



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

# CITY COUNCIL PACKET

March 12, 2018



# **GUSTAVUS CITY COUNCIL**

## **GENERAL MEETING**

### **MARCH 12, 2018**

**APPROXIMATELY 7PM, IMMEDIATELY FOLLOWING  
BOROUGH PRESENTATION AT 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**

**Term 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**

1. Call to Order
2. Roll Call
3. Approval of Minutes
  - A. General Meeting Minutes 02/12/2018
4. Mayor's Request for Agenda Changes
5. Committee/Staff Reports
  - A. Mayor's Report
  - B. Financial
6. Public Comment on Non-Agenda Items
7. Consent Agenda
  - A. Approval of Certificate of Record Destruction
8. Ordinance for Public Hearing
  - A. Approve FY18-10NCO Providing for the Amendment of the Gustavus Public Library Budget for FY 18 (Introduced 02/12/2018)
  - B. Approve Ordinance FY18-11 An Ordinance for the City of Gustavus Providing for the Amendment of City Ordinance Title 4 Chapter 4.14.220 (Introduced 02/12/18)
9. Unfinished Business
  - A. Public Input on Beach Vegetation Management
  - B. Glacier Bay Superintendent Intertie Update
10. New Business
  - A. Review of the Gustavus Visitor Association Marketing Plan and Budget Request
  - B. Resolution CY18-12 A Resolution by the City of Gustavus in Support of the Application for the Alaska Housing Finance Corporation Energy Efficiency Kickstarter Competitive Award
  - C. Introduction of NCO FY18-12 Providing for the Amendment of the Administrative Budget for Fiscal Year 2018
  - D. Approve Marine Facilities Coordinator Position Description & Announcement
11. City Council Reports
12. City Council Questions and Comments
  - A. Strategic Planning
  - B. City Administrator
13. Public Comment on Non-Agenda Items
14. Executive Session
15. Adjournment



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# APPROVAL OF MINUTES

**GUSTAVUS CITY COUNCIL  
GENERAL MEETING MINUTES  
February 12<sup>TH</sup>, 2018**

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**1. CALL TO ORDER:**

A General Meeting of the Gustavus City Council is called to order on February 12<sup>th</sup>, 2018, at 7:03pm by Mayor Miranda. There are nineteen (19) members of the public in attendance at Gustavus City Hall.

**2. ROLL CALL:**

Comprising a quorum of the City Council the following are present:

Mayor Miranda-Conference Call  
Vice Mayor Ohlson  
Council Member Casipit-Absent  
Council Member Cook  
Council Member Sunday-Conference Call  
Council Member Taylor  
Council Member Warner-Conference Call

The following members are not present: Calvin Casipit

**3. APPROVAL OF MINUTES:**

**A. General Meeting Minutes January 15, 2018**

MOTION: Council Member Taylor moves to approve the General Meeting Minutes from January 15<sup>th</sup>, 2018 as presented.

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Miranda, Ohlson, Cook, Sunday, Taylor, Warner

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

**4. VICE MAYOR'S REQUEST FOR AGENDA CHANGES**

**A.** Move Item 8. Ordinance for Public Hearing A. Approve Ordinance FY18-09 Title 6 Providing for the Revisions of City Ordinance Title 6 (Introduced 01/15/18) to after Item 9. Unfinished Business, A. Public Input on Beach Camping and Infrastructure.

Hearing no objections, Consent Agenda is accepted by Unanimous Consent

**5. COMMITTEE REPORTS/STAFF REPORTS:**

**A.** GVA-Jim Kearns provided a written and oral report

**B.** DRC-Paul Berry provided a written report Vice Mayor Ohlson provided a summary

**C.** Clerk-Karen Platt provided a written and report

**D.** Financial-Phoebe Vanselow provided written reports

**6. PUBLIC COMMENT ON NON-AGENDA ITEMS: None**

**7. CONSENT AGENDA**

**A. Introduction of FY18-07NCO** Providing for the Amendment of the Gustavus Public Library Budget for Fiscal Year 2018

Hearing no objections, Consent Agenda is accepted by Unanimous Consent

**8. ORDINANCE FOR PUBLIC HEARING**

**A. Approve FY18-07NCO** Providing for the amendment of the DRC Budget for FY18.  
(Introduced 01/15/18)

MOTION: Council Member Cook moves to approve FY18-07NCO Providing for the amendment of the DRC Budget for FY18. (Introduced 01/15/18)

SECONDED BY: Council Member Taylor

City Treasurer Phoebe Vanselow provided a summary

PUBLIC COMMENT:

a. Artemis BonaDea

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Taylor, Sunday, Warner, Cook, Ohlson, Miranda

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

**A. Approve FY18-08NCO** Providing for the amendment of Department Budgets for FY 18.  
(Introduced 01/15/18)

MOTION: Council Member Taylor moves to approve FY18-08NCO Providing for the amendment of Department Budgets for FY 18. (Introduced 01/15/18)

City Treasurer Phoebe Vanselow provided a summary

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Miranda, Ohlson, Sunday, Cook, Warner, Taylor

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

**B. Approve Ordinance FY18-09 Title 6** Providing for the Revisions of City Ordinance Title 6  
(Introduced 01/15/18)

MOTION: Vice Mayor Ohlson moves to approve City Ordinance Title 6 Providing for the Revisions of City Ordinance Title 6 (Introduced 01/15/18)

SECONDED BY: Council Member Cook

Mayor Miranda provided a summary

PUBLIC COMMENT:

a. Erin Ohlson

b. Janene Driscoll

COUNCIL COMMENT:

a. Council Member Taylor

b. Vice Mayor Ohlson

c. Mayor Miranda

AMENDMENT TO THE MAIN MOTION: Mayor Miranda moves to amend Section 6.06.050 Financial Support, sub section e) to read "The amount obligated annually shall not exceed 20% of the service provider's operating budget unless otherwise approved by City Council Resolution; the operating budget considered for this funding cap shall not include in-kind or donated funds and/or goods and services."

SECONDED BY: Vice Mayor Ohlson

COUNCIL COMMENT:

a. Council Member Warner

b. Council Member Sunday

c. Vice Mayor Ohlson

- b. Mayor Miranda
- e. Council Member Taylor
- f. Council Member Cook

ROLL CALL VOTE ON AMENDMENT TO THE MOTION

YES: Miranda

NO: Warner, Sunday, Cook, Ohlson, Taylor

RECUSED: 0

MOTION **PASSES/FAILS** 5/1

AMENDMENT TO THE MAIN MOTION: Vice Mayor Ohlson moves to amend Section 6.02.020 Service Area, sub-section a) to add the words “except where within Federal jurisdiction.” after the words “within Gustavus city limits.”

SECONDED BY: Council Member Cook

COUNCIL COMMENT:

a) Council Member Warner

b) Council Member Taylor

ROLL CALL VOTE ON AMENDMENT TO THE MOTION

YES: Warner, Sunday, Cook, Miranda, Ohlson, Taylor

NO: 0

RECUSED: 0

MOTION **PASSES/FAILS** 6/0

ROLL CALL VOTE ON MAIN MOTION AS AMENDED

YES: Warner, Sunday, Cook, Miranda, Ohlson, Taylor

NO: 0

RECUSED: 0

MOTION **PASSES/FAILS** 6/0

**9. UNFINISHED BUSINESS**

**A. Public Input on Beach Access and Parking**

- a. Howell-Erin will be managing Morgan’s walk-in camp ground. Erin and Travis also manage the cabins at the golf course and will provide space for camper vehicles.
- b. Kearns-would like to see camping close to the beach and suggests regulation similar to GLBA NPS to keep it clean and respect space and people. Parking is an issue. Not in favor of the driving on beach.
- c. Erin Ohlson-Her and Travis were asked last week by Ben DeBoer to manage the campground. They have decided to do this but have not made any plans or decisions beyond this as of yet.
- d. Janeen Driscoll-Need to look at the current and projected use. Needs to be sustainable and Leave no Trace. If there is already a private enterprise, we may not need to consider camping on the beach. If we do allow camping, there should be a user fee and rules. Who will monitor it? Suggests the Harbor Master. In favor of picnic table, something small and unobtrusive.
- e. Kathy Hocker-Appreciates the process taken by the City of the beach issues. Wishes that we could continue using the beach as we have but the increase in use can’t be managed on its own. Is not in favor of camping due to limited funding for staff to manage the area. Is in favor of picnic tables, fire pits, hardened path and information of the beach habitat and rules. Encourages careful consideration of infrastructure location in order to protect sensitive habitat.
- f. John Doyle-Addressed trash and suggests providing provisions to deal with trash. Not all trash is coming from campers. It also comes in from the tide.

- g. Bruce McDonough-Trash isn't just an issue from kayakers and campers. It is also a local issue.
- h. Artemis-Salmon River Campground may need a float for kayaks to access at high tide.
- i. Judy Brakel-Not sure how helpful a float would be due to the tide. State says no tree cutting on State Land unless under certain circumstances and no gathering of over 50 people. Maybe we can amend these rules by the City working with the State.

***Vice Mayor Ohlson called for a 5-minute break at 8:04pm. Meeting reconvened at 8:12pm***

**10. NEW BUSINESS:**

**A. Resolution CY18-03 Approving the Submission of a Capital Improvement Funding Request for a Disposal & Recycling Center Pre-Processing and Storage Area (Scoping Doc. Approved 09/2016)**

MOTION: Council Member Taylor moves to approve Submission of a Capital Improvement Funding Request for a Disposal & Recycling Center Pre-Processing and Storage Area

SECONDED BY: Council Member Ohlson  
Council Member Taylor provided a summary

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Miranda, Taylor, Sunday, Ohlson, Warner, Cook

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

**B. Approve Scoping Document for Gustavus Volunteer Fire Department Building Expansion and Roof Repair**

MOTION: Mayor Miranda moves to approve the Scoping Document for Gustavus Volunteer Fire Department Building Expansion and Roof Repair

SECONDED BY: Council Member Cook

Fire Chief Miller provide a summary

PUBLIC COMMENT: None

COUNCIL COMMENT:

a. Council Member Taylor

b. Vice Mayor Ohlson

ROLL CALL VOTE ON MOTION

YES: Miranda, Ohlson, Sunday, Cook, Warner, Taylor

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

**C. Resolution CY18-04 Approving the Submission of a Capital Improvement Funding Request for Gustavus Volunteer Fire Department Building Expansion and Roof Repair**

MOTION: Council Member Warner moves to approve the Submission of a Capital Improvement Funding Request for Gustavus Volunteer Fire Department Building Expansion and Roof Repair

SECONDED BY: Mayor Miranda

PUBLIC COMMENT: None

COUNCIL COMMENT:

- a. Vice Mayor Ohlson
- b. Council Member Taylor

ROLL CALL VOTE ON MOTION

YES: Sunday, Warner, Ohlson, Miranda, Cook, Taylor

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

**D. Resolution CY18-05** Approving the Submission of a Capital Improvement Funding Request for a Household Hazardous Waste Facility (Scoping Doc. Approved 12/2016)

MOTION: Council Member Cook moves to approve the Submission of a Capital Improvement Funding Request for a Household Hazardous Waste Facility

SECONDED BY: Council Member Ohlson

City Treasurer Phoebe Vanselow provided a summary

PUBLIC COMMENT: None

COUNCIL COMMENT:

- a. Council Member Taylor

ROLL CALL VOTE ON MOTION

YES: Sunday, Miranda, Taylor, Warner, Ohlson, Cook

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

**E. Resolution CY18-06** Approving the Submission of a Capital Improvement Funding Request for Disposal & Recycling Center Storage Bins and Pallet Jack. (Scoping Doc. Approved 09/2016)

MOTION: Vice Mayor Ohlson moves to approve the Submission of a Capital Improvement Funding Request for Disposal & Recycling Center Storage Bins and Pallet Jack

SECONDED BY: Council Member Taylor

Vice Mayor Ohlson provided a summary

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Taylor, Miranda, Warner, Ohlson, Cook, Sunday

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

**F. Resolution CY18-07** Certifying the Annual Certified Financial Statement of Revenues and Authorized Expenditures for the Year Ending June 30, 2017\

MOTION: Council Member Warner moves to approve Certification of the Annual Certified Financial Statement of Revenues and Authorized Expenditures for the Year Ending June 30, 2017

SECONDED BY: Council Member Cook

City Treasurer Phoebe Vanselow provided a summary

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Sunday, Miranda, Taylor, Warner, Ohlson, Cook

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0



**G. Resolution CY18-08** Providing for the Cost of Living Pay Adjustment for City of Gustavus Employees in Regular Positions

MOTION: Mayor Miranda moves to approve Cost of Living Pay Adjustment for City of Gustavus Employees in Regular Positions

SECONDED BY: Council Member Cook

City Treasurer Phoebe Vanselow provided a summary

PUBLIC COMMENT: None

COUNCIL COMMENT:

a. Council Member Taylor

b. Council Member Sunday

ROLL CALL VOTE ON MOTION

YES: Sunday, Miranda, Taylor, Warner, Ohlson, Cook

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

**H. Approve Scoping Document** for Household Hazardous Waste Collection Event

MOTION: Council Member Cook moves to approve the Scoping Document for Household Hazardous Waste Collection Event

SECONDED BY: Vice Mayor Ohlson

Vice Mayor Ohlson and City Treasurer Phoebe Vanselow provided a summary

PUBLIC COMMENT:

a. Janene Driscoll

COUNCIL COMMENT:

a. Council Member Taylor

ROLL CALL VOTE ON MOTION

YES: Taylor, Ohlson, Sunday, Cook, Warner, Miranda

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

**I. Approval of Certificate of Records Destruction**

MOTION: Council Member Taylor moves to approve the Certificate of Record Destruction

SECONDED BY: Council Member Cook

PUBLIC COMMENT:

COUNCIL COMMENT:

a. Vice Mayor Ohlson

ROLL CALL VOTE ON MOTION

YES: Cook, Taylor, Sunday, Cook, Warner, Miranda

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

**J. Annie Mae Liquor License Renewal**

*No Objections, no action was taken*

**K. Approve Pit Run Gravel Contracts**

MOTION: Vice Mayor Ohlson moves to award the Gravel Pit Contract to Glacier Bay Construction for 3,500 cu yds.; Fairweather Construction for 3,500 cu yds.; and Gustavus Landscaping for 1, 500 cu yds

SECONDED BY: Council Member Cook

Vice Mayor Ohlson and City Treasurer Phoebe Vanselow provided a summary

PUBLIC COMMENT:

a. Janene Driscoll  
COUNCIL COMMENT:

- a. Council Member Warner
- b. Council Member Taylor

AMENDMENT TO THE MAIN MOTION: Council Member Taylor moves to amend the Expiration Date: on page one from December 31, 2018 to February 13, 2019.

SECONDED BY: Council Member Cook

COUNCIL COMMENT:

ROLL CALL VOTE ON AMENDMENT TO THE MOTION

YES: Cook, Sunday, Ohlson, Taylor, Miranda, Warner

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

ROLL CALL VOTE ON THE MAIN MOTION AS AMENDED

YES: Miranda, Ohlson, Sunday, Taylor, Cook, Warner

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

**L. Approve RFP for Managed IT Services**

MOTION: Mayor Miranda moves to approve RFP For Managed IT Services

SECONDED BY: Vice Mayor Ohlson

Vice Mayor Ohlson, City Treasurer Phoebe Vanselow and Mayor Miranda provided a summary

PUBLIC COMMENT: None

COUNCIL COMMENT:

- a. Council Member Cook

ROLL CALL VOTE ON MOTION

YES: Cook, Sunday, Ohlson, Taylor, Miranda, Warner

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

**M. Introduction of City Ordinance FY 18-11 Title 4 Revisions**

MOTION: Council Member Warner moves to approve Introduction of City Ordinance FY18-12 Title 4 Revisions

SECONDED BY: Vice Mayor Taylor

Mayor Miranda provided a summary

PUBLIC COMMENT: None

COUNCIL COMMENT:

- a. Council Member Sunday

- b. Vice Mayor Ohlson

ROLL CALL VOTE ON MOTION

YES: Warner, Cook, Ohlson, Taylor, Miranda, Sunday

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

**N. Resolution CY18-09 Revising Policy and Procedure for Disbursement of Room Tax Monies to the Gustavus Visitors Association**

MOTION: Council Member Cook moves to approve Revising Policy and Procedure for Disbursement of Room Tax Monies to the Gustavus Visitors Association

SECONDED BY: Council Member Taylor  
Vice Mayor Ohlson and Mayor Miranda provided a summary  
PUBLIC COMMENT: None  
COUNCIL COMMENT:  
a. Council Member Cook  
ROLL CALL VOTE ON MOTION  
YES: Warner, Miranda, Sunday, Taylor, Cook, Ohlson  
NO: 0  
RECUSED: 0  
MOTION **PASSES**/FAILS 6/0

**O. Resolution CY18-10 Establishing Policy and Procedure for Funding Limited Social Services**

MOTION: Council Member Cook moves to approve Establishing Policy and Procedure for Funding Limited Social Services

SECONDED BY: Vice Mayor Ohlson

PUBLIC COMMENT:

a. Erin Ohlson

COUNCIL COMMENT:

a. Council Member Warner

b. Council Member Cook

AMENDMENT TO THE MAIN MOTION: Council Member Warner moves to strike the words "If the amount of funding requested is more than allowed by City Ordinance, the Council may consider providing additional funding. This additional funding would need to be approved via City Council resolution." on last paragraph of the first page.

SECONDED BY: Council Member Cook

ROLL CALL VOTE ON THE AMENDMENT

YES: Sunday, Ohlson, Cook, Taylor, Warner, Miranda

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

ROLL CALL VOTE ON THE MAIN MOTION AS AMENDED

YES: Ohlson, Miranda, Taylor, Cook, Sunday, Warner

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

**P. Resolution CY18-11 In Support of SB61 and HB130 Boundary Changes for the Dude Creek Critical Habitat Area**

MOTION: Council Member Taylor moves to approve Resolution CY18-11 In Support of SB61 and HB130 Boundary Changes for the Dude Creek Critical Habitat Area and to submit the Resolution to the State Legislature.

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Ohlson, Miranda, Taylor, Cook, Sunday, Warner

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

**Q. Approve RFQ-FY18-03LIB Library Roofing Replacement**

MOTION: Council Member Cook moves to approve RFQ-FY18-03LIB Library Roofing Replacement

SECONDED BY: Council Member Ohlson

Council Member Cook provided a summary

PUBLIC COMMENT: None

COUNCIL COMMENT:

- a. Council Member Warner
- b. Council Member Cook
- c. Mayor Miranda

ROLL CALL VOTE ON MOTION

YES: Sunday, Ohlson, Cook, Taylor, Warner, Miranda

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

***Vice Mayor Ohlson moves to extend General Meeting to beyond 10, Seconded by Council Member Cook***

Hearing no objections, Consent Agenda is accepted by Unanimous Consent

**11. CITY COUNCIL REPORTS:**

**12. CITY COUNCIL QUESTIONS AND COMMENTS:**

- A.** Tim Sunday-There will not be any airport work by DOT until 2019. We will be receiving money back from the Rink Creek bridge project and we can expect a check from DOT this summer.

**13. PUBLIC COMMENT ON NON-AGENDA ITEMS:**

**15. EXECUTIVE SESSION**

**A. City Clerk and Treasurer Evaluations**

MOTION: Vice Mayor Ohlson moves to enter into Executive Session to complete the City Clerk and City Treasurer Probation Period Evaluations.

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Cook, Ohlson, Warner, Taylor, Sunday, Miranda

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

***Vice Mayor called meeting back to order at 10:30pm***

MOTION: Vice Mayor Ohlson moves to approve the City Clerk and City Treasurer Probation Period Evaluations as presented by Mayor Miranda.

SECONDED BY: Council Member Sunday

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Sunday, Miranda, Warner, Taylor, Cook, Ohlson

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

MOTION: Council Member Cook moves to approve the salary increases for City Treasurer and City Clerk positions as proposed by Mayor Miranda

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Sunday, Miranda, Warner, Taylor, Cook, Ohlson

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 6/0

16.

**ADJOURNMENT:**

Hearing no objections, Vice Mayor Ohlson adjourns the meeting at 10:33pm.



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# Mayors Request for Agenda Changes



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# REPORTS

**MAYOR'S REPORT**  
**MARCH 5, 2018**  
**Submitted by Barb Miranda**

✓ **Cooperative Management Agreement – Gustavus Beach**

Public Hearings on the Gustavus Beach began in earnest in December. There have been several citizen efforts over the course of the last few decades to assume a more active role in managing the Gustavus Beach tracts adjacent to the State Ferry Dock. These efforts were initiated largely to ensure protection of these valuable public lands while allowing for public use and access. These efforts stalled due to controversy and differing views on motorized access.

The first public hearing in December identified the following issues related to managing the Gustavus Beach:

- |                         |                               |                                |
|-------------------------|-------------------------------|--------------------------------|
| • Parking               | • Camping                     | • Recreation Facilities        |
| • Education             | • Private Property Boundaries | • Recreation Uses              |
| • Vegetation Management | • Access                      | • Maintenance and Trash Dispos |

The second public hearing, held in January addressed the issue of Access and Parking. Many citizens attended the public hearing and/or sent in comments on this issue. Different ideas on increasing and bounding parking beyond that available on the paved State Dock Road were received. Most commenters advocated for reducing the damage caused by motor vehicles on the state-owned beach tracts and motorized intrusion on adjacent private lands. The adjacent private land owners expressed their desire to not have motorized access onto their property. A notable number of requests for wheelchair accessible trails and other trail options were received as well.

In February, the issue of camping and infrastructure was discussed. A diverse range of opinions was provided. All written public comment is available for review at Gustavus City Hall. We hope to have alternatives related to beach management available for public review at the April meeting.

✓ **Mayor Designees**

Cheryl Cook has become our project manager and is currently the Council contact for the Salmon River Park Playground equipment project, the Library reroofing RFP, energy audits, and a new locally sourced, Council table. Susan Warner took on working with Phoebe Vanselow on the IT RFP and is the Council Point of Contact for that upcoming contract. Calvin Casipit is our lands point person as well as identifying alternative locations for motorized vehicle use (other than the beach tracts). Jake Ohlson is co-chairing the Strategic Planning Committee of the Whole. Mike Taylor remains the City's point-person on roads and is working closely with our road contractor on maintenance and snow plowing. Tim Sunday is the Marine Facilities designee.

✓ **Title 6 Revision**

Title 6 in Gustavus City Ordinance has been revised. There is still some work to do on figuring out Committee structure and tasks for Road Maintenance. The Ordinance streamlines most of the



City's services (excluding Administration and Marine Facilities) and creates authority for funding limited social service programs (the preschool) and economic development projects.

✓ **Attendance at Southeast Conference**

Susan Warner and I attended Southeast Conference and listened in on the Alaska Marine Highway committee's work. Sam Kito has been representing us well in the push to make changes to the ferry system that will ensure long-term sustainability of this vital transportation service.

✓ **Council Training**

Local Government Specialist Ryan Wilson came to Gustavus in January to provide additional Council Training and speak to the Council about borough formation efforts in southeast Alaska.

✓ **Expanded Cellular Coverage**

The recent tsunami warning highlighted the urgent need for expanded cellular service in Gustavus. The City is working with ATT to have the current level of service in Gustavus reviewed.

✓ **Strategic Planning**

The Council chose to embark on updating the 2005 Strategic Plan. Stay tuned for more details!

# **Gustavus Rate Case Summary, November 2017**

## **prepared by Jim Mackovjak**

### **Historical Context**

The last rate case for Gustavus was completed in 2005, and it took until this fall's rate case for the Falls Creek hydroelectric plant, which began generating electricity in 2009, to figure into base electrical rates in Gustavus. The current rate case, which is expected to be finalized within a month or so, will better reflect the economies gained with the use of the Falls Creek facility, although residential customers may not see a change in their electric bill due to the scaling of the Power Cost Equalization (PCE).

### **Base Electricity Rate (residential customers)**

According to the tariff sheet filed by the Alaska Power Company (APC) to the Regulatory Commission of Alaska (RCA) on November 17, the base electricity rate for residential and small commercial customers in Gustavus will decline 29.29 percent, from \$0.5233/kWh to \$0.37/kWh.

### **Power Cost Equalization**

The base rate will be adjusted through Power Cost Equalization (PCE), which uses proceeds appropriated by Alaska's legislature from a billion-dollar endowment fund to reduce the cost of electricity in rural Alaska. The PCE adjustment, which is calculated quarterly by the RCA on a sliding scale based upon the base cost of electricity in a community, applies only to local community facilities and to residential customers. For residential customers, the adjustment applies to no more than 500 kWh per month. Currently the PCE adjustment in Gustavus is a reduction of \$0.14/kWh. Under the new rates, this adjustment will decline to \$0.094/kWh.

### **Cost of Power Adjustment**

The base rate will be further adjusted by the Cost of Power Adjustment (COPA), which provides for an adjustment, per kilowatt-hour of sales, equal to the difference between the utility's cost of power included in its base rates and the utility's projected cost of power. Calculated quarterly by the RCA, the COPA is designed to flow through to customers the cost effects—both positive and negative—of various generating scenarios. In Gustavus, the COPA has recently been a per-kWh surcharge that reflects the cost of diesel generation's fuel component, although during billing periods in which diesel generation is minimal (as with APC's October 26, 2017 Gustavus billing), the COPA may actually be a credit (\$0.095/kWh in the aforementioned billing).

In the not-too-distant future, the COPA will likely incorporate a very significant customer credit. APC expects this to happen when the intertie between Gustavus and Bartlett Cove is completed and the National Park Service becomes the utility's largest customer. This will lead to fuller utilization of the Falls Creek hydroelectric plant – a fixed-cost facility where it costs the same to generate 100 kW as it does to generate 600 kW. (The plant's rated capacity is 800 kW.) APC has publically stated on several occasions during 2017 that it estimates that Gustavus rates will decline an additional \$0.11/kWh once the National Park Service is tied into the system. Depending upon how the rates are structured, the COPA may be the final vehicle through which the benefits of this efficiency are returned to customers.

### Other Noteworthy Items

Related to the per-kWh rate, APC's monthly residential customer charge (meter fee) at Gustavus, previously \$12.31, was increased to \$20.00, and the company's connection fee, previously \$25.00, was increased to \$50.00. In addition to the increased connection fee, any residential customer who disconnects or is disconnected for any reason and then requests reconnection within ten months of the disconnection will also be required to pay the monthly customer charge that would have been due during the period the customer was disconnected. Thus, an owner of a summer home in Gustavus who disconnects from APC's service and wants it reconnected nine months later will be required to pay \$230 (\$20 x 9 months = \$180, + \$50 connection fee = \$230). Needless to say, the homeowner would save money by staying connected.

Alaska Power Company Proposed Rates 12/15/2017					
<b>A-1 Schedule Customers</b>	<b>Rate Group 3-Gustavus</b>				
<b>KWH=500</b>	<b>A-1 Old Rates</b>		<b>A-1 New Rates</b>		
	<u>Rate</u>	<u>Charge</u>	<u>Rate</u>	<u>Charge</u>	
Customer Charge	12.312000	12.31	20.000000	20.00	
Electric Rate	0.523260	261.63	0.370000	185.00	
Energy Charge COPA	-0.094600	-47.30	0.008400	4.20	
RCC	0.000899	0.45	0.000899	0.45	
<b>Commercial Bill</b>		<b>227.09</b>		<b>209.65</b>	<b>A-1 Small Commercial Difference -17.44</b>
PCE	-0.139900	-69.95	-0.094100	-47.05	
<b>Residential and Community Facilities Bill</b>		<b>157.14</b>		<b>162.60</b>	<b>A-1 Residential and Community Facilities Difference with PCE 5.46</b>

Provided by Alaska Power Company. The item labeled RCC is the Regulatory Cost Charge, which helps fund the RCA's operations.

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July 2017 through February 2018**

	Jul '17 - Feb 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Encumbered Funds	90,000.00	90,000.00	0.00	100.0%
Admin Fees	0.00	10.00	-10.00	0.0%
Business License Fees	2,775.00	3,000.00	-225.00	92.5%
Donations	960.00	2,000.00	-1,040.00	48.0%
DRC Income	66,555.89	88,280.00	-21,724.11	75.4%
<b>Federal Revenue</b>				
Payment In Lieu of Taxes	107,545.26	107,545.26	0.00	100.0%
<b>Total Federal Revenue</b>	107,545.26	107,545.26	0.00	100.0%
Fundraising	1,010.00	5,200.00	-4,190.00	19.4%
GVFD Income	1,105.00	1,500.00	-395.00	73.7%
Interest Income	566.59	70.00	496.59	809.4%
<b>Lands Income</b>				
Gravel Pit Gravel Sales	9,906.00	8,000.00	1,906.00	123.8%
<b>Total Lands Income</b>	9,906.00	8,000.00	1,906.00	123.8%
Lease Income	7,397.00	15,541.42	-8,144.42	47.6%
Library Income	1,043.20	3,000.00	-1,956.80	34.8%
Marine Facilities Income	3,550.00	14,000.00	-10,450.00	25.4%
NSF Fees	0.00	-10.00	10.00	0.0%
<b>Sales Tax Income</b>				
Fish Box Tax	13,580.00	15,000.00	-1,420.00	90.5%
Penalties & Interest	3,573.35	0.00	3,573.35	100.0%
Retail Tax Income	309,073.78	319,000.00	-9,926.22	96.9%
Room Tax Income	72,878.20	67,000.00	5,878.20	108.8%
Seller's Compensation	-790.77	0.00	-790.77	100.0%
Tax Exempt Cards	140.00	150.00	-10.00	93.3%
<b>Total Sales Tax Income</b>	398,454.56	401,150.00	-2,695.44	99.3%
<b>State Revenue</b>				
Community Assistance Program	88,824.00	82,515.28	6,308.72	107.6%
Shared Fisheries Business Tax	410.40	1,656.21	-1,245.81	24.8%
<b>Total State Revenue</b>	89,234.40	84,171.49	5,062.91	106.0%
<b>Total Income</b>	780,102.90	823,458.17	-43,355.27	94.7%
<b>Gross Profit</b>	780,102.90	823,458.17	-43,355.27	94.7%
<b>Expense</b>				
Administrative Costs	2,088.19	28,400.00	-26,311.81	7.4%
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	1,291.53	2,630.00	-1,338.47	49.1%
Building	11,384.21	28,747.26	-17,363.05	39.6%
Contractual Services	11,787.46	32,000.00	-20,212.54	36.8%
Dues/Fees	1,049.00	7,740.00	-6,691.00	13.6%
Election Expense	212.17	500.00	-287.83	42.4%
Equipment	4,193.73	11,845.00	-7,651.27	35.4%
Freight/Shipping	9,367.91	18,760.00	-9,392.09	49.9%
Fundraising Expenses	150.02	2,100.00	-1,949.98	7.1%
General Liability	4,424.75	4,000.00	424.75	110.6%
Holiday gift	2,500.00	2,500.00	0.00	100.0%
Library Materials	0.00	300.00	-300.00	0.0%
Marine Facilities	1,654.51	12,000.00	-10,345.49	13.8%

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03/06/18

Accrual Basis

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July 2017 through February 2018**

	<u>Jul '17 - Feb 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	202,526.45	401,000.00	-198,473.55	50.5%
Professional Services	24,160.07	45,000.00	-20,839.93	53.7%
Public Relations	345.91	2,000.00	-1,654.09	17.3%
Road Maintenance	57,631.89	90,000.00	-32,368.11	64.0%
Supplies	10,108.94	21,500.00	-11,391.06	47.0%
Telecommunications	14,175.93	18,210.00	-4,034.07	77.8%
Training	8,365.90	20,100.00	-11,734.10	41.6%
Travel	9,245.34	21,350.00	-12,104.66	43.3%
Utilities	9,979.26	16,320.00	-6,340.74	61.1%
Vehicle	5,072.16	8,550.00	-3,477.84	59.3%
<b>Total Expense</b>	<u>392,190.33</u>	<u>798,552.26</u>	<u>-406,361.93</u>	<u>49.1%</u>
<b>Net Ordinary Income</b>	<u>387,912.57</u>	<u>24,905.91</u>	<u>363,006.66</u>	<u>1,557.5%</u>
<b>Net Income</b>	<u><b>387,912.57</b></u>	<u><b>24,905.91</b></u>	<u><b>363,006.66</b></u>	<u><b>1,557.5%</b></u>

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03/02/18

Accrual Basis

**City of Gustavus**  
**Balance Sheet**  
As of February 28, 2018

Feb 28, 18

**ASSETS**

**Current Assets**

**Checking/Savings**

AMLIP - CoG Main account (0630598.1)	1,178,937.49
AMLIP Admin (0630598.10)	40,691.70
AMLIP Beach (0630598.11)	36.02
AMLIP DRC (0630598.9)	14,030.79
AMLIP GCN (0630598.5)	1,972.18
AMLIP GVFD (0630598.4)	0.38
AMLIP Lands (0630598.7)	6,585.80
AMLIP Library (0630598.2)	48,662.07
AMLIP MFC (0630598.3)	88,396.95
AMLIP Public Works (0630598.6)	35,083.93
AMLIP Road Maint (0630598.8)	94,059.20
APCM.Endowment Fund	1,466,059.13
FNBA - Checking	500,013.96
FNBA Endowment Fund - Checking	58,746.01
FNBA First Investment Account	750,645.47
Petty Cash	147.55

<b>Total Checking/Savings</b>	<b>4,284,068.63</b>
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### Incoming Grants/Scholarships to City of Gustavus FY18

Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
Library	Library Internet	6/21/2017	\$2,000.00	SoA OWL Internet Subsidy	\$2,000.00	\$0.00	Alaska Online with Libraries (OWL) internet installation subsidy
	Reading with Rachel	7/1/2017	\$600.00	Reading with Rachel	\$600.00	\$0.00	Grant from Jon & Julie Howell
	Library Internet	7/7/2017	\$1,278.41	SoA OWL Internet Subsidy	\$639.18	\$639.23	Alaska OWL monthly internet subsidy
	Library Supplies	8/2/2017	\$7,000.00	FY18 PLA Grant	\$4,435.27	\$2,564.73	State of AK Public Library Assistance (PLA) grant for library materials
	Library Training	Spring 2018	not yet awarded	--			State of AK grant for conference reimbursement
GVFD	GVFD Supplies	4/24/2017	\$7,101.00	2017 VFA Grant	\$7,101.00	\$0.00	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	2017 FM Global Grant	\$1,500.00	\$0.00	Factory Mutual Insurance for equipment
	GVFD Equipment	Oct. 2017	\$14,000.00	4 sets of gear awarded	--	--	Globe Fire Gear Grant
	GVFD Supplies	12/7/2017	\$2,589.00	4 adult & 4 infant CPR mannequins; rescue litter wheel			EMS Code Blue Grant
	GVFD Training	12/26/2017	\$2,762.76	Ken Akerley Grant	\$2,762.76	\$0.00	Ken Akerley Grant for Sept. 2017 ASFA conference
	GVFD Equipment	Spring 2018	applying for grant - unknown whether it will be received	airpak replacements			Assistance to Firefighters Grant (AFG) Program
	GVFD Equipment	Spring 2018	applying for grant - unknown whether it will be received				SEREMS Code Blue Grant
	GVFD Training	Spring 2018	not yet awarded	--			SEREMS MiniGrant for conference reimbursement
Admin	City Clerk Training	10/10/2017	\$1,500.00	--	\$1,500.00	\$0.00	State of AK/DCRA grant for travel reimbursement
	City Treasurer Training	10/23/2017	\$400.00	conference registration fee waived		--	AGFOA Conference Scholarship
	City Clerk Training	12/26/2017	\$850.00	--	\$850.00	\$0.00	AAMC scholarship for Nov. 2017 annual conference
	City Treasurer Training	12/28/2017	\$1,000.00	--	\$1,000.00	\$0.00	State of AK/DCRA grant for travel reimbursement
	City Clerk Training	Spring 2018	applying for scholarship - unknown whether it will be received				\$1200 scholarship for IIMC conference
	City Clerk Training	Spring 2018	\$1,166.00	will be reimbursed after the conference			scholarship for IIMC conference registration
	City Clerk Training	Summer 2018	\$1,500.00	will be reimbursed after the institute			scholarship for IIMC institute registration

\$45,247.17

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

Resolution	Grantee	Date Awarded	Amount Awarded	QB Class Name	Amount Disbursed to Date	Remaining Funds	Notes
CY16-04	Gustavus Community Center	3/14/2016	\$33,447.45	2016-2019 EFG - GCC	\$9,839.36	\$23,608.09	3-year grant, ends March 15, 2019
CY17-14	Gustavus Community Center	12/12/2017	\$13,812.73	2018 EFG - GCC		\$13,812.73	
CY17-14	GCEP	12/12/2017	\$4,727.21	2018 EFG - GCEP	\$3,454.60	\$1,272.61	
CY17-14	GHAA	12/12/2017	\$3,475.00	2018 EFG - GHAA	\$3,475.00	\$0.00	
CY17-14	SRP Playground	12/12/2017	\$20,000.00	2018 EFG - SRP Playground		\$20,000.00	



## Capital Projects 2018-2023

Capital Projects	Budget Requested	Amount Funded	Funded Project Class Name	Dept./ Committee	Draft Short Form Complete	Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Proposed Funding Source
Landscape Design consulting		\$ -		-split-	2/20/2018				Phase 1	2018-19	CP
Bike Shelter	\$18,695.85	\$ -		Library	N/A	10/31/2017			Phase 2	2019	
Shed	\$1,100.00	\$ -		Library	N/A				Phase 2	2019	
Driveway Relocation or River Bank Stabilization	\$ 20,000.00	\$ -		Admin	N/A				Phase 2		CP
Beach Landscaping/Signage/Road blocks		\$ -		Beach	N/A				Phase 2	Fall 2018?	
City Vehicle		\$ -		-split-	2/20/2018						
IT Overhaul - equipment purchases		\$ -		Admin	2/14/2018					2018	CP or oper. budget?
City Hall front room - carpeting, painting, windows		\$ -		Admin	2/14/2018						
City Hall - roof over front door	Karen getting est.	\$ -		Admin						2018?	CP
Old P.O./Preschool building refurbish		\$ -		Admin	2/20/2018						
Salmon River Playground	\$ 20,000.00	\$ 20,000.00	2018 EFG - SRP Playground	Admin	N/A	Oct. 2017	12/11/2017	12/11/2017	Endowment Fund Grant 2018	2018	EFG
Community Chest facility maintenance		\$ -		DRC							
Preprocessing Storage & Driveway:		\$ -		DRC	N/A	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	N/A	10/3/2016	10/10/2016	3/13/2017	propose to amend scoping document	2018	AMLIP
Storage Bins/Pallet Jack (\$18,000)	\$ 18,000.00	\$ -		DRC	N/A	9/16/2016	9/16/2016			2018	CIP - state, CP - city
Preprocessing Storage (\$26,400)	\$ 26,400.00	\$ -		DRC	N/A	9/16/2016	9/16/2016			2018	CIP - state, CP - city
Tree Planting/Earth work (\$3,300)	\$ 3,300.00	\$ -		DRC	N/A	9/16/2016	9/16/2016				
Household Hazardous Waste Facility	\$ 59,450.00	\$ -		DRC	N/A	12/5/2016	12/12/2016			2018	CIP - state, CP - city
Composting Quonset Replacement - design	\$2500-\$5000	\$ 2,500.00	oper. budget	DRC	N/A	1/2/2018	1/15/2018	NCO 1/15/2018	Phase 1	2018	oper. budget
Composting Quonset Replacement - structure	unknown	\$ -		DRC	N/A	1/2/2018			Phase 2	2019	
Refurbishing Old Quonset	\$15,000.00	\$ -		DRC					Phase 3	2020	
Main Building Replacement	before landfill closes	\$ -		DRC	N/A	will be part of plan to be submitted in July 2018					
Landfill Closure 4-8 years	long-term	\$ -		DRC	N/A	will be part of plan to be submitted in July 2018					
Baler Purchase	long-term	\$ -		DRC	N/A	will be part of plan to be submitted in July 2018					
SCBA sets x 10	\$52,000-\$72,000	\$ -		GVFD	2/15/2018				applying for grant in 2018	2018	grant or 2019 CP
Utility Pick-up Truck		\$ -		GVFD	2/15/2018						
Water Tender / Road Water Truck		\$ -		GVFD	2/15/2018						
Roof/Building Expansion	\$700,000			GVFD	N/A	2/9/2018	2/12/2018			2018	CIP - state, federal grant
Edraulic Extrication Equipment	\$35,000			GVFD	2/15/2018						AFG
Dry Hydrants & Alternative Water Sources - design		\$ -		GVFD	2/15/2018				Phase 1	2018	
Dry Hydrants & Alternative Water Sources - implementation		\$ -		GVFD	N/A				Phase 2		
911 System Upgrade		\$ -		GVFD							
Energy audit, engineering plan				Library	3/1/2018				Phase 1	2018	CP
Heating Source Replacement		\$ -		Library	3/1/2018				Phase 2		
Central Lighting Replacement		\$ -		Library	3/1/2018				Phase 2		
Library Expansion		\$ -		Library	3/1/2018						
Salmon River Harbor Clean-up	\$ 27,000.00	\$ -		MF	N/A	1/3/2017	1/9/2017		submitted by Mike Taylor	2018	CP
Good River bridge repairs	\$9,000			Roads	3/1/2018					2018	CP
Wilson Rd. - ditching, culverts	\$40,000			Roads	N/A	1/26/2018					
Road name signs	\$23,100			Roads	N/A	Draft Jan. 2018				2019	
Gravel Pit Expansion/New Location				Lands							
Total Capital Projects	\$1,016,045.85	\$ 32,500.00									
Department Head near-term priority									Other Projects/Major Purchases in the Future:		
CAPIS 2018 submission									CH copier		
									GVFD telehealth		



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

# Public Comment on Non-Agenda Items



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

# Consent Agenda

## CERTIFICATE OF RECORDS DESTRUCTION

This form documents the destruction of public records in accordance with Alaska Statute 40.25,  
Gustavus Municipal Code 2.70.030 and City of Gustavus Policy and Procedure for Public Records Management

<b>1. Agency/Locality</b> City of Gustavus	<b>2. Division/Department</b> Admin	<b>3. Person Completing Form</b> Karen Platt
<b>4. Address, City, State &amp; Zip</b> P.O. Box 1, Gustavus	<b>5a. Telephone Number &amp; Extension</b> 907-697-2451	<b>5b. E-mail Address</b> 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
AD-3	Accounting-Financial & Accounting Reports	1982-2002	City Hall	Partial Box #1	Recycle
AD-1	General Admin	1985-1994	City Hall	Partial Box #1	Recycle
A-18	Accounting-Grants	1996	City Hall	Partial Box #1	Recycle
AD-2	Non-Record	2000 & 2014	City Hall	Partial Box #1	Recycle
A-2	Accounting-Budget Work Papers	1995	City Hall	Partial Box #1	Recycle
A-17	Accounting-Grants	1994	City Hall	Partial Box #1	Recycle
A-1	Accounting- Permanent Records GCA	1995-2002	City Hall	Partial Box #1	Recycle
A-16	Accounting-City Budget	1984-1985	City Hall	Partial Box #1	Recycle
AD-4	Polocies & Procedure	2014	City Hall	Partial Box #1	Recycle

### 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** \_\_\_\_\_

## CERTIFICATE OF RECORDS DESTRUCTION

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<b>1. Agency/Locality</b> City of Gustavus	<b>2. Division/Department</b> Desk of the City Clerk	<b>3. Person Completing Form</b> Karen Platt, City Clerk
<b>4. Address, City, State &amp; Zip</b> P.O. Box 1, Gustavus, AK 99826	<b>5a. Telephone Number &amp; Extension</b>	<b>5b. E-mail Address</b>  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	1984-1994; 2008	City Hall	Mixed Box #1	Recycle non-confidential records
A-3	Accounting: Financials	1994	City Hall	Mixed Box #1	Recycle non-confidential records
A-4	Accounting: Accounts Payable/Receivable	1985-1990; 1995; 2000; 2003-2004; 2007; 2013- 2014	City Hall	Mixed Box #1	Recycle non-confidential records
A-5	Accounting: Banking Records	1979-1983; 1985-1993; 1995-1996; 2000-2001	City Hall	Mixed Box #1	Recycle non-confidential records
A-12	Accounting: Payroll	1984-1986; 2001; 2004	City Hall	Mixed Box #1	Recycle non-confidential records
A-17	Accounting: Grants	1984-1985	City Hall	Mixed Box #1	Recycle non-confidential records
A-27	Accounting: General	1985; 1990-1997	City Hall	Mixed Box #1	Recycle non-confidential records
AD-1	General Administration	1982; 1985-1992; 1996; 1999 – 2000; 2002; 2004	City Hall	Mixed Box #1	Recycle non-confidential records
AD-4	Policies & Procedures	1993	City Hall	Mixed Box #1	Recycle non-confidential records

### DESTRUCTION APPROVALS

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**7. MAYOR** \_\_\_\_\_ **DATE** \_\_\_\_\_

**8. CITY CLERK/TREASURER** \_\_\_\_\_ **DATE** \_\_\_\_\_

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

### 6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
A-4	Accounting: Accounts Payable/Receivable	2001-2004	City Hall	Mixed Box #2	Recycle non-confidential records
A-5	Accounting: Banking Records	1997-2004	City Hall	Mixed Box #2	Recycle non-confidential records
A-12	Accounting: Payroll	2000-2001	City Hall	Mixed Box #2	SHRED
A-13	Accounting: Payroll	2003	City Hall	Mixed Box #2	Recycle non-confidential records
A-17	Accounting: Grants	1983; 2003	City Hall	Mixed Box #2	Recycle non-confidential records
A-27	Accounting: General	1985; 1997-1998; 2000-2006	City Hall	Mixed Box #2	Recycle non-confidential records
AD-1	General Administration	1995-2005	City Hall	Mixed Box #2	Recycle non-confidential records
C-3	Council Non-Permanent Records	2004-2007	City Hall	Mixed Box #2	Recycle non-confidential records
C-6	Elections - General	1982-1986	City Hall	Mixed Box #2	Recycle non-confidential records
C-7	Elections - Ballots	1986-1987; 2004	City Hall	Mixed Box #2	Recycle non-confidential records

### DESTRUCTION APPROVALS

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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** \_\_\_\_\_

## CERTIFICATE OF RECORDS DESTRUCTION

This form documents the destruction of public records in accordance with Alaska Statute 40.25,  
Gustavus Municipal Code 2.70.030 and City of Gustavus Policy and Procedure for Public Records Management

<b>1. Agency/Locality</b> City of Gustavus	<b>2. Division/Department</b> Desk of the City Clerk	<b>3. Person Completing Form</b> Karen Platt, City Clerk
<b>4. Address, City, State &amp; Zip</b> P.O. Box 1, Gustavus, AK 99826	<b>5a. Telephone Number &amp; Extension</b>	<b>5b. E-mail Address</b>  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
C-8	Petitions	2006	City Hall	Mixed Box #2	Recycle non-confidential records
C-18	Contract Administration, Contracts, Construction Project Files	1999	City Hall	Mixed Box #2	Recycle non-confidential records
F-16	Fire & EMS General	1996; 2000 - 2009	City Hall	Mixed Box #2	Recycle non-confidential records

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

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

**7. MAYOR** \_\_\_\_\_ **DATE** \_\_\_\_\_

**8. CITY CLERK/TREASURER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**9. RECORDS DESTRUCTION**  
**AFFIRMED BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_



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

# ORDINANCE FOR PUBLIC HEARING



**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY18-10NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE GUSTAVUS PUBLIC LIBRARY 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:

<b>Budget Category</b>	<b>Amounts</b>		
	Original Budget	Amended Budget	Change
<b>EXPENSE</b>			
Dues/Fees	\$ 4,540.00	\$ 3,900.00	<\$ 640.00>
Utilities	\$ 7,780.00	\$ 5,500.00	<\$ 2,280.00>
Contractual Services	\$ 2,000.00	\$ 3,100.00	\$ 1,100.00
Equipment	\$ 375.00	\$ 1,845.00	\$ 1,470.00
Freight/Shipping	\$ 100.00	\$ 450.00	\$ 350.00
<i>Dues/Fees and Utilities expenses less than budgeted. Funds to be used for shelving and backlogged list of equipment needs, plus freight/shipping expenses.</i>			
<hr/>			
Total Change in Expense			<b>\$ 0.00</b>

**Section 4.** The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

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

**DATE INTRODUCED:** *February 12, 2018*

**DATE OF PUBLIC HEARING:** *March 12, 2018*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Barbara Miranda, Mayor

\_\_\_\_\_  
Attest: Phoebe Vanselow, City Treasurer

\_\_\_\_\_  
Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS  
Ordinance FY18-11**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE  
AMENDMENT OF CITY ORDINANCE TITLE 4 CHAPTER 4.14.220,**

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

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 4, Chapter 4.14.220 be amended as follows:

**Section 04.14.220**

**Use of Proceeds**

- a. Proceeds of Room Tax shall be used for the general expenses of the City which may include the expense of any municipal service.
- b. In accordance with the Petition for Incorporation, fifty percent (50%) of the collected four percent (4%) Room Tax may be made available to the visitor industry represented by the Gustavus Visitors' Association for tourism enhancement, upon submission and approval of a yearly marketing plan developed and submitted by the Gustavus Visitors' Association by February 1<sup>st</sup> of each year.
- c. The Room Tax revenue available to Gustavus Visitor's Association (GVA) in accordance with Section 04.14.220 (b) will be calculated on a fiscal year, ~~October 1~~ July 1<sup>st</sup> through ~~September 30~~ June 30<sup>th</sup>, and transferred to the GVA no later than July 31<sup>st</sup> ~~November 15~~.
- Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

**Date Introduced: February 12, 2018**

**Date of Public Hearing: March 12, 2018**

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 20XX

\_\_\_\_\_  
Barb Miranda, Mayor

\_\_\_\_\_  
Attest: Karen Platt City Clerk



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

# Unfinished Business

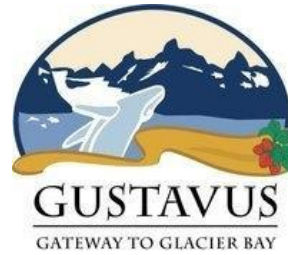


**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

# NEW BUSINESS

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# Gustavus Visitors Association Marketing Plan FY18



Gateway to Glacier Bay National Park

James Kearns, Chair  
P.O. Box 167, Gustavus, AK 99826  
[www.gustavusak.com](http://www.gustavusak.com)    [gustavusvisitorsassociation.com](http://gustavusvisitorsassociation.com)

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# Marketing Plan FY18

Fiscal Year: July 1, 2018 through June 30, 2019

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## Mission and Goals

### GVA Organization Mission:

The Gustavus Visitors Association (GVA) is a Destination Marketing Organization (DMO) working to enhance the local economy by promoting and marketing Gustavus and Glacier Bay as a visitor destination.



### GVA Marketing Goals and Objectives:

Effective use of the GVA Brand: The Gustavus Visitors Association adopted the brand image and logo: 'Gateway to Glacier Bay' and the above logo which has been incorporated into our print and online media advertisements. GVA emphasizes advertising buys to take advantage of online advertising which helps gather more statistics about visitor interest in Gustavus to measure our success. Specific goals include:

- Increase occupancy levels in local Lodges, Inns and B&B's.
- Increase the contribution of visitor business to the local economy.
- Provide services to members that result in marketing success for GVA members and for the community.
- Establish GVA as a leader in destination marketing locally, regionally and statewide through technological innovation, high quality marketing programs, and hospitality.

## Organizational Structure

Non-profit corporation.

The Gustavus Visitors Association was incorporated as a 501c(3) non-profit corporation in January of 2005. There is a five-member Board of Directors (from now addressed as 'Board') that meet monthly - except during the summer. According to GVA By-laws, every fall the Board reviews and adopts a fiscal year budget for the period: October 1 - September 30 of the following year. (Our fiscal year is changing this year to July 1 to June 30 of the following year to coincide with the City of Gustavus', (from now addressed as 'City') fiscal year.) The Board submits its request for use of a portion of bed tax revenues to the City, along with the Marketing Plan which must by Ordinance be approved by the City Council.

GVA Board goals for the Annual Marketing Budget are to fund website promotions through GVA's websites, Google AdWords and Facebook, various print and commercial ads, maintain website upkeep/updates, maintain membership of marketing groups, and funding for participation in two Juneau trade shows for FY18.

### Funding Sources:

The Gustavus Visitors Association is funded both by a city bed tax of 4%, of which GVA can receive up to half, and GVA membership dues which contribute on average \$4000 a year to membership support services. Actual percentages of bed tax received from the City of Gustavus by the GVA is around 28% with the exception of FY 11 and FY 16. Bed tax totals reflect about 33% of what visitor industry sales brings to the City, with beds, meals and tours being roughly equal in amounts per day. Fishing and custom charters cost almost double the average tour, therefore they are the highest value visitor, reflected mostly in sales tax revenue and fish box tax. The visitor industry supports up to 50% of the City's tax revenue in most years.

	FY11	FY12	FY13	FY14	FY15
Sales Tax	170,816	301,756	299,698	600,119	321,480
Bed Tax Revenue	50,068	57,116	63,873	63,685	56,165
Fish Box Tax	19,630	10,440	10,360	23,570	
GVA/Percentage	16,000/31.9%	16,000/28.0%	18,000/28.1%	18,000/28.2%	20,000/35.6%
Membership dues	4,425	4,260	4,075	4,125	3,625



## Statewide Tourism Industry

Travel to Alaska has gradually shifted to a majority cruise ship experience. Gustavus needs to continue to differentiate itself to attract independent travelers. Boomers are looking for “experiences,” the next generation of nature lovers must be attracted and international visitors should be able to find us. Charter fishing operation is subject to federal and state management. Client numbers will reflect current conditions.

Target friends and family market in SE by attending travel shows in Juneau, use resources of Travel Juneau (formerly the Juneau Convention and Visitors Bureau), SATC (Southeast Alaska Tourism Council- Alaska’s Inside Passage) and ATIA, define Tlingit outreach. Use the internet to level our playing field and market to the world. Be a point of contact for visitors to imagine and enact their experience.

### Challenges:

Cruise ship visitation is dominant in our market. This directly affects both local businesses and also National Park operations and is driving current Glacier Bay Lodge (GBL) operational difficulty. Cruise ships bring 400,000 head tax paying visitors to Glacier Bay National Park yearly, 25,000 visit by land tour. This is unlikely to change. Gustavus should focus on retaining the independent market, being the gateway access point for land visitors, developing new ways to capitalize on cruise ship visitation by building relationships with Icy Strait Point and Hoonah, develop our “gateway to message” for cultural tourism with the new Huna Tribal House, continue to serve our ferry visitors.

The Glacier Bay Lodge Concession Contract signed for a 10 year period in 2016, provides visitors to our community, support for operations and a vital link to the Park. GVA continues to watch this contract, as it does not seem to be totally fixed, as one would think. GVA helped resolution by promoting the “public” part of the discussion on access, viability, innovation, best business practices, local knowledge and member business advocacy. GVA took the lead in enumerating the losses to our community of GBL closure. Yearly bed tax income to the City of Gustavus of \$50,000 to \$70,000, as well as \$100,000 sales tax continues to be threatened. Boat tour operations, whale watching, essential air service and kayak options were at risk, as well as visitor satisfaction and length of stay within our community. Access to our National Park by our target visitor would have been curtailed and national, regional and statewide marketing strength weakened. Glacier Bay Lodge operations continue to be a foundation for Gustavus as a partnership with local businesses.

Glacier Bay National Park: GVA has been an active participant in visioning the next decade of the front country plan, promoting input by visitors and as a member of planning meetings. GVA distributed wild blueberry muffins (1,200) at the Huna Tribal House dedication providing a tangible positive memory for all participants. Cruise ship visitation awareness, public dock access and usage, and cruise ship head tax income are issues GVA followed this year. GVA continues to provide a community based perspective on Concession operations including taxation, economic impact, personal/business usage and



visitor access and satisfaction in the National Park. GVA followed the contract award to signature Spring 16, for GBL operation and bringing it back to a thriving central part of the Glacier Bay National Park experience. GVA maintains connections with Icy Strait Point operations and is developing community tourism opportunities presented by the Huna Tribal House and the humpback whale skeletal display on the Tlingit Trail in Bartlett Cove.

### **Opportunities:**

Develop visitor statistics from the exit poll McDowell Group performed summer 2016 when published spring 2017. Consider a study of economic benefits of the visitor industry to Gustavus.

Internet Usage: The use of the internet for travel research and booking travel services continues to grow. The McDowell Group Study on SE Alaska travel industry estimates that 85% of the 113 million adults using the Internet consider themselves travelers. Over six in ten (65%) use the Internet for making travel reservations. The most popular items to purchase online are airline tickets and overnight accommodations. One-third pay or make their reservations using search engine sites. The growing use of the social networking and cell phones presents an opportunity for Gustavus to reach the national and international travel market. Our website is [www.gustavusak.com](http://www.gustavusak.com)

Gustavus continues to provide visitors with an exceptional vacation experience with the following 'Consumer Promises': Gustavus: Gateway to Glacier Bay National Park; wild open spaces; beauty of temperate forest; outstanding view of mountain and wildflower filled fields; miles of sandy beaches with protected waters; untethered access to the wild, friendly folks, easy biking and hiking; and breathtaking vistas. These distinguish Gustavus from the competition.

### **Other Marketing/Promotion Plans:**

- Social Media: Continue to develop GVA's Facebook and Instagram presence.
- Support of local Gustavus events
- Maintain signage at beach kiosk and other kiosks around Gustavus
- Print large maps of GVA's new map layout containing the City of Gustavus' suggested changes.
- Updating GVA's website GustavusAK.com; working with site managers of Gustavus.com on improving inquiry contacts
- Continued membership with ATIA, Travel Juneau and SATC
- Working to advertise on 7 theater screens in Juneau with Alaska Grafix
- Currently working with the owner and managers of Alaska Seaplanes on the use of the old Excursions building and leased parking area for this summer as a new Gustavus Visitors Center.

## **Membership Services and Community Outreach:**

Member Services Mission: Provide opportunities through print advertising, Internet services and educational workshops for GVA members to strengthen their marketing possibilities. In providing these services, the GVA will retain our current membership level and add additional members.

As of September 2017, there are 40 business members and 8 complimentary members.

Membership dues provide an opportunity for the private sector to support destination marketing and allow participation in GVA's marketing programs. We have retained new members added when working on the Glacier Bay Lodge Contract and added 10 more this year.

GVA provides a number of avenues for members to market themselves to potential and on-site travelers: Distribution of brochures at visitor center information sites

Access to travel trade and consumer leads through ATIA and Travel Juneau, Access to co-op advertising opportunities

Other services provided to members include:

- Voting rights for board of directors election
- Access to educational programs
- Annual meetings and GVA Marketing Plan review.
- Online web training and optimization by Booking Suite, ATIA, Travel Juneau, for assistance with online presence and social media.

## **Tourism Industry Facts and Statistics:**

Number of non-cruise visitors to Glacier Bay National Park in 2011: 25,494

*Source: National Park Service. "Business Opportunity CC-GLBA001-14. Glacier Bay National Park and Preserve. A Concession Business Opportunity to Operate Lodging, Tour Boat, Food and Beverage, Retail and Other Services."*

Number of residents in 2017: 544 *Source, ADOLWD*

Bed Tax paid in 2012 at 4%: \$57,512 (or, \$1,917,067 in taxable room night sales)

Bed, Sales and Fish box Tax paid 2010 to June 16 in City of Gustavus: Freedom of Information request to City of Gustavus, Sept 16.

Average stay of a visitor in Gustavus: 3.1 days

Average length of stay by airplane visitors was 3.8 days in 2011

*Source: Alaska Visitor Volume and Profile, Summer 2011 (Prepared by McDowell Group for DCCED)*

Average spending by an independent visitor per day including airfare, activities (including fishing), food and lodging in Gustavus: \$350/day *Source: Gustavus Inn guesstimate*

Daily spending by a leisure traveler in Alaska: \$168/day

*Source: Alaska Visitor Volume and Profile, Fall/Winter 2011-12 (Prepared by McDowell Group for DCCED)*

Average spending by a charter fishing client: \$650/day *Source: websites of operators in Gustavus*

**Estimated economic impact of the visitor industry by independent visitors to Gustavus and Glacier Bay (not exclusive charter fishers).**

Assume a 100 day season @ approximately 70% occupancy, for 25,000 persons x \$350 = \$5 Million

Estimated economic impact of the charter fishing industry for a 120 day season @ approximately 80% occupancy (guess of 50 clients a day) @ \$650/day = \$3.3 Million

## **Partnerships and Memberships**

GVA partners with a majority of other CVB's in the state. This enables GVA to have a listing in their Vacation Planners and place the brochure in a strategic CVB's in SE. We are members of these three organizations. Membership dues and advertising fees are outlined in our annual budget.

- Travel Juneau (formerly the Juneau Convention and Visitors Bureau)
- Alaska Travel Industry Association (ATIA/DCCED)
- Southeast Alaska Tourism Council-Alaska's Inside Passage (SATC)

These memberships allow GVA to remain up to date on the latest industry news and trends, exclusive advertising opportunities, promoting and marketing, and brochure distribution. They grant GVA access to useful targeted industry information and statistics. ATIA and Travel Juneau are both strategic partnerships for marketing in Alaska and the Southeast region.

### Measuring Program Effectiveness:

The goal of GVA Board of Directors is to provide a framework for measuring the effectiveness of the tourism marketing plan by such things as:

- Continuing to develop a database of tourism related information (i.e. available facilities, capacity, occupancy levels, tax revenue, seasonal demand, etc.) that can be used as a benchmark to guide decisions on budgeting.
- Continuing to develop methods of tracking the results of advertising and other direct marketing efforts in order to evaluate spending decisions.
- Analysis of data collected during the year to help determine methods of monitoring trends in Gustavus.

GVA Budget History-Actual vs. Budgeted				
Fiscal Year	Actual Revenue	Actual Expense	Budgeted Revenue	Budgeted Expense
FY11-FY12	20,260	18,568	20,500	20,550
FY12-FY13	22,075	16,516	22,500	24,650
FY13-FY14	22,125	24,862	22,000	29,485
FY14-FY15	23,625	24,098	24,000	27,285
FY15-FY16	5,975	14,508	24,000	27,285
FY16-FY17	5,400	16,491.62	24,000	24,000
FY17-FY18	No information given since GVA has not completed this fiscal year.			

# Gustavus Visitors Association

## Profit & Loss Budget Overview

### October 2018 through September 2019

	Oct '18 - Sep 19
<b>Income</b>	
CityTax Revenue	25,000.00
Membership Dues	4,375.00
<b>Total Income</b>	29,375.00
<b>Gross Profit</b>	29,375.00
<b>Expense</b>	
<b>Administration</b>	
Equipment	100.00
Postage	50.00
Supplies	100.00
Teleconference	180.00
<b>Total Administration</b>	430.00
<b>Contractor Work</b>	
Administrative	4,200.00
<b>Total Contractor Work</b>	4,200.00
<b>Fees/Licenses</b>	100.00
<b>Marketing</b>	
Advertising-General	
Alaska Grafix	450.00
Brochure Distribution	0.00
Graphic Design/Map	300.00
Marketing Director	11,550.00
Advertising-General - Other	0.00
<b>Total Advertising-General</b>	12,300.00
Equipment	100.00
<b>Memberships</b>	
ATIA/Travel Alaska	350.00
JCVB/Juneau Guide	400.00
SE AK Tourism Council (SATC)	600.00
<b>Total Memberships</b>	1,350.00
<b>Online Advertising</b>	
Facebook Boost	100.00
Google Adwords	750.00
Gustavus.com	300.00
GVA Website	2,000.00
JCVB Online	0.00
<b>Total Online Advertising</b>	3,150.00
<b>Print Media</b>	
Alaska Air/ Alaska Magazine Ads	700.00
Alaska Magazine ads	700.00
ATIA response postcard	0.00
Brochure	995.00
Capital City Weekly	740.00
JCVB Travel Planner	0.00
Local HRS. Flyer	0.00
Milepost	1,120.00
Photography use rights	150.00
Print Media - Other	0.00
<b>Total Print Media</b>	4,405.00
<b>Radio Advertising</b>	
KTOO Radio	385.00
<b>Total Radio Advertising</b>	385.00

2:13 PM

03/01/18

Accrual Basis

**Gustavus Visitors Association**  
**Profit & Loss Budget Overview**  
**October 2018 through September 2019**

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	Oct '18 - Sep 19
Supplies	100.00
Travel Show	1,655.00
Marketing - Other	0.00
Total Marketing	23,445.00
Special Projects	
Community Projects	0.00
Total Special Projects	0.00
Utilities	
cell phone	1,200.00
local internet	0.00
Phone - 2454	0.00
Total Utilities	1,200.00
Total Expense	29,375.00
Net Income	0.00

**CITY OF GUSTAVUS  
RESOLUTION CY18-12**

**RESOLUTION BY THE CITY OF GUSTAVUS IN SUPPORT OF THE APPLICATION FOR THE  
ALASKA HOUSING FINANCE CORPORATION ENERGY EFFICIENCY KICKSTARTER  
COMPETITIVE AWARD**

**WHEREAS**, the City of Gustavus appreciates this opportunity to improve the energy efficiency for the Gustavus Public Library, City Hall, and Gustavus Volunteer Fire Department Fire Hall; and

**WHEREAS**, the City of Gustavus received an Alaska Small Cities Energy Efficiency and Conservation Block Grant in 2010 to implement steps toward increased energy efficiency; and

**WHEREAS**, the Gustavus Public Library's heating system consumes an excess of heating oil while providing for an unregulated temperature within the building; and

**WHEREAS**, the Gustavus Public Library's lighting system is in need of repair and could benefit from an energy efficiency audit and engineering review to inform the options for new lighting; and

**WHEREAS**, the City Hall and the Fire Hall both are older buildings that are in need of additional energy efficiency measures.

**NOW THEREFORE BE IT RESOLVED:** that the City of Gustavus supports and encourages the application for the Alaska Housing Finance Corporation Energy Efficiency Kickstarter Competitive Award and expresses its willingness to finance energy efficiency improvements.

**PASSED** and **APPROVED** by the Gustavus City Council this XXth day of \_\_\_\_\_, 2018.

---

Barbara Miranda, Mayor

---

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY18-12NCO**

**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:

<b>Budget Category</b>	<b>Amounts</b>		
	Original Budget	Amended Budget	Change
<b>EXPENSE</b>			
Payroll Expenses: Wages	\$ 115,790.82	\$ 112,750.82	<\$ 3,040.00>
Maintenance & Repairs	\$ 7,500.00	\$ 0.00	<\$ 7,500.00>
Social Services: GCEP	\$ 0.00	\$ 10,540.00	\$ 10,540.00
<i>Administrative wage expenses less than budgeted. Two Maintenance &amp; Repairs line items were budgeted, but only one is needed. Funds to be used for 20% of Gustavus Children's Enhancement Program (GCEP) FY18 operating budget.</i>			
Total Change in Expense			<b>\$ 0.00</b>

**Section 4.** The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

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

**DATE INTRODUCED:** *March 12, 2018*

**DATE OF PUBLIC HEARING:** *April 9, 2018*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Barbara Miranda, Mayor

\_\_\_\_\_  
Attest: Phoebe Vanselow, City Treasurer

\_\_\_\_\_  
Attest: Karen Platt, City Clerk



# Gustavus Children's Enhancement Program

## Business Plan and Budget Request for 2018-19 FY

February, 2018

### **Table of Contents**

Terminology	page 2
Mission	page 2
Goals and Objectives	page 3
Membership and Board Makeup	page 4
Enrollment Statistics	page 5
Operating Budget	**see attachment**
Budget Request of the City	page 6
Imaginary Allotment of Funds	page 7
Thank You!!	Page 8

## **Terminology**

**Cooperative:** GCEP's definition of "cooperative" has evolved over the years. Whereas it used to involve a high level of commitment from all parents, that commitment now varies depending on each family's desire and ability. All families enrolled in any GCEP program have voting rights and are encouraged to be as active in the organization and program(s) as they wish.

**Quality:** The U.S. Department of State defines high quality early childhood programs as providing "a safe and nurturing environment while promoting the physical, social, emotional, and intellectual development of young children" (par. 2.)  
(U.S. Department of State. (2017). *Section Two – Quality in Early Childhood Education*. Retrieved from <https://www.state.gov/m/a/os/41176.htm>)

## **Our Mission**

The Gustavus Children's Enhancement Program (GCEP) offers early childhood education programs (Preschool Program and Child Care Program) to all interested community members as a parent-governed, child-focused cooperative. Our children thrive in a dynamic environment driven by involved parents, creative staff, and a supportive community.

Early childhood research shows that young children learn primarily through guided play which we describe as developmentally appropriate exploration through play facilitated by an adult. Guided play offers the freedom children need to try out new ideas, practice developing skills, and imitate adult roles. Developmentally rich play experiences provide each child the opportunity to socialize, to problem solve, to develop self-help skills, to use their imagination, and to learn about numbers, letters, science, math, art, etc. These experiences build on one another and help children get ready for more "formal learning" elsewhere.

## **Goals & Objectives for 2018-19 FY**

**Goal #1:** Provide a dependable, high-quality Preschool Program for all children ages 3-5 for the 2018-19 school year (nine hours per week for approximately 34 weeks.)

**Objectives:**

- Employ a qualified administrator
- Employ additional qualified caregiver or aide due to higher number of children
- Ensure sufficient, qualified staff available for uninterrupted program

**Goal #2:** Provide a dependable, high-quality Child Care Program to operate for all children ages 0-12 for the entire year (full time minus the Preschool Program hours of operation.)

- Employ a qualified administrator
- Ensure sufficient, qualified staff available for uninterrupted program

**Goal #3:** Remain compliant as a 501(c)(3), as a licensed child care facility, and as a business.

- Employ a qualified CEO to ensure such compliance

**Goal #4:** Seek as many funding opportunities as possible.

- Provide support to parent volunteers in their fundraising efforts
- Seek and apply for grants
- Advertise and market GCEP brand to spread awareness
- Continue working toward Chatham partnership/ potential grant opportunities
- Maintain relationships with State support agencies & other child care centers
- Focus efforts on thanking GCEP donors to ensure sufficient gratitude shown

**Goal #5:** Encourage and support the professional development of all GCEP staff beyond the minimum State requirements. \*This goal goes with providing high quality programs.

- Offer guidance and assistance researching what's available
- Help brainstorm and find funding for specific opportunities

**Goal #6:** Offer more learning opportunities for the community of Gustavus.

- Provide informational handouts and special training sessions for all parents of young children – not just those enrolled in GCEP programs
- Inform local businesses and employers of our services and how they can help

## **Membership and Board makeup**

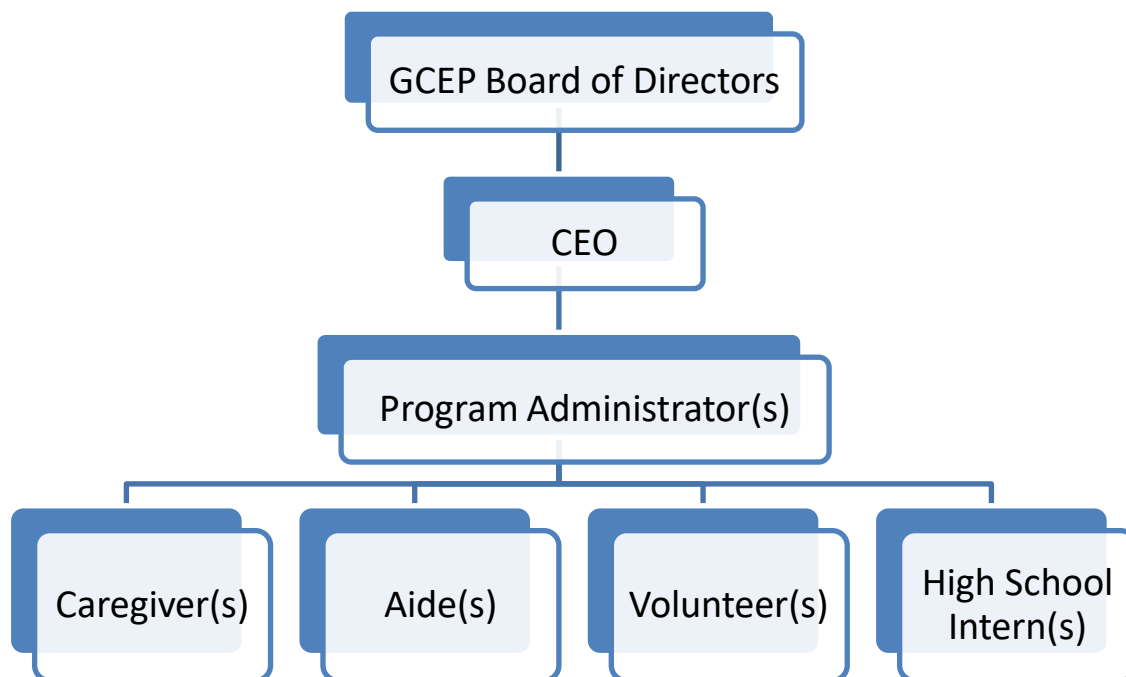
The organization shall be governed by a Board of Directors consisting of at least 5, but not more than 7 members. To fulfill the non-profit status requirements, two of the board members must not be parents of children enrolled in GCEP Programs. The offices of President, Vice President/ Fundraising Coordinator, Secretary, and Treasurer shall be elected by the membership. Other chairpersons shall be appointed by the president as necessary.

Each family member with a child enrolled in a GCEP program shall be considered to have a GCEP membership. Each family shall have one vote.

**Current Membership (as of 2/15/18):** 15 families

**Current Board Makeup (as of 2/15/18):** President/ CEO Erin Ohlson; Vice President / Fundraising Coordinator Stacey Proctor; Treasurer Caroline Casipit; Secretary Kelly McLaughlin; Board Members Ellie Sharman, Janene Driscoll, and Pep Scott.

## **Organizational Chart**



## Enrollment Statistics

<b><u>Preschool Program:</u></b> Total amount of projected students for each year	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
	10	12	13	5	5
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	
	7-10	10	6	6	

## Child Care Program

<b><u>Child Care Program:</u></b> Hours of total attendance in each month	<b><u>Feb 2017</u></b>	<b><u>Mar 2017</u></b>	<b><u>Apr 2017</u></b>	<b><u>May 2017</u></b>	<b><u>Jun 2017</u></b>	<b><u>Jul 2017</u></b>
	268	355.25	361	476	624.25	561.25
	<b><u>Aug 2017</u></b>	<b><u>Sep 2017</u></b>	<b><u>Oct 2017</u></b>	<b><u>Nov 2017</u></b>	<b><u>Dec 2017</u></b>	<b><u>Jan 2018</u></b>
	932.25	451	247	127.75	48.75	180.5

## **Budget request of City**

The GCEP Board of Directors asks the City Council to consider providing GCEP with financial support in the amount of \$12,964 for the 2018-19 FY. This amount is equal to 20% of our projected operating budget for the 2018-19 FY. We understand this is the maximum amount the City is allowed to budget for these services, and we ask that you consider the following factors before making your decision: We have a significant financial need, we are actively seeking alternative solutions, and our services benefit not only Gustavus families but also the overall Gustavus economy.

**1. We have a significant financial need.**

Adding \$12,964 to our budget will still leave us \$1,033 short of balancing our budget for the 2018-19 FY (see attached budget.) Additionally, for the 2017-18 FY, we're expecting a total loss of about \$14,785. This is a higher loss than we were anticipating due primarily to a steeper increase in payroll taxes and insurance than we realized.

As of February 25<sup>th</sup>, 2018, we have approximately \$3,800 in our checking account and a little over \$4,000 in an untouchable savings account (untouchable because it's designated specifically as start-up money for early childhood services in case of GCEP folding.) Considering that our bimonthly payroll costs are approximately \$1,500, we are dangerously close to having to shut down the operation. Realistically, this would mean shutting down the Preschool Program first as it is currently subsidized by the income from the Child Care Program.

**2. We are actively seeking alternative solutions.**

As seen in our goals and objectives above, we are consistently working hard to find and secure more funding and partnerships. Receiving this 20% from the City would not slow our fundraising/ fund seeking efforts.

**3. Our services benefit not only Gustavus families but also the overall Gustavus economy.**

Finally, we hope that your decision reflects not only the monetary value of these services to GCEP but also the overall economic benefits these services provide to the overall well-being of this community and the ongoing improvement of a sustainable and attractive city to both current and prospective residents.

### **Imaginary Allotment of Funds**

Imagine that our request of \$12,964 divided equally between our Preschool and Child Care Programs. Each program would receive \$6,482.

#### **Preschool Program**

\$6,482 / 8.5 students (we project 7-10 preschool students, so let's say 8.5) = \$762.59 per preschooler to receive quality early childhood education for the year which scientific research now proves to result in a lifetime of benefits for not only that child but their family and the overall economy as a whole.

#### **Child Care Program**

\$6,482 / 4633 hours (this is the total amount of hours all of the children attended the Child Care Program in the last 12 months) = \$1.40 per child per hour for Gustavus families to have quality, reliable child care. Having this service allows families the choice of seeking employment rather than staying at home and relying on State assistance.

### **Thank You!!**

The Gustavus Children's Enhancement Program Board of Directors thanks you for the time and effort each and every one of you has given toward our mission. Please don't hesitate to ask for any clarification, further documentation, etc.

Sincerely,

Erin Ohlson, GCEP CEO

[Gustavuscp@gmail.com](mailto:Gustavuscp@gmail.com)

(907) 500-2628 (c) (907) 697-2424 (h)

## Gustavus Children's Enhancement Program: Operating Budget

CURRENT FY 2017 - 2018 (July 1st - June 30th)

Budget Item	Projected Expense	Actual as of 2/15/18	Projected Revenue	Actual as of 2/15/18	Details / Description
CEO Payroll	(4,800)	(2,670)			CEO payroll currently set at \$10/ hr plus GCEP pays for \$4,500 worth of professional development this FY. Works out to be about \$19.37/ hr. Only one UA course remains for CEO's degree as of 2/15/18.
CEO Professional Development	(4,500)	(3,071)			
Preschool Program	(10,595)	(7,247)	3,888	1,927	Payroll \$16.25/ hr
Child Care Program	(19,605)	(16,052)	16,000	16,478	Payroll \$12.50/ hr
Program Staff Professional Development	(2,000)	(1,277)	1,277		All staff of a licensed facility are required by Alaska statute to complete a minimum amount of annual training, a minimum amount of University coursework every two years, and other specific training such as infant care. \$1,500 / person / year is reimbursed by the State through SEED.
Background Checks	(50)	(50)			Required by Alaska statute for all employees who work with children and/ or access GCEP budgetary information
Child Care Grant			250		Minimal grant from State to match amount of Child Care Assistance hours. This income is factored into program income above.
Fundraising Activities	(2,000)	(720)	11,500	9,002	
General Contributions			5,000	3,516	
Facility Rent and Maintenance	(1,200)	(1,200)			This is our only fixed cost and is currently set through June 2020.
Grants		(3,469)		3,778	Endowment Grant
Operations / Supplies	(3,000)	(2,126)			Operations, supplies, facility maintenance not covered by Chatham, licensing demands
Taxes/ Business Expenses	(2,950)	(5,887)			With the significant rise in payroll in the 2016-17 year, our taxes rose more than we realized they would.
Insurance	(2,000)	(2,068)			Insurance also went up with the increase of our operation
<b>Totals:</b>	<b>(52,700)</b>	<b>(45,837)</b>	<b>37,915</b>	<b>34,701</b>	20% of \$52,700 = \$10,540, just to give an idea of how this FY looks



NEXT FY 2018 - 2019 (July 1st - June 30th)					
Budget Item	Projected Expense		Projected Revenue		Details / Description
CEO Payroll	(8,640)				CEO will be paid \$18 / hour with no additional professional development beyond what is fully reimbursed
Preschool Program	(15,558)		6,587		Payroll \$16.50/ hr for teacher, need aide as well due increased # of kids
Child Care Program	(19,997)		21,000		Payroll \$12.75/ hr
Facility Deep Cleaning	(1,248)				A function that needs focus to ensure the health and safety of our facility. \$12/ hr for two hours each week.
Professional Development	(3,000)		2,500		All staff of a licensed facility required by Alaska statute to complete a minimum amount of annual training, University coursework every two years, and other specific training. \$1,500 / person / year is reimbursed by the State through SEED. Some costs aren't reimbursed but are warranted for quality professional development.
Background Checks	(50)				Required by Alaska statute for all employees who work with children and/ or access GCEP budgetary information
Child Care Grant			200		Minimal grant from State to match amount of Child Care Assistance (CCA) hours. CCA income factored into program income above.
Fundraising Activities	(2,000)		13,000		average fundraising income over past 6 years = \$12,000 per year
General Contributions			5,000		
Grants			2,500		only listing unrestricted grants here (not project/ capital-based)
Facility Rent and Maintenance	(1,200)				This is our only fixed cost and is currently set through June 2020.
Operations / Supplies	(3,240)				Operations, supplies, facility maintenance not covered by Chatham, licensing demands. Increased \$240 for emergency telephone line.
Taxes/ Business Expenses	(7,787)				With the significant rise in payroll in the 2016-17 year, our taxes rose more than we realized they would.
Insurance	(2,100)				Insurance also went up with the increase of our operation
<b>Totals:</b>	<b>(64,820)</b>	<b>-</b>	<b>50,787</b>	<b>-</b>	20% of \$64,820 = \$12,964 which would almost balance our budget at \$63,787

## **GCEP**

### **City Budget Request – Supplemental**

**March 5, 2018**

Please consider the following supplemental information for GCEP's 2017-18 & 2018-19 Budget Requests.

#### **2017-18 Budget Request**

In September, 2017, GCEP requested \$7,800 for the 2017-18 FY. On March 5<sup>th</sup>, 2018, GCEP is requesting \$10,540 for the 2017-18 FY. The budget did not change; \$7,800 is 15% of the budget whereas \$10,540 is 20%.

- Unforeseen changes to note:
  - Projected overspending of \$4,737 for quarterly federal 941 withholdings. Due to GCEP learning curve of what increased payroll costs.
  - As of 3/5/18, only 2/3 through FY, GCEP's fundraising income is at \$12,761 whereas only budgeted \$11,500. (i.e. Working harder to find alternate funding in addition to City request.)

#### **2018-19 Budget Request**

Our projected 2018-19 operating budget increased \$12,120 from the previous FY because:

- Federal taxes are \$4,837 more due to GCEP learning curve of what increased payroll costs are.
- Preschool Program Payroll increase of \$4,963 due to increased Preschool Program enrollment. In 2017-18 school year, there are 5 children enrolled whereas 2018-19 shows 8-11 projected. This increase requires a second staff-member for this program: one administrator and one aide.
- Facility Deep Cleaning is a new budget line item of \$1,248. This has not been budgeted for in the past as it used to fall on parent volunteers who now have specific volunteer contracts that don't necessarily include cleaning. Staff is unable to do deep cleaning (toy sanitization and mopping) during hours facility is open and children are present. At our annual parent meeting in May, deep cleaning will be offered as a potential parent volunteer contract option.
- Operations cost increase of \$240: GCEP now has a basic telephone line for local calls only. GCEP board felt it was a safety issue to rely on staff cell phones in case of emergency.

Thank you for your consideration,



Erin Ohlson, GCEP CEO

3/5/18

**CITY OF GUSTAVUS, ALASKA  
TEMPORARY POSITION ANNOUNCEMENT  
MARINE FACILITIES COORDINATOR**

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**Dates and Hours:** May 14 to September 15, 2018  
36 hours per week, spread over six days per week, as scheduled by supervisor

**Dates and Hours:** April 1 to May 13, 2018  
Intermittent hours, 0-20 hours per week as scheduled by supervisor

**Dates and Hours:** September 16-December 31, 2018  
Intermittent hours, 0-20 hours per week as scheduled by supervisor

**Wage:** \$20.00 per hour

**Duties:** See attached job description for full details.

**Qualifications:** See attached job description for full details.

**Physical Requirements:** See attached job description for full details.

**Work Locations:** Gustavus Dock and float system, beach restroom facility, Salmon River Boat Harbor, Salmon River Park restroom facility, State-owned Beach Tracts adjacent to the Gustavus dock, and city owned or managed facilities or properties.

**Supervised by:** Gustavus Mayor or Mayor's designee.

**Application Period:** ~~April 11-March 19-April 5 through May 3, 2017~~ or until filled.  
Employment application forms are available at City Hall, Monday through Thursday, 9:00 am to 4:00 pm. This job announcement and the applicable job description containing qualifications and duties will be attached to the application. Applications must be returned to City Hall by 4:00 pm on ~~May 3~~April 5, 2017. If no qualified candidate is found by ~~May 3~~April 5, the City may hold the position open until filled.

**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.

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**



**CITY OF GUSTAVUS, ALASKA**  
**MARINE FACILITIES COORDINATOR TEMPORARY POSITION DESCRIPTION**

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**Title:** Marine Facilities Coordinator

**Nonexempt Temporary Position**

The Marine Facilities Coordinator position is a nonexempt, temporary full-time and intermittent position filled from mid-~~May-April~~ to ~~mid-September~~.the end of December.

**Supervisor:** Mayor or Mayor's designee

**Summary:** From May 14 to September 15, The Marine Facilities Coordinator is expected to work 36 hours per week, but with flexible hours to oversee harbor activities six days per week as scheduled by supervisor. ~~Generally~~Generally, there will be early morning and mid-afternoon work periods. The work locations are at the Gustavus dock on Icy Passage and at the Boat Harbor on the Salmon River. The Marine Facilities Coordinator duties also includes servicing the beach restroom near the dock, the restroom in Salmon River Park, and conducting clean-up activities on the State-owned beach tracts adjacent to the Gustavus dock.

During the intermittent periods, the Marine Facilities Coordinator will continue to clean and maintain the City's restrooms as long as they are open for public use. Additionally, the Marine Facilities Coordinator may be requested to conduct light maintenance work on City-owned buildings and facilities, engage in planning activities for Gustavus Marine Facilities, and other duties as assigned.

**Essential Duties and Responsibilities**

1. Provides boat operators at the Small Vessel Float System with information pertinent to the use of the facility and monitors float usage.
2. Enforces all applicable ordinances and policies related to the operation and use of all City of Gustavus marine facilities, including issuing notices of violation to non-compliant users of marine and upland parking and staging facilities.
3. Collects day-use fees.
4. Observes vessels and notifies vessel owners regarding dangerous conditions affecting the safety of their vessel or causing a hazard to other facility users. Informs owners/operators of defective mooring lines and whether the vessel could pose a danger to other nearby vessels or property.
5. **Assists with Boat Harbor clean-up.**
6. Performs minor maintenance activities.
7. Assists in relocating floats to and from the Salmon River as needed for winter storage.
8. Cleans and maintains the City's restroom facility near the dock and in Salmon River Park with cleaning tools and supplies provided by the City.
9. Hauls bagged trash and recyclables from beach restroom facility to the Disposal and Recycling Center adjacent to the Boat Harbor.
10. Walk through the lands adjacent to the Gustavus dock to document use and clean up trash and debris left by visitors.
11. Provide end of season report to the Gustavus City Council (written and verbal).

**Qualifications: Education and Experience**

1. Graduation from high school or GED equivalent.

2. Experience working with boats and harbor operations (desired).
3. Alaska Driver License.

**Knowledge, Skills and Abilities**

1. Using basic tools and equipment needed for minor maintenance.
2. Performing work requiring good physical condition.
3. Exercising sound judgment in evaluating situations and in making decisions.
4. Knowledge of boat operation.
5. Ability to deal with facility users with tact and courtesy.

**Other Requirements:**

1. Eighteen years of age or older at time of hire
2. Provide personal vehicle for transportation between work locations and for weekly hauling of trash and recyclables to the DRC
3. Provide personal cell phone for contacting supervisor or notifying of an emergency or incident
4. Transportation Worker Identity Credential (TWIC) card helpful

**Physical Demands**

1. The ability to tolerate weather extremes when necessary to carry out duties of the position.
2. The ability to perform moderately demanding physical work involving climbing, kneeling, crawling and balancing.
3. The ability to lift and/or move up to 50 pounds.
4. The ability to assist with the seasonal removal or replacement of the wood or steel floats, seasonally located at the City's Small Vessel Float Facility.
5. The ability to assist with minor repair of the wooden floats.

**Work Environment Conditions**

1. The work environment includes the City's Small Vessel Float Facility, consisting of a series of wooden floats that are situated in a semi-protected area of the State dock. The floats can be slick when wet and footing can be unstable and the City's Salmon River Small Boat Harbor (boat launch facility and upland long- and short-term parking and vessel staging areas).
2. The Marine Facilities Coordinator will be exposed to cold, wet, and windy conditions, with rough seas.
3. The Marine Facilities Coordinator will work near moving vehicles and moving mechanical parts.
4. The Marine Facilities Coordinator may be exposed to engine exhaust products.

**Notice**

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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.

**The City of Gustavus is an Equal Opportunity Employer**

# Marine Facilities Coordinator 2018

## Shoulder Season Budget Scenarios

April 1-May 13 = 6 weeks				
Hours/ week	Total Hours over 6 weeks	Wages (\$20/hr x total hours)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp.)	Total
0	0	\$0.00	\$0.00	\$0.00
10	60	\$1,200.00	\$103.80	\$1,303.80
20	120	\$2,400.00	\$207.60	\$2,607.60

May 14-September 15, 2018 = 18 weeks				
Hours/ week	Total Hours over 18 weeks	Wages (\$20/hr x total hours)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp.)	Total
36	648	\$12,960.00	\$1,121.04	\$14,081.04

September 16-December 31, 2018 = 15 weeks				
Hours/ week	Total Hours over 15 weeks	Wages (\$20/hr x total hours)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp.)	Total
0	0	\$0.00	\$0.00	\$0.00
10	150	\$3,000.00	\$259.50	\$3,259.50
20	300	\$6,000.00	\$519.00	\$6,519.00

Marine Facilities FY18 budget has \$5480 currently remaining for wages & \$892.98 for payroll taxes through June 30 = \$6372.98

However, \$496.93 of this remaining budget was used to pay the workers compensation insurance premium for this employee, which was not included in the original budget as is customary because our insurance company was not aware this position existed.

So, actual remaining payroll funds for **FY18 are \$5876.05**

May 14-June 30, 2018 = 7 weeks in FY18				
Hours/ week	Total Hours over 7 weeks	Wages (\$20/hr x total hours)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp.)	Total
36	252	\$5,040.00	\$435.96	\$5,475.96
17.5**	17.5	\$350.00	\$30.28	\$380.28
Total:		\$5,390.00	\$466.24	<b>\$5,856.24</b>

May 14 - June 30, 2018

\*\*This isn't 17.5 hrs/week but 17.5 hours total available in the budget for work pre-May 14.





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

# City Council Questions & Comments



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

# Public Comment on Non-Agenda Items

# March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13 Paul Berry back	14 Budget/Strategic Plan WS Phoebe out until 19th	15 IT Proposals Due Newspaper submission deadline	16 Karen out until 26 <sup>th</sup>	17 Barb out until 26 <sup>th</sup>
18	19 Susan out until 21 <sup>st</sup> Mike out until 22 <sup>nd</sup>	20 Tim back around this date?	21	22	23	24
25	26	27	28	29 Library RFQ Due	30	31



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# Adjournment