



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

**COUNCIL PACKET
DECEMBER 13, 2012 GENERAL MEETING**



CITY COUNCIL MEETING AGENDA

GENERAL MEETING

DECEMBER 13, 2012 - THURSDAY

7:00PM @ CITY HALL

Lou Cacioppo

Mayor

lou.cacioppo@gustavus-ak.gov

Mayor Term Expires 2013

Council Seat Term Expires 2013

Noël Farevaag

Vice Mayor

noel.farevaag@gustavus-ak.gov

Term Expires 2014

Morgan DeBoer

Council Member

morgan.deboer@gustavus-ak.gov

Appointed Until October 2013

Term Expires October 201

Phil Hawley

Council Member

phil.hawley@gustavus-ak.gov

Term Expires 2015

Jim Mackovjak

Council Member

jim.mackovjak@gustavus-ak.gov

Term Expires 2013

Sandi Marchbanks

Council Member

sandi.marchbanks@gustavus-ak.gov

Term Expires 2014

Tim Sunday

Council Member

tim.sunday@gustavus-ak.gov

Term Expires 2015

COUNCIL MEETINGS:

Work Sessions:

1st & 3rd Thursdays

General Meeting:

2nd Thursday

1. Call to Order
2. Roll Call
3. Approval of Minutes:
 - A. November 8, 2012 General Meeting
 - B. November 9, 2012 Special Meeting
4. Mayor's Request for Agenda Changes:
5. Committee Reports:
 - A. Lands Committee
6. Public Comment on Non-Agenda Items
7. Consent Agenda:
 - A. FY13-09 Amending Title 1—Publish
 - B. Authorize Mayor to Sign Safe Routes to School Grant Project Paperwork
 - C. Approve Notice of Posting for Solicitation of Interest In Pit Run Gravel
 - D. Resolution 2012-24 DRC Office Project—Force Accounting
 - E. Resolution 2012-25 GCN Broadband Technical Assistance—Bypass Competitive Bid
 - F. Approve GCN Request To Use EDA Grant For Broadband Network Design
 - G. FY13-10 Amending The GCN Budget—Publish
8. Ordinance for Public Hearing: None
9. Unfinished Business: None
10. New Business:
 - A. Approval of Disbursement of \$18,000 To GVA
 - B. ABC Liquor License Renewal—Glacier Bay Lodge
 - C. ABC Liquor License Renewal—Gustavus Inn
 - D. Resolution 2012-26 Authorizing Transfer of Endowment Funds Management to Alaska Permanent Capital Management
11. Staff Reports:
 - A. DRC—Paul Berry
12. City Council Reports
 - A. Mayor's report
 - B. City Clerk report
13. City Council Questions and Comments
14. Public Comments on Non-Agenda Items
15. Executive Session
 - A. Executive Session To Discuss Legal Strategy In Regards to Alaska Energy Authority
16. Adjournment

NOT YET APPROVED
City Council Minutes
City of Gustavus, Alaska

City Council General Meeting
November 8, 2013

1. Call to Order: A General Meeting of the Gustavus City Council was held on November 8, 2012 at 7:00PM.
Mayor Cacioppo called the meeting to order at 7:00PM.

2. Roll Call:

Comprising a quorum of the Council the following were present:

Mayor Cacioppo
Vice Mayor Farevaag
Council Member Hawley
Council Member Marchbanks
Council Member Mackovjak
Council Member Sunday
Vacant

3. Approval of Minutes

A. October 4, 2012 Special Meeting

Minutes of the October 4, 2012 Special Meeting were approved by unanimous consent.

B. October 5, 2012 Election Review Committee

Minutes of the October 5, 2012 Election Review Committee meeting were approved by unanimous consent.

C. October 8, 2012 Special Meeting

Minutes of the October 8, 2012 Special Meeting were approved by unanimous consent.

D. October 18, 2012 General Meeting

Minutes of the October 18, 2012 General Meeting were approved by unanimous consent with the correction of the business name Clove Hitch.

4. Mayor's Request For Agenda Changes: None

5. Committee Reports:

- A. DRC Committee report was not given.
- B. Road Committee report was not given.
- C. GVA report was not given.

6. Public Comment On Non-Agenda Items: None

7. Consent Agenda:

- A. Resolution 2012-23 Shared Fisheries Payment

Motion:	Council Member Marchbanks moved that we adopt the consent agenda as posted.
Seconded by:	Council Member Mackovjak

ROLL CALL VOTE ON MOTION:	
Yes:	Cacioppo, Farevaag, Hawley, Mackovjak, Marchbanks, Sunday
No:	None
Motion Passes 6/0	

8. Ordinances for Public Hearing:

- A. FY13-08NCO Amending the Library Budget

Public Hearing: None

Motion:	Vice Mayor Farevaag moved to adopt FY13-08NCO amending the Library budget.
Seconded by:	Council Member Mackovjak

ROLL CALL VOTE ON MOTION:	
Yes:	Cacioppo, Farevaag, Hawley, Mackovjak, Marchbanks, Sunday
No:	None
Motion Passes 6/0	

9. Unfinished Business: None

10. New Business:

- A. Council Direction To Lands Committee

Public Comment: None

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City Council Minutes
City of Gustavus, Alaska

Motion:	Council Member Marchbanks moved that the City Council direct the Lands Committee to resume discussion on matters pertaining to the City Gravel Pit, within the committee and the City Council, excluding the ongoing deliberations regarding the Hammonds/Ward gold lease.
Seconded by:	Council Member Sunday

ROLL CALL VOTE ON MOTION:
Yes: Cacioppo, Farevaag, Hawley, Mackovjak, Marchbanks, Sunday
No: None
Motion Passes 6/0

B. Nominations for Council Member

Public Comment: None

Motion:	Council Member Mackovjak moved to nominate Morgan DeBoer to be our seventh Council Member.
Seconded by:	Council Member Farevaag

ROLL CALL VOTE ON MOTION:
Yes: Cacioppo, Farevaag, Hawley, Mackovjak, Marchbanks, Sunday
No: None
Motion Passes 6/0

C. Council Member Voting

(Clerk's Note: Agenda Item Action Followed City of Gustavus Ordinance Title 2.20.110.)

D. Tally & Announcement Of Vote For Each Applicant

(Clerk's Note: The votes of each ballot were verbally announced and tallied by the City Clerk. The totals are as follows: Morgan DeBoer 6)

E. Appointment of New Council Member

Public Comment: None

Motion:	Vice Mayor Farevaag moved we appoint Morgan DeBoer to Council seat F.
Seconded by:	Council Member Sunday

ROLL CALL VOTE ON MOTION: Yes: Cacioppo, Farevaag, Hawley, Mackovjak, Marchbanks, Sunday No: None Motion Passes 6/0
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(Clerk's Note: Council Member DeBoer took the oath of office verbally and in writing.)

11. Staff Reports: None

12. City Council Reports

A. Mayor's Report

- Mayor contacted Doc about right of way on Mountain View Road. Will call John Hudson in the morning about the Mountain View Fish Passage Project.
- Gave an update on the Library snow shed roof project.

B. City Clerk's Report:

- Special City Council Meeting Friday November 9th at 10:00AM.

13. City Council Questions & Comments

- Council Member Mackovjak stated that the City had received the grant for planning of a bike trail that covers 1 mile from the school.
- Council Member DeBoer discussed the beach committee and possible new chair.

14. Public Comment on Non-Agenda Items:

1. Artemis BonaDea

15. Executive Session

- A. Executive Session To Discuss The Matter Of The Gustavus Tank Farm And Its Potential Adverse Effect On The City's Finances

Motion:	Vice Mayor Farevaag moved to enter into executive session.
Seconded by:	None – Motion Lacked A Second And Fell To The Floor

16. Adjournment:

With no further business before the Council the meeting was adjourned at 7:39PM.

NOT YET APPROVED
City Council Minutes
City of Gustavus, Alaska

City Council Special Meeting
November 9, 2012

1. Call to Order: A Special Meeting of the Gustavus City Council was held on November 9, 2012 at 10:00AM.

2. Roll Call:

Comprising a quorum of the Council the following were present:

Mayor Cacioppo
Council Member DeBoer
Council Member Hawley
Council Member Mackovjak
Council Member Marchbanks
Council Member Sunday

Council Members not in attendance:

Vice Mayor Farevaag -Absent

3. Approval of Minutes: None

4. Mayor's Request For Agenda Changes: None

5. Committee Reports: None

6. Public Comment On Non-Agenda Items: None

7. Consent Agenda: None

8. Ordinances for Public Hearing: None

9. Unfinished Business: None

10. New Business:

A. ABC Board Request For Council To Revisit Decision Regarding Wings Application.

Public Comment: None

Motion:	Council Member Marchbanks moved the Mayor sign and send this letter to the ABC Board and to SeaPort Airlines Inc.
Seconded by:	Council Member Sunday

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City Council Minutes
City of Gustavus, Alaska

(Clerk's Note: A recess occurred from 11:38AM to 11:40AM.)

ROLL CALL VOTE ON MOTION:

Yes: Cacioppo, DeBoer, Hawley, Mackovjak, Marchbanks, Sunday

No: None

Motion Passes 6/0

11. Staff Reports: None

12. City Council Reports

A. Mayor's Report: None

B. City Clerk's Report: None

13. City Council Questions & Comments: None

14. Public Comment on Non-Agenda Items: None

15. Executive Session: None

16. Adjournment:

With no further business before the Council the meeting was adjourned at 11:46AM.

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY13-09**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS AMENDING
GUSTAVUS MUNICIPAL CODE TITLE 1, Section 1.02.030, Section
1.04.020, and Sections 1.04.030, 1.04.040, 1.04.050**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification This ordinance is of general and permanent nature and shall become apart of the City of Gustavus Municipal Code.
- Section 2. Severability If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment Now therefore, be it enacted by the Gustavus City Council that Title 1 be amended as follows: **Bold and underlined** items are additions, and ~~striketrough~~ are deletions.

Section 1.02.030 Ordinance Procedure

(a) An ordinance may be presented for consideration only by a member **of the City Council** or a committee ~~of the city council~~ **selected by the City Council for the purpose of writing and/or amending a particular ordinance or section of ordinance,** or by the Mayor at any regular or special meeting of the City council.

Section 1.04.020 City Limits

The corporate boundaries of the City of Gustavus, as described below, are the effective city limits:

~~Beginning at the northeast corner of section 3, T40S, R59E, Copper River Meridian (C.R.M.); as shown on USGS Quadrangle Juneau (B-5) (minor revisions 1966), the true point of beginning;~~

~~Thence south approximately 1.1 miles to the line of mean high tide of Icy Passage;~~

~~Thence continuing south 1.9 miles to a point in Icy Passage;~~

~~Thence southwesterly at approximately S75°W an approximate distance of 8.2 miles to a point in Icy Strait;~~

~~Thence north 1.2 miles to a point where the common section line between sections 20 and 21, T40S, R58E, meet the line of mean high tide;~~

~~Thence continuing north along said section line and partly along the western boundary of the Dude Creek Critical Habitat Area to the northwest corner of Section 9, T40S, R58E, C.R.M.;~~

~~Thence east along the western boundary of the Dude Creek Critical Habitat Area to the northeast corner of Section 9, T40S, R58E, C.R.M.;~~

~~Thence north along the western boundary of the Dude Creek Critical Habitat Area to the northwest corner of Section 3, T40S, R58E, C.R.M.;~~

~~Thence west along the township line dividing T39S and T40S, C.R.M. to the line of mean high tide of Glacier Bay;~~

~~Thence continuing west approximately 375' to a point in Glacier Bay;~~

~~Thence north 1 mile to a point in Bartlett Cove;~~

~~Thence east ½ mile to a point in Bartlett Cove;~~

~~Thence northeast (N45°E) approximately ¾ mile to a point in Bartlett Cove;~~

~~Thence east approximately ¼ mile to a point where the line of mean high tide meets the south boundary of the northeast ¼ of Section 29, T39S, R58E, C.R.M.;~~

~~Thence continuing east to the protracted center of Section 25, T39S, R58E, C.R.M.;~~

~~Thence southeasterly to the northwest corner of Section 5, T40S, R59E, C.R.M.;~~

~~Thence east to the northwest corner of Section 3, T40S, R59E, C.R.M., the true point of beginning.~~

~~*Note: The above description is based on USGS quadrangles Juneau B-5 and B-6, with minor revisions, respectively, in 1966 and 1967.*~~

~~*The boundaries described above encompass an estimated 29.23 square miles of land and 10.02 square miles of tidelands and submerged lands, all in the First Judicial District, State of Alaska.*~~

Beginning at the northeast corner of section 3, T40S, R59E, Copper River Meridian); as shown on USGS Quadrangle Juneau B-5 (minor revisions 1966), the true point of beginning;

Thence east along the north boundary of Section 2, T40S, R59E;

Thence along the west and north boundaries of Section 36, T39S, R59E;

Thence south along the eastern boundaries of Section 36, T39S, R59E, Section 1, T40S, R59E, and Section 12, T40S, R59E, approximately 2.75 miles to the north shore of Icy Passage;

Thence south across Icy Passage to the mean high tide line of Pleasant Island;

Thence westerly along the mean high tide meander line following the north shore of Pleasant Island to the island's westernmost tip, in Section 31, T40S, R59E, near National Geodetic Survey Monument "Ant";

Thence westerly across Icy Strait to a point in Icy Strait 1.2 miles south of the mean high tide line along the common boundaries of Sections 20 and 21, T40S, R58E;

Thence continuing north along said section line to the northwest corner of Section 9, T40S, R58E;

Thence east to the northeast corner of Section 9, T40S, R58E;

Thence north to the northeast corner of Section 3, T40S, R58E;

Thence west along the township line dividing T39S and T40S, to the mean high tide line of Glacier Bay;

Thence continuing west approximately 375 feet to a point protracted quarter corner of Section 31, T39S, R58E in Glacier Bay;

Thence north 1 mile to a point protracted quarter corner of Section 31, T39S, R58E in Bartlett Cove;

Then east ½ mile to a point protracted northeast corner of Section 31, T39S, R58E in Bartlett Cove;

Thence northeast N45 degrees east approximately ¾ mile to the protracted center of Section 29, T39S, R58E in Bartlett Cove;

Thence east approximately ¼ mile to a point where the line of mean high tide meets the south boundary of the northeast ¼ of Section 29, T39S, R58E;

Thence continuing east to the protracted center of Section 25, T39S, R58E;

Thence southeast to the northwest corner of Section 5, T40S, R59E;

Thence east to the northeast corner of Section 3, T40S, R59E, the true point of beginning.

Note: The above description is based on USGS quadrangles Juneau B-5 and B-6, with minor revisions, respectively, in 1966 and 1967.

All land is located within the Juneau Recording District, First Judicial District, State of Alaska.

Section 1.04.030 City Seal Described (Reserved)

The corporate seal of the City of Gustavus is described with graphics consisting of a red strawberry of typical shape and foliage with one vertical stem and five leaves attached to the top of the strawberry. Image is to be used with stem pointing up with the strawberry under it. The green and the red will be fifteen percent (15%) screen. All of the line art shall be one-hundred percent (100%) black. The image reproduction sizes will be proportionately equal. The font used for the words "SEAL" shall be Wide Latin. The font used for the words "Incorporated April 1, 2004", and "The City of Gustavus, Alaska" around the outer edge of the strawberry shall be Bookman Old Style in one-hundred percent (100%) black. Any reproduction of the seal shall be at 15% screen.

The font used for all City of Gustavus documents including the name and address of the City shall be in Bookman Old Style.

Section 1.040.040 Seal Adoption Declared (Reserved)

The Gustavus City Council declares the seal as described in Section 1.040.030 as the official symbol and corporate seal of the City of Gustavus, Alaska

Section 1.040.050 Use of Seal (Reserved)

- a. The City Clerk is the custodian of the official seal of the City. The clerk affixes the seal to official documents executed on behalf of the City to certify or authenticate such documents.
- b. The seal will be used in accordance with approval by the City of Gustavus administrative authority.

- c. **The seal may be used as a logo on City stationary and additional documents produced by the City Clerk or the Gustavus City Council.**
- d. **No person, including an officer or employee of the City, may affix the official seal or any facsimile thereof to any documents except as authorized and in accordance with law. The section, however, does not prohibit the adoption and use of unofficial seals, logos, trademarks or other identifying symbols to be used in the conduct of the business of the City.**

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

Date Introduced: December 13, 2012

Date of Public Hearing: January 10, 2013

PASSED and APPROVED by the Gustavus City Council this _____ day of _____, 20____.

Lou Cacioppo, Mayor

Attest: Kapryce Manchester, MMC
City Clerk



SRTS Reimbursable Grant Project Agreement Instructions

Please use the following information to help you complete the project agreement. Once submitted, Alaska SRTS (SRTS) will review your application. Upon approval, a “Notice to Proceed” form will be sent and should be completed and returned to SRTS. When you submit reimbursement requests, you will need to provide backup documents (copies of receipts, timesheets, etc.) That shows proof of what you spent, for both grant funds and other funds you may have available to your project. The “other funds” column is for information purposes only. These might be other funds that you will combine with your SRTS funds to complete a project. All reimbursable items need to correspond with what was agreed upon in your grant application. If changes occur to the activities or funding, a project revision request is required and must be submitted for approval prior to expenditures.

Cover Page

1. Complete all of the requested information. All requested items are important. Signatures are required for application to be considered. Please have the project financial manager or sponsor and also an Authorizing Official (City manager or person with financial responsibility in the municipality).

Budget Proposal

1. In each category explain what the funds will be used for. Do not leave the explanation section blank! We need to know exactly what you will spend the funds on in order to determine whether or not we can fund the project.
2. The different categories can be confusing, below are some example of what belongs in each category. Look at the examples provided, if you are not sure how to classify a particular expense of yours, call us, and we will work it out with you.

Personnel Services: Employee time, benefits, etc. Federal grant funds cannot be used to “supplant” salaries, meaning cannot be used to replace existing state or local expenses, but you can include these expenses as other funds. Receipts, timesheets, etc. will need to be provided with reimbursement request.

Travel: Hotel, airfare, ground transport. Per Diem and salaries generally counted as other funds.

Contractual: Items or services that you will have to contract out such as: T-shirt printing, or any other printing services, contractors, postage, charters, rentals, etc. Also, conference/training fees belong here.

Commodities: Items or materials– promotional items, giveaways, office supplies, etc. Food and beverages are not allowable cost.

Equipment: Non-consumable items having estimated life of more than one year. The unit cost for equipment should be the unit purchase price plus any accessories or installation necessary to make the equipment operational for its intended purposes under the grant. Law Enforcement equipment may be purchased with SRTS Funds **IF** the equipment is used during specific SRTS-related activities. If the equipment will be used for other purposes, SRTS funds may be used based on the documented percentage of time spent on the SRTS-related activities. An itemized equipment list needs to be included in the budget narrative.

Project Detail

*For grants to educational events and trainings: a list of the attended sessions and a two-paragraph summary must accompany all reimbursement claim forms.

1. Describe the project you have planned. Include information on how the funds will benefit the community to justify the need.
2. Outline **all** of the planned activities that will take place around the use of the funds. If you are purchasing items, we need to know how, when and where they will be distributed. Training? What and why?
3. Describe what type of community support you have for your project. Are other organizations helping? To what extent?
4. Describe how you will evaluate the results of your project. What method will you use to evaluate your project to determine if it was successful or useful? What type of data will you provide to the SRTS offices to show that your target audience is getting the safety message/activity you want to convey?

Agreement Conditions and Certification Regarding Federal Lobbying

1. Read and sign where indicated - Signatures required in both places. “**Financial Manager** (sponsor): “means the project manager who will be responsible for the project. “**Authorizing Official** (authority to spend organization funds):” means a person authorized to conduct business for the community, City Manager, etc. It should be a person knowledgeable about the federal reimbursable grant process and authorized to sign on behalf of the community.

If you have any questions, please let us know. We want to make this process as efficient as possible for everyone. Your questions and suggestions will help us determine how best to do that. Thank you for your hard work.



SRTS Reimbursable Grant Project Agreement

State of Alaska, DOT & PF
PO Box 112500, Suite #200
Juneau AK 99811-2500
Phone: 907-465-4069
Fax: 907-465-6984

<http://www.dot.state.ak.us/stwdplng/saferoutes/>

A. Cover Page

Project Type: <input checked="" type="checkbox"/> Planning <input type="checkbox"/> Non-infrastructure <input type="checkbox"/> Infrastructure <input type="checkbox"/> Single Project			Project Date(s):
Applicant Organization: City of Gustavus (Name on Reimbursement Check)		Phone: 907-697-2451	Fax: 907-697-2136
Project Director Jim Mackovjak		E-mail Address: Jim.mackovjak@gustavus-ak.gov clerk@gustavus-ak.gov	
Mailing & Street Address:	PO Box 1 Gustavus, Alaska 99826	Project Location (city/town): Gustavus, Alaska	
Non-Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Municipality		Employer Identification Number:	

Proposed Budget Request:

Cost Category	Requested from SRTS	Other funds	Total
(100) Personnel Services	7,000.00		
(200) Travel	1,000.00		
(300) Contractual Services	7,000.00		
(400) Commodities			
(500) Equipment			
Totals	15,000.00		

Acceptance of conditions: It is understood and agreed by the undersigned that any funds received as a result of the approval of this application are subject to all State and Federal Governmental Regulations. This project does or will constitute an official part of the Safe Routes to Schools program of the State of Alaska, and will meet all requirements and administrative regulations of the Federal Highway Administration. The undersigned also agree to perform those activities detailed in the attached proposal and will maintain records documenting expenditure of funds for the activities. Subject to the availability of Federal funding, reimbursement will be made monthly or upon submission of a final evaluation report and reimbursement request following completion of grant activities.

If approved, Reimbursement Request and Final Report will be due within 60 days of the event.

Responsible Individuals within Applicant Organization:

Financial Manager (sponsor): Kapryce Manchester		Phone: 907-697-2451
Title: City Clerk/Treasurer	E-mail: clerk@gustavus-ak.gov	
Signature:	Date: 12/12/2012	Fax: 907-697-2136
Authorizing Official (authority to spend organization funds): Lou Cacioppo		Phone: 907-697-2451
Title: Mayor	E-mail: mayor@gustavus-ak.gov	
Signature:	Date: 12/12/2012	Fax: 907-697-2136

SRTS Use Only

Staff Comments:		Grant #:	
		CC:	
Project Assistant (SRTS):		LC:	
Approved by (SRTS):	Date:	PGM:	PJ:

B. Budget Detail (See Instructions)

Funds for this project may not be used to purchase paid advertising in the mass media (development of advertisements and PSA's may be permissible), office furniture and fixtures, alcoholic beverages, costs for entertainment, or any kind of supplanting of existing funds.

	SRTS	Other funds	Total
(100) - Personnel Services - Payroll			
1. Payroll	7,000.00		
2.			
3.			
4.			
Personnel Total:	7,000.00		
(200) – Travel			
1. Travel	1,000.00		
2.			
3			
4.			
Travel Total:	1,000.00		
(300) - Contractual Services			
1. Contractual Services	7,000.00		
2.			
3. I			
4.			
Contractual Total:	7,000.00		
(400) – Commodities			
1.			
2.			
3.			
4.			
Commodities Total:			
(500) – Equipment – including Shipping on Separate Line			
1.			
2.			
Equipment Total:			
Total Project Costs:	15,000.00		

C. Project Detail

Original grant application instructions and Grant Application are included in this project agreement by reference. For grants to educational events and trainings: a list of the attended sessions and a two-paragraph summary must accompany all reimbursement claim forms.

Also Include:

1. Activities that are planned
2. How does your project meet the goals of SRTS
3. When and where the activities will take place
4. The number of participants expected
5. A list of other organizations that will assist with activities
6. How you will evaluate the effectiveness of the project

(Use additional pages if necessary)

AGREEMENT CONDITIONS

THE FOLLOWING CONDITIONS ARE A PART OF THE PROJECT AGREEMENT AND, AS SUCH, ARE BINDING ON ALL PARTIES TO THE PROJECT AGREEMENT:

- A. **Grant Management:** Reimbursable Grants (i.e. funding for infrastructure projects and non-infrastructure activities) are to be administered in accordance with the provisions in 49 CFR Part 18, the U.S. DOT's regulations that implements the government-wide Common Rule for grants and cooperative agreements to State and local governments and applicable FHWA regulations in 23 CFR.
- B. **Allowable Costs:** The U.S. Office of Management and Budget (OMB) circulars on allowable costs that may be charged to Federal funds are applicable to SRTS grants and are incorporated by reference in regulation, 49 CFR 18.22.
- C. **Property:** State and Local Agencies and Other Non-State Subgrantees: Equipment and other property acquired under this Agreement for use in Safe Routes to School (SRTS) projects shall be used and kept in operation for SRTS purposes. State Agencies: Property management standards described in the "State Property Accounting Manual" will be used in accounting for equipment purchased under this Agreement. Local Agencies and Other Non-State Subgrantees: Standards for property management described in 49 CFR 18.32(c) through (e) will be used in accounting for equipment purchased under this Agreement. The Applicant Agency shall seek disposition instructions from the Alaska SRTS prior to disposing of any item of equipment purchased under this project. Nothing in this Agreement shall prevent the Applicant Agency from following existing property management standards that exceed the requirements set out in 49 CFR 18.32(c) through (e).
- D. **Copyright:** The Alaska Safe Routes to School Program and the U.S. Department of Transportation reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for State or federal government purposes: (1) the copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and (2) any rights of copyright to which a grantee, subgrantee, or a contractor purchases ownership with grant support.
- E. **Term:** Grants approved under this agreement are for two years from the date of the Notice to Proceed. They are subject to extension if the SRTS Coordinator and Grantee find that substantive work will yet be completed. Grants expire after the two year period and authorization reverts to the State of Alaska, SRTS program.
- F. **Standards for Americans with Disabilities:** Grantees, contractors, and others who receive funding from the State of Alaska, Department of Transportation and Public Facilities, to provide a service or services to the general public as an agent of the state must certify that all programs, services, and activities operated under the grant or contract are made available to the general public in compliance with the Americans with Disabilities Act of 1990. Grant or contract recipients are subject to state review.
- G. **Procurement Standards:** Grantees and subgrantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in OMB Circular A-87.
- H. **Progress Reports:** The Applicant Agency will submit monthly progress reports with expenditures and a narrative final evaluation report within thirty days of the conclusion of grant activities.
- I. **Financial Reports:** The Applicant Agency certifies that it has an accounting system capable of properly accounting for expenditures made under this project. Claims will be accompanied by copies of receipts and other supporting documentation.
- J. **News Releases:** The Safe Routes to School Program encourages agencies to publicize SRTS project approval. The Alaska SRTS shall be named as the granting agency in any news releases announcing the approval of this project. Any subsequent news releases written by the Applicant Agency shall mention the Alaska Safe Routes to Schools Program.
- K. **SRTS Logo:** The Alaska Safe Routes to School Program shall be noted as the sponsor or co-sponsor in any public information materials developed under a planning, infrastructure, or non-infrastructure project. This requirement includes: public service announcements on radio and television, newspaper advertisements, pamphlets and brochures, and promotional "give-aways" such as bumper stickers, key chains, etc.

- L. **Record Retention:** All financial and programmatic records, supporting documents, statistical records, and other records of the Applicant Agency which are required to be maintained by the terms of 49 CFR 18.42 and other records reasonably considered as pertinent to program regulations or the project agreement must be retained for a period of three years after submittal of the final claim. Additional record retention requirements may be found in 49 CFR 18.42 and are incorporated and made part of this Agreement by reference. The awarding agency and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access to any pertinent books, documents, papers, or other records of grantees and subgrantees which are pertinent to the grant, in order to make audits, examinations, excerpts, and transcripts.
- M. **Enforcement:** If the Applicant Agency materially fails to comply with any term of this Agreement, the Alaska SRTS program may take one or more of the actions listed in 49 CFR 18.43(a)(1) through (5), as appropriate in the circumstances. Additional provisions for enforcement are listed in 49 CFR 18.45(b) through (d).
- N. **Termination for Convenience:** Except as provided in 49 CFR 18.43, this Agreement may be terminated in whole or in part only as follows: (a) by the SRTS Coordinator with the consent of the Applicant Agency, in which case the two parties shall agree upon the termination conditions, including the effective date, and, in the case of partial termination, the portion to be terminated, or (b) by the Applicant Agency upon written notification to the SRTS Coordinator, setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. If, however, in the case of a partial termination, the SRTS Coordinator determines that the remaining portion of this Agreement will not accomplish the purposes for which the award was made, the SRTS Coordinator may terminate the Agreement in its entirety under either 49 CFR 18.43 or paragraph (a) of this section.
- O. **Contracting requirements.** Infrastructure projects under the Safe Routes to School program must comply with Davis-Bacon prevailing wage rates, competitive bidding, and other contracting requirements, etc, even for projects not located within the right-of-way of a federal-aid highway.
- P. **Audit requirements** for grants and sub-grants are found in 49 CFR 18.26 and 49 CFR 19.26, which refer to OMB Circular A-133: *Audits of States, Local Governments, and Non-Profit Organizations*.
- Q. **Laws of Alaska:** This Agreement shall be governed in all respects by the laws of the State of Alaska.
- R. **Limited English Proficient Persons (LEP) Guidance:** There are two federal authorities, title VI of the civil Rights Act of 1964 and the Presidential Executive Order (EO) 13166, Improving Access to Services for Persons with Limited English Proficiency, that require the ADOT&PF to provide LEP persons with meaningful access to programs, activities and services. To fully implement Title VI and EO 13166, the US DOT published guidance to its recipients of federal assistance on December 14, 2005 in the Federal Register. ADOT&PF is required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. By 2/2/2008, the department's Civil Rights Office staff had developed a plan, in cooperation with staff from all three regions. A policy and procedure manual is being created to explain how to implement this plan. If you have any questions, please contact Jon Dunham, Civil Rights Manager, at 907 269-0850.

Signature of Project Coordinator:

Date:

12/13/2012

CERTIFICATION REGARDING FEDERAL LOBBYING:

Certification for Contracts, Grants, Loans, and Cooperative Agreements:

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with SRTS funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

Signature of Project Coordinator:	Date: 12/13/2012
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Notice to Proceed

State of Alaska, DOT & PF
 P.O. Box 112500
 Juneau, AK 99801-2500
 Ph: 907-465-4069
 Fx: 907-465-6984
dot.alaska.gov/SRTS

Grantee Name and Address: City of Gustavus, Jim Mackovjak PO Box 1 Gustavus, AK 99826	Title/ Short Description: Planning grant
<input checked="" type="checkbox"/> New Setup <input type="checkbox"/> Add Funds <input type="checkbox"/> Reduce Funds <input type="checkbox"/> Closure (Decrease) <input type="checkbox"/> Change: Please provide explanation of change and budget breakdown. <input type="checkbox"/> Move: Please provide coding source and reasons for move below in Explanations box; Please provide the new grant number and coding in the Programming Section.	

FUNDING SUMMARY Budgets Approved for this NTP

Budget Category	Current Budget Totals	SRTS Increase (Decrease)	Other Funds Increase (Decrease)	Revised Budget Totals
(100) Personnel Services	\$ 7,000.00	\$ -	\$ -	\$ 7,000.00
(200) Travel & Per Diem	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
(300) Contractual Services	\$ 7,000.00	\$ -	\$ -	\$ 7,000.00
(400) Commodities	\$ -	\$ -	\$ -	\$ -
(500) Equipment	\$ -	\$ -	\$ -	\$ -
(Indirect Costs)	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
TOTAL AMOUNT AUTHORIZED TO DATE				\$ 15,000.00

Explanation of Approved Grant Application & Activity Dates:
 Gustavus Safe Route to School plan

SRTS USE ONLY

Project Control Programming				NTP #: 1 Grant #: LU20-13- Project End Date:
<u>Collocation Code</u>	<u>Program Code</u>	<u>Ledger Code</u>	<u>Account Code</u>	
<u>Project #</u>	<input type="checkbox"/> RSA(Interstate Agency) <input checked="" type="checkbox"/> EN (Outer State Agency)			

Project Control Programming Approved

Signature _____ Date _____ Program Control Agent Name: Marcheta Moulton	Signature _____ Date _____ Accounting Technician Name: Stefanie Godkin
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You may proceed with the activities for the Categories and specific Tasks enumerated below in the Funding Summary. Any activities beyond the written scope and/or any costs above the price estimate in our Agreement require prior SRTS approval and a Project Revision. Actual cost underrun of the Contract Amount for any Category shall not routinely accumulate for other Categories. SRTS reserves the right to retain or reallocate any remaining funds resulting from such cost underruns.

This NTP is cumulative and it supersedes all prior NTPs for this Agreement.

The SRTS Administrator for this NTP is: Steve Soenksen

Issued for the Contracting Agency per ADOT&PF Policy #01.01.050 by: Jeff Ottesen	Accepted for the Grantee by: _____ Signature _____ Date _____
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Solicitation of Interest for Pit-run Gravel

The City of Gustavus anticipates making available approximately ten thousand (10,000) cubic yards of pit-run gravel to private enterprise during calendar year 2013. The price per cubic yard will be two dollars (\$2.00) per cubic yard, and a bond will be required. Applicants must have the capability of excavating to a depth of twelve feet. Contracts for pit-run gravel will be awarded at the February 14, 2013 Council General Meeting. If you are interested, please contact City Hall for an application form. Due date for applications is January 31, 2013.

**CITY OF GUSTAVUS, ALASKA
RESOLUTION NO. 2012-24**

**A RESOLUTION BY THE CITY OF GUSTAVUS IN SUPPORT OF THE
DISPOSAL AND RECYCLING CENTER'S (DRC) USE OF FORCE
ACCOUNTING FOR LABOR ON THE DRC'S OFFICE PROJECT UTILIZING
STATE OF ALASKA CAPITAL IMPROVEMENT PROJECT (CIP) FY2013
FUNDS**

WHEREAS, City of Gustavus Ordinance 4.16.020 (a) Competitive Bidding requires all purchases over \$5,000.00 to be put out to written bid and the lowest responsible bidder awarded the contract and the contract approved by the Council before purchase and;

WHEREAS, the DRC seeks to construct an Office using this procedure for the procurement of materials and subcontracts and;

WHEREAS, the City seeks to utilize force accounting for the use of City-hired carpenters and;

WHEREAS, the DRC Manager/ Operator (DRC Manager) will be overseeing any and all employees and subcontractors on the Office Project work and will be responsible for the execution thereof and;

WHEREAS, the DRC Manager will submit to the Mayor the lowest responsible quote on all items for his approval before purchase, but will not bring each individual item before the Council for approval in order to expedite the process and complete the Office Project work during the 2013 summer season and;

WHEREAS, the DRC Manager will follow all City-published purchasing ordinance and guidelines in this process and;

WHEREAS, the DRC Manager intends to use the entire CIP amount of \$55,000 this coming summer constructing the building and can only accomplish this thru force accounting and the competitive bid process on all materials and services.

NOW THEREFORE BE IT RESOLVED, the Gustavus City Council supports the request by the DRC Manager to bypass the Council approval process on each individual item purchased and

1. The Council supports Paul Berry, the DRC Manager/Operator as the Project Manager and Purchasing Agent for this project.
2. The competitive bid process will be followed for each purchase over \$5,000.00.
3. The Mayor shall approve each purchase after being shown the list of prices received.
4. The City Council supports the use of the force account method for all City-hired carpenters working on the Office Project
5. The DRC Manager shall not spend more than the allowed amount in the City's Capital Improvement Project Grant of \$55,000.00 as shown in the DRC budget.
6. Local vendors will be used wherever possible, and a 5% bidder's preference will be given to local vendors for materials and services.

PASSED and APPROVED by the Gustavus City Council this 13th day of December, 2012.

Lou Cacioppo, Mayor

Noel Farevaag, Vice Mayor

Jim Mackovjak, Council Member

Sandi Marchbanks, Council Member

Tim Sunday, Council Member

Phil Hawley, Council Member

Morgan DeBoer, Council Member

Attest: Kapryce Manchester, MMC
City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION 2012-25**

**A RESOLUTION OF THE CITY OF GUSTAVUS BYPASSING COMPETITIVE
BIDDING AND AWARDED A CONTRACT TO ICF INTERNATIONAL FOR
“BROADBAND TECHNICAL CONSULTANT” SERVICES.**

WHEREAS, the City of Gustavus requested, and the Alaska Legislature awarded, a grant to plan and design a model community broadband network; and

WHEREAS, after an exhaustive competitive process, the City of Gustavus awarded a broadband planning contract to ICF International to assess the community, to set last-mile networking goals, to develop options for meeting those goals, and to recommend the best options to the City of Gustavus; and

WHEREAS, on October 4, 2012 the City of Gustavus accepted the Gustavus Broadband Plan authored by ICF International and has found that firm’s performance entirely satisfactory; and

WHEREAS, the City of Gustavus has identified a need for certain “broadband technical consultant” services during the forthcoming design and construction phases of the broadband project, including assistance with the solicitation, selection, and oversight of design and construction contractors; and

WHEREAS, the City of Gustavus and its project manager lack essential technical knowledge and experience relating to the “broadband technical consultant” services; and

WHEREAS, a competitive bid process to hire a “broadband technical consultant” would take more than three months, ultimately delaying construction of a broadband network by a year,

NOW THEREFORE BE IT RESOLVED that the City of Gustavus finds ICF International is uniquely qualified to provide “broadband technical consultant” services by virtue of the expertise demonstrated, and the local knowledge gained, during development of the Gustavus Broadband Plan; and

BE IT FURTHER RESOLVED that award of a “broadband technical consultant” contract is not subject to competition per municipal code section 4.17.120b due to the contractor’s unique qualifications; and

BE IT FURTHER RESOLVED that the Gustavus City Council hereby certifies that a competitive bid process to hire a “broadband technical consultant” is impractical due to the time and cost involved and the foregone conclusion that ICF International

would be selected due to their unique qualifications; and

BE IT FURTHER RESOLVED that the Gustavus City Council authorizes and directs the Mayor to bypass the competitive bid process per city ordinance section 4.17.030b and to negotiate and award a contract for “broadband technical consultant services” to ICF International for time and expenses not to exceed \$40,000, such funds to be reimbursed from the FY12 DCCED broadband planning grant.

PASSED AND APPROVED by a duly constituted quorum of the city council this _____ day of _____, 2012.

Lou Cacioppo, Mayor

Noel Farevaag, Vice Mayor

Jim Mackovjak, Council Member

Sandi Marchbanks, Council Member

Tim Sunday, Council Member

Phil Hawley, Council Member

Morgan DeBoer, Council Member

Attest: Kapryce Manchester, MMC
City Clerk

**City of Gustavus, Alaska
Ordinance No. FY13-10NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE
AMENDMENT OF THE GUSTAVUS COMMUNITY NETWORK (GCN) BUDGET FOR
FISCAL YEAR 2013**

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 2013, estimated expenditures have changed from the estimates in the approved budget.

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

Budget Category	Amounts		
	Original Budget	Amended Budget	Change
INCOME			
City Reserves	\$0	\$121,667	+\$121,667
TOTAL INCOME	\$247,169	\$368,836	+\$121,667
EXPENSE			
Encumbered committee funds	\$0	\$121,667	+\$121,667
TOTAL EXPENSE	\$247,169	\$368,836	+\$121,667

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: December 13, 2012

DATE OF PUBLIC HEARING: January 10, 2013

PASSED and APPROVED by the Gustavus City Council this _____ day of _____, 2013.

Lou Cacioppo
Mayor

Attest: Kapryce Manchester, MMC
City Clerk



GUSTAVUS

GATEWAY TO GLACIER BAY

P.O. Box 167, Gustavus, AK. 99826

November 18, 2012

Mayor Lou Cacioppo
City of Gustavus
P. O. Box 1
Gustavus, AK 99826

Dear Mayor and City Council Members,

The Gustavus Visitors Association (GVA) Board of Directors has recently amended its 2013 Budget as outlined below. We hereby request disbursement of the GVA City bed tax revenues for FY 2012 pursuant to City of Gustavus Ordinance 04.14.220(b).

It has been our practice since becoming part of the City budget appropriation process to report to the City on the Tri-annual reporting period. We recently reported at a Council meeting and at your request attach our fiscal year Profit and Loss statement. We are again grateful that our members enjoyed a busy Summer tourism season where members, who make up the remainder of our operating expenses, reported increased tourism activity which will also be indicated in increased bed tax revenues to the City for our fiscal year.

We also hereby request that City staff prepare a report for the last five fiscal years showing actual vs. budgeted and disbursed (back to GVA) bed tax revenues.

Marketing

Advertising-General	2,600.00
Marketing Director	7,000.00
Memberships	1,100.00
Online Advertising	750.00
Print Media	3,500.00
Supplies	1,300.00
Travel	200.00
Travel Shows	2,000.00
Web Page	<u>1,800.00</u>
Total Marketing	20,050.00

Thank you for your consideration and support!

With Best Regards,

JoAnn Lesh
President
Gustavus Visitors Association



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

Department of Commerce, Community,
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

5848 E. Tudor Road
Anchorage, Alaska 99507
Main: 907.269.0350
Chris Lambert: 907.269.0359
TDD: 907.465.5437
Fax: 907.272.9412

November 27, 2012

Renewal Application Notice

City of Gustavus
Attn: Mayor & City Clerk
VIA EMAIL: clerk@gustavus-ak.gov; mayor@gustavus-ak.gov

DBA	Lic Type	Lic #	Owner	Premise Address
Glacier Bay Lodge	Beverage Dispensary-Seasonal	443	Glacier Bay National Park and Preserve Concessions LLC	179 Bartlett Cove
Gustavus Inn	Restaurant/Eating Place	481	David T & Jo Ann D Lesh	1 Mile Gustavus Rd

We have received a renewal application for the above listed licenses (see attached applications) within your jurisdiction. This is the notice as required under AS 04.11.520. Additional information concerning filing a "protest" by a local governing body under AS 04.11.480 is included in this letter.

A local governing body as defined under AS 04.21.080(11) may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the board **and** the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is "arbitrary, capricious and unreasonable". Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

Under AS 04.11.420(a), the board may not issue a license or permit for premises in a municipality where a zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages, unless a variance of the regulation or ordinance has been approved. Under AS 04.11.420(b) municipalities must inform the board of zoning regulations or ordinances which prohibit the sale or consumption of alcoholic beverages. If a municipal zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages at the proposed premises and no variance of the regulation or ordinance has been approved, please notify us and provide a certified copy of the regulation or ordinance if you have not previously done so.

Protest under AS 04.11.480 and the prohibition of sale or consumption of alcoholic beverages as required by zoning regulation or ordinance under AS 04.11.420(a) are two separate and distinct subjects. Please bear that in mind in responding to this notice.

AS 04.21.010(d), if applicable, requires the municipality to provide written notice to the appropriate community council(s).

If you wish to protest the application referenced above, please do so in the prescribed manner and within the prescribed time. Please show proof of service upon the applicant. For additional information please refer to 13 AAC 104.145, Local Governing Body Protest.

Note: Applications applied for under AS 04.11.400(g), 13 AAC 104.335(a)(3), AS 04.11.090(e), and 13 AAC 104.660(e) must be approved by the governing body.

Sincerely,

SHIRLEY A. COTÉ
Director

/s/ Christine C. Lambert

Christine C. Lambert
Records & Licensing Supervisor
269-0359
Christine.lambert@alaska.gov

**City of Gustavus, Alaska
Resolution No. 2012-26**

**A RESOLUTION BY THE CITY OF GUSTAVUS AUTHORIZING THE
TRANSFER OF MUNICIPAL ENDOWMENT FUNDS MANAGEMENT TO
ALASKA PERMANENT CAPITAL MANAGEMENT**

WHEREAS, Merrill Lynch Wealth Management notified the City Council on November 8, 2012 that they would no longer be able to manage the Municipal Endowment Fund, as of December 14 2012 and;

WHEREAS, the City Council received two proposals for management of the Municipal Endowment Fund, and;

WHEREAS, the City Council received a proposal from Alaska Permanent Capital Management (APCM) for management of the Municipal Endowment Fund for a 1% annual fee, and;

WHEREAS, APCM is familiar with the management of municipal funds within the State of Alaska, and states all investments are handled by a team of investors and none of the investments will be handled by an automated system, and;

NOW THEREFORE BE IT RESOLVED the City Council of Gustavus authorizes the transfer of Municipal Endowment Funds for management by Alaska Permanent Capital Management.

PASSED and APPROVED by the Gustavus City Council this 13th day of December, 2012.

Lou Cacioppo, Mayor

Noel Farevaag, Vice Mayor

Jim Mackovjak, Council Member

Sandi Marchbanks, Council Member

Tim Sunday, Council Member

Phil Hawley, Council Member

Morgan DeBoer, Council Member

Attest: Kapryce Manchester, MMC
City Clerk

City of Gustavus, Alaska
Disposal & Recycling Center (DRC)
Fiscal Year 2012 (July 1, 2011 - June 30, 2012)
Annual Report of Waste Processing, Income & Expenses

What the DRC Received from the Community

- 184,760 pounds of recyclable waste¹, 69% of total.
- 83,170 pounds of non-recyclable waste, 31% of total.
- Total of 267,930 pounds of waste (134 tons). Our diversion rate is 69%.
- Ash, Construction/ Demolition (C/D) waste & Sheetrock - 120 cubic yards.
Ash, Sheetrock and C/D waste does not pass over the scale and are therefore not included in the above totals. Volume is an estimated rather than an absolute value (like scale weight).
- The DRC was open to the public on 132 days². The daily average for all days was 1,889 pounds of waste
Max 6,088 lbs. on Saturday, September 10th; Min 308 lbs. on Tuesday, January 14th
- 3,903 customer transactions in FY12, an average of 27 transactions per day
Max 67 customers on Saturday, October 8th; Min 6 customers on Thursday, May 17th

What the DRC Recycled

Southbound Recyclables

	Net weight in pounds	Value
Aluminum Beverage Cans	5,800	\$3,635.80
Tin Cans	7,161	\$631.50
Scrap Metal	18,266	\$2,012.77
Irony Aluminum	1,950	\$702.00
Misc Non-Ferrous	0	\$0.00
Cardboard	11,495	\$718.78
Mixed Paper & Books	17,791	\$552.76
White Sheet Paper	1,200	\$90.00
Type 1 – PETE Plastic	1,728	\$155.52
Type 2 – HDPE Plastic	1,448	\$130.32
Mixed Plastics	1,732	\$155.88
Lead Acid Cores	0	\$0.00
Dry Cell Batteries	0	\$0.00
Computer Monitors & TVs	1,425	-\$552.50
Fluorescent Lamps	342	-\$678.68
Totals	70,338	\$7,554.15

Number of shipping events: 3
Gustavus – Juneau charges: \$3,855.00
Juneau – Seattle charges: \$5,206.69
Total shipping charges: \$9,061.69

Total return **-\$1,693.85**

Note: Payment for some shipments of recyclables occurred in FY13

Locally Recycled Materials

58,730 pounds of food waste was composted (composted food waste cures for 6 to 9 months)

- Approximately 16 cubic yards of marketable compost was generated to be sold in FY13.
- Cash sales/ return of \$744.00 from previous year's (FY11) compost.

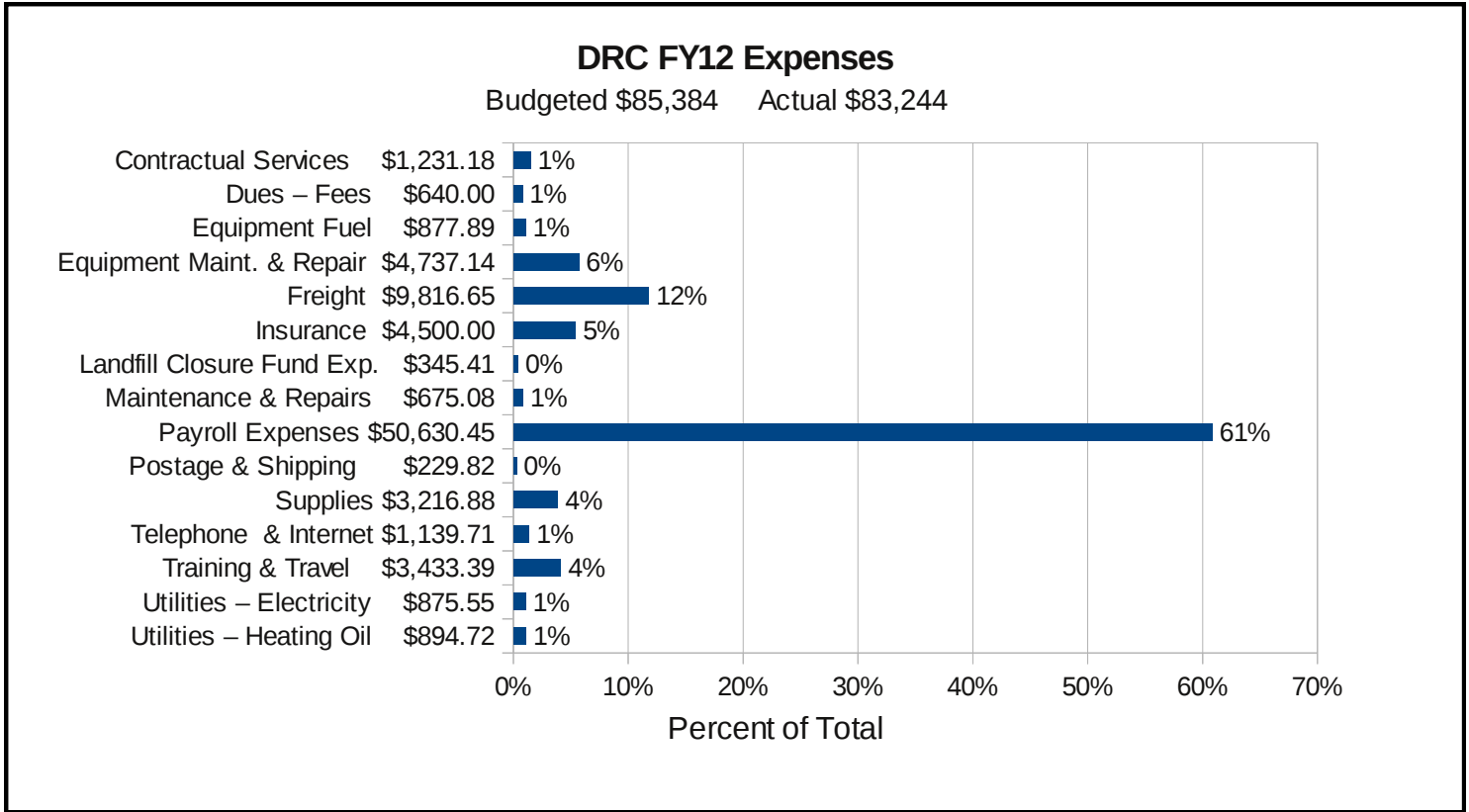
48,530 pounds of glass bottles and jars were pulverized and land-spread

1 2,900 pounds of aluminum cans and 500 pounds (conservative) of brass, copper & aluminum were added to the scale weight (less than 2% increase of scale weight). These items are accepted for free so there is no record of their weight however, all export weights are recorded.

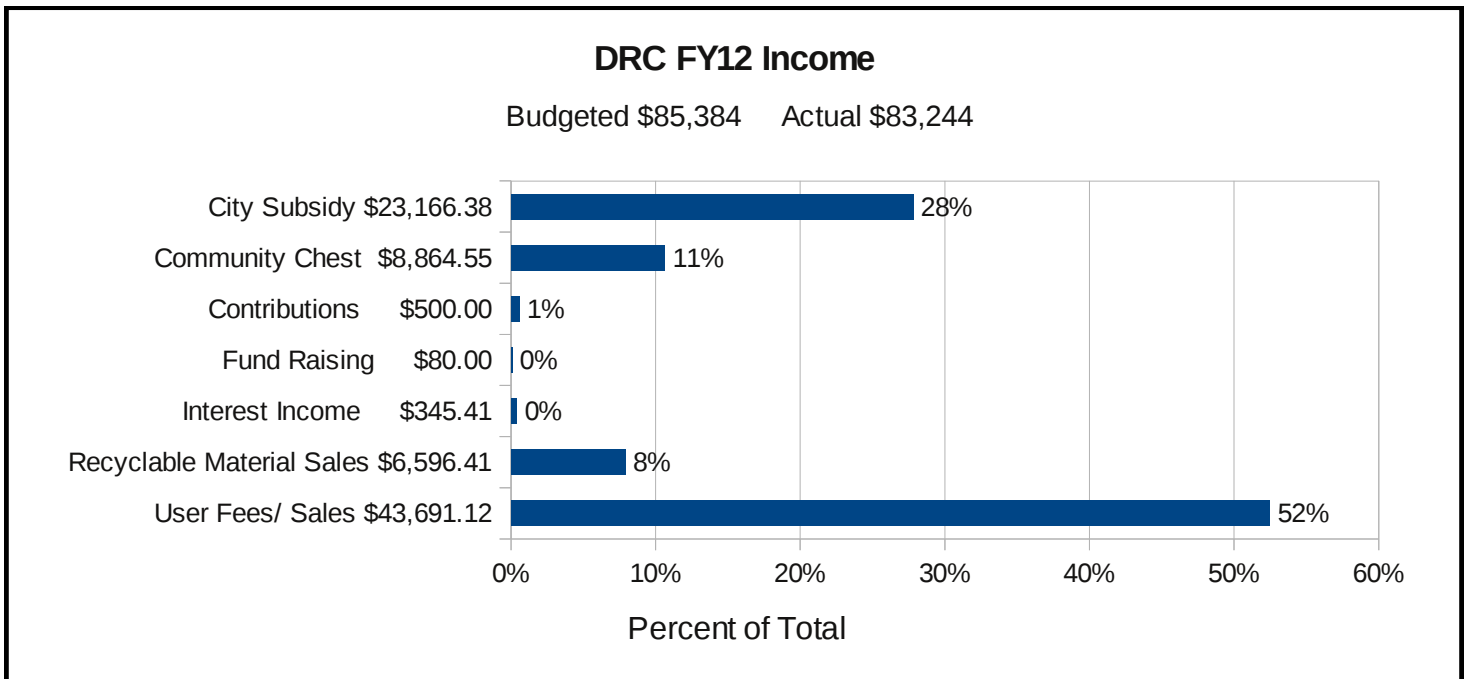
2 Excludes all days only open by appointment (Total number of days receiving waste was 140)

Where the Money to Operate the DRC is Spent

The averaged cost for processing each pound of waste received by the facility is \$0.31 per pound (rounded). This average does not include waste that does not flow across the scale: Sheetrock, Ash and C/D waste, estimated at 120 cubic yards.



Where the Money to Operate the DRC Comes From



Financial Summary and Notes

- The DRC completed the fiscal year within it's overall budget.
 - DRC User/fees and sales income was \$7,152.08 greater than budgeted
 - One expense category, Dues & Fees, exceeded by \$115.00.

- There were three Non-Code Ordinances (NCO) to amend the DRC's budget during the fiscal year:
 - Ordinance Number FY12-01NCO, adopted August 11, 2011; Training and travel adjustment
 - Expenses – increased Training from \$950 to \$1,115 [+\$165]
 - Expenses – decreased Travel from \$2,500 to \$2,335 [-\$165]

 - Ordinance Number FY12-08NCO, adopted January 12, 2012; The purchase of an emergency eye wash station using a portion of State Revenue Sharing funds
 - Income – increased City Funds from \$27,514 to \$28,894 [+\$1,380]
 - Expenses – increased Equipment from \$4,430 to \$5,660 [+\$1,230]
 - Expenses – increased Postage & Shipping from \$100 to \$250 [+\$150]

 - Ordinance Number FY12-15NCO, adopted May 10, 2012; to accept and expense unplanned donations
 - Income – increased Donations from \$0 to \$500 [+\$500]
 - Expenses – increased Contractual Services from \$1,000 to \$1,300 [+\$300]
 - Expenses – increased Freight from \$10,000 to \$10,200 [+\$200]

Community Chest

- Total sales during FY12: \$8,864.55
- 4,059 pounds non-recyclable waste taken to DRC, ranked 2nd highest user of the DRC.
- 3,874 pounds recyclable waste taken to DRC, ranked 5th highest user of DRC
- The Community Chest does not record the volume (or weight) of the material that is sold and consequently kept out of the landfill, so there is no direct measure of this very important benefit.

Quick Books Budget vs Actual Statement

	<u>Jul '11 - Jun '12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	
Ordinary Income/Expense					
Income					
City Funds	\$0.00	\$28,894.00	-\$28,894.00	0.00%	Note 1
Donations	\$500.00	\$500.00	\$0.00	100.00%	
DRC Income	\$59,152.08	\$52,000.00	\$7,152.08	113.75%	
Encumbered Comm. Funds	\$0.00	\$1,040.00	-\$1,040.00	0.00%	
Fundraising	\$80.00	\$500.00	-\$420.00	16.00%	
Grant CIP Grant	\$0.00	\$0.00	\$0.00	0.00%	
Interest Income	\$345.41	\$550.00	-\$204.59	62.80%	Note 2
Municipal Energy Grant Reserve	\$0.00	\$1,900.00	-\$1,900.00	0.00%	Note 1
Total Income	\$60,077.49	\$85,384.00	-\$25,306.51	70.36%	
Expense					
Capital Expense	\$0.00	\$0.00	\$0.00	0.00%	
Contractual Services	\$1,231.18	\$1,300.00	-\$68.82	94.71%	
Dues/Fees	\$640.00	\$525.00	\$115.00	121.91%	
Equipment	\$5,615.03	\$5,660.00	-\$44.97	99.21%	
Freight	\$9,816.65	\$10,200.00	-\$383.35	96.24%	
Fundraising Expenses	\$0.00	\$500.00	-\$500.00	0.00%	
Insurance	\$4,500.00	\$4,500.00	\$0.00	100.00%	Note 3
Landfill Closure Fund Expense	\$345.41	\$530.00	-\$184.59	65.17%	Note 2
Maintenance & Repairs	\$675.08	\$700.00	-\$24.92	96.44%	
Payroll Expenses	\$50,630.45	\$51,039.00	-\$408.55	99.20%	
Postage & Shipping	\$229.82	\$250.00	-\$20.18	91.93%	
Supplies - General	\$2,884.14	\$3,000.00	-\$115.86	96.14%	
Supplies - Office	\$332.74	\$500.00	-\$167.26	66.55%	
Telephone, Internet, Broadband	\$1,139.71	\$1,330.00	-\$190.29	85.69%	
Training	\$1,115.00	\$1,115.00	\$0.00	100.00%	
Travel	\$2,318.39	\$2,335.00	-\$16.61	99.29%	
Utilities	\$1,770.27	\$1,900.00	-\$129.73	93.17%	
Total Expense	\$83,243.87	\$85,384.00	-\$2,140.13	97.49%	
Net Ordinary Income	-\$23,166.38	\$0.00	-\$23,166.38	100.00%	
Net Income	-\$23,166.38	\$0.00	-\$23,166.38	100.00%	

Note 1: The amount of the City's direct financial support of the DRC is best represented by the -\$23,166.38 under "Net Income".

Note 2: Closure Fund CD Interest, \$345.41 and was added after the initial Quick Books report generated on 2012-11-14.

Note 3: The DRC's share of City's insurance was assumed to be \$4,500 and was added after the initial Quick Books report generated on 2012-11-14.

Report compilation by Paul Berry, DRC Manager/ Operator dumpmaster@gustavus-ak.gov

Report date: November 21st, 2012



6987 Perimeter Rd S., Suite 110
Seattle, WA 98108

Administration
206-521-1599
FAX 206-521-1865
www.airliftnw.org

Patient Financial Services
866-245-4373 (Toll Free)
206-521-1616 (Seattle)
FAX 206-521-1612

24-Hour Dispatch
800-426-2430 (US/Canada)
206-329-2569 (Seattle)

Founding Hospitals
☒ Children's Hospital and
Regional Medical Center
☒ Harborview Medical Center
☒ University of Washington
Medical Center

Airlift Northwest is a 501(c)(3)
nonprofit organization.

November 20, 2012

Chief Steve Manchester
Gustavus Volunteer Fire Department
General Delivery – Fire Hall
Gustavus, AK 99826

Dear Chief Manchester and EMS Crew,

On 11/19/2012 the Juneau team was dispatched to Gustavus to transport a patient back to Bartlett Hospital. Our crews do a debriefing after each flight which is submitted to our management team. The following is what Elise and Colleen included on the form.

“Steve & all the volunteer EMS folks in Gustavus could not have been more accommodating. They were a pleasure to work with. Steve clearly loves his job & is a great mentor & instructor for his volunteer crew. IV access was quick, intubation was smooth.”

I also talked with the crew this morning and they said that great teamwork between the organizations made the stabilization and preparation for transport go so well.

Kudos to your team and thank you for calling us to assist you in the transport of this patient.

Sincerely,

Shelly Deering, RN
Airlift Northwest Alaska Manager
907-723-0168



Kapryce Manchester

From: Chip Chip <baduck@hotmail.com>
Sent: Thursday, December 06, 2012 8:09 PM
To: Wayne Howell (personal); Kapryce Manchester
Subject: GCN Resignation

Kapryce and Wayne,
Must resign as I will be working for Corvid in the near future.

Thanks,
Chip

PO Box 85,
Gustavus, AK 99826
November 28, 2012

The Honorable Lou Cacioppo
Mayor
City of Gustavus
PO Box 1
Gustavus, Alaska 99826

Dear Lou,

Subject: Retirement from City Committees

Having served continuously since incorporation on six committees, the time has come for me to step down from those responsibilities. As I consider my current schedule of consulting work, personal travel and home projects I realize I can no longer dedicate the time needed to participate in City work effectively. I am pleased to have contributed, over the last 8.5 years, to getting our City functions up and running and to have completed a number of projects that will serve our community well for the long term. I encourage others with new ideas and energy for moving our City and community forward to take their turns.

To these ends, please remove my name from the rosters of the DRC, Roads, and Septic Committees. I believe the Fire committee, on which I have also served, is no longer considered active and the Borough committee has been dissolved. For that matter, the ad hoc Septic Committee has also completed its work and could be dissolved.

I wish you and the Council success during this term and thank you all for your willingness to serve our community.

Best regards,



Michael S. Taylor, CIH, PE