



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

PUBLIC PACKET

November 13, 2017



GUSTAVUS CITY COUNCIL

GENERAL MEETING

NOVEMBER 13, 2017

7:00 PM CITY HALL

Gustavus City Council:

Mayor (Seat G):

Barb Miranda

barb.miranda@gustavus-ak.gov

Term Expires 2018

Vice-Mayor (Seat B):

Jake Ohlson

jake.ohlson@gustavus-ak.gov

Term Expires 2019

Council Member (Seat A):

Cheryl Cook

cheryl.cook@gustavus-ak.gov

Expires 2019

Council Member (Seat C):

Calvin Casipit

calvin.casipit@gustavus-ak.gov

Term Expires 2020

Council Member (Seat D):

Mike Taylor

mike.taylor@gustavus-ak.gov

Term Expires 2020

Council Member (Seat E):

Tim Sunday

tim.sunday@gustavus-ak.gov

Term Expires 2018

Council Member (Seat F):

Susan Warner

susan.warner@gustavus-ak.gov

Term Expires 2018

Gustavus City Hall:

City Clerk

Karen Platt

clerk@gustavus-ak.gov

City Treasurer

Phoebe Vanselow

treasurer@gustavus-ak.gov

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - A. General Meeting Minutes 10-09-2017
4. Mayor's Request for Agenda Changes
5. Committee/Staff Reports
 - A. GVA
 - B. DRC
 - C. Treasurer
 - D. Clerk
6. Public Comment on Non-Agenda Items
7. Consent Agenda
 - A. **FY18-02NCO** Providing for the Amendment of the Administrative Budget for FY18
 - B. **FY18-03NCO** Providing for the Amendment of the Road Maintenance Budget and the City Held Accounts in FY17
 - C. **FY18-04NCO** Providing for the Amendment of the Road Maintenance Budget and the City Held Accounts in FY18
 - D. **FY18-05NCO** Providing for the Amendment of the City Held Accounts in FY18 Endowment Fund Transfer
 - E. **FY18-06NCO** Providing for the Sale of Fire Engine #34
8. Ordinances for Public Hearing
9. Unfinished Business
10. New Business
 - A. **Resolution CY17-12** Revising Policy and Procedure for Gustavus Endowment Fund Grant Awards
 - B. **Selection of City Attorney**
 - C. **Revisions to Public Services Librarian Position Description and Posting of Position**
 - D. **DRC Project Completion Extension**
 - E. **Approval of Certificate of Record Destruction**
11. City Council Reports
12. City Council Questions and Comments
13. Public Comment on Non-Agenda Items
14. Executive Session
15. Adjournment

Item No. 1 Call to Order

Item No. 2 Roll Call

Item No. 3 Approval of Minutes

A. Minutes of October 9, 2017 General Meeting

Item No. 4 Mayor's Request for Agenda Changes

Item No. 5. Committee/Staff Reports:

A. GVA

B. DRC

C. Treasurer

1:44 PM

11/08/17

Accrual Basis

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Admin Fees	5.00	10.00	-5.00	50.0%
Business License Fees	3,800.00	2,500.00	1,300.00	152.0%
City Subsidy Income	0.00	0.00	0.00	0.0%
Community Revenue Sharing	77,202.00	77,264.00	-62.00	99.9%
Donation - Inter-Library Loans	119.80			
Donations	2,470.22	2,000.00	470.22	123.5%
DRC Income (Disposal & Recycling Center)	82,043.36	74,700.00	7,343.36	109.8%
Facilities Usage Fees	0.00	0.00	0.00	0.0%
Fundraiser - Kates Local Artist	64.00			
Fundraising	672.00	6,000.00	-5,328.00	11.2%
Fundraising - GVFD	4,410.30			
GCN Income	534.48	0.00	534.48	100.0%
Grant Income	0.00	35,657.00	-35,657.00	0.0%
Gravel Pit Gravel Sales	8,084.00	8,000.00	84.00	101.1%
GVFD Income	1,570.00	3,000.00	-1,430.00	52.3%
In-Kind Income	0.00	0.00	0.00	0.0%
Interest Income	234.64	50.00	184.64	469.3%
Kayak Registration	10.00			
Lands Income	0.00	750.00	-750.00	0.0%
Lease Income	15,344.35	14,041.42	1,302.93	109.3%
Library Income	2,099.79	3,000.00	-900.21	70.0%
Marine Facilities Income	15,217.75	8,000.00	7,217.75	190.2%
NSF Checks Paid	0.00	0.00	0.00	0.0%
NSF Fees	0.00	0.00	0.00	0.0%
Other Income	0.00	0.00	0.00	0.0%
Payment in Lieu of Taxes	97,777.98	90,000.00	7,777.98	108.6%
Sales Tax Income				
Fish Box Tax	17,120.00	12,000.00	5,120.00	142.7%
Penalties & Interest	4,199.99	0.00	4,199.99	100.0%
Retail Tax Income	343,019.17	375,000.00	-31,980.83	91.5%
Room Tax Income	70,376.85	55,000.00	15,376.85	128.0%
Seller's Compensation	-3,400.54	0.00	-3,400.54	100.0%
Tax Exempt Cards	210.00	200.00	10.00	105.0%
Sales Tax Income - Other	0.00	0.00	0.00	0.0%
Total Sales Tax Income	431,525.47	442,200.00	-10,674.53	97.6%
Shared Fisheries Business Tax	2,196.31	1,550.00	646.31	141.7%
Transfer In	0.00	0.00	0.00	0.0%
Total Income	745,381.45	768,722.42	-23,340.97	97.0%
Gross Profit	745,381.45	768,722.42	-23,340.97	97.0%
Expense				
Administrative Costs	2,048.56	15,130.00	-13,081.44	13.5%
Advertising	0.00	1,000.00	-1,000.00	0.0%
Ambulance Subscription Expense	-10.00	500.00	-510.00	-2.0%
Bank Service Charges	3,478.72	700.00	2,778.72	497.0%
Building	5,389.56	11,202.00	-5,812.44	48.1%
Capital Expense	0.00	0.00	0.00	0.0%
Cash Short/Over	489.59			
City Subsidy Expense	0.00	0.00	0.00	0.0%
Contractual Services	40,134.32	51,000.00	-10,865.68	78.7%

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Dues/Fees	5,320.80	7,640.00	-2,319.20	69.6%
Election Expense	111.16	500.00	-388.84	22.2%
Encumbered Funds transfer	0.00	0.00	0.00	0.0%
Equipment	9,674.22	13,475.00	-3,800.78	71.8%
Freight/Shipping	15,540.83	15,725.00	-184.17	98.8%
Fundraising Expenses	1,872.71	2,350.00	-477.29	79.7%
General Liability	1,865.68	0.00	1,865.68	100.0%
Grant Expense	0.00	9,000.00	-9,000.00	0.0%
GVA	0.00	10,000.00	-10,000.00	0.0%
Holiday gift	2,285.70	2,500.00	-214.30	91.4%
Insurance	0.00	0.00	0.00	0.0%
Library Materials	266.73	300.00	-33.27	88.9%
Marine Facilities	4,796.04	11,500.00	-6,703.96	41.7%
Occupational Health	0.00	5,000.00	-5,000.00	0.0%
Other Expense	0.00	18,100.00	-18,100.00	0.0%
Payroll Expenses	347,187.07	360,831.00	-13,643.93	96.2%
Postage & Shipping	0.00	0.00	0.00	0.0%
Professional Services	16,078.81	45,000.00	-28,921.19	35.7%
Public Relations	575.00	2,400.00	-1,825.00	24.0%
Relocation	913.70	0.00	913.70	100.0%
Road Maintenance	73,109.60	76,000.00	-2,890.40	96.2%
Supplies	16,421.57	21,500.00	-5,078.43	76.4%
Telecommunications	17,506.50	15,350.00	2,156.50	114.0%
Training	4,394.46	29,057.00	-24,662.54	15.1%
Travel	5,831.17	19,000.00	-13,168.83	30.7%
Utilities	12,658.79	16,080.00	-3,421.21	78.7%
Vehicle	2,913.24	8,800.00	-5,886.76	33.1%
Total Expense	590,854.53	769,640.00	-178,785.47	76.8%
Net Ordinary Income	154,526.92	-917.58	155,444.50	-16,840.7%
Other Income/Expense				
Other Income				
Encumbered Funds				
National Forest Receipts	5,537.40	0.00	5,537.40	100.0%
Encumbered Funds - Other	76,200.00	76,200.00	0.00	100.0%
Total Encumbered Funds	81,737.40	76,200.00	5,537.40	107.3%
Total Other Income	81,737.40	76,200.00	5,537.40	107.3%
Other Expense				
Fraudulent Charges	0.00			
Returned NSF Check	9.25			
Total Other Expense	9.25			
Net Other Income	81,728.15	76,200.00	5,528.15	107.3%
Net Income	236,255.07	75,282.42	160,972.65	313.8%

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July through October 2017

	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Admin Fees	0.00	10.00	-10.00	0.0%
Business License Fees	175.00	3,000.00	-2,825.00	5.8%
City Subsidy Income	0.00	0.00	0.00	0.0%
Community Revenue Sharing	88,824.00	82,515.28	6,308.72	107.6%
Donations	1,610.00	2,000.00	-390.00	80.5%
DRC Income (Disposal & Recycling Center)	45,618.01	88,280.00	-42,661.99	51.7%
Facilities Usage Fees	0.00	0.00	0.00	0.0%
Fundraiser - Kates Local Artist	10.00			
Fundraising	0.00	5,200.00	-5,200.00	0.0%
GCN Income	0.00	0.00	0.00	0.0%
Gravel Pit Gravel Sales	4,206.00	8,000.00	-3,794.00	52.6%
GVFD Income	170.00	1,500.00	-1,330.00	11.3%
In-Kind Income	0.00	0.00	0.00	0.0%
Interest Income	265.34	70.00	195.34	379.1%
Lease Income	6,157.00	15,541.42	-9,384.42	39.6%
Library Income	927.09	3,000.00	-2,072.91	30.9%
Marine Facilities Income	1,860.00	14,000.00	-12,140.00	13.3%
NSF Checks Paid	0.00	0.00	0.00	0.0%
NSF Fees	0.00	-5.00	5.00	0.0%
Other Income	0.00	0.00	0.00	0.0%
Payment in Lieu of Taxes	107,545.26	107,545.26	0.00	100.0%
Sales Tax Income				
Fish Box Tax	11,130.00	15,000.00	-3,870.00	74.2%
Penalties & Interest	247.36	0.00	247.36	100.0%
Retail Tax Income	190,493.86	319,000.00	-128,506.14	59.7%
Room Tax Income	36,822.25	67,000.00	-30,177.75	55.0%
Seller's Compensation	-588.30	0.00	-588.30	100.0%
Tax Exempt Cards	0.00	150.00	-150.00	0.0%
Sales Tax Income - Other	0.00	0.00	0.00	0.0%
Total Sales Tax Income	238,105.17	401,150.00	-163,044.83	59.4%
Shared Fisheries Business Tax	410.40	1,656.21	-1,245.81	24.8%
Total Income	495,883.27	733,463.17	-237,579.90	67.6%
Gross Profit	495,883.27	733,463.17	-237,579.90	67.6%
Expense				
Administrative Costs	1,189.71	33,400.00	-32,210.29	3.6%
Advertising	75.00	500.00	-425.00	15.0%
Ambulance Subscription Expense	400.00	2,000.00	-1,600.00	20.0%
Bank Service Charges	714.89	2,630.00	-1,915.11	27.2%
Building	5,124.22	28,747.26	-23,623.04	17.8%
Capital Expense	0.00	0.00	0.00	0.0%
City Subsidy Expense	0.00	0.00	0.00	0.0%
Contractual Services	6,950.00	29,500.00	-22,550.00	23.6%
Dues/Fees	1,145.00	7,740.00	-6,595.00	14.8%
Election Expense	212.17	500.00	-287.83	42.4%
Encumbered Funds transfer	0.00	0.00	0.00	0.0%
Equipment	1,748.80	11,845.00	-10,096.20	14.8%
Freight/Shipping	5,850.07	18,760.00	-12,909.93	31.2%
Fundraising Expenses	100.00	2,100.00	-2,000.00	4.8%
General Liability	-120.73	4,000.00	-4,120.73	-3.0%

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11/08/17

Accrual Basis

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
 July through October 2017

	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
GVA	0.00	0.00	0.00	0.0%
Holiday gift	0.00	2,500.00	-2,500.00	0.0%
Insurance	4,545.48			
Library Materials	0.00	300.00	-300.00	0.0%
Marine Facilities	1,654.51	12,000.00	-10,345.49	13.8%
Occupational Health	0.00	500.00	-500.00	0.0%
Other Expense	0.00	0.00	0.00	0.0%
Payroll Expenses	102,769.70	401,000.00	-298,230.30	25.6%
Postage & Shipping	0.00	0.00	0.00	0.0%
Professional Services	20,443.19	45,000.00	-24,556.81	45.4%
Public Relations	0.00	2,000.00	-2,000.00	0.0%
Relocation	0.00	0.00	0.00	0.0%
Road Maintenance	23,288.25	90,000.00	-66,711.75	25.9%
Supplies	2,758.07	21,500.00	-18,741.93	12.8%
Telecommunications	5,900.07	18,210.00	-12,309.93	32.4%
Training	2,599.46	20,600.00	-18,000.54	12.6%
Travel	8,771.39	18,350.00	-9,578.61	47.8%
Utilities	2,695.57	16,320.00	-13,624.43	16.5%
Vehicle	4,907.72	8,550.00	-3,642.28	57.4%
Total Expense	203,722.54	798,552.26	-594,829.72	25.5%
Net Ordinary Income	292,160.73	-65,089.09	357,249.82	-448.9%
Other Income/Expense				
Other Income				
Encumbered Funds				
National Forest Receipts	0.00	0.00	0.00	0.0%
Encumbered Funds - Other	0.00	90,200.00	-90,200.00	0.0%
Total Encumbered Funds	0.00	90,200.00	-90,200.00	0.0%
Total Other Income	0.00	90,200.00	-90,200.00	0.0%
Other Expense				
Returned NSF Check	25.00			
Total Other Expense	25.00			
Net Other Income	-25.00	90,200.00	-90,225.00	-0.0%
Net Income	292,135.73	25,110.91	267,024.82	1,163.4%

1:09 PM

11/03/17

Accrual Basis

City of Gustavus Balance Sheet As of October 31, 2017

Oct 31, 17

ASSETS**Current Assets****Checking/Savings**

AMLIP - CoG Main account (0630598.1)	1,174,842.68
AMLIP Admin (0630598.10)	40,550.41
AMLIP Beach (0630598.11)	36.02
AMLIP DRC (0630598.9)	13,982.03
AMLIP GCN (0630598.5)	1,965.58
AMLIP GVFD (0630598.4)	0.38
AMLIP Lands (0630598.7)	6,563.08
AMLIP Library (0630598.2)	48,493.02
AMLIP MFC (0630598.3)	88,089.90
AMLIP Public Works (0630598.6)	34,962.09
AMLIP Road Maint (0630598.8)	174,858.80
APCM.Endowment Fund	1,457,075.86
FNBA - Checking	428,717.05
FNBA Endowment Fund - Checking	24,335.61
FNBA First Investment Account	750,398.72
Petty Cash	192.15

Total Checking/Savings

4,245,063.38

Capital Projects

Capital Projects	Budget Requested	Amount Funded	Funded Project Class Name	Department/Committee	Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Proposed Funding Source
City Hall Driveway relocation	\$ 20,000.00	\$ -		Admin				River is eroding existing driveway		CP
Preprocessing Storage & Driveway:				DRC	9/16/2016	9/16/2016	Partial 3/13/17	Several sub-projects:	ASAP	CP
Driveway Improvements (\$10,000)		\$ 10,000.00	CP17-02 DRC	DRC	10/3/2016	10/10/2016	3/13/2017	Driveway Improvements	In Progress	AMLIP
Storage Bins/Pallet Jack (\$18,000)	\$ 18,000.00									
Preprocessing Storage (\$26,400)	\$ 26,400.00									
Tree Planting/Earth work (\$3,300)	\$ 3,300.00									
Topographic Survey	\$ 9,000.00	\$ 9,000.00	CP17-02 DRC	DRC	11/7/2016	11/14/2016	3/13/2017		In Progress	AMLIP
Household Hazardous Waste Facility	\$ 44,000.00	\$ -		DRC	12/5/2016	12/12/2016			FY18	CIP
Salmon River Harbor Clean-up	\$ 27,000.00	\$ -		MF	1/3/2017	1/9/2017		submitted by Mike Taylor		CP
Engine 34 Replacement	\$ 125,000.00	\$ 124,309.04	CP17-04 GVFD	GVFD	5/8/2017	5/8/2017	5/15/2017		finalizing	AMLIP/Northrim
Total Capital Projects	\$ 272,700.00	\$ 143,309.04								
Other Projects/Major Purchases:										
Library roof	building & maintenance \$ allocated for now - need CP if it's a larger job									
Library lighting										
GVFD back stairs										
GVFD roof										
CH copier										
Composting Quonset replacement										
IT Overhaul										
12 bottles for airpaks for GVFD - expiring 03/18										
GVFD 911 system: antenna, ability to record calls										
GVFD telehealth										

Incoming Grants to City of Gustavus FY18

Purpose	Date Received	Amount Awarded	Dept./ Committee	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
GVFD Supplies	4/24/2017	\$7,101.00	GVFD	2017 VFA Grant	\$6,875.25	\$225.75	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
GVFD Equipment	8/28/2017	\$1,500.00	GVFD	2017 FM Global Grant	\$1,500.00	\$0.00	Factory Mutual Insurance for equipment
Library Internet	6/21/2017	\$2,000.00	Library	SoA OWL Internet Subsid	\$2,000.00	\$0.00	Alaska Online with Libraries (OWL) internet installation subsidy
Library Internet	7/7/2017	\$1,278.41	Library	SoA OWL Internet Subsid	\$213.06	\$1,065.35	Alaska OWL monthly internet subsidy
Library Supplies	8/2/2017	\$7,000.00	Library	FY18 PLA Grant	\$2,282.11	\$4,717.89	State of AK Public Library Assistance (PLA) grant for library supplies
Reading with Rachel	7/1/2017	\$600.00	Library	Reading with Rachel	\$600.00	\$0.00	Grant from Jon & Julie Howell
GVFD Training	Spring 2018	not yet awarded	GVFD				SEREMS MiniGrant for conference reimbursement
Library Training	Spring 2018	not yet awarded	Library				State of AK grant for conference reimbursement

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

Grantee	Date Awarded	Amount Awarded	Resolution	QB Class Name	Amount Disbursed to Date	Remaining Funds	Notes
Gustavus Community Center	3/14/2016	\$33,447.45	CY16-04	2016-2019 EFG - GCC	\$9,839.36	\$23,608.09	3-year grant, ends March 15, 2019

2018 EFG cycle available monies = \$42,014.94

D. Clerk
Item No. 6 Public Comment on Non-Agenda Items
Item No. 7 Consent Agenda

- A. FY18-02NCO** Providing for the Amendment of the Administrative Budget for FY18
- B. FY18-03NCO** Providing for the Amendment of the Road Maintenance Budget and the City Held Accounts in FY17
- C. FY18-04NCO** Providing for the Amendment of the Road Maintenance Budget and the City Held Accounts in FY18
- D. FY18-05NCO** Providing for the Amendment of the City Held Accounts in FY18 Endowment Fund Transfer
- E. FY18-06NCO** Providing for the Sale of Fire Engine #34

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY18-02NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT
OF THE ADMINISTRATIVE BUDGET FOR FISCAL YEAR 2018**

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 2018 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
EXPENSE			
Administrative Costs	\$ 28,000.00	\$ 23,000.00	<\$ 5,000.00>
Travel	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00
<i>Travel for training for new City Clerk, new City Treasurer, new council members, and new mayor.</i>			

Total Change in Expense			\$ 0.00
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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: *November 13, 2017*

DATE OF PUBLIC HEARING: *December 11, 2017*

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2017.

Barbara Miranda, Mayor
Treasurer

Attest: Phoebe Vanselow, City

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY18-03NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF THE
ROAD MAINTENANCE BUDGET AND THE CITY HELD ACCOUNTS
IN FISCAL YEAR 2017**

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 2017, income and expenditures have changed from the estimates in the approved budget. For the Fiscal Year of 2017, the following City held account balance transfers are to be made for the reasons stated.

Section 3. For the Fiscal Year of 2017, the budget and City held accounts are amended to reflect the changes as follows:

Budget Category	Amounts		
EXPENSE	Original Budget	Amended Budget	Change
Road Maintenance	\$ 76,000.00	\$ 73,109.60	<\$ 2,890.40>
<i>Budget adjusted to reflect actual FY17 expenditures.</i>			
Total Change in Expense			<\$ 2,890.40>

OTHER INCOME	Original Budget	Amended Budget	Change
National Forest Receipts	\$ 0.00	\$ 5,537.40	\$ 5,537.40
<i>National Forest Receipts were received September 1, 2017 for FY17.</i>			
Encumbered Funds - Other	\$ 76,200.00	\$ 67,572.20	<\$ 8,627.80>
<i>The income source for this is the AMLIP – Road Maintenance account. This changes the income to match the actual road maintenance expense.</i>			
Total Change in Other Income			<\$ 3,090.40>

Amounts			
CITY HELD ACCOUNTS	Account Balance*	Amended Balance	Change
<i>*Approximate, this is a dynamic value.</i>			
FNBA checking account	\$ 376,683.79	\$ 368,055.99	<\$ 8,627.80>
<i>AMLIP – Road Maintenance funds transferred for FY17 = \$76,200, while actual expenses for FY17 Road Maintenance = \$73,109.60, partially paid by \$5,537.40 in National Forest Receipts.</i>			
AMLIP – Road Maintenance	\$ 174,858.80	\$ 183,486.60	\$ 8,627.80
<i>The difference between actual funds transferred and actual expenses for FY17 Road Maintenance, encumbered for use as necessary for road maintenance in the future.</i>			

Total Change in Account Balances \$ 0.00

Section 4. The FY17 budget and City held accounts are 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: *November 13, 2017*

DATE OF PUBLIC HEARING: *December 11, 2017*

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2017.

Barbara Miranda, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY18-04NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF THE
ROAD MAINTENANCE BUDGET AND THE CITY HELD ACCOUNTS
IN FISCAL YEAR 2018**

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 2018, estimated income has changed from the estimates in the approved budget. For the Fiscal Year of 2018, the following City held account balance transfers are to be made for the reasons stated.

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

Budget Category		Amounts		
OTHER INCOME	Original Budget	Amended Budget	Change	
Encumbered Funds - Other	\$ 90,200.00	\$ 90,000.00	<\$ 200.00>	
<i>The income source for this is the AMLIP – Road Maintenance account.</i>				
Total Change in Other Income			<\$ 200.00>	
<i>Road Maintenance expense budget approved in FY17-04NCO is \$90,000. This changes the budgeted income to match the budgeted road maintenance expense.</i>				
Amounts				
CITY HELD ACCOUNTS	Account Balance*	Amended Balance	Change	
<i>*Approximate, this is a dynamic value</i>				
AMLIP – Road Maintenance	\$ 174,858.80	\$ 84,858.80	<\$ 90,000.00>	
FBNA Checking account	\$ 376,683.79	\$ 466,683.79	\$ 90,000.00	
<i>Encumbered funds transferred for FY18 Road Maintenance, per FY17-04NCO adopting the FY18 budget.</i>				
Total Change in City Held Account Balances			\$ 0.00	

Section 4. The FY18 budget and City held accounts are 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: November 13, 2017

DATE OF PUBLIC HEARING: December 11, 2017

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2017.

Barbara Miranda, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY18-05NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF THE
CITY HELD ACCOUNTS IN FISCAL YEAR 2018**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. In Fiscal Year 2018, the following City held account balance transfers to be made for reasons stated.

Section 3. The budget is amended to reflect the changed estimates as follows:

Amounts

ACCOUNTS	Account Balance*	Amended balance	Change
<i>*Approximate, this is a dynamic value.</i>			
APCM – Endowment Account <i>2018 Endowment Funds for disbursement through Grant application process, per motion in August 14, 2017 meeting.</i>	\$1,457,075.86	\$ 1,415,735.86	<\$ 41,340.00>
FNBA Endowment Fund			
Checking account <i>2018 Endowment Fund Grant Checking account for disbursement</i>	\$ 24,335.61	\$ 65,675.61	\$ 41,340.00
<hr/>			
Total Change in 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: *November 13, 2017*

DATE OF PUBLIC HEARING: *December 11, 2017*

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2017.

Barbara Miranda, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY18-06NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR
THE SALE OF FIRE ENGINE #34**

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 2018, the City of Gustavus is disposing of the real property of "Fire Engine 34" by sealed bid auction.

Section 3. Per ordinance 10.06.020, the real property disposal is explained as follows:

1. Fire Engine 34 is not fully functional and is no longer necessary for municipal purposes due to the City of Gustavus Volunteer Fire Department purchasing a replacement Fire Engine (Engine #1) on August 24, 2017.
2. Fire Engine 34 is a 1996 Seagrave, Model # JB-50-DH, VIN # 1F9EW28J1TCST2089.
3. This vehicle is owned by the City of Gustavus.
4. The purpose of the disposal is disposal of real property that is no longer needed by the City of Gustavus.
5. The method of disposal as defined in 10.06.03 is competitive disposal - sealed bid auction.
6. An estimated value of the interest in property is \$1000, but it is functionally valued much less than this due to the cost of shipping to transport it out of Gustavus. It cannot be transported on the Alaska Marine Highway System and instead would have to be shipped via landing craft.
7. The procedure for conducting the disposal and the time, place, and manner in which the proposed disposal shall occur are attached as a Fire Engine Sale Notice.

Section 4. The City of Gustavus fixed asset accounts will be amended following a successful sealed bid auction and property disposal.

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

DATE INTRODUCED: *November 13, 2017*

DATE OF PUBLIC HEARING: *December 11, 2017*

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2017.

Barbara Miranda, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

City of Gustavus Fire Engine Sale Notice

Notice Date: December 12, 2017

Bids Due Date: January 12, 2018, 1:00 PM AST, at City Hall

The City of Gustavus offers for sale the following vehicle that has been removed from service. This vehicle is being disposed of in accordance with City of Gustavus (CoG) ordinance 10.06.020 and non-code ordinance FY18-06. The vehicle is available for inspection at any time at the Gustavus Firehall throughout the bid period.

Vehicle: Engine #34 VIN: 1F9EW28J1TCST2089 See photos attached.

Location: City of Gustavus, Firehall Property

Date, time and place of sale: December 18, 2017, 1:00 PM, Gustavus City Hall

Fees, interest and costs assessed: \$0.00

Minimum Bid: \$1.

Bid Terms: See below

Bid terms: Bidders are encouraged to inspect the vehicle at the Gustavus Firehall prior to submitting bids. Bids may be made on the attached form (available from the City Treasurer (treasurer@gustavus-ak.gov) or at City Hall) or may be made on a reasonable facsimile with the same information. Sealed bids may be mailed to City Treasurer, City of Gustavus, PO Box 1, Gustavus, Alaska, 99826, or may be hand delivered to the Gustavus City Hall. Bids must be received at the City PO Box or at City Hall by the bid due date and time at the top of this notice. Bids received after this time will not be considered. Bids must be signed and sealed in an envelope clearly marked on the outside as "Fire Engine Sale Bid". Bid modifications are allowed if received before the bid due date and time. Bid modifications must be in a sealed envelope clearly marked "Fire Engine Sale Bid Modification". In the case of modified bids, only the latest bid modification submitted will be considered. Bids will not be opened before the bid due date and time.

Sale Terms: The fire engine will be sold to the highest bidder. This vehicle is sold "as-is, where-is" and without warranty. Payment by postal money order, cash, or credit card is due and must be received by the City Treasurer within 14 days of sale. Upon receipt of payment, the City of Gustavus will issue a bill of sale to the successful bidder and the purchaser may take possession of the vehicle. Within 30 days of the sale date Purchasers are responsible for removing the vessel from the City of Gustavus Firehall property. If payment is not made within 14 days of sale, or it is not removed within the 30-day time limit, the sale will be voided by the City and payment not refunded unless other prior arrangements have been made with the City. The City may then offer the fire engine to the next highest bidder, or re-post it for sale.

Additional Bidding Information: Please contact the City of Gustavus Treasurer, Phoebe Vanselow, at 907-697-2451, or by email to Treasurer@gustavus-ak.gov, or visit City Hall in person during normal business hours Monday through Thursday, 9:00am-4:00pm.

Signed,

Barb Miranda
Mayor, City of Gustavus



City of Gustavus
Fire Engine Sale Bid Form

Vehicle Identification Number: 1F9EW28J1TCST2089

Date of Bid: _____

Bid Amount: \$_____

This is (circle one): an original bid a bid modification

Bidder Identification:

Name: _____

Address: _____

Phone: _____

Email (if available): _____

Statement: I have read and agree to the terms of the sale offer notice for this vehicle. I understand the fire engine is sold “as-is, where-is” and without warranty. If my bid is accepted, I agree to make payment of the bid amount to the City of Gustavus by mail or in person at City Hall within 14 days of the sale date. I understand the City of Gustavus will issue a bill of sale upon receipt of payment. I agree to remove the vehicle from the firehall property within 30 days.

Signed: _____ Date: _____

[Item No. 8. Ordinance for Public Hearing](#)

[Item No. 9. Unfinished Business](#)

[Item No. 10. New Business](#)

A. Adopt Resolution CY17-12 Revising Policy and Procedure for Gustavus Endowment Fund Grant Awards

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY17-12**

**A RESOLUTION REVISING POLICY AND PROCEDURE
FOR GUSTAVUS ENDOWMENT FUND GRANT AWARDS**

WHEREAS, in 2015, with Resolution 2015-28, the Gustavus City Council established Policy and Procedure for the Endowment Fund Grant Awards under Title 4.13, and

WHEREAS, in 2016, with Resolution 2016-17, the Gustavus City Council revised the Policy and Procedure for the Endowment Fund Grant Awards, and

WHEREAS, in the process of implementing the Policy and Procedure with the grant awards of fiscal year 2018, it became apparent that additional clarifications and revisions were necessary for future award procedures, and

WHEREAS, formal action is necessary to address the revisions necessary to the policy and procedure,

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council accepts the revisions to the document entitled “Policy and Procedure for Awarding Grants from the Endowment Fund Earnings”, as presented by this Resolution as a significant step toward addressing the needed revisions.

PASSED and **APPROVED** by the Gustavus City Council Gustavus City Council this ____ day of _____, 2017, and effective upon adoption.

Barbara Miranda, Mayor

Attest: Karen Platt, City Clerk

CITY OF GUSTAVUS, ALASKA

POLICIES AND PROCEDURES

TITLE: POLICY AND PROCEDURE FOR AWARDING GRANTS FROM THE ENDOWMENT FUND EARNINGS

POLICY:

It is the policy of the City of Gustavus to maintain the integrity and purchasing power of the Endowment Fund (Fund) equal to, or greater than, its original 2004 purchasing power through application of earnings first toward inflation proofing, and then to disperse extra earnings in the form of grants supporting qualified projects offering broad value to the community.

The City Mayor or his/her designee shall, at least annually, determine the inflation-adjusted value of the principal of the Fund, compare that value to the present market value of the Fund as invested, and then provide opportunities to disperse available funding for community projects if the Council determines it is fiscally responsible.

While earnings may be granted for projects for functions authorized by code ordinance completed by City departments, funding priority should be given to qualifying projects being conducted by Gustavus-based groups or individuals, or City departments proposing projects that are outside those functions authorized for the City through code ordinance. Further, priority may be given to projects for which the Fund grant is leveraged to match grants from outside agencies. Fund grants shall not be made for operating expenses of the City or other organizations. Grants shall not be made to “for profit” enterprises, although a “non-profit” organization may contract with a “for profit” business for services, such as construction, in support of the Endowment-funded project.

The Mayor is accountable for assuring that steps in this procedure are completed and documented.

PROCEDURE:

The following steps shall be followed by the City Mayor or his/her designee:

1. Inflation-Adjusted Principal Value determination. By July 31st of each year, calculate the inflation-adjusted value as of June 30 of the original principal of the Fund, further adjusted as necessary per additions made over time to the principal, using the following steps applying the Anchorage Consumer Price Index (CPI) as posted in July for the first half of the calendar year by the Alaska Department of Labor at <http://www.labor.alaska.gov/research/cpi/cpi.htm>:
 - a) Determine the latest CPI index for Anchorage from the posted table.
 - b) Determine the multiplier value by dividing the current CPI index by the 2004 index value of 165.6 (Average value for first half of 2004).
 - c) Multiply the original value of the Fund (\$963,000) by the multiplier determined in step b.
 - d) The result of the calculation in step c is the inflation-adjusted value of the original principal.

Example, calculation of inflation adjusted value as of June 30, 2015:

June 30, 2015 CPI = 217.111

Multiplier value = $(217.111)/(165.6) = 1.311$

Inflation-Adjusted Principal Value for July 1, 2015 is

$(\$963,000)(1.311) = \$1,262,000$ (rounded to four significant figures). This process will be duplicated for any additions to the Fund principal, except that the CPI Index for the

year(s) of the addition(s) will be used in the calculation.

2. Present Market Value determination. Determine the present market value of the Fund as reported by the Fund manager for June 30 of the present year.

Example: The present market value of the fund for June 30, 2015 was \$1,403,944.

3. Excess earnings determination. Calculate the excess earnings in the Fund, from which distributions may be made, by subtracting the inflation adjusted principal from the present market value of the Fund.

Example: The excess earnings available as of June 30, 2015 were:

\$1,403,944 - \$1,262,000 = \$141,944

4. Available funding for fiscal year. Calculate the funding available as 3% of the average market value of the Fund at June 30 of the last five years.

Example: Three percent of the average annual market value for five years through June 30, 2015 is calculated as:

June 2015: \$1,403,944

June 2014: \$1,391,960

June 2013: \$1,265,225

June 2012: \$1,188,172

June 2011: \$1,161,681

Average: \$1,282,926

3% of Average: \$38,466

5. Grant funding availability determination. The maximum amount available for granting in the present year is 3% of Average Market Value *or* the present year Excess Earnings, whichever is less. Un-awarded/unexpended grant funds from previous years over \$1,000 will be returned to the Endowment Fund account to earn interest for future awards.

Example for 2015. Three percent of the five-year Average Market Value is \$38,466. The Excess Earnings amount is \$141,944. The lesser of the two is \$38,466. No un-awarded grant funds remain from previous years so \$38,466 may be made available.

6. Announcement of grant application period. The City Council may, on September 1 of each year, or as early thereafter as possible, post an announcement to the Gustavus public of the availability of Endowment Fund Grants with the total amount available. The announcement shall include criteria for selection, an application procedure, project **seeping development** document, and a deadline of October 31.

7. Transfer of new grant funds from Fund. On December 1, the City Clerk/Treasurer will transfer the year's determined available new grant funding from the Endowment Fund to the Endowment Fund Grant checking account.

8. Grant application closing. On October 31 of each year, close the application period. Provide grant applications to the City Council for their review at the first work session of November.

9. Grant awards. Schedule Council selection and award of grant funding for the General Meeting of December. In selecting grantees and determining awards the Council should consider the following criteria:

a) Discrete local project—not for organizational operating expense.

b) Broad community benefits and value.

c) Leverage of matched funds.

d) Addresses community needs outside the authorized functions of City departments.

- e) Detailed, well-planned project with concrete start and completion dates
- f) Apparent ability of organization to manage project.
- g) Financial track record and stability of a person or organization.
- h) Qualifying City department or local Gustavus group.
- i). Group or individual current with all taxes owed or other forms/payments owed to the City.

If the City does not receive any qualifying applications, or if the Council declines to grant to any of the year's applicants, the annual grant funds shall be returned to the Endowment Fund account to earn interest for future awards

10. Award notices. Issue notice to grantees (if any) within one week after the General Meeting in December, regarding selection with directions for receiving payments, reporting requirements, and a one year deadline for the grant to be completed. Issue letters also to unsuccessful grant applicants notifying them of award decisions, and thanking them for their applications.

11. Payments. Payments to awardees will be made by disbursement from the Endowment Fund checking account to the grantee for work approved in Endowment Fund Grant Application **Seepe-Description** with proof of payment. Payments shall be made within two weeks of receipt of a properly completed Grant Financial Progress Report. Payments may be made in advance in special circumstances.

12. Monthly and final reports. The grantee shall complete and submit a monthly progress report by the last day of each month reporting progress and expenditures for the previous month, and a final report with the final payment request. The last 10% of the grant shall not be paid until a final report has been accepted.

13. ~~Changes in scope~~Modifications. Any Minor grant modifications that do not alter the goal of the project will be considered. All modifications should be submitted to the City Grant Administrator. If a monetary modification is less than or equal to five percent of the total grant award, the City Grant Administrator can determine whether to make the modification after consultation with the Mayor. If the modification request is greater than five percent of the granted amount, Council action is necessary. Non-monetary modifications shall be considered on a case-by-case basis and shall be handled by the City Grant Administrator in consultation with the Mayor. ~~changes in awardee's project scope from the original application will need Council approval before reimbursement can be considered.~~

14. Unused granted funds. Any unused funds from a closed grant shall be retained in the Fund grant checking account if under \$1,000 or returned to the Endowment Fund account if over \$1,000, and re-designated as available for future awards.

Signed: Mayor of the City of Gustavus

Date

CITY OF GUSTAVUS, ALASKA
Endowment Fund Grant Application Form

I. Project Title:

II. Organization:

Name of Organization:

Type of Organization:

Tax ID:
Address:
Phone:
Web page:

III. Principal Contact:

Name:
Address:
Phone:
Email:

IV. Project Description:

(expand to additional pages as needed)

1. Synopsis (one paragraph)

2. Complete and attach a City of Gustavus Project [Scoping Document Development Form](#) (available from City Clerk/Treasurer)

3. Total estimated cost of project (please attach contractor's estimates or website "cart" pages, if applicable):

4. Amount requested from Endowment Fund Grant:

5. Matching funds available:

Source	Amount
--------	--------

- 1.
- 2.
- 3.

Signature _____

Printed name: _____ Date: _____

B. Selection of City Attorney

C. Revisions to Public Services Librarian Position Description and Posting of Position

City of Gustavus Public Services Librarian Position Description

Title: Public Services Librarian (Nonexempt Regular Part-time Position)

The Public Services Librarian position is one half of a Full Time Employee (FTE) position working at the City of Gustavus Library. The remaining one-half of the FTE is held by the Administrative Librarian. Together the total weekly hours of both positions may not exceed one FTE

Supervisor: Mayor

SUMMARY: The Public Services Librarian works in conjunction with the Administrative Librarian to oversee the smooth operation of the Gustavus Public Library, including services, programs, collection development and managing the volunteers and the facility upkeep.

The Public Services Librarian and the Administrative Librarian collaborate on matters of general library operations and administration.

The Public Services Librarian focuses on developing programs for diverse age groups, training/supervising library volunteers, and writing news articles and a monthly newsletter.

Due to the specific public nature of the Public Services Librarian position, the successful candidate must be prepared to work a flexible schedule when called for, while keeping her/his co-workers at the Library and City Hall apprised of any schedule changes in a timely manner via telephone or email. Schedule changes may be due to a missing volunteer or the need to support a patron activity outside of a normal work schedule (specifically evenings or weekends).

ESSENTIAL DUTIES AND RESPONSIBILITIES

INTELLECTUAL FREEDOM AND PATRON PRIVACY

- Supports and promotes the concept of Intellectual Freedom, specifically including the freedom of members of the public to access information and express ideas, even if the ideas might be considered unpopular or unorthodox.
- Strives to protect each patron's right to privacy, per AS 40.25.140. Confidentiality of library records.

CIRCULATION POLICIES AND WORK SCHEDULE

- Collaborates with Administrative Librarian and other Library professionals to develop and implement fair and equitable circulation and service policies.
- Budgets time according to payroll budget approved by the City Council and a flexible work schedule approved by the Mayor.

VOLUNTEER PROGRAM/PUBLIC USE OF THE LIBRARY

- Recruits, trains, and schedules Library volunteers for the circulation desk, work parties, special projects and other functions.

- Coordinates reservations for specific use of the Library Meeting Room or other Library spaces for patron use.

OUTREACH TO GUSTAVUS RESIDENTS, STUDENTS AND THE SUMMER READING PROGRAM

- Coordinates with Gustavus Pre-School, Gustavus Public School and home-school parents to purchase supportive library materials and develop appropriate programs for students (pre-school through teen).
- Cooperates with Gustavus residents and other organizations, locally and regionally, to develop Library programs that contribute to the needs and desires of the community.
- Organizes and administers the Summer Reading Program for children, including the hire and supervision of part-time assistants, recruitment and training of Reading Buddies and other volunteers.

GRANTS, PRESS RELEASES, NEWSLETTERS,

- Researches and writes grants for Library services or special programs. Administers successful grants and reports outcomes to the granting organization and to the Mayor and/or City Treasurer.
- Writes and issues news notices, new stories, a monthly digital/print Library Newsletter, public posters regarding Library functions, programs and information using existing and new social media.

TRAINING AND OTHER DUTIES

- Participates in training workshops and conferences related to public library operations, as approved by the Mayor.
- Other appropriate duties as assigned.

WORK IN CONJUNCTION WITH THE ADMINISTRATIVE LIBRARIAN TO ACCOMPLISH THE FOLLOWING TASKS:

PATRON SUPPORT

- Proctoring tests (driver license; certifications; distance-delivery classes).

TECHNOLOGY

- Selecting, providing for maintenance of, and assisting patrons with the use of computer, teleconferencing, and audio-visual equipment.
- Maintaining Library online catalog database.
- Maintaining inventory of Library equipment.
- Providing access to interlibrary loan services.

COLLECTION DEVELOPMENT

- Selecting and ordering Library materials in response to community needs and interests, including books for both children and adults, audio-visual materials, subscriptions, on-line data bases, government documents and other reference materials.
- Weeding the collection and evaluating donated materials for inclusion in the collection.

BUDGET

- Working within the Library Annual Budget as approved by the City Council.
- Acting as purchasing officer for the Library. Controlling departmental expenditures within Council-approved budget appropriations, in accordance with City purchasing policies and procedures.

REPORTS

- Preparing and submitting a monthly report of Library activities to the City Council.
- Preparing and submitting other reports as requested by the Council.
- Filing an annual report of Library operations with the Alaska State Library.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school or GED equivalent.
- One year of experience working with the general public.
- General work experience involving leading, managing, training, and supervising employees or volunteers.
- General experience working with pre-school and school age children, focusing on reading, art, music and/or creative learning activities.
- Background in library operations (desired).

KNOWLEDGE, SKILLS AND ABILITIES THAT ARE DESIRED AND MAY BE ACQUIRED THROUGH PAST EMPLOYMENT, FAMILY EXPERIENCES OR COMMUNITY ACTIVITIES.

- Communicating and working effectively (orally and in writing) with the general public, co-workers, employees, supervisors, volunteers, members of committees, etc.
- Basic computer skills using Microsoft software for word-processing, spread sheets, and newsletters.
- Familiarity with basic budget preparation and purchasing procedures.
- Handling money for patron transactions.
- Grant-writing experience (desired).

WORK CONDITIONS

Tools and Equipment Used

- Equipment includes computers, printers, copy machines, projectors; DVD players; telephones and fax machines; video-conferencing equipment
- Tools include step-ladders for high-shelf access; carpentry tools for light repairs; housekeeping equipment; snow shovel during winter months.

Physical Demands:

The following are representative physical demands the Librarian should expect to encounter:

- Prolonged sitting, as well as moderate lifting, carrying, reaching, stooping, pulling and pushing
- Ability to frequently lift and move boxes and other objects weighing up to 20 pounds, and occasionally up to 40 pounds.
- Light snow-shoveling in front of entry- and exit-doors
- Light maintenance and housekeeping

Work Environment

The Librarian may be exposed to the following work conditions:

- Multiple simultaneous requests from library patrons
- Groups of active, sometimes noisy children
- Questions regarding operation of patron computers, printers, fax machines
- Slippery conditions during periods of rain, snow, and ice in library parking lot and walkways

Notice

CoG 3.04.02 (d) (2)

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

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

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



GUSTAVUS PUBLIC LIBRARY
PO BOX 279 GUSTAVUS, ALASKA 99826-0279
PHONE (907) 697-2350 FAX (907) 697-2249
e-mail librarian@gustavus.lib.ak.us

City of Gustavus Position Announcement

Title: Public Services Librarian (Nonexempt, Regular, Part-time Position)

Hours: This is a shared full-time position with the Administrative Librarian, each working 20 hours per week.

Wage Range: \$16-\$20 per hour depending on qualifications

Benefits: This is a regular position with the City of Gustavus and as such is eligible for health, retirement and other benefits as outline in the City of Gustavus Benefits Policy.

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

Qualifications: Full position description is attached

Work Location: Gustavus Public Library

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

Supervised By: The City of Gustavus Mayor

Application Period: November 17-December 1, 2017

Employment application forms are available at City Hall, Gustavus Public Library and on our website cms.gustavus-ak.gov. Applications must be returned to City Hall by 4:00 pm on December 1, 2017.

Reasonable accommodation to facilitate an application is available on request.

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

The City of Gustavus is an Equal Opportunity Employer

D. DRC Project Completion Extension

To: Barb Miranda

Subject: DRC - Extending the deadline for project completion for driveway project (based on Resolution CY17-03)

Hello Barb,

As I mentioned to you on the telephone this past Friday, I would like to propose extending the project completion date for the \$10,000 Driveway Improvement project. The original goal completion date for the projects in res. CY17-03 is December 31, 2017. That date works for the composting yard improvement and topographic survey projects but I would like to modify the plan/ scoping document for the driveway project and have the work done next spring or summer.

So, I would like to request an extension of at least to July 31, 2018 if not September 30th, 2018. I am slow with my projects but I get them done and I want to try to get good work done. Spend the \$ well.

Briefly, my proposed change is that I would like to develop an area behind the office and beside the composting yard for recycle bale storage. Because I am gradually using up the large pile of dirt at the entry to the DRC for intermediate cover in the waste mound, I will not need a contractor to move that pile. Rather they would be doing other work associated with the driveway and proposed bale storage area. The exact details of this change would be in the revised scoping document. I hope to have this new scoping document ready for the December general Meeting.

If possible I would like to see any expended funds from the composting yard improvement and topographic survey projects, an amount in the hundreds I would guess, be available to the driveway/ bale storage area project.

Thank you for your consideration,

Paul

Paul Berry, S.C.
Manager/ Operator
City of Gustavus
Disposal & Recycling Center
907-697-2118 Scale House & Office
dumpmaster@gustavus-ak.gov

E. Approval of Certificate of Record Destruction

CERTIFICATE OF RECORDS DESTRUCTION

This form documents the destruction of public records in accordance with Alaska Statute 40.25, Gustavus Municipal Code 2.70.080 and City of Gustavus Policy and Procedure for Public Records Management

1. Agency/Locality City of Gustavus	2. Division/Department Desk of the City Clerk	3. Person Completing Form Karen Platt, City Clerk
4. Address, City, State & Zip P.O. Box 1, Gustavus, AK 99826	5a. Telephone Number & Extension	5b. E-mail Address clerk@gustavus-ak.gov

6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
A-2	Accounting: Budget Work Papers	FY12	City Hall	.5 Box	
A-4	Accounting: Accounts Payable/Receivable	FY04 - FY11; FY13	City Hall	8 Boxes	
A-5	Accounting - Banking Records	FY07	City Hall	1 Box	
A-12	Accounting - Payroll	FY07	City Hall	.5 Box	
A-15	Accounting - Sales Tax	2004-2005; 2011-2013	City Hall	2 Boxes	
C-3	Council Non-Permanent Records	2009-2010; Council Packets; Duplicate Meeting Minutes; General Business	City Hall	2.5 Boxes	
PW-1	Procurement Files	FY06 - FY12	City Hall	1.5 Boxes	

DESTRUCTION APPROVALS

Note: Public records may not be destroyed without receiving prior authorization from the Mayor and/or City Council.

We certify that the records listed above have been retained for the scheduled retention period, as per the City of Gustavus Records Retention Schedule, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

7. MAYOR _____ DATE _____

8. CITY CLERK/TREASURER _____ DATE _____

9. RECORDS DESTRUCTION
AFFIRMED BY: _____ DATE _____

[Item No. 11 City Council Reports](#)

[Item No. 12 City Council Questions and Comments](#)

[Item No. 13 Public Comment on Non-Agenda Items](#)

[Item No. 15 Executive Session](#)

[Item No. 16 Adjournment](#)