C Chest paid at City Hall	
Community Chest Sales	83.2%
Landfill Fees paid @ City Hall	
Landfill Fees/Sales	70.8%
Recyclable Material Sales	62.3%
<b>Total DRC Income</b>	119.9%
<b>Federal Revenue</b>	
ARPA - 22-LGLR	94.2%
Disaster Assistance (FEMA funds)	
Natl Forest Receipts-Encumbered	100.0%
Payment In Lieu of Taxes	117.6%
<b>Total Federal Revenue</b>	112.5%
<b>Fundraising</b>	43.3%
<b>Grant Income</b>	0.0%
<b>GVFD Income</b>	
Ambulance Billing	-11.5%
ASP	81.0%
Training	80.0%
<b>Total GVFD Income</b>	2.8%
<b>Interest Income</b>	
<b>Lands Income</b>	
Gravel Pit Gravel Sales	99.8%
<b>Total Lands Income</b>	99.8%
<b>Lease Income</b>	
Rent	
Lease Income - Other	44.9%
<b>Total Lease Income</b>	57.4%
<b>Library Income</b>	265.8%
<b>Marine Facilities Income</b>	
Facilities Usage Fees	
Landing Craft Use Fee	
Single Use Fee	
Facilities Usage Fees - Other	0.0%
<b>Total Facilities Usage Fees</b>	120.3%
Commercial Vessel Registration	
Kayak Registration	
Commercial Vessel Registration - Other	46.7%
<b>Total Commercial Vessel Registration</b>	46.9%
Private Vessel Registration	
Kayak Registration	
Private Vessel Registration - Other	64.7%
<b>Total Private Vessel Registration</b>	65.3%
Storage Area Fee	104.0%
<b>Total Marine Facilities Income</b>	62.0%
<b>State Revenue</b>	
Community Assistance Program	104.4%

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July 2023 through May 2024**

	<u>% of Budget</u>
Shared Fisheries Business Tax	79.5%
<b>Total State Revenue</b>	<b>104.2%</b>
<b>Tax Income</b>	
Retail Tax Income	104.3%
Remote Sellers Retail Tax	126.3%
Room Tax Income	99.2%
Fish Box Tax	28.3%
Penalties & Interest	264.0%
Tax Exempt Cards	96.7%
<b>Total Tax Income</b>	<b>104.7%</b>
<b>Total Income</b>	<b>103.3%</b>
<b>Gross Profit</b>	<b>103.3%</b>
<b>Expense</b>	
Administrative Costs	132.1%
Advertising	0.0%
Bad Debt	100.0%
Bank Service Charges	203.1%
<b>Building</b>	
Insurance	121.2%
Maintenance & Repair	42.0%
<b>Total Building</b>	<b>80.7%</b>
<b>Contractual Services</b>	
City Engineer	31.5%
Ambulance Billing Expense	40.5%
Managed IT Services	100.0%
Contractual Services - Other	69.4%
<b>Total Contractual Services</b>	<b>69.1%</b>
<b>Dues/Fees</b>	<b>80.7%</b>
<b>Economic Development Services</b>	
GVA	100.0%
<b>Total Economic Development Services</b>	<b>100.0%</b>
<b>Election Expense</b>	<b>32.6%</b>
<b>Emergency &amp; Disaster</b>	<b>0.0%</b>
<b>Equipment</b>	
Equipment Fuel	98.0%
Equipment Purchase	49.6%
Insurance	106.9%
Maintenance & Repair	116.8%
<b>Total Equipment</b>	<b>75.2%</b>
<b>Events &amp; Celebrations</b>	<b>88.6%</b>
<b>Freight/Shipping</b>	<b>72.5%</b>
<b>Fundraising Expenses</b>	<b>0.0%</b>
<b>General Liability</b>	
Public Entity Crime Coverage	
Cyber Liability	
General Liability - Other	60.7%
<b>Total General Liability</b>	<b>74.9%</b>
<b>Gravel Pit Fund</b>	<b>100.0%</b>
<b>Library Materials</b>	
Donated/Fundraised	0.0%
Non-Fiction Add/Replacement	-0.1%

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
 July 2023 through May 2024

	% of Budget
<b>Library Materials - Other</b>	
<b>Total Library Materials</b>	28.7%
<b>Marine Facilities</b>	
Insurance	213.2%
Maintenance & Repairs	0.0%
<b>Total Marine Facilities</b>	101.4%
<b>Occupational Health</b>	0.0%
<b>Payroll Expenses</b>	
Wages	82.7%
Payroll Taxes	91.3%
Paid Time off	
Sick Leave	
Health Insurance (company paid)	120.5%
Health Insurance Stipend	59.6%
457(b) Employer Contribution	59.7%
Workers Comp Insurance	69.3%
Payroll Expenses - Other	-4,689.8%
<b>Total Payroll Expenses</b>	84.1%
<b>Professional Services</b>	25.2%
<b>Public Relations</b>	115.1%
<b>Repair &amp; Replacement Fund</b>	99.7%
<b>Road Maintenance</b>	
Grading	
Snow Plowing	104.4%
Road Maintenance - Other	1.8%
<b>Total Road Maintenance</b>	77.0%
<b>Stipend</b>	19.1%
<b>Supplies</b>	
Donated/Fundraised	62.5%
Program	33.4%
Supplies - Other	86.8%
<b>Total Supplies</b>	79.4%
<b>Telecommunications</b>	57.7%
<b>Training</b>	46.3%
<b>Travel</b>	101.9%
<b>Utilities</b>	
Electricity	104.1%
Fuel Oil	110.2%
<b>Total Utilities</b>	106.8%
<b>Vehicle</b>	
Fuel	61.8%
Insurance	88.7%
Maintenance & Repair	134.6%
Mileage Reimbursement	31.7%
<b>Total Vehicle</b>	81.7%
<b>Total Expense</b>	78.9%
<b>Net Ordinary Income</b>	-60.8%
<b>Other Income/Expense</b>	
Other Income	
Prior-Year Cash Balance	0.0%
<b>Total Other Income</b>	0.0%

10:35 AM

06/04/24

Accrual Basis

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
July 2023 through May 2024

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Item #4.

	<u>% of Budget</u>
Net Other Income	<u>0.0%</u>
Net Income	<u><u>-2,264.6%</u></u>

**City of Gustavus  
 Balance Sheet  
 As of May 31, 2024**

	May 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
AMLIP Capital Improv Current (0630598.1)	254,398.64
AMLIP Capital Improv Long-Term (0630598.2)	737,337.77
AMLIP Repair & Replacement (0630598.3)	387,528.92
AMLIP Gravel Pit Fund (0630598.8)	25,521.54
AMLIP Reserve (0630598.12)	1,210,440.92
APCM.Endowment Fund	1,545,903.21
FNBA - Checking	259,388.17
FNBA Endowment Fund - Checking	37,897.44
Petty Cash	543.11
<b>Total Checking/Savings</b>	4,458,959.72
<b>Accounts Receivable</b>	8,368.63
<b>Other Current Assets</b>	3,035.00
<b>Total Current Assets</b>	4,470,363.35
<b>Fixed Assets</b>	-8,199.00
<b>TOTAL ASSETS</b>	<b>4,462,164.35</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	118,912.94
<b>Total Liabilities</b>	118,912.94
<b>Equity</b>	
Fund Balance	3,128,677.94
Opening Bal Equity	1,084,743.57
Net Income	129,829.90
<b>Total Equity</b>	4,343,251.41
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,462,164.35</b>

0630598.1 AMLIP Capital Project Current - Funds allocated through NCOs for funded Capital Projects				Date and NCO	
		AMLIP	Project	Remaining	
MF	CP18-01 Salmon River Harbor	\$9,856.96		\$9,856.96	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Admin	CP19-03 Gustavus Beach Improv.	\$5,234.41		\$5,234.41	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP19-06 DRC Composting Facility	\$77,973.00		\$77,973.00	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Library	CP19-08 Library Roof/Awning/Shed	\$1,000.78		\$1,000.78	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Admin	CP21-02 Refurbish Bike Shop	\$1,730.67	\$1,715.24	\$15.43	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Roads	CP21-03 Good River Bridge Repairs	\$0.00		\$0.00	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
MF	CP21-04 MFC Building at SRBH	\$1,323.29		\$1,323.29	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP21-05 DRC Main Bldg Replacement: Design	\$1,786.60		\$1,786.60	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
MF	CP21-06 Fish Waste Disposal	\$2,162.08		\$2,162.08	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
MF	CP22-02 Marine Facility Vessel	\$30,000.00		\$30,000.00	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP24-01 DRC Balefill Expansion	\$110,000.00		\$110,000.00	Moved to AMLIP Current 05/13/2024 - NCO FY24-13
		\$241,067.79	\$1,715.24	\$239,352.55	

Pending Transfers:

RM	Same Old Road Drainage Project	\$70,923.00	FY24-17NCO	Introduced 05/13/2024, Public Hearing 06/10/2024
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<b>Accounts Receivable Detail</b>	
<b>As of 05/01/2024</b>	
\$3,998.73	Delinquent Sales Tax
\$4,579.55	Ambulance Transport Billing - In Progress
\$209.65	Net of Other Customer Account Balances
<b>\$8,787.93</b>	<b>Total</b>

<b>FNBA Checking Account - Unrestricted Funds Balance</b>	
<b>As of 05/01/2024</b>	
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:	\$260,980.44
Obligated Funds Currently in Checking Account:	
Adn CP23-03 SRP Playground Equipment	(\$27,980.00)
Libr FY24 PLA Grant	\$0.00
Libr SoA OWL Internet Subsidy	(\$2,460.00)
Roa USFWS Chase Drwvy	(\$251.02)
<b>Unrestricted Funds:</b>	<b>\$230,289.42</b>

Pending Transfers:

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

FY24 budgeted operating expenses:	\$1,173,108.74
25% =	\$293,277.19
17% =	\$199,428.49
35% =	\$410,588.06



- I will let this speak for itself... We will still be pursuing other funding avenues through various agencies.

**An email thread between me and Senator Murkowski's Appropriations staff Dana Herndon:**

Thanks Dana. How exciting!

Please pass on our gratitude to Senator Murkowski.

We realize there are many steps to go, but still, remain hopeful. Funding for the compost facility phase of the DRC improvements would allow us to bundle both projects (with the recycle facility expansion) and would also allow for a single mobilization of equipment and pouring of concrete, which is a big piece of both projects. This would certainly prove more cost effective to only have to complete that once and also to manage one project.

Thanks again.

Kathy Leary, City Administrator

**From:** Herndon, Dana (Murkowski) <[Dana\\_Herndon@murkowski.senate.gov](mailto:Dana_Herndon@murkowski.senate.gov)>

**Sent:** Friday, June 7, 2024 8:45 AM

**To:** Kathy Leary <[kathy.leary@gustavus-ak.gov](mailto:kathy.leary@gustavus-ak.gov)>

**Subject:** Appropriations Update: Gustavus Composting Facility Improvements (Interior bill)

Dear Kathy,

Thank you for participating in the FY 2025 federal appropriations process and requesting Congressionally Directed Spending. We are writing to inform you that Senator Murkowski has put forward your request to the Appropriations Committee for consideration for \$596K.

Although encouraging, this is just one step in a long process, and we do not anticipate the Committee will be able to fully fund all the Senator's requests.

The next step in this year's process is for the individual bills to be "marked up," amended as needed, and approved by the Appropriations Committee. After that comes floor consideration and bicameral negotiations on final spending levels and individual provisions.

We will have more information about which Alaska projects are able to be funded, and at what level, towards the fall. We will keep you informed as we learn more.

On behalf of the Senator, we appreciate your engagement in this process, the time and effort you put into your application, and your patience as the appropriations cycle continues.

Sincerely,

**Dana Herndon**

Legislative Assistant, Senator Lisa Murkowski

- The Cybersecurity Assessment folks will be here tomorrow and Wednesday to perform meetings with staff and council members on their use of City Technology.
- Airport Law Enforcement/TSA issue –It is happening! I have met with two out of three of the officers at the airport, including the SE TSA Director, and thanked them on behalf of the city.

- DNR reps will be here tomorrow to visit DNR lands and review lands issues. One of those will be a tour of the gravel pit with our roads contractor to look at potential solutions for prolonging the life of the gravel pit or for expanding it. Finding a solution to this issue is critical and it needs to become a priority if we want to continue to improve our roads and for other local projects. (DRC expansion and long term septage solutions and road improvements.)
  - Road Maintenance RFP and Firehall Painting RFQ both were finalized and posted. Bids were received for both. Contract approval is before you tonight for Road Maintenance and also the NCO for painting the firehall.
  - In contact with Juneau septic to see when their summer schedule will start. They are repairing vehicles at the moment and the congested ferries are also an issue. I have asked that they respond to folks to at least give them some kind of a report as to when they might be out here.
  - As a reminder, we do not have the 300K in federal revenues that we had available to us in the last 3 years. As a result, we pre- Covid revenues, while adjusting for inflation, is how we need to balance the budget and still provide adequate services to our community. I ask that, in consideration of that, that you approve this budget as presented and passed at the May worksession.
  - The Environmental Information Document and supporting documents have been submitted to the NEPA review team at EPA HQ. They will let us know if there is anything more that they need. Now we need to pull together a draft work plan and budget. There are many hoops to jump through to get the funds being approved by the EPA.
  - I have been working with Maggie O'Brien and Karen McSpadden on placing a student for the SAIL Workforce Development Program. Students are being aligned with various employers and they will have a weekly coaching session and also perform their jobs. We have one student who will be floating for the City. He will work with Larry on Marine Facilities and various maintenance tasks; help tidy up the firehall in preparation for the painting and he will also fill in some volunteer shifts at the library, where needed. Maggie will be available to help train him at the library since she is a volunteer and is also hired by SAIL for oversight for this program. Melisa will have various other projects for him as well.
  - After Lee Parker of Frontier Freight contacted me about the shortage of deck space with no added ferry runs in June, I contacted Craig Tornga, AMHS Director, and Kerri Traudt, AMHS Scheduler and asked them to please add a ferry in June on the Pelican run. They have graciously done so and there will be an added ferry on June 22 and folks should be able to book it starting tomorrow.
  - John Barry and I kicked off the Areawide Septage Study with Anita Erickson, P.E. and her staff from the Village Safe Water Program. Trevor Richards and Bob Holmes of Juneau Septic participated as well. They are planning to come over in August for a site visit. After that we will have a discussion with the community and the council and will ask that PFAS involved folks attend at that time.
  - With employees out for a few trainings, this month has sure been busy!
  - Council Comments?
-

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY24-15NCO  
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE ESTABLISHMENT  
AND ADOPTION OF THE BUDGET FOR FISCAL YEAR 2025**

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

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

**Section 2.** General Provisions. The attached document is the authorized budget of revenues and expenditures for the period July 1, 2024 through June 30, 2025 and is made a matter public record.

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

**DATE INTRODUCED:** *May 13, 2024*

**DATE OF PUBLIC HEARING:** *June 10, 2024*

**PASSED** and **APPROVED** by the Gustavus City Council this XX<sup>th</sup> day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Shelley K Owens, Mayor

\_\_\_\_\_  
Attest: Ben Sadler, City Treasurer

\_\_\_\_\_  
Attest: Liesl M Barker, City Clerk



**City of Gustavus**  
PO Box 1  
Gustavus, Alaska 99826  
Phone: (907) 697-2451

# City of Gustavus Budget Fiscal Year 2025

FY24-15 NCO Attachment

Approved by the Gustavus City Council XXXX, 2024

## FY 2025 City of Gustavus Operating Budget

This document contains the City of Gustavus operating budget for fiscal year 2025 (FY25: July 1, 2024, through June 30, 2025). A summary of notable items in the budget is provided below. Capital improvement projects not funded through the operating budget are not discussed in this document; please see the separate Capital Improvement Plan. The city's only Enterprise Fund, the Gustavus Community Network, was discontinued in FY16 by Resolution CY15-31. All other departments are in the General Fund.

### A. Revenues

#### 1. Sales Tax

Sales tax makes up the bulk of locally generated revenue. The current sales tax rate is 3% (Ordinance FY11-02 amending municipal code section 04.15.030). Sales tax revenue has continued to increase, with revenues as of May 8, 2024, showing FY24 at \$597,770.10.

Beginning in FY19, the 2% seller's discount was assigned to room or retail tax income as appropriate instead of being its own line-item. In the past, 2% seller's discount counted against retail tax income regardless, or showed up separately as Seller's Discount line-item (but did not include all discounts). This line-item no longer appears on the 5-year budget comparison.

#### 2. Remote Sellers Sales Tax

The FY21 budget included a new line-item "Remote Sellers Retail Tax". In late FY20, the City of Gustavus joined the Alaska Municipal League (AML) Remote Seller Sales Tax Commission (Resolutions CY20-09 and CY20-10) and created municipal code section 11 (Ordinance FY20-16). Through this ordinance, vendors making sales from outside of Alaska and shipping to addresses within Alaska that meet an annual threshold of either a minimum of \$100,000 in sales or at least 200 collective transactions will collect the applicable sales tax of the addressee and remit it to a central clearinghouse, AML's commission. The commission forwards the tax payments on to the taxing entity, in this case the City of Gustavus, less a 15-20% fee. While the city currently receives sales tax payments from a few internet vendors, it was anticipated that participation in this commission would greatly increase our sales tax collection from online sales shipped to Gustavus, and this has occurred. This commission is part of a nationwide shift in taxing online sales following a decision by the United States Supreme Court in *South Dakota v. Wayfair* that allows for the amendment of the sales tax code to account for remote sellers who do not have a physical presence in either the state or city but do have a taxable connection with the state of Alaska and the City of Gustavus.

Funding through the remote sellers has continued to outperform estimates, building on the growth trend for this funding line. In FY21 the City received \$17,803.44, in FY22 \$47,042.78, and in FY23 \$65,704.18. As of May 8, 2024, the City has already received \$67,313.34, 20% more than the projected amount of \$56,000 for the entire fiscal year.

#### 3. Room Tax

The current room tax is 4% (municipal code section 04.14.030). Room tax revenue had been increasing over recent years until FY19, which was partly affected by the closure of a sizeable Gustavus business at the end of the 2017 tourist season, and the COVID19 pandemic. In FY23 the City received \$109,714.97, a 42% increase from a decade earlier in FY13.

#### 4. Fish Box Tax

The fish box tax revenue had been decreasing and then plateaued for FY19. It then fell for FY20 and FY21. FY22 saw a return of normality. The current fish box tax is \$10/box packaged and transported out of town (municipal code section 04.16.030).

Beginning in the summer of 2019, fish box stickers were not year-specific. This transition was to reduce the waste of having surplus stickers on hand at the end of each year. At this time, some businesses are still returning surplus stickers at the end of the year.

In FY23 the City treasurer changed the “commission” based payment system that had been going on for years to a pay in advance system as outlined in the City ordinance 4.16.030 (b). Some businesses are continuing to return stickers at the end of the summer season, while others have started retaining stickers to use over multiple years.

#### 5. Other City-Generated Revenue Sources

The **Disposal and Recycling Center (DRC) and Community Chest** combined revenues have varied from \$82,000 to \$95,000 over the five fiscal years prior to the pandemic. The current fee schedule for the DRC was adopted May 8, 2017, with Resolution CY17-06. In FY23, the DRC increased landfill fees by 5% which was reflected in the FY23 revenues for the department. The DRC and Community Chest revenue for FY24 was budgeted lower than FY23 due to less expected revenue being generated in FY24 than in FY23. The DRC and Community Chest ended up generating more revenue than expected, and FY25’s budget reflects that in an increase in expected revenue.

The **Gustavus Volunteer Fire Department (GVFD)** resumed billing for ambulance transport at the end of FY18. As a result, citizen enrollment in the ambulance subscription program (ASP) has also increased. With active ambulance billing occurring, this revenue source has been budgeted the same as FY23. Ambulance transports are entered as invoices with discounts for ASP Enrollment and Medicare write-offs. Accounts Receivable amounts have increased. GVFD income includes all invoiced charges to date (but not necessarily collected yet) due to the accrual accounting method.

**Gravel pit** material sales had been increasing after a slight drop in FY20. In FY21 the budget remained the same even with an increase in the price of pit run material from \$4.00/cubic yard to \$6.00/cubic yard, effective February 10, 2020. FY23 revenues showed a significant increase from previous years, from \$3600 in FY11, to \$44,640 in FY23. This trend continued in FY24.

In FY21 a corresponding expense line-item was created called the Gravel Pit Fund that moves some of the gravel pit revenue to a new, dedicated savings account to help fund the anticipated increased costs of operating the gravel pit in the near future.

**Marine Facility** motorized vessel registration fees increased February 10, 2020, to raise funds for the new cost of transporting the steel mooring float to and from the state dock to its winter mooring near Pleasant Island twice annually beginning fall 2020. This cost has varied significantly over the last few years. The FY22 Marine Facilities expense budget reflected the increased contractual services expense for the corresponding float transport costs. This amount was lowered in FY24 based on actual costs of moving the steel float using local businesses. With the difficulties in moving the steel float in the Fall of 2022, alternative strategies were developed that resulted in moving the steel float into the Salmon River for winter storage. For FY25 the cost of moving the floats to and from the harbor are estimated at \$9400.

The **Gustavus Public Library** budgeted income was higher for FY24 because the City added the PLA grant and the OWL Grant to the expected revenue as these are used to offset the cost of library materials and internet charges.

## 6. Federal Revenue

### i. Payment in Lieu of Taxes (PILT)

The amount of PILT revenue is unpredictable until late in the budgeting process. PILT was fully funded at the same rate as last year for FY24 on December 19, 2023, with the Continuing Appropriations Act, 2024 (P.L. 118-15). The FY25 city budget roughly matches the FY24 payment amount of \$152,913.58.

For more information on PILT, see the U.S. Department of the Interior website (<https://www.doi.gov/pilt>) or the State of Alaska website:

<https://www.commerce.alaska.gov/web/dcra/grantandfunding/PaymentinLieuofTaxes.aspx>

### ii. National Forest Receipts (NFR)

NFR revenue received by the City of Gustavus can only be used for road expenses. NFR revenue had dwindled to virtually nothing in FY17 and was assumed to be zero for FY18 until the city unexpectedly received FY18 funds of \$53,927.79 in the final week of the fiscal year. NFR revenue will continue to be unpredictable for the foreseeable future. In the past, the City of Gustavus was able to retain unused NFR funds from year to year in a dedicated savings account as encumbered funds used only for road maintenance. Now, the NFR funds received are not enough to pay for the full road maintenance budget each year, and the city had been supplementing current year NFR funds with the encumbered savings. The road maintenance budget for FY21 used up the remainder of this encumbered fund savings along with current year NFR funds. A separate unencumbered savings account was established in 2018 with 2-3 years of road maintenance funds but using savings long-term was considered unsustainable. In FY24 the road maintenance savings account was closed and the funds were transferred to the City's AMLIP Reserve account. Since FY22 the payment amount has come in at approximately \$48,000. For FY24 and FY25 the city budgeted \$45,000.

In spring of 2019, extensive work with State of Alaska DOT Information Systems and Services Division was completed to calculate mileage of the roads maintained by the City of Gustavus as part of a larger project to help verify mileage communities were submitting to the State of Alaska Department of Department of Commerce, Community, and Economic Development (DCCED) under the National Forest Receipts program. Total mileage for City of Gustavus changed from 31.21 to 24.61 miles, which will likely lead to reduced NFR receipts.

For more information on NFR, see the State of Alaska website:

<https://www.commerce.alaska.gov/web/dcra/grantandfunding/NationalForestReceipts.aspx>

## 7. State Revenue

### i. Community Assistance Program

The Community Assistance Program (CAP), formerly known as Community Revenue Sharing, has seen decreased funding over the past few fiscal years but continues to be fought for by Alaska municipalities. The City of Gustavus is eligible for a portion of the FY25 funding. Future funding of this program is uncertain as the Governor has vetoed full funding for this program in the past. However, the Legislature did take up the CAP in the spring FY22 session and the program was funded. The 2020 Census established population for Gustavus at 655, a significant increase from 2019 (538), which has accounted for increased funding through the CAP program. In FY24 the City received \$83,489.34.

For more information on CAP, see the State of Alaska website:

<https://www.commerce.alaska.gov/web/dcra/GrantandFunding/CommunityRevenueSharing.aspx>

## ii. Shared Fisheries Business Tax

The Shared Fisheries Business Tax is variable. Due to decreased receipts in recent years and uncertainties in the regional commercial fisheries, this amount had dropped in FY23, but was expected to increase again for FY24. The FY22 funds were \$896.34 and FY23 funds were \$484.52. Unfortunately the amount decreased again in FY24 to \$244.41.

For more information on the Shared Fisheries Business Tax, see the State of Alaska website: <https://www.commerce.alaska.gov/web/dcra/grantandfunding/SharedFisheriesBusinessTax.aspx>

## 8. Interest

Since FY19, this line-item only included the interest received on the checking account at First National Bank Alaska. For FY25 the Council requested that interest from some AMLIP (savings) accounts was included to help balance the Budget.

## 9. Prior-Year Cash Balance

In past years, surplus funds from the prior fiscal year were not incorporated into the next fiscal year's budget. These funds simply remained in the checking account or were eventually transferred to one of the city's savings or investment accounts. Beginning with the FY20 budget, prior-year funds were included up to the amount necessary to balance the current budget. However, none of these surplus funds have actually been used in any of the years since incorporating this method for balancing the budget.

The only FY24 budget surplus being used to balance the FY25 budget is \$50,000.00. This amount was rolled over from the disaster fund of \$50,000.00. However, this figure is fluid as we will have adjustments before the end of FY25 and we expect minor changes to the amount.

## B. Expenditures

### 1. Payroll

The FY25 budget only saw a slight increase from FY24. Neither the Library Assistant nor Library Intern position were funded in FY25, although a Library Assistant was originally requested. The Library Administration Director position was lowered by 65 hours annually per the LAD's request. Neither the City Clerk or City Treasurer hours were changed, although an increase in the City Clerk's hours was originally requested. The DRC hours were budgeted the same as FY24, although an increase in Temporary Labor Pool hours was requested. The Marine Facility Coordinator hours were returned to 2023 levels as well. The only increase, was the addition of the EMS Coordinator position (created to assist the Fire Chief in FY24), at 20 hours per week.

### 2. Cost-of-Living Adjustment

The City of Gustavus annually reviews the consumer price index change for Urban Alaska (formerly Municipality of Anchorage) and determines if a cost-of-living pay adjustment will be adopted for the coming year. The consumer price index for Urban Alaska decreased to reflect a 1.8% wage increase for all regular position employees, although it is certainly arguable that the cost-of-living in Gustavus rose higher than the Municipality of Anchorage.

### 3. Group Health Plan & Health Insurance Stipend

A group health plan option was explored in late FY18, and coverage began 6/1/19 for enrolled employees. Premera Blue Cross/Blue Shield offered a range of plans through our current insurance agent. At the beginning of FY24 the City joined the Alaska Municipal Health Trust (AMHT). Although premiums are slightly higher, \$821.03 compared to \$788.50, the addition of prescription drugs and vision made the AMHT plan a better option for employees. The City



pays 80% of this with the employee being responsible for the other 20%. For FY25 premiums remained the same as FY24

Employees can opt out with proof of insurance. For those opting out, a taxable health insurance stipend of \$200/month is offered to offset the expense of being added to their spouse's health insurance. This amount is based on analyzing the federal employee group health coverage costs for employee only vs. employee and spouse (using Blue Cross & Blue Shield Basic plan as a comparison), which is an extra \$276/month (formerly \$212/month when the stipend was first approved). The latest benefits policy and procedure was adopted May 11, 2020 (Resolution CY20-15).

#### 4. Managed IT Services

In April 2018, the City of Gustavus entered into a contract for managed information technology (IT) services. An IT contractor had not been used since the end of 2016. The professionalization of this vital city infrastructure was a welcome step and resulted in a new line-item in the FY19 budget. IT equipment purchases were made in FY19 and FY20 to get the city caught up, through the Administrative Department's equipment purchase budget line-item.

In FY23 and FY24 the IT contract was extended another year. In FY25 the City Council waived the clause stating that only two extensions could be granted before needing to go out as an RFP. FY25's budget reflects the agreed upon contract price for this service.

#### 5. Economic Development Service: Gustavus Visitors Association

In FY18, the City of Gustavus updated municipal code Title 6 (Ordinance FY18-09, adopted 2/12/18) to formalize the option to fund economic development services. With this step and the resulting policy and procedure (Resolution CY18-16, adopted May 14, 2018), the Gustavus Visitors Association (GVA) may request up to 50% of the previous fiscal year's City of Gustavus room tax revenue to supplement their operating budget. Municipal code Title 4 was also updated (Ordinance FY18-11, adopted 3/12/18) to reflect GVA's change in fiscal year dates to match the City of Gustavus's fiscal year. For FY25, the GVA requested \$27,200.00.

#### 6. Repair and Replacement Annual Contributions

As part of a more comprehensive capital improvement plan initiative that took place during FY18, repair and replacement budget line-items were created for all departments to funnel some funds each year toward long-term asset replacement and other capital projects. This was a new line-item in the FY19 budget and will be included in each year's budget. These funds are deposited in a dedicated Alaska Municipal League Investment Pool (AMLIP) account [AMLIP Repair & Replacement (R&R)]. FY22 budget was decreased slightly due to some assets having their full replacement cost or down-payment now set aside and the FY23 budget increased to account for some deferred maintenance. For FY25, the City evaluated what was being set aside and decided that the Library, which had previously used \$56,500, needs to start putting away more to get up to the amount needed to cover costs based on the formula that the R&R account is predicated on. A slight increase in the DRC's R&R amount accounts for the overall increase in the FY25 R&R budget line.

#### 7. Review Services and Audit

The City Council and Treasurer agreed in January 2018 it was in the best interest of the city to have some sort of outside accounting review after the completion of FY18. Review services were conducted in January 2019 by the same accounting firm (Altman Rogers) that has completed the city's audits in the past.

In FY23 the City of Gustavus received enough state or federal funds to trigger a mandatory audit; the last audit was in FY15. The audit was performed by Altman Rogers accounting firm in January & February 2024.

#### 8. Insurance Premium Increases:

The city's general liability and property insurance costs are expected to increase again (amount is currently unknown) for the coming fiscal year, but final premium amounts have not yet been announced. These amounts are still unknown at the time of this writing, so a 15% increase has been incorporated for General Liability, Building Insurance, and Equipment Insurance, and Worker's Comp, assuming the actual rates should come in less than that based on current information.

#### 9. Vehicle Mileage

Beginning in FY19, the Marine Facilities Coordinator was included with other departments for vehicle mileage reimbursement. This position requires extensive driving, visiting the dock 1-2 times per day, retrieving supplies, and purchasing construction materials for various projects. Mileage reimbursement is also given to other employees using their personal vehicles for mail and freight delivery and hauling solid waste. This line-item is similar for FY25.

#### 10. Contractual Services

The FY25 budget includes funds in the Marine Facilities budget for transport of the steel mooring float and wooden floats. The DRC budget includes funds in contractual services for two water sampling events, hauling cover soil for the mound, wood chips for the composting operation, compost testing, and E-waste processing. The Library and Admin contractual budgets includes funds for custodial service. The GVFD's contractual budget includes funding for an ambulance billing service.

#### 11. Professional Services

The FY23 budget increased the line-item for Professional Services (attorney) due to ongoing issues that involved the attorney including ordinance revisions, enforcement advice, and legal issues concerning PFAS, etc. In FY24 we reduced this to a reasonable amount based on the previous year's expenses. For FY25 this amount was left the same due to possible legal issues pertaining to the formation of a Xunaa borough.

#### 12. Equipment

GVFD's equipment purchase budget is generally used as a match for equipment grants received. DRC's equipment budget reflects the need to purchase new tires for the 763 loader. These were last replaced in July 2016. City Hall has included an equipment purchase funds to cover the cost of any outdated equipment needing to be replaced in FY25. The Library has asked for equipment funds for replacing older electronic equipment in FY25.

### C. Proposed Rate Changes

None at this time.

### D. Long-Term Finances

#### 1. Reserve Funds

In late FY18, the persistent high carryover of funds from one fiscal year to the next was addressed along with a reapportioning of the reserve accounts held by the city to establish designated accounts for capital improvements, asset repair and replacement, and unencumbered funds for road maintenance. Along with this redistribution of funds between accounts, an Unrestricted Fund Balance Policy and Procedure was created to guide the use of future carryover funds. See FY18-16NCO for the account designations and Resolution CY18-18 for adoption of the Unrestricted Fund Balance Policy and Procedure. As part of this policy, the

unrestricted fund balance will be maintained around 25% of the fiscal year's operating expenses. At this time, the unrestricted fund balance resides in the city's First National Bank Alaska checking account. See the policy document for details.

At the end of FY23 the City updated its City Banking policy, see Resolution CY23-08, as well as the policy which governs the City's reserve accounts, see Resolution CY23-10.

### Long-Term Debt

The City of Gustavus currently has no debt obligation.

### E. Fiscal Year 2024

#### 1. Road Maintenance Budget

Starting in FY22 all road maintenance has been paid for from the operating budget. Continued uncertainty with National Forest Receipts (NFR) funding means the City Council must continue to draw from other sources such as tax revenue, and federal and state funds to cover the cost of maintaining Gustavus's roads. In FY24 the "Road Maintenance Unencumbered funds" account was closed, and the remaining savings were moved to the "Reserve" account. Previously encumbered NFR funds that were in savings were expended prior to FY22.

#### 2. Disaster and Emergency Budget

After the experiences of the two natural disasters (2020 flood and the COVID pandemic), the Mayor proposed a new line item that would provide access to funds without delay. Initial funding for this line item came from reimbursement funds from FEMA. The \$50,000 budgeted in FY23 was moved forward to FY24, and has again been moved forward to FY25.

#### 3. Disposal & Recycling Budget

The DRC increased landfill fees by 5% beginning in FY23. The increase was seen as necessary to cover increases in operating expenses. No increase was suggested for FY25.

#### 4. Lands Budget

At the time of this writing, the future of the gravel pits is uncertain. Regardless of the decisions that are made, it is expected that there will be increased expenditures for this department for the foreseeable future. Some discussion of this occurs in the separate Capital Improvement Plan document. Since FY21 \$6000 has been set aside each year. In FY25 it was proposed that the City set aside at least half of the proceeds from gravel pit sales to the gravel pit savings account to help cover the future costs of gravel pit upgrades.

In FY24 the City has also added the purchase of the center tract of the Salmon River Boat Harbor to the Capital Improvement Plan. At this time the City negotiating with the State of Alaska about the purchase of this tract of land.

### F. Discussion of Possible New Revenues

In FY22, the City contracted with a grant writing firm to position the City to submit grant applications under the ARPA and the Build Back Better Infrastructure Bill. The City again contracted a grant writing firm in FY23, but they have since discontinued offering this service. In FY24 the City contracted a new grant writing firm to work on grant possibilities for multiple City Capital Projects.

### G. Summary

Promising revenue trends continue to be returning to and exceeding pre-pandemic levels. FY22 - FY24's strong rebound, and the population growth identified by the 2020 Census indicates a strong economic future for the community. The City of Gustavus remains in good monetary standing, thanks to the surpluses of prior years and with the help of State and

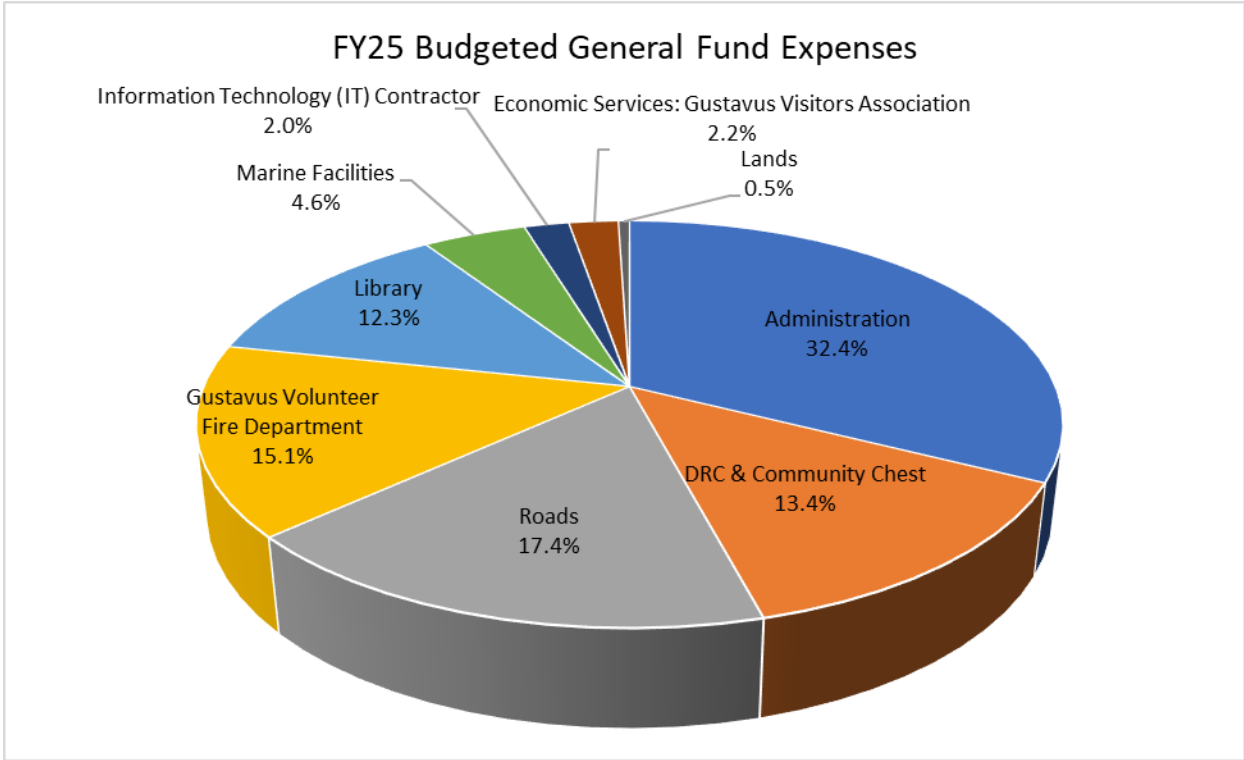
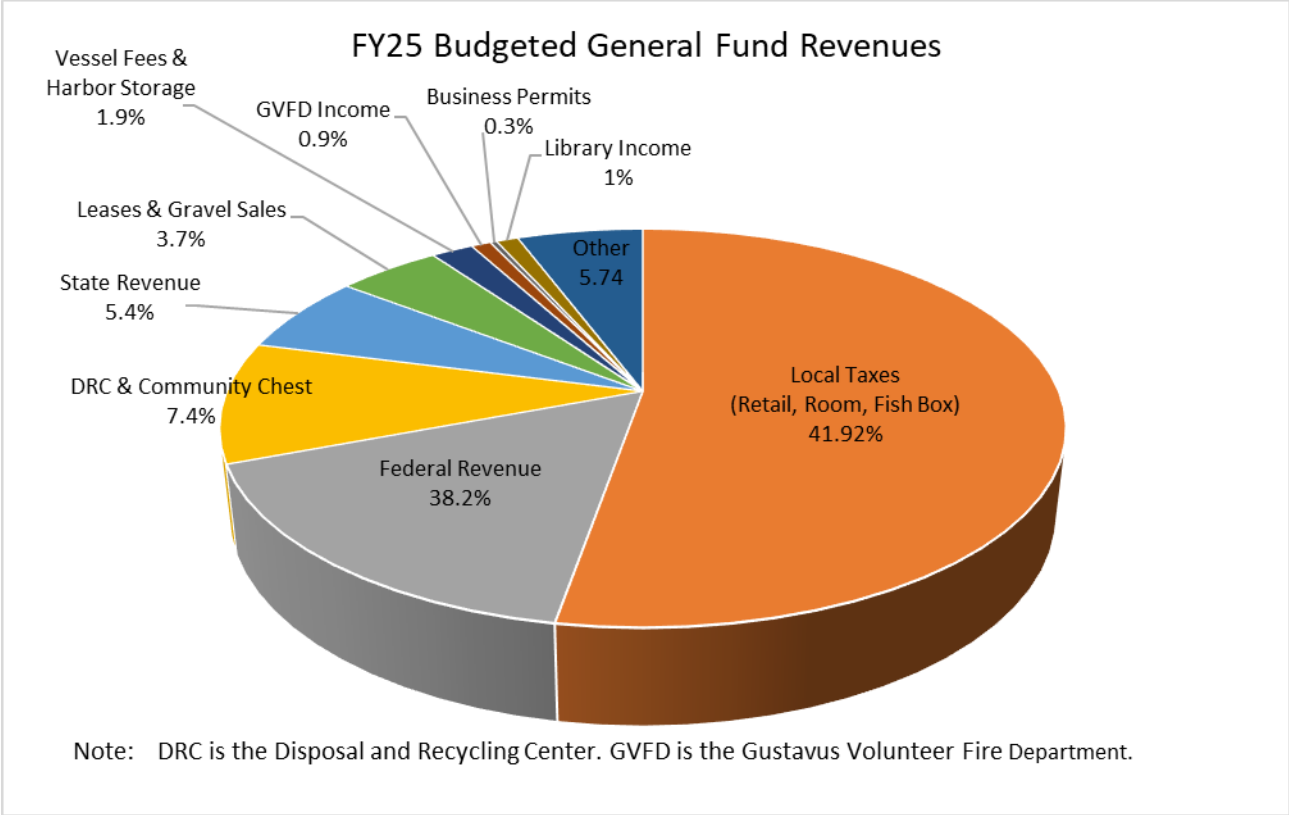
Federal funds. The summer 2021 visitor season demonstrated the fruits of the hard work by the Gustavus Visitor's Association and the resiliency our local businesses and the 2022 visitor season saw increases in activity from 2021. In 2023 this trend continued.



**City of Gustavus**  
PO Box 1  
Gustavus, Alaska 99826  
Phone: (907) 697-2451

# City of Gustavus Financial Summary Fiscal Year 2025

## May 2024

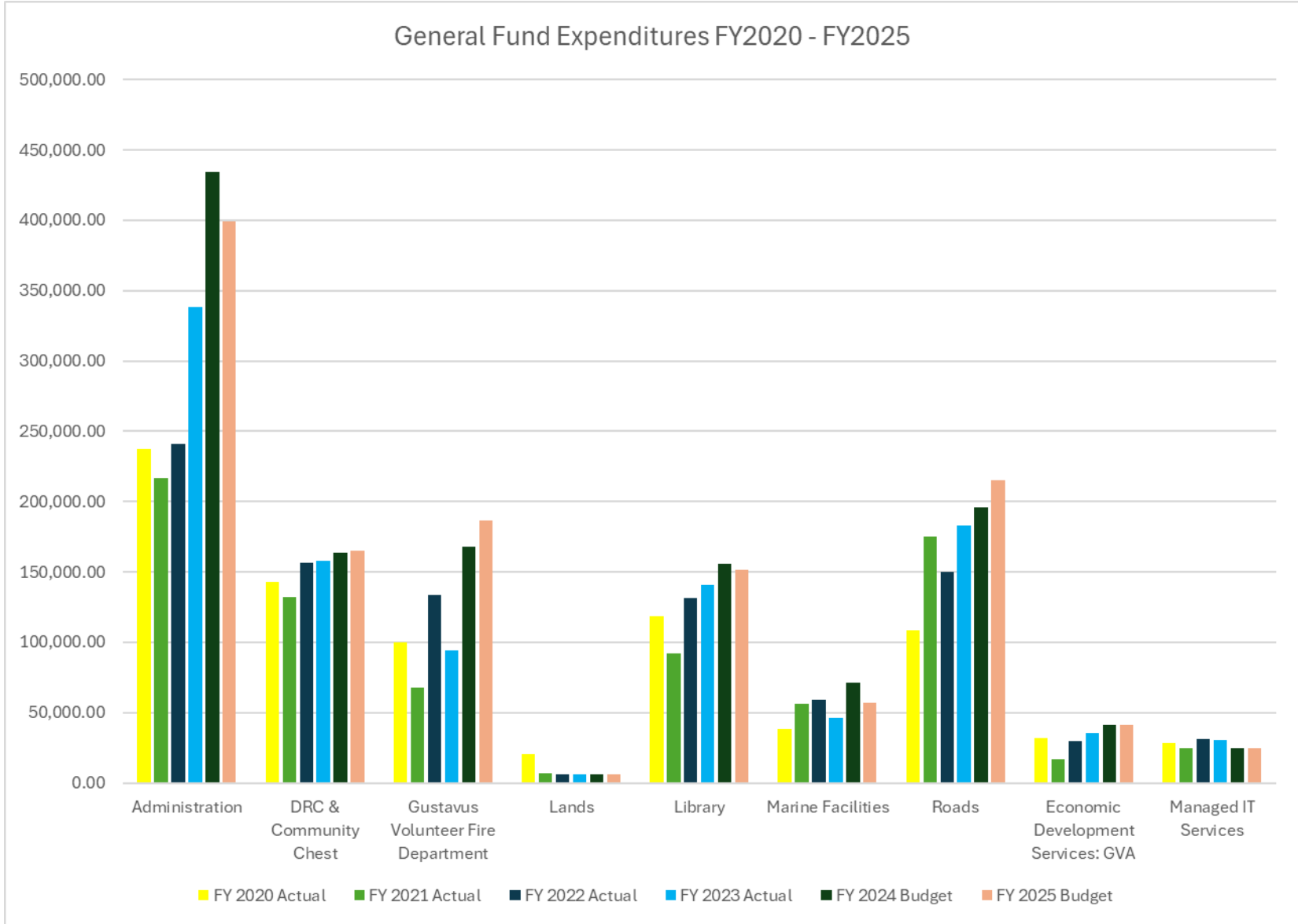


	Actual Jul '19 - Jun 20	Actual Jul '20 - Jun 21	Actual Jul '21 - Jun 22	Actual Jul '22 - Jun 23	Actual FY24 to date	Budget FY25
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
Admin Fees		0.00	11.75	0.00		0.00
Business License Fees	3,575.00	4,150.00	3,200.00	3,375.00	2,750.00	3,500.00
Donation - Inter-library Loans		20.00				
Donations	2,531.00	384.00	2,830.00	1,333.18	460.00	500.00
<b>DRC Income</b>						
Community Chest Sales	10,743.49	8,501.45	13,199.64	12,759.35	670.00	13,000.00
C Chest Sales @ City Hall					10,059.50	
Landfill Fees paid @ City Hall	30,052.18	14,478.75	38,784.36	31,203.79	40,810.18	0.00
Landfill Fees/Sales	46,595.27	54,013.65	57,616.60	61,591.19	41,742.21	100,000.00
Recyclable Material Sales	3,612.62	7,890.72	5,105.03	8,505.48	1,755.65	3,600.00
DRC Income - Other	0.00				0.00	0.00
<b>Total DRC Income</b>	<b>91,003.56</b>	<b>84,884.57</b>	<b>114,705.63</b>	<b>114,059.81</b>	<b>95,037.54</b>	<b>116,600.00</b>
<b>Federal Revenue</b>						
ARPA			102,543.96	65,189.08	33,904.06	0.00
Lost Rev ARPA				127,621.58	0.00	0.00
FEMA				220,016.00	5,459.67	0.00
Natl Forest Receipts-Encumber	44,228.25	38,572.14	47,599.28	48,254.84		45,000.00
Payment In Lieu of Taxes	115,419.89	113,760.06	121,077.96	130,512.17	152,913.58	150,000.00
<b>Total Federal Revenue</b>	<b>159,648.14</b>	<b>152,332.20</b>	<b>271,221.20</b>	<b>591,593.67</b>	<b>192,277.31</b>	<b>195,000.00</b>
Fundraising	1,441.00	960.00	440.00	175.00	255.00	800.00
<b>GVFD Income</b>						
Ambulance Billing	9,964.55	7,237.45	7,313.60	13,196.10	460.93	9,000.00
ASP	805.00	1,420.00	1,235.61	1,650.00	1,045.00	1,000.00
Training	2,610.00	0.00	170.00	350.00	70.00	150.00
GVFD Income - Other			1,845.00	0.00		
<b>Total GVFD Income</b>	<b>13,379.55</b>	<b>9,617.45</b>	<b>10,564.21</b>	<b>15,196.10</b>	<b>1,575.93</b>	<b>10,150.00</b>
Interest Income	362.22	189.43	347.56	736.97	515.17	67,089.10
<b>Lands Income</b>						
Gravel Pit Gravel Sales	17,552.00	27,354.00	27,690.00	44,640.00	39,936.00	40,000.00
Gravel Pit Bond				-1,800.00	0.00	
<b>Total Lands Income</b>	<b>17,552.00</b>	<b>27,354.00</b>	<b>27,690.00</b>	<b>42,840.00</b>	<b>39,936.00</b>	<b>40,000.00</b>
Lease Income	13,125.67	13,125.67	14,011.93	14,268.47	9,190.32	16,000.00
Library Income	727.60	521.50	2,583.50	1,162.00	1,043.50	2,000.00
Grant Income						10,000.00
<b>Marine Facilities Income</b>						
Facilities Usage Fees	1,845.00	2,635.00	3,000.00	2,955.00	2,295.00	2,600.00
Commercial Vessel Registratic	8,275.00	18,000.00	15,530.00	12,300.00	1,520.00	12,500.00
Private Vessel Registration	5,095.00	5,505.00	5,290.00	5,730.00	2,485.00	5,000.00
Storage Area Fee	2,115.00	2,100.00	910.00	2,750.00	1,960.00	2,600.00
Marine Facilities Income - Other		0.00			0.00	
<b>Total Marine Facilities Income</b>	<b>17,330.00</b>	<b>28,240.00</b>	<b>24,730.00</b>	<b>23,735.00</b>	<b>8,260.00</b>	<b>22,700.00</b>
Other Income	3,777.00	0.00	7.00	0.00		
<b>State Revenue</b>						
Community Assistance Progra	82,845.41	75,180.66	77,370.21	90,577.16	83,489.34	75,122.49
Liquor Share Tax						
Shared Fisheries Business Tax	541.68	1,045.27	896.34	484.52	503.10	258.69
<b>Total State Revenue</b>	<b>83,387.09</b>	<b>76,225.93</b>	<b>78,266.55</b>	<b>91,061.68</b>	<b>83,992.44</b>	<b>75,381.18</b>
<b>Tax Income</b>						
Retail Tax Income	375,941.24	245,690.61	431,644.90	455,011.12	392,757.34	440,000.00
Remote Sellers Retail Tax	12.49	17,803.44	47,042.78	65,704.18	67,313.34	75,000.00
Room Tax Income	78,574.79	24,926.88	81,730.82	109,714.97	91,512.57	100,000.00
Fish Box Tax	12,190.00	8,560.00	9,860.00	14,080.00	1,260.00	8,000.00
Penalties & Interest	4,212.74	2,080.38	6,187.66	4,592.58	1,231.85	2,000.00
Tax Exempt Cards	250.00	280.00	290.00	340.00	260.00	300.00
Seller's Compensation Discount						
<b>Total Sales Tax Income</b>	<b>471,181.26</b>	<b>299,341.31</b>	<b>576,756.16</b>	<b>649,442.85</b>	<b>554,335.10</b>	<b>625,300.00</b>
<b>Total Income</b>	<b>879,021.09</b>	<b>691,832.06</b>	<b>1,120,876.74</b>	<b>1,548,979.73</b>	<b>989,628.31</b>	<b>1,185,020.28</b>
<b>Gross Profit</b>	<b>879,021.09</b>	<b>691,832.06</b>	<b>1,120,876.74</b>	<b>1,548,979.73</b>	<b>989,628.31</b>	<b>1,185,020.28</b>

Expense	Actual	Actual	Actual	Actual	Actual	Budget
	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	FY24 to date	FY25
<b>Administrative Costs</b>	2,013.88	2,133.70	1,340.40	9,206.56	52,581.46	0.00
<b>Advertising</b>	150.00	0.00	830.91	0.00	0.00	0.00
<b>Bad Debt</b>	2,598.10				4,332.00	
<b>Bank Service Charges</b>	2,973.90	3,901.08	6,541.54	5,865.26	8,713.61	13,050.00
<b>Building</b>						
<b>Insurance</b>	8,092.42	10,379.34	11,086.66	12,789.74	15,336.68	17,198.67
<b>Maintenance &amp; Repair</b>	15,887.18	6,066.42	10,483.06	6,461.81	1,958.08	6,015.00
<b>Total Building</b>	23,979.60	16,445.76	21,569.72	19,251.55	17,294.76	23,213.67
<b>Cash Short/Over</b>						
<b>Contractual Services</b>		0.00				
<b>Ambulance Billing Expense</b>	1,340.34	722.55	373.30	1,027.27	444.66	1,300.00
<b>City Engineer</b>					5,319.60	10,000.00
<b>Gravel Pit Survey</b>	13,347.89	0.00				0.00
<b>Managed IT Services</b>	26,870.00	24,608.00	24,565.00	30,160.00	20,850.00	25,020.00
<b>Contractual Services - Other</b>	26,286.91	28,914.00	68,504.46	44,537.62	15,371.02	26,814.00
<b>Total Contractual Services</b>	67,845.14	54,244.55	93,442.76	75,724.89	41,985.28	63,134.00
<b>Dues/Fees</b>	7,637.99	7,910.38	9,333.55	12,211.29	11,560.91	15,087.78
<b>Economic Development Services</b>						
<b>GVA</b>	32,000.00	17,000.00	30,000.00	35,600.00	35,600.00	27,200.00
<b>Total Economic Development Servi</b>	32,000.00	17,000.00	30,000.00	35,600.00	35,600.00	27,200.00
<b>Election Expense</b>	202.16	87.34	129.92	150.99	81.56	250.00
<b>Emergency &amp; Disaster</b>						50,000.00
<b>Equipment</b>						
<b>Equipment Fuel</b>	1,467.32	1,211.88	2,387.54	3,113.31	2,129.22	2,200.00
<b>Equipment Purchase</b>	9,031.83	5,505.80	23,296.83	9,524.55	12,887.69	10,891.00
<b>Insurance</b>	234.24	242.49	237.99	317.77	298.09	342.80
<b>Maintenance &amp; Repair</b>	3,288.32	6,914.64	4,717.89	388.63	6,825.51	4,400.00
<b>Equipment - Other</b>	6,471.60	0.00	-1,081.00	0.00		
<b>Total Equipment</b>	20,493.31	13,874.81	29,559.25	13,344.26	22,140.51	17,833.80
<b>Events &amp; Celebrations (inc. holiday</b>	3,852.85	3,587.70	3,570.51	4,294.03	3,853.18	4,700.00
<b>Freight/Shipping</b>	23,707.22	14,901.65	32,181.86	28,547.31	17,687.79	34,600.00
<b>Fundraising Expenses</b>	936.27	8.00	700.00	0.00	0.00	500.00
<b>General Liability</b>	10,890.44	11,575.44	20,444.25	17,776.53	15,513.93	17,841.00
<b>Gravel Pit Fund</b>		6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
<b>Library Materials</b>	599.80	598.71	2,212.84	2,659.33	10,257.54	11,000.00
<b>Marine Facilities</b>						
<b>Insurance</b>	1,851.36	2,368.37	2,486.20	2,578.53	5,804.01	2,965.31
<b>Maintenance &amp; Repairs</b>	27.40	3,787.33			0.00	0.00
<b>Total Marine Facilities</b>	1,878.76	6,155.70	2,486.20	2,578.53	5,804.01	2,965.31
<b>Occupational Health</b>	0.00	0.00			0.00	500.00
<b>Payroll Expenses</b>						
<b>Wages</b>	306,984.71	266,397.49	342,421.77	423,676.00	297,248.34	438,999.68
<b>Payroll Taxes</b>	29,098.50	27,311.14	33,090.96	40,887.75	29,398.34	41,622.74
<b>Paid Time Off (PTO)</b>	8,973.84	21,077.99	18,851.63	15,427.85	8,876.94	22,196.32
<b>Sick Leave</b>		2,703.10	2,822.85	6,214.41	4,706.58	8,708.20
<b>Health Insurance (company pai</b>	13,755.50	5,466.72	3,847.96	21,602.70	28,638.46	23,645.52
<b>Health Insurance Stipend</b>	12,310.15	14,035.37	10,569.16	11,209.09	4,200.00	12,200.00
<b>457(b) Employer Contribution</b>	17,711.64	17,510.95	14,378.02	18,947.32	15,464.47	31,209.39
<b>Workers Comp Insurance</b>	7,900.59	5,643.60	8,927.58	6,165.44	6,218.05	10,325.96
<b>Payroll Expenses - Other (inc. F</b>	8,329.28	-2,506.72	-3,331.17	4,392.95	-10,786.48	230.00
<b>Total Payroll Expenses</b>	405,064.21	357,639.64	431,578.76	548,523.51	383,964.70	589,137.81



	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>
	<u>Jul '19 - Jun 20</u>	<u>Jul '20 - Jun 21</u>	<u>Jul '21 - Jun 22</u>	<u>Jul '22 - Jun 23</u>	<u>FY24 to date</u>	<u>FY25</u>
Professional Services	14,570.00	15,801.65	11,527.50	8,675.00	3,070.00	15,000.00
Public Relations	211.74	314.86		899.00	575.57	700.00
Relocation			1,000.00	0.00		
Repair & Replacement Fund	25,354.66	24,772.13	16,545.71	16,545.71	16,545.71	18,554.91
Road Maintenance		0.00				
Grading	35,512.50	35,160.50	103,761.44	101,580.20	56,906.56	0.00
Snow Plowing	35,061.55	29,775.10	72,814.50	65,000.00	67,855.40	65,000.00
Road Maintenance - Other	37,779.58	109,879.84	79,719.60	16,181.70	2,415.94	150,000.00
<b>Total Road Maintenance</b>	<b>108,353.63</b>	<b>174,815.44</b>	<b>256,295.54</b>	<b>182,761.90</b>	<b>127,177.90</b>	<b>215,000.00</b>
Social Services		0.00				
GCEP dba The Rookery	13,890.00				0.00	0.00
<b>Total Social Services</b>	<b>13,890.00</b>	<b>0.00</b>			<b>0.00</b>	<b>0.00</b>
Stipend		3,000.53	3,000.15	3,750.04	1,148.76	4,500.00
Supplies	14,934.01	11,245.58	24,891.71	23,665.48	13,932.53	20,000.00
Program - Library					1,020.75	2,050.00
Telecommunications	19,824.34	17,136.62	18,305.79	20,514.08	10,707.21	17,921.00
Training	8,422.94	1,971.00	10,929.20	6,888.26	4,211.14	13,200.00
Travel	7,816.87	0.00	796.00	13,536.36	20,644.81	19,700.00
Utilities						
Electricity	7,763.45	9,095.45	9,811.21	10,486.90	9,094.20	11,200.00
Fuel Oil	7,650.35	7,165.81	8,623.76	15,497.95	8,706.25	7,900.00
<b>Total Utilities</b>	<b>15,413.80</b>	<b>16,261.26</b>	<b>18,434.97</b>	<b>25,984.85</b>	<b>17,800.45</b>	<b>19,100.00</b>
Vehicle						
Fuel	341.77	490.99	416.51	1,016.41	383.48	1,200.00
Insurance	3,445.93	3,561.22	3,568.25	3,438.58	3,225.58	4,181.00
Maintenance & Repair	0.00	63.98	1,798.88	642.69	2,692.40	5,000.00
Mileage Reimbursement	1,301.75	1,843.46	1,944.76	1,162.81	682.00	1,900.00
<b>Total Vehicle</b>	<b>5,089.45</b>	<b>5,959.65</b>	<b>7,728.40</b>	<b>6,260.49</b>	<b>6,983.46</b>	<b>12,281.00</b>
<b>Total Expense</b>	<b>840,705.07</b>	<b>787,343.18</b>	<b>1,061,377.44</b>	<b>1,091,215.21</b>	<b>861,189.53</b>	<b>1,235,020.28</b>
<b>Net Ordinary Income</b>	<b>38,316.02</b>	<b>-90,957.12</b>	<b>59,499.30</b>	<b>457,764.52</b>	<b>128,438.78</b>	<b>-50,000.00</b>
<b>Other Income/Expense</b>						<b>0.00</b>
<b>Other Income</b>						
Encumbered Funds for Road Maintenance	60,303.38	62,118.87	115,000.00	115,000.00		
Other Savings for Road Maintenance		37,881.13				0.00
Prior-Year Cash Balance		0.00				50,000.00
<b>Total Other Income</b>	<b>60,303.38</b>	<b>100,000.00</b>	<b>115,000.00</b>	<b>115,000.00</b>	<b>0.00</b>	<b>50,000.00</b>
<b>Net Other Income</b>	<b>60,303.38</b>	<b>100,000.00</b>	<b>115,000.00</b>	<b>115,000.00</b>	<b>0.00</b>	<b>50,000.00</b>
<b>Net Income</b>	<b>98,619.40</b>	<b>9,042.88</b>	<b>174,499.30</b>	<b>572,764.52</b>	<b>128,438.78</b>	<b>0.00</b>



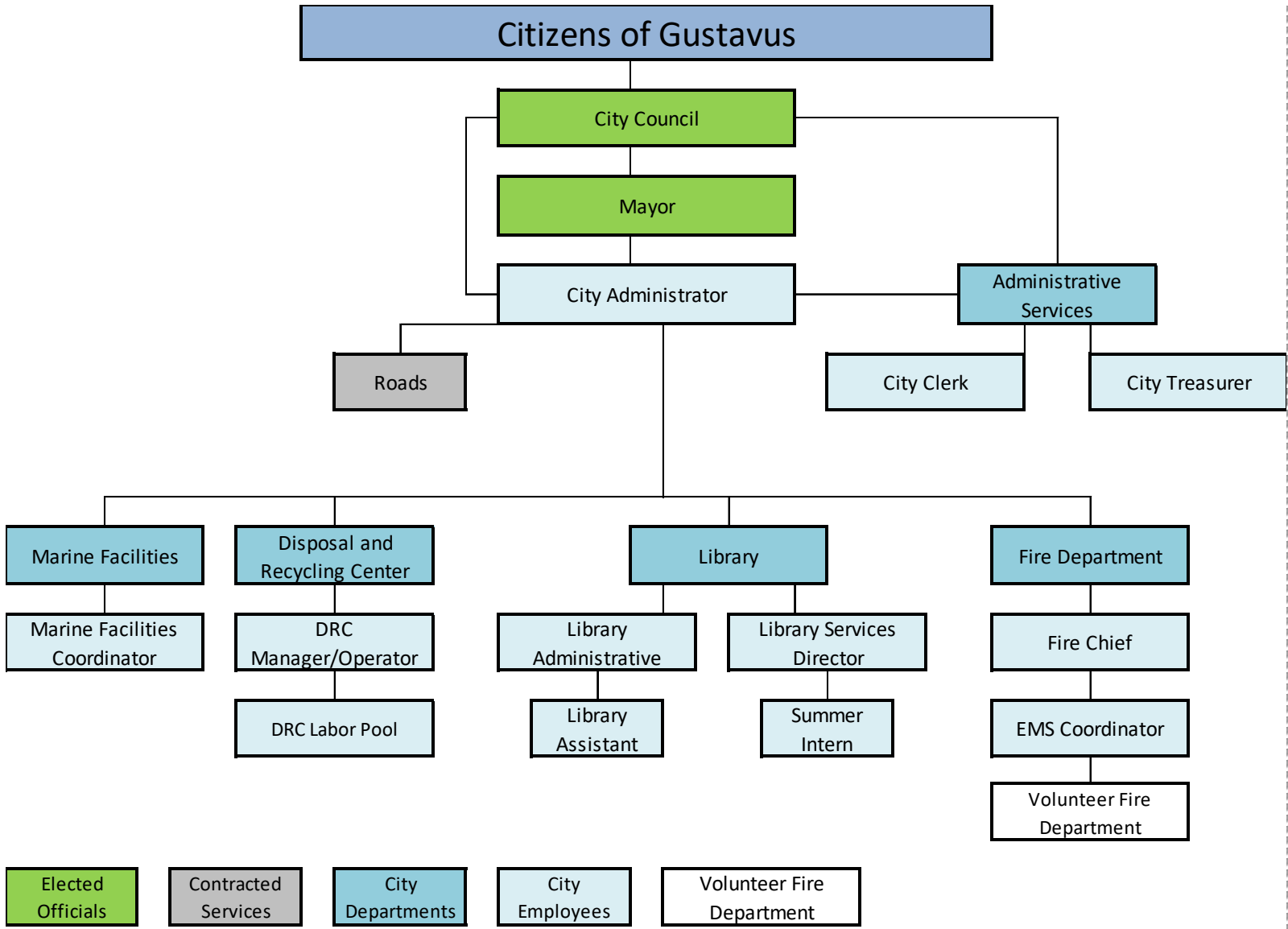
City of Gustavus Payroll Summary FY24 - FY25

FY25:		FTE	Hourly Wage	Hrs/year	Wage Total	457(b) Employer Contribution (LFG)	Health Ins. Stipend (\$200/mo stipend)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp. up to \$240.21)	Payroll Total	Group Health Plan (\$657/mo; city cap at \$700/mo until 80%/20% split is met)	Workers' Comp. Insurance	Direct Deposit Fees & FICA	Dept. Total	FY24 Budget for Comparison	FY23 Budget for Comparison
Admin. Dept.															
Administrator	salaries		\$93,645.78	---	\$93,645.78	\$6,439.30	\$2,400.00	\$8,080.32	\$110,565.40		\$588.72	\$230.00	\$243,461.58	\$234,430.55	\$226,641.50
Clerk	0.8	\$27.49	1820	\$50,031.80	\$3,502.23	\$2,400.00	\$4,519.16	\$60,453.19							
Treasurer	0.75	\$35.34	1560	\$55,130.40	\$3,859.13		\$4,752.91	\$63,742.44	\$7,881.84						
<b>DRC</b>											<b>\$3,075.87</b>	<b>\$97,403.79</b>	<b>\$96,278.87</b>	<b>\$123,151.07</b>	
Operator	0.9	\$25.84	2080	\$53,747.20	\$3,762.30		\$4,598.98	\$62,108.48	\$7,881.84						
Assistants		\$20.00	1120	\$22,400.00			\$1,937.60	\$24,337.60							
Assistants		\$19.00	0	\$0.00			\$0.00	\$0.00							
Assistants		\$18.50	0	\$0.00			\$0.00	\$0.00							
Fire Chief	salaries		\$61,905.12	---	\$61,905.12	\$4,333.36	\$5,307.45	\$71,545.93	\$7,881.84	\$5,769.72		\$120,271.52	\$90,831.17	\$116,452.96	
EMS Coord.	0.5	\$28.00	1040	\$29,120.00	\$2,038.40	\$1,200.00	\$2,715.63	\$35,074.03							
Library											\$183.69	\$100,208.66	\$101,797.16	\$106,550.01	
Lib. Adm Director	0.75	\$26.82	1495	\$40,095.90	\$2,806.71	\$2,400.00	\$3,705.86	\$49,008.47							
Lib. Serv. Dir	0.75	\$26.82	1560	\$41,839.20	\$2,928.74	\$2,400.00	\$3,848.56	\$51,016.50							
Summer Intern(s)		\$13.50	0	\$0.00			\$0.00	\$0.00							
Marine Facilities											\$707.96	\$27,792.25	\$34,730.65	\$28,428.08	
MF Coord.	0.5	\$25.45	864	\$21,988.80	\$1,539.22	\$1,400.00	\$2,156.27	\$27,084.29							
<b>Totals:</b>					<b>\$469,904.20</b>	<b>\$31,209.39</b>	<b>\$12,200.00</b>	<b>\$41,622.74</b>	<b>\$554,936.33</b>	<b>\$23,645.52</b>	<b>\$10,325.96</b>	<b>\$230.00</b>	<b>\$589,137.81</b>	<b>\$558,068.40</b>	<b>\$601,223.62</b>

Removed DRC Specialist  
 Added EMS Coordinator  
 Increased Worker's Comp by 15% per SE @ Petersburg Wrangell  
 Lowered MFChours back to 864  
 Removed requested Library Intern  
 Returned DRC labor pool to FY24 levels

FY24:		FTE	Hourly Wage	Hrs/year	Wage Total	457(b) Employer Contribution (LFG)	Health Ins. Stipend (\$200/mo stipend)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp. up to \$240.21)	Payroll Total	Group Health Plan (\$646/mo; city cap at \$700/mo until 80%/20% split is met)	Workers' Comp. Insurance	Direct Deposit Fees & FICA	Dept. Total	FY23 Budget for Comparison	FY22 Budget for Comparison
Admin. Dept.															
Administrator	salaries		\$91,989.96	---	\$91,989.96	\$6,439.30	\$2,400.00	\$7,953.65	\$108,782.91		\$511.93	\$230.00	\$240,430.55	\$222,641.51	\$159,697.31
Clerk	0.8	\$28.46	1820	\$51,797.20	\$3,625.80	\$2,400.00	\$4,663.67	\$62,486.67							
Treasurer	0.75	\$33.73	1560	\$52,618.80	\$3,683.32		\$4,547.32	\$60,849.44	\$7,569.60						
<b>DRC</b>											<b>\$2,674.67</b>	<b>\$92,565.67</b>	<b>\$123,151.07</b>	<b>\$96,266.70</b>	
Operator	0.9	\$25.00	2080	\$52,000.00	\$3,640.00		\$4,455.96	\$60,095.96	\$7,569.60						
Assistants		\$20.00	1008	\$20,160.00			\$1,743.84	\$21,903.84							
Assistants		\$19.00	0	\$0.00			\$0.00	\$0.00							
Assistants		\$18.50	16	\$296.00			\$25.60	\$321.60							
DRC Specialist		\$34.00	96	\$3,264.00			\$449.20	\$3,713.20							
Fire Chief	salaries		\$60,810.53	---	\$60,810.53	\$4,256.74	\$5,217.86	\$70,285.12	\$7,569.60	\$5,017.15		\$82,871.87	\$116,452.96	\$93,144.65	
Library											\$159.73	\$101,970.43	\$106,550.00	\$74,149.31	
Lib. Adm Director	0.75	\$26.35	1560	\$41,106.00	\$2,877.42	\$2,400.00	\$3,788.54	\$50,171.96	\$0.00						
Lib. Serv. Dir	0.75	\$26.35	1560	\$41,106.00	\$2,877.42	\$2,400.00	\$3,788.54	\$50,171.96							
Summer Intern(s)		\$13.50	100	\$1,350.00			\$116.78	\$1,466.78							
Marine Facilities											\$615.62	\$32,145.85	\$28,424.08	\$23,076.26	
MF Coord.	5	\$25.00	1040	\$26,000.00	\$1,820.00	\$1,200.00	\$2,510.23	\$31,530.23							
<b>Totals:</b>					<b>\$442,498.49</b>	<b>\$29,220.00</b>	<b>\$10,800.00</b>	<b>\$39,261.18</b>	<b>\$521,779.67</b>	<b>\$22,708.80</b>	<b>\$8,979.10</b>	<b>\$230.00</b>	<b>\$549,984.38</b>	<b>\$597,219.62</b>	<b>\$446,334.23</b>

City of Gustavus Organizational Chart



## Gustavus Endowment Fund

Within the finances of the City of Gustavus, there is established a separate fund known as the Gustavus Endowment Fund. The Endowment Fund is regulated by City of Gustavus Municipal Code Chapter 4.13. The purpose for establishment of the fund is to preserve in trust, for the benefit of present and future generations of Gustavus residents, monies dedicated to the community of Gustavus in compensation for the loss of commercial fishing in Glacier Bay. The first deposit to the fund was \$963,000.00 that the city received from the Gustavus Community Association (GCA) who had received the money from the National Park Service. The Gustavus City Council may make deposits to the principal of this fund in the same manner as it makes other appropriations. Any funds received by the city from any non-city-tax source may be deposited into the fund. Funds once dedicated are intended to be held in the fund for perpetuity.

The long-term goals of the fund are 1) to maintain the inflation-adjusted value of the original principal, as added to per section 4.13.030 (b) and (c); and 2) to generate at least a three (3) percent total return after inflation on investments of the fund.

If endowment fund earnings allow and the Gustavus City Council determines it to be fiscally responsible, an annual grant cycle makes funding available for community projects. See the Policy and Procedure (P&P) for Awarding Grants from the Endowment Fund Earnings (most recently revised version at the time of this writing is Resolution CY19-14).

The following table includes the calculations used by the P&P to determine the annual grant cycle fund amount. The 3% of Average amount listed, if it is less than the Excess Earnings Determination, is the amount made available through the Endowment Fund Grant process, along with any unused endowment fund grant funds from previous years.

Original Value of the Endowment Fund  
\$963,000

Anchorage Consumer Price Index (CPI) for first half of 2004  
165.6

End of Fiscal Year Date	Endowment Fund Market Value	Anchorage CPI for first half of year ( <a href="http://live.laborstats.alaska.gov/cpi/index.cfm">http://live.laborstats.alaska.gov/cpi/index.cfm</a> )	Multiplier	Inflation-Adjusted Value of Original Principal = Original Value \$963,000 x Multiplier Value	Excess Earnings Determination = Actual Market Value - Inflation-Adjusted Principal
			Value (Anchorage CPI for current year div. by CPI for 2004 = 165.6, rounded to 3 decimals)		
June 30, 2011	\$1,161,681.00	200.278	1.209	\$1,164,267.00	(\$2,586.00)
June 30, 2012	\$1,188,171.67	205.215	1.239	\$1,193,157.00	(\$4,985.33)
June 30, 2013	\$1,265,224.55	210.853	1.273	\$1,225,899.00	\$39,325.55
June 30, 2014	\$1,391,960.13	214.777	1.297	\$1,249,011.00	\$142,949.13
June 30, 2015	\$1,400,089.55	217.111	1.311	\$1,262,493.00	\$137,596.55
June 30, 2016	\$1,398,474.52	216.999	1.310	\$1,261,530.00	\$136,944.52
June 30, 2017	\$1,429,287.74	218.616	1.320	\$1,271,160.00	\$158,127.74
June 30, 2018	\$1,438,854.93	223.099	1.347	\$1,297,161.00	\$141,693.93
June 30, 2019	\$1,466,213.91	228.858	1.382	\$1,330,866.00	\$135,347.91
June 30, 2020	\$1,473,942.38	225.049	1.359	\$1,308,717.00	\$165,225.38
June 20, 2021	\$1,637,337.02	232.679	1.405	\$1,353,078.97	\$284,258.05
June 30, 2022	\$1,441,014.78	252.271	1.523	\$1,467,010.71	(\$25,995.93)
June 30, 2023	\$1,472,739.49	257.938	1.558	\$1,499,965.54	(\$27,226.05)

	5-Year Average	3% of Average
FY11-FY15	\$1,281,425.38	\$38,442.76
FY12-FY16	\$1,328,784.08	\$39,863.52
FY13-FY17	\$1,377,007.30	\$41,310.22
FY14-FY18	\$1,411,733.37	\$42,352.00
FY15-FY19	\$1,426,584.13	\$42,797.52
FY16-FY20	\$1,441,354.70	\$43,240.64
FY17-FY21	\$1,489,127.20	\$44,673.82
FY18-FY22	\$1,491,472.60	\$44,744.18
FY19-FY23	\$1,498,249.52	\$44,947.49

## Current Banking Assets

The balance sheet assets as of 5/08/2024 are as below:

### City of Gustavus Balance Sheet As of May 8, 2024

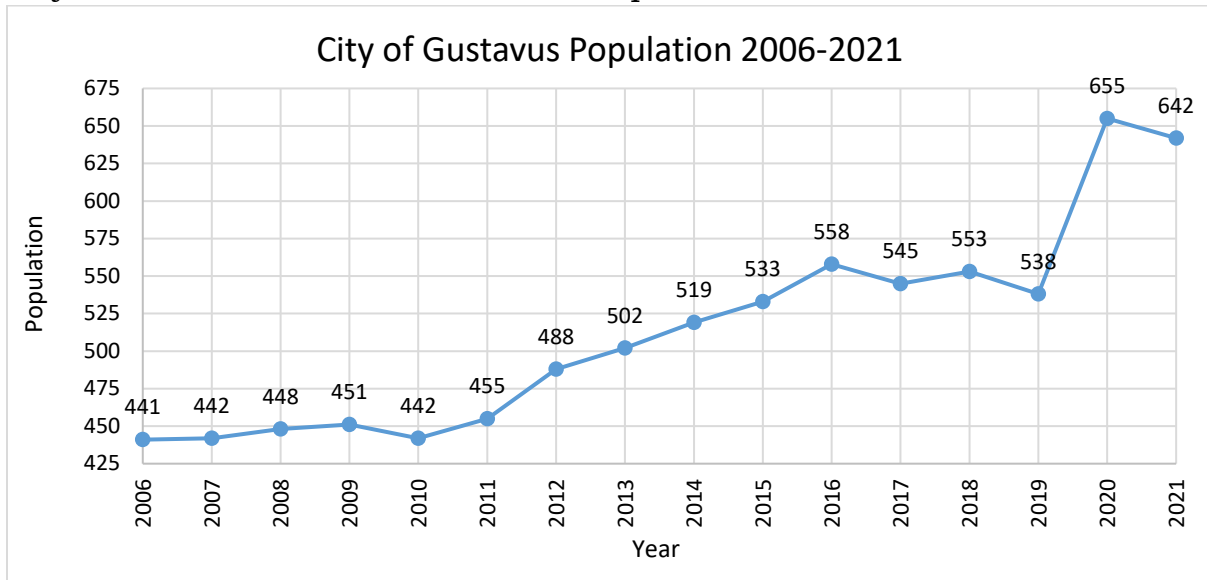
	May 8, 2024
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
AMLIP Capital Improv Current (0630598.1)	143,708.53
AMLIP Capital Improv Long-Term (0630598.2)	1,001,206.57
AMLIP Repair & Replacement (0630598.3)	385,827.47
AMLIP Gravel Pit Fund (0630598.8)	25,409.53
AMLIP Reserve (0630598.12)	1,205,126.37
APCM.Endowment Fund	1,587,703.04
FNBA - Checking	59,831.14
FNBA Endowment Fund - Checking	37,897.44
Petty Cash	559.21
	4,447,269.30
<b>Total Checking/Savings</b>	

The Alaska Municipal Investment Pool (AMLIP) accounts were restructured in June 2018 with FY18-16NCO. Generally, the account uses are as follows:

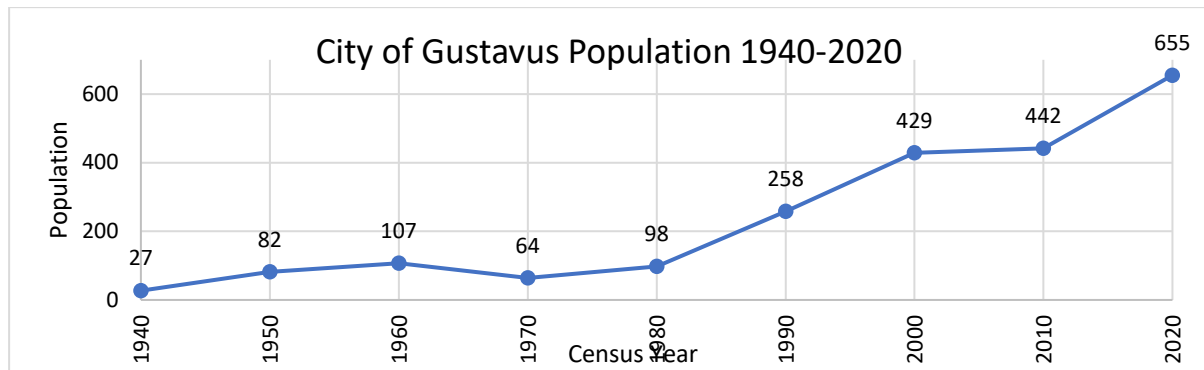
- *AMLIP Capital Improv Current*: funds for approved and funded capital projects
- *AMLIP Capital Improv Long-Term*: funds for capital projects in the future
- *AMLIP Repair & Replacement*: funds for repair and replacement of fixed assets, following recommended best-practices savings schedule. Funded through operating budget line-item. See the Capital Improvement Plan document for additional information.
- *AMLIP Road Maint – Unencumbered* was closed in FY24
- *AMLIP Road Maint – Encumbered* account was depleted in FY21 and closed
- *AMLIP Gravel Pit Fund*: fund established in FY21 for use on expenses associated with the gravel pits. Funded through operating budget line-item.
- *AMLIP Reserve*: was updated in FY24 to be used as savings and should hold the equivalent of the current fiscal years budget.
- *AMLIP CARES Act Relief Funds*: CARES Act funds initially resided in this account.
- *APCM.Endowment Fund*: see previous page for discussion of this account.
- *FNBA – Checking*: general operating banking account; includes unrestricted funds along with restricted funds such as grants, capital project funds, current year National Forest Receipts, or other road funds
- *FNBA Endowment Fund – Checking*: funds from the Endowment Fund for disbursement through the annual Endowment Fund Grant program
- *Petty Cash*: funds for cash transactions (receipts and expenditures)

Note: *AMLIP Road Maint – Encumbered*: held prior years' National Forest Receipts funds that could only be used by the city on roads. Fund depleted in FY21.

### City of Gustavus and State of Alaska Population Trends



Population data for 2010 are from the U.S. Census Bureau. Population data from all other years are the annually certified population from the State of Alaska Department of Commerce, Community, and Economic Development (DCCED) based on estimates prepared by the State of Alaska Demographer at the Department of Labor and Workforce Development (<https://live.laborstats.alaska.gov/pop/index.cfm>). The Alaska Marine Highway System initiated car ferry service to Gustavus at the end of 2010 after the completion of the Gustavus Causeway.



U.S. Census Bureau data for Gustavus, Alaska, 1940-2010. 2020 data point is from the same source as explained for the graph above as census data are not yet finalized. Graph copied from the State of Alaska Department of Labor and Workforce Development Research and Analysis Section's website on March 23, 2021





**City of Gustavus**  
PO Box 1  
Gustavus, Alaska 99826  
Phone: (907) 697-2451

# City of Gustavus General Fund Fiscal Year 2025

## May 2024

## Administration

## General Fund

### Administration Department:

The Administration Department consists of three paid employees and a volunteer Mayor and City Council. The City Administrator works under the direction of the volunteer Mayor. Together, they are responsible for the overall management, administration, and direction of the city operations; the hiring, disciplining, and termination of city employees; the negotiation of city contracts within budget appropriations; policy advice to the City Council; and open communication with the community. The City Treasurer generates the annual operating and capital improvement budgets in conjunction with the City Administrator and presents them to the Mayor for approval.

The City Clerk is responsible for recording and maintaining the official records of the City and preparing agendas for and transcribing minutes of the City Council meetings. The clerk is the elections official for all local elections and absentee voting for state and federal elections. The clerk is a parliamentarian, administers the city records retention schedule, conducts daily business transactions with the public, and maintains the City of Gustavus social media presence. The clerk is a notary public.

The City Treasurer is responsible for all accounting, budgeting, and financial information services for the City of Gustavus. These services include procurement, accounts payable, retail, room, and fish box tax collection, collection of city leases and other fees such as transient moorage, gravel pit material sales, and ambulance fees. The treasurer is responsible for the advertisement, execution, and administration of City contracts within budget appropriations. The treasurer generates the annual operating and capital improvement budgets in conjunction with the Mayor, City Administrator, and department heads. The treasurer helps develop job announcements, onboards new employees, and maintains personnel files. The treasurer is a notary public.

### Personnel:

Volunteer Mayor  
 Six Volunteer City Council Members  
 City Administrator (1.0 FTE)  
 City Clerk (0.8 FTE)  
 City Treasurer (0.75 FTE)

### Mission:

To serve the Community of Gustavus.

FY21-FY25 General Fund: Administration Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '20 - Jun 21	JUL '21 - Jun 22	Jul '22 - Jun 23	Jul '23 - Jun 24	Jul '24 - Jun 25
Administrative Costs	1,099.95	1,340.40	9,206.56	35,000.00	0.00
Advertising	0.00	472.24	0.00	100.00	0.00
Bank Service Charges	2,384.54	4,767.56	3,670.59	3,100.00	10,000.00
Building - Insurance	2,634.82	1,635.57	1,367.94	3,660.00	1,184.00
Building - Maintenance					2,650.00
Contractual Services	4,799.00	8,657.39	28,016.57	55,020.00	6,226.00
Contractual - City Engineer					10,000.00
Contractual - IT Services					25,020.00
Dues/Fees	2,585.52	3,468.60	3,760.27	8,000.00	8,000.00
Election Expense	87.34	129.92	150.99	250.00	250.00
Emergency & Disaster				50,000.00	50,000.00
Equipment - Purchase	4,615.00	576.75	1,919.99	2,500.00	2,500.00
Events & Celebrations	3,587.70	3,412.62	4,149.35	3,800.00	3,800.00
Freight/Shipping	731.05	792.45	524.99	800.00	800.00
General Liability	11,575.44	17,480.61	17,776.53	20,700.00	17,841.00
Payroll Expenses	152,657.07	194,855.31	227,404.62	234,430.55	249,585.22
Professional Services	15,801.65	11,527.50	8,675.00	15,000.00	15,000.00
Public Relations	314.86		899.00	500.00	700.00
Relocation		1,000.00			0.00
Repair & Replacement Annual Contribution	1,000.00	1,000.00	0.00	1,000.00	1,000.00
Supplies	1,298.29	2,966.79	4,834.01	3,500.00	3,500.00
Telecommunications	7,069.56	7,004.02	8,214.03	7,500.00	5,000.00
Training	579.00	2,247.72	3,096.50	4,000.00	4,000.00
Travel	0.00	154.00	9,932.23	13,000.00	10,000.00
Utilities - Electricity	3,002.72	3,505.20	3,313.21	2,900.00	3,000.00
Utilities - Fuel Oil					0.00
Vehicle	436.20	332.17	208.01	500.00	500.00
<b>Total Expense</b>	<b>216,259.71</b>	<b>267,326.82</b>	<b>337,120.39</b>	<b>465,260.55</b>	<b>430,556.22</b>

## Disposal and Recycling Center

## General Fund

### Disposal and Recycling Center:

The Manager/Operator is responsible for the overall management of the Disposal and Recycling Center (DRC), the hiring of temporary labor pool employees, project scoping and management for DRC capital improvement projects, creating purchase orders, ordering supplies, managing the point-of-sale and customer billing systems, long-term planning for the DRC facility, and management of the Community Chest, the community's thrift store. The Manager/Operator generates the annual departmental operating budget in conjunction with the City Treasurer. The Manager/Operator also performs the duties listed below for the temporary labor pool employees in the capacity of a short-term, replacement operator.

The DRC temporary labor pool employees perform the day-to-day operations of the DRC, including receiving and processing recyclable and non-recyclable solid waste from commercial and household customers, collecting customer payments, operating the food waste composting program, and performing equipment and building maintenance.

### Personnel:

Manager/Operator (1 FTE)

Up to three Temporary Labor Pool Employees (0.54 FTE all together)

DRC - Occasional volunteers

Community Chest – three to five active volunteers and additional supporting volunteers

### Mission:

The mission of the Gustavus Disposal & Recycling Center and Community Chest is to reuse locally or to recycle as much material from the community's waste stream as possible. What cannot be reused or recycled is disposed of in a safe, legal, and environmentally responsible manner.

FY21-FY25 General Fund: Disposal & Recycling Center Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '20 - Jun 21	JUL '21 - Jun 22	JUL '22 - Jun 23	Jul '23 - Jun 24	Jul '24 - Jun 25
Bank Service Charges	1,466.54	1,723.98	2,169.67	1,600.00	3,000.00
Building - Insurance	1,791.28	2,110.20	2,580.43	2,316.96	1,900.00
Building - Maintenance					600.00
Contractual Services	6,740.00	38,552.07	575.00	7,260.00	5,000.00
Dues/Fees	1,180.10	1,180.10	1,251.60	1,007.00	1,200.00
Equipment - Fuel	8,200.87	6,557.66	7,830.31	12,828.86	2,200.00
Equipment - Purchase					4,400.00
Equipment - Insurance					342.80
Equipment - Maintenance & Repair					4,400.00
Events & Celebrations	0.00	0.00	0.00	250.00	500.00
Freight/Shipping	13,088.48	26,476.80	24,273.74	28,600.00	32,000.00
Occupational Health	0.00			500.00	500.00
Payroll Expenses	87,726.45	92,782.01	106,116.83	96,278.87	94,842.05
Repair & Replacement Annual Contribution	2,150.79	2,100.79	2,100.79	2,150.79	2,767.46
Supplies	3,154.69	4,287.87	4,044.95	4,500.00	4,500.00
Telecommunications	2,190.62	2,276.71	2,102.10	1,172.00	1,200.00
Training	1,392.00	125.00	0.00	1,200.00	1,200.00
Travel	0.00	0.00	0.00	1,200.00	1,200.00
Utilities - Electricity					1,900.00
Utilities - Fuel Oil	2,685.95	2,557.18	4,736.51	2,900.00	1,400.00
Vehicle	149.62	127.78	98.45	200.00	200.00
<b>Total Expense</b>	<b>131,917.39</b>	<b>180,858.15</b>	<b>157,880.38</b>	<b>163,964.48</b>	<b>165,252.31</b>

# Gustavus Public Library

# General Fund

## Gustavus Public Library:

The Gustavus Public Library provides the public with a wide selection of materials including nonfiction and fictional books for all ages, fiction and nonfiction DVDs, magazines, kits, and audio material. The library's collection includes items specifically requested by community members, along with books by local and regional authors, books about Alaska and Southeast Alaska, and a selection of recently released materials researched and selected by the library directors. The library also offers public computers and 24/7 WiFi for internet access, as well as free access to e-books and audiobooks. The e-book collection is available for checkout by members of the public who have been issued a library card. The library offers diverse programs and events for all ages, including a Summer Reading program, and supports students at the Gustavus School, homeschooling families, and adult students through services like test proctoring. The library is open five to six days a week, utilizing a strong core of volunteers to support its daily operation.

The Library Administrative Director is responsible for the overall management of the Gustavus Public Library, project scoping and management for library capital improvement projects, creating purchase orders, ordering supplies, and long-term planning for the library. This position assists the Library Services Director with training and coordinating volunteers. The Library Administrative Director generates the annual departmental operating budget in conjunction with the City Treasurer. She also performs the duties listed below for the volunteer desk sitters.

The Library Services Director oversees operations, services, and creation and implementation of the daily programs that get patrons in the door. The Library Services Director focuses on developing these programs for diverse age groups and interests. This position is responsible for training and supervising volunteers, writing news articles and monthly newsletters, and communicating with the public through email and social media. She collaborates with the Library Administrative Director on matters of general library operations and administration (such as budgeting and ordering library materials), and forms partnerships with other organizations, such as the Gustavus School and National Park Service, to develop library programs that meet the current needs and interests of the community.

The volunteer desk sitters are responsible for recording library use statistics, checking out materials to patrons, checking in and shelving materials, collecting money for copies and faxes, and aiding patrons as they are able.

## Personnel:

Library Administrative Director (0.75 FTE)  
 Library Services Director (0.75 FTE)  
 Summer Intern (0 Hours) for FY25  
 25 desk volunteers, 7 maintenance/projects volunteers

## Mission:

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.

FY21-FY25 General Fund: Gustavus Public Library Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '20 - Jun 21	Jul '21 - 22	Jul '22 - 23	Jul '23 - Jun 24	Jul '24 - Jun 25
Bank Service Charges	25.00	25.00	25.00	25.00	25.00
Building - Insurance	4,505.90	6,932.64	4,999.15	7,001.22	5,000.00
Building - Maintenance					0.00
Contractual Services	3,075.00	6,300.00	5,920.00	3,300.00	3,588.00
Dues/Fees	4,069.76	4,584.85	5,160.60	1,200.00	1,200.00
Equipment - Purchase	909.59	372.92	401.44	500.00	500.00
Events & Celebrations	0.00	157.89	144.68	350.00	400.00
Freight/Shipping	872.65	712.19	800.10	1,000.00	1,000.00
Fundraising Expenses	8.00	700.00	0.00	500.00	500.00
Library Materials	598.71	2,212.84	2,659.33	14,000.00	11,000.00
Payroll Expenses	61,291.02	64,837.92	90,583.05	101,797.16	100,208.66
Repair & Replacement Annual Contribution	4,299.27	4,299.27	4,299.27	4,299.27	5,641.80
Supplies	1,409.29	5,718.40	3,213.84	2,700.00	2,700.00
Supplies - Program	1,260.17	2,003.24	3,166.06	2,975.00	2,050.00
Supplies - Donated/Fundraised	0.00	0.00	1,000.00	800.00	800.00
Telecommunications	3,547.37	4,560.71	6,579.97	5,450.00	6,745.00
Training	0.00	229.99	716.00	1,000.00	1,000.00
Travel	0.00	278.00	2,309.35	1,500.00	1,500.00
Utilities - Electricity					3,400.00
Utilities - Fuel Oil	6,385.80	7,268.23	10,014.22	7,400.00	4,000.00
<b>Total Expense</b>	<b>92,257.53</b>	<b>111,194.09</b>	<b>141,992.06</b>	<b>155,797.65</b>	<b>151,258.46</b>

## Gustavus Volunteer Fire Department

## General Fund

### Gustavus Volunteer Fire Department:

The Gustavus Volunteer Fire Department (GVFD) provides Emergency Medical Services (EMS) and responds to fire calls within the City of Gustavus and has a memorandum of agreement to respond within Glacier Bay National Park upon request. Emergency services are provided by the city with an equipped ambulance, fire engine, and two water tenders that are stocked with proper equipment to tackle most emergencies.

GVFD is composed of a full-time Fire Chief and an EMS Coordinator (added in FY23) who currently oversee 18 volunteers that bring a variety of skills to the department. The GVFD volunteers are organized into three categories: Dispatchers, EMS, and Fire. The volunteers started the Gustavus Volunteer Fire Department Association, a non-profit social organization that was formed in 2016 to coordinate volunteer fundraisers and to help support the GVFD volunteers.

The Fire Chief is responsible for the overall management of the GVFD, project scoping and management for GVFD capital improvement projects, creating purchase orders, ordering supplies, maintaining equipment, emergency planning for the community, and long-term planning for the GVFD. The fire chief generates the annual departmental operating budget in conjunction with the City Treasurer. The fire chief develops and conducts weekly evening trainings for the volunteers, alternating between EMS and fire.

The EMS Coordinator's primary responsibilities are EMS preparedness and training. The EMS Coordinator is supervised by the Fire Chief with direction from the City Administrator and/or Mayor, with advice from the Medical Director.

### Personnel:

Fire Chief (1 FTE)  
 Assistant Chief (Volunteer)  
 Fire Captain (Volunteer)  
 EMS Coordinator (.5 FTE)  
 18 volunteers within the 3 divisions

### Mission:

To serve our community before, during, and after an emergency.



FY21-FY25 General Fund: Gustavus Volunteer Fire Department Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '20 - Jun 21	JUL '21 - JUN 22	JUL '22 - JUN 23	Jul '23 - Jun 24	Jul '24 - Jun 25
Bad Debt	0.00	0.00	0.00	0.00	0.00
Advertising	0.00	100.00	0.00	0.00	0.00
Bank Service Charges	25.00	25.00	0.00	25.00	25.00
Building - Insurance					4,141.48
Building - Maintenance	3,738.03	6,948.83	5,796.93	8,555.93	2,765.00
Contractual Services	0.00	6,500.00	80.00	6,000.00	2,000.00
Ambulance Billing Expense	722.55	373.30	1,027.27	1,300.00	1,300.00
Dues/Fees	75.00	100.00	2,038.82	4,500.00	4,687.78
Equipment - Purchase	123.00	12,440.54	3,441.92	4,600.00	2,991.00
Freight/Shipping	85.47	357.25	664.15	400.00	600.00
Payroll Expenses	33,550.06	55,662.50	59,399.93	90,831.17	119,959.28
Repair & Replacement Annual Contribution	9,839.80	1,663.38	1,663.38	1,663.38	1,663.38
Stipend	3,000.53	3,000.15	3,750.04	6,000.00	4,500.00
Supplies	3,946.03	7,841.65	6,580.07	7,500.00	7,500.00
Telecommunications	4,089.07	4,224.35	4,061.98	6,050.00	4,700.00
Training	0.00	7,801.49	3,075.76	12,000.00	7,000.00
Travel	0.00	364.00	1,294.78	7,500.00	7,000.00
Utilities - Electricity					2,500.00
Utilities - Fuel Oil	4,186.79	4,994.36	7,656.91	4,000.00	2,500.00
Vehicle - Fuel					1,200.00
Vehicle - Insurance					4,181.00
Vehicle - Maintenance & Repair					5,000.00
Vehicle - Milage Reimbursement	4,116.19	5,794.28	5,097.68	7,085.67	0.00
<b>Total Expense</b>	<b>67,497.52</b>	<b>118,191.08</b>	<b>105,629.62</b>	<b>168,011.15</b>	<b>186,213.92</b>

## Marine Facilities Department

## General Fund

### Marine Facilities Department:

The City of Gustavus Marine Facilities Department oversees and maintains the City's float system at the Gustavus Public Dock (maintained by Alaska State DOT) and the Salmon River Boat Harbor (SRBH), including the boat launch and attached floats. The Gustavus Dock float system is used extensively during the summer months by the local charter fleet, commercial fishermen, sightseeing vessels, and private citizens. The tidally influenced Salmon River Boat Harbor offers a boat launch used by private citizens, charter and commercial operators, and landing crafts delivering freight. There is also a barge landing, short and long-term pay storage areas, short-term parking, a kayak storage area, and a number of privately maintained floats in various stages of usability/disrepair. Waterless restrooms were constructed at the beach in 2014 and at the Salmon River Park in 2016. These are maintained by the Marine Facilities Department. The Marine Facility Department also walks the Gustavus beach and Salmon River Boat Harbor collecting trash and keeping the areas free of debris.

The City of Gustavus has established fees for commercial vessels (\$500 per year), private vessels (\$60 per year), long-term storage (\$150 per year/\$20 per month), and transient fees for daily use /moorage for unregistered vessels (fees vary).

The Marine Facilities Coordinator (MFC) monitors the Gustavus Dock and Salmon River Boat Harbor 6 days a week in the summer months with additional intermittent duties in both the spring and fall shoulder seasons. These include but are not limited to beach projects, float maintenance, and infrastructure improvements. The latter include the Gustavus Public Library, Gustavus Volunteer Fire Department, and City Hall improvements.

The MFC collects transient moorage fees, encourages vessel owners to obtain registration stickers, and encourages users to follow City of Gustavus policies per Title 8 of the Gustavus Municipal Code. The MFC also assists in the spring and fall with the moving of the steel float and the wooden floats to/from the boat harbor. The MFC is responsible for tracking use at the Gustavus Dock and boat harbor and recording statistics listed later in this narrative, as well as any other requested by the City Council or its agents (e.g. the Gustavus Marine Facilities Committee and the City Administrator). The MFC also works with state, federal, and local government entities to ensure a safe and environmentally friendly environment in and on the waterways adjacent to Gustavus and Glacier Bay National Park.

The City Treasurer and the Marine Facilities Coordinator are responsible for the project scoping and management for capital improvement projects, creating purchase orders, ordering supplies, and long-term planning for Gustavus's Marine Facilities. The City Treasurer generates the annual departmental operating budget in conjunction with the Mayor and the Marine Facilities Coordinator.

In 2023 a Fish Waste Disposal Station and trashcans were added to the SRBH to reduce illegal dumping of fish carcasses and enhance the DRC's composting program.

### Personnel:

Marine Facilities Coordinator/Harbormaster (0.4 FTE)

FY21-FY25 General Fund: Marine Facilities Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	Jul '23 - Jun 24	Jul '24 - Jun 25
Administrative Costs	0.00	0.00	0.00	0.00	
Advertising	0.00	258.67	0.00		
Building (Fuel Farm, Shed, Outhouses)	3,775.73	3,942.48	4,507.10	4,324.51	4,973.19
Contractual Services	14,300.00	8,700.00	10,076.05	15,000.00	10,000.00
Equipment	26.35	1,463.38	529.99	100.00	500.00
Freight/Shipping	124.00	268.17	44.28	200.00	200.00
Marine Facilities: Insurance	6,155.70	2,486.20	2,578.53	5,722.48	2,965.31
Marine Facilities: Maint & Repairs					
Payroll Expenses	22,415.04	23,441.02	18,747.15	34,730.65	27,792.25
Repair & Replacement Annual Contribution	7,482.27	7,482.27	7,482.27	7,482.27	7,482.27
Supplies	177.11	2,073.76	676.55	2,200.00	1,000.00
Telecommunications	240.00	240.00	276.00	240.00	276.00
Training	0.00	525.00	0.00	0.00	0.00
Electricity	0.00	110.00	264.00	400.00	400.00
Vehicle	1,257.64	1,474.17	856.35	1,200.00	1,200.00
<b>Total Expense</b>	<b>55,953.84</b>	<b>52,465.12</b>	<b>46,038.27</b>	<b>71,599.91</b>	<b>56,789.02</b>

## Roads Department

## General Fund

### Roads Department:

The City of Gustavus provides road maintenance and snow plowing services for 24 miles of dirt/gravel roads within the city limits through annual contracts to local businesses. The City Council Roads liaison and City Administrator are responsible for the project scoping and management for capital improvement projects, creating purchase orders, issuing orders for snow plowing, and long-term planning for the Roads Department. The City Treasurer generates the annual departmental operating budget in conjunction with the Mayor and the City Administrator.

The State of Alaska DOT/PF is responsible for maintenance and plowing of all paved roads within the City limits, the public dock, and the Gustavus Airport. Glacier Bay National Park plows and maintains the road to Bartlett Cove beginning at the Park boundary.

Road maintenance was heavily subsidized by National Forest Receipts (NFR) in the past. The annual distribution of these encumbered funds has dwindled to anywhere from almost nothing to less than half of the road maintenance budget in recent years. In FY21, the City of Gustavus finally expended encumbered funds that were held in reserve from past years' NFR towards road maintenance. This department is funded within the operating budget, with supplementation from current year NFR funds as they occur. For FY25 the Council chose to use interest from savings to fully fund the Road Maintenance budget request.

### Personnel:

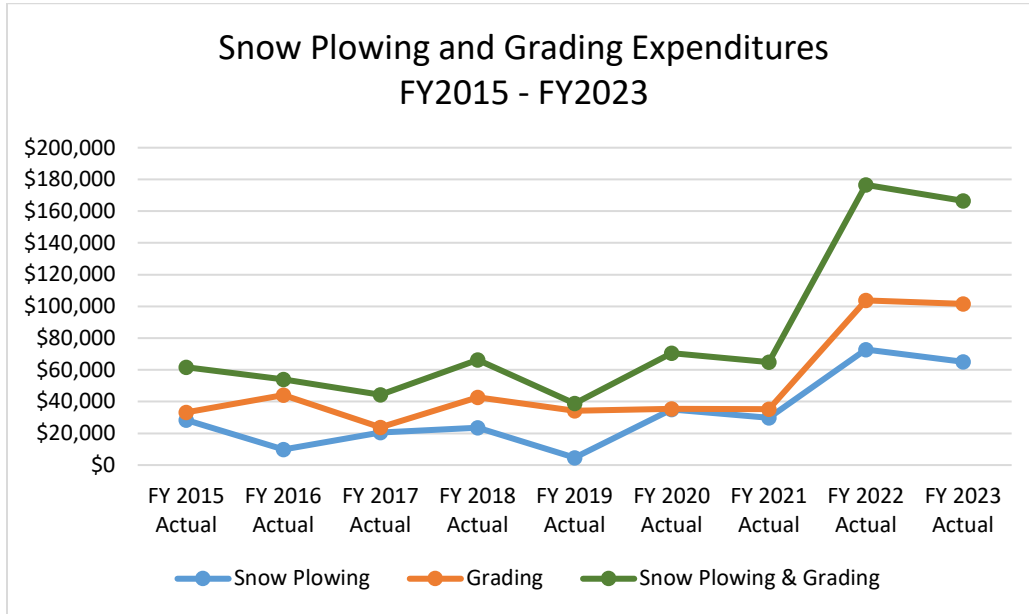
City Administrator

Volunteer City Council Member(s)

### Mission:

To provide maintenance services within the city limits for all constructed, publicly dedicated roadways except those maintained by the State of Alaska Department of Transportation and Public Facilities or by the U.S. Department of the Interior, National Park Service.

Statistics through FY23



Note: this graph does not include other road maintenance expenses such as hauling pit run material, brushing, or special projects (e.g. washout repair, signage, ditch cleaning).

FY21-FY25 General Fund: Roads Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	Jul '23 - Jun 24	Jul '24 - Jun 25
Dues Fees	0.00			0.00	
<b>Road Maintenance</b>					
Snow Plowing	29,775.10	72,814.50	65,000.00	65,000.00	65,000.00
Grading	35,160.50	103,761.44	101,580.20		
Hauling Pit Run Material	14,474.00				
Brushing	1,895.00				
Other	93,510.84	79,719.60	16,181.70	131,000.00	150,000.00
<b>Total Road Maintenance</b>	<b>174,815.44</b>	<b>256,295.54</b>	<b>182,761.90</b>	<b>196,000.00</b>	<b>215,000.00</b>
Vehicle:Mileage	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>174,815.44</b>	<b>256,295.54</b>	<b>182,761.90</b>	<b>196,000.00</b>	<b>215,000.00</b>

# Lands Department

# General Fund

## Lands Department:

The City of Gustavus owns several parcels of land within the City of Gustavus, apart from the land that the City departmental facilities are located on. Only lands generating revenue for the Lands Department are discussed here. The city owns a parcel of land near the school gym that includes the old Post Office/Preschool building (currently being leased to the Gustavus Bike Shop for \$2000.00 annually), and equipment used by AT&T and ACS that pay a lease annually (\$6157 and \$3658.20, respectively). GCI has an annual lease of \$2905.15 for a Rural Earth Station. L3Harris also leases area from the City of Gustavus for 628.00 annually.

The city also owns the “gravel pits”, a parcel of land at the conjunction of Wilson Road and Rink Creek Road. Pit run gravel material extraction contracts are awarded each year to contractors extracting and selling material. The City also retains one of the gravel pit ponds for the road maintenance contractor to extract material for the City roads.

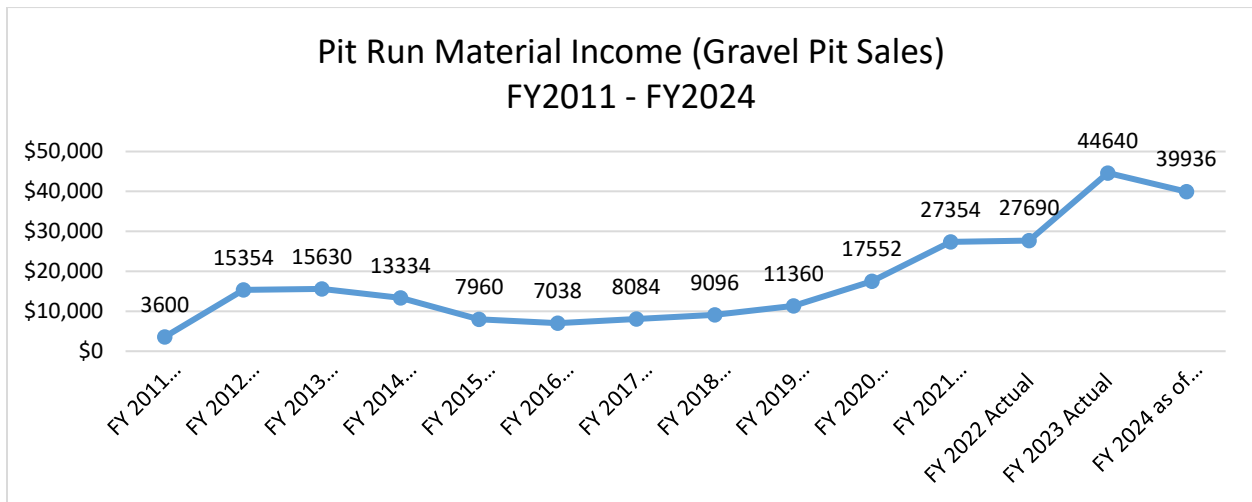
Various City Council members are responsible for the project scoping and management for capital improvement projects and long-term planning for the Lands Department. The treasurer is responsible for the advertisement, execution, and administration of City contracts and for collection of gravel pit and lease income. The treasurer generates the annual operating and capital improvement budgets in conjunction with the Mayor and City Administrator.

Platting authority in Gustavus is done by the State of Alaska for the unorganized borough.

## Personnel:

None

## Statistics through FY24-to-date:



FY21-FY25 General Fund: Lands Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	Jul '23 - Jun 24	Jul '24 - Jun 25
Administrative Costs	1,033.75	0.00	0.00	0.00	0.00
Contractual Services	0.00	0.00	0.00	0.00	0.00
Gravel Pit Fund	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Professional Services	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>7,033.75</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>6,000.00</b>

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY24-16NCO  
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
DEPARTMENT BUDGETS FOR FISCAL YEAR 2024**

**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 2024 estimated expenditures have changed from the estimates in the approved budget.

**Section 3.** For the current fiscal year, the budget is amended to reflect the changed estimates as follows:

<b>Budget Category</b>	<b>Amounts</b>		
	Original Budget	Amended Budget	Change
<b>INCOME</b>			
Federal Revenue:PILT	\$ 130,000.00	\$ 152,913.58	\$ 22,913.58
Tax Income:Retail Sales Tax	\$ 415,000.00	\$ 430,000.00	\$ 15,000.00
Tax Income:Remote Sales Tax	\$ 56,000.00	\$ 70,000.00	\$ 14,000.00
Total Change in Income			<b>\$ 51,913.58</b>

<b>EXPENSE</b>	Original Budget	Amended Budget	Change
	Admin:Administrative Costs	\$ 35,000.00	\$ 46,235.50
Admin:Bank Service Charges	\$ 3,100.00	\$ 8,500.00	\$ 5,400.00
Admin:Utilities	\$ 2,900.00	\$ 5,500.00	\$ 2,600.00
Admin:Travel	\$ 13,000.00	\$ 15,407.89	\$ 2,407.89
DRC:Bank Service Charges	\$ 1,600.00	\$ 2,400.00	\$ 800.00
DRC:Utilities	\$ 2,900.00	\$ 3,500.00	\$ 600.00
GVFD:Bad Debt	\$ 0	\$ 4,332.00	\$ 4,332.00
GVFD:Utilities	\$ 4,000.00	\$ 5,000.00	\$ 1,000.00
GVFD:Stipend	\$ 6,000.00	\$ 3,000.00	<\$ 3,000.00>
GVFD:Supplies	\$ 7,500.00	\$ 10,500.00	\$ 3,000.00
Total Change in Expense			<b>&lt;\$28,375.39&gt;</b>

**Section 4.** The budget is hereby amended as indicated and any portion of the approved



budget inconsistent with this amendment is repealed.

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

**DATE INTRODUCED:** *May 13, 2024*

**DATE OF PUBLIC HEARING:** *June 10, 2024*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Shelley K Owens, Mayor

\_\_\_\_\_  
Attest: Ben Sadler, City Treasurer

\_\_\_\_\_  
Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY24-17NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2024**

**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 2024, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		
	Account Balance*	Amended Balance	Change
Capital Current – CP24-02 RM <i>Initial funding for CP24-02, Same Old Road Drainage Project</i>	\$ 0.00	\$ 70,923.00	\$ 70,923.00
Capital Project Long-term <i>This transfer will move funds from Capital Project Long-Term to Capital Project Current. These funds may be moved to FNBA Checking if needed to cover costs of the above-named Capital Project CP24-02, Same Old Road Drainage Project.</i>	\$ 1,001,206.57	\$ 930,283.57	\$ 70,923.00
Total Change in City Held Account Balances			\$ 0.00

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

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

**DATE INTRODUCED:** *May 13, 2024*

**DATE OF PUBLIC HEARING:** *June 10, 2024*

**PASSED** and **APPROVED** by the Gustavus City Council this XX day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Shelley K. Owens, Mayor

\_\_\_\_\_  
Attest: Ben Sadler, City Treasurer

\_\_\_\_\_  
Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY24-18NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2024**

**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 2024, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		
	Account Balance*	Amended Balance	Change
CP24-02 Firehall Building Painting	\$ 0	\$ 26,900.00	\$ 26,900.00
AMLIP Repair & Replace	\$ 387,528.92	\$ 360,628.92	<\$ 26,900.00>
Total Change in City Held Account Balances			\$ 0.00

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

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

**DATE INTRODUCED:** June 3, 2024  
**DATE OF PUBLIC HEARING:** June 10, 2024

**PASSED** and **APPROVED** by the Gustavus City Council this XX day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Shelley K Owens, Mayor

\_\_\_\_\_  
Attest: Ben Sadler, City Treasurer

\_\_\_\_\_  
Attest: Liesl M Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY24-10**

**A RESOLUTION BY THE CITY OF GUSTAVUS ASSERTING THAT UNFETTERED PUBLIC ACCESS TO THE FALLS CREEK LANDS VIA THE HYDRO ROAD IS A PUBLIC RIGHT**

**WHEREAS**, Falls Creek lands were transferred from Glacier Bay National Park to the State of Alaska to enable development of the Falls Creek Hydroelectric Facility with the express intention that the lands would remain open and accessible for public recreational use; and,

**WHEREAS**, the transferred lands are within the boundaries of the City of Gustavus; and,

**WHEREAS**, the Falls Creek Hydroelectric Project was developed in 2009 by Gustavus Electric Company, the utility then serving the City of Gustavus, and

**WHEREAS**, the legal basis for public access to and recreation in the Falls Creek Hydroelectric Project area is found in the Federal Power Act (FPA), Section 4e, requiring the Federal Energy Regulatory Commission (FERC) to give **equal consideration to other beneficial public uses**, including environmental and recreational concerns. This stipulation is reflected in the Final Environmental Impact Statement (FEIS) of June 17, 2004, and in the FERC License Order, Project No. 11659-002 of October 29, 2004. The FERC license requires the Project to have an approved Road Management Plan (Article 417) and a Public Access and Recreation Plan (Article 418); and,

**WHEREAS**, in 2005, the Gustavus Electric Company completed the Road Management Plan and the Public Access and Recreation Plan, and both were approved by FERC; and,

**WHEREAS**, in 2009, Gustavus Electric Company, as original owner of the Falls Creek hydroelectric facility, purchased and recorded the required access and utility easements along the route of the spur road, now known as the Hydro Road, from adjacent property owners The Olney Trust (Bear Track Inn), Roger Schnabel, and Glen T. Schrank conforming to the license order requirements. All parties knew, or should have known, that public access along the route was an essential element of the project; and,

**WHEREAS**, the Falls Creek Hydro Road construction was substantially publicly funded, and the road is now maintained by the utility with revenue derived from Gustavus ratepayers; and,

**WHEREAS**, the first 286 feet, or more, of the Hydro Road north of Rink Creek Road are entirely within the platted, dedicated, access and utility easement along the east edge of the Bear Track Ridge Subdivision, as indicated by the attached 2023 as-built survey by John Bean, RLS; and,

**WHEREAS**, since construction, the Hydro Road has been a popular hiking and recreation destination for Gustavus residents and visitors to the community; and,

**WHEREAS**, the Bear Track Inn website has for years advertised the Falls Creek hike as one of the “top hiking trails in Gustavus,” acknowledging that “Falls Creek is part of a hydroelectric project created for the City of Gustavus.” <https://beartrackinn.com/blog/top-hiking-trails-in-gustavus/> [Last accessed March 23, 2024]; and,

**WHEREAS**, Alaska Power and Telephone Company (AP&T) purchased Gustavus Electric Company, with the Falls Creek Hydroelectric facility, and the FERC license was transferred to Alaska Power Company (APC) a subsidiary of AP&T in 2014; and,

**WHEREAS**, in 2015, AP&T assessed conformance of the Falls Creek Hydro Project with the requirements of the Public Access and Recreation Plan, confirmed the rights of the public to access via the Hydro Road, and recommended minor amendments in the Plan, which were approved by FERC on March 2, 2016; and,

**WHEREAS**, AP&T has assured public access and recreation in accordance with the terms of the FERC license and the project Public Access and Recreation Plan as amended, providing recreational amenities such as signage, maintained overlooks, picnic tables, an informational booklet, and a website explaining: “As mitigation for constructing this project, recreation is allowed on project lands as well as providing access to National Park lands and Wilderness Areas around the project.”; and,

**WHEREAS**, AP&T is the Hydro Road’s responsible operating and maintenance authority and assures public access as required by the FERC License Order; and,

**WHEREAS**, from initial construction in 2009 until 2022, the public enjoyed unfettered access to the Falls Creek area via the Hydro Road as AP&T “grantees” or “invitees.” This *open and notorious use* has occurred for 13 years with the full knowledge of adjacent property owners who had sold easements for the road; and,

**WHEREAS**, the Hydro Road hike is a vital location for healthy recreation and exercise for Gustavus residents and visitors; and,

**WHEREAS**, beginning in 2022, the new management of the Bear Track Inn, David and Michelle Olney, posted the Hydro Road entrance as a “Private Road” and began insisting the public using the road must now seek the Olney’s permission, agree to limitations contrary to the Public Access and Recreation Plan and must sign agreements to use the road; and,

**WHEREAS**, the members of the public who use the road in accordance with provisions of the FERC license and the Public Access and Recreation Plan have since Summer 2022 been confronted and harassed by the Olney family to the extent that some no longer feel comfortable exercising their public right to travel on the road; and,

**WHEREAS**, the Olneys have expressed concern that they may be liable for claims made in the case of user accident or injury. However, in the easement that the Olneys sold for the project

the utility company indemnifies, saves the Bear Track Inn and the Olney Trust harmless, and is required to defend the Olney Trust for such claims; and,

**WHEREAS**, FERC representatives in a video conference meeting with the Olneys, AP&T, and the City of Gustavus on February 2, 2024, confirmed that AP&T must assure unfettered public access from Rink Creek Road via the Hydro Road in compliance with the license terms and that AP&T as project owner controls that access to the Falls Creek project area; and,

**WHEREAS**, the Olneys continue to assert that they control access to the Hydro Road.

**NOW THEREFORE BE IT RESOLVED** that the City Council of Gustavus, Alaska, for the reasons above and in defense of the public interest, declares that the public, including both Gustavus residents and visitors to the community, has the right of unfettered access to Falls Creek via the Hydro Road, in accordance with the terms of the FERC License order, the Road Management Plan, and the Public Access and Recreation Plan (as amended).

**NOW THEREFORE BE IT FURTHER RESOLVED** that the Gustavus City Council urges public travelers on Hydro Road from Rink Creek Road to the Project entry gate to respect private properties and operations along the road. Users should not stray from the graveled road, should drive responsibly, and avoid disturbances that may impact neighboring properties or occupants. Any excursions outside the road easements without permission of the private property owners may constitute trespass. Similar respect is also due the two posted, privately-owned, Native allotments beyond the gate within the State of Alaska lands.

**NOW THEREFORE BE IT FURTHER RESOLVED** that the Gustavus City Council respectfully asks the Alaska Power and Telephone Company, as the Hydro Road operating authority, to take the following actions:

- Post a notice on the Gustavus Resources page of the AP&T website to this or similar effect: “AP&T as the operating authority of the Hydro Road, in accordance with the terms of its Federal license to operate the Falls Creek Hydroelectric Project, and with the access easements acquired by the utility for the project, is the sole authority controlling access and use of the Hydro Road outside the dedicated public easement along the Bear Track Ridge subdivision. Public access to the Falls Creek area and the National Park lands beyond via the Hydro Road is an absolute condition of the Federal license. To that end, AP&T invites the public to use the Hydro Road within the acquired easements from Rink Creek Road to the project entry gate as provided in the project’s Public Access and Recreation Plan. Responsible transit with respect for private properties on both sides of the road is essential.”
- Notify the owners of the Bear Track Inn that they may not interfere with public recreational use of the Hydro Road and ask them to remove all non-compliant signage within the Hydro Road easements.
- Consider installation of signage at the beginning of the road informing recreational users of the necessity for respectful and safe use of the Hydro Road as informed by the Road Management and Public Access and Recreation Plans.

**PASSED** and **APPROVED** by the Gustavus City Council this XX day of \_\_\_\_ 2024, and effective upon adoption.

\_\_\_\_\_  
Shelley K. Owens, Mayor

\_\_\_\_\_  
Attest: Liesl M. Barker, City Clerk

Attachments: As-built survey

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY24-13**

**A RESOLUTION CONCURRING WITH THE LBC STAFF REPORT AND  
RECOMMENDING REJECTION OF THE XUNAA BOROUGH INCORPORATION**

**WHEREAS**, on February 20, 2024, the Gustavus City Council passed Resolution CY24-05 disputing the qualifications of the petition submitted by the City Of Hoonah for incorporation of the Xunaa Borough; and,

**WHEREAS**, the City of Gustavus urged the Local Boundary Commission to find that the Xunaa Borough petition failed to meet the standards for incorporation and to meet the best interests of the State, its political subdivisions and residents in the communities proposed for annexation; and

**WHEREAS**, on May 28, 2024 the Local Boundary Commission (LBC) issued its Preliminary Report regarding the proposal to incorporate the Xunaa Borough, recommending rejection of the petition in its current form due to the failure to meet LBC’s constitutional, statutory, and regulatory requirements for borough incorporation; and

**WHEREAS**, the report states the petition only meets a minority of the LBC standards; trades one local government for another; and diminishes the benefit to the State from borough formation due to the minimal assumption of responsibility for services currently being delivered by the State; and

**WHEREAS**, the reports notes that the exclusion of the three neighboring municipalities of Gustavus, Pelican, and Tenakee Springs, effectively creates new enclaves within the unorganized borough, limits the ability of the excluded communities to determine a future regional government of their own, and the exclusion of a significant population does not meet the best interests of the state standard, and does not meet the maximum local self-government standard.

**NOW THEREFORE BE IT RESOLVED** that the City of Gustavus believes that the failure to involve the municipalities in the region in the design of a true regional government renders the proposal fatally flawed, and that no adjustment of boundaries, population, or services can cure the defects of a borough designed to benefit a single municipality.

**AND BE IT FURTHER RESOLVED** that the City of Gustavus supports the findings of the staff report and urges the LBC to reject the borough petition in its entirety.

**PASSED and APPROVED** by the Gustavus City Council this XX day of June, 2024, and effective upon adoption.

\_\_\_\_\_  
Shelley K. Owens, Mayor

\_\_\_\_\_  
Attest: Liesl M Barker, City Clerk



**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY24-14**

**A RESOLUTION BY THE CITY OF GUSTAVUS PERTAINING TO THE AUTHORIZED INVESTMENTS OF AND ESTABLISHING APPROPRIATE BENCHMARKS TO MEASURE PERFORMANCE OF THE CITY’S ENDOWMENT FUNDS**

**WHEREAS**, pursuant to City of Gustavus Ordinance 04.13.050 (c) the Gustavus City Council shall annually approve an Asset Allocation Plan for investment of the City’s Endowment Funds; and,

**WHEREAS**, pursuant to City of Gustavus Ordinance 04.13.060 (c) permits investment of the Endowment Funds in various asset classes and the Council believes that establishing asset allocation criteria for those various asset classes is in the best interest of the City of Gustavus; and,

**WHEREAS**, the annually approved Asset Allocation Plan will provide benchmarks to measure investment performance; and,

**WHEREAS**, the investment manager has recommended adding asset classes U.S. 1-5 Year Gov/Credit, U.S. Corporate High Yield, and Alternative Beta.

**NOW THEREFORE BE IT RESOLVED** that the Gustavus City Council adopts the Asset Allocation Plan for the upcoming FY25 as follows;

**ENDOWMENT FUND ASSET ALLOCATION PLAN AND PERFORMANCE MEASUREMENT TARGETS**

Section 1. The Asset Allocation Plan and Target weighting with range restrictions are as follows:

<u>ASSET CLASS</u>	<u>TARGET WEIGHTING</u>	<u>RANGE</u>
Cash	3%	0-10%
International Fixed Income	5.9%	0-10%
U.S. TIPS	4%	0-10%
U.S. Fixed Income	18.5%	10-30%
U.S. 1-5 Year Gov/Credit	13.8%	8-20%
U.S. Corporate High Yield	5.8%	0-12%
Real Estate Investment Trust	1.8%	0-5%
Infrastructure	4.9%	0-6%
Alternative Beta	8.7%	0-15%
Emerging Markets Equity	2.1%	0-5%
International Equity	4%	0-8%
U.S. Small Cap Equity	1.9%	0-5%
U.S. Mid Cap Equity	5.3%	0-10%
U.S. Large Cap Equity	20.4%	10-30%

SECTION 2. The performance of the Fund and investment managers will be measured as follows:

Performance Measurement of the **Cash** allocation will be measured against the Target weighting, using the Citi Group 90 Day T-Bill Index or substantially similar index.

Performance measurement of the **International Fixed Income** allocation will be measured against the Target weighting, using the Barclays Global Aggregate ex-USD Float Adjusted RIC Capped Index or substantially similar index.

Performance measurement of the **U.S. Treasury Inflation Protected Securities (TIPS)** allocation will be measured against the Target weighting, using the Barclays US TIPS 0-5 Year Index or substantially similar index.

Performance measurement of the **Fixed Income** allocation will be measured against the Target Weighting, using the Barclay's Capital Aggregate Bond Index, or substantially similar index, as the benchmark.

Performance measurement of the **1-5 Year Gov/Credit** allocation will be measured against the Target Weighting, using the Bloomberg Barclays US Gov/Credit Float Adjusted 1-5 Year Index, or substantially similar index, as the benchmark.

Performance measurement of the **Corporate High Yield** allocation will be measured against the Target Weighting, using the Bloomberg Barclays US High Yield Very Liquid Index, or substantially similar index, as the benchmark.

Performance measurement of the **Real-Estate Equities** allocation will be measured against the Target weighting, using the Standard & Poor's US REIT Index, or substantially similar index, as the benchmark.

Performance measurement of the **Infrastructure Equities** allocation will be measured against the Target weighting, using the STOXX Global Broad Infrastructure Index, or substantially similar index, as the benchmark.

Performance measurement of the **Alternative Beta** allocation will be measured against the Target Weighting, using the Wilshire Liquid Alternatives Index, or substantially similar index, as the benchmark.

Performance measurement of the **Emerging Markets** allocation will be measured against the Target weighting, using the MSCI Emerging Markets or substantially similar index as the benchmark.

Performance measurement of the **International Equity** allocations will be measured against the Target weighting, using the MSCI EAFE or substantially similar index as the benchmark.

Performance measurement of the **Small-Cap Equity** allocations will be measured against the Target Weighting, using the Standard & Poor's 600 Small-Cap Index, or substantially similar index, as the benchmark.

Performance measurement of the **Mid-Cap Equity** allocation will be measured against the Target Weighting, using the Standard & Poor’s 400 Mid-Cap Index, or substantially similar index, as the benchmark.

Performance measurement of the **Large-Cap Domestic Equity** allocation will be measured against the Target Weighting, using Standard & Poor’s 500 Index, or substantially similar index, for the benchmark.

**PASSED** and **APPROVED** by a duly constituted quorum of the Gustavus City Council this XX day of \_\_\_\_\_, 2024, and effective upon adoption.

\_\_\_\_\_  
Shelley K Owens, Mayor

\_\_\_\_\_  
Attest: Liesl M Barker, City Clerk



# PROFESSIONAL SERVICES AGREEMENT

Item #13.

Project No: RFP FY25-01

Date: June 3, 2024

Project Title: **Management and Implementation of Road Maintenance Program for the City of Gustavus**

To this Agreement between **CITY OF GUSTAVUS**

hereafter the CONTRACTING AGENCY, and **Glacier Bay Construction, Inc.**

hereafter the CONTRACTOR, effective on the last date executed by its parties, in consideration of the terms, conditions and promises of Articles 1 through 7 in this document, the parties hereby agree.

### CONTRACTOR

Signature: \_\_\_\_\_  
Name: Kenneth J. Marchbanks Date \_\_\_\_\_  
Title: Secretary of Glacier Bay Construction, Inc.

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_ Date \_\_\_\_\_  
Title: \_\_\_\_\_

### CONTRACTING AGENCY

Signature: \_\_\_\_\_  
Name: Kathy Leary Date \_\_\_\_\_  
Title: City Administrator

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_ Date \_\_\_\_\_  
Title: \_\_\_\_\_

### **ARTICLE 1 - PURPOSE**

1.1 This work consists of annual road maintenance, road system improvements, and disaster response and recovery for the road system.

### **ARTICLE 2 - COMPENSATION**

2.1 The maximum amount payable under this Agreement as set out in Appendix C, shall not exceed:

Two Hundred Thirty Thousand and No/100 Dollars

(\$230,000)

### **ARTICLE 3 - PERIOD OF PERFORMANCE**

3.1 CONTRACTOR shall commence services under this Agreement as authorized by written *Notice(s) to Proceed* and shall complete the services in accordance with any time schedule required by Appendices. This Agreement is of no force or effect until executed by the CONTRACTOR and the CONTRACTING AGENCY and no services shall be undertaken or performed until a Notice to Proceed is issued.

3.2 The Period of Performance under this Agreement shall end: **June 30, 2026**

3.3 The Period of Performance may be extended through mutual assent by both parties for up to two additional years. Extensions can be granted in either one- or two-year increments.

**ARTICLE 4 - APPENDICES**

4.1 The following Appendices are attached to this document and incorporated herein:

<u>Appendix</u>	<u>Title</u>	<u>Date Prepared</u>	<u>No. Pages</u>
A	General Conditions	06/03/2024	5
B	Statement of Services	06/03/2024	2
C	Compensation	06/03/2024	1
D	Indemnification & Insurance, plus Certificates of Insurance (for the prime CONTRACTOR)	06/03/2024	2
E	Certification of Compliance	06/03/2024	1
	Request for Proposal	04/19/2024	13
	Proposal	05/10/2024	10

**ARTICLE 5 - CONTRACTING AGENCY DATA**

Office Address

PO Box: 1  
 City, State, Zip: Gustavus, Alaska, 99826  
 Phone-Voice: (907) 697-2451  
 Phone-FAX: (907) 697-2136  
 Email: administrator@gustavus-ak.gov

**ARTICLE 6 - CONTRACTOR DATA**

Manager: Kenneth J. Marchbanks  
 Title: Secretary  
 Alaska Business License No.: 305980  
 Federal Tax Identification No.: 65-1216207

Office Address

Street: 98 Gustavus Rd  
 PO Box: 389  
 City, State, Zip: Gustavus, Alaska, 99826  
 Phone-Voice: Phone: (907) 209-0514  
 Phone-FAX: N/A  
 Email: gbciak@gmail.com

Type of Firm

- Individual     Partnership  
 Corporation in state of: Alaska  
 Other (specify):

**ARTICLE 7 - SUBCONTRACTORS**

7.1 CONTRACTOR shall perform all professional services required under this Agreement except as may be performed by the Subcontractors listed below or as may be allowed under Appendix A, Article A19.

<u>Service or Engineering Discipline</u>	<u>Subcontractor</u>
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# GENERAL CONDITIONS

## APPENDIX A

Item #13.

Project: Management and Implementation of Road Maintenance Program for the City of Gustavus

Project No: RFP FY25-01

Date Prepared: June 3, 2024

### INDEX

#### Article Number and Title

A1	Definitions
A2	Hold Harmless
A3	Insurance
A4	Occupational Safety and Health
A5	Equal Employment Opportunity
A6	Payments to the CONTRACTOR
A7	Changes
A8	Audits and Records
A9	CONTRACTING AGENCY Inspections
A10	Termination or Suspension
A11	Officials Not to Benefit
A12	Independent CONTRACTOR
A15	Covenant against Contingent Fees
A14	Precedence of Documents
A15	Subcontractors Successors and Assigns
A16	Claims and Disputes
A17	Extent of Agreement
A18	Taxes
A19	Governing Law
A20	Trade Restrictions
A21	Suspension and Debarment
A22	Notice-to-Proceed

#### **ARTICLE A1 DEFINITIONS**

A1.1 Additional or Extra Services – Services, work products or actions required of the CONTRACTOR above and beyond provisions of the Agreement.

A1.2 Agreement – This Professional Services Agreement and its appendices that outline the terms and conditions regarding Contractor's services during the authorized period of performance.

A1.3 Amendment – A written change to this Agreement.

A1.4 Change – A revision in services, complexity, character, or duration of the services or provisions of this Agreement.

A1.6 CONTRACTING AGENCY – The City of Gustavus (COG).

A1.7 Contracting Officer – The individual or a duly appointed successor designated as the official representative to administer contracts for the CONTRACTING AGENCY.

A1.8 CONTRACTOR – The firm (person or any business combination) providing services.

A1.9 Notice to Proceed (NTP) – Written authorization from the CONTRACTING AGENCY to the CONTRACTOR to provide all or specified services in accordance with an existing Agreement.

A1.10 Statement of Services – Services and work products required of the CONTRACTOR by this Agreement.

A1.11 Subcontractor – CONTRACTOR engaged to provide a portion of the services by subcontract with the firm which is a party to this Agreement.

#### **ARTICLE A2 HOLD HARMLESS**

A2.1 See Appendix D, "Indemnification and Insurance".

#### **ARTICLE A3 INSURANCE**

A3.1 See Appendix D, "Indemnification and Insurance".

#### **ARTICLE A4 OCCUPATIONAL SAFETY AND HEALTH**

A4.1 The CONTRACTOR and its Subcontractors shall observe and comply with the Federal Occupational Safety and Health act of 1970 and with all safety and health standards promulgated by the Secretary of Labor under authority thereof and with all State of Alaska Occupational Safety and Health Laws and regulations.

#### **ARTICLE A5 EQUAL EMPLOYMENT OPPORTUNITY**

A5.1 The CONTRACTOR shall comply with the following applicable laws and directives and regulations of the CONTRACTING AGENCY which effectuate them; all of which are incorporated herein by reference:

Title VI of Federal Civil Rights Act of 1964;

Federal Executive Order 11625 (Equal Employment Opportunity);

Title 41, Code of Federal Regulations, Part 60 (Equal Employment Opportunity);

Title 49 Code of Federal Regulations, Part 21 (Discrimination);

Title 49, Code of Federal Regulations, Part 26 (Minority Business Enterprises);

Office of Management and Budget (OMB) circular 102, Attachment O (Procurement Standards);

Alaska Statute (AS) 18.80.200-300 (Discrimination).

A5.2 The CONTRACTOR may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, physical disability, sex, or marital status, change in marital status, pregnancy or parenthood when the reasonable demands of the position do not require distinction on such basis.

**ARTICLE A6  
PAYMENTS TO THE CONTRACTOR**

A6.1 Payments shall be based on approved CONTRACTOR's invoices submitted in accordance with this article and the provisions of Appendix C. The sum of payments shall not exceed allowable compensation stated in Notice(s) to Proceed and no payments shall be made in excess of the maximum allowable total for this Agreement.

A6.2 The CONTRACTOR shall not perform any services without a Notice to Proceed. Accordingly, the CONTRACTING AGENCY will not pay the CONTRACTOR for services or associated reimbursable costs performed outside those which are authorized by a Notice to Proceed.

A6.3 CONTRACTOR's invoices shall be submitted when services are completed or monthly, for months during which services are performed, as applicable, in a format provided by or acceptable to the CONTRACTING AGENCY.

A6.4 In the event items on an invoice are disputed, payment on those items will be held until the dispute is resolved. Payment on undisputed items will not be withheld.

A6.5 The CONTRACTOR shall submit a final invoice and required documentation within 90 days after final acceptance of services by the CONTRACTING AGENCY. The CONTRACTING AGENCY will not be held liable for payment of invoices submitted after this time unless prior written approval has been given. Total payment of all Subcontractors and satisfactory compliance with Article A22, Taxes, are conditions precedent to final payment.

**ARTICLE A7  
CHANGES**

A7.1 Changes in the period of performance, general conditions, statement of services, or other provisions established by this Agreement may be made by written

Amendment only. If such changes cause an increase or decrease in the CONTRACTOR's cost, an equitable adjustment shall be made and specified in the Amendment. The CONTRACTOR shall not perform any additional or extra services prior to receiving a fully executed copy of an Amendment and a Notice to Proceed, except as the CONTRACTOR may be directed under the provisions of Article A20, Claims and Disputes.

A7.2 If at any time the CONTRACTING AGENCY through its authorized representatives, either verbally or in writing, requests or issues instructions for Additional or Extra Services or otherwise directs actions which conflict with any provision of this Agreement, the CONTRACTOR shall, within 30 days of receipt and prior to pursuing such instructions, so notify the CONTRACTING AGENCY in writing, and to the extent possible, describe the services and estimated cost of any Additional or Extra Services. The CONTRACTING AGENCY will then evaluate and, if appropriate, negotiate an Amendment. Unless so notified by the CONTRACTOR, the CONTRACTING AGENCY will conclude such instructions have not changed any provisions of this Agreement nor require additional compensation. No additional payments shall be made to the CONTRACTOR without such notice.

**ARTICLE A8  
AUDITS AND RECORDS**

A8.1 The CONTRACTOR shall maintain records of performances, communications, documents, correspondence and costs pertinent to this Agreement and the Funding or CONTRACTING AGENCY's authorized representatives shall have the right to examine such records and accounting procedures and practices.

A8.2 The Funding or CONTRACTING AGENCY's authorized representatives shall have the right to examine all books, records, documents and other data of the CONTRACTOR related to the negotiation, pricing and performance of this Agreement and any modification or change for the purpose of evaluating the accuracy, completeness and currency of the data submitted. The right of examination shall extend to all documents necessary to permit adequate evaluation of the data, computations and projections used.

A8.3 The materials described in this article shall be made available at a business office of the CONTRACTOR at all reasonable times for inspection, audit or reproduction, for a minimum of 3 years from the date of any resulting final settlement.

A8.3.1 If this Agreement is completely or partially terminated, records relating to the services terminated shall be made available for a minimum of three (3) years from the date of any termination or resulting final settlement, whichever is later.

A8.3.2 Records which relate to appeals under Article A20, Claims and Disputes, or litigation or the settlement of Claims arising out of the performance of this

Agreement shall be made available until such appeals, litigation or Claims have been concluded.

State, Political subdivision or Local Government admitted to any share or part of this Agreement or any benefit to arise therefrom. Item #13.

**ARTICLE A9  
CONTRACTING AGENCY INSPECTIONS**

A9.1 The CONTRACTING AGENCY has the right to inspect, in the manner and at reasonable times it considers appropriate during the period of this Agreement, all facilities and activities of the CONTRACTOR as may be engaged in the performance of this Agreement.

**ARTICLE A10  
TERMINATION OR SUSPENSION**

A10.1 This Agreement may be terminated by either party upon 10 days written notice if the other party fails substantially to perform in accordance with its terms through no fault of the party initiating the termination (default termination). If the CONTRACTING AGENCY terminates this Agreement, the CONTRACTING AGENCY will pay the CONTRACTOR a sum equal to the percentage of work completed that can be substantiated in whole or in part either by the CONTRACTOR to the satisfaction of the CONTRACTING AGENCY or by the CONTRACTING AGENCY. If the CONTRACTING AGENCY becomes aware of any non-conformance with this Agreement by the CONTRACTOR, the CONTRACTING AGENCY will give prompt written notice thereof to the CONTRACTOR. Should the CONTRACTOR's services remain in non-conformance, the percentage of total compensation attributable to the nonconforming work may be withheld.

A10.2 The CONTRACTING AGENCY may at any time terminate (convenience termination) or suspend this Agreement for its needs or convenience. In the event of a convenience termination, or suspension for more than 3 months, the CONTRACTOR will be compensated for authorized services and authorized expenditures performed to the date of receipt of written notice of termination or suspension plus reasonable expenses. No fee or other compensation for the uncompleted portion of the services will be paid except for already incurred indirect costs which the CONTRACTOR can establish and which would have been compensated for over the life of this Agreement, but because of the termination or suspension would have to be absorbed by the CONTRACTOR without further compensation.

A10.3 In the event of termination or suspension, the CONTRACTOR shall deliver all work products, reports, estimates, schedules and other documents and data prepared pursuant to this Agreement to the CONTRACTING AGENCY.

**ARTICLE A11  
OFFICIALS NOT TO BENEFIT**

A11.1 No member of or delegate to Congress, United States Commissioner or other officials of the Federal,

**ARTICLE A12  
INDEPENDENT CONTRACTOR**

A12.1 The CONTRACTOR and its agents and employees shall act in an independent capacity and not as officers or agents of the CONTRACTING AGENCY in the performance of this Agreement except that the CONTRACTOR may function as the CONTRACTING AGENCY's agent as may be specifically set forth in this Agreement.

A12.2 Any and all employees of the CONTRACTOR, while engaged in the performance of any work or services required by the CONTRACTOR under this Agreement, shall be considered employees of the CONTRACTOR only and not of the CONTRACTING AGENCY and any and all Claims that may or might arise under the Worker's Compensation Act on behalf of said employees, while so engaged and any and all Claims made by a third party as a consequence of any negligent act or omission on the part of the CONTRACTOR's employees, while so engaged on any of the services to be rendered herein, shall be the sole obligation and responsibility of the CONTRACTOR.

A12.3 This Agreement will be declared null and void should the CONTRACTING AGENCY determine that by Internal Revenue Service definitions the CONTRACTOR is an employee of the CONTRACTING AGENCY.

**ARTICLE A13  
COVENANT AGAINST CONTINGENT FEES**

A13.1 The CONTRACTOR warrants that it has not employed or retained any organization or person, other than a bona fide employee, to solicit or secure this Agreement and that it has not paid or agreed to pay any organization or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the CONTRACTING AGENCY has the right to annul this Agreement without liability or, in its discretion, to deduct from the allowable compensation the full amount of such commission, percentage, brokerage or contingent fee.

A13.2 The CONTRACTING AGENCY warrants that the CONTRACTOR or the CONTRACTOR's representative has not been required, directly or indirectly as an express or implied condition in obtaining or carrying out this Agreement, to employ or retain, or agree to employ or retain, any organization or person or to make a contribution, donation or consideration of any kind.



Item #13.

**ARTICLE A14  
PRECEDENCE OF DOCUMENTS**

A14.1 Components of this Agreement shall stand and prevail in the following order: Agreement over General Conditions; General Conditions over Statement of Services; Statement of Services over Basis of Compensation; Basis of Compensation over any appendices beyond Appendix C.

A14.2 If a "Request for Proposal" (RFP) and/or a proposal are appended to this Agreement, the components described in paragraph A14.1 shall stand and prevail over the proposal and the proposal over the RFP.

**ARTICLE A15  
SUBCONTRACTORS, SUCCESSORS AND ASSIGNS**

A15.1 The CONTRACTING AGENCY must concur in the selection of any person or firm that may be engaged in performance of this Agreement to provide negotiable professional or technical services, products, etc., (vs. commodity items available to the general public in stores at market prices).

A15.2 If this Agreement includes named firms or individuals, then such firms or individuals shall be employed for the designated services, unless the Agreement is changed by Amendments.

A15.3 The CONTRACTOR shall not assign, sublet or transfer any interest in this Agreement without the prior written consent of the CONTRACTING AGENCY.

A15.4 The CONTRACTOR binds itself, its partners, its Subcontractors, assignees and legal representatives to this Agreement and to the successors, assignees and legal representatives of the CONTRACTING AGENCY with respect to all covenants of this Agreement.

A15.5 The CONTRACTOR shall include provisions appropriate to effectuate the purposes of this Appendix A in all subcontracts executed to perform services under this Agreement which may exceed a cost of \$25,000.

**ARTICLE A16  
CLAIMS AND DISPUTES**

A16.1 If the CONTRACTOR becomes aware of any act or occurrence which may form the basis of a Claim by the CONTRACTOR for additional compensation or an extension of time for performance, or if any dispute arises regarding a question of fact or interpretation of this Agreement, the CONTRACTOR shall immediately inform the Contracting Officer. If the matter cannot be resolved within 7 days, the CONTRACTOR shall, within the next 14 days, submit an "Intent to Claim" in writing to the Contracting Officer.

A16.1.1 If the CONTRACTOR believes additional compensation is warranted, the CONTRACTOR shall

immediately begin to keep and maintain accurate and specific daily records concerning every detail of the potential Claim including actual costs incurred. The CONTRACTOR shall give the CONTRACTING AGENCY access to any such record and, when so requested, shall forthwith furnish the CONTRACTING AGENCY copies thereof.

A16.1.2 The Claim, if not resolved, shall be presented to the Contracting Officer, in writing, within 60 days following receipt of the "Intent to Claim". Receipt of the Claim will be acknowledged in writing by the Contracting Officer.

A16.1.3 The CONTRACTOR agrees that unless these written notices are provided, the CONTRACTOR will have no entitlement to additional time or compensation for such act, event or condition. The CONTRACTOR shall in any case continue diligent performance under this Agreement.

A16.2 The Claim shall specifically include the following:

A16.2.1 The act, event or condition giving rise to the Claim.

A16.2.2 The provisions of the Agreement which apply to the Claim and under which relief is provided.

A16.2.3 The item or items of project work affected and how they are affected.

A16.2.4 The specific relief requested, including Contract Time if applicable, and the basis upon which it was calculated.

A16.3 The Claim, in order to be valid, must not only show that the CONTRACTOR suffered damages or delay but that those conditions were actually a result of the act, event or condition complained of and that the Agreement provides entitlement to relief to the CONTRACTOR for such act, event, or condition.

A16.3.1 The CONTRACTING OFFICER reserves the right to make written requests to the CONTRACTOR at any time for additional information which the CONTRACTOR may possess relative to the Claim. The CONTRACTOR agrees to provide the Contracting Officer such additional information within 30 days of receipt of such a request. Failure to furnish such additional information may be regarded as a waiver of the Claim.

A16.3.2 If the Claim is not resolved by Agreement within 90 days of its receipt, the Contracting Officer will issue a written decision to the CONTRACTOR.

A16.3.3 The CONTRACTOR shall certify that the Claim is made in good faith, that the supporting cost and pricing data are accurate and complete to the best of the CONTRACTOR's knowledge and belief, and that the amount requested accurately reflects the adjustment to the Agreement for which the CONTRACTOR believes the CONTRACTING AGENCY is liable.

which in any way affects the manner of performance of this Agreement.

## **ARTICLE A20 TRADE RESTRICTIONS**

A20.1 The CONTRACTOR or Subcontractor, by submission of an offer and/or execution of a contract, certifies that it:

- a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
- b. Has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
- c. Has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

A20.2 The CONTRACTOR agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The CONTRACTOR may rely on the certification of a prospective subcontractor unless it has knowledge that the certification is erroneous.

## **ARTICLE A21 SUSPENSION AND DEBARMENT**

A21.1 The bidder/offeror certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/offeror/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/ proposal.

## **ARTICLE A22 NOTICE-TO-PROCEED**

A22.1 The CONTRACTOR shall provide services as identified and authorized by sequentially numbered Notices-to-Proceed (NTP) describing the authorized services and authorization end date for those services. The CONTRACTOR shall not perform services or incur billable expense except as authorized by a NTP.

A16.4 The CONTRACTOR will be furnished a written signed copy of the Contracting Officer's decision within 90 days, unless additional information is requested by the Contracting Officer. The Contracting Officer's decision is final unless, within 14 days of receipt of the decision, the CONTRACTOR delivers a written Notice of Appeal.

A16.5 Procedures for appeals and hearings are covered under AS 36.30.625 and AS 36.30.630.

## **ARTICLE A17 EXTENT OF AGREEMENT**

A17.1 This Agreement including appendices represents the entire and integrated Agreement between the CONTRACTING AGENCY and the CONTRACTOR and supersedes all prior negotiations, representations or Agreements, written or oral.

A17.2 Nothing contained herein may be deemed to create any contractual relationship between the CONTRACTING AGENCY and any Subcontractors or material suppliers; nor may anything contained herein be deemed to give any third party Claim or right of action against the CONTRACTING AGENCY or the CONTRACTOR which does not otherwise exist without this Agreement.

A17.3 This Agreement may be changed only by written Amendment executed by both the CONTRACTING AGENCY and the CONTRACTOR.

A17.4 All communications that affect this Agreement must be made or confirmed in writing and must be sent to the addresses designated in this Agreement.

A17.5 The CONTRACTOR on receiving final payment will execute a release, if required, in full of all Claims against the CONTRACTING AGENCY arising out of or by reason of the services and work products furnished and under this Agreement.

## **ARTICLE A18 TAXES**

A18.1 As a condition of performance of this Agreement, the CONTRACTOR shall pay all Federal, State and Local taxes incurred by the CONTRACTOR and shall require their payment by any Subcontractor or any other persons in the performance of this Agreement.

## **ARTICLE A19 GOVERNING LAW**

A19.1 This Agreement is governed by the laws of the State of Alaska and Federal and Local Laws and Ordinances applicable to the work performed. The CONTRACTOR shall be cognizant and shall at all times observe and comply with such laws which in any manner affect those engaged or employed in the performance, or

# STATEMENT OF SERVICES

## APPENDIX B

Item #13.

Project: Management and Implementation of Road Maintenance Program for the City of Gustavus  
Project No: RFP FY25-01  
Date Prepared: June 3, 2024

### ARTICLE B1 ROAD MAINTENANCE

**B1.1 General.** The CONTRACTOR is responsible for administering and implementing routine public road maintenance services on the City of Gustavus owned roads and parking facilities, under the oversight of the CONTRACTING AGENCY. Services include roadway surface shaping and grading, roadway surface and embankment repair, gravel additions (either reclaimed from roadside or ditch areas and/or excavated and delivered from the City of Gustavus gravel pit), brushing, clearing fallen or obstructing trees, snow plowing, sanding, ditch cleaning, road berm removal, road sign installation and maintenance, culvert maintenance, bridge maintenance and construction surveying.

Perform work according to the Gustavus Standard Specifications For Road Maintenance where appropriate.

**B1.2 Budget.** The CONTRACTOR shall monitor the Agreement amount to assure sufficient funds are available to perform services throughout the period of performance and adjust forces, maintenance response, etc. to ensure the Agreement amount is not exceeded.

**B1.3 Stewardship and Oversight.** The CONTRACTOR is authorized to make road maintenance decisions. This work involves monitoring roadway conditions to assess maintenance needs, schedule when maintenance is necessary, and select the appropriate and cost-effective road maintenance solution.

The CONTRACTING AGENCY will provide oversight of the CONTRACTOR's performance through random inspections and assessing adequacy of the CONTRACTOR's performance. The CONTRACTING AGENCY will provide feedback (good and bad) to assist the CONTRACTOR in its assessment and response to road maintenance. The CONTRACTING AGENCY will communicate maintenance needs observed by CONTRACTING AGENCY or reported by the public to the CONTRACTOR for response.

**B1.4 Project Staff.** The CONTRACTOR shall supply knowledgeable and competent operators for each piece of equipment, who are capable of performing the work adequately and cost-effectively.

**B1.5 Public Involvement.** The CONTRACTOR shall establish, maintain, and monitor an email account exclusively for the purposes of collecting public comments. The CONTRACTING AGENCY will engage with CONTRACTOR to develop a web-based platform to

interface with the public and to solicit comments, which will submit the public comment to the CONTRACTOR for resolution and CONTRACTING AGENCY for oversight.

Should the CONTRACTOR receive public comments directly (not through the CONTRACTING AGENCY's platform), including oral complaints, suggestions, or requests, the CONTRACTOR shall provide a summary of the comment to the CONTRACTING AGENCY.

**B1.6 Right-of-Way.** The CONTRACTING AGENCY will provide the necessary rights-of-way or easements for the work. The CONTRACTOR shall confine its operations to the designated areas and observe all restrictions contained in any easements.

Notify the CONTRACTING AGENCY of right-of-way encroachments that inhibit the CONTRACTOR's performance of the services. Wait for the CONTRACTING AGENCY's directions before proceeding with the work at the site of the encroachment.

Contact utility companies to request that its equipment and assets in or adjacent to rights-of-way be identified with suitable markers if missing.

**B1.7 Protection of Property.** The CONTRACTOR shall make all necessary efforts to protect existing privately or publicly owned facilities, equipment, improvements, and landscaping; the destruction, removal or relocation of which is not contemplated under this contract. If protection of any existing facilities is not possible due to construction requirements, advise the CONTRACTING AGENCY of the problem and recommend a reasonable solution to the problem. Do not proceed with work resulting in damage to or destruction of such existing facilities until the CONTRACTING AGENCY has given approval to proceed in writing.

The CONTRACTOR shall be responsible for damage to private and public property caused by the CONTRACTOR's negligence. Damage to unmarked objects does not constitute negligence on behalf of the CONTRACTOR. Unmarked objects are defined as:

1. Subsurface or latent physical conditions that could not have been discovered by a careful examination of the site; or
2. Unknown physical conditions at the site, of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract.

The CONTRACTOR shall make reasonable effort to prevent damage to utility owned underground facilities. Request the location of electrical or telephone wire prior to excavations. For the purposes of this Agreement, road grading and snow plowing are not considered excavation. Facilities or equipment damaged by the CONTRACTOR due to improper installation (e.g., insufficient burial depth or cover, inadequate construction, inaccurate location, etc.) does not negligence on behalf of the CONTRACTOR. Assist in repair of damaged facilities to promptly restore services.

**B1.8 Prioritization.** All work required under the Contract shall be completed in a timely manner as decided upon, prioritized, and executed by the CONTRACTOR.

**B1.9 Seasonal Relief.** The CONTRACTING AGENCY recognizes the need for the CONTRACTOR's staff to seek relief during which road maintenance services will be diminished. This relief will be limited to 30 calendar days and will commence for a 30-day period between March 1 and April 15. To ensure critical road maintenance needs are provided, the relief period commencement date will occur when either:

1. Significant snow fall events are not expected; or,
2. At least one operator is available to perform snow plowing.

## **ARTICLE B2 ROAD CONSTRUCTION**

**B2.1 General.** The CONTRACTOR will also conduct minor road construction and improvement projects such as new ditch construction, culvert installation, small roadway improvements. These services will be requested at the discretion and authority of the CONTRACTING AGENCY acting on project specific plans and quotes. The CONTRACTING AGENCY will issue a separate notice-to-proceed for these services.

# COMPENSATION

## APPENDIX C

Item #13.

Project: Management and Implementation of Road Maintenance Program for the City of Gustavus  
 Project No: RFP FY25-01  
 Date Prepared: June 3, 2024

1. Payments will be made in accordance with Article A6 (Basic Agreement). Payments will be made on approved invoices submitted for months during which costs are incurred and on the applicable discussions of Methods of Payment presented below.

<u>CONTRACTOR &amp; SUBCONTRACTORS</u>	<u>SUBCONTRACTOR TO: (FIRM)</u>	<u>METHOD OF PAYMENT</u>	<u>ESTIMATED COST</u>	<u>FEE</u>	<u>ESTIMATED PRICE</u>
Glacier Bay Construction, Inc.		T&E			\$230,000.00
Total Agreement Amount:					\$230,000.00

Note: If a Method of Payment is "Fixed Price", then the amount listed under "Estimated Price" is the Fixed Price.

2. **TIME AND EXPENSES** payments will be made according to the following:

2.1 Payments for **TIME** will be equivalent to the number of hours expended by each job classification multiplied by the **PRE-APPROVED** labor rate. The Contractor shall accept payment for **TIME** as full and complete compensation for all direct costs (including overtime), indirect costs (including fringe benefits, overhead, home office overhead, insurance premiums, office rent and supplies), and profit.

2.2 Payments for **EXPENSES** will be equivalent to the number of hours expended by each piece of equipment multiplied by the **PRE-APPROVED** equipment rate. The Contractor shall accept payment as full and complete compensation for all equipment operating costs (overhead, profit, maintenance, service, repairs, fuels, lubricants, and replacement parts), and profit.

Project: Management and Implementation of Road Maintenance Program for the City of Gustavus

Project No: RFP FY25-01

Date Prepared: June 3, 2024

# INDEMNIFICATION AND INSURANCE

## Appendix D in Professional Services Agreements

CONTRACTOR shall include the provisions of this form in all subcontracts that exceed \$25,000 and shall ensure Subcontractor's compliance with such provisions.

### ARTICLE D1 INDEMNIFICATION

D1.1 The CONTRACTOR shall indemnify, hold harmless, and defend the CONTRACTING AGENCY from and against any claim of, or liability for negligent acts, errors or omissions of the CONTRACTOR under this Agreement. This duty to defend and indemnify shall include responsibility for all damages, costs, and attorney fees. This obligation shall be continuing in nature and extend beyond the term of this agreement.

D1.2 The CONTRACTOR shall not be required to indemnify the CONTRACTING AGENCY for a claim of, or liability for, the independent negligence of the CONTRACTING AGENCY or acts, errors, or omissions by an agency other than the CONTRACTOR. **This exception includes the extent of any lawsuit instituted by Byte Networking, LLC against the CONTRACTING AGENCY. In the event of a lawsuit by Byte Networking, LLC against the CONTRACTOR, arising out of CONTRACTOR'S performance of the Agreement, the CONTRACTING AGENCY will defend the CONTRACTOR in that lawsuit and pay or reimburse any damages awarded against the CONTRACTOR not otherwise covered by an insurance policy or agreement.**

D1.3 If there is a claim of, or liability for, the joint negligent error or omission of the CONTRACTOR and the independent negligence of the CONTRACTING AGENCY, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "CONTRACTOR" and "CONTRACTING AGENCY", as used within this article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "Independent Negligence" is negligence other than in the CONTRACTING AGENCY's selection, administration, monitoring, or controlling of the CONTRACTOR and in approving or accepting the CONTRACTOR's Work.

D1.4 The CONTRACTOR shall exercise that degree of skill, care and judgment commensurate with the professional standards for the services of a similar nature. When such standards are in dispute, they shall be established by a panel of three qualified, impartial professionals objectively selected and appointed by the Contracting Officer.

D1.5 The CONTRACTOR shall correct, through re-performance at its expense, any services which are deficient or defective because of the CONTRACTOR's failure to perform said services in accordance with professional standards, provided the CONTRACTING AGENCY has notified the CONTRACTOR in writing within a reasonable time, not to exceed 60 days, of the discovery of any such deficiency during the performance of the services and within 12 months of the date of final payment under this Agreement.

### ARTICLE D2 INSURANCE

D2.1 Without limiting the CONTRACTOR's indemnification, it is agreed that CONTRACTOR shall purchase at its own expense and maintain in force at all times for the duration of this Agreement, plus one year following the date of final payment, the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the CONTRACTOR's policy contains higher limits, the CONTRACTING AGENCY shall be entitled to coverage to the extent of such higher limits. Certificates of insurance must be furnished to the CONTRACTING AGENCY and incorporated into this Agreement with copies attached to this document. Certificates must provide for the CONTRACTING AGENCY to receive notice of any policy cancellation or reduction per AS 21.36 Sections 210-310. Failure to furnish certificates of insurance or lapse of the policy is a material breach and grounds for termination of the CONTRACTOR's services and may preclude other Agreements between the CONTRACTOR and the CONTRACTING AGENCY.

D2.1.1 Worker's Compensation Insurance: The CONTRACTOR shall provide and maintain, for all employees engaged in work under this Agreement, coverage as required by AS 23.30.045. The Contractor shall be responsible for Workers' Compensation Insurance for any subcontractor who performs work under this Contract. The coverage shall include:

- Waiver of subrogation against the CONTRACTING AGENCY; and,
- Employer's Liability Protection at **\$100,000** each accident/each employee and **\$500,000** policy limit.

D2.1.2 Commercial General Liability Insurance: Such policy shall have minimum coverage limits of **\$1,000,000** combined single limit per occurrence, covering all business premises and operations used by the Contractor in the performance of services under this agreement. The



# CERTIFICATION OF COMPLIANCE

## APPENDIX E

Item #13.

Project: Management and Implementation of Road Maintenance Program for the City of Gustavus

Project No: RFP FY25-01

Date Prepared: June 3, 2024

Contractor and all Subcontractors shall comply with the following applicable requirements:

1. **Alaska Business License** at the time designated for award as required by AS 36.30.210(e) for Contractor and all Subcontractors.
2. **Certificate of Registration** at the time designated for award as required by AS 08.18.011 for Contractor and all Subcontractors.
3. **Certificate of Incorporation (Alaska firms) or Certificate of Authorization** for Foreign Firm ("Out-of-State" firms). All corporations, regardless of type of services provided, must have one of the certificates (AS 10.06.218 and other sections of Title 10.06 - Alaska Corporations Code).
4. **Joint Ventures**, regardless of type of services provided, must be licensed/registered in the legal name of the Joint Venture as used in this proposal (AS 43.70.020 and 43.70.110(4)).
5. The Contractor certifies that firms or individuals **debarred or suspended by the Department, State**

**or Federal agencies** are not employed or subcontracted under this Professional Services Agreement.

The Contractor will ensure that it and all Subcontractors have insurance coverage to effectuate the requirements of Appendix D, "Indemnification and Insurance", as prepared for this Agreement.

**I certify that I am a duly authorized representative of the Contractor and that the above requirements will be complied with in full. This certification is a material representation of fact upon which reliance will be placed if the proposed contract is awarded.**

\_\_\_\_\_  
Signature  
Name ..... :  
Title ..... :

\_\_\_\_\_  
Date

For information about licensing, Offerors may contact the Alaska Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing at P.O. Box 110806, Juneau, AK 99811-0806, or at Telephone (907) 465-2550, or at Internet address: <http://www.commerce.alaska.gov/web/cbpl/home.aspx>.





**City of Gustavus**  
PO Box 1  
Gustavus, Alaska 99826  
Phone: (907) 697-2451

**CITY OF GUSTAVUS**

**REQUEST FOR PROPOSALS**

**RFP FY25-01 COG**

**MANAGEMENT AND IMPLEMENTATION OF ROAD MAINTENANCE PROGRAM FOR THE CITY OF GUSTAVUS**

**Opening Date: May 10, 2024**

**Time: 4:00pm AKDT**

**Location: Gustavus City Hall**

*PLEASE PROVIDE YOUR PROPOSAL to furnish the services listed for the assumption of the management and execution of the Road Maintenance Program as described below.*

\*\*\*\*\*

DELIVER PROPOSALS TO:

\*\*\*\*\*

City of Gustavus  
Gustavus City Hall  
PO Box 1  
Gustavus, Alaska 99826

\*\*\*\*\*

**THIS IS NOT AN ORDER**

\*\*\*\*\*

**PROPOSALS MUST BE RECEIVED BY THE DATE AND TIME SHOWN ABOVE.**

**1. REQUEST FOR PROPOSAL (RFP)**

The City of Gustavus (City) invites you to respond to this Request for Proposal (RFP). The focus of the RFP is to select a single organization (Vendor) to manage and execute the Road Maintenance Program for the City of Gustavus.

**2. INTRODUCTION TO CITY OF GUSTAVUS**

Gustavus, Alaska, gateway to Glacier Bay National Park, is located on the north side of Icy Strait and is situated on a large, flat, glacial outwash plain. The economy is based on government, tourism, commercial fishing, construction, education, and health services. The population was estimated at 655 in the most recent Population Determination by the State of Alaska and is thinly spread over 23 square miles. Gustavus is not connected to the State road system but does have a large jet-capable airport about a half hour flight from Juneau. Alaska Marine Highway ferry service commenced in November 2010 and provides year-round service generally two times per week.

The City of Gustavus was incorporated on April 1, 2004, as a Second-Class City. The seven-member volunteer City Council, one of whom is chosen as Mayor, governs the City. The City provides the following services: Fire/EMS, road maintenance, solid waste disposal, a second-hand store, small boat harbor and dock floats, recreational parks, and a library. Seven residents are employed by the City year-round, with additional part-time staff and many volunteers providing additional support. Law enforcement is provided by the Alaska State Troopers or by National Park Rangers within the boundaries of Glacier Bay National Park.

The City of Gustavus maintains almost 23 miles of gravel roads plus parking areas for city buildings, the beach park, trail heads, and the boat harbor.

**3. PROJECT OVERVIEW**

The City of Gustavus wishes to adopt a new maintenance model to make City road maintenance more efficient and cost effective by transferring road maintenance decision making to the contractor and achieving more favorable road maintenance pricing through a longer-term contract. The contractor would be delegated authority to make decisions about maintenance needs and priorities while working within a function budget. Transferring authority to the contractor is intended to reduce the need for city staff to plan, direct and oversee routine road maintenance activities, freeing these resources for other City priorities. A longer-term contract is intended to improve the contractor's operational efficiency, enabling the City to realize more value for its maintenance budget. This model provides the contractor with a longer commitment of consistent work, allows the contractor longer-term planning of its operations, and allows the contractor to amortize fixed costs over a longer period.

**4. SERVICE REQUIREMENTS**

The contractor is responsible for administering and implementing the routine road maintenance function for the City of Gustavus, under the general direction of the City Administrator, and within the budget allocations of the City for the

function. The contractor's work will include meeting as needed with the City Administrator to coordinate and prioritize work, inspecting roads regularly, determining maintenance needs, scheduling work, and completing the Work. The contractor is responsible for acquiring and maintaining, fueling, and operating equipment needed to maintain city roads. The basic service of the contract is routine maintenance and repairs for City gravel roads and City facility parking areas and work pads. Tasks include grading, road and embankment repairs, gravel additions (either reclaimed from roadside or ditch areas and/or excavated and delivered from City gravel pit), brushing, clearing fallen or obstructing trees, snow plowing, sanding, ditch cleaning, road berm removal, road sign installation and maintenance, culvert maintenance, bridge maintenance and construction surveying. Work tasks are to be assessed, prioritized, and executed by the contractor under its delegated authority. The contractor will also conduct minor road construction and improvement projects such as new ditch construction, culvert installation, small roadway improvements at the discretion and authority of city staff acting on project specific plans and quotes. Larger projects such as major road construction, multiple culvert installations, and bridge repairs or construction may be subject to broader contract solicitation. The contractor is expected to prioritize City work to the extent that the City budget allows but may augment its work with other customers as its schedule allows. Routine maintenance will be performed under the City operating budget for Road Maintenance. Special projects may be funded through council approved appropriations via the City's capital account.

## **5. CONTRACTOR OVERSIGHT BY CITY**

The contractor's work will be monitored by the City Administrator to assure roads are being maintained in accordance with the City's expectations described in the contract. The City Administrator or representative will meet occasionally with the contractor to help align priorities or consider/plan road improvements. The City Administrator will relay maintenance needs as observed by city staff or reported by the public to the contractor for action. The City Administrator or representative will occasionally inspect roads or visit work sites to monitor work effectiveness. The City Administrator, Mayor, or designee will also approve invoices from the contractor.

## **6. CONTRACT TERM**

The preferable term of the contract proposal is three years—commencing July 1, 2024, and ending June 30, 2027. The contract may be extended for an additional three years, or one year at a time, if agreeable to both parties.

Respondents may also provide a response for a 2-year contract commencing July 1, 2024, and ending June 30, 2026, with a 2-year extension or 2 one-year extensions at a time if agreeable to both parties.

## **7. SELECTION CRITERIA**

Pursuant to Title 4, Section 4.17.150 Professional services contracts, of the City of Gustavus Code of Ordinances, the selection of professional assistance shall be based on competence, skill, and experience, and specifically the considerations listed below. The council shall not award a contract to an individual, a partnership, or a corporation that is not registered, not qualified, based on the

following criteria, or not authorized under Alaska Statutes. Selection considerations will include the following:

- General contractor license
- Insurance and bonding qualifications
- Successful experience performing road maintenance and heavy civil construction
- Local preference
- Resources and equipment available or committed to be available
- Hourly equipment and service rates and unit prices offered for specific tasks (rates to be compared to rates the city has paid in the past or those in effect in similar cities in the region)
- Means and methods of performing the service (i.e., the proposer's rationale for prioritizing road maintenance)
- Minimum contract amount for covering fixed costs
- Local office, equipment garages and maintenance facilities
- Availability of service (Year-round service is a minimum requirement)
- Contractor staff, employees, to be available and assigned to the work
- Any limitations or exclusions from the service that may affect quality and quantity of road services.

## **8. RESPONSE CONTENTS AND FORMAT**

Please complete all sections of the RFP. If additional material is required for one or more questions, please label attachments clearly and reference them in your response. Your response to this RFP will serve as the basis for the consideration of your potential as a contractor.

## **9. PROPOSAL FORMAT**

Please use the following as a guideline to format your proposal:

### **a. Length**

- Maximum proposal length including title page, cover letter, proposal, qualifications, and budget should not exceed 10 pages.

### **b. Title Page**

The Title Page must not be more than one page in length and must include the following:

- your company name
- your company address
- telephone number
- fax number
- e-mail address and primary contact person

### **c. Cover Letter**

The cover letter must not be more than one page in length and must be signed by the person or persons authorized to sign on behalf of the company.

### **d. Proposal**

The Proposal must not be more than ten pages in length. Discuss your proposed solution(s), including the features, benefits, and uniqueness of your solution(s). You should also touch on your ability to deliver the project in a

timely manner. Specifically, provide the following information:

- Describe how you propose to manage and deliver road maintenance services for Gustavus.
- Describe equipment you will have available to do the work.
- Describe availability of services year round
- Describe your maintenance service team.
- Describe any third-party providers that may provide services under the agreement.
- Describe any limitations to the service you propose—what will you not do or cannot do?

**e. Qualifications**

A list of Qualifications must not be more than five pages in length. For the purposes of understanding more about your company and your ability to successfully fulfill this important City requirement, please provide examples of similar work, references, and up to three examples of similar work.

**f. Billing Rates**

List billing rates:

- Hourly road inspection rate and estimated schedule
- Hourly operated equipment rates by equipment
- Hourly hand labor rates
- Hourly construction surveying rates
- Sub Contractual
- Other
- Overhead
- Minimum proposed annual billing to City

**10. COMMUNICATIONS AND RESPONSE**

The City Administrator is designated as the City of Gustavus' representative for this initiative. For any information relative to this RFP, please direct all inquiries to:

Kathy Leary, City Administrator  
907-697-2451 (Office)  
kathy.leary@gustavus-ak.gov

**11. NOTIFICATION OF INTENT TO RESPOND AND CLARIFICATION QUESTIONS**

Please indicate your intention to respond, by email, to the above email address by the Intent to Respond and Questions Due date outlined in the Key Dates table below. In addition, please provide the contact details of the individual responsible for coordinating your RFP response. At the same time, we ask that you submit any clarification questions regarding the RFP. Answers will be provided to all respondents by the Answers Provided date.

**12. RESPONSE DELIVERY INSTRUCTIONS**

Please submit an electronic copy of your proposal to the email address indicated in the Communications and Response section above. All responses must be received on or before close of business (4:00 pm Alaska Daylight Time) on the Proposals Due date indicated in the Key Dates table below.

**13. KEY DATES**

Date	Milestone
April 24, 2024	RFP is issued
April 30, 2024	Intent to Respond and Questions due
May 3, 2024	Answers to questions are sent to Vendors by e-mail and by postal mail, in the form of a formal addenda to this RFP.
May 10, 2024	Proposals must be received by the City Administrator by 4pm Alaska time. Written acknowledgement of receiving addenda must also be received by this time.
June 10, 2024	Gustavus City Council regular meeting. Contract may be awarded at this date, or further consideration may be deemed necessary.

**14. CONTRACT TERMS**

The Mayor/City Administrator will negotiate contract terms upon selection. All contracts are subject to review by the City staff, and a contract will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget, and other necessary items.

**15. GENERAL PROVISIONS**

- a. Vendors are advised that their response to this RFP does not obligate City to pay for any costs incurred by vendors in preparation of responses.
- b. A proposal is not a guarantee of contract award. City reserves the right to reject all proposals, to request additional information concerning any proposals for purposes of clarification, to accept or negotiate any modification to any proposal, to select only parts of a proposal, or to select multiple proposals, following the deadline for receipt of all proposals, and to waive any irregularities, if doing so would serve the best interest of City.
- c. Business and Professional Licenses. The successful respondent, and any sub-contractor(s), shall obtain necessary city and state business licenses on or before the commencement of work. Any successful respondent, and any sub-contractor(s), shall possess any necessary professional certifications and/or license(s) relative to the work to be performed required by the appropriate licensing authority for the State of Alaska and shall provide evidence of such to the City with their proposal or prior to contract award in such form as the City shall require.
- d. Term of Contract: The contract shall be for three years beginning July 1, 2024, and ending June 30, 2027. By mutual agreement between the City and Contractor the contract may be renewed for a second one, two or three-year term.

- e. Termination for Convenience: The City reserves the right to terminate the services of the contractor at any time when the City determines that termination is in the best interests of the City. If the City terminates the contract pursuant to this section, the City shall notify the contractor in writing as of the effective date to stop work and the contractor shall immediately stop all work, including providing direction to subcontractors to stop and to cease from ordering any materials or supplies for the Project. Upon termination pursuant to this section, contractor shall have sixty (60) days to submit any and all claims to the City for any unpaid work actually performed by the contractor before the date of termination and for which the contractor has not been paid, together with all back-up documentation in support of the claim. "Unpaid work" is defined as actual work performed in accordance with the specifications and project schedule and "unpaid work" specifically not to include the costs of the work to the contractor. The failure of the contractor to submit a claim within 60 days forever waives any claim by the contractor based upon the City's termination for any payment for work claimed by the contractor to have not been paid as of the date of termination. contractor and the City agree to make a good faith effort to resolve any claim submitted by the contractor pursuant to this section within thirty days (30) of receipt by the City, unless that time is otherwise extended by the parties in writing. If the parties fail to reach an agreement on payment to the contractor within the 30 days, the City shall pay the amount determined by the City to be fair and reasonable, based on the back- up documents provided by the contractor and the City's records. In the event the parties do not reach agreement, the contractor may pursue its remedies pursuant to Section IX (k) below unless the contractor failed to submit the claim within 60 days of termination.
- f. Suspension of Work: Suspension of Work caused by Acts of God, which are beyond the control of the contractor, shall not be cause for termination. If such Acts suspend Work on the project, any delay caused will be negotiated and an addendum to this contract will be issued, which will be signed by both the City and the contractor, outlining the time schedule and costs associated with any delay in substantially completing the project.
- g. Termination of agreement by City of Gustavus (Contractor Default)
- A. In the event of default by the Contractor, City may give 10 days written notice to the Contractor of OWNER's intent to terminate the Agreement and provide the Contractor an opportunity to remedy the conditions constituting the default. It shall be considered a default by the Contractor whenever Contractor shall: (1) declare bankruptcy, become insolvent, or assign its assets for the benefit of its creditors; (2) fail to provide materials or quality of Work meeting the requirements of the Contract Documents; (3) disregard or violate provisions of the Contract Documents or engineer's instructions; (4) fail to prosecute the Work according to the approved progress schedule; or, (5) fail to provide a qualified superintendent, competent workers, or materials or equipment meeting the requirements of the Contract Documents; or 6) create any safety risk on the job site or to the community which upon notification of, the contractor refuses to address and correct within 3 days of the written notification. If the contractor fails to remedy the conditions constituting default within the time allowed, City may then issue the Notice of Termination.
- B. In the event the agreement is terminated, City may take possession of the Work and may complete the Work by whatever method or means City may select. The cost of completing the Work shall be deducted from the balance

which would have been due the contractor had the Agreement not been terminated and the Work completed in accordance with the contract documents. If such cost exceeds the balance which would have been due, the contractor shall pay the excess amount to the owner. If such cost is less than the balance which would have been due, the contractor shall not have claim to the difference. The contractor's claim shall be limited to the cost of Work actually performed to the date of the termination.

- h. Termination of Agreement by contractor. The contractor may terminate the Agreement upon 20 days written notice to the City, whenever: 1) the Work has been suspended, herein, for more than 90 consecutive days through no fault or negligence of the contractor, and notice to resume Work or to terminate the Agreement has not been received from City within this time period, after being requested by the contractor in writing; or, 2) City should fail to pay the contractor any monies due them for Work actually performed in accordance with the terms of the contract documents and within 60 days after presentation to City by the contractor of the written request, unless City shall have remedied the condition upon which the payment delay was based within 20 days of presentation of the written 60 day notice. In the event of such termination, the contractor shall have no claims against City except for those claims specifically enumerated in Paragraph e.
- i. The city will not provide office space, equipment, or supplies.
- j. Vendor must meet and have in place the insurance requirements listed below at all times during the Term of Contract:
  - i. Vendor shall obtain and maintain in force the insurance coverage specified in this section with an insurance company rated "Excellent" or "Superior" by A. M. Best Company or specifically approved by City.
  - ii. Limits: The Vendor shall obtain insurance for not less than the following limits:
    - 1. Commercial general liability: coverage written on an occurrence basis with limits of not less than \$2,000,000 per occurrence.
    - 2. Comprehensive automobile liability: \$2,000,000 combined single limit
    - 3. Workers' compensation: \$100,000 each accident, \$500,000 disease--policy limit, and \$100,000 disease--each employee.
  - iii. Automobile Liability Insurance: All autos, or all owned, non-owned, and hired automobiles must be insured when the Vendor is using them to do work under this Agreement. If the Vendor submits insurance covering only scheduled autos, then the Vendor must assure that any additional vehicles are insured before using them in the Work under this Agreement.
  - iv. Workers' Compensation: Any employee of the Vendor must be covered by workers' compensation insurance during the term of the Agreement. This policy must be endorsed with a waiver of subrogation in favor of the City. The Vendor is not required to provide a certificate of workers' compensation covering the owner(s) of the Vendor's business under the following circumstances:



- *Corporations* – If the executive officer(s) claims an exemption, then the Vendor must provide an Executive Officer Waiver for each officer from the Alaska Department of Labor and also provide the corporate filing with the State showing the person(s) named on the waiver is an owner. Only the person or persons who have the State Executive Officer Waiver and who are an owner shall be permitted to do any work or be on the work site or work area. If the Vendor permits any other person on the work area or work site or to do any work, and that person is injured, the Vendor shall defend, indemnify, and hold harmless the City from any and all claims and liabilities for workers' compensation benefits of any kind and any nature, including costs and legal fees.
  - *Sole Proprietors, Partnerships, or LLCs* – If the sole proprietor, partner, or member claims an exemption, then the Vendor must provide the City with the business permit filing with the State of Alaska showing the person(s) are the owner, sole proprietor, partner, or member. Only the person or persons who are an owner, sole proprietor, partner, or member shall be permitted to do any work or be on the work site or work area. If the Vendor permits any other person on the work area or work site or to do any work, and that person is injured, the Vendor shall defend, indemnify, and hold harmless the City from any and all claims and liabilities for workers' compensation benefits of any kind and any nature, including costs and legal fees.
- v. *Alternate Coverage*: A combination of primary and excess/umbrella policies may be used to fulfill the insurance requirements of this section.
  - vi. *Additional Insured*: During the contract term, the Vendor shall add and maintain City as an additional insured in the Vendor's commercial general liability policy. This policy will provide primary coverage for City, and it will provide that the policy treats each additional insured as though the insurer had issued separate policies.
  - vii. *Certificate of Insurance*: Prior to commencing any work under this Agreement, the Vendor will provide a certificate of insurance in a form acceptable to City showing that the Vendor has the required insurance coverage.
  - viii. *Cancellation*: The Vendor must assure that City receives advance notice if the Vendor's insurance is going to be canceled, not renewed, or changed. The certificate of insurance must say that the insurer will notify City at least 30 days before the insurer cancels, refuses to renew, or materially changes the coverage.

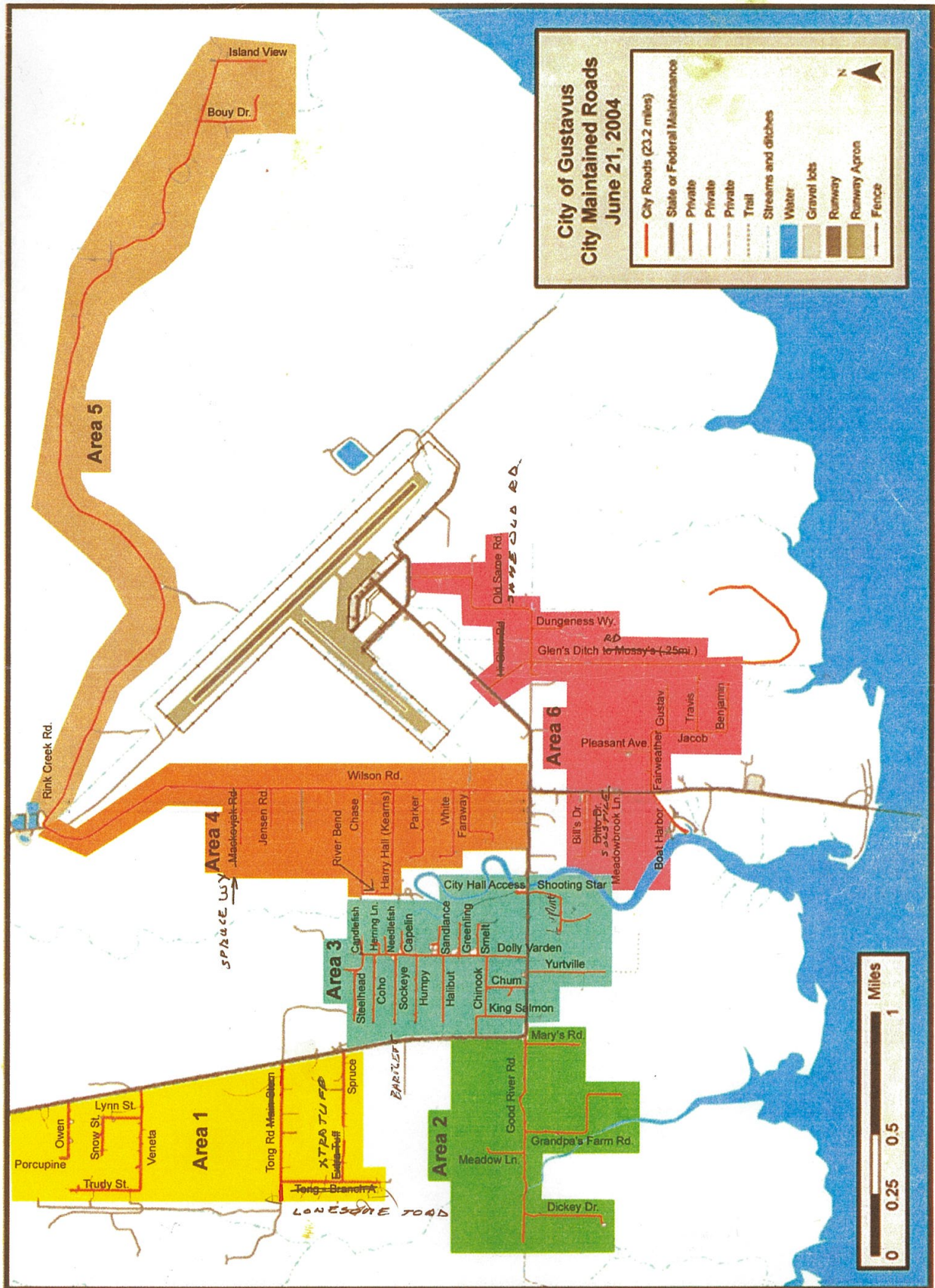
**16. Gustavus Maintained Roads**

<b>Area 1</b>	<b>Miles</b>
Owen Road & Porcupine Road	0.30
Veneta Street	0.42
Trudy Street	0.37
Lynn Street	0.18
Snow Street	0.14
Tong Road (to Glacier Bay Inn driveway)	0.62
Toad Road	0.41
Xtratuff Road	0.08
Spruce Lane	0.37
Bartlett Road	0.27
<b>Subtotal Area 1 Miles</b>	<b>3.15</b>
<b>Area 2</b>	<b>Miles</b>
Good River Road	0.87
Mary's Road	0.23
Grandpa's Farm Road	0.59
Meadow Lane	0.14
Dickey Drive	0.32
<b>Subtotal Area 2 Miles</b>	<b>2.15</b>
<b>Area 3</b>	<b>Miles</b>
Dolly Varden Drive	0.83
Smelt Avenue	0.05
Greenling Avenue	0.20
Chinook Drive	0.33
Chum Drive	0.17
King Salmon Drive	0.21
Sandlance Avenue	0.17
Halibut Drive	0.34
Capelin Lane	0.13
Humpy Drive	0.27
Needlefish Lane	0.16
Sockeye Drive	0.28
Herring Lane	0.04
Coho Drive	0.27
Steelhead Drive	0.22
Candlefish Lane	0.11
Willow Way	0.33
Pine Street	0.35
Shooting Star Lane	0.14
Lupine Lane	0.14
Columbine Lane	0.12
City Hall Access	0.06
<b>Subtotal Area 3 Miles</b>	<b>4.91</b>

<b>Area 4</b>	<b>Mi</b>
Wilson Road	2.09
Fara Way	0.27
White Drive	0.33
Parker Drive	0.34
Harry Hall Drive	0.43
River Bend Lane	0.23
Chase Drive	0.43
Jensen Road	0.24
Hemlock Road	0.24
<b>Subtotal Area 4 Miles</b>	<b>4.59</b>
<b>Area 5</b>	<b>Miles</b>
Rink Creek Road	3.73
Buoy Drive	0.21
Island View Drive	0.28
<b>Subtotal Area 5 Miles</b>	<b>4.22</b>
<b>Area 6</b>	<b>Miles</b>
Boat Harbor Road & DRC Access	0.27
Bill's Drive	0.28
Meadowbrook Lane	0.25
Fairweather Road	0.25
Pleasant Avenue	0.15
Jacob Avenue	0.31
Gustav Drive	0.20
Travis Drive	0.20
Benjamin Drive	0.21
Glen's Ditch Road to Nagoonberry Trailhead	0.53
Same Old Road	0.84
Dungeness Way	0.12
End of the Trail	0.26
<b>Subtotal Area 6 Miles</b>	<b>3.87</b>
<b>Total City-Maintained Miles</b>	<b>22.89</b>
<b>Facility Parking Areas</b>	<b>Approx Area (ft<sup>2</sup>)</b>
City Hall driveway and parking	11,100
Fire Hall	3,300
Salmon River Park parking on Gustavus Road	1,300
Library driveway and parking	11,000
Community Chest parking	1,500
Boat Harbor parking and storage areas	50,000
Septage Storage driveway and off-loading pad	5,500
Beach Park parking off east side of Dock Road	7,000
Beach Meadows trailhead parking west side of Dock Road	2,000

# 17. GUSTAVUS ROAD MAP

Item #13.





**City of Gustavus**

P.O. Box 1

Gustavus, AK 99826

Phone: (907) 697-2451

Fax: (907) 697-2136

Email: administrator@gustavus-ak.gov

**Project: RFP FY25-01**

**Management and  
Implementation of Road  
Maintenance Program for  
the City of Gustavus**

**Subject:** Addendum to RFP FY25-01

**Date:** May 3, 2024

After further consideration, the insurance requirements stated in RFP FY25-01 (incorrectly labeled as FY24-01 when it was issued) under the General Provisions in section j.ii.1 & 2 for commercial general liability and automobile liability insurance are reduced from \$2,000,000 to \$1,000,000.

This change will be included in a revised RFP FY25-01 that will be issued to the successful bidder and referred to in future correspondence regarding the award of the contract.

*Kathy Leary*

Kathy Leary  
City Administrator  
City of Gustavus

RFP FY24-01 COG Management and Implementation of  
Road Maintenance Program for the City of Gustavus

**GLACIER BAY  
CONSTRUCTION**



**MANAGEMENT AND  
IMPLEMENTATION OF  
ROAD MAINTENANCE  
PROGRAM FOR THE CITY  
OF GUSTAVUS**  
RFP FY24-01 COG

**COMPANY**

**Glacier Bay Construction, Inc.**

98 Gustavus Rd  
PO Box 389  
Gustavus, AK 99826

**CONTACT**

Kenneth J Marchbanks  
Phone: (907) 209-0514  
Fax: unavailable  
Email: [gbciaak@gmail.com](mailto:gbciaak@gmail.com)

RFP FY24-01 COG Management and Implementation of  
Road Maintenance Program for the City of Gustavus

**GLACIER BAY  
CONSTRUCTION**

Glacier Bay Construction  
PO Box 389  
Gustavus, AK 99826

May 10, 2024

City of Gustavus  
PO Box 1  
Gustavus, Alaska 99826

**RE: MANAGEMENT AND IMPLEMENTATION OF ROAD MAINTENANCE PROGRAM  
FOR THE CITY OF GUSTAVUS**  
RFP FY24-01 COG

Dear Ms. Leary:

Thank you for the opportunity to submit a proposal to continue and enhance road maintenance for the City of Gustavus (City). As detailed in the request for proposal, Glacier Bay Construction believes it has the experience, equipment, and talent to manage and implement road maintenance described in this request for proposals. Glacier Bay Construction and the City have successfully partnered on all aspects of road maintenance in Gustavus since 2004, a quality unique to this full-service construction company. Glacier Bay Construction would like to continue this partnership and appreciates your consideration when selecting the firm to serve the City for the next contract term.

Best Regards,



Kenneth J. Marchbanks  
Secretary of Glacier Bay Construction, Inc.

# 1 | Experience and Qualifications

## Experience

Since 2004, Glacier Bay Construction has served the Gustavus community's need for specialized heavy civil construction. We are a full-service local general contractor that has experience on a wide variety of private and public projects. Glacier Bay Construction offers the following services in Gustavus:

- Ditch construction
- Roadway grading and resurfacing
- Snow plowing
- Flood damage repair
- Vehicle bridge construction
- Brush removal for sight visibility
- Clearing and grubbing
- Scour countermeasure construction
- Building site preparation
- Construction surveying
- Culvert installation
- Environmental remediation
- Aggregate supplier
- Concrete producer
- Brush removal for sight visibility
- Riverbank restoration
- Building demolition
- Septic system installation
- Well construction
- Fish habitat restoration

Over the past 19 years, Glacier Bay Construction has demonstrated the ability to provide on-time and within-budget maintenance of the City's road system, providing reasonable cost rates under the City's request for quote system. In addition, we have:

- Constructed seven prefabricated timber bridges for the City of Gustavus;
- Completed road maintenance services according to Federal standards for the USDA Forest Service - Tongass National Forest on the Neka Bay road system and at the Mendenhall Campground, Lena Loop, Herbert River Road, and Skaters Cabin located in Juneau.



- Completed work for the National Park Service at Glacier Bay National Park including the maintenance facility parking structure, the Huna Tribal House, road shouldering, rip rap, and seeding.
- Completed projects for the Chatham School District including emergency waterline installation and new wastewater treatment installation.
- Completed civil construction on the Gustavus tank farm project for the Alaska Energy Authority.
- Road and Best Management Practice maintenance for Alaska Power and Telephone on the Gustavus hydroelectric site as well as contract work supporting utility installation in town.

In addition to these completed projects, Glacier Bay Construction has ongoing heavy civil subcontract work with the National Park Service, US Postal Service, Federal Aviation Administration, and US Coast Guard. We complete work every season for private parties consisting of road building,



bridges, site preparation, Alaska Department of Environment Conservation certified wastewater systems (Glacier Bay Construction is the only ADEC certified installer in southeast Alaska), environmental remediation, water well drilling, environmental drilling, material and concrete sales.

We possess physical facilities located in Gustavus for maintenance and storage. Experience tells us what it takes to successfully execute the desired model.

## **Qualifications**

The Glacier Bay Construction team consists of Justin Marchbanks, Kenneth “Ponch” Marchbanks, Sandi Marchbanks, Davita Marchbanks, and Jesse Marchbanks. Justin is the corporate secretary, construction surveyor, and equipment operator with over 20 years of experience in heavy civil construction. Kenneth is the corporate treasurer, construction surveyor, and equipment operator also with over 50 years of experience in heavy civil

construction. Sandi is the corporate VP and is responsible for corporate compliance with experience in business, public administration, and legal secretarial services. Davita is the corporate president responsible for business administration with over 25 years of experience serving in this capacity. Jesse is the newest team member serving as a laborer.

The Glacier Bay Construction team have been local Gustavus residents for the past 28 years. The company is locally owned and operated. We have the necessary qualifications to provide the work as demonstrated by 19 years of direct experience implementing the City’s road maintenance program.

**DISTINCTIVE AND SUBSTANTIVE QUALIFICATIONS**

<u>Alaska Business License</u> : 305980	Expiration Date: 12/31/2025
<u>General Contractor License</u> : CONE30143	Expiration Date: 9/30/2024
<u>Insurance and Bonding</u> : municipal insurance policy on file with the City.	

## 2 | Resources and Billing Rates

### Resources

Glacier Bay Construction’s entire equipment fleet is based from its Gustavus maintenance and storage facility. The equipment fleet (individually identified in the rate table) is well-suited for the scope of work described in the request for proposals. Redundant resources of various sizes and capacities allow selecting equipment best suited to perform the work with the least cost to the budget. Resource redundancy also assures back-up resources are available during equipment maintenance periods to ensure the work is delivered on schedule.

### Billing Rates

Proposed billing rates for use under this agreement are:

<b>Hourly Operated Equipment Rates by Equipment<sup>1</sup></b>	
<b>Equipment</b>	<b>Rate (\$/hr)</b>

<sup>1</sup> Equipment rates provided by Equipmentwatch (where available), SE Alaska rates effective May 2024.

RFP FY24-01 COG Management and Implementation of  
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**GLACIER BAY  
CONSTRUCTION**

Caterpillar 130G Motor Grader	\$116.57
Caterpillar 130G Motor Grader w/Diamond Disc	\$176.57
Caterpillar 130G Motor Grader w/Snow Plow	\$216.57
Plow Truck/Road Plow	\$205.10
10cy Dump Truck	\$85.10
Volvo 35MT Excavator	\$195.00
Kobelco 21MT Excavator	\$114.00
Doosan 14MT Excavator	\$124.00
Bobcat 6MT Excavator w/Bucket	\$62.00
Bobcat 6MT Excavator w/Forestry Mulcher	\$101.24
Bobcat T76 Compact Track Loader w/Bucket	\$117.00
Bobcat T76 Compact Track Loader w/Forestry Cutter	\$210.00
Bobcat T76 Compact Track Loader w/Laser	\$147.00
Bobcat T76 Compact Track Loader/snow pusher	\$215.00
John Deere 4450/Savanna Maintainer	\$115.50
Deere 544G Wheel Loader	\$73.30
Deere 544G W/Snow pusher	\$173.30
Caterpillar D3B Crawler Dozer	\$67.00
Pickup Truck	\$28.00
Pickup Truck/Road Sander	\$161.00
Pickup Truck/Snow Plow	\$152.00
Chainsaws, Pumps	\$9.20
<b>Hourly Labor Rates<sup>2</sup></b>	
<b>Activity</b>	<b>Rates (\$/hr)</b>
Equipment operator/truck driver/inspection	\$132.30
Construction Surveying	\$142.20
Laborer	\$128.15
Office administration	\$89.00

<sup>2</sup> Prevailing wages established from Minimum Rates of Pay for Laborer and Mechanics published by the Alaska Department of Labor and Workforce Development, April 2024.

Minimum proposed annual billing to the city FY2025: \$246,800.00. Billing will be measured portal to portal, per whole hour of acceptable service provided with invoicing on a monthly basis.

## 3 | Means, Methods and Limitations

### Means and Methods

Glacier Bay Construction is responding with the understanding that the City desires to be provided with a prioritized maintenance program, within the constraints of the annual budget. The contractor's services are not exclusive to the City, meaning the contractor is not limited or precluded from providing services to private and public clients under separate contracts and agreement provided the contract work receives priority.

Glacier Bay Construction is committed to year-round service and to the continued progress that we have made in partnership with the City for the past 19 years. The uniqueness of the



area, the desire to minimize impacts, and being responsible to community needs, are distinct challenges to providing essential road maintenance services within budgetary constraints.

Administration of services will be in close communication with the Administrator or designee. Glacier Bay Construction intends to meet with the Administrator immediately after contract award to establish a rapport

and lines of communications for the various services. The desired outcome is alignment of priorities and consideration/planning of road improvements.

During the contract term, road and lot maintenance will be approached from a multi-factor standpoint including monitoring and field assessments by Glacier Bay Construction, public and City feedback, and environmental conditions. Glacier Bay Construction will periodically assess road conditions and maintenance needs. Weather conditions will be a determining

RFP FY24-01 COG Management and Implementation of  
Road Maintenance Program for the City of Gustavus

**GLACIER BAY  
CONSTRUCTION**

factor in deciding the frequency of these assessments. In our experience, road maintenance needs are heavily affected by dry weather, wet weather (potholes and rutting), thaw conditions (potholes and rutting), and winter conditions (snow and ice). Additionally, tree and brush growth encroach on the roadway over time, which could affect driver sight distance and roadway user safety. Ditches also silt in after repeated heavy rainfall, traffic, snow plowing, roadway grading, etc., all of which agitate the road surface aggregate to move under gravity into the ditch. Assessment will be limited to the minimum amount necessary to balance roadway needs and budgetary constraints.

If roadway maintenance needs are discovered during the assessment, Glacier Bay Construction will select a cost-effective method to cure the need and respond by implementing the proper road maintenance.

Glacier Bay Construction will also remain in contact with the Administrator in the event the Administrator needs to relay maintenance needs as observed by city staff or reported by the public. A dedicated road conditions email address managed by Glacier Bay Construction is recommended to allow the public to raise a concern by providing a message about a road problem. Glacier Bay Construction intends to address a resident's concern in person within 24 hours of receipt.

Essentially, our intention would be to offer services similar to historic road system success, with new focus on proactive rather than reactive maintenance. As such, priority would first be placed on routes with highest traffic volume/poorest construction, e.g., Falls Creek Hydro access, DRC, Wilson Road to Chase Dr. intersection, Dolly Varden, Good River Rd., Fairweather Rd., along with City Hall and Fire Hall (winter) access. The maintenance plan will focus more attention on drainage maintenance, embankment material addition, and continued maintenance level brush cutting, with less attention placed on frequent repetitive roadway grading during nonoptimal opportunities, limited road material addition,



and winter maintenance on low-use roadways. Local neighborhood roads are considered secondary and would receive limited service that is based more on improvement than temporary maintenance (grading). Services on neighborhood roads include brush clearing, tree encroachment removal, additional gravel lifts, and basic drainage maintenance. Snow service in these areas would be minimized to the extent possible.

Glacier Bay Construction intends to perform its work according to the Gustavus Standard Specifications For Road Maintenance whenever practical. We have at our disposal all skilled trade, heavy equipment, trucks, and hand tools necessary (with backups) to successfully complete the tasks, and over the years we have committed to investing in equipment that is specialized specifically for the city.

## Limitations

**Limited Labor** Our near term future intention is to successfully seek out and employ a high-value full-time journey level equipment operator who's also a truck driver with a CDL. This employee will be tasked with the day to day City operations. Cost is a major issue in this regard, and any experienced company would be competing with union wages and benefits paid by the likes of the State of Alaska, SECON, Southeast Road Builders, etc., all of which are struggling to fill positions. Part-time employment is possible but unlikely considering cost of living and work commitment. Moving someone in from out of town, effectively changing lives is a huge responsibility.

**Contract Term** We would commit to a 2-year obligation with option to extend, cost adjustments for additional needed service, fuel and other overhead to be negotiated at an agreed upon interval.

**Seasonal Relief Period** We propose a curtailment of maintenance on or about March 10 for 30 days for needed relief, medical care, etc. This break up time is costly for the owner, a wasteful use of capital and resources regardless of reaction to a vocal few.



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CONSTRUCTION**

Two decade's experience dictates that very basic, minimal level "summer" maintenance (grading and minimal material hauling only) can be accomplished by a single person. Timely winter maintenance cannot be done with a single employee with no backup help and equipment. Glacier Bay Construction's team needs an opportunity to attend to the matters of life outside of being "on call".

**Third Parties** We have no plans for third-party service providers. Insurance and other administrative requirements have historically proved to be too burdensome. The limited number of qualified local contractors also presents a problem; however, specialized operations are possible.

**Exclusions** Work excluded from the agreement include but are not limited to professional registered surveying, engineering, utility location and conflicts with installation by others, dredging, asphalt paving, ice removal, and aggregate crushing.



# Coffee with Council at the GCC

Top Priorities



Pressing Topics

We want to hear from you.

June 2nd Saturday Market  
June 8, 2024 12:30pm-2:30pm



## MAYOR'S REPORT JUNE 10, 2024

### UPDATES

**Alaska Airlines Law Enforcement Issue.** Thanks to State Dept. of Transportation & Public Facilities Southeast Regional Director Christopher Goins, and to City Administrator Kathy Leary for achieving a resolution to the TSA requirement for a law enforcement presence at the airport this summer for the Alaska Airlines jet. DOT has hired 3 Special Officers as airport law enforcement officers and Administrator Leary greeted the first Safety Officer at the Airport on June 1<sup>st</sup>.

**Public Access on the Hydro Road.** The Federal Energy Regulatory Commission (FERC) is continuing to engage in dispute resolution with the Olneys and AP&T, and a City work group is working on a good faith proposal to submit on behalf of the community.

**The Xunaa Borough Petition.** The Local Boundary Commission released its preliminary staff report on May 28<sup>th</sup> recommending against adoption of the Xunaa Borough petition in its current form. There is a public comment period until July 8<sup>th</sup> after which a public hearing is currently scheduled for September 10<sup>th</sup> in Hoonah. LBC website: <https://www.commerce.alaska.gov/web/dcra/LocalBoundaryCommission>

**Damage to Dock.** In mid-May two commercial vessels, one of which had neither a current commercial use agreement nor a vessel registration, were tied up to the steel float, one of which was unattended for 3 days. During that time, the failure to remove the vessels in the face of the incoming weather event resulted in damage to the grates and timbers due to wind and wave action. We are reviewing the damage to the city-owned steel float, and are tracking the associated costs from violations of the float use, and potential liability of vessel owners as a result of the damage to the float system.

**Congratulations to DRC Manager/Operator Ian Barrier** for the DRC achieving a Waste Index score of 99% from the Solid Waste Program of the Alaska Dept. of Environmental Conservation!

**Thanks to Janene Driscoll & Deb Hemenway** for the City beautification project.



**A VERY BIG THANK YOU** to Casey Walker, Justin Marchbanks and Glacier Bay Construction for donating, delivering, and staging barrier logs along the eroding bank of the Salmon River on the road to City Hall, and for keeping City staff, Council members and the public safe.



**Coming up :** City Cybersecurity Assessment & DNR visit June 11-12, 2024

*Shelley*