



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

General Meeting Packet

May 14, 2018



GUSTAVUS CITY COUNCIL

GENERAL MEETING

MAY 14, 2018

7PM 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 04-09-18
4. Mayor's Request for Agenda Changes
5. Committee/Staff Reports
 - A. DRC
 - B. Clerk
 - C. GVA
 - D. Monthly Financial
6. Public Comment on Non-Agenda Items
7. Consent Agenda
 - A. Records Destruction Certificate
 - B. Introduce FY18-16NCO-AMLIP Transfers
 - C. Introduce FY18-17NCO-Road Maint. Budget
 - D. Introduce FY18-18NCO-MF Budget
 - E. Introduce FY18-19NCO-Library Budget
 - F. Introduce FY18-20NCO-GVFD Budget
 - G. Introduce FY18-21NCO-DRC Budget
 - H. Introduce FY18-22NCO-Capital Project Funding
8. Ordinance for Public Hearing
 - A. Approve FY18-14NCO Providing for the Amendment of Department Budgets for FY18 Managed IT Services (Introduced 04/09/2018)
9. Unfinished Business
 - A. Beach Update
 - B. Substitute FY18-15NCO Providing for the Establishment & Adoption of the Budget for FY19 with the updated version showing minor changes (Introduced 04/09/2018, Public Hearing 06/11/18)



GUSTAVUS CITY COUNCIL

GENERAL MEETING

MAY 14, 2018

7PM 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

10. New Business

A. Borough Task Force Nomination

B. Approve Gustavus Community Garden Fence

C. Resolution CY18-15 Policy & Procedure for Health Benefits Plan & Stipend

D. Resolution CY18-16 Policy & Procedure for Disbursement of Room Tax Monies to the Gustavus Visitor Association

E. Resolution CY18-17 Policy & Procedure for Funding Limited Social Services

F. Resolution CY18-18 Policy & Procedure for Unrestricted Fund Balance

G. Resolution CY18-14 Policy & Procedure for Project Planning

H. Approve Capital Improvement Plan 2018-2023

I. Approve RFQ FY19-01 Road Maintenance

J. Approve Wilson Road Drainage Project Scoping Document

K. Approve City Administrator Job Description

11. City Council Reports

12. City Council Questions and Comments

13. Public Comment on Non-Agenda Items

14. Executive Session

15. Adjournment



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

Approval of Minutes

May 14, 2018

**GUSTAVUS CITY COUNCIL
GENERAL MEETING MINUTES
April 9TH, 2018**

1. CALL TO ORDER:

A General Meeting of the Gustavus City Council is called to order on April 9th, 2018, at 7:00pm by Mayor Miranda. There are six (6) 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
Vice Mayor Ohlson
Council Member Casipit
Council Member Cook
Council Member Sunday
Council Member Taylor
Council Member Warner

The following members are not present: All Present

3. APPROVAL OF MINUTES:

A. General Meeting Minutes 03-12-18

B. Special Meeting Minutes 04-02-18

MOTION: Council Member Warner moves to approve the General Meeting Minutes from March 12th, 2018 and Special Meeting Minutes from April 2nd, 2018.

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT:

- a) Cook- 03-12-18 Correction, General Meeting Call to Order reads January 15, 2018 instead of March 12, 2018

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 7/0

4. MAYOR'S REQUEST FOR AGENDA CHANGES:

A. Remove Agenda # 9. Unfinished Business A. Beach Presentation Alternatives

B. Remove Agenda # 10. New Business B. Approve Policy and Procedure for Road Signs Project

C. Remove Agenda # 10. New Business C. Approve Policy & Procedure for Health Benefits Plan

Mayor Miranda declared the agenda set

5. COMMITTEE REPORTS/STAFF REPORTS:

A. Library-Bre provided a written and oral report

B. GVFD-Travis provided a written and oral report

C. Treasurer Phoebe provided a written report

6. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

7. CONSENT AGENDA

**A. Introduction of FY18-14NCO Providing for the Amendment of Department Budgets for FY18
Managed IT Services**

MOTION: Council Member Cook moves to approve the Consent Agenda

SECONDED BY: Vice Mayor Ohlson

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

8. ORDINANCE FOR PUBLIC HEARING

A. Approve FY18-12NCO Providing for the Amendment of the Administration Budget for FY 18 (Introduced 03/12/2018)

MOTION: Council Member Casipit moves to Approve FY18-12NCO Providing for the Amendment of the Administration Budget for FY 18 (Introduced 03/12/2018).

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 7/0

B. Approve FY18-13NCO Providing for the Amendment of the Department Budget for FY 18 (Introduced 04/02/2018)

MOTION: Council Member Sunday moves to Approve FY18-13NCO Providing for the Amendment of the Department Budget for FY 18 (Introduced 04/02/2018)

SECONDED BY: Council Member Cook

PUBLIC COMMENT:

a) Paul Berry-Target date for event is May 13, 14. May need to postpone until September

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 7/0

9. UNFINISHED BUSINESS

A. Beach Presentation of Alternatives

Removed from Agenda at Mayor Miranda's request

10. NEW BUSINESS:

A. Approve Scoping Document for Road Signs Project

MOTION: Council Member Taylor moves to Approve Scoping Document for Road Signs Project with updated expected cost of 22K

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT:

a) Council Member Warner

b) Council Member Taylor

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 7/0

B. Approve Policy and Procedure for Road Signs Project

Removed from Agenda at Mayor Miranda's request

C. Approve Policy & Procedure for Health Benefits Plan & Stipend

Removed from Agenda at Mayor Miranda's request

D. Award Contract for Library Roof Repair

CONFLICT OF INTEREST HEARING

Mayor Miranda declared a conflict of interest regarding Library Roof Repair Contract and provided a statement

Vice Mayor Ohlson made the determination that a conflict of interest exists and requested that Mayor Miranda be permitted to be involved in discussions and recuse herself from any votes regarding this contract.

MOTION: Council Member Cook moves to Award Contract for Library Roof Repair to Arcadia Custom Carpentry

SECONDED BY: Vice Mayor Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT:

a) Warner

b) Taylor

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: Miranda

MOTION **PASSES**/FAILS **6/0**

E. Award Contract for Managed IT Services

MOTION: Council Member Warner moves to Award Contract for Managed IT Services to Alaska Technical Solutions

SECONDED BY: Council Member Sunday

PUBLIC COMMENT: None

COUNCIL COMMENT:

a) Council Member Warner

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS **7/0**

F. Borough Task Force Participation

MOTION: Mayor Miranda moves to approve participation in the Borough Task Force looking at the pros and cons of forming a borough

SECONDED BY: Vice Mayor Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT:

a) Taylor

b) Sunday

c) Warner

d) Cook

e) Miranda

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS **7/0**

G. Salmon River Erosion Project Involvement

Resolution CY18-13 A Resolution by the City of Gustavus in Support of Streambank Stabilization Efforts by Local Residents and to Utilize City Owned and Managed Properties

MOTION: Council Member Sunday moves to approve Resolution CY18-13 A Resolution by the City of Gustavus in Support of Streambank Stabilization Efforts by Local Residents and to Utilize City Owned and Managed Properties

SECONDED BY: Council Member Cook

CONFLICT OF INTEREST HEARING

Council Member Warner declared a conflict of interest regarding Resolution CY18-13 A Resolution by the City of Gustavus in Support of Streambank Stabilization Efforts by Local Residents and to Utilize City Owned and Managed Properties and provided a statement

Mayor Miranda made the determination that a conflict of interest exists and requested that Council Member Warner participate in discussions and recuse herself from any votes regarding the Streambank Stabilization.

PUBLIC COMMENT: None

- a) Wayne- ADF&G will be here April 11 to look at the streambanks. Council is invited to accompany.

COUNCIL COMMENT:

- a) Warner
- b) Taylor
- c) Miranda
- d) Sunday
- e) Ohlson
- f) Casipit

ROLL CALL VOTE ON MOTION

YES: Sunday, Casipit, Ohlson, Cook, Miranda

NO: Taylor

RECUSED: Warner

MOTION **PASSES**/FAILS **5/1**

H. Approve LIDAR Scoping Document

MOTION: Council Member Casipit moves to Approve LIDAR Scoping Document

SECONDED BY: Council Member Sunday

PUBLIC COMMENT:

- a) Travis Miller
- b) Wayne Howell

COUNCIL COMMENT:

- a) Cook
- b) Warner
- c) Taylor
- d) Casipit
- e) Ohlson

ROLL CALL VOTE ON MOTION

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

NO:

RECUSED:

MOTION **PASSES**/FAILS **7/0**

I. Introduce FY18-15NCO Providing for the Establishment & Adoption of the Budget for FY19

MOTION: Mayor Miranda moves to Introduce FY18-15NCO Providing for the Establishment & Adoption of the Budget for FY19

SECONDED BY: Council Member Warner

AMENDMENT TO THE MAIN MOTION: Mayor Miranda moves to amend date of Public Hearing to June 11, 2018

SECONDED BY: Council Member Cook

Hearing no objections, the amendment to the main motion is passed by unanimous consent
PUBLIC COMMENT:

a) Paul Berry

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS **7/0**

11. CITY COUNCIL REPORTS:

- a) Warner-Representative Sam Kito recommended Gustavus for inclusion in the Opportunity Zones Program
- b) Taylor-Road Contractor has approval to grade any road as soon as it is ready
- c) Sunday-Float anchored out at Pleasant Is. State is working on final design for dock refurbishment. Plans include use of steel mooring float currently anchored at Pleasant Is. This is a four-month project to begin fall of 2019.
Community Talent Show April 13
Health Fair April 14
Community Clean-up May 5
- d) Miranda-Interviewing MFC applicants with Council Member Sunday on Wednesday. Finance committee making progress and will present at Wednesday's work session

12. CITY COUNCIL QUESTIONS AND COMMENTS:

- a) Taylor-There were Items on agenda that weren't discussed at the work session.

13. PUBLIC COMMENT ON NON-AGENDA ITEMS:

15. EXECUTIVE SESSION

16. ADJOURNMENT:

Hearing no objections, Mayor Miranda adjourns the meeting at 8:43pm.



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

Mayor's Request for Agenda Changes



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

Committee/Staff Reports

May 14, 2018

Gustavus Disposal & Recycling Center (DRC) Quarterly Staff Report
Paul Berry, DRC Manager/ Operator
Monday, May 14th, 2018

My last quarterly report (the FY2017 Annual Report) was at the February 12th General Meeting and my next quarterly report is scheduled for the August 9th General Meeting. For some of my topics I will be reaching back to events that have happened since November 2017 (my last written quarterly report).

General Operations and Management

Labor

In November of last year the 2018 DRC Temporary Labor Pool (Pool) was advertised for one month and seven people applied for the Pool. Before the process started I had chosen to cap the Pool at five members so the process of recommending five of the seven was challenging as they were all good candidates. In late December I forwarded my recommendations to the Mayor which were accepted. The 2018 Pool has three returning members: Artemis BonaDea, Nat Drumheller and Jeff Irwin; and two new members: David Cannamore and Paul Dzubay. At the end of this year the process will repeat for the 2019 Pool. Artemis continues to volunteer at the DRC on most Friday's in between hires.

Over the past several years our facility has seen a steady increase in the annual amount of recyclable and non-recyclable waste that it is receiving. Because of that increased use the DRC is now open three days a week year-round and the DRC is staffed by two people on all Saturdays winter as well as summer. As a comparison to 1995, my first full year as an operator, the facility was only open on Saturdays in the winter and was open just two days a week, Tuesdays and Saturdays, during the spring, summer and fall and except for training there was only one operator working at a time.

In addition to the DRC needing two people on Saturdays our facility needs to be staffed by two people on each day that we are open to the public from early April through late October. Two people ensures that we can keep the customers moving, empty the recycle bins and attempt to keep the tipping floor clear of waste. As time allows one of the operators also works on making a bale of recyclables or any other recycling process. When I am one of the two operators I am not able to work on any other site projects and things seem to fall behind. To remedy this problem I will work towards having two members of the Pool operating the DRC when it is open so that I will be better able to keep the DRC's various projects and planning caught up (such as the composting program, the waste mound and project planning). This is as staffing and funding allow and will not be each day of operation (yet).

Landfill and balefill

This spring was not as muddy as previous springs on the mound and I have been able to use the large A770 loader to do bale placement or burying the balefill without getting stuck. Another repercussion of the fact that the DRC is landfilling more waste than before is that all of the recyclable materials currently stored in the fenced area of the landfill: black storage bins, piles of roofing, appliances and refrigerators ready for baling, have to move around much more often that in the past. This consumes more operator time and reduces the efficiency of our operation. For this reason several years ago I proposed the pre-processing or "inflow" storage area that will be located between Boat Harbor Road and the landfill fence. This will be an area that is solely dedicated to storing materials prior to processing, and is out of the public work areas so the Operator will not have to watch out for the public when storing or retrieving materials for processing.

The compost scene

Last December Nat Drumheller and I were able to shore up the right pony-wall of the failing Quonset structure and I'm hopeful I'll be able to get another year of use out of it. In an effort to both replace the Quonset structure and refine our overall food waste composting program I negotiated two purchase orders with O2 Compost Systems & Training of Snohomish Washington. One purchase order was a 50% payment for the plans for the structure that will replace the Quonset and the other purchase order was a 50% payment for additional technical assistance to help me to refine and improve the process used to compost our food waste. Since the PO's have been issued and paid I have been able to work with Peter Moon, the President and Principal Engineer of the company and this has been very helpful. O2 has a variety of composting facility plans they use depending primarily on the amount of material that is being composted. Based on the size of our operation Peter and I are in the process of adapting their "Cornerstone" system to best fit the needs of our facility. O2's systems use the (positive) aerated static pile method where air is forced into the compost pile. This helps eliminate any odor problems and speed up the composting process. I did experiment with negative active aeration method in 2005 (pulling air in through the pile) but I stopped doing this because my system was poorly engineered and was too much effort to maintain but it did reduce odors. We still have the blower from that system that can be used for the new system.

For several years I have wanted training in food waste composting (including the site tours I love so much) and Peter has recommended the week-long Compost Facility Operator Training training hosted by the Washington Organic Recycling Council at the at the Washington State University Puyallup Research and Extension Center this coming October 15 – 19.

In terms of replacing the Quonset, the plans I am working with O2 on for replacing the Quonset are "phase 1" of the project and I hope to have a proposal for the actual project of replacing the Quonset or "phase 2" of the project as part of the next or FY20 budget cycle (a year from now).

Mixed plastics and mixed paper recycling woes

In previous reports I have written about China's "National Sword" program which was first announced about a year ago. The effects of the National Sword program made it all the way to Gustavus in late March.

When I plan a shipment of recyclables, before each shipment I check in with the buyer just to make sure everything is okay and to make sure they know a shipment is on the way. I knew this was going to be especially important with shipments of mixed paper and mixed plastic as these are endangered materials. In late March before Nat and I loaded a container of recyclable plastic and paper I checked in with our buyer and initially heard that everything was okay. But later in the day there was a request: please send photos of the mixed plastic and mixed paper bales, which I did. An hour or so after that the sales rep informed me they could not accept any of our baled mixed plastic or mixed paper which was almost half of the shipment (7 of 16 bales) that Nat and I had just loaded. So we pulled all the bales out of the container, stored them back in the yard and I started seeing what I could do with the material.

From a multitude of phone calls, teleconferences and reading, my conclusion is that for mixed plastics there is little hope, mixed plastic recycling is dead for now. China was the main country buying it and now they do not want it. China also does not want mixed paper. However, if we were to sort our mixed paper into about 5 new categories: old magazines, office pack, chipboard (cereal boxes and beer six-packs), white ledger, newsprint and trash, we could recycle each of those categories separately (except the trash). But that would mean the DRC would need a whole new sorting bin setup and set of instructions for the public and sixteen or more storage bins rather than the four we need now and I just cannot do this

with the facility and materials that we have. So I have been in discussion with Capital Disposal and the City and Borough of Juneau to ship our mixed paper with Juneau's mixed paper. Capital Disposal is owned by Waste Management the world's largest waste and recycling company and Waste Management is still able to recycle mixed paper. So, hopefully at the end of the summer, when we have a van load, the DRC will ship its mixed paper to Capital Disposal.

All of our recycle categories have been upended by China's National Sword program. Even the lowly books category – high in weight and low in value, has needed to be restructured to make sure we are not shipping disallowed materials like plastic or metal spiral bindings. Types 1 and 2 plastic (PETE & HDPE) bottles are still recyclable but I had to go to over what exactly makes up a “bottle” to determine what types of bottles we could still recycle. Our aluminum cans have also come under greater scrutiny. In the past pretty much all of our aluminum can bales were considered clean. Now one steel bottle cap, a wad of aluminum foil or a wad of paper is enough to contaminate a bale and lower the value of the bale by one third. The DRC just does not have the means to ship 100% clean aluminum can bales. The public delivers aluminum cans with contaminants and we are not able to remove them all. The DRC is receiving and processing more recyclable material but that material is worth less and is costing more to ship. This is a difficult time for not only our recycling program but many other recycling programs in America. Some recyclers are going out of business and all recyclers are making less money on the plastic and paper. And while discoveries like finding a bacteria that can break down and help recycle PETE are occurring - we have to remember the DRC is just a shipper, a tiny end of a spoke in a vast system of hubs and spokes. We are at the mercy of the market for every recyclable material that we export. My advice: buy products made from recycled material, create demand. This is far more important than buying products that come in (supposedly) recyclable containers. If you are interested in some of the current ideas going around for plastics recycling I recommend reading the Ellen MacArthur Foundation's “The New Plastics Economy Catalysing Action” paper at:

<https://www.ellenmacarthurfoundation.org/publications/new-plastics-economy-catalysing-action>

The report acknowledges that there is so much plastic production and use now that it will be impossible to recycle all of it and instead they promote the 50 – 30 - 20 idea where you Recycle 50%, Fundamental & Innovation Redesign 30%, and Reuse 20%.

Household Hazardous Waste collection event

In late October Melanie Heacox with input from myself, put together a City of Gustavus Endowment Fund grant application for a community wide Household hazardous Waste (HHW) collection event. The Council declined the application as a project for the Endowment Fund but supported funding it directly from the City's general fund. Melanie and I selected this spring as the best time to do the event and started working with Clean Harbors, a large hazardous waste disposal company, to make an event happen in Gustavus. On April 25th the agreement with CleanHarbors was signed, Melanie completed a flier and away we went. This report was completed before the event transpired so my next report will cover all the details. Many thanks to the City Council for choosing to support this important project and especially to Melanie for making it happen.

Community Chest

Since my last report our front desk volunteers are Liz Vanderzanden (every other Saturday), Judy Brakel and either Betsy Lesh, Vicki Bender or even Kim Ney (every other Saturday), Vickie, or Betsy (every other Wednesday), Mary Williams (every other Wednesday). I would also like to welcome our newest volunteer Catherine Anderson.

On Wednesdays there is the regular sorting, purging and stocking. Since February our volunteers have been: Betsy, Carolyn Warner, Meadow Brook, Vickie, Heleen Buttram, Kelly

Vandenburgh, Catherine, Kim, Marilyn Agee, Denise Pratschner and Hannah Buchheit (hopefully I didn't miss anybody). There have been at least one shipment of reusable clothing to the Hoonah thrift store and I would like to thank Alaska Seaplanes for providing free freight to Hoonah as space allows.

I would like to extend my sincere thanks to Betsy Lesh for putting in many hours at the Chest: sorting donations, reorganizing shelves, moving stock from the attic to the sales floor and back, vacuuming and keeping the store clean. We are all the beneficiaries of Betsy's regular efforts and she deserves our gratitude.

This past winter there was an episode between one of our volunteer staff and a customer regarding pricing where the customer felt they were being overcharged and rude comments were exchanged. This event brought some issues to the forefront for me. There are some regular shoppers at the Chest who seem to take it for granted and are not as gracious as they should be. There are shoppers who think that just because items are donated that we have no right to charge good prices for more valuable items. They either forget or are not aware of all the volunteer effort that goes into sorting donations and keeping the store running not to mention the financial support the Chest provides to the DRC. Our pricing scheme is vague at times but if customers have complaints they should be directing them to me and not at our volunteers. The Chest should be a fun place for our volunteers to work and we are all indebted to them for making the Chest the thrift store that it is.

Regional and national solid waste issues:

Southeast Alaska Solid Waste Authority (SEASWA):

Whenever I can I listen in on the SEASWA board meetings (which are teleconferences held on the third Thursday of each month). During this March's board meeting they completed the review of submissions for SEASWA's Regional Household & Small Quantity Hazardous Waste Management RFP. SEASWA has administered this program for many years and it is awarded in five year cycles. Of the three applicants in the current contract cycle Clean Harbors was selected. Gustavus is one of the early beneficiaries of this agreement as we are working with Clean Harbors for our first HHW collection event. SEASWA has also successfully negotiated a scrap metal collecting event which is being performed by Waste Management. This collection event is focused on Prince of Whales Island and Petersburg. If Gustavus were a member of SEASWA we would have a chance of participating in future scrap metal collection events.

I would like for the Council to consider putting SEASWA membership on the ballot for this coming October's municipal election. This is a subject bigger than this quarterly report but I think about it each spring (which is when you need to start planning for a ballot vote of this magnitude). My hope is, is that if Gustavus were a member of SEASWA we would have a louder voice and greater support when it comes to finding solutions in how to deal with our solid waste.

Solid Waste Management and Facility Planning Process ("SWMP")

For the past four years, in light of the fact I am in the "legacy" phase of my career, I have wanted to articulate and write out what I feel the best way forward is for the DRC, the City and the community in regards to managing our solid waste into the foreseeable future. Managing the DRC is a personal venture for me as well as a job and I have put my heart, mind, anxieties and humor into it. I had hoped to wrap up this multi-year effort in time for my next report with the August General Meeting however I know that it will not be possible for me to complete my magnum opus by that time. However I am at least submitting a rough draft with this report so the Council and the Community can at least see what questions I am trying to find answers for. I am not sure when the work will be complete but I continue to work on it as time allows.

Topographic Survey project

This project was finally completed last November after my last written report. I have attached one of the four completed drawing drawings to this report. This drawing is an excellent planning tool as it shows where everything is within the DRC's boundaries and it shows potential areas of expansion for the mound, driveways and additional buildings relative to the existing trees and roads. The other drawings in the project show the mound and existing facilities in greater detail and the mound in a cross section view with elevations.

Capital Projects Summaries

For this report I am not providing a capital project summary. Our City Treasurer, Phoebe, has been doing a great job organizing the City's capital projects into one cohesive document and in my future reports I will draw from the City's Capital Project document for the status of the DRC's projects.

One item the Council should be aware of is that I have requested a quote from Alaska Power and Telephone for what it would cost to provide three phase power to the DRC. This quote is a part of my planning process for the future of the facility. Three phase power is an important foundation to improving the DRC as most industrial scale equipment, even equipment we are using now, uses three phase power as it provides more power and can power larger motors than single phase can. In my discussions with APT regarding the quote they noted that the three underground lines would have to cross State Dock Road by the Gustavus Chapel. And when the Park intertie work is under way there will be equipment in town for that project that can tunnel under the road and having it done at that time will save the City \$ when it comes time to actually hook the DRC up to three phase power.

The end, thank you.

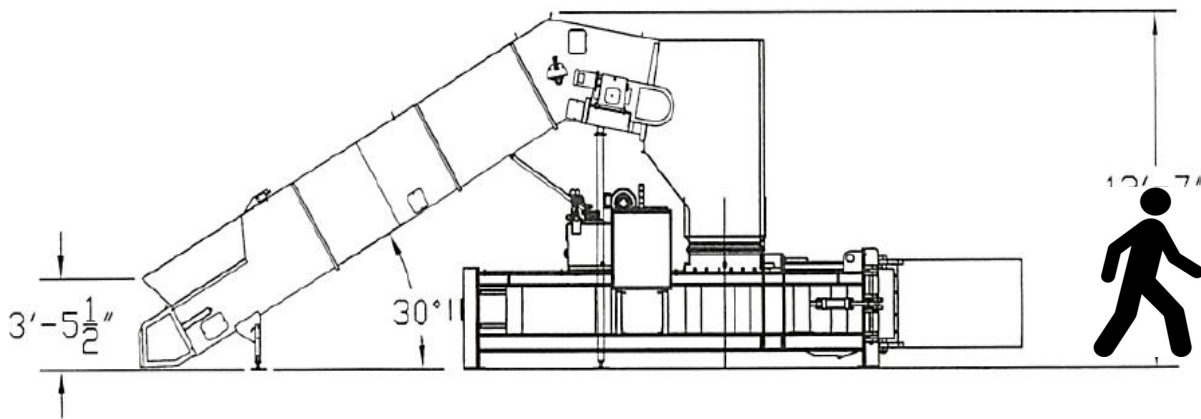
Report compiled by PNB on 05/09/18

ROUGH DRAFT

City of Gustavus, Alaska Disposal & Recycling Center

A Solid Waste Management and Facility Plan

A study of possibilities for Gustavus's solid waste future



Document Date: May 9, 2018
version 0.1.4

Prepared by:
Paul Berry, DRC Manager/ Operator
paul.berry@gustavus-ak.gov
907-697-2118
PO Box 62
Gustavus, Alaska 99826

Table of Contents

1. Executive Summary.....	3
2. Main Building Expansion & Improvement for Greater Throughput, Safety and Efficiency.....	4
3. New Processing Equipment to Achieve Our Goals.....	5
4. Non-Recyclable Solid Waste: the Local Waste Mound and the Exporting of Solid Waste.....	5
5. The Community Chest Improvement and Greater Integration with the Disposal & Recycling Center	6
Appendices.....	7
FY2017-18 Solid Waste Management Plan – Time-Line and Document List of Solid Waste Planning Documents and ADEC Operating Permits.....	7
2014 - 2016 Solid Waste Management Plan.....	7
2015 ADEC Permit Documents.....	7
2010 ADEC Permit Documents.....	8
2007 Options for Moving of One or More Functions of the DRC.....	8
2005 -2010 Incorporation land acquisition Documents.....	8
2005 ADEC Permit Renewal.....	8
1994 Initial Solid Waste Disposal Permit.....	9
1994 Landfill Committee Planning Documents.....	9
1991 Village Safe Water Program Gustavus, Alaska Solid Waste Engineering Study.....	9

1. Executive Summary

When it comes to managing its solid waste the community of Gustavus is at a cross-roads. Decisions and investments made in the short term will have long term implications.

Since the community started actively managing its solid waste stream in the spring of 1994 it has chosen to be recycling oriented: segregating waste into recyclable and non-recyclable streams and then promoting the separation of recyclables into marketable categories for either export or local use.

In terms of volume reduction the community has chosen to not incinerate its non-recyclable solid waste and instead compress it with balers. The bales are then placed into the facilities balefill. This methodology of compressing solid waste to reduce its volume has the added advantage that the same balers used to compact solid waste can be used to compress, wherever practical, marketable recyclables that are exported thereby reducing shipping costs and storage space needs.

For the first two decades of operation all of the non-recyclable solid waste was placed into the ground below grade in shallow trenches or pits. But as the below grade space was consumed the waste is now placed above grade and is becoming a dirt covered waste mound. While the footprint of the existing mound can be expanded within the City's 12 acre parcel but there are hard limits for this expansion. There is no liner or leachate collection system with the City's small, ADEC class 3 landfill (such liners and collection systems are required in larger landfills in Alaska or ANY landfill currently operating in the lower 48 states) so as the solid waste mound grows so does the possibility of ground water contamination and groundwater contamination would require remediation which is very expensive. Further, there is no gas collection system planned for the mound and as more and more solid waste is added to the mound the possibility of nuisance odors being emitted from the mound in the future are proportional to the size of the mound.

Limited area, groundwater contamination and landfill odor are serious issues that need to be addressed. The author of this document believes it is in the City's best interest to seriously curtail how much of our non-recyclable waste is locally landfilled. We should instead further our segregation of recyclable and non-recyclable waste creating new categories of exportable recyclables such as textiles and polystyrene foam, export problematic solid wastes and find as many re-use and recycling possibilities for the communities solid waste stream as we can. Locally landfilling only inert, densely packed wastes that would be the most expensive to ship out.

We should also invest in machinery, such as a shredder and briquette maker that would allow for the processing of cardboard and other select materials into a form of fuel that could be used in local wood stoves for heat and lowering our dependance on heating oil. The process of solid waste segregation into recyclable and non-recyclable streams followed by the sorting of recyclables into marketable categories and finally compacting both non-recyclable and recyclable waste to achieve maximum density requires industrial scale equipment and a facility with sufficient space for that equipment to safely and efficiently operate. Our current facility lacks not only an appropriately sized baler and other needed processing equipment but it also lacks the needed space to properly operate and maintain the equipment we are using now. Our facility also lacks sufficient storage areas for material inflow and outflow and for the public to segregate and separate their wastes.

In this document I have done my best as the Manager and primary Operator of the Gustavus Disposal & Recycling Center to chart the course for a more sustainable solid waste future for Gustavus. The solutions that I propose in the following chapters will take resolve and large capital outlays to come into being. But I believe that large expenditures in the near and mid term will result in long term savings for the the community and will further the sense of pride and ownership that the community feels in regards to the choices we have made in how we manage our solid waste.

List what is off the table: incineration & moving the entire facility, and explain why

2. Main Building Expansion & Improvement for Greater Throughput, Safety and Efficiency

The size of the new building is determined by the amount of solid waste flowing through it and the space needed by the operator(s) and machinery used to process that material. Because we have chosen to segregate, separate and recycle most of the waste stream we need adequate working space to continue our high diversion ratio. How much space is needed to receive, store and process the waste? This determination is based on historical waste flows. There is also planning for peak flows and for growth.

The building has two main parts:

1. Inflow, where customers deliver and sort;
2. Processing, where the Operators do their business.

It is important for safety considerations to have these two areas be separated but efficiency dictates that they also be close to one another.

There would probably be a collection of ancillary areas such as a maintenance shop, scale house, or supplies storage area and these maybe be spread out.

At this time I would venture to guess the new building will need to be at least three to six times the size of the current building which would be 4,200 to 8,400 square feet not including any stub or out buildings (scale house, heated storage, workshop, bathroom etc).

3. New Processing Equipment to Achieve Our Goals

For waste management to be effective with our facility there are three important factors:

1. waste segregation – what is recyclable and what is non-recyclable

2. sorting recyclable waste into exportable categories – a fine balance between what is practical for the Public and Operator's time and what materials are easy to separate. And knowing what materials command good market prices.
3. Insuring that non-recyclable waste that is either landfilled locally or exported is in as dense a form as possible.

To achieve these goals the following equipment is proposed:

- Two to three balers
 - A new conveyor fed, horizontal baler, providing best the throughput and the greatest density bales
 - Vertical Purple CRAM-A-LOT – backup or alternate baler
 - Vertical Yellow GPI - small quantity materials
- Glass pulverizer
- Oil filter crusher(s)
- shredder
- Additional processing equipment such as a briquette maker/ pellitizer and Styrofoam densifier

4. Non-Recyclable Solid Waste: the Local Waste Mound and the Exporting of Solid Waste

The plan has to look at the waste mound: its history, capacity and possible expansion. Included in this are warnings about expansion such as the increased risk of leachate/ ground water pollution and odor coming from a larger mound.

See 2018-01-02 e-mail from Sandi Woods (ADEC Solid Waste Program) regarding expansion of the balefill within the 11.9 acre site.

“Back in 1994-1995, when the Gustavus landfill was first permitted, the permit included the current 11.9 acre parcel you have now. In that respect, the 10 foot distance between waste placement and groundwater in 18 AAC 60.217 doesn't apply to you finding a new area within that original 11.9 acre area. However, wherever you do decide to place your new waste cell, I'd like to suggest that you consider starting bale placement on ground level and work your way up from there. This would maximize the available separation distance above the groundwater aquifer giving it the most protection from the landfill waste.”

5. The Community Chest Improvement and Greater Integration with the Disposal & Recycling Center

Appendices

D R A F T

Time-Line and Document List of Solid Waste Planning Documents and ADEC Operating Permits

FY2017-18 Solid Waste Management Plan – Time-Line and Document List of Solid Waste Planning Documents and ADEC Operating Permits

- [Resolution CY16-11](#) A resolution recognizing the solid waste planning accomplished to date by the DRC staff, and endorsing continuance of planning in FY2017-2018


July 24, 2016

Report:

What was done in FY2015 - FY2016 (the first two years)

Goals for FY2017 – FY2018 (the next two years)






2014 - 2016 Solid Waste Management Plan

-  [Resolution 2014-20](#) A Resolution Supporting The Development Of A Comprehensive Solid Waste Management Plan, Facility Plan And Landfill Closure Plan
-  [June 2014 Scoping Document](#)
FY15 & FY16 Solid Waste Management, Facility Planning and Landfill Closure Plan Project – Planning for a New Model of Waste Handling in Gustavus
-  [Analysis of Waste Management Practices in Gustavus, Bell & Associates Report August 2015](#)
 -  [Appendix A SWMP Scoping Document](#)
 -  [Appendix B Collecting the Klondike Article](#)
 - Appendix C ACS Modular Incinerator Documents
 - [01 Waste Types](#)
 - [02 Models, Specs & Costs, 26 page document](#)
 - [03 Batch Load & Burn Rate](#)
 - [04 Fuel & Electricity Use](#)
 - [05 Operating Instructions](#)


2015 ADEC Permit Documents

-  [ADEC Solid Waste Permit SW3A017-20](#)
-  [General Operations Plan](#)
-  [Food Waste Composting Plan](#)
-  [Groundwater Sampling Plan](#)
-  [Area Map](#)
- [Site Drawing](#)



2010 ADEC Permit Documents

-  [ADEC 2010 Permit SW3A017-15](#)
-  [2010 General Operating Plan](#)
-  [2010 Food Waste Composting Plan](#)
-  [2010 Closure Plan](#)
-  [2010 Ground Water Monitoring Plan](#)

2007 Options for Moving of One or More Functions of the DRC

- [Final Recommendations on DRC Site Location Options, September 12, 2007](#)
- [TABLE I Functions Attributes Chart](#)
- [TABLE II Sites Attributes Chart](#)
- [TABLES III & IV Potential Sites for DRC](#)
- [Raising Value and Lowering Costs paper by Mike & Karen Taylor](#)
-  [Resolution 2007-04](#) A Resolution Of The City Of Gustavus Delegating Responsibility To The Gustavus Disposal And Recycling (DRC) Committee To Study The Feasibility Of Relocating All Or Part Of The DRC Facility To Address The Long Term Needs Of The City

2005 -2010 Incorporation land acquisition Documents

-  [Resolution 2005-02](#) A resolution by the City of Gustavus, Alaska requesting from the Department of Natural Resources, conveyance under as 38.05.810, of the 12 acre parcel that the City of Gustavus Disposal & Recycling Center (formerly Gustavus Landfill) resides (adl 105947). This conveyance shall not be a part of the acreage entitled to the city as part of its municipal entitlements under as 29.65.030. This resolution also requests that DNR waive the provision under as 810 requiring the land to revert to the state if not used for public and charitable use. Furthermore the City of Gustavus requests that DNR turn over to the city the Closure Trust Fund associated with the Landfill site lease
-  State of Alaska Patent Number 21969, ADL 107314

2005 ADEC Permit Renewal

- ADEC Solid Waste Permit SWSHA0011994:20103MA
- May 2005 Food Waste Composting Operational Plan
- October 2009 Modification to Groundwater testing requirements

2000 ADEC Permit Renewal

- Solid Waste Permit 0011-BA005
- Permit application form/document







1995 ADEC Permit Renewal

- Solid Waste Disposal Permit 9411-BA003 (5 year renewal of 1994 document)

1994 Initial Solid Waste Disposal Permit

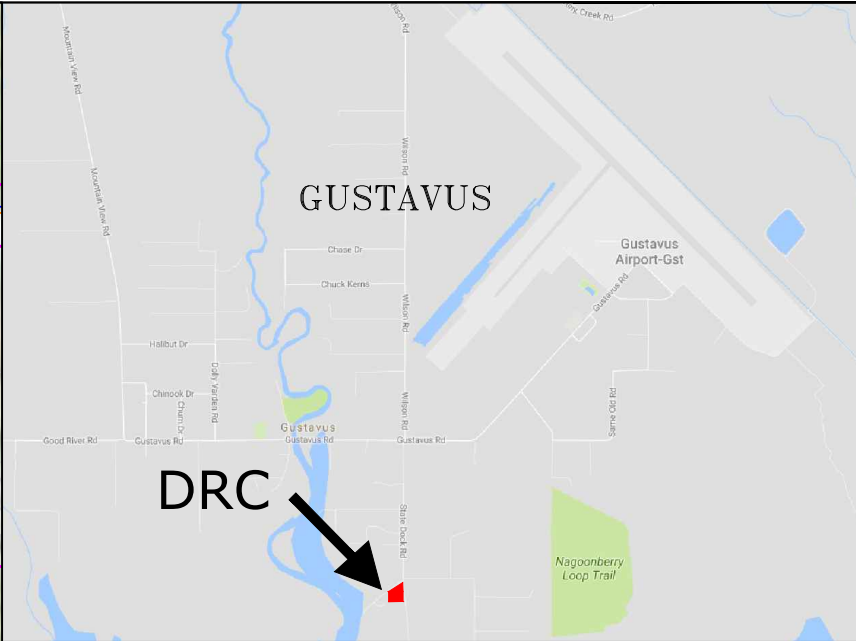
- Solid Waste Disposal Permit 9411-BA003

1994 Landfill Committee Planning Documents

-  [Incineration Option Diagram](#)
-  [Incineration costs](#)
-  [Compaction Option Diagram](#)
-  [Compaction costs](#)
-  [Calculations and Assumptions](#)
-  [Gustavus Contingency Plan for Dump](#)

1991 Village Safe Water Program Gustavus, Alaska Solid Waste Engineering Study

-  [Cover Page](#)
-  [Title Page and TOC](#)
-  [Summary and Recommendations](#)
-  [Introduction](#)
-  [Description of Planning Area](#)
-  [Capital Projects](#)
-  [Existing Facilities and Planning Conditions](#)
-  [Projected Municipal Solid Waste and Septage](#)
-  [Waste Reduction and Recycling](#)
-  [Solid Waste Disposal Requirements](#)
-  [Solid Waste Disposal Alternatives](#)
-  [Appendix](#)












VICINITY MAP
NOT TO SCALE

INDEX:

- | | |
|----|-------------------|
| C1 | OVERALL SITE PLAN |
| C2 | OPERATIONS AREA |
| C3 | SECTIONS |

LEGEND:

- | | |
|---|-------------------------------|
|  | PROPERTY LINE |
|  | BUFFER AREA LINE |
|  | INDEX CONTOUR LINE |
|  | CONTOUR LINE |
|  | DITCH |
|  | PAVEMENT ROAD |
|  | GRAVEL ROAD |
|  | FENCE |
|  | LIMIT OF JUNE 23, 2017 SURVEY |

MONITORING WELLS:

MW	NORTHING	EASTING	TOP OF PIPE ELEVATION
MW-1	2290176.70	2405734.87	21.15
MW-2	2290471.31	2405954.41	19.96
MW-3	2290650.04	2406064.79	21.35
MW-4	2290718.56	2405667.89	19.41
MW-5	2290541.80	2405523.07	19.31
MW-6	2290214.40	2405443.01	17.37

NOTES:

- 1.- GUSTAVUS DISPOSAL AND RECYCLING CENTER IS LOCATED AT LOT 6 SECTION 18, T. 40 S., R. 59 E., C.R.M., ALASKA.
- 2.- BASIS FOR HORIZONTAL AND VERTICAL CONTROL IS A GPS TBM "BASE 1" USING NGS OPUS TO PROVIDE NAD 83, ASP ZONE 1 STATE COORDINATES. THE GEOID ELEVATION OF "BASE 1" IS 29.81 FT.
- 3.- TOPOGRAPHIC INFORMATION SHOWN REPRESENTS DATA FROM AN AERIAL TOPOGRAPHIC SURVEY PERFORMED ON MAY 2012 AND TERRESTRIAL SURVEY DATA COLLECTED WITHIN THE LIMITS SHOWN, BY VISTA GEOENVIRONMENTAL SERVICES ON JUNE 22 AND 23, 2017.

CLERK'S REPORT
MAY 14, 2018
Submitted by Karen Platt

Council ATTENDANCE SHEET is attached

✓ **Records Management**

The work continues of going through and sorting records for destruction and permanent storage. With the help of volunteers, we have sorted through the back log of boxes in storage and will move on to filing cabinets, electronic files and eventually our other City Departments.

✓ **Ordinance**

I am waiting to hear back from Vice Mayor, Jake Ohlson on Ordinances passed and approved last summer before updating the website and our municode books. I hope to have this done by June.

✓ **Parliamentary Class**

I am nearly finished with my class. It has been a bit confusing because there seems to be an exception to every rule, with exceptions to those, depending on circumstances. Hopefully, I will be comfortable with all that is needed for our small municipality upon completion.

✓ **Conference Table**

Arcadia Custom Carpentry has agreed to work on the creation of a conference table that is suitable for the space available and seven council members.

✓ **Policy and Procedure**

Work will begin on updating our Policy and Procedures on our website and City Hall binder. New to Gustavus and volunteer at City Hall, Marilyn Agee will be helping me with this project.

✓ **City Hall Projector and Screen**

Projector and Screen has been installed and has helped meetings to run more efficiently and reduce the amount of paper being printed.

✓ **Volunteer hours Feb-May**

To date, volunteers have provided 46.5 hours of their time

✓ **Strategic Plan**

Nat Casipit has volunteered to assist with the writing of our Strategic Plan being created

✓ **International Institute of Municipal Clerks Conference**

I am attending the conference in Norfolk, Virginia and have signed up for several additional sessions that earn me points towards my Municipal Clerk Certification as well as improve on the job skills for the City of Gustavus.

✓ **Alaska Association of Municipal Clerks Fundraiser Committee**-Has been fun and engaging. I look forward to our next meeting and fundraising events we are planning for the November conference in Anchorage.

✓ **Middle School and High School Salmon River Park Clean-Up**

Government Teacher, Mr. Nesheim brought students to the Salmon River Park to do community service. The students spent several hours raking leaves, picking up trash and tidying up the park.

✓ **Middle School and High School Government Class**

Government Teacher, Mr. Nesheim brought students to City Hall for a discussion with Council Member, Calvin Casipit regarding the role that government has in managing local and state resources and how community input shapes the function of the city.

Meeting Date	Seat A Cook	Seat B Ohlson	Seat C Casipit	Seat D Taylor	Seat E Sunday	Seat F Warner	Seat G Miranda
Oct. 6, 2017 Special Meeting							
Oct. 9, 2017 General Meeting	Term Began		Term Began			Term Began	Term Began
Oct. 30, 2017 Work Session							
Nov. 6, 2017 Work Session							
Nov. 13, 2017 General Meeting							
Nov. 16, 2017 Work Session							
Nov. 30, 2017 Work Session							
Dec. 4, 2017 Work Session							
Dec. 11 2017 General Meeting							
Jan. 8, 2018 Work Session							
Jan. 11, 2018 Work Session							
Jan. 12, 2018 Work Session							
Jan. 15, 2018 General Meeting							
Jan. 16, 2018 Work Session							
Jan. 22, 2018 Work Session							
Jan. 26, 2018 Work Session							
Feb. 5, 2018 Work Session							
Feb 12, 2018 General Meeting							
March 5, 2018 Work Session							
March 12, 2018 General Meeting							
March 14, 2018 Work Session							
April 2, 2018 Work Session							
April 2, 2018 Special Meeting							
April 9, 2018 General Meeting							
May 7, 2018 Work Session							

	Special Meeting/ Work Session Present
	General Meeting Present
	Not a council member at time of meeting
	Absent (unexcused)
	Absent (excused)

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

	Jul '17 - Apr 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Admin Fees	0.00	10.00	-10.00	0.0%
Business License Fees	3,450.20	3,000.00	450.20	115.0%
Donations	960.00	2,000.00	-1,040.00	48.0%
DRC Income	77,951.85	88,280.00	-10,328.15	88.3%
Federal Revenue				
Natl Forest Receipts-Encumbered	0.00	6,223.04	-6,223.04	0.0%
Payment In Lieu of Taxes	107,545.26	107,545.26	0.00	100.0%
Total Federal Revenue	107,545.26	113,768.30	-6,223.04	94.5%
Fundraising	1,010.00	5,200.00	-4,190.00	19.4%
GVFD Income	1,345.00	1,500.00	-155.00	89.7%
Interest Income	722.85	70.00	652.85	1,032.6%
Lands Income	9,906.00	8,000.00	1,906.00	123.8%
Lease Income	6,907.00	15,541.42	-8,634.42	44.4%
Library Income	1,116.93	3,000.00	-1,883.07	37.2%
Marine Facilities Income	8,635.00	14,000.00	-5,365.00	61.7%
NSF Fees	0.00	-10.00	10.00	0.0%
Sales Tax Income				
Retail Tax Income	349,019.41	319,000.00	30,019.41	109.4%
Room Tax Income	73,479.15	67,000.00	6,479.15	109.7%
Fish Box Tax	13,515.69	15,000.00	-1,484.31	90.1%
Penalties & Interest	4,859.07	0.00	4,859.07	100.0%
Tax Exempt Cards	160.00	150.00	10.00	106.7%
Seller's Compensation Discount	-790.77	0.00	-790.77	100.0%
Total Sales Tax Income	440,242.55	401,150.00	39,092.55	109.7%
State Revenue				
Community Assistance Program	88,824.00	82,515.28	6,308.72	107.6%
Shared Fisheries Business Tax	1,921.08	1,656.21	264.87	116.0%
Total State Revenue	90,745.08	84,171.49	6,573.59	107.8%
Total Income	750,537.72	739,681.21	10,856.51	101.5%
Gross Profit	750,537.72	739,681.21	10,856.51	101.5%
Expense				
Administrative Costs	2,293.43	28,400.00	-26,106.57	8.1%
Advertising	75.00	500.00	-425.00	15.0%
Ambulance Subscription Expense	400.00	2,000.00	-1,600.00	20.0%
Bad Debt	620.61			
Bank Service Charges	1,586.96	2,630.00	-1,043.04	60.3%
Building	12,234.38	28,747.26	-16,512.88	42.6%
Contractual Services	18,134.57	49,690.00	-31,555.43	36.5%
Dues/Fees	4,591.00	7,100.00	-2,509.00	64.7%
Election Expense	212.17	500.00	-287.83	42.4%
Equipment	5,935.94	13,315.00	-7,379.06	44.6%
Freight/Shipping	13,452.24	19,110.00	-5,657.76	70.4%
Fundraising Expenses	1,437.64	2,100.00	-662.36	68.5%
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	4,500.00	-2,845.49	36.8%
Occupational Health	0.00	500.00	-500.00	0.0%

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

	<u>Jul '17 - Apr 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Payroll Expenses	262,165.98	381,195.00	-119,029.02	68.8%
Professional Services	24,674.20	45,000.00	-20,325.80	54.8%
Public Relations	345.91	2,000.00	-1,654.09	17.3%
Road Maintenance	85,043.24	90,000.00	-4,956.76	94.5%
Social Services	10,540.00	10,540.00	0.00	100.0%
Supplies	11,903.49	21,675.00	-9,771.51	54.9%
Telecommunications	16,297.60	18,210.00	-1,912.40	89.5%
Training	10,680.93	20,100.00	-9,419.07	53.1%
Travel	12,685.08	21,350.00	-8,664.92	59.4%
Utilities	14,570.30	14,040.00	530.30	103.8%
Vehicle	5,594.32	8,550.00	-2,955.68	65.4%
Total Expense	<u>524,054.25</u>	<u>798,552.26</u>	<u>-274,498.01</u>	<u>65.6%</u>
Net Ordinary Income	226,483.47	-58,871.05	285,354.52	-384.7%
Other Income/Expense				
Other Income				
Encumbered Funds	90,000.00	90,000.00	0.00	100.0%
Total Other Income	<u>90,000.00</u>	<u>90,000.00</u>	<u>0.00</u>	<u>100.0%</u>
Net Other Income	<u>90,000.00</u>	<u>90,000.00</u>	<u>0.00</u>	<u>100.0%</u>
Net Income	<u>316,483.47</u>	<u>31,128.95</u>	<u>285,354.52</u>	<u>1,016.7%</u>

4:00 PM

05/07/18

Accrual Basis

City of Gustavus

Balance Sheet

As of April 30, 2018

Apr 30, 18

ASSETS

Current Assets

Checking/Savings

AMLIP - CoG Main account (0630598.1)	1,181,370.29
AMLIP Admin (0630598.10)	40,775.61
AMLIP Beach (0630598.11)	36.02
AMLIP DRC (0630598.9)	14,059.75
AMLIP GCN (0630598.5)	1,976.28
AMLIP GVFD (0630598.4)	0.38
AMLIP Lands (0630598.7)	6,599.40
AMLIP Library (0630598.2)	48,762.39
AMLIP MFC (0630598.3)	88,579.36
AMLIP Public Works (0630598.6)	35,156.29
AMLIP Road Maint (0630598.8)	94,253.33
APCM.Endowment Fund	1,429,512.79
FNBA - Checking	428,028.18
FNBA Endowment Fund - Checking	58,746.01
FNBA First Investment Account	750,770.93
Petty Cash	213.52

Total Checking/Savings

4,178,840.53

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	\$958.77	\$319.64	Alaska OWL monthly internet subsidy
	Library Supplies	8/2/2017	\$7,000.00	FY18 PLA Grant	\$6,621.23	\$378.77	State of AK Public Library Assistance (PLA) grant for library materials
	Library tech equipment	5/7/2018	\$1,162.80	--	\$1,162.80	\$0.00	OWL Technology Purchase Reimbursement Program
	Library Training	Spring 2018	not yet awarded	will be reimbursed			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 Supplies	4/27/2018	\$7,312.50	2018 VFA Grant	\$0.00	\$7,312.50	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	\$2,330.00	--	\$2,330.00	\$0.00	SEREMS Code Blue Grant - 4 adult & 4 infant CPR mannequins; rescue litter wheel - GVFD paid 10% match
	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	\$550.00	\$616.00	scholarship for IIMC conference registration
	City Clerk Training	Summer 2018	\$1,500.00	will be reimbursed after the institute			scholarship for IIMC institute registration

\$53,463.47

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	



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

1. Agency/Locality City of Gustavus	2. Division/Department Admin, City Clerk	3. Person Completing Form Karen Platt, City Clerk
4. Address, City, State & Zip P.O. Box 1, Gustavus	5a. Telephone Number & Extension 907-697-2451	5b. E-mail Address clerk@gustavus-ak.gov

6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
C-3	Council Non-Permanent Records	2011	City Hall	Partial Box	Recycle
C-8	Petitions	2005	City Hall	Partial Box	Recycle
C-20	Committee Files	2007-2012	City Hall	Partial Box	Recycle
C-21	Clerk General	2006-2007	City Hall	Partial Box	Recycle
C-6	Elections-General	2005-2010	City Hall	Partial Box	Recycle/Shred
C-7	Elections Ballots	2005-2010	City Hall	Partial Box	Recycle
AD-3	Transitory Information	2011	City Hall	Partial Box	Recycle
A-2	Accounting-Budget Work Papers	2007	City Hall	Partial Box	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** _____

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY18-16NCO**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

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

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

Amounts

CITY HELD ACCOUNTS	Account Balance* <small>*Approximate, this is a dynamic value</small>	Amended Balance	Change
FBNA Checking account	\$ 412,284.82	\$ 243,578.45	<\$ 168,706.37>
AMLIP CoG Main account [close acct]	\$1,181,370.29	\$ 0.00	<\$1,181,370.29>
AMLIP Admin [close account]	\$ 40,775.61	\$ 0.00	<\$ 40,775.61>
AMLIP Beach [close account]	\$ 36.02	\$ 0.00	<\$ 36.02>
AMLIP DRC [close account]	\$ 14,059.75	\$ 0.00	<\$ 14,059.75>
AMLIP GCN [close account]	\$ 1,976.28	\$ 0.00	<\$ 1,976.28>
AMLIP GVFD [close account]	\$ 0.38	\$ 0.00	<\$ 0.38>
AMLIP Lands [close account]	\$ 6,599.40	\$ 0.00	<\$ 6,599.40>
AMLIP Library [close account]	\$ 48,762.39	\$ 0.00	<\$ 48,762.39>
AMLIP MFC [close account]	\$ 88,579.36	\$ 0.00	<\$ 88,579.36>
AMLIP Public Works [close account]	\$ 35,156.29	\$ 0.00	<\$ 35,156.29>
AMLIP Capital Improv Current [create account]	\$ 0.00	\$ 231,350.00	\$ 231,350.00
AMLIP Capital Improv Long-Term [create account]	\$ 0.00	\$ 804,672.14	\$ 804,672.14
AMLIP Repair & Replacement (R&R) [create account]	\$ 0.00	\$ 300,000.00	\$ 300,000.00
AMLIP Road Maint - Unencumbered [create account]	\$ 0.00	\$ 250,000.00	\$ 250,000.00

Funds are being redistributed following unallocated prior year surpluses into specified accounts for R&R and capital improvements, and per the Unrestricted Fund Balance Policy. Checking account balance is 25% of the FY19 budgeted operating expenses (rounded to \$212,500) plus already obligated funds for road maintenance, capital improvement projects in progress, and grant funds for fire department equipment purchase and library internet and books.

Total Change in City Held Account Balances \$ 0.00

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

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

DATE INTRODUCED: *May 14, 2018*

DATE OF PUBLIC HEARING: *June 11, 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, ALASKA
ORDINANCE FY18-17NCO**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2018, estimated expenses have changed from the estimates in the approved budget. For the Fiscal Year of 2018, the following City held account balance transfers are to be made for the reasons stated.

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

Budget Category	Amounts		
EXPENSE	Original Budget	Amended Budget	Change
Admin:Administrative Costs	\$ 14,000.00	\$ 4,000.00	<\$ 10,000.00>
Admin:Professional Services	\$ 35,000.00	\$ 30,000.00	<\$ 5,000.00>
Road Maintenance	\$ 90,000.00	\$ 105,000.00	\$ 15,000.00
<i>An audit was budgeted for but not required in FY18; instead, review services by a CPA are planned after the close of FY18. Professional Service expenses were less than budgeted in FY18. Some of these budgeted expenses will instead be used for Road Maintenance.</i>			
Total Change in Expense			\$ 0.00

OTHER INCOME	Original Budget	Amended Budget	Change
Encumbered Funds	\$ 90,000.00	\$ 105,000.00	\$ 15,000.00
<i>The income source for this is the AMLIP – Road Maintenance account.</i>			

Total Change in Other Income	\$ 15,000.00
<i>Additional Road Maintenance tasks need to be completed this fiscal year.</i>	

Amounts			
CITY HELD ACCOUNTS	Account Balance*	Amended Balance	Change
<i>*Approximate, this is a dynamic value</i>			
AMLIP – Road Maintenance	\$ 94,253.33	\$ 79,253.33	<\$ 15,000.00>
FBNA Checking account	\$ 412,284.82	\$ 427,284.82	\$ 15,000.00
<i>Additional encumbered funds transferred for FY18 Road Maintenance.</i>			

Total Change in City Held Account Balances	\$	0.00
--	----	------

Section 4. The FY18 budget and City held accounts are hereby amended as indicated, and any portion of the approved budget inconsistent with this amendment is repealed.

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

DATE INTRODUCED: *May 14, 2018*

DATE OF PUBLIC HEARING: *June 11, 2018*

PASSED and **APPROVED** by the Gustavus City Council this ____th day of June, 2018.

Barbara Miranda, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

CITY OF GUSTAVUS, ALASKA
ORDINANCE FY18-18NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
DEPARTMENT BUDGETS FOR FISCAL YEAR 2018

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2018 estimated expenditures have changed from the estimates in the approved budget.

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

Budget Category EXPENSE	Amounts		
	Original Budget	Amended Budget	Change
Admin:Payroll Expenses:Wages <i>Due to staffing changes, administration department wages are less than budgeted for FY18.</i>	\$ 94,215.82	\$ 92,410.98	<\$ 1,804.84>
MF:Contractual Services	\$ 5,000.00	\$ 3,700.00	<\$ 1,300.00>
MF:Building:Insurance <i>Property insurance for both waterless restrooms and the bulk fuel facility, insured for the first time mid-FY18.</i>	\$ 0.00	\$ 744.87	\$ 744.87
MF:Maintenance & Repairs <i>These funds are to replace a damaged connecting ramp for the city-owned floats on the Gustavus dock.</i>	\$ 3,000.00	\$ 4,500.00	\$ 1,500.00
MF:Payroll Expenses:Wages <i>The Marine Facilities Coordinator position expanded to include shoulder seasons starting in 2018. The revised position description was approved at the 3/12/18 general meeting.</i>	\$ 12,960.00	\$ 13,210.00	\$ 250.00
MF:Payroll Expenses:Payroll Taxes <i>Payroll tax rates decreased in 2019.</i>	\$ 1,540.00	\$ 1,100.00	<\$ 440.00>
MF:Payroll Expenses:Workers Comp Ins. <i>A workers compensation insurance line-item had not been included in the Marine Facilities budget in the past.</i>	\$ 0.00	\$ 1,049.97	\$ 1,049.97
Total Change in Expense			\$ 0.00

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

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

DATE INTRODUCED: May 14, 2018

DATE OF PUBLIC HEARING: June 11, 2018

PASSED and **APPROVED** by the Gustavus City Council this ____th day of June, 2018.

Barbara Miranda, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

CITY OF GUSTAVUS, ALASKA
ORDINANCE FY18-19NCO
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:

Budget Category EXPENSE	Amounts		
	Original Budget	Amended Budget	Change
Building:Maintenance & Repair <i>The library roof repair and replacement cost was contracted less than the amount budgeted.</i>	\$ 19,545.26	\$ 16,577.26	<\$ 2,968.00>
Building:Insurance	\$ 1,672.00	\$ 1,990.00	\$ 318.00
Contractual Services <i>Additional funds are being budgeted for new Young Adult book shelves.</i>	\$ 3,100.00	\$ 3,400.00	\$ 300.00
Telecommunications <i>With a switch in internet providers in FY18, there was a one-time fee for setting up the library wi-fi network.</i>	\$ 5,000.00	\$ 5,800.00	\$ 800.00
Utilities:Electricity <i>Electricity rates increased mid-FY18.</i>	\$ 2,600.00	\$ 3,150.00	\$ 550.00
Utilities:Fuel Oil <i>The library used more fuel than anticipated in FY18.</i>	\$ 2,900.00	\$ 3,900.00	\$ 1,000.00
Total Change in Expense			\$ 0.00

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

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

DATE INTRODUCED: *May 14, 2018*

DATE OF PUBLIC HEARING: *June 11, 2018*

PASSED and **APPROVED** by the Gustavus City Council this ____th day of June, 2018.

Barbara Miranda, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

CITY OF GUSTAVUS, ALASKA
ORDINANCE FY18-20NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE GUSTAVUS VOLUNTEER FIRE DEPARTMENT BUDGET FOR FISCAL YEAR 2018

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2018 estimated expenditures have changed from the estimates in the approved budget.

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

Budget Category EXPENSE	Amounts		
	Original Budget	Amended Budget	Change
Training	\$ 15,000.00	\$ 8,000.00	<\$ 7,000.00>
<i>Some classes were offered in-house or free or charge and other classes will happen next fiscal year, so this budget category has unused FY18 allocation.</i>			
Travel	\$ 10,000.00	\$ 5,945.00	<\$ 4,055.00>
<i>Some classes were offered in-house or free or charge and other classes will happen next fiscal year, so this budget category has unused FY18 allocation.</i>			
Telecommunications	\$ 5,000.00	\$ 6,700.00	\$ 1,700.00
<i>This is for the purchase of a satellite phone subscription and a phone tree system subscription for disseminating emergency messages.</i>			
Equipment:Equipment Purchase	\$ 2,000.00	\$ 9,000.00	\$ 7,000.00
<i>This is to purchase a dry hydrant, a FogNail fire nozzle, ten pagers, and an office desk.</i>			
Building:Insurance	\$ 1,200.00	\$ 1,455.00	\$ 255.00
Utilities:Electricity	\$ 1,500.00	\$ 1,900.00	\$ 400.00
<i>Electricity rates increased mid-FY18.</i>			
Utilities:Fuel Oil	\$ 1,500.00	\$ 3,200.00	\$ 1,700.00
<i>The firehall used more fuel oil than anticipated in FY18.</i>			
<hr/>			
Total Change in Expense		\$	0.00

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

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

DATE INTRODUCED: May 14, 2018

DATE OF PUBLIC HEARING: June 11, 2018

PASSED and **APPROVED** by the Gustavus City Council this ___th day of June, 2018.

Barbara Miranda, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

CITY OF GUSTAVUS, ALASKA
ORDINANCE FY18-21NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE DISPOSAL & RECYCLING CENTER BUDGET FOR FISCAL YEAR 2018

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2018 estimated expenditures have changed from the estimates in the approved budget.

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

Budget Category EXPENSE	Amounts		
	Original Budget	Amended Budget	Change
Bank Service Charges	\$ 1,130.00	\$ 980.00	<\$ 150.00>
Building:Maintenance & Repair	\$ 1,200.00	\$ 500.00	<\$ 700.00>
Fundraising	\$ 250.00	\$ 0.00	<\$ 250.00>
Training	\$ 600.00	\$ 380.00	<\$ 220.00>
Travel	\$ 350.00	\$ 0.00	<\$ 350.00>
Telecommunications	\$ 1,710.00	\$ 1,610.00	<\$ 100.00>
Supplies	\$ 4,075.00	\$ 5,145.00	\$ 1070.00
Utilities:Electricity	\$ 1,540.00	\$ 1,740.00	\$ 200.00
<i>Electricity rates increased mid-FY18.</i>			
Utilities:Fuel Oil	\$ 1,000.00	\$ 1,500.00	\$ 500.00
<i>The DRC office building fuel tank will be filled at the end of FY18.</i>			

Total Change in Expense	\$ 0.00
-------------------------	----------------

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

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

DATE INTRODUCED: *May 14, 2018*

DATE OF PUBLIC HEARING: *June 11, 2018*

PASSED and **APPROVED** by the Gustavus City Council this ____th day of June, 2018.

Barbara Miranda, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY18-22NCO**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

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

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

Amounts			
CITY HELD ACCOUNTS	Account Balance* <small>*Approximate, this is a dynamic value</small>	Amended Balance	Change
CP-18-01 Salmon River Harbor	\$ 0.00	\$ 27,000.00	\$ 27,000.00
CP-18-02 Wilson Rd. Drainage	\$ 0.00	\$ 40,000.00	\$ 40,000.00
CP-18-03 Road Name Signs	\$ 0.00	\$ 22,100.00	\$ 22,100.00
CP-18-04 LIDAR of Gustavus	\$ 0.00	\$ 28,400.00	\$ 28,400.00
AMLIP Capital Improv Current	\$ 231,350.00	\$ 113,850.00	<\$ 117,500.00>
<small>Funding for some of the 2018 capital projects, per the Capital Improvement Plan approved by the City Council at the ____ general meeting.</small>			
Total Change in City Held Account Balances			\$ 0.00

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

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

DATE INTRODUCED: *May 14, 2018*

DATE OF PUBLIC HEARING: *June 11, 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
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

Ordinance for Public Hearing

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY18-14NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
DEPARTMENT BUDGETS FOR FISCAL YEAR 2018**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2018 estimated expenditures have changed from the estimates in the approved budget.

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

Budget Category EXPENSE	Amounts		
	Original Budget	Amended Budget	Change
Admin:Administrative Costs	\$ 23,000.00	\$ 14,000.00	<\$ 9,000.00>
Contractual Services:Managed IT Services	\$ 0.00	\$ 9,000.00	\$ 9,000.00

An audit was budgeted for but not required in FY18; instead, review services by a CPA are planned after the close of FY18. Some of these budgeted funds will be used to initiate a contract for Managed Information Technology Services (RFP FY18-COG01).

Total Change in Expense	\$	0.00
-------------------------	----	-------------

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: *April 9, 2018*

DATE OF PUBLIC HEARING: *May 14, 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
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

Unfinished Business

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY18-15NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE ESTABLISHMENT
AND ADOPTION OF THE BUDGET FOR FISCAL YEAR 2019**

BE IT ENACTED BY THE CITY OF GUSTAVUS AS FOLLOWS:

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

Section 2. General Provisions. The attached document is the authorized budget of revenues and expenditures for the period July 1, 2018 through June 30, 2019 and is made a matter of public record.

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

DATE INTRODUCED: *April 9, 2018*

DATE OF PUBLIC HEARING: *June 11, 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

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

City of Gustavus Budget Fiscal Year 2019

Presented to the Gustavus City Council May 14, 2018

FY 2019 City of Gustavus Operating Budget

This document contains the City of Gustavus operating budget for fiscal year 2019 (FY19: July 1, 2018 through June 30, 2019). A summary of notable items in the budget is provided below. Capital improvement projects not funded through the operating budget are not discussed in this document; please see the separate Capital Improvement Plan. The city's only Enterprise Fund, the Gustavus Community Network, was discontinued in FY16 by Resolution CY15-31. All other departments are in the General Fund.

A. Revenues

1. Sales Tax

Sales tax makes up the bulk of locally generated revenue. The current sales tax rate is 3% (Ordinance FY11-02 amending municipal code section 04.15.030). Trends in sales tax revenue are difficult to discern over the past five years due to a large repayment of past due sales tax skewing the revenue in FY16 and underestimating revenue in years before that. Regardless of that, FY15 appears to have been a low year for sales, room, and fish box taxes, with an increase in the years since then. Revenues for FY17 and FY18 appear steady. Sales tax revenue for FY19 was budgeted based on FY18 receipts to date and incorporating anticipated lower revenue due to the closure of a sizeable Gustavus business at the end of the 2017 tourist season.

2. Room Tax

Room tax revenue has increased over the past four fiscal years. The current room tax is 4% (municipal code section 04.14.030). Room tax revenue for FY19 was budgeted based on FY18 receipts to date and incorporating anticipated lower revenue due to the closure of a business. It will be interesting to see if room tax revenue holds steady with guests using other available lodging.

3. Fish Box Tax

The fish box tax revenue has increased over the past four fiscal years. The current fish box tax is \$10/box packaged and transported out of town (municipal code section 04.16.030). Fish box tax revenue for FY19 has been budgeted just under the FY16 and FY17 total revenue amount.

4. Other City-Generated Revenue Sources

The Disposal and Recycling Center (DRC) and Community Chest combined revenues have varied from \$74,000 to \$84,000 over the past five fiscal years. The current fee schedule for the DRC was adopted May 8, 2017 with Resolution CY17-06. The DRC and Community Chest revenue for FY19 has been budgeted at the same level as FY18.

The Gustavus Volunteer Fire Department has once again started billing for ambulance transport, beginning at the end of FY18. As a result, citizen enrollment in the ambulance subscription program has also increased. The same company that performed insurance billing for the City of Gustavus several years ago is again partnering with the city. With active ambulance billing occurring, this revenue source has been budgeted higher for FY19. With the formation of a non-profit partner organization, fundraising revenue and expenses have been moved out of the city budget as this activity is no longer being performed by the city.

Gravel pit material sales have slowly increased over the past three fiscal years. The FY19 budgeted revenue will remain the same as FY18. Budgeted lease income remains unchanged with the exception of the end of the current pit mining lease since renewal of the lease is unknown.

Business license fees collected has remained steady over the past five fiscal years. As a result, the FY19 budgeted revenue has been slightly increased as compared to FY18.

Marine Facility fees have been tracked in various ways over the years, making trends difficult to discern. Private vessel registration has been steady with commercial vessel registration increasing over the past two fiscal years but still not to the FY15 level. The marine facilities income budget remains the same as FY18. Long-term storage fees from customers leasing space at the Salmon River Harbor have been moved from Lease Income to Marine Facilities Income in the budget.

The library budgeted revenue has been adjusted downward to more accurately reflect anticipated donations, fundraising revenue, and other income for FY19.

5. Federal Revenue

i. Payment in Lieu of Taxes (PILT)

The amount of PILT revenue is unpredictable until late in the budgeting process. PILT was fully funded for FY19 in the March 2018 Omnibus bill that was passed, and this funding exceeded the FY18 funding. The FY19 city budget is the same as the FY18 actual amount received with an assumption FY19 actual city revenue could be higher due to the higher funding of PILT at the national level. The FY19 PILT application was mailed 5/14/18, and the FY19 PILT revenue amount is still unknown at the time of this writing.

ii. National Forest Receipts (NFR)

NFR revenue has dwindled to virtually nothing the past two fiscal years and will continue to be low for the foreseeable future. In the past, the City of Gustavus was able to save retain unused NFR funds from year to year in a dedicated savings account as encumbered funds used only for road maintenance. The road maintenance budget for FY19 will continue to be funded through this encumbered fund savings, but this will be the last fiscal year to be fully covered by this reserve fund. Given the unpredictability, the budget line for this revenue source is set at zero for FY19 as was done in FY18. The FY18 application was submitted 10/2/17. FY17 funds were not deposited until 9/1/17 (two months after FY17 ended).

6. State Revenue

i. Community Assistance Program

The State of Alaska budget outlook remains grim, although there are indications the state is coming out of its recession. The Community Assistance Program (CAP), formerly known as Community Revenue Sharing, has seen decreased funding over the past two fiscal years but continues to be fought for by Alaska municipalities. The City of Gustavus's estimated FY19 funding is \$82,577 as of 1/16/18.

ii. Shared Fisheries Business Tax

The Shared Fisheries Business Tax is variable. The FY19 budgeted revenue remains the same as FY18. The FY18 application was supported by Resolution CY17-13, adopted 12/11/17, with FY18 funds announced as \$1510.68 in March 2018 and distributed by April 2018.

7. Interest

In past years, interest from the City of Gustavus reserve funds that are in Alaska Municipal League Investment Pool (AMLIP) accounts was not included as a revenue source on the operating budget. AMLIP accounts are being accessed for encumbered road maintenance funds (discussed above) and will be deposited into through the budget line-item for Repair and Replacement funds (discussed below). It follows, then, that interest accrued on these accounts would be included as a revenue source in the operating budget for the city, along with interest

received on the checking account and First Investment account at First National Bank of Alaska. The FY19 budget includes the AMLIP interest, resulting in a remarkably higher budgeted revenue than FY18. Interest on the city's endowment fund account with Alaska Permanent Capital Management/Charles Schwab is not included as a revenue source, as the endowment fund is only accessed during the annual Endowment Fund Grant cycle.

8. Grants and Scholarships

Incoming grants and scholarships are tracked in various ways in the city's accounting software. For grant funds that are deposited and then used over time, a separate class or fund is created in the accounting software, and this revenue and the expenses paid by it are not included in the operating budget. For scholarships or grants that are reimbursements for costs already incurred, the funds are included in the operating budget and are deposited as a credit toward that expense budget line-item. A summary of grants and scholarships this fiscal year to date is included in this document.

B. Expenditures

1. Payroll

In FY19, expanded hours were budgeted for both librarians and for the Marine Facilities Coordinator. The Administrative Librarian's hours were expanding with increased employee meeting for planning, budgeting, etc. The Public Relations Librarian's hours were expanded so the duties listed in her job description could be accomplished. The Marine Facilities Coordinator hours were expanded to include intermittent work during the shoulder seasons to keep the waterless restrooms and beach trash cans open longer and to assist with maintenance tasks throughout the city. A part-time City Administrator was created to help relieve the workload for the volunteer mayor and to provide continuity in human resources management, planning, and other long-term responsibilities. As this is a new position, it is unknown exactly the amount of hours that will be required and what duties may be shifted from the current Treasurer position. The hours and full-time equivalent (FTE) used in this budget are preliminary estimates, and these hours may shift within the Administrative Department as this new position comes online, with payroll remaining within the budgeted amount.

2. Cost-of-Living Adjustment

The City of Gustavus annually reviews the consumer price index change for Anchorage and determines if a cost-of-living pay adjustment will be adopted for the coming year. On 2/12/18, Resolution CY18-08 adopted a 0.5% increase for all regular position employees effective July 1, 2018.

3. Group Health Plan & Health Insurance Stipend

A group health plan option was explored in late FY18. Premiera Blue Cross/Blue Shield offered a range of plans through our current insurance agent. Their 2018 plan Silver Plus with the lowest deductible of \$2500 costs the city \$613.33/month for the employee only. Employees can opt out with proof of insurance. For those opting out, a taxable health insurance stipend of \$200/month is proposed to offset the expense of being added to their spouse's health insurance. This amount is based on analyzing the federal employee group health coverage costs for employee only vs. employee and spouse, which is an extra \$212/month. The new benefits policy and procedure was adopted ____, 2018 (Resolution CY18-15, effective ____, 2018).

These new health benefits were explored after the City of Gustavus adopted a prior benefits policy for all regular position employees (Resolution CY18-01 adopted 1/15/18), effective January 1, 2018. This policy provided for a monthly health insurance stipend of \$800, pro-

rated based upon the employee's work schedule, to be paid through the end of 2018 or until changed. This policy fixed an outdated policy and ensured employees who had enrolled in health plans under the old benefit received an adequate stipend until a group health plan could be established.

4. Increased 457(b) Enrollment

FY18 saw a change to full participation by eligible employees in the 457(b) retirement benefit the City of Gustavus offers. Additional working hours for the librarians and the new City Administrator position further increase this budget line-item for FY19. The FY19 budgeted expense has been increased as compared to FY18 to reflect this increased employee participation and wages and the resulting increased employer matching contributions.

5. Managed IT Services

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

6. Social Service: Gustavus Children's Enhancement Program

In FY18, the City of Gustavus updated municipal code Title 6 (Ordinance FY18-09, adopted 2/12/18) to include the option to fund limited social services. With this step and the resulting policy and procedure (Resolution **CY18-17, adopted _____**), the Gustavus Children's Enhancement Program (a.k.a The Rookery at Gustavus) has requested up to 20% of their operating budget from the City of Gustavus to keep their services available and affordable. This is a new category in the city's budget.

7. Economic Development Service: Gustavus Visitors Association

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

8. Repair and Replacement Annual Contributions

As part of a more comprehensive capital improvement plan initiative that took place during FY18, repair and replacement budget line-items were created for all of the departments to funnel some funds each year toward long-term asset replacement and other capital projects. This is a new line-item in the FY19 budget. These funds will be deposited in a dedicated Alaska Municipal League Investment Pool (AMLIP) account [AMLIP Repair & Replacement (R&R)].

9. Review Services in lieu of Audit

The City of Gustavus has not received enough state or federal funds to trigger a mandatory audit since FY15. The City Council and Treasurer agreed in January 2018 it was in the best interest of the city to have some sort of outside accounting review after the completion of FY18. Review services from the same accounting firm that has completed the city's audits in the past have been estimated at \$10,500 and are included in the Administrative budget's Administrative Costs budget line.

10. Insurance Premium Increases:

The city's insurance costs increased over the course of FY18 due to the addition of several items that had not been added at the time of initiation/purchase/construction, including:

- Workers' Compensation: The Marine Facilities Coordinator position had not been previously included in the policy.
- Buildings: The two new waterless restrooms (constructed in 2014 and 2017) had not been previously included in the policy (Marine Facilities budgeted expense). Also in FY18, the fire hall and the library received updated calculated appraisals.
- Vehicle: Engine #1 was purchased in August 2017 and includes physical damage coverage. Engine #34 was disposed of in March 2018.
- Mobile Equipment: The new Bobcat purchased in 2016 had not been previously included in the policy.
- Bulk Fuel Facility: The 50-year lease with the bulk fuel facility operator, Gustavus Dray, requires them to insure for replacement costs of improvements made on the premises but does not have a requirement to insure for replacement cost of the facility as a whole for "Acts of God" types of occurrences (*e.g.* tsunami, earthquake, major vandalism). Gustavus Dray's current replacement insurance is for \$750,000 for the tanks only, well under the over \$2 million construction cost for the whole facility. The bulk fuel facility (but not tank contents) is now insured by the city for the full amount (Marine Facilities budgeted expense).

C. Proposed Rate Changes

None at this time.

D. Long-Term Finances

1. Reserve Funds

In late FY18, the persistent high carryover of funds from one fiscal year to the next was addressed along with a reapportioning of the reserve accounts held by the city to establish designated accounts for capital improvements, asset repair and replacement, and unencumbered funds for road maintenance. Along with this redistribution of funds between accounts, an Unrestricted Fund Balance Policy and Procedure was created to guide the use of future carryover funds. See FY18-16NCO for the new account designations and Resolution CY18-18 for adoption of the Unrestricted Fund Balance Policy and Procedure. As part of this policy, the unrestricted fund balance will be maintained around 25% of the fiscal year's operating expenses. At this time, the unrestricted fund balance resides in the city's First National Bank of Alaska checking account. See the policy document for details.

2. Long-Term Debt

The City of Gustavus currently has no debt obligation.

E. Fiscal Year 2020

1. Road Maintenance Budget

Beginning in FY20, National Forest Receipts (NFR) from past years currently being used as encumbered funds for Road Maintenance will only partially fund annual road maintenance at the current budgeted level. The operating budget will have to be adjusted to fund this expense or other reserve funds will have to be tapped. A separate "AMLIP Road Maint – Unencumbered" account was created with FY18-16NCO to ensure this vital expense can be covered.

2. Marine Facilities Budget

Beginning in FY20, additional contractual services expenses will be incurred for spring and fall transfer of the repaired steel mooring float that overwinters on the north side of Pleasant Island.

3. Disposal & Recycling Budget

Beginning in FY20 (and possibly FY19), additional freight costs could be incurred as the market for mixed plastics and mixed paper recyclables changes or disappears due to changes in the world economy. At this time, it is unclear what the ramifications will be. The Solid Waste Management Plan revision to be presented in July 2018 may provide more insight into this.

F. Discussion of Possible New Revenues

None at this time.

G. Summary

To combat the excess funds generated in past year's budgets, the FY19 budgeting process sought to tighten up the figures for income and expenditures to more realistic levels based on past years' data as opposed to preparing the budget to be able to absorb a wide-range of unexpected expenses. Even with the new line-items of economic development services, limited social services, managed IT services, and contributions to the repair and replacement account, the budget is balanced.



City of Gustavus

PO Box 1

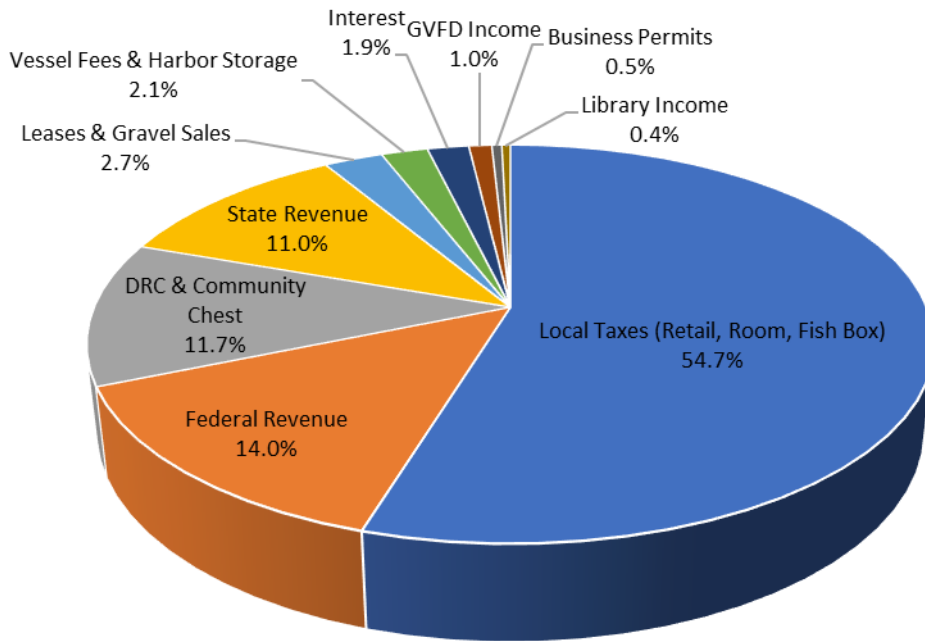
Gustavus, Alaska 99826

Phone: (907) 697-2451

City of Gustavus Financial Summary Fiscal Year 2019

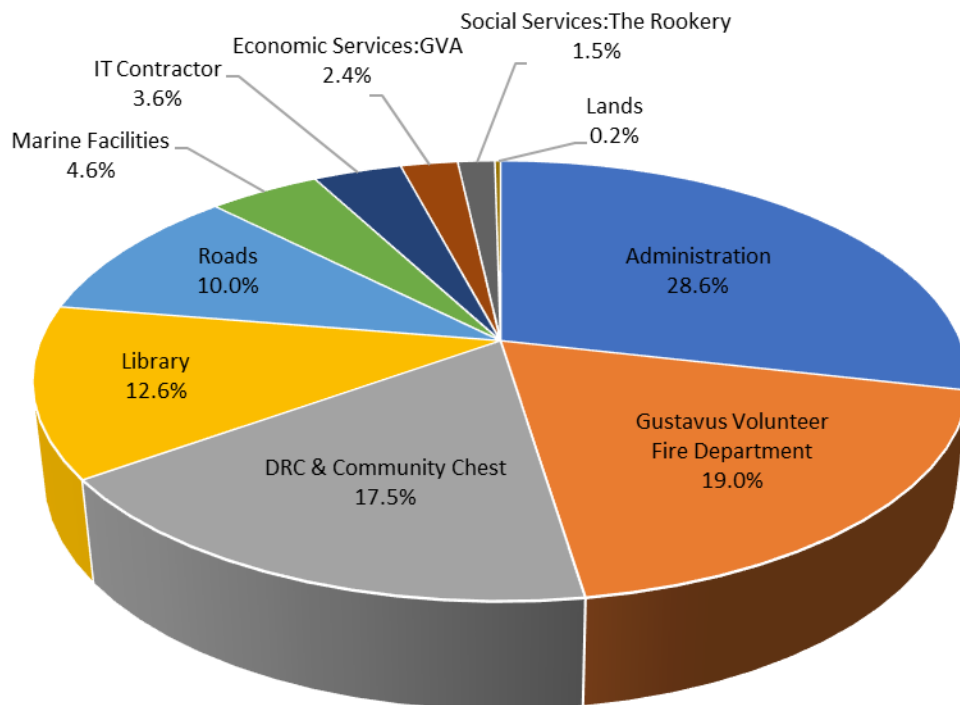
May 2018

FY19 Budgeted General Fund Revenue



Note: \$85,100 of encumbered funds from savings for road maintenance are not included here.
GVFD is the Gustavus Volunteer Fire Department.

FY19 Budgeted General Fund Expenses

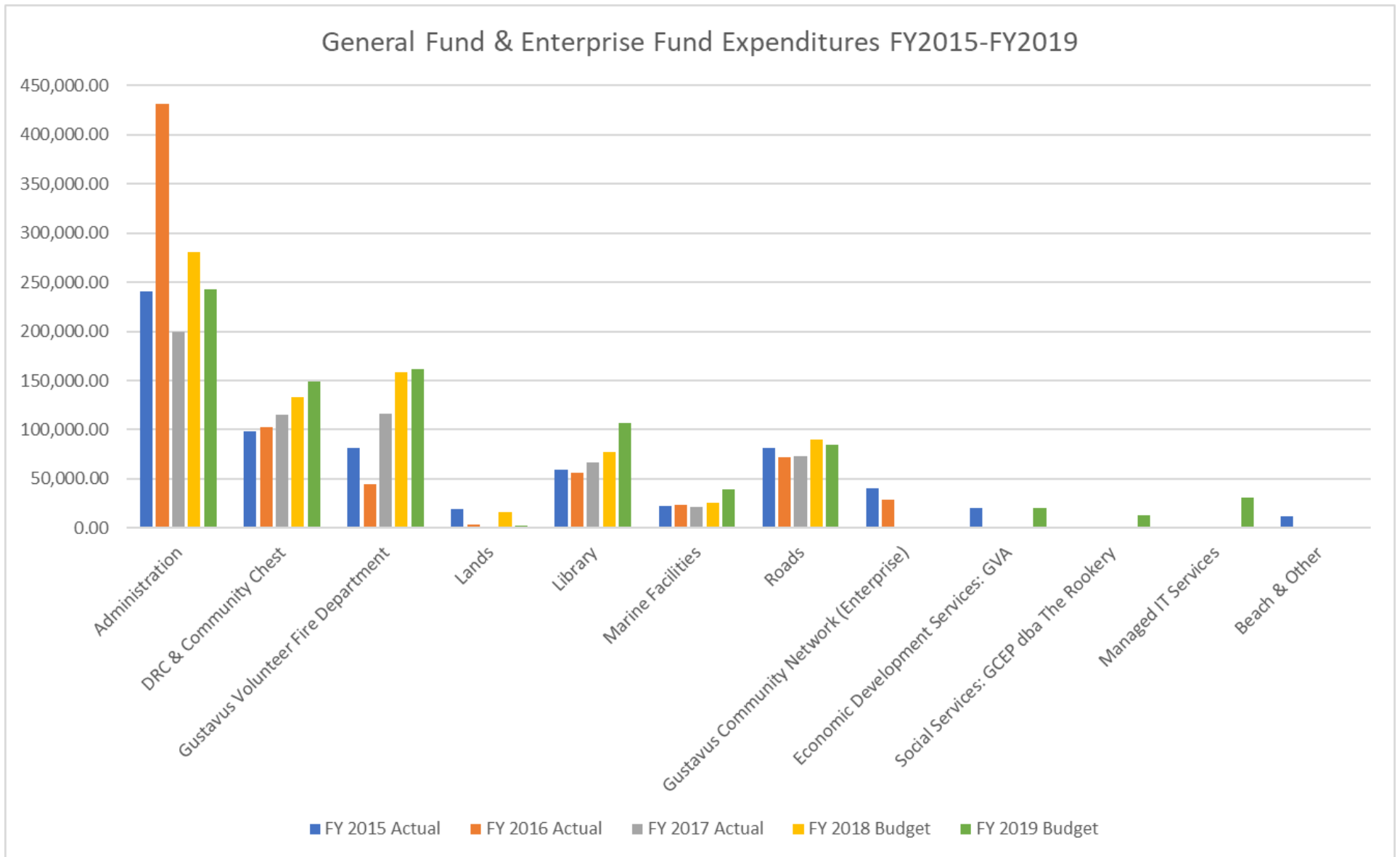


City of Gustavus General & Enterprise Funds Revenue & Expenditure Recap FY15-FY19

				Actual	Actual	Actual	Budget	Budget
				Jul '14 - Jun 15	Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19
Ordinary Income/Expense								
Income								
			Admin Fees	36.25	10.00	5.00	10.00	
			Business License Fees	3,975.00	3,600.00	3,800.00	3,000.00	3,500.00
			Donation - Inter-library Loans	0.00	36.00	119.80		
			Donations	2,270.27	2,107.07	2,470.22	2,000.00	1,000.00
			DRC Income					
			Community Chest Sales	12,819.25	12,852.62	14,457.35	12,800.00	14,000.00
			Landfill Fees paid @ City Hall	21,691.42	29,021.03	24,288.62		
			Landfill Fees/Sales	34,816.86	38,644.67	39,469.87	70,880.00	70,880.00
			Recyclable Material Sales	5,386.80	4,451.31	3,827.52	4,600.00	4,600.00
			DRC Income - Other	1,097.21	0.00	0.00	0.00	0.00
			Total DRC Income	75,811.54	84,969.63	82,043.36	88,280.00	89,480.00
			Federal Revenue					
			Natl Forest Receipts-Encumbered	76,371.72	64,107.22	5,537.40		
			Payment In Lieu of Taxes	95,409.48	98,017.66	97,777.98	90,000.00	107,000.00
			Total Federal Revenue	171,781.20	162,124.88	103,315.38	90,000.00	107,000.00
			Fundraising	4,196.50	4,409.75	5,146.30	5,200.00	700.00
			GCN Income	47,790.67	23,956.21	534.48		
			GVFD Income					
			Ambulance Billing	6,809.03	757.40	0.00		6,500.00
			ASP	1,375.00	710.00	1,330.00	1,500.00	1,500.00
			Training	0.00	0.00	250.00		
			GVFD Income - Other	1,410.00	200.00	0.00		
			Total GVFD Income	9,594.03	1,667.40	1,580.00	1,500.00	8,000.00
			In-Kind Income	-73.32	0.00	0.00		
			Interest Income	58.76	70.67	234.64	70.00	14,500.00
			Lands Income					
			Gravel Pit Gravel Sales	7,960.00	7,038.00	8,084.00	8,000.00	8,000.00
			Total Lands Income	7,960.00	7,038.00	8,084.00	8,000.00	8,000.00
			Lease Income	14,081.79	15,294.29	15,344.35	13,291.42	12,541.42
			Library Income	4,147.94	2,197.79	2,203.93	3,000.00	1,500.00
			Marine Facilities Income					
			Facilities Usage Fees	300.00	0.00	0.00		1,000.00
			Commercial Vessel Registration	10,800.00	7,800.00	9,600.00		9,000.00
			Kayak Registration	0.00	30.00	10.00		
			Private Vessel Registration	5,450.00	5,450.00	4,699.00		4,000.00
			Storage Area Fee	600.00	0.00	0.00	2,250.00	2,250.00
			Marine Facilities Income - Other	1,656.00	1,825.25	918.75	14,000.00	
			Total Marine Facilities Income	18,806.00	15,105.25	15,227.75	16,250.00	16,250.00
			NSF Checks Paid	37.50	0.00	0.00		
			NSF Fees	-36.20	5.00	0.00		
			Other Income	600.00	0.00	0.00		
			Sales Tax Income					
			Retail Tax Income	325,635.01	435,968.42	342,815.50	319,000.00	339,000.00
			Room Tax Income	56,165.30	67,397.29	70,344.45	67,000.00	65,000.00
			Fish Box Tax	10,380.00	15,970.00	15,140.00	15,000.00	15,000.00
			Penalties & Interest	4,622.63	3,602.26	4,199.99		
			Tax Exempt Cards	220.00	220.00	210.00	150.00	150.00
			Seller's Compensation Discount	-4,484.69	-4,837.31	-3,362.23		
			Sales Tax Income - Other	927.90	1,691.55	0.00		
			Total Sales Tax Income	393,466.15	520,012.21	429,347.71	401,150.00	419,150.00
			State Revenue					
			Community Assistance Program	120,088.00	115,220.00	77,202.00	82,515.28	82,577.00
			Shared Fisheries Business Tax	985.17	1,780.86	2,196.31	1,656.21	1,500.00
			Total State Revenue	121,073.17	117,000.86	79,398.31	84,171.49	84,077.00
			Total Income	875,577.25	959,605.01	748,855.23	715,922.91	765,698.42
			Gross Profit	875,577.25	959,605.01	748,855.23	715,922.91	765,698.42

		Actual	Actual	Actual	Budget	Budget
		Jul '14 - Jun 15	Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19
	Expense					
	Administrative Costs	46,343.71	22,792.52	2,048.56	33,400.00	14,300.00
	Advertising	100.00	414.72	0.00	500.00	500.00
	Ambulance Subscription Expense	281.88	15.94	0.00	2,000.00	1,000.00
	Bank Service Charges	4,067.44	3,848.47	3,487.97	2,630.00	2,250.00
	Building					
	Insurance	3,433.96	3,548.97	2,785.99	3,902.00	7,645.00
	Maintenance & Repair	287.12	2,649.25	2,603.57	7,300.00	6,800.00
	Building - Other	34.59	0.00	0.00		
	Total Building	3,755.67	6,198.22	5,389.56	11,202.00	14,445.00
	Capital Expense	8,032.50				
	Capital Projects Funding	0.00	250,132.30	0.00		
	Cash Short/Over	0.00	0.00	489.59		
	Contractual Services					
	Managed IT Services	0.00	0.00	0.00		31,000.00
	Contractual Services - Other	45,917.07	26,758.79	40,134.32	29,500.00	24,500.00
	Total Contractual Services	45,917.07	26,758.79	40,134.32	29,500.00	55,500.00
	Dues/Fees	6,338.71	5,621.88	5,320.80	7,740.00	6,950.00
	Economic Development Services					
	GVA	20,000.00	1,500.00	0.00		20,000.00
	Total Economic Development Services	20,000.00	1,500.00	0.00	0.00	20,000.00
	Election Expense	385.96	129.96	111.16	500.00	250.00
	Encumbered Funds transfer	12,000.00	0.00	0.00		
	Equipment					
	Equipment Fuel	1,051.64	901.55	958.54	1,170.00	1,170.00
	Equipment Purchase	24,399.64	7,521.57	2,480.49	7,575.00	9,200.00
	Insurance	66.12	67.51	75.75		200.00
	Maintenance & Repair	3,268.72	4,077.61	5,657.44	3,100.00	3,100.00
	Equipment - Other	4,913.58	569.36	502.00		
	Total Equipment	33,699.70	13,137.60	9,674.22	11,845.00	13,670.00
	Freight/Shipping	14,225.45	15,635.54	15,540.83	18,760.00	19,050.00
	Fundraising Expenses	2,081.95	1,688.64	1,872.71	2,100.00	600.00
	General Liability	793.60	-2,578.60	1,865.68	4,000.00	4,000.00
	Grant Expense	0.00	0.00	0.00		
	Holiday gift	0.00	0.00	2,285.70	2,500.00	3,000.00
	Library Materials	125.00	0.00	266.73	300.00	600.00
	Marine Facilities					
	Insurance	1,583.36	1,510.07	1,504.77	1,500.00	1,800.00
	Maintenance & Repairs	3,256.95	6,944.90	3,291.27	10,500.00	3,000.00
	Total Marine Facilities	4,840.31	8,454.97	4,796.04	12,000.00	4,800.00
	Occupational Health	0.00	0.00	0.00	500.00	500.00
	Other Expense	9,909.08	0.00	0.00		
	Payroll Expenses					
	Wages	197,295.23	183,286.98	280,507.54	313,707.71	340,172.93
	Payroll Taxes	25,441.70	18,719.81	26,939.04	33,882.63	31,835.46
	Paid Time off	9,251.13	6,986.29	19,889.00		
	Health Insurance (company paid)	0.00	0.00	0.00		30,319.92
	Health Insurance Stipend	0.00	0.00	7,773.69	28,800.00	7,200.00
	457(b) Employer Contribution	2,591.59	2,349.46	0.00	14,522.90	20,667.00
	Health Insurance Reimbursement	5,038.74	8,415.42	3,900.00		
	Relocation Expense	2,142.00	0.00	0.00		
	Workers Comp Insurance	10,218.00	10,214.88	1,961.03	10,086.76	12,829.23
	Payroll Spot Awards - all depts	0.00	0.00	200.00		
	Payroll Expenses - Other	13,388.25	14,850.17	6,795.86		180.00
	Total Payroll Expenses	265,366.64	244,823.01	347,966.16	401,000.00	443,204.54
	Per Diem	0.00	28.39	0.00		
	Postage & Shipping	1,576.39	1,652.36	0.00		
	Professional Services	17,633.46	7,126.78	16,078.81	45,000.00	20,000.00
	Public Relations	0.00	1,586.74	575.00	2,000.00	500.00

		Actual	Actual	Actual	Budget	Budget
		Jul '14 - Jun 15	Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19
	Relocation	0.00	0.00	913.70		
	Repair & Replacement Fund	0.00	0.00	0.00		20,095.76
	Road Maintenance					
	Grading	33,241.00	44,050.50	23,800.00		
	Snow Plowing	28,403.20	9,900.95	20,526.60		
	Road Maintenance - Other	19,367.40	15,460.00	28,783.00	90,000.00	85,000.00
	Total Road Maintenance	81,011.60	69,411.45	73,109.60	90,000.00	85,000.00
	Social Services					
	GCEP dba The Rookery	0.00	0.00	0.00		12,964.00
	Total Social Services	0.00	0.00	0.00	0.00	12,964.00
	Supplies	16,354.70	12,516.59	15,976.55	21,500.00	18,500.00
	Telecommunications	43,467.27	32,703.32	17,967.85	18,210.00	20,500.00
	Training	10,336.54	4,987.10	4,394.46	20,600.00	21,100.00
	Travel	9,193.37	16,361.15	5,831.17	18,350.00	19,850.00
	Utilities					
	Electricity	6,313.44	5,680.68	6,188.76	8,240.00	9,300.00
	Fuel Oil	5,921.17	8,822.90	6,470.03	8,080.00	7,900.00
	Utilities - Other	0.00	72.60	0.00		
	Total Utilities	12,234.61	14,576.18	12,658.79	16,320.00	17,200.00
	Vehicle					
	Fuel	628.12	1,075.18	461.42	1,000.00	1,000.00
	Insurance	3,160.05	2,975.77	2,356.01	3,300.00	3,600.00
	Maintenance & Repair	937.87	609.46	-28.39	4,000.00	4,000.00
	Mileage Reimbursement	0.00	0.00	124.20	250.00	700.00
	Vehicle - Other	0.00	0.00	0.00		
	Total Vehicle	4,726.04	4,660.41	2,913.24	8,550.00	9,300.00
	Total Expense	674,798.65	764,184.43	591,669.20	781,007.00	849,629.30
	Net Ordinary Income	200,778.60	195,420.58	157,186.03	-65,084.09	-83,930.88
	Other Income/Expense					
	Other Income					
	Encumbered Funds for Road Maintenance	0.00	70,000.00	67,572.20	90,200.00	85,100.00
	Total Other Income	0.00	70,000.00	67,572.20	90,200.00	85,100.00
	Net Other Income	0.00	70,000.00	67,572.20	90,200.00	85,100.00
	Net Income	200,778.60	265,420.58	224,758.23	25,115.91	1,169.12

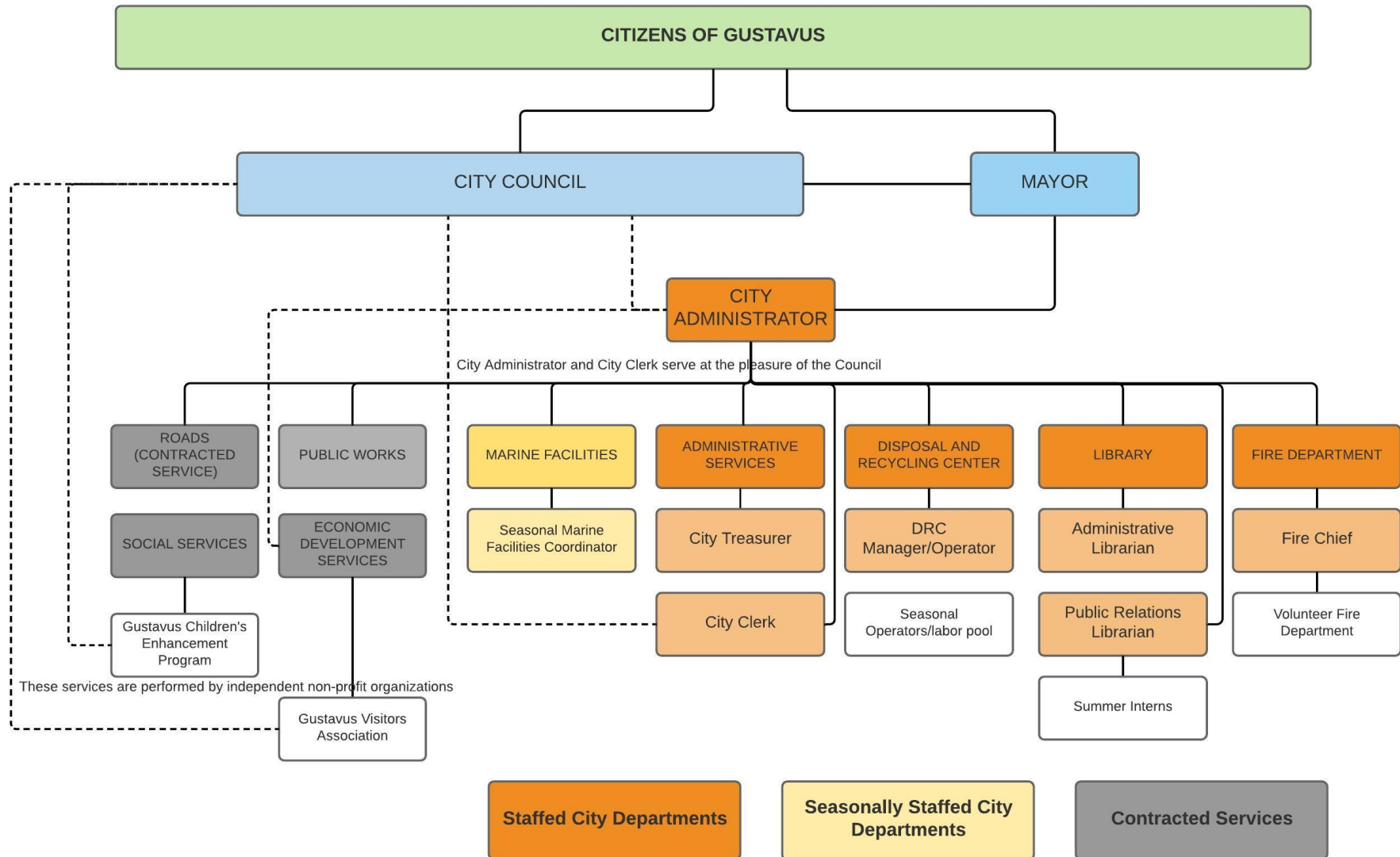


Note: the FY 2016 Administration expenditures included \$250,132 in Capital Projects Funding.

City of Gustavus Payroll Summary FY18-FY19

FY19		Hourly Wage (with 0.5% COLA added)	Hrs/year	Wage Total	OT Total	LFG Contrib.	Health Ins. Stipend (\$200/mo stipend)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp.)	Payroll Total	Group Health Plan (2018 = \$613.33/mo; 2019 = \$650/mo est.)	Workers' Comp. Insurance	Direct Deposit Fees	Dept. Total	FY19 Budget
Admin. Dept.											\$588.85	\$180.00	\$163,837.88	\$163,837.88
Administrator	0.5	\$35.00	1040	\$36,400.00		\$2,548.00		\$3,369.00	\$42,317.00	\$7,579.98				
Clerk	0.75	\$21.61	1560	\$33,711.60		\$2,359.81	\$2,400.00	\$3,327.78	\$41,799.19					
Treasurer	0.875	\$30.15	1820	\$54,873.00		\$3,841.11		\$5,078.77	\$63,792.88	\$7,579.98				
DRC											\$3,687.69		\$98,644.72	\$98,644.72
Manager	1	\$26.36	2072	\$54,617.92		\$3,823.25	\$2,400.00	\$5,262.76	\$66,103.94					
Assistants		\$18.50	1104	\$20,424.00				\$1,766.68	\$22,190.68					
Assistants		\$18.25	336	\$6,132.00				\$530.42	\$6,662.42					
Fire Chief	salaried	\$63,276.41	---	\$63,276.41		\$4,429.35		\$5,856.55	\$73,562.31	\$7,579.98	\$7,752.42		\$88,894.71	\$88,894.71
Library											\$303.34		\$73,120.56	\$73,120.56
Admin. Lib.	0.625	\$20.28	1300	\$26,364.00		\$1,845.48	\$2,400.00	\$2,647.72	\$33,257.20					
PR Lib.	0.625	\$20.00	1300	\$26,000.00		\$1,820.00		\$2,406.43	\$30,226.43	\$7,579.98				
Summer Asst.		\$13.45	120	\$1,614.00				\$139.61	\$1,753.61					
Marine Facilities											\$496.93		\$18,706.67	\$18,706.67
MF Coord.		\$20.00	838	\$16,760.00				\$1,449.74	\$18,209.74					
Totals:				\$340,172.93		\$20,667.01	\$7,200.00	\$31,835.45	\$399,875.39	\$30,319.92	\$12,829.23	\$180.00	\$443,204.53	\$443,204.53
FY19 Notes:	Employee choices for group health plan vs. health insurance stipend are guessed.													
	Administrative Department FTEs and hours/year are approximate. Hours may be moved between positions while keeping within the FY19 Budget.													
	Marine Facilities Coordinator position is budgeted at 10 hrs/wk Apr. 15-May 13, then 36 hrs/wk, then 10 hrs/wk Sept. 16-Dec. 31. Intermittent shoulder season work for other departments could come out of respective department's budget through NCOs.													
FY18	FTE	Hourly Wage (with 0.5% COLA added)	Hrs/year	Wage Total	OT Total	LFG Contrib.	Health Ins. Stipend	Payroll Taxes (10.4%)	Payroll Total	Workers' Comp. Insurance	Direct Deposit Fees	Dept. Total	FY18 Budget	
Admin. Dept.										\$705.00	\$0.00	\$156,940.58	\$155,000.00	
Clerk/Treas.	1	\$35.32	2080	\$73,465.60	\$15,891.75	\$6,255.01	\$9,600.00	\$10,942.09	\$116,154.45					
Admin. Asst.	0.7	\$18.16	1456	\$26,440.96		\$264.41	\$9,600.00	\$3,775.76	\$40,081.13					
DRC										\$3,381.76		\$90,987.65	\$91,500.00	
Manager	1	\$26.23	1980	\$51,935.40		\$3,635.48	\$0.00	\$5,779.37	\$61,350.25					
Assistants		\$18.28	1301	\$23,782.28				\$2,473.36	\$26,255.64					
Fire Chief	salaried	\$62,400.00	---	\$62,400.00		\$4,368.00	\$9,600.00	\$7,942.27	\$84,310.27	\$6,000.00		\$90,310.27	\$90,000.00	
Library										\$0.00		\$49,012.74	\$50,000.00	
Admin. Lib.	0.5	\$20.18	1060	\$21,390.80		\$0.00	\$0.00	\$2,224.64	\$23,615.44					
PR Lib.	0.5	\$20.18	1060	\$21,390.80		\$0.00	\$0.00	\$2,224.64	\$23,615.44					
Summer Asst.		\$13.45	120	\$1,614.00				\$167.86	\$1,781.86					
Marine Facilities										\$0.00		\$14,307.84	\$14,500.00	
Harbor Master		\$20.00	648	\$12,960.00				\$1,347.84	\$14,307.84					
Totals:				\$295,379.84	\$15,891.75	\$14,522.90	\$28,800.00	\$36,877.83	\$391,472.32	\$10,086.76	\$0.00	\$401,559.08	\$401,000.00	

City of Gustavus Organizational Chart



Summary of Incoming and Outgoing Grants/Scholarships for FY18 to Date

Incoming Grants/Scholarships to City of Gustavus FY18					As of 5/10/2018:		
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	\$958.77	\$319.64	Alaska OWL monthly internet subsidy
	Library Supplies	8/2/2017	\$7,000.00	FY18 PLA Grant	\$6,621.23	\$378.77	State of AK Public Library Assistance (PLA) grant for library materials
	Library tech equipment	5/7/2018	\$1,162.80	--	\$1,162.80	\$0.00	OWL Technology Purchase Reimbursement Program
	Library Training	Spring 2018	not yet awarded	will be reimbursed			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 Supplies	4/27/2018	\$7,312.50	2018 VFA Grant	\$0.00	\$7,312.50	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	\$2,330.00	--	\$2,330.00	\$0.00	SEREMS Code Blue Grant - 4 adult & 4 infant CPR mannequins; rescue litter wheel - GVFD paid 10% match
	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	\$550.00	\$616.00	scholarship for IIMC conference registration
	City Clerk Training	Summer 2018	\$1,500.00	will be reimbursed after the institute			scholarship for IIMC institute registration
			\$53,463.47				
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	

Gustavus Endowment Fund

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

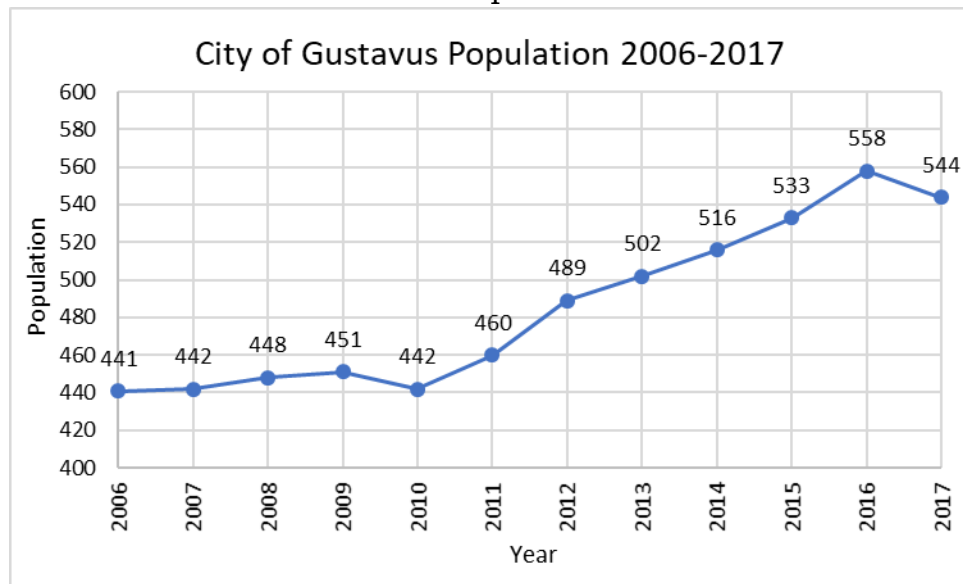
The long-term goals of the fund are 1) to maintain the inflation-adjusted value of the original principal, as added to per section 4.13.030 (b) and (c); and 2) to generate at least a three (3) percent total return after inflation on investments of the fund.

If endowment fund earnings allow and the Gustavus City Council determines it to be fiscally responsible, an annual grant cycle makes funding available for community projects. See the Policy and Procedure (P&P) for Awarding Grants from the Endowment Fund Earnings (most recently revised version at the time of this writing is Resolution CY17-12).

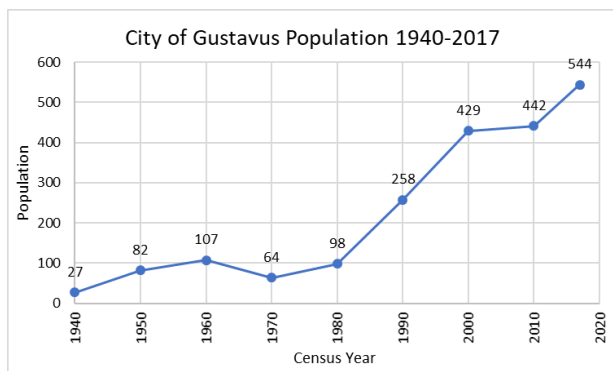
The following table includes the calculations used by the P&P to determine the annual grant cycle fund amount. The 3% of Average amount listed, if it is less than the Excess Earnings Determination, is the amount made available through the Endowment Fund Grant process, along with any unused endowment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

Original value of the Endowment Fund			Anchorage Consumer Price Index (CPI) for first half of 2004		
\$963,000			165.6		
			http://live.laborstats.alaska.gov/cpi/index.cfm		
End of Fiscal Year Date	Endowment Fund Market Value	Anchorage CPI for first half of year	Multiplier Value	Inflation-Adjusted Value of Original Principal = Original Value x Multiplier Value	Excess Earnings Determination = Inflation-Adjusted Value - Actual Market Value
June 30, 2010	\$985,039	194.834	1.177	\$1,133,002.07	(\$147,963.33)
June 30, 2011	\$1,161,681	200.278	1.209	\$1,164,660.11	(\$2,979.11)
June 30, 2012	\$1,188,172	205.215	1.239	\$1,193,369.84	(\$5,198.17)
June 30, 2013	\$1,265,225	210.853	1.273	\$1,226,156.03	\$39,068.52
June 30, 2014	\$1,391,960	214.777	1.297	\$1,248,974.95	\$142,985.18
June 30, 2015	\$1,400,090	217.111	1.311	\$1,262,547.66	\$137,541.89
June 30, 2016	\$1,398,475	216.999	1.310	\$1,261,896.36	\$136,578.16
June 30, 2017	\$1,429,288	218.616	1.320	\$1,271,299.57	\$157,988.17
	5-Year Average	3% of Average			
FY10-FY14	\$1,198,415.22	\$35,952.46			
FY11-FY15	\$1,281,425.38	\$38,442.76			
FY12-FY16	\$1,328,784.08	\$39,863.52			
FY13-FY17	\$1,377,007.30	\$41,310.22			

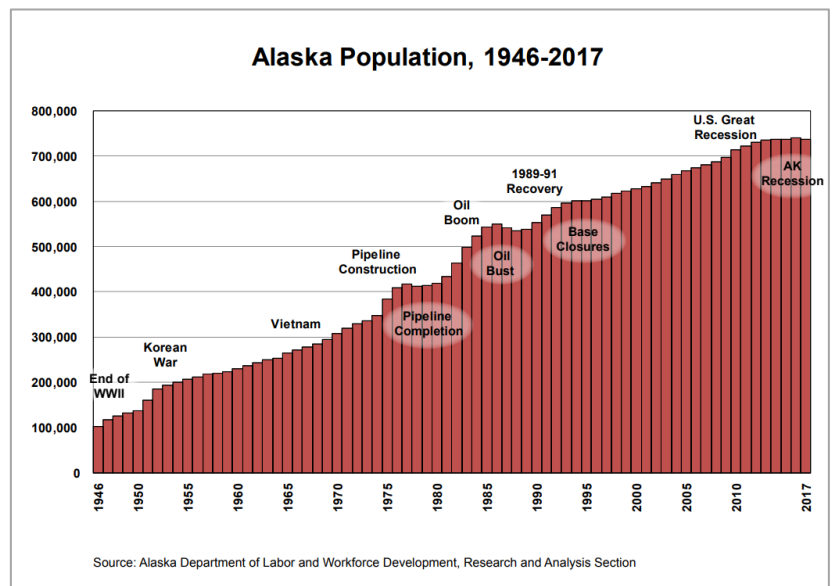
City of Gustavus and State of Alaska Population Trends



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



U.S. Census Bureau data for Gustavus, Alaska, 1940-2010. 2017 data point is from the same source as explained for the graph above.



Graph copied from the State of Alaska Department of Labor and Workforce Development Research and Analysis Section's website on April 23, 2018 (<http://live.laborstats.alaska.gov/pop/estimates/data/TotalPopGraph.pdf>).



City of Gustavus

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

City of Gustavus General Fund Fiscal Year 2019

May 2018

City of Gustavus General Fund FY19 Budget

			Admin	DRC	GVFD	Lands	Library	Marine Fac.	Road Maint.	Other	General Fund
			(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	Total
			Jul '18 - Jun 19	Jul '18 - Jun 19	Jul '18 - Jun 19	Jul '18 - Jun 19	Jul '18 - Jun 19	Jul '18 - Jun 19	Jul '18 - Jun 19	Jul '18 - Jun 19	Jul '18 - Jun 19
Ordinary Income/Expense											
Income											
		Business License Fees								3,500.00	3,500.00
		Donations					1,000.00				1,000.00
		DRC Income									
		Community Chest Sales		14,000.00							14,000.00
		Landfill Fees/Sales		70,880.00							70,880.00
		Recyclable Material Sales		4,600.00							4,600.00
		Total DRC Income		89,480.00							89,480.00
		Federal Revenue									
		Payment In Lieu of Taxes								107,000.00	107,000.00
		Total Federal Revenue								107,000.00	107,000.00
		Fundraising		200.00			500.00				700.00
		GVFD Income									
		Ambulance Billing			6,500.00						6,500.00
		ASP			1,500.00						1,500.00
		Total GVFD Income			8,000.00						8,000.00
		Interest Income								14,500.00	14,500.00
		Lands Income									
		Gravel Pit Gravel Sales				8,000.00					8,000.00
		Total Lands Income				8,000.00					8,000.00
		Lease Income				12,541.42					12,541.42
		Library Income					1,500.00				1,500.00
		Marine Facilities Income									
		Facilities Usage Fees						1,000.00			1,000.00
		Commercial Vessel Registration						9,000.00			9,000.00
		Private Vessel Registration						4,000.00			4,000.00
		Storage Area Fee						2,250.00			2,250.00
		Total Marine Facilities Income						16,250.00			16,250.00
		Sales Tax Income									
		Retail Tax Income								339,000.00	339,000.00
		Room Tax Income								65,000.00	65,000.00
		Fish Box Tax								15,000.00	15,000.00
		Tax Exempt Cards								150.00	150.00
		Total Sales Tax Income								419,150.00	419,150.00
		State Revenue									
		Community Assistance Program								82,577.00	82,577.00
		Shared Fisheries Business Tax								1,500.00	1,500.00
		Total State Revenue								84,077.00	84,077.00
		Total Income	0.00	89,680.00	8,000.00	20,541.42	3,000.00	16,250.00	0.00	628,227.00	765,698.42
		Gross Profit	0.00	89,680.00	8,000.00	20,541.42	3,000.00	16,250.00	0.00	628,227.00	765,698.42

		Admin	DRC	GVFD	Lands	Library	Marine Fac.	Road Maint.	Other	General Fund
		(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	Total
		Jul '18 - Jun 19	Jul '18 - Jun 19	Jul '18 - Jun 19	Jul '18 - Jun 19	Jul '18 - Jun 19	Jul '18 - Jun 19	Jul '18 - Jun 19	Jul '18 - Jun 19	Jul '18 - Jun 19
Expense										
	Administrative Costs	12,000.00	300.00		2,000.00					14,300.00
	Advertising	500.00								500.00
	Ambulance Subscription Expense			1,000.00						1,000.00
	Bank Service Charges	1,200.00	1,000.00	25.00		25.00				2,250.00
	Building									
	Insurance	475.00	740.00	1,600.00		2,150.00	2,680.00			7,645.00
	Maintenance & Repair	3,100.00	1,200.00	500.00		2,000.00				6,800.00
	Total Building	3,575.00	1,940.00	2,100.00		4,150.00	2,680.00			14,445.00
	Contractual Services									
	Managed IT Services								31,000.00	31,000.00
	Contractual Services - Other	2,500.00	4,000.00	10,000.00		2,000.00	3,500.00			22,000.00
	Total Contractual Services	2,500.00	4,000.00	10,000.00		2,000.00	3,500.00		31,000.00	53,000.00
	Dues/Fees	2,000.00	700.00	250.00		4,000.00				6,950.00
	Economic Development Services									
	GVA								20,000.00	20,000.00
	Total Economic Development Services								20,000.00	20,000.00
	Election Expense	250.00								250.00
	Equipment									
	Equipment Fuel		1,170.00							1,170.00
	Equipment Purchase	5,000.00	4,100.00	2,000.00		500.00	100.00			11,700.00
	Insurance		200.00							200.00
	Maintenance & Repair		3,100.00							3,100.00
	Total Equipment	5,000.00	8,570.00	2,000.00		500.00	100.00			16,170.00
	Freight/Shipping	600.00	17,550.00	250.00		450.00	200.00			19,050.00
	Fundraising Expenses		250.00			350.00				600.00
	General Liability	4,000.00								4,000.00
	Holiday gift	3,000.00								3,000.00
	Library Materials									
	Non-Fiction Add/Replacement					600.00				600.00
	Total Library Materials					600.00				600.00
	Marine Facilities									
	Insurance						1,800.00			1,800.00
	Maintenance & Repairs						3,000.00			3,000.00
	Total Marine Facilities						4,800.00			4,800.00
	Occupational Health			500.00						500.00
	Payroll Expenses									
	Wages	124,984.60	81,173.92	63,276.41		53,978.00	16,760.00			340,172.93
	Payroll Taxes	11,775.55	7,559.86	5,856.55		5,193.76	1,449.74			31,835.46
	Health Insurance (company paid)	15,159.96	0.00	7,579.98		7,579.98				30,319.92
	Health Insurance Stipend	2,400.00	2,400.00	0.00		2,400.00				7,200.00
	457(b) Employer Contribution	8,748.92	3,823.25	4,429.35		3,665.48				20,667.00
	Workers Comp Insurance	588.85	3,687.69	7,752.42		303.34	496.93			12,829.23
	Payroll Expenses - Other	180.00								180.00
	Total Payroll Expenses	163,837.88	98,644.72	88,894.71		73,120.56	18,706.67			443,204.54
	Professional Services	20,000.00								20,000.00
	Public Relations	500.00								500.00
	Repair & Replacement Fund	1,000.00	3,350.26	4,235.23		4,028.00	7,482.27			20,095.76
	Road Maintenance							85,000.00		85,000.00
	Social Services									
	GCEP dba The Rookery								12,964.00	12,964.00
	Total Social Services								12,964.00	12,964.00
	Supplies									
	Summer Reading					500.00				500.00
	Supplies - Other	3,000.00	3,900.00	7,500.00		2,100.00	1,500.00			18,000.00
	Total Supplies	3,000.00	3,900.00	7,500.00		2,600.00	1,500.00			18,500.00
	Telecommunications	6,500.00	1,700.00	7,300.00		5,000.00				20,500.00
	Training	4,000.00	1,100.00	15,000.00		1,000.00				21,100.00
	Travel	6,500.00	2,350.00	10,000.00		1,000.00				19,850.00
	Utilities									
	Electricity	2,000.00	1,900.00	2,000.00		3,400.00				9,300.00
	Fuel Oil	900.00	1,000.00	1,500.00		4,500.00				7,900.00
	Total Utilities	2,900.00	2,900.00	3,500.00		7,900.00				17,200.00

					Admin	DRC	GVFD	Lands	Library	Marine Fac.	Road Maint.	Other	General Fund
					(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	(General Fund)	Total
					Jul '18 - Jun 19	Jul '18 - Jun 19	Jul '18 - Jun 19	Jul '18 - Jun 19	Jul '18 - Jun 19	Jul '18 - Jun 19	Jul '18 - Jun 19	Jul '18 - Jun 19	Jul '18 - Jun 19
				Vehicle									
				Fuel			1,000.00						1,000.00
				Insurance			3,600.00						3,600.00
				Maintenance & Repair			4,000.00						4,000.00
				Mileage Reimbursement	100.00	200.00	200.00			100.00	100.00		700.00
				Total Vehicle	100.00	200.00	8,800.00			100.00	100.00		9,300.00
				Total Expense	242,962.88	148,454.98	161,354.94	2,000.00	106,723.56	39,068.94	85,100.00	63,964.00	849,629.30
				Net Ordinary Income	-242,962.88	-58,774.98	-153,354.94	18,541.42	-103,723.56	-22,818.94	-85,100.00	564,263.00	-83,930.88
				Other Income/Expense									
				Other Income									
				Encumbered Funds for Road Maintenance							85,100.00	0.00	85,100.00
				Total Other Income							85,100.00	0.00	85,100.00
				Net Other Income							85,100.00	0.00	85,100.00
				Net Income	-242,962.88	-58,774.98	-153,354.94	18,541.42	-103,723.56	-22,818.94	0.00	564,263.00	1,169.12

Administration Department:

The volunteer Mayor is responsible for the overall management, administration, and direction of the city operations; the hiring, disciplining, and termination of city employees; the negotiation of city contracts within budget appropriations; policy advice to the City Council; and open communication with the community. The Mayor generates the annual operating and capital improvement budgets in conjunction with the City Treasurer.

The City Clerk is responsible for recording and maintaining the official records of the City and preparing agendas for and transcribing minutes of the City Council meetings. The clerk is the elections official for all local, state, and federal elections and coordinates volunteers working at City Hall. The clerk is a parliamentarian, administers the city records retention schedule, and conducts daily business transactions with the public. The clerk is a notary public.

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

The City Administrator position description is being finalized at the time of this writing and has been incorporated into the organizational chart included in this document.

Personnel:

Volunteer Mayor
Six Volunteer City Council Members
City Clerk (0.75 FTE)
City Treasurer (0.875 FTE)
3-5 other regular City Hall volunteers for projects

Mission:

To serve and collect.

FY17 Statistics:

- Issued 152 business permits.

FY18 Accomplishments:

- New City Clerk and City Treasurer hired and up-to-speed after six-week gap in City Hall employee staffing in July and August. City Clerk is attending training and taking classes toward becoming a Certified Municipal Clerk. Training also was attended by the treasurer, mayor, and two council members.
- Hundreds of volunteer hours at City Hall: staffing the front desk and keeping the doors open in July and August; documenting and destroying 20+ boxes of old records, per the records retention policy; and helping with specific projects.
- Initial creation of Capital Improvement Plan document and budget narrative (this document).
- RFP for and selection of contractor for city-wide Managed IT Services.

- Offering a group health plan for eligible employees.

FY19 Goals:

- City Administrator position created and filled.
- City Clerk continuing work toward becoming a Certified Municipal Clerk.
- Standard operating procedures created for clerk and treasurer positions.

FY15-FY19 General Fund: Administration Expenditures

Expense	Actual	Actual	Actual	Budget	Budget
	Jul '14 - Jun 15	Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19
Administrative Costs	46,046.26	22,792.52	1,763.05	28,000.00	12,000.00
Advertising	100.00	414.72	0.00	500.00	500.00
Bad Debt	0.00	0.00	0.00	0.00	0.00
Bank Service Charges	801.60	1,301.62	1,572.55	1,500.00	1,200.00
Building	300.24	2,554.22	286.68	3,500.00	3,575.00
Capital Projects Funding	0.00	250,132.30	0.00	0.00	0.00
City Subsidy Expense	0.00	0.00	0.00	0.00	0.00
Contractual Services	7,262.61	6,512.65	22,975.33	7,500.00	5,000.00
Dues/Fees	1,857.73	1,698.20	1,345.00	2,000.00	2,000.00
Election Expense	385.96	129.96	111.16	500.00	250.00
Equipment	6,919.97	3,793.42	613.85	5,000.00	2,500.00
Freight/Shipping	621.50	197.55	362.02	600.00	600.00
General Liability	793.60	-2,578.60	1,865.68	4,000.00	4,000.00
Holiday gift	0.00	0.00	2,285.70	2,500.00	3,000.00
Marine Facilities	2,256.95	17.00	0.00	7,500.00	0.00
Other Expense	9,909.08	0.00	0.00	0.00	0.00
Payroll Expenses	121,379.25	113,530.50	133,306.30	155,000.00	163,837.88
Postage & Shipping	864.02	482.82	0.00	0.00	0.00
Professional Services	17,465.46	7,126.78	16,078.81	35,000.00	20,000.00
Public Relations	0.00	1,586.74	575.00	2,000.00	500.00
Public Sanitation	0.00	0.00	0.00	0.00	0.00
Repair & Replacement Annual Contribution	0.00	0.00	0.00	0.00	1,000.00
Supplies	6,498.71	4,392.99	4,240.87	7,000.00	3,000.00
Telecommunications	5,800.94	4,611.59	8,204.74	6,500.00	6,500.00
Training	6,379.67	2,871.95	894.00	3,500.00	4,000.00
Travel	3,476.59	6,656.71	410.00	5,000.00	6,500.00
Utilities	1,470.02	3,054.86	2,232.82	3,000.00	2,900.00
Vehicle	45.90	352.95	0.00	100.00	100.00
Total Expense	240,636.06	431,633.45	199,123.56	280,200.00	242,962.88

Disposal and Recycling Center

General Fund

Disposal and Recycling Center:

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

The DRC temporary labor pool employees assist in the day-to-day operations of the DRC, including receiving and processing solid waste and recyclables from customers, collecting customer payments, and performing equipment and building maintenance.

Personnel:

Manager/Operator (1 FTE)

Up to five Temporary Labor Pool Employees (0.625 FTE)

DRC - Occasional volunteers

Community Chest – three to five active volunteers and approximately a dozen additional supporting volunteers

Mission:

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

FY17 Statistics:

- 62% of waste was diverted from landfilling
- 4,921 Customer transactions
- 955 hours volunteer labor and revenue of \$14,457 from the Community Chest

FY18 Accomplishments:

- Open three days a week (Tuesday, Thursday, Saturday) year-round.
- Two Operators on all Saturdays.
- First community-wide Household Hazardous Waste collection event will occur May 13-14.
- Completion of the Solid Waste Management Plan revision.

FY19 Goals:

- Replacement of primary Point-of-Sale scale
- Installation of back-up camera in A770 Loader
- 40-hour training in Composting Operations
- Restructuring the food waste composting operation for greater efficiency and material throughput
- Beginning planning for a new Point of Sale system for the DRC to include an integrated and secure billing system for the City Treasurer

FY15-FY19 General Fund: Disposal & Recycling Center Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '14 - Jun 15	Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19
Expense						
	Administrative Costs	25.00	0.00	285.51	300.00	300.00
	Bank Service Charges	776.41	1,024.20	1,220.91	1,130.00	1,000.00
	Building	592.64	954.94	1,005.08	1,830.00	1,940.00
	Contractual Services	150.00	2,480.50	722.75	4,000.00	4,000.00
	Dues/Fees	994.00	362.00	552.00	700.00	700.00
	Equipment	3,467.54	4,577.10	6,019.11	4,270.00	8,570.00
	Freight/Shipping	13,343.24	15,069.42	14,005.46	17,260.00	17,550.00
	Fundraising Expenses	500.00	0.00	0.00	250.00	250.00
	Payroll Expenses	68,885.11	71,314.34	82,997.60	91,500.00	98,644.72
	Postage & Shipping	20.00	289.60	0.00	0.00	0.00
	Repair & Replacement Annual Contribution	0.00	0.00	0.00	0.00	3,350.26
	Supplies	3,498.89	2,971.21	3,495.84	3,900.00	3,900.00
	Telecommunications	1,410.05	1,494.13	1,751.74	1,710.00	1,700.00
	Training	1,350.00	100.00	130.00	1,100.00	1,100.00
	Travel	1,200.00	92.32	953.93	2,350.00	2,350.00
	Utilities	2,246.87	2,271.08	1,992.19	2,540.00	2,900.00
	Vehicle	51.34	45.14	124.20	150.00	200.00
Total Expense		98,511.09	103,045.98	115,256.32	132,990.00	148,454.98

Gustavus Public Library:

The Gustavus Public Library provides to the public a wide selection of nonfiction, fiction, children's, and young adult books. The library's collection highlights what the public has requested to see in their library along with the most recent books released. The library also has audio books, magazines, videos, and computers for internet access. The collection is available for check out by members of the public who have been issued a library card. The library offers diverse presentations, a summer reading program, and is the library for the adjacent Gustavus School. The library is open Monday through Saturday with limited evening hours. The library has a strong volunteer presence and an advisory board.

The Administrative Librarian is responsible for the overall management of the Gustavus Public Library, project scoping and management for library capital improvement projects, creating purchase orders, ordering supplies, and long-term planning for the library. This librarian assists the Public Relations Librarian with training and coordinating 12-plus volunteers. The administrative librarian generates the annual departmental operating budget in conjunction with the City Treasurer. The librarian also performs the duties listed below for the volunteer desk sitters.

The Public Relations (PR) Librarian oversees operations, services, and creation and maintenance of the daily programs that get patrons in the door. The Public Relations Librarian focuses on developing these programs for diverse age groups. The PR Librarian is responsible for training and supervising volunteers and writing news articles and monthly newsletters. This librarian collaborates with the Administrative Librarian on matters of general library operations and administration and cooperates with other organizations, such as the Gustavus School, to develop library programs that contribute to the needs of the community.

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

Personnel:

Administrative Librarian (0.5 FTE)

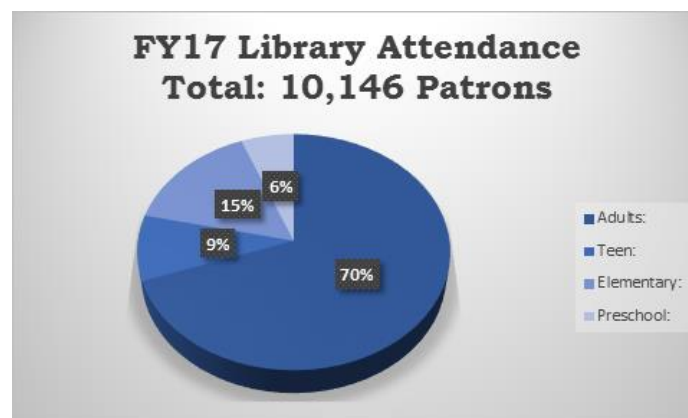
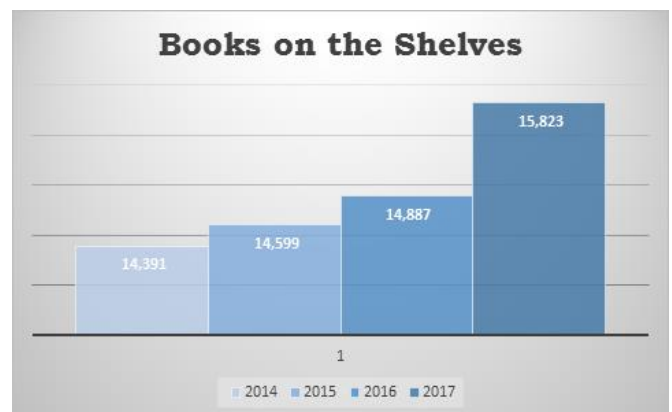
Public Relations Librarian (0.5 FTE)

12+ Volunteers

Mission:

The mission of the Gustavus Public Library is to meet the ever-changing needs of our citizens for information, inspiration, and recreation; to support and provide educational and social programs and activities that enrich personal lives while helping build a diverse and enlightened community; and to help preserve and celebrate our local history and traditions while embracing the future.

FY17 Statistics:



FY 18 Accomplishments:

- Wished PR Librarian Kate Boesser a happy retirement and hired a new PR Librarian, Jen Gardner.
- Purchased a backlog of new equipment for the library, including a multi-function printer, desktop scanner, computer for desk sitter, projector and speakers, and two laptops.
- Roof repair and replacement to be completed by July 31 through RFQ FY18-03LIB. Built new shelves for the Young Adult section.
- Refreshed the materials in the non-fiction section 600 Cooking and Food.
- Developed internship opportunities for summer reading program assistant staffing.
- FY18 to date, hosted 210 programs for children and adults.

FY19 Goals:

- Expanding programming for teens and adults, including reviving the book club.
- Refreshing materials in the non-fiction section 500 Science and Technology (adult and juvenile).
- Working towards an expansion to include an Alaska Room/Quiet Study Room.
- Bringing the outdated database of library statistics up to date to ensure it is being as useful as possible.

FY15-FY19 General Fund: Gustavus Public Library Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '14 - Jun 15	Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19
Expense						
	Administrative Costs	50.00	0.00	0.00	0.00	0.00
	Bank Service Charges	0.00	0.00	0.00	0.00	25.00
	Building	1,621.98	1,546.90	2,520.35	3,672.00	4,150.00
	Contractual Services	2,748.00	2,748.00	1,925.00	2,000.00	2,000.00
	Dues/Fees	3,417.00	3,386.68	3,324.80	4,540.00	4,000.00
	Equipment	51.79	155.70	459.56	375.00	500.00
	Freight/Shipping	11.00	0.00	513.56	100.00	450.00
	Fundraising Expenses	66.75	111.25	252.00	350.00	350.00
	Library Materials	125.00	0.00	266.73	300.00	600.00
	Payroll Expenses	40,503.37	38,566.22	46,491.36	50,000.00	73,120.56
	Postage & Shipping	460.88	247.76	0.00	0.00	0.00
	Repair & Replacement Annual Contribution	0.00	0.00	0.00	0.00	4,028.00
	Supplies	1,399.38	1,490.86	1,369.82	1,600.00	2,100.00
	Supplies - Summer Reading	0.00	55.76	0.00	0.00	500.00
	Telecommunications	3,390.81	3,394.87	3,994.26	5,000.00	5,000.00
	Training	10.39	0.00	148.50	1,000.00	1,000.00
	Travel	0.00	0.00	637.45	1,000.00	1,000.00
	Utilities	5,155.50	4,223.48	4,357.71	7,780.00	7,900.00
Total Expense		59,011.85	55,927.48	66,261.10	77,717.00	106,723.56

Gustavus Volunteer Fire Department:

The Gustavus Volunteer Fire Department (GVFD) provides Emergency Medical Services (EMS) and responds to fire calls within the City of Gustavus and has a memorandum of agreement to respond within Glacier Bay National Park upon request. Emergency services are provided by the City with an equipped ambulance and various firefighting apparatus with equipment to tackle most emergencies.

GVFD is composed of a full-time Fire Chief and a cadre of volunteers from a variety of skill backgrounds. Gustavus Volunteer Fire Department Association is non-profit social organization that was formed in 2016 to coordinate volunteer fundraisers and to help support the GVFD volunteers. The GVFD volunteers are organized into three categories: Dispatchers, EMS, and Fire.

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

Personnel:

Fire Chief (1 FTE)
Fire Captain (Volunteer)
EMS Captain (Volunteer)
29 volunteers within the 3 divisions

Mission:

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

Calendar Year 2017 Statistics:

- 45 EMS calls and 5 Fire calls

FY18 Accomplishments:

- Purchase of Fire Engine #1
- Disposal of Fire Engine #34

FY19 Goals:

- Create a wildland firefighting team
- Create a local emergency planning group
- Recruit and retain volunteers
- Bring in the best training possible for the volunteers

FY15-FY19 General Fund: Gustavus Volunteer Fire Department Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '14 - Jun 15	Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19
Expense						
	Administrative Costs	222.45	0.00	0.00	100.00	0.00
	Ambulance Subscription Expense	281.88	15.94	0.00	2,000.00	1,000.00
	Bank Service Charges	0.00	0.00	0.00	0.00	25.00
	Building	1,240.81	1,142.16	1,577.45	2,200.00	2,100.00
	Cash Short/Over	0.00	0.00	489.59	0.00	0.00
	Contractual Services	12,000.00	2,543.89	10,961.24	10,000.00	10,000.00
	Dues/Fees	0.00	175.00	99.00	500.00	250.00
	Equipment	23,117.42	4,611.38	2,581.70	2,000.00	2,000.00
	Freight/Shipping	108.19	354.55	600.35	500.00	250.00
	Fundraising Expenses	1,515.20	1,577.39	1,620.71	1,500.00	0.00
	Occupational Health	0.00	0.00	0.00	500.00	500.00
	Payroll Expenses	20,565.40	7,209.64	73,307.50	90,000.00	88,894.71
	Per Diem	0.00	28.39	0.00	0.00	0.00
	Postage & Shipping	216.49	632.18	0.00	0.00	0.00
	Professional Services	168.00	0.00	0.00	0.00	0.00
	Relocation	0.00	0.00	913.70	0.00	0.00
	Repair & Replacement Annual Contribution	0.00	0.00	0.00	0.00	4,235.23
	Supplies	3,004.42	2,603.01	5,607.17	7,500.00	7,500.00
	Telecommunications	3,601.72	3,264.41	4,124.37	5,000.00	7,300.00
	Training	2,596.48	2,015.15	3,221.96	15,000.00	15,000.00
	Travel	4,516.78	9,612.12	3,829.79	10,000.00	10,000.00
	Utilities	3,362.22	5,026.76	4,076.07	3,000.00	3,500.00
	Vehicle	4,436.61	4,119.19	2,789.04	8,300.00	8,800.00
Total Expense		80,954.07	44,931.16	115,799.64	158,100.00	161,354.94

Marine Facilities Department:

The City of Gustavus oversees and maintains the float on the Gustavus public dock, the small boat harbor on the Salmon River, and the boat launch and small adjacent float in the small boat harbor. The public dock float is used extensively during the summer months by the local charter fishing fleet, a local whale-watching vessel, commercial fishing boats, and private citizens' personal vessels. The small boat harbor is tidally-influenced and offers a boat launch also used by landing craft deliveries, a barge landing area, long-term storage areas for monthly or yearly lease, short-term parking, and a selection of privately owned small floats in various stages of usability/disrepair. Waterless restrooms were constructed at the beach in 2014 and at the Salmon River Park in 2016.

The City of Gustavus has established fees for commercial vessel annual registration (\$300), private vessel annual registration (\$50), long-term storage lease (\$20/month or \$150/year), and transient moorage/daily use fee for unregistered vessels (fee varies based on vessel size).

The Marine Facilities Coordinator (MFC) monitors the dock float and harbor six days per week in the summer months with additional intermittent duties on the shoulder seasons. The MFC collects transient moorage fees, encourages vessel user to obtain vessel registration stickers and follow City of Gustavus policies, assists with fall storage and spring installment of the public dock float, and cleans up trash at the dock, adjacent beach, and boat harbor. The MFC collects the trash from the receptacles located near the waterless restrooms at the dock and cleans both waterless restrooms, at the beach and at Salmon River Park.

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

Personnel:

Marine Facilities Coordinator/Harbormaster (0.3-0.5 FTE)

Mission:

- To provide for the safe and efficient use, and orderly management and control of all harbor facilities owned, managed or operated by the City of Gustavus, including but not limited to the Small Vessel Float System and its interface with the State of Alaska-owned Gustavus Multi-Modal Marine Facility, and the City of Gustavus-owned Salmon River Small Boat Harbor Facility.
- To protect and preserve the lives, health, safety, and well-being of persons who use, work or maintain property at the city-owned and maintained harbor facilities.
- To protect public property.
- To prevent fire or health hazards and abate nuisances.
- To prevent the use of the harbor facilities for derelict vessels and property.
- To ensure adequate financial resources are available to acquire, plan, design, construct, equip, operate, maintain, or replace harbor facilities through the assessment of user fees or through other means.
- To maintain a user-friendly facility.

FY17 Statistics:

- Registered 32 commercial vessels, 94 private vessels, and 1 kayak.

FY18 Accomplishments:

- MFC position description change was adopted 3/12/18 to allow for shoulder season employment for Marine Facilities and other departmental work.
- Minor float repairs in spring 2018.

FY19 Goals:

- Salmon River Harbor clean-up and installation of information kiosk, per Capital Improvement Plan
- State of Alaska DOT/PF repair and reinstallation of damaged steel mooring float that is currently anchored off the north end of Pleasant Island. Expected completion Spring 2019.

FY15-FY19 General Fund: Marine Facilities Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '14 - Jun 15	Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19
Expense						
	Building	0.00	0.00	0.00	0.00	2,680.00
	Contractual Services	0.00	0.00	3,550.00	5,000.00	3,500.00
	Dues/Fees	69.98	0.00	0.00	0.00	0.00
	Encumbered Funds transfer	12,000.00	0.00	0.00	0.00	0.00
	Equipment	76.86	0.00	0.00	100.00	100.00
	Freight/Shipping	0.00	14.02	59.44	200.00	200.00
	Marine Facilities	1,583.36	8,437.97	4,796.04	4,500.00	4,800.00
	Payroll Expenses	7,287.16	14,202.31	11,863.40	14,500.00	18,706.67
	Postage & Shipping	15.00	0.00	0.00	0.00	0.00
	Repair & Replacement Annual Contribution	0.00	0.00	0.00	0.00	7,482.27
	Supplies	1,713.41	1,002.76	1,262.85	1,500.00	1,500.00
	Vehicle	192.19	143.13	0.00	0.00	100.00
Total Expense		22,937.96	23,800.19	21,531.73	25,800.00	39,068.94

Roads Department

General Fund

Roads Department:

The City of Gustavus provides road maintenance and snow plowing services for 22 miles of dirt/gravel roads within the city limits through annual contracts to local businesses. The City Council Roads liaison is responsible for the project scoping and management for capital improvement projects, creating purchase orders, issuing orders for snow plowing, and long-term planning for the Roads Department. The City Treasurer generates the annual departmental operating budget in conjunction with the Mayor and the council liaison.

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

Road maintenance was heavily subsidized by National Forest Receipts (NFR) in the past. The annual distribution of these encumbered funds have dwindled to almost nothing in recent years. The City of Gustavus continues to spend encumbered funds in reserve from past years' NFR towards road maintenance. When these funds are used up, this department will need to be fully funded within the operating budget or by using other reserve funds.

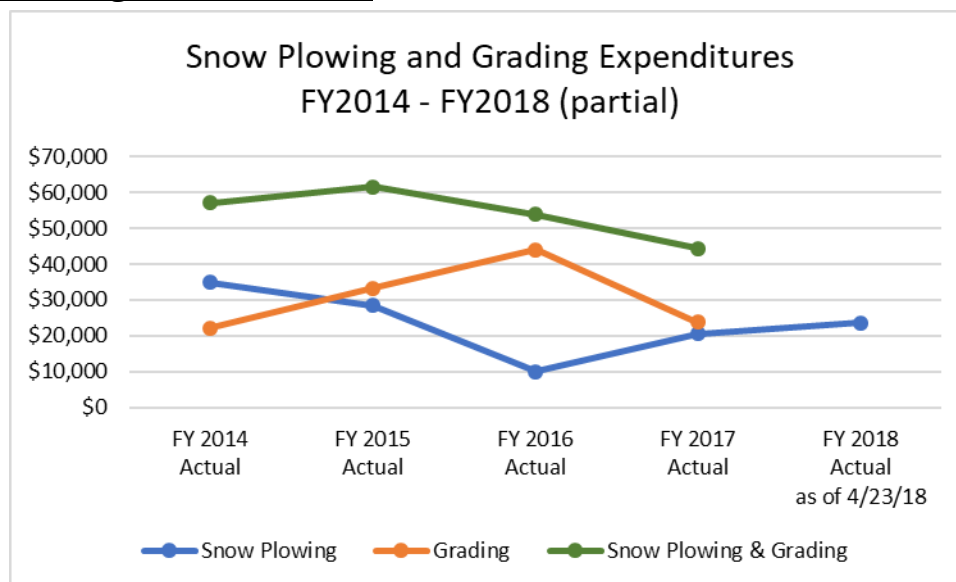
Personnel:

Volunteer City Council Member

Mission:

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

Statistics through FY18-to-date:



FY18 Accomplishments:

- Rink Creek bridge construction
- Good River bridge repairs – end of FY18 or beginning of FY19

FY19 Goals:

- Repair of Rink Creek bridge
- Fairweather Drive ditching
- Wilson Road Drainage Improvement, per Capital Improvement Plan

FY15-FY19 General Fund: Roads Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '14 - Jun 15	Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19
Expense						
	Contractual Services	350.00	2,200.00	0.00	0.00	0.00
	Equipment	66.12	0.00	0.00	100.00	0.00
	Freight/Shipping	115.60	0.00	0.00	100.00	0.00
	Road Maintenance					
	Snow Plowing	28,403.20	9,900.95	20,526.60		
	Grading	33,241.00	44,050.50	23,800.00		
	Hauling Pit Run Material	16,789.00	15,260.00	23,418.00		
	Brushing	1,825.00	0.00	2,365.00		
	Other	753.40	200.00	3,000.00	90,000.00	85,000.00
	Total Road Maintenance	81,011.60	69,411.45	73,109.60	90,000.00	85,000.00
	Vehicle:Mileage	0.00	0.00	0.00	0.00	100.00
Total Expense		81,543.32	71,611.45	73,109.60	90,200.00	85,100.00

Lands Department

General Fund

Lands Department:

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

The city also owns the “gravel pits”, a parcel of land at the conjunction of Wilson Road and Rink Creek Road. Pit run gravel material extraction contracts are awarded each year to contractors extracting and selling material. The City also retains one of the gravel pit ponds for the road maintenance contractor to extract material for the City roads. A pit mining lease is in its fifth and final year this year, with the final annual payment of \$750 received in Feb. 2018.

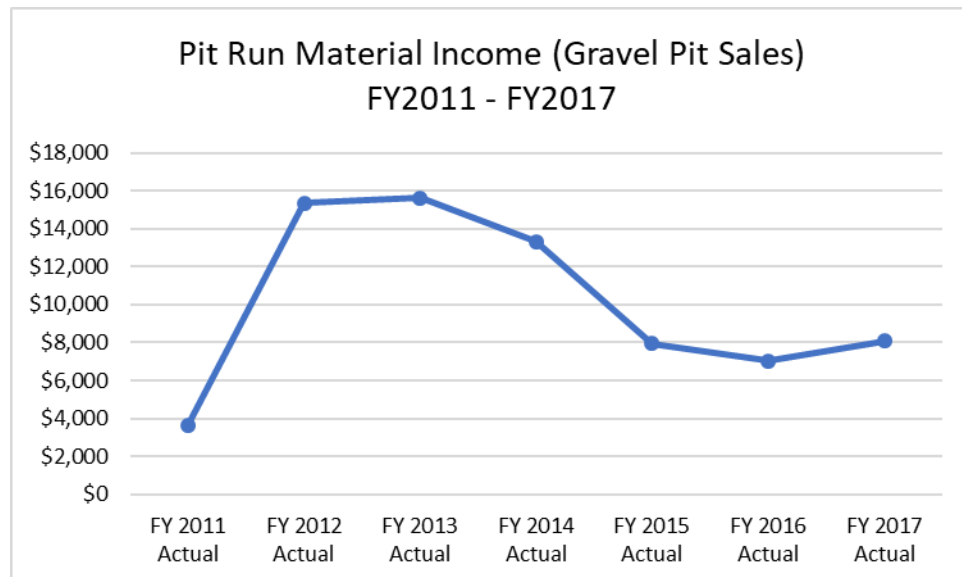
Various City Council members are responsible for the project scoping and management for capital improvement projects and long-term planning for the Lands Department. The treasurer is responsible for the advertisement, execution, and administration of City contracts and for collection of gravel pit and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

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

Personnel:

None

Statistics through FY17:



FY18 Accomplishments:

FY19 Goals:

LIDAR (Light Detection and Ranging) mapping, per Capital Improvement Plan

FY15-FY19 General Fund: Lands Expenditures

		Actual	Actual	Actual	Budget	Budget
		Jul '14 - Jun 15	Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19
Expense						
	Administrative Costs	0.00	0.00	0.00	5,000.00	2,000.00
	Capital Expense	8,032.50	0.00	0.00	0.00	0.00
	Contractual Services	11,350.00	3,200.00	0.00	1,000.00	0.00
	Marine Facilities	0.00	0.00	0.00	0.00	0.00
	Professional Services	0.00	0.00	0.00	10,000.00	0.00
Total Expense		19,382.50	3,200.00	0.00	16,000.00	2,000.00



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

New Business



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

Borough Roundtable Discussions

NOW ACCEPTING NOMINATIONS FOR CITIZEN REPRESENTATIVE(S)!

The City of Gustavus is now accepting nominations for a Citizen Representative(s) to join Mayor Miranda and Vice Mayor Ohlson in a multi-community discussion regarding the pros and cons of potential borough formation.

Anticipated Timeline and Time Commitment:

May 14 General Meeting

Consideration of nominations

June

One or two meetings with Navigate North Consultants, Hoonah representatives and other interested neighboring communities discussing process/timeline, guiding principles, top priorities and concerns for each participating community.

Summer

Task Force and Navigate North Consultants will compile information gathered at initial meetings.

Fall

A second round of meetings will be held, and each community can make its independent decision on whether a borough is in its best interest.

To nominate yourself or another community member, entries must include:

Date of Submission

Nominee Name

Nominee Address

Nominee E-mail Address

Why is this person being nominated?

Nominations must be received by Thursday, May 3rd and will be considered at the May 14th Regular Meeting

Submissions can be emailed to:

clerk@gustavus-ak.gov

Mailed to:

P.O. Box 1

Gustavus, AK 99826

Dropped:

At City Hall during regular business hours Monday-Thursday 9:00 A.M. – 4:00 P.M

City of Gustavus, Clerks Office P.O. Box 1 Gustavus, Alaska 99826
Phone: (907) 697-2451 Fax (907) 697-2136 email: clerk@gustavus-ak.gov
Website: cms.gustavus-ak.gov

Community Garden Fence Proposal

May, 2018

Prepared by Meadow Brook

Need

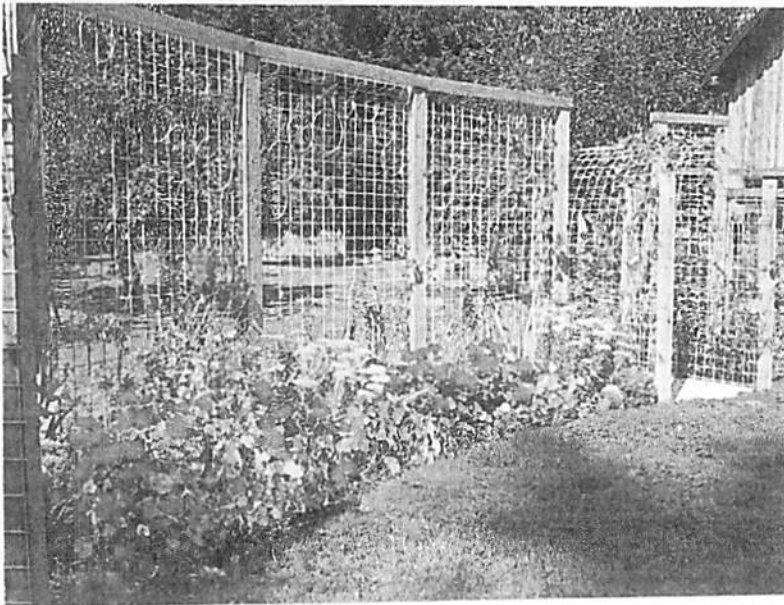
There are probably more moose and dogs in Gustavus than humans. Unfortunately, moose and dogs can wreak havoc on a garden and must be fenced out. The Community Garden is currently only partially fenced, which significantly reduces the utility of the space. If more land is fenced, we will be able to accommodate all who wish to garden, and a greater quantity and variety of crops can be grown.

Background

Under a Use Agreement with the City, the Community Garden has access to about an acre of land accessed by Bill's Drive easement. Only about half the acre is developed. See attached air photo.

The Proposed Project

The Community Garden wishes to extend the existing fenced area a total of about 311 linear feet. See attached plot plan. The fence would be constructed of woven wire and wooden fence posts, about 8 feet high. We haven't determined if the posts would be local spruce or lodgepole pine poles or yellow cedar 4" x 4" posts from Tenakee Inlet. The finished appearance of the fence, if posts were purchased, would be like the picture below.

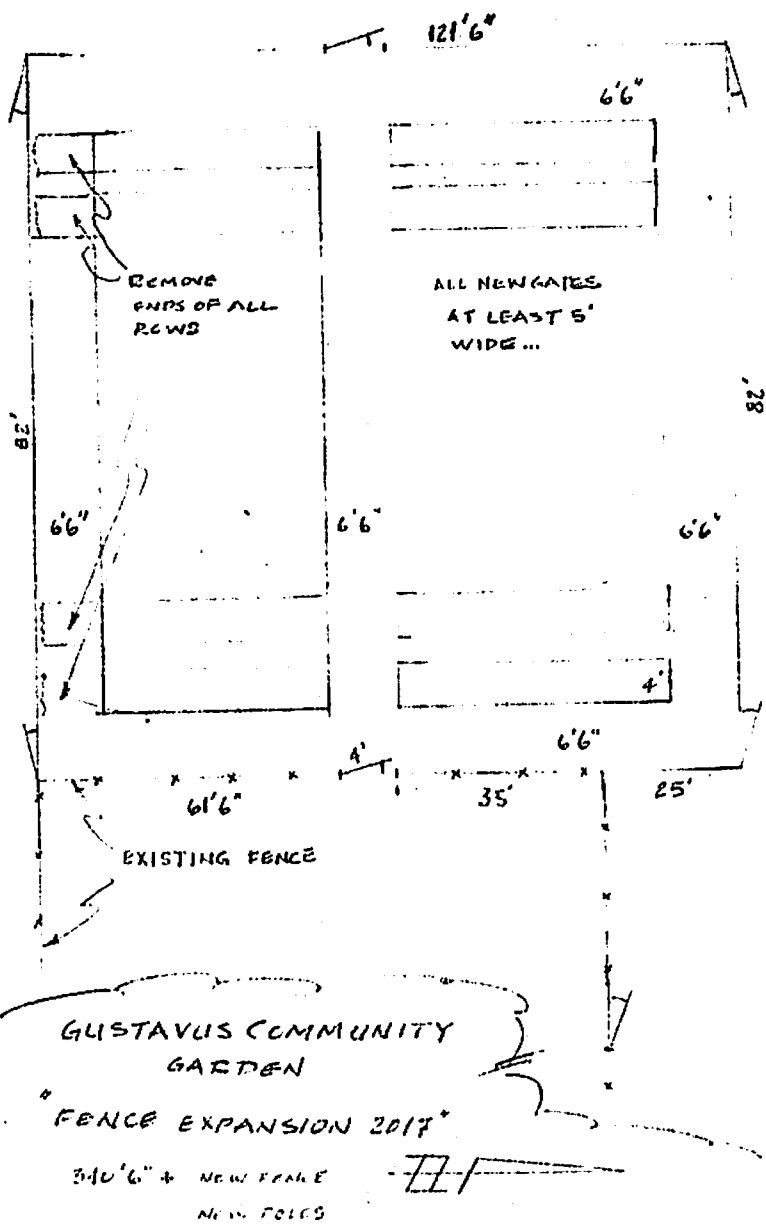


Estimated cost of the project ranges from about \$1,000 to \$2,000, depending on if posts are cut locally or purchased. How the project will be funded has not been determined yet. It may be done in phases (purchase posts in 2018; purchase fencing and materials in 2019 and begin construction) or the Community Garden might possibly submit an Endowment Grant application to the City in the future to help defray costs.

The Community Garden will ensure the new fence does not encroach on the Bill's Drive easement. Our

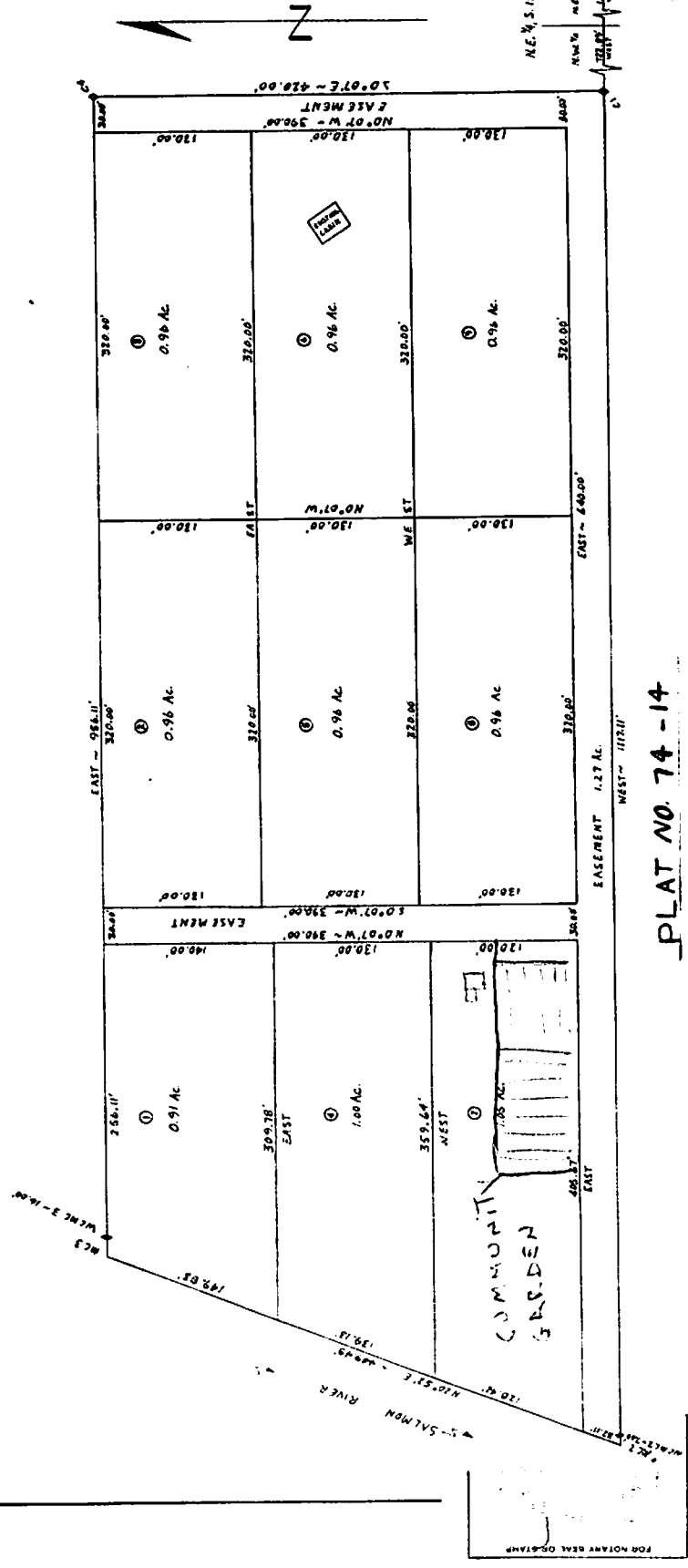
understanding is that the easement is 30' wide and is a public use easement. We would like the city to clarify if parking on the easement while actively loading or unloading gardening supplies is acceptable.

2111'S DRIVE EASEMENT



BASIS OF BEARINGS: SEC COR. 7, 8, 17, 18, 0 1/4 COR. 1, 17 0 1/2 S. 18
POSITION CONTROL: 1/4 COR. 1, 17 0 1/2 S. 18

LEGEND
 + MONUMENT SET THIS SURVEY
 + ALL MONUMENT SET THIS SURVEY
 * B.L.M. MONUMENT RECOVERED



PLAT NO. 74-14

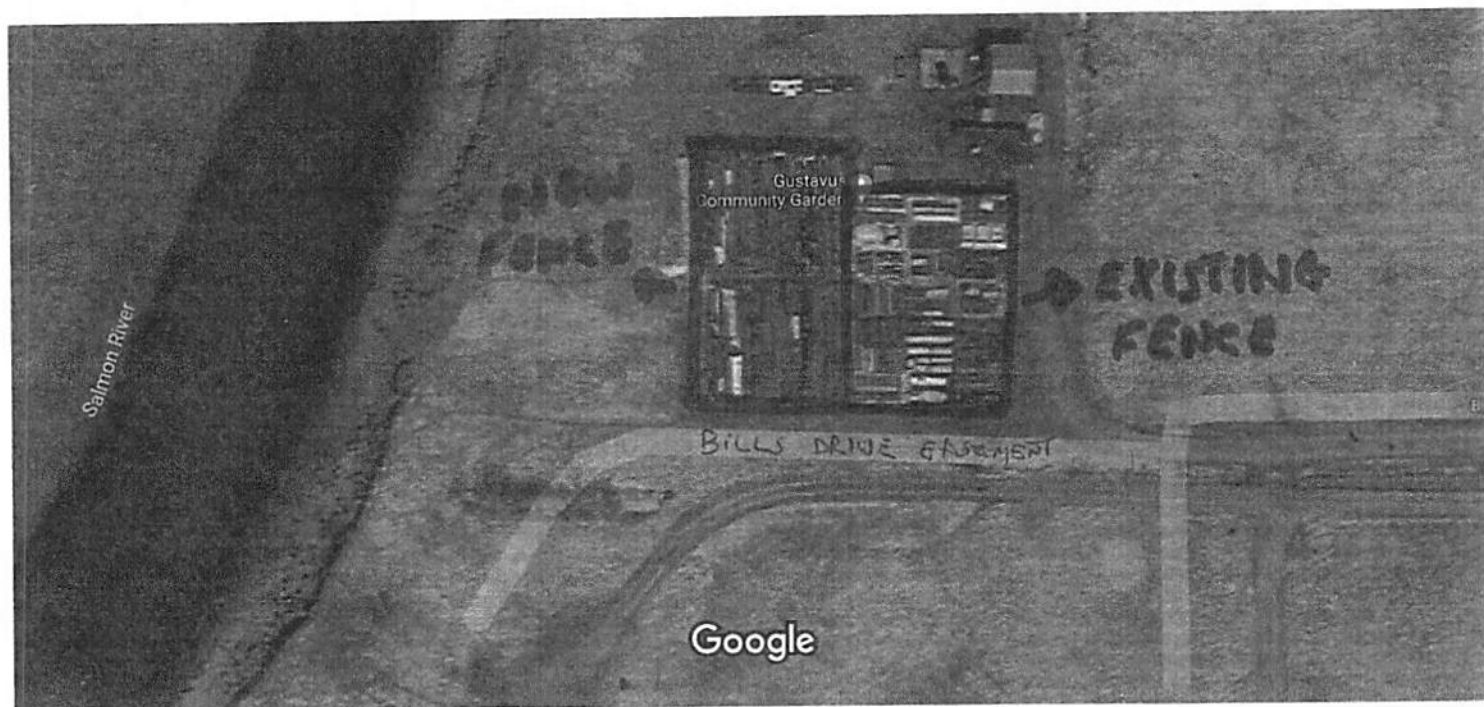
OWNERSHIP AND DEDICATION CERTIFICATE
 I, HEREBY CERTIFY THAT I AM THE OWNER OF THE
 PROPERTY SHOWN AND THAT I HAVE BEEN ADVICE BY THE
 DIVISION PLAT WITH ONE FULL CORNER AND DEDICATE ALL
 EASEMENTS TO PUBLIC USE
 DATE: 10/15/1973
 CHARLES KEARNS
 WITNESSED AND SIGNED BEFORE ME THIS 15TH DAY
 OF OCTOBER 1973
 I, JIMMIE C. ROSENBERG, DEPUTY CLERK OF THE
 DIVISION OFFICE, DO HEREBY CERTIFY THAT THE
 ABOVE IS A TRUE AND CORRECT COPY OF THE
 ORIGINAL RECORD.

SURVEYORS CERTIFICATE
 I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED
 AND LICENSED TO PRACTICE LAND SURVEYING IN THE
 STATE OF ALASKA THAT THIS PLAT REPRESENTS A
 SURVEY MADE BY ME. THAT ALL MONUMENTS SHOWN
 THEREON ACTUALLY EXIST AS DESCRIBED, AND THAT
 ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT
 JIMMIE C. ROSENBERG
 REGISTERED No. 10945
 ALASKA, 10-15-1973

74-1509
 RECORDED
 10/15/1973
 107
 107
 107

DATE OF SURVEY: 8/16 15 OCT 1973 A.D.	NAME OF SURVEYOR: JIMMIE C. ROSENBERG R.L.S. 10945
"KEARNS" SUBDIVISION PLAT GUSTAVUS, ALASKA	
A PORTION OF LOT 14 THE N.W. 1/4, N.E. 1/4, S. 1/4, T. 48E, R. 14W, ALASKA CONTAINING 5.99 ACRES, MORE OR LESS	
DRAWN BY: J.C. ROSENBERG	ENGINEERING JIMMIE C. ROSENBERG
DATE RECORDED:	RECORDING OFFICE: JUNEAU, ALASKA
SCALE: 1" = 60'	CHECKED: J.C.R.
FILE NO.	

Google Maps



Imagery ©2018 Google, Map data ©2018 Google 50 ft

Gustavus Community Garden Fence Materials and Price List

311 linear feet, 8' high fencing, 5 – 5' gates

Estimates May 2, 2018, Meadow Brook. Prices do not include tax. Freight sometimes included.

Fence Posts

Number needed:

5 gates x 2 posts each=10 posts

Span 12' = 26 posts

TOTAL 36 posts

Local spruce or lodgepole pine:

Pressure treated from Toshco:

Yellow cedar from Tenakee:

free, lots of labor

\$23 x 36 = \$828

25 x 36 = \$900 plus del.

Fencing



Amount needed: 286 linear feet x 8'.

5- 5' wide gates can be made from fence material already on hand

Field fence 47" x 330'

\$300 from Toshco x 2 rolls =

\$600

Staples

barbless, galvanized, 1-1/2", box of 1500

\$52

Top plate and corner bracing, to stiffen posts and fencing, Local rough cut spruce.

Top plate: 2" x 4" x 12" x 311' = 26 boards = 208 bf x \$.70 bf =

\$146.

Corner bracing: 4- 2" x 4" x 12' = 32 bf x \$.70 =

\$22.

TOTAL

Low

\$820.

High

\$1,720.

plus fuel from Tenakee

OPTIONAL Concrete for post holes (gravel may be better) 24" x 12" diameter hole with 4" post inside

Fast setting concrete mix, 4-50# bags per hole x 36 holes = 144 bags x \$5 per bag =

\$720

Concrete in corner posts only, 4 holes x 4 bags=16 bags x \$5 per bag =

\$80

OPTIONAL Fence post holes augered by machine

Estimate from Elm

\$300

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY18-15**

**A RESOLUTION BY THE CITY OF GUSTAVUS UPDATING THE CITY BENEFITS POLICY
AND PROCEDURE**

WHEREAS, the City of Gustavus last updated its employee benefits policy and procedure effective January 1, 2018, and;

WHEREAS, the City of Gustavus values its employees and intends to compensate employees competitively within our region, and;

~~**WHEREAS**, federal laws passed since the Affordable Care Act was enacted have made the previous health insurance reimbursement policy obsolete, and;~~

~~**WHEREAS**, the City of Gustavus encourages employees to obtain medical insurance~~wishes to provide adequate health insurance for its qualifying employees for their health and financial security ~~and knows the associated costs can be high~~, and;

WHEREAS, the City of Gustavus encourages a positive work/life balance and understands a flexible work schedule can foster this balance while still ensuring all duties are performed, and;

NOW THEREFORE, BE IT RESOLVED that effective June 1, 2018, the City of Gustavus updates its Employee Benefits Policy and Procedure as attached to:

1) Offer all qualified employees ~~entry into a group health plan beginning June 1, 2018, a taxable monthly health insurance stipend of \$800, or a prorated amount based on their approved work schedule, and;~~

~~2) Offer a flexible work schedule to all qualified employees~~

2) Those employees authorized to work flexible work schedules may be given permission to flex hours during the work month.

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2018.

Barbara Miranda, Mayor

Attest: Karen Platt, City Clerk

CITY OF GUSTAVUS
POLICIES AND PROCEDURES

**TITLE: CITY OF GUSTAVUS BENEFITS POLICY FOR ELIGIBLE REGULAR
POSITION EMPLOYEES EFFECTIVE MAY 15, 2018**

BACKGROUND:

By Ordinance FY2012-13 adopted April 12, 2012, the Gustavus City Council approved a major revision to Title 3, Personnel. Revised Title 3 provides that it is the policy of the City of Gustavus to establish and amend, from time to time, by resolution, a written benefits policy, which describes various non-wage compensations that the City provides to employees in addition to wages or salaries. [CoG 3.05.01]

Consistent with the provisions of revised Title 3, the City Council adopted by Resolution 2018-01 this "City of Gustavus Benefits Policy," which applies to all eligible Regular Position employees. This updated policy, effective May 15, 2018, replaces all previous City of Gustavus benefits and leave policies. [CoG 3.04.01(b) (1)]

I. Health Insurance

The City of Gustavus offers a group health insurance plan to all Regular Exempt and Non-Exempt Position employees. This self-only plan (no spouse or dependent coverage) is offered to all eligible employees, and the City may only exempt those eligible employees who provide proof that they have health insurance offered by other means ~~(for instance via their spouse)~~.

For those qualified employees opting in to the City's group health plan prior to June ~~15~~, 2018, the City will pay 100% of the premiums until the monthly premium amount increases to \$700. Once the \$700 premium amount is exceeded, the employee will contribute to the premium until the City/employee premium contribution ratio reaches 80%/20%, respectively. This 80%/20% ratio will then be maintained as premiums rise or decrease.

Any qualified employees opting in to the City's plan after June 15, 2018, will enter at the 80%/20% contribution ratio.

For those employees who do not choose to elect the group health insurance plan offered by the City, a \$200.00 monthly stipend is offered to offset the additional cost of that coverage provided from outside sources. This stipend is similar to a monthly bonus in that it is subject to payroll taxes, is reported as income, does not count toward the accrual of paid time off (PTO), and is not included in the base wages considered for the City match in the Retirement Savings Plan. The stipend is included during the regularly scheduled payroll.

POLICY:

To qualify for participation in this program, the employee must be (1) a Regular Exempt or Non-Exempt Position employee who (2) is no longer in their probationary period. For employees that elect not to participate in the health insurance program offered by the City, evidence that they are insured via other means is required.

PROCEDURE:

(A) For those employees NOT selecting City provided insurance:

On a monthly basis, the City Treasurer will add the health insurance stipend to the employee's paycheck in an amount of \$200 gross wages for all Regular Exempt and non-Exempt employees. All stipend amounts are subject to tax reporting and withholding, and the employee will be paid a net amount. If an employee is on unpaid leave during the month, the stipend will be prorated based on the percentage of the actual hours worked of their normal work schedule.

Employees declining enrollment because of other health care coverage may in the future enroll prior to the next open enrollment period if they have involuntarily lost their other coverage and an enrollment application is received by the insurance company within 60 days after their other coverage ends. Otherwise, they cannot enroll until the next open enrollment November 15-December 15 with a January 1 effective date. See the group insurance documentation for details.

(B) -For those employees enrolling in City provided insurance:

Initial enrollment will occur by May 15, 2018 for coverage beginning June 1, 2018. Thereafter, there will be an open enrollment period each year November 15-December 15 with a January 1 effective date. During open enrollment, the employee may enroll or decline enrollment (with proof of other coverage) for the following calendar year. Employees may not cancel insurance or sign up for insurance except during this open enrollment period unless they meet the exceptions provided by the insurance company. See the group insurance documentation for details.

II. Deferred Compensation Program, a 457(b) Retirement Savings Plan

The City participates in a 457(b)-deferred compensation program with Lincoln Financial Group. A 457(b) plan is a type of tax-advantaged deferred-compensation retirement plan that is available to state or local governments and their agencies. The employer provides the plan and the employee defers compensation into it on a pre-tax basis. Participation is voluntary. The participant contributes a flat amount or percentage of his/her choice each month, which is withdrawn from the monthly paycheck. The City will match the employee's monthly contribution up to a maximum of 7% of the employee's straight time pay, overtime pay, and paid time off pay for the month. Health insurance stipends are not included in the percentage matched. Regular Position employees may contact the City Clerk or Treasurer for more information. This benefit commences upon satisfactory completion of the probationary period.

III. Paid Holidays [CoG 3.05.02]

The City of Gustavus observes the following nine holidays:

1. New Year's Day (January 1)
2. President's Day (third Monday in February)
3. Memorial Day (last Monday in May)
4. Independence Day (July 4)
5. Labor Day (first Monday in September)
6. Veterans Day (November 11)
7. Thanksgiving (fourth Thursday in November)
8. Day after Thanksgiving
9. Christmas (December 25)

- The City will grant an eight-hour day of paid holiday time to all full-time Regular Position employees or a pro-rated amount based on the employee's approved base hours.

Hours of Holiday Pay	Work Schedule
8	full-time employee
7	87.5% (35 hours/week)
6	75% (30 hours/week)
4	50% (20 hours/week)

- Holiday pay will be calculated based on the employee's straight-time pay rate as of the date of the holiday. Employees will not receive additional compensation when a recognized holiday falls on a day an employee is on Paid Time Off. Employees will not receive compensation for a holiday that occurs on a day that the employee is on an unpaid leave of absence.
- This benefit will commence upon satisfactory completion of the probationary period.
- See Gustavus Municipal Code 3.05.02 for the application of the policy to Monday through Friday and Tuesday through Saturday work weeks.

IV. Paid Time Off (PTO)

The City of Gustavus recognizes that employees have diverse needs for time off from work. PTO will cover all forms of personal, vacation, and sick leave. This benefit will be granted to all Regular Position employees in proportion to the hours worked each month.

Paid Time Off is a provision for time taken off from an employee's regularly scheduled work hours. PTO may not be applied to days and hours the employee is not scheduled to work. With the exception of the permitted 120-hour carry-over of unused PTO hours at the start of a new fiscal year, PTO not taken during regularly scheduled work hours will be forfeited. Unused accrued PTO is cashed out only when an employee terminates.

- An employee's annual PTO benefit accrues in accordance with employment longevity as shown in the table below. Accrual rates for a new longevity category begin on the first day of the month of the employment anniversary.
- Annual PTO benefit accruals begin July 1 of each year and end June 30 of each year.
- A maximum of 120 hours of PTO may be carried over into the next fiscal year.
- Accrued PTO hours beyond 120 at the end of the fiscal year will be forfeited.
- For new hires, PTO will accrue retroactive to the date of hire if and when the employee satisfactorily completes the probationary period.
- An employee must receive approval from his/her supervisor for planned PTO. Approval of PTO is contingent upon the needs of the department/facility. In cases of emergency or illness, an employee must let his/her supervisor know about the absence as soon as possible.

- Upon termination an employee shall be paid the value at the time of cash-out of remaining PTO.
- PTO must be used in full before an employee may request unpaid leave.

Longevity Categories

PTO is accrued on an hourly basis and is credited on the monthly pay check in proportion to the actual hours paid that month. Accruals are based on longevity, that is, the number of years employed in a Regular Position with the City of Gustavus. The following table depicts Annual PTO accrual for a fulltime Regular Position, 2,080 hours/year.

Longevity (calculated from the employee's first day of work, regardless of FTE)	Annual PTO Accrual, Fulltime equivalent (FTE)	Accrual Rate of PTO hours per actual hours paid*
Less than two (2) years	80 hours	0.038330 0.0413223
Two (2) through five (5) years	120 hours	0.057780 0.0632911
Six (6) or greater years	160 hours	0.076940 0.0862068

Commented [PV1]: QuickBooks payroll accrues PTO for all wages paid (straight-time, salary, used PTO, holidays) but not stipends. The new formula for calculating the accrual rate no longer removes holiday and used PTO hours from the equation, as PTO hours are accruing on these items. The federal government works the same way – you accrue leave when you use leave or have a paid holiday.

*"Actual hours paid" means the total paid hours, including holiday hours and used PTO hours, but not including bonuses, stipends, or pay adjustments when correcting a payroll error.

Formula

- The same accrual rate works for any employee in a given Longevity Category. Accrual rate = annual PTO accrual allotment divided by 2080, then rounded to what the QuickBooks payroll software allows. ~~Accrual rate = annual PTO accrual allotment divided by (2080 – 64 holiday hours – annual PTO accrual allotment)~~
- Accrued PTO hours on a monthly (or any) pay check for hourly employees = (number of hours paid) x (accrual rate)
- Accrued PTO hours on a monthly pay check for salaried employees = (annual hours of PTO accrual from the table above)/12 months (prorated if unpaid leave is used that month)

V. Compensatory Time Off

The City of Gustavus does not offer Compensatory Time Off.

VI. Flexible Work Schedule

The City of Gustavus recognizes that alternative work schedules can foster a positive work/life balance. To this end, regular position employees may be allowed by their supervisor to have a

flexible work schedule. Hours worked by each regular position employees may be flexed during the work month as approved by their supervisor, provided core business hours are covered and job duties are being completed. The Mayor and/or City Administrator may designate core hours for each employee.

Signed

Mayor of the City of Gustavus

Date

DRAFT

A RESOLUTION REVISING POLICY AND PROCEDURE FOR DISBURSEMENT OF ROOM TAX MONIES TO THE GUSTAVUS VISITORS ASSOCIATION

POLICIES AND PROCEDURES

BACKGROUND:

POLICY:

PROCEDURE:

Policy and Procedure for Disbursement of Room Tax Monies to the Gustavus Visitors Association City of Gustavus, Alaska
Resolution CY18-16

be included in the next fiscal year budget and approved by the Council as a part of the regular budget cycle.

The City Council must review the marketing plan and budget request at the March general meeting. The Mayor and/or City Administrator, in conjunction with the City Treasurer shall consider the budget request and determine the amount to include in the City's annual operating budget no later than May 1 of each year (City Ordinance 4.04.04). The City Council may or may not approve the total amount requested as part of the regular budgeting process. If the amount of funding requested is more than fifty percent of the room tax total from the prior fiscal year, the Council may consider providing additional funding. This additional funding would need to be approved via City Council resolution.

Payment of the requested budget amount, if approved, shall occur by July 31. This payment does not require further Council action.

The Marketing Plan and Budget Request must include the following:

- Goals
- Objectives (specific and measurable)
- Membership and Board makeup
- Tourism Statistics – (including estimates # of residents, average stay, average spending, economic impact of the visitor industry)
- Budget
- Budget request of City

ADDITIONAL REPORTING REQUIREMENTS:

- Profit and Loss Budgeted vs. Actual
- Balance Sheet
- Quarterly Reports as scheduled by the City Clerk

CALENDAR:

October General Meeting	City Treasurer Reports Bed Tax totals.
February 1	Mid-Year Expense/Progress Report Due
February 1	GVA Marketing Plan and Budget Request submitted to City
March General Meeting	Council reviews marketing plan and budget request
May 1	Mayor/City Administrator's budget submitted for approval
May General Meeting	City budget approved for posting
July 31	End of Year Expense/Progress Report Due
July 31	Approved funds are disbursed

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY18-17**

**A RESOLUTION ESTABLISHING POLICY AND PROCEDURE FOR FUNDING
LIMITED SOCIAL SERVICES**

WHEREAS, with adoption of Title 6 the Gustavus City Council authorized the expenditure of City Operating Funds for limited Social Services.

WHEREAS, in the process of implementing the Policy and Procedure, it became apparent that some clarifications were necessary, and

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

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council accepts the revisions to the document entitled "POLICY AND PROCEDURE FOR FUNDING LIMITED SOCIAL SERVICES", as presented by this Resolution.

PASSED and **APPROVED** by the Gustavus City Council Gustavus City Council this __th day of _____, 2018, and effective upon adoption.

Barbara Miranda, Mayor

Attest: Karen Platt

CITY OF GUSTAVUS, ALASKA

POLICIES AND PROCEDURES

TITLE: POLICY AND PROCEDURE FOR FUNDING LIMITED SOCIAL SERVICES

BACKGROUND:

Affordable, accessible, quality preschool and child care services are critical components of the economic and social well-being of this community and the ongoing improvement of a sustainable city. Allowing families to stay employed by providing quality, professional, safe and reliable care creates self-sustainability for Gustavus residents and also for our businesses, the local economy in general, and is an attractive element to potential new residents and businesses. Society benefits from a well-educated and diverse citizenry, and research demonstrates that children who participate in high-quality early education programs have better overall literacy, better executive functions, require fewer remedial or special education services, and have a higher likelihood of economic productivity and social stability in adulthood.

POLICY:

In compliance with its fiduciary responsibility as established in State Statute and City code, and in accordance with established budgetary processes, the City of Gustavus adopts a policy to allocate funds for limited Social Services, under the following procedure.

PROCEDURE:

The qualified service provider will submit, for approval, a yearly business plan and budget request for preschool and childcare services to the City Treasurer and City Administrator and/or Mayor as per Gustavus Municipal Code 06.06.020 by February 1 of each year.

The City Council must review the business plan and budget request at the March general meeting. The Mayor and/or City Administrator, in conjunction with the City Treasurer shall consider the budget request and determine the amount to include in the City's annual operating budget no later than May 1 of each year (City Ordinance 4.04.04). The City Council may or may not approve the total amount requested as part of the regular budgeting process.

Payment of the requested budget amount, if approved, shall occur by July 31. This payment does not require further Council action.

The Business Plan and Budget Request should include the following:

- Goals
- Objectives
- Membership and Board makeup
- Enrollment Statistics
- Operating Budget
- Budget request of City

ADDITIONAL REPORTING REQUIREMENTS:

- If City funds are granted to the service provider, quarterly reports should be provided to the City Council as scheduled by the City Clerk. The mid-year and end of year report should include a profit and loss report and a current balance sheet.

CALENDAR:

February 1	Mid-Year Expense/Progress Report Due (if funds were disbursed the prior year)
February 1	Business Plan and Budget Request submitted to City
March General Meeting	Council reviews budget request
May 1	Mayor/City Administrator's budget submitted for approval
May General Meeting	City budget approved
July 31	End of Year Expense/Progress Report Due
July 31	Approved funds are disbursed

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY18-18**

**A RESOLUTION ESTABLISHED POLICY AND PROCEDURE
FOR THE UNRESTRICTED FUND BALANCE**

WHEREAS, the City of Gustavus's annual operating budget has yielded a surplus in recent years, and

WHEREAS, the Gustavus City Council is in the process of reapportioning the reserve accounts held by the city, and

WHEREAS, the Government Finance Officers Association recommends maintaining a minimum level of unrestricted fund balance, with that level contingent on revenue predictability, expenditure volatility, availability of other resources, and other factors, and

WHEREAS, formal action is needed to adopt policy and procedure in order to manage unrestricted funds in the future,

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council accepts the document entitled "Policy and Procedure for Unrestricted Fund Balance", as presented by this Resolution.

PASSED and **APPROVED** by the Gustavus City Council this ____th day of_____, 2018, and effective upon adoption.

Barbara Miranda, Mayor

Attest: Karen Platt, City Clerk

CITY OF GUSTAVUS POLICIES AND PROCEDURES

Unrestricted Fund Balance

POLICY

The City of Gustavus has determined it to be a sound, financial practice to maintain adequate levels of unrestricted fund balance in its General Fund to mitigate current and future risks such as revenue shortfalls and unanticipated expenditures. Additionally, the City believes that adequate unrestricted fund balance levels are a critical consideration to the City's long-term financial planning. In this regard, the City has established the following fiscal policy related to its unrestricted fund balance.

PROCEDURE

Maximum and Minimum Amounts

The City will maintain a minimum unrestricted fund balance of at least two months or approximately 17% (\$145,000 of an \$850,000 budget), as recommended by the Government Finance Officers Association (GFOA), of its General Fund operating expenditures. The City's maximum unrestricted fund balance shall not exceed 35.0% (\$297,500 of an \$850,000 budget) of General Fund operating expenditures. Not precluding the aforementioned minimum and maximum percentages, the City will annually target to maintain a 25.0% (\$212,500 of an \$850,000 budget) unrestricted fund balance percentage level as part of its annual budget process.

Use of Funds

While targeting to maintain an annual unrestricted fund balance of 25.0%, the City understands there may be circumstances that warrant that the City use these funds temporarily. The City has established the following instances where it may elect to use these funds:

- An economic downturn in which revenues are below budget
- Unexpected and unappropriated costs to service and maintain current City operations
- Unexpected and non-budgeted emergencies, natural disaster costs, and/or litigation
- Grant matching
- Early retirement of debt
- To cover deficits in other funds due to a shortfall in budgeted revenues
- Capital asset acquisition, construction, and improvement projects

All procurements from the unrestricted fund balance must follow standard procurement processes established by the City, except for emergency and/or natural disaster costs.

Terms for Replenishing

In instances where the City elects to use its unrestricted fund balance for capital asset acquisition, construction, and improvement projects, the City shall replenish the unrestricted fund balance to its previous level as soon as possible, but only after the

City's current operational needs are met, and in no case, more than two years subsequent in which the unrestricted fund balance was used. For any and all other instances, as permitted by this policy, in which the City elects to use its unrestricted fund balance, the City will replenish the unrestricted fund balance as soon as revenues are available, but only after the City's current operational needs have been met.

Excess Funds

In the event the City has accumulated its permitted, maximum unrestricted fund balance of 35.0%, the City, at the discretion and determination of City Council and the City Administrator or City Treasurer, will designate such excess funds for the following purposes:

- Reserves for capital improvement projects
 - Reserves for repair and replacement of City facilities
 - Reserves for or funding of road maintenance
 - Contributions to the Endowment Fund (as long as the excess funds are from a non-city-tax source, per Municipal Code Section 4.13.030)
- Other savings or investment instruments or expenditures to be determined by the Council.

Review of Policy

The City Treasurer will review the Unrestricted Fund Balance Policy annually in connection with the City's annual budgeting process to ensure that the City is maintaining adequate unrestricted fund balance levels. Additionally, at least every three years, the City Council will review the policy and will make recommendations for modification as deemed appropriate. This policy was written using the guidelines set forth by the GFOA. As such, any updates issued by the GFOA shall be considered by the City Council when making recommendations for modifications to this policy.

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY18-14**

A RESOLUTION REVISING POLICY AND PROCEDURE FOR PROJECT PLANNING

WHEREAS, in 2011, with Resolution 2011-06, the Gustavus City Council established Policy and Procedure for Project Planning, and

WHEREAS, in the process of implementing the Policy and Procedure, it became apparent that some clarifications and revisions were necessary, and

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

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

PASSED and **APPROVED** by the Gustavus City Council this ____th day of_____, 2018, and effective upon adoption.

Barbara Miranda, Mayor

Attest: Karen Platt, City Clerk

CITY OF GUSTAVUS POLICIES AND PROCEDURES

Project Planning

POLICY

Project planning and development is a process of:

- identifying a need, issue, or worthy opportunity;
- collaborating within a **department or** committee and with other stakeholders to define project parameters and to assign and track tasks;
- generating and evaluating alternative strategies; and
- recommending one or more solutions.

In our community, many projects emanate from the Gustavus Community Strategic Plan, or from [Department Heads](#), the Council or a committee ~~Annual Work Plan~~.

It is the policy of the City of Gustavus to follow careful planning procedures in order to:

- avoid financial, social, and environmental pitfalls;
- enable planning participants to identify a range of opportunities and solutions;
- capture the best value possible from the project;
- represent the City well to funding agencies; and
- implement objectives in a smooth and timely manner.

PROCEDURE

The following forms outline the basic procedures for project planning in the City of Gustavus:

Attachment A: **Project Planning and Approval Process Flow Chart**

Attachment B: **City of Gustavus Project ~~Seoping and~~ Development Form**

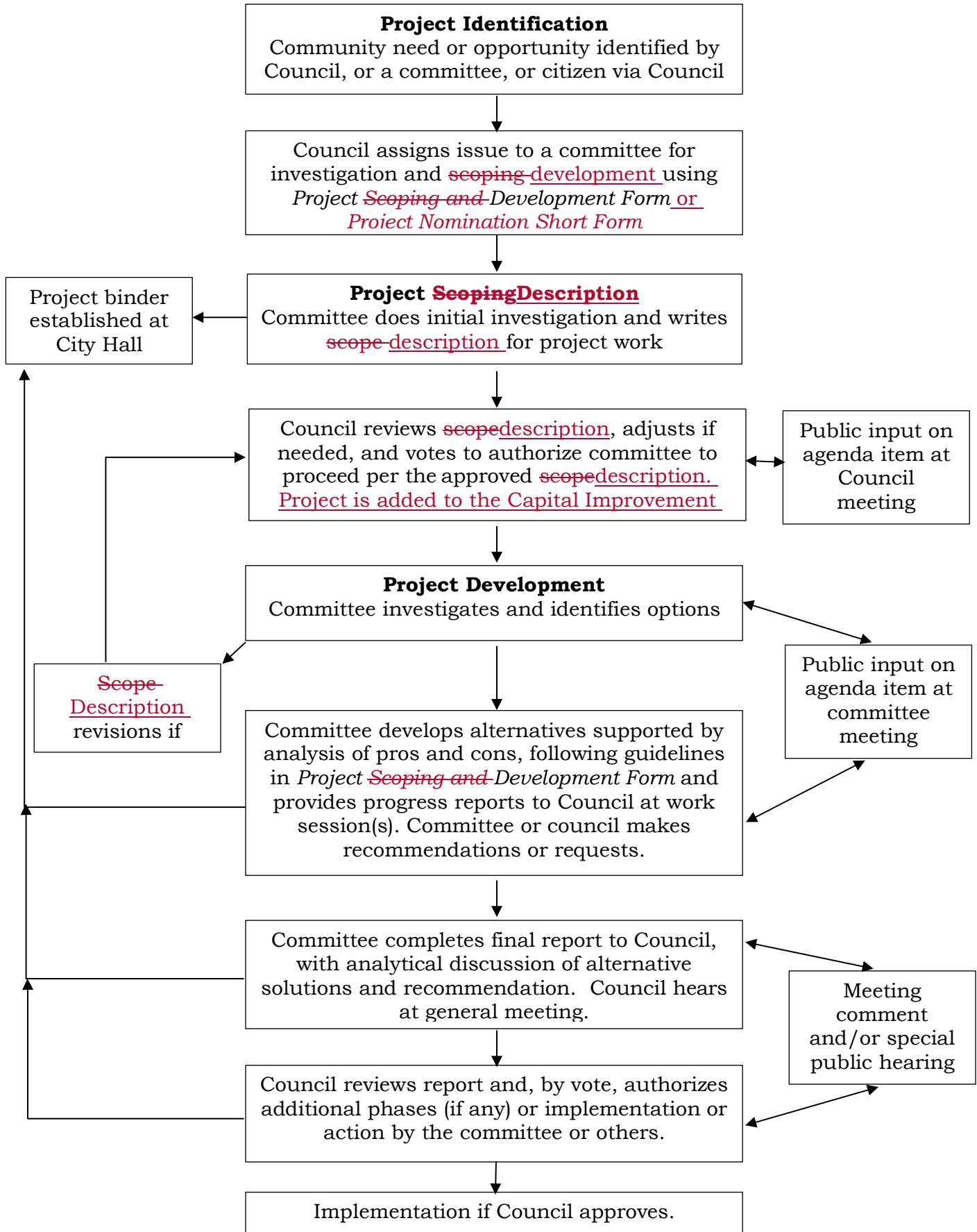
Attachment C: City of Gustavus Project Nomination Short Form

For all projects of \$5,000 or greater, please complete either attachment B or C depending on the complexity of the project. More complex projects should utilize Attachment B. The Council may request the completion of the Attachment B at any time.~~the entire form~~Attachment B. -Not all questions on the forms may be applicable to a given project. Planners shall address all relevant questions.

If outside funding is necessary, please see **Policy on Submission of Grant Proposals and Capital Requests of \$5,000 or Greater**.

These procedures do not address project management.

Project Planning: Attachment A
Project Planning and Approval Process Flow Chart



Project Planning: Attachment B
PROJECT ~~SCOPING AND~~ DEVELOPMENT FORM

This form is to be used to document project planning and approval in order to assure that: project options are well-considered; the best option is put forward; initial and continuing costs and funding are addressed; and that Council approval has been given for implementation. Use this project ~~scoping-development~~ form with the Project Planning and Approval Process Flow Chart.

Answer the questions that pertain to your proposed project. Attach additional narrative pages if necessary. Type in the electronic form using as much space as you feel is necessary.

Part 1. Project Identification

Name of project: _____

Committee: _____ Committee Contact: _____

E-mail: _____ Phone: _____

Date of form submission: _____

Part 2. Project ~~Scope~~ Description refers to a project's size, goals, and requirements. It identifies what the project is supposed to accomplish and the estimated budget (of time and money) necessary to achieve these goals. ~~Changes in scope will need Council approval.~~

1. What is the project?
 - ~~What are its the project's goals and objectives?~~ Goals are general guidelines that explain what you want to achieve.
 - What are the project's objectives? Objectives define strategies or implementation steps to attain the identified goals. These should be specific and measurable and have defined completion dates.
 - Who/ what will be aided by this project? ~~Who are the targeted stakeholders/customers?~~
 - Is a preliminary survey necessary to identify the number of potential customers/ users? How-If so, how will you design and conduct the survey?
 - What is NOT covered by this project? What are its boundaries?
2. Why is the project needed?
 - What community problem, need, or opportunity will it address?
 - What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
3. Where did the idea for this project originate? (Public comments, Council direction, committee work?)
4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?)

5. What is your timeline for project planning?
 - By when do you hope to implement the project?
 - Will the planning or final project occur in phases or stages?
6. What is your budget for the planning process? Will you be using a consultant?
7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.

Parts 3, 4, 5, 6. Project Investigation and Development

Parts 3.-6. refer to social, environmental, and financial impacts of various options. These questions will help you document your consideration of alternatives and your choice of the option providing the best value for the community. -Your goal is to generate alternatives and make a recommendation from among them. -Return to Part 3., "Summary" after ~~applying-~~ completing Parts 4.-6.

Summary:

1. What alternative approaches or solutions were considered? Make a business case for your top two or three options by discussing how effectively each would fulfill the project goals, and by comparing the economic, social, and environmental costs vs. benefits of each one.
2. What solution was chosen as the best and why is it the best?
3. Identify your funding source(s) .
 - How will the project be funded initially, and for its operating life?
 - Is there a matching fund requirement? Please provide details.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts/Benefits Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? Indicate No or Maybe with an X. Indicate Yes with + if impact is beneficial; Indicate Yes with - if impact is harmful			
• Climate change			
• Streams/groundwater quality			
• Air quality			
• Soils/land quality			
• Fish/wildlife habitat, populations			
• Plant Resources (timber, firewood, berries, etc.)			
• Invasive or pest species			
• Natural beauty of landscape or neighborhoods			
• Neighborhood character			
• Noise or other environmental impacts			
• Environmental sustainability			

Will this project affect:	No	Yes (+/-)	Maybe
• Hazardous substances use			
• Community waste stream			
• Light pollution at night			
Recreational opportunities?			
• Public land use and access			
• Trails/waterways			
• Parks			
• Public assembly/activities			
Education/training/knowledge & skill development?			
Public safety?			
Public health?			
Medical services?			
Emergency response?			
Economic performance & sustainability?			
• Employment of residents			
o Short-term (i.e. construction)			
o Long-term (operating and maintenance)			
• Cost of living reduction			
• Return on investment			
• Visitor opportunities/impressions/stays/ purchases			
• Competitive business environment			
• Support for existing businesses			
• New business opportunities			
• Economic sustainability			
• Attractiveness of City to new residents/businesses			
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)			
• Existing services			
• New services			
• Cost of City services			
• Tax income to City			
Transportation?			
• Air			
• Water			
• Roads			
Communications?			
• Internet			
• Phone			
• TV/radio			
Other? (type in)			

2. How does this project provide benefits or add value in multiple areas? (e.g., benefits both to the environment and to business performance.)

3. Are other projects related to or dependent on this project?

- Is this project dependent on other activities or actions?

- If yes, describe projects, action or activities specifying phases where appropriate.

4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (E.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?)

5. What regulatory permits will be required and how will they be obtained?

6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?

7. Is an engineering design or construction estimate necessary?

8. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? If so, how will the new revenue be collected?

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting, inspection		Equipment	\$
Site work	\$	Contractual	\$
Demolition and construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other (list)	\$	Other (list)	\$
Other (list)		Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	\$

Part 6. Jobs and Training (required by some granting agencies)

1. What service jobs will be needed for operation and maintenance?

2. How many full-time, permanent jobs will this project create or retain?
 _____ Create/retain in 1-3 years

_____ Create/retain in 3-5 years

3. What training is necessary to prepare local residents for jobs on this project?

4. How many local businesses will be affected by this project and how?

Part 7. Business Plan (Upon Council request)

Upon Council request, please prepare a business plan for the operating phase of your leading option(s). Plans will differ according to the nature of the project.

There are a number of good Internet sites that will assist you in developing a business plan. One example (~~-1205/20108~~) is: http://va-interactive.com/tools/business_plan.html~~http://www.va-interactive.com/inbusiness/editorial/bizdev/ibt/business_plan.html~~

Basic components of a business plan:

- The Product/Service
- The Market
- The Marketing Plan
- The Competition
- Operations
- The Management Team
- Personnel

Part 8. Record of Project Planning and Development Meetings

1. Please document the manner in which public input was received.
 - Public comment on agenda item at committee or Council meeting
 - Special public hearing
 - Dates and attendance for the above.
 - Written comment from the public (please attach)
2. Please use the following chart to document committee meetings, Council reports, and so on. Did the committee make recommendations or requests? Did the Council make requests of the committee?

Meeting Record

Event (meeting of committee, Council report, public hearing, etc.)	Date	Agenda Posted (date)	Minutes or record Attached? (yes/no)	Outcome: rec. to Council, requested action of Council, etc.	No. of attendees

Part 9. Feedback to the Council

With the understanding that this form must be adapted to a variety of projects, please provide feedback on how the form worked for your committee. Thank you for your suggestions.

Project Planning: Attachment C
PROJECT NOMINATION SHORT FORM



City of Gustavus Capital Improvement Plan Project Nomination Short Form

Project eligibility

- Does the proposed project represent a major, nonrecurring expense? YES ☐ NO ☐
- Will the proposed project result in a fixed asset (e.g., land, major equipment, building or other structure, road or trail) with an anticipated life of at least two years? YES ☐ NO ☐
- Will the project provide broad community benefit? YES ☐ NO ☐
-

If you were able to answer YES to all three questions, please provide the following additional information:

1. Project title (Suggested heading in CIP):

2. Project description and benefit. Describe the project in half a page or less, including specific features, stages of construction, etc. Explain how the project will benefit the Gustavus community.

3. Plans and progress. Describe in one or two paragraphs what has been accomplished so far (if anything). This may include feasibility study, conceptual design, final design/engineering/permitting, fundraising activity, and total funds raised to date.

4. Project cost:
 - A. TOTAL COST (including funds already secured) = \$ _____
 - B. For construction projects, break out preconstruction costs (feasibility/design/permitting):
Preconstruction costs = \$ _____ Construction costs = \$ _____

5. Timeline: Indicate when you hope to complete each phase of the project.
Please keep in mind that the CIP will not be published until the end of September. Legislative funding (if any) would not be available until July of next year (or later) for state funding and October of next year (or later) for federal funding.
 - A. For projects that consist of land or equipment purchase only, state when the purchase would be made:

 - For construction projects:
 - B. Preconstruction phase to be completed by _____.
 - C. Construction phase to be completed by _____.

6. Provide a quality digitized photo, drawing, map, or other graphic image of your project if possible.

7. Date and name of person submitting form.



City of Gustavus

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

City of Gustavus Capital Improvement Plan

Version: COG_CIP_r0: 2018-2023

Presented to the Gustavus City Council on May 14, 2018

Introduction: The Capital Improvement Program

This is the first comprehensive Capital Improvement Plan for the City of Gustavus. The initial completed plan was presented to the Gustavus City Council on May 14, 2018.

This document is intended to be a living document, with projects added and edited as needed. The naming system for each revision is as follows:

COG_CIP_r#: YYYY-YYYY

COG = City of Gustavus

CIP = Capital Improvement Plan

r# = revision number

YYYY-YYYY = the 5-year span (calendar year, not fiscal year) of the current revision

The document as a whole will be reviewed by the city council each December to reevaluate priorities, update cost estimates, and choose the priorities for submission to the State of Alaska legislature through their CAPSIS online submission form for capital improvement project requests. Resolutions supporting the projects chosen for the state funding request should be passed at the January general meeting in advance of submission of capital improvement project requests to the state through the online CAPSIS portal, due by mid-February. The State of Alaska budget outlook remains grim, although there are indications the state is coming out of its recession. Little to no capital project funding has occurred in recent years, but municipalities have been encouraged to continue submitting project funding requests to show a need still exists.

In-house funding for capital projects will be determined by the City Council, with the appropriate AMLIP accounts being tapped [e.g. AMLIP Capital Improv Current, AMLIP Capital Improv Long-Term, AMLIP Repair & Replacement (R&R)]. Current year capital improvement priorities will be determined with consideration for urgency of need for the project, phases of multi-year projects, availability of project managers, consolidation between departments for projects of similar focus, etc.

A separate policy and procedure exists for project nomination and development, including a short-form and a more extensive form. Project development documents must be approved by the Gustavus City Council before projects are funded.

In FY18, a city-wide inventory of assets took place. Repair and replacement (R&R) annual saving amounts were then calculated based on the following formulas, as recommended by the State of Alaska Department of Commerce, Community, and Economic Development (DCCED), Division of Community and Regional Affairs (DCRA), Rural Utility Business Advisor (RUBA) Program.

For replacement of items with a life expectancy of more than one year but not more than 10 years, the city should set aside 100% of the replacement value in order to purchase the item when needed. To calculate the amount to set aside each year, divide the replacement cost by its life expectancy.

For replacement of items with a life expectancy of more than 10 years, the city should set aside 10% of the replacement value of each item. To determine how much to set aside each year, multiply the estimated replacement cost by 10%, then divide that by the life expectancy of the asset. These are typically larger assets that the city would be seeking outside funding for, and the R&R savings could then be used as a down payment for a loan, a match for a grant, etc.

Beginning in FY19, the annual operating budget includes an expense line-item for each department for contributions to the AMLIP Repair & Replacement (R&R) account. The amount for each department is calculated using the formulas above for the assets within that department. See Appendix A for a summary of these assets and the annual amounts to budget.

Integration of the CIP with Strategic Plan Goals

Capital budgets are generally for large infrastructure development and improvement. Capital budgeting is an important public policy and management decision making tool, and can affect a municipality's long-term debt and general fund balances. Substantial funding is generally at stake in capital budget decisions, and the decision that a government makes shapes the future of the community. Capital projects commit resources into the future and affect a community's long-term spending capacity; these decisions can be felt for 30-40 years. Surprisingly, budgeting for capital improvement projects is not included in Gustavus Ordinance nor is it outlined in policy and procedure. Capital projects have been undertaken, of course, despite not having a plan. For instance, City Hall has been remodeled and expanded, two public bathrooms have been built, and a new fire truck has been purchased.

There is strong evidence that capital budgeting and strategic planning are strongly linked (Beckett-Camarta, 2003). Strategic Planning is founded on a vision and continues long after the initial groundwork is set. It is a common sense tool that sets a clear path for the future, while also allowing for your vision to mature and change as time passes (DiNapoli 2009). Strategic planning is a systematic process by which you identify: why your local government exists, whom it serves, what benefits will be derived from the services it provides, and the vision your administration has regarding how citizens needs can best be served. The strategic plan is the result of this process, and serves as a blueprint for how your local government will achieve this vision (DiNapoli 2009).

The City of Gustavus Strategic Plan is outdated. Written in 2005, shortly after the community became a second class city, the plan was intended to coordinate future community development, preservation, and service delivery. At that time a special committee called the Strategic Planning Committee was created and a public process to capture community values and goals was crafted.

A series of public meetings was scheduled to take public comment and input at each stage of the plan process. In addition, comments were solicited through mail-out questionnaires and surveys and open communication by phone and email with committee members (Gustavus Strategic Plan, 2005). The vision statement for the city, crafted at that time was:

We envision a distinctive community that prospers while, and by, protecting its natural resources, with a sustainable economy and infrastructure that assures public health and safety and promotes personal development and initiative, where all members take social responsibility and actively participate in decisions affecting growth, development, regulation and enforcement, in which people can retain a closeness with, and caring for, each other individually and collectively, and work together to accomplish community goals while preserving community traditions.

It is satisfying to review the project list at the back of the 2005 Strategic Plan (see Appendix B for a summary) and realize how many of them constitute capital improvement projects and have been accomplished. Only a few remain for consideration in the city's current planning process. However, the fact that that the city is moving forward with capital budgeting without

an updated plan does raise concerns. In late FY18, the City Council began work to update the strategic plan.

At the Southeast Conference in Juneau in February 2018, Byron Mallot, the state's Lieutenant Governor, addressed the attendees. Toward the end of his speech, and in the context of discussing being good neighbors, he said, "I believe in 25 years, Gustavus may be calling the shots in northern Southeast Alaska." This was a startling statement, and it points further to the need for strategic planning to ensure the things that make Gustavus such a desirable place to live are protected.

Literature Cited:

Beckett-Camarata, J. (2003). An examination of the relationship between the municipal strategic plan and the capital budget and its effect on financial performance. *Journal of Public Budgeting, Accounting & Financial Management*, 15(1), 23-40. doi:10.1108/jpbafm-15-01-2003-b002

DiNapoli, T. P. (2009). *Strategic planning* (New York (State). Office of the State Comptroller. Division of Local Government & School Accountability. Albany, NY: New York State, Office of the State Comptroller, Division of Local Government and School Accountability.

Funded Projects in 2017

- Salmon River Park Waterless Restrooms
- Fire Engine #1 Purchase
- Compost Yard Improvement
- Disposal & Recycling Center Topographic Survey
- Disposal & Recycling Center Driveway Improvements
 - work to be completed in 2018

Part 1: Legislative Request FY2018

City of Gustavus FY2018 State Legislative Priorities
Submitted via CAPSIS on February 12, 2018.

- | | |
|---|-----------|
| 1. Disposal & Recycling Center Pre-Processing Storage Project
Approved by the Gustavus City Council via Resolution CY18-03
Scoping document approved 9/16/16. | \$26,400 |
| 2. Volunteer Fire Department Building Expansion and Roof Repair
Approved by the Gustavus City Council via Resolution CY18-04
Scoping document approved 2/12/18. | \$700,000 |
| 3. Household Hazardous Waste Facility
Approved by the Gustavus City Council via Resolution CY18-05
Scoping document approved 12/12/16. | \$59,450 |
| 4. Disposal & Recycling Center Storage Bins & Pallet Jack
Approved by the Gustavus City Council via Resolution CY18-06
Scoping document approved 9/16/16. | \$18,000 |

Priority 1. Disposal & Recycling Center Pre-Processing Storage Project, Phase 1

Project Description & Benefit

Pre-processing (also referred to as inflow) storage is the term used to describe both the physical area and the methodology used to hold recyclable materials (scrap metal, aluminum cans etc.) prior to their processing. Our current material holding methods include plastic bags inside a 20' shipping container, 32 48"x45"x36" collapsible bulk storage containers or "bins", a variety of old totes, an open skiff, a plywood box, an old stock tank, and disposable, shortlife "super-sacks".

This project would create a visually screened, fenced, 8,250 sq ft (50' x 165') area between the existing landfill fence and Boat Harbor Rd. This area is currently unused, lightly vegetated and very close to the building that houses the equipment used to process the materials. With a properly hardened surface the bins could be moved with a pallet jack rather than having to use the skid-steer loader for all the bin moving needs. The public would not be using the pre-processing storage area, and it does not require direct access to the main road. The project would provide an attractive appearance for our facility by having visual screening and organizing recyclable materials with stacked bins, as available. An eight foot high chain link and/or wooden fence is to be used for visual screening and security. At some point in the future, the pre-processing storage area could be improved with an enclosure and a concrete floor.

Our current pre-processing storage area is scattered throughout the facility - some bins are stored beside the main building while other bins are inside the fenced area. This presents several problems: as the fenced landfill area continues to be used for waste burial these holding areas will have to move elsewhere and having the bins stored away from the main building means the operator has to pass through public-use areas to retrieve or store bins during the day, and this presents a serious safety concern.

The no action alternative would continue the practice of storing pre-processing materials wherever they fit even if the storage areas are in multiple locations and far from the main building. This is a safety concern for the Operator when working in public-use areas.

Total Project Cost

\$26,400

Priority 2. Volunteer Fire Department Building Expansion and Roof Repair

Project Description & Benefit

The main structure of the Gustavus Volunteer Fire Department (GVFD) building was built by volunteers around 1981. In the early 1990's, it was expanded to include a third bay. Since, then, the needs of the fire department have continued to grow. This project would expand the fire hall garage, which will create more storage space, bring the building into safety compliance, and provide overnight living quarters. The living quarters will allow for a Firehall live-in program which will reduce response times during non-business hours.

GVFD has a full-time Fire Chief, hired by the City of Gustavus in July 2016, and a non-profit organization coordinating 30 volunteers for fire and EMS response and dispatch services. Skill training is conducted one night every week, with CPR, EMT, and ETT classes offered every year. In August 2017, the City of Gustavus purchased a 2003 Pierce International fire engine for \$113,800 plus shipping. The city also continues to successfully receive multiple annual grants for training and equipment. The GVFD is a thriving and growing organization.

This expansion would create a kitchen and full bathroom upstairs along with bunk rooms. It would also create a larger classroom/training room. It would update the building's aging electrical and lighting in hopes of making the building more energy efficient. Safety improvements would include an additional second story exit and a vehicle exhaust system for the garage. In the garage, it would create separate rooms for storage of EMS supplies and Fire Equipment. It also would create some much-needed space in the garage to be able to work on various equipment without having to remove vehicles into the elements. A bigger garage space also will allow us to store equipment that is currently outside.

The Gustavus Citizens will benefit by having a larger and more organized department, which will ultimately make the operation run more efficiently. The direct beneficiaries are the volunteers at the fire department. Expanded space will also result in longer life for GVFD equipment which is currently stored outside.

In 2016, a local construction company working on the roof noticed lots of roofing materials that were tacked down inadequately and believed there could be damage underneath some of the roof on the main building due to water leakage. This is a hot roof, which is sealed and does not allow air to circulate. If a hot roof gets condensation inside, mold can spread rapidly.

The project would include two phases, Design is Phase 1 and Build is Phase 2. Both are contingent on funding. As soon as funding is secured, Phase 1 of the project could commence.

Total Project Cost

\$700,000

Priority 3. Household Hazardous Waste Facility

Project Description & Benefit

Gustavus residents, government agencies, and businesses purchase, use, and dispose of products that constitute hazardous waste under state and federal regulations. Hazardous wastes are waste materials that pose significant threats to public health or the environment and include materials that are flammable, reactive, corrosive, dangerously toxic, or are specifically listed in EPA regulation as hazardous wastes. The Gustavus Disposal & Recycling Center (DRC) is not permitted to landfill wastes classified by EPA as hazardous wastes. Such wastes must be shipped to specific hazardous waste facilities. The majority of hazardous waste generated in Gustavus can be broadly characterized as household hazardous wastes, however, which are less-regulated than industrial hazardous wastes. These are wastes from products commonly used by households, such as paints, solvents, pesticides, drain cleaners, antifreeze, waste fuels, batteries, and the like. While they are exempt from EPA hazardous waste regulations they are nevertheless hazardous, and it has been DRC practice not to landfill them. Generally, the DRC does not accept such wastes except under occasional special collection and shipping opportunities.

The DRC does not regularly receive household hazardous waste. The community lacks a regular and proper means of disposing of these common wastes, so many residents either store such materials indefinitely on their property or dispose of them improperly outside the controlled waste stream. These practices present hazards to public health and the environment and potentially degrade property values. Furthermore, occasionally household hazardous waste is inadvertently received by the DRC and then must be stored until a shipment opportunity can be arranged. The DRC currently has storage of such waste in a container on-site, but that storage does not meet requirements for proper storage of hazardous waste.

The intent of this project is to provide capacity for the DRC to receive household hazardous wastes and universal wastes regularly and more efficiently and to process and store them for shipping in a safe and environmentally responsible manner. Hazardous waste handling is an assigned responsibility of the DRC under its enabling ordinance.

Funding is being requested to purchase a container designed for household hazardous waste collection that includes spill containment, ventilation, shelving, and signage. The proposed container is fully-constructed at a facility in the lower 48 and is ready to use upon arrival in Gustavus.

Total Project Cost

Total for container in Gustavus with all options:	\$51,559
Site work:	\$3,000
Supplies:	\$1,000
Contingency 7%:	\$3,890
Project total (rounded):	\$59,450

Priority 4. Disposal & Recycling Center Storage Bins & Pallet Jack

Project Description & Benefit

The City of Gustavus is seeking funding for the purchase of fifty collapsible bulk containers. These containers are 48" by 45" by 34" bins for the pre-processing storage of recyclables (plastics, scrap metal, tin, aluminum cans, etc.).

Our current material holding methods include plastic bags inside a 20' shipping container, 32 48"x45"x36" collapsible bulk storage containers or "bins", a variety of old totes, an open skiff, a plywood box, an old stock tank, and disposable, shortlife "super-sacks".

The City of Gustavus is also seeking funding to purchase an all-terrain pallet jack. These large bins could be moved with the pallet jack rather than having to use a skid-steer loader for all the bin moving needs.

Total Project Cost

\$18,000

Part 2: 2018 City-Funded Projects

City of Gustavus – Fund In-House for 2018

- FY18 Legislative Requests 1, 3, 4, if unfunded by State
 - 1. DRC Pre-Processing Storage Project, Phase 1 Amount = \$26,400
 - Status: fund in-house after State of Alaska budget is passed
 - 3. Household Hazardous Waste Facility Amount = \$59,450
 - Status: fund in-house after State of Alaska budget is passed
 - 4. DRC Storage Bins & Pallet Jack Amount = \$18,000
 - Status: fund in-house after State of Alaska budget is passed
- IT Overhaul Amount = \$5000
 - Status: funded in FY18 and FY19 operating budget
- Community Chest Facility Maintenance Amount = ~\$10,000
 - Status: need scoping
- Composting Quonset Replacement – Design Phase Amount = \$2500
 - Status: funded in FY18 operating budget
- Gustavus Public Library Central Lighting Replacement Amount = pending
- Gustavus Public Library Roof Repair Amount = \$8450
 - Status: funded in FY18 operating budget
- Salmon River Harbor Clean-Up & Kiosk Amount = \$27,000
- Wilson Road Drainage Improvement Amount = \$40,000
 - Status: scoping presented to City Council 5/14/18
- Road Name Signs Amount = \$22,100
- Good River Bridge Repairs Amount = \$9000
 - Status: funded in FY18 or FY19 operating budget
- LIDAR (Light Detection & Ranging) Mapping Amount = \$28,400
- Salmon River Park Playground Amount = \$20,000
 - Status: funded through 2018 Endowment Fund Grant process

City of Gustavus – Pending for 2018

- Energy Audit & Engineering Plan – pending additional notice of funding available
 - Gustavus Public Library Heating Source Replacement
 - City Hall & Fire Hall Energy Audit
- GVFD Self-Contained Breathing Apparatus Amount = \$52-72,000
 - Status: waiting for grant recipient announcement in fall 2018; fund in-house if not funded

IT Overhaul

Project Description & Benefit

The City of Gustavus has a backlog of information technology (IT) needs. A vendor has been contracted to provide Managed IT Services for the city beginning mid-April 2018. As part of the RFP for this contract, the city requests an IT strategic plan. It is presumed that this plan will generate a list of equipment and networking needs to bring the city into a stable, efficient, and secure IT environment. This project will provide funding for the various IT hardware needs as yet-to-be identified city-wide and the associated labor to install them. There has been a gap in IT consulting services since the last vendor contracted closed their business in December 2016.

Plans & Progress

Equipment needs already identified include a second Drobo NAS for City Hall to be stored off-site and a new server for the library (unless it becomes cloud-based).

Total Project Cost

The Managed IT Services contract was awarded April 9, 2018. The FY19 budget includes a line-item of \$5000 in the Administrative budget for city-wide IT equipment purchases.

Community Chest Facility Maintenance

Project Description & Benefit

The main building needs some important maintenance and minor energy upgrades:

- Several of the exterior shingles need to be replaced
- The floor by the Toyo heater has a soft spot that needs to be repaired
- Most of the windows need weather stripping or replacement
- The stairway to the attic needs to be insulated
- Oil tank needs repainting, rust removal, priming etc.

Building 301 (smaller building to the left) needs new lighting fixtures.

Plans & Progress

Immediate maintenance needs should be addressed with a more comprehensive long-term maintenance plan to follow, possibly as part of the Solid Waste Management Plan (SWMP).

Total Project Cost

Initial work possibly up to \$10,000. Scoping in progress.

Composting Quonset Replacement – Design Phase

Project Description & Benefit

Quonset replacement:

The goal of this project is to improve the food waste composting program at the DRC by replacing the failing, eleven-year-old Quonset structure with a building that is more robust and is engineered for food waste composting with improvements in design such as individual bays,

concrete floors, concrete back walls and an integrated aerated static pile piping system. These improvements will provide for a building that is better suited for the task of food waste composting and will need less maintenance than our current, failing structure.

Food waste composting training:

In addition to and in concert with replacing the Quonset is a food waste composting training program provided by O2Compost Systems that will help determine the best facility for use in our food waste composting program and will help the DRC Operator in composting food waste properly. This training would be further supported by Washington Organic Recycling Council's (WORC) Compost Facility Operator Training (CFOT) at Washington State University Puyallup Research and Extension Center.

The project is conceived as having two phases:

1. Phase one is planning and working with O2Compost systems in the design of the new composting structure.
2. Phase two is the construction of the composting structure.

Plans & Progress

The project scoping document was approved by the Gustavus City Council 1/15/18. Funding for the design phase was provided in the FY18 operating budget through ordinance FY18-07NCO.

Total Project Cost

The budget for the planning process (phase one) is approximately \$2,500.

Gustavus Public Library Central Lighting Replacement

Project Description & Benefit

For more than two years, the central lighting in the Gustavus Public Library has been randomly malfunctioning. This lighting is integral to the Library as it is in the main circulation area. Local expertise has been exhausted, and ideas for replacement are being investigated.

Plans & Progress

An LED bulb was purchased in May 2018 to try in place of the current bulbs. The fixture will be rewired for this type of bulb, and if successful, the plan is to repeat the wiring and bulb replacement for all of the central lighting.

Total Project Cost

Bulbs are \$114.99 each. Bulb specifications are: 4000K LED Corn Bulb, Dephen 100W LED Corn Light, E39 Mogul Base, 13500 Lumens(200W-400W Metal Halide/HID/HPS Eq.)

Gustavus Public Library Roof Repair

Project Description & Benefit

In 2017, the Gustavus Public Library's roof was inspected and determined to be in pressing need of repair. The primary goal of this project is to eliminate holes in current roofing pieces that were caused by snow stops that are no longer present. There are 40 panels on the east side of the library roof that will need replacing in order to maintain a consistent design and color match. Roofing is Skyline 16", Denali Green.

The roofing panels are screwed into plywood purlins (1/2"x5") with tarpaper between purlins and roof sheathing. Purlins are approximately four feet apart. Some purlins and roofing felt may need replacing due to water infiltration.

A preliminary inspection yielded no signs of water infiltration into the building, however a more thorough inspection shall be completed by the contractor when current metal roofing panels have been removed.

Plans & Progress

Funding for repairs was provided in the FY18 operating budget through ordinance FY18-01NCO.

RFQ-FY18-03LIB was issued on February 26, 2018. The RFQ states that all work must be completed by July 31, 2018.

Total Project Cost

Project was awarded for \$8,450.00 on April 9, 2018.

Salmon River Harbor Clean-Up & Kiosk

Project Description & Benefit

The Salmon River Boat Harbor is a working and recreational harbor, essential to the livelihoods and lifestyles of Gustavus residents and visitors, but the full potential of the harbor to serve all stakeholders has yet to be realized. The project is needed because the harbor continues to contain a number of unsightly, abandoned derelict vessels and wooden floats, some of which represent safety issues, and others impede free and full access and use of the city facilities. Inadequate signage and information have led to confusion for users.

The project will eliminate hazards of unstable, decaying vessels and floats, some with trip and fall hazards, or sharp glass or other cut hazards, and any hazardous materials such as oils and fuels encountered. It will eliminate junk and debris that intrudes unnaturally on the harbor intertidal zone.

Eliminating these unsightly and unsafe features will make use of the harbor facilities more pleasant and efficient, with less concern for safety of users, while improving the appearance of Gustavus for visitors.

Better informational signage and amenities will enable cooperative use and enjoyment by all stakeholders.

This project will complete the harbor clean-up work begun in 2015. The goals are to:

- Provide a clean, attractive harbor free of abandoned and /or derelict vessels, docks, and debris that is attractive and functional for all users and visitors.
- Provide signage and a kiosk with information to users about the harbor cooperative use in accordance with CoG Title 8 Marine Facilities.

Beneficiaries are the Gustavus public, harbor users, and visitors. No survey or design work are required.

The scope of the project is limited to Lots B-1, B-2, and B-3 of the Salmon River Boat Harbor. The city floats and State Dock on Icy Strait are not within the scope.

Plans & Progress

The project scoping document was approved by the Gustavus City Council 1/9/17.

Total Project Cost

\$27,000

Wilson Road Drainage Improvement

Project Description & Benefit

This project will improve drainage along Wilson Road to control flooding that occurs occasionally during heavy rainstorms

The goal of this project is to intercept water in a ditch along the west side of Wilson Road and channel it more directly to the airport drainage ditch and hence to Glen's Ditch and Icy Passage, without the water overtopping and damaging Wilson Road.

Objectives are: 1) Ditch both sides of Wilson Road from just south of the bend at the gravel pits to Chase Drive. 2) install culverts under approximately eight driveways and intersecting roads mostly on the west side, and two or more venting culverts under Wilson Road to carry the flow to the new ditch on the east side of Wilson Road and hence into the existing deeper ditch on the east side that begins at Chase Drive. 3) clean the existing ditch as needed to assure flow from Chase Drive intersection to where the road ditch enters the Airport drainage ditch approximately opposite Fara Way.

In very heavy rain events, the Salmon River overflows through the forest and floods to the west side of Wilson Road between the Gravel pits and the Wilson homestead site and then down Wilson Road until it enters the existing deep ditch on the east side of Wilson near Chase Drive. This flow tends to contribute to flooding of residential properties along Wilson Road, as it did most recently in December 2017. The flooding made Wilson Road impassable for about a day and significantly eroded the road surface and embankment. With climate change driving warmer surface temperatures in the Gulf of Alaska, Gustavus can expect an increasing frequency of such rain events.

The beneficiaries of this project are the general driving public and the City of Gustavus.

Not included in the project is cleaning of the airport drainage ditch and Glen's Ditch from Wilson Road to Gustavus Road, as this is the responsibility of DOT Airport Maintenance.

Plans & Progress

Project scoping was presented to the City Council on 5/14/18. The project should occur during the summer 2018 season.

Total Project Cost

\$40,000

Road Name Signs

Project Description & Benefit

This project will install road name signs at every city road intersection. The purpose is to aid residents, emergency responders, and visitors in finding their way around our community. The presence of standard, properly installed and maintained road name signs gives a favorable impression of an orderly and functioning city. The signs will be standard metal signs on metal posts, constructed and installed to Alaska DOT & PF design standards.

Plans & Progress

The idea originated within the Road Committee in 2012 but was not funded. The current Fire Chief has recommended reinstating this project to aid emergency response. The Road Maintenance project manager has surveyed intersections to identify where signs need to be placed. This project could be done in phases or all at once.

Total Project Cost

Signs and posts:	\$14,000
Labor to install:	\$6,500
Freight:	<u>\$1,600</u>
Total:	\$22,100

Good River Bridge Repairs

Project Description & Benefit

The Good River Bridge on Good River Road was built in the 1980s and has had very few repairs over the decades. Every two years, the State of Alaska DOT/PF inspects the bridge. Our inspections of 2015 and 2017 identified the need for repairs to the bridge. Of particular concern are the need to replace rotting guard rail supports and to replace eroded embankment fill where a side stream enters the Good River at the northwest corner of the bridge.

Plans & Progress

Repairs will accomplish all the deficiencies indicated in the 2017 inspection report on file. Preconstruction phase to be completed by May 30, 2018. Construction phase to be completed by September 30, 2018.

Total Project Cost
\$9000

LIDAR (Light Detection & Ranging) Mapping

Project Description & Benefit

LIDAR, which stands for Light Detection and Ranging, is a remote sensing method that uses light in the form of a pulsed laser to measure ranges (variable distances) to the Earth. These light pulses—combined with other data recorded by the airborne system— generate precise, three-dimensional information about the shape of the Earth and its surface characteristics.
<https://oceanservice.noaa.gov/facts/lidar.html>

Glacier Bay National Park is seeking partnership with the City of Gustavus to acquire seamless mapping for both areas and reduce the costs. The Nature Conservancy and USDA-NRCS also both have interest in a Gustavus LIDAR mapping project. There are USGS grants available for collaborative projects.

The high quality elevation model will allow for an accurate model of our areas natural and physical features that can be used for a number of purposes such as watershed and stream delineation/management, planning for present and future growth, coastline management, emergency response operations, environmental assessments.

Plans & Progress

The mapping project agreements and planning would be done in 2018 with the actual mapping occurring sometime during the Spring-Fall of 2019.

Total Project Cost

\$28,400 = Quality 1 \$25,500 + Imagery 1-ft pix \$2,900 (not as relevant as most of Gustavus has imagery from 2004 and 2016)

Gustavus, area = 32.3 sq miles

Quality Level 1-\$790/sq mile (needed for flat areas with dense trees)

Quality Level 2-\$590/sq mile

Imagery 1-ft pix \$90/sq mile

Imagery 2-ft pix \$40/sq mile

Salmon River Park Playground

Project Description & Benefit

The aging playground equipment at Salmon River Park is a liability for the city in its current state. Now that the city owns the Park, this project will remove and replace playground equipment within the existing footprint. With modest replacement pieces, the current swing set structure will be upgraded. Gustavus residents and visitors will benefit from the enhancement of family friendly park equipment.

Plans & Progress

Funded through the Endowment Fund Grant process, Resolution CY17-12. A purchase order has been issued for the playground equipment. The grant's principal contact is working on an agreement with Glacier Bay National Park to obtain in-kind pea gravel. The project completion goal is 7/3/18.

Total Project Cost

\$20,000 + in-kind donations

Energy Audit & Engineering Plan

Project Description & Benefit

Contract with a consultant to conduct energy audits on the Gustavus Public Library, City Hall, and the Fire Hall. The Gustavus Public Library specifically needs to have its heating system reviewed.

Gustavus Public Library Heating Source Replacement

The existing Gustavus Public Library boiler system is burning through heating fuel at a rapid rate. There are much more energy efficient options that are available today than there were 25 years ago when the library was constructed. This project will conduct an energy audit to evaluate the library's existing conditions. Any new options presented can then be considered to help make our public building more efficient and environmentally sound.

City Hall & Fire Hall Energy Audit

With the library driving the need for an energy audit, the City Hall and Fire Hall will also be evaluated to determine if improvements could be made.

All of these sub-projects are conceived as having two phases:

1. Phase one is the energy audit and engineering plan.
2. Phase two is the implementation of recommendations for each sub-project.

Plans & Progress

An application for an energy audit was submitted in March 2018 with an accompanying supporting Resolution CY18-12. The city is waiting to see if an additional notice of funding availability will be issued.

Total Project Cost

Unknown.

GVFD Self-Contained Breathing Apparatus

Project Description & Benefit

GVFD's current Self-Contained Breathing Apparatus (SCBA) packs are at their 15-year life span and expired in March 2018. SCBA's are used in all hazardous air conditions that we might have to work in and reduce the risk of firefighters getting cancer or being overcome by carbon monoxide poisoning.

New SCBA sets will last at least 15 years. A standard SCBA set comes with a facemask, harness, and two oxygen bottles. GVFD needs a minimum of eight sets.

Plans & Progress

Capital City Fire and Rescue applied for the Community-Wide Assistance to Firefighters Grant (AFG) in February 2018 to purchase SCBA's for Sitka, Ketchikan, Gustavus, and themselves. Grant recipients will be announced in fall 2018.

Total Project Cost

Minimum of \$65,000 for 10 sets. SCBA sets range from \$6,500 – \$9,000 each.

Part 3: Mid-Range Projects

City of Gustavus

- Landscape Design Consultation
 - Gustavus Public Library Bike Shelter/Shed
 - Beach Landscaping/Signage
 - City Hall Driveway Relocation or River Bank Stabilization
 - City Hall Entryway Awning and Deck
- New Composting Structure
- Refurbish/Repurpose Composting Quonset
- GVFD Replacement AED/Monitor
- GVFD Utility Pick-Up Truck
- Gustavus Public Library Heating Source Replacement
- City Hall & Fire Hall Energy Audit Repairs
- Grandpa's Farm Road Bridge & Culvert

Landscape Design Consultation

Project Description & Benefit

The Library, City Hall, and potentially (should we establish a Cooperative Management Agreement with the State) the Gustavus Beach are all slated for some type of significant landscaping work over the course of the next few years. The library has proposed building a bike shelter and storage shed and will perhaps be in need of expansion. The road to City Hall is threatened by erosion from the Salmon River, and a plan must be developed to stabilize the river bank or relocate the road which will affect Salmon River Park. The beach will potentially require trail design, vehicle flow routing, and signage.

At City Hall, the current entryway is unprotected from the elements, and the trim and door jamb are showing signs of water damage. A possible remedy is to extend the roof 6-8 feet from the door, providing for a covered entry to protect the building and allow citizens with bikes, strollers, dogs, etc., to keep things dry while conducting city business. As part of this project, the footers for the awning could tie into a new small adjoining deck (or simply stairs to the lawn in front of the Clerk's windows) to provide a small outdoor seating area.

All of these projects would best be approached with a professional comprehensive design that can be viewed by the citizens of Gustavus and approved by the City Council. This project would allow the city to hire a professional landscape architecture firm to work with the appropriate city representatives to develop design plans for each of the three projects.

All of these sub-projects are conceived as having two phases:

1. Phase one is landscape design consultation.
2. Phase two is the implementation of the chosen design for each sub-project:
 - Gustavus Public Library Bike Shelter/Shed
 - City Hall Driveway Relocation or River Bank Stabilization
 - City Hall Entryway Awning & Deck
 - Beach Landscaping & Signage

Plans & Progress

Propose posting an RFP September 2019.

The library has a bike shed design that was included in their Endowment Fund Grant October 2017. Total expenditures \$900.00 for the design.

State of Alaska visited the Salmon River in April 2018 and took pictures of the erosion by City Hall and its approach to the rock rip-rap under the Salmon River bridge. The river bank is state land.

Total Project Cost

Unknown – determined via RFP.

Gustavus Public Library Bike Shelter/Shed

Project Description & Benefit

This project will be informed by the aforementioned landscape design consultation.

Plans & Progress

The bike shelter was submitted as an Endowment Fund Grant (EFG) application on 10/31/17. The City Council chose not to fund it through the EFG process but instead to review and plan for it internally. The synopsis from that application follows:

Gustavus and its visitors are largely a people who enjoy using bicycles for transportation. The proposed project would provide a covered bike rack area for the library's year-round patrons. In the summer, the city's tourists use the library as a main information gathering spot. The shelter would be large enough to hold 20 regular bikes and to accommodate bikes with carts. Bike posts would be used instead of a front tire rack, as most people who bike agree that racks can damage the front tire. There will be a small table added to the covered outdoor space that patrons may use when the facility is not open. The structure would be placed where the current bike rack is and back into the willowed area. Plans are to reuse the roofing that will be removed from the northwest side of the main library roof.

Total Project Cost

\$18,695.85 bike shelter + unknown amount for shed

New Composting Structure

Project Description & Benefit

This project will be informed by the 2018 Composting Quonset Replacement – Design Phase.

Plans & Progress

Total Project Cost

Unknown

Refurbish/Repurpose Composting Quonset

Project Description & Benefit

Once the existing food waste Quonset is replaced with a new structure, the old steel frame of the Quonset is still usable, it just needs:

- 1) a new location
- 2) new pony walls
- 3) new fabric

The new proposed location is an undeveloped area behind the office beside the composting yard.

This new structure would be for (recyclable) "Outflow" material that is flowing "out" of the main building. This is bales of plastic, aluminum, etc. that need to be stored prior to shipment. Depending on the material, it can take several months to build up a sufficient quantity to make a van load. Currently the DRC has no outflow storage. Tarps and other subpar methods are

used that make for more work for the Operator(s) keeping everything covered during wind events. The DRC needs a dedicated, covered area to be able to store a variety of shipment-ready materials. This will reduce labor and improve efficiency.

The new pony walls are proposed to be made up of the concrete blocks like the ones used to create the backwall for the food waste mixing station in the composting yard. It needs to be material that lasts but can also be rearranged in the future if need be. The metal tubing that holds the fabric that makes up the roof of the Quonset would be fastened to the concrete pony wall with a 4" x 8 wooden board that is fastened to the concrete blocks. This is a very similar setup to what the Quonset has now.

For fabric replacement, Clearspan, the maker of the Quonset kit, sells new covers for their old models. The fabric is rated for 10 years but the current fabric has already lasted 12+ years, so it is presumed this could occur again with the new fabric.

Plans & Progress

The project "Composting Quonset Replacement – Design Phase" described previously is underway in 2018. The 2017-funded project "Disposal & Recycling Center Driveway Improvements" that will be completed in 2018 may be amended slightly to include some rough work on improving the new location for the Quonset.

Total Project Cost

Estimated at \$15,000

New fabric (includes ratchets, etc.)	\$2,640
Freight	\$850
22 concrete blocks, purchase, & setting on prepared surface \$350 x 22	<u>\$7,700</u>
Subtotal	\$11,190
10% Contingency	<u>\$1,120</u>
Total	\$12,310
Labor to disassemble (16 hrs x \$18.50 + payroll taxes)	\$327
Labor and parts to reassemble (80 hrs x \$18.50 + payroll taxes)	\$1634
End panels similar to original set-up but with a bigger opening for equipment	~\$700

Gustavus Volunteer Fire Department Replacement AED/Monitor

Project Description & Benefit

The Gustavus Volunteer Fire Department (GVFD) currently has a Phillips Heartstart MRX AED/Monitor. AED stands for Automatic External Defibrillator. In February 2017, Phillips sent out a Class 1 recall on our equipment. We are still waiting for the technician to come and fix the issue. Shortly after this recall, Phillips decided to stop production and sales of the current model effective May 2017. In that message, they said they will only service the Heartstart AED (which we own) until 2022.

This piece of equipment is one of the most valuable pieces of equipment that GVFD carries. It shocks the heart when it is in cardiac arrest and monitors patient's vitals throughout the emergency. This is a device that all ALS (Advanced Life Support) ambulances have in them.

This devices with chest compressions can save lives.

Plans & Progress

The fire chief is working with the Phillips company to see when they plan to release the newest line of equipment and also has started looking at other companies to compare features and prices. The fire chief plans on applying for a Code Blue Grant for partial funding when the grant cycle opens again in 2019.

Total Project Cost

Up to \$30,000

Gustavus Volunteer Fire Department Utility Pick-Up Truck

Project Description & Benefit

The Gustavus Volunteer Fire Department (GVFD) currently has no pickup truck and relies on volunteers' pickups to do various tasks around the department. This project would purchase a 4WD truck to carry a water pump and other equipment and to pull the wildland fire support trailer.

GVFD has a 64-horsepower pump that was donated by Capital City Fire Department that can move 575 gpm of water at 100 psi. In a test, GVFD flowed water from the firehall through 1500 feet of 3-inch hose and were still able to shoot water over the trees at the beginning of Willow Drive. The plan would be to mount this pump to the pick-up truck and be able to maneuver it as close as we can to a water source and either be able to supply the fire engine directly or be able to at least transport water closer to our fire scene. The same pump can fill our current water tenders in half the time, once the operation is set up. This would basically turn the pick-up truck into a portable hydrant.

GVFD also has a large road trailer that is being renovated into a wildland fire support trailer. Inside will be wildland firefighting protective gear, tools, appliances, pumps, hose, chainsaws, and anything else that might be needed on scene.

This truck would only be used as an operational vehicle. This would eliminate the need to use personal vehicles for hauling equipment, trailers, picking up after calls, and trips to the DRC. This vehicle purchase could potentially replace Engine 27 in the future.

Plans & Progress

A make/model/year has not been select, but GSA auctions are being monitored for suitable vehicles.

Total Project Cost

\$15,000 used to \$60,000 new. Prices were from dealerships in Washington State.

Gustavus Public Library Heating Source Replacement

City Hall & Fire Hall Energy Audit Repairs

Project Description & Benefit

These projects will be informed by the 2018 energy audit and engineering plan.

Plans & Progress

Total Project Cost

Unknown

Grandpa's Farm Road Bridge & Culvert

Project Description & Benefit

This project will replace a perched culvert where Harry Hall Creek passes under Grandpa's Farm Road by the Maier/Lentfer residence. The culvert is becoming increasingly perched creating a barrier to fish passage, particularly for rearing coho salmon. The road embankment at the crossing is also narrow with a steep drop off into the stream, presenting a traffic hazard. A crib wall on the southwest end of the existing culvert is aging and expected to fail within a few years.

The goal is to eliminate the traffic hazard and the fish passage restriction by replacing the culvert with a timber bridge.

The project will benefit residents and businesses on the road as well as the general public who use the road. It also benefits fish populations dependent on the stream.

Plans & Progress

Funding could come from the U.S. Fish & Wildlife Service (USFWS) and/or Alaska Sustainable Salmon Fund (AKSSF), as was done for previous bridge/culvert replacement projects on Mountain View Road.

Total Project Cost

Design documents are 95% with an engineer's estimate for the project of \$250,000.

Part 4: Long-Range Projects

City of Gustavus

- FY18 Legislative Request 2, if unfunded by State
 - 2. Volunteer Fire Dept. Building Expansion & Roof Repair Amount = \$700,000
- City Hall Driveway Relocation or River Bank Stabilization
- City Hall Partial Building Remodel
- Refurbish/Reconstruct Old Preschool/Post Office Bldg. Phase 1-2
- Disposal & Recycling Center Tree Planting/Earth Work
- GVFD Water Tender/Road Water Truck
- GVFD Edraulic Extrication Equipment
- Dry Hydrants & Alternative Water Sources
- 911 System Upgrade
- Gustavus Public Library Building Expansion
- Disposal & Recycling Center Main Building Replacement
- Disposal & Recycling Center Landfill Closure
- Disposal & Recycling Center Baler Purchase
- Gravel Pit Expansion/New Location
- City Electric Vehicle

City Hall Driveway Relocation or River Bank Stabilization

Project Description & Benefit

This project will be informed by the aforementioned landscape design consultation.

The Salmon River is eroding the driveway that leads to City Hall. It is a slow rate of erosion, but it appears inevitable that the driveway will eventually become unsafe or too narrow to provide access to City Hall. Options that have been considered informally include river bank stabilization and driveway relocation through some of the existing trees behind the picnic shelter. This driveway is also used by the public to access the old ball field, especially during the coho salmon run, and by Lee and Linda Parker to access their home. As part of this access design, the city may want to consider creating an electric vehicle charging station, for use by a city vehicle and possibly the public.

This would be Phase Two: implementation of the chosen design.

Plans & Progress

State of Alaska visited the Salmon River in April 2018 and took pictures of the erosion by City Hall and its approach to the rock rip-rap under the Salmon River bridge. The river bank is state land.

Total Project Cost

Unknown

City Hall Partial Building Remodel

Project Description & Benefit

The City Hall original building is in need of a facelift. An addition was built 2012-2015, and this part of the building does not need further work. The front room, however, has not been remodeled in some time. It needs to be painted, new carpet installed, three new windows on the east side of the building, and possibly updated lighting. A new front door should also be purchased and installed that is ADA and fire code compliant (lowered threshold, opening to the outside). As part of this same process, the storage room should be examined to see if expansion is necessary (e.g. storing stackable chairs and permanent records) and whether the front room itself should be considered for expansion.

As part of this remodel, the city may want to consider creating an electric vehicle charging station, for use by a city vehicle and possibly the public.

Plans & Progress

Total Project Cost

Unknown

Refurbish/Reconstruct Old Preschool/Post Office Building Phase 1-2

Project Description & Benefit

The city owns a building in the old FAA historic district. Once used as the Gustavus Post Office and Preschool, the building is in a state of disrepair and is currently being used as storage. It has potential to be refurbished and being put into service in some manner. Some potential uses include renting it out as a potential business space or Chatham School District housing or office space. This proposal has three phases: Phase 1-Assessment/Feasibility, Phase 2-Design, Phase 3-Construct.

Plans & Progress

In recent years, indoor cleanup has commenced with many unused storage items removed.

Total Project Cost

Phase 1 = \$1,000 Phase 2 = \$2,500 Phase 3: Unknown

Disposal & Recycling Center Tree Planting/Earth Work

Project Description & Benefit

This project is part of the larger Pre-Processing Storage & Site Improvement Project.

This particular project provides additional visual improvements:

- The planting of approximately 10 trees between State Dock Road and the DRC. Trees would be donated from local landowner(s).
- The replacement of what remains of the existing wooden fence with an earthen berm of roughly the same height. The source of material would be existing stockpiles at the DRC.

This addresses a DRC goal of improving visual screening so that residents and visitors will see vegetated berms, well-constructed visual screening fences and trees rather than sheds and pre-processing storage materials, i.e. white goods, and storage bins.

Plans & Progress

The scoping document was approved by the Gustavus City Council on 9/16/16.

Total Project Cost

Transplanting 10 trees, \$250 each	\$2,500
<u>4 hours miscellaneous earthwork</u>	<u>\$800</u>
Total cost:	\$3,300

GVFD Water Tender/Road Water Truck

Project Description & Benefit

The Gustavus Volunteer Fire Department currently has two water tenders: a 1981 International and a 1987 international. Both tenders carry 1500 gallons of water each. Tender 1 is an automatic transmission, and Tender 2 is a manual transmission, which can be tough for a volunteer to drive. Neither truck was made for tendering water to a fire, but they are functional.

According to NFPA and OSHA, each tender should have two people during operations: one person driving and one person to help the driver operate safely by helping them back up, stopping traffic, and help with tendering operations. When a fire happens, GVFD would prefer to have as many volunteers working on the fire scene as possible and not engaged in driving vehicles.

This project would invest into one larger 4000-gallon water tender that also has road sprayers. Not only would it reduce manpower of the fire department in an operational scene, but the truck could be used in the summer months spraying water on gravel roads, reducing the dust. One of the current tenders does have a road spraying system. With only a 1500-gallon capacity, however, a lot of time is spent filling the truck with water, and it is challenging to get enough water on the roads to make a difference.

Both Tender 1 and Tender 2 could have some sort of resale value. The trucks are not unusable; GVFD could just be more efficient in our operations with one truck that carries more water.

Plans & Progress

Total Project Cost

Unknown

GVFD Edraulic Extrication Equipment

Project Description & Benefit

This project would purchase a new set of extrication equipment for the Gustavus Volunteer Fire Department (GVFD). GVFD currently has old extrication equipment that was used by Sitka Fire Department before given to the GVFD pre-1999. The main use for this equipment is to cut people out of cars and other similar situations quickly and safely.

The technology of extrication has changed drastically in the past few years and is now battery operated. They are still just as powerful as the older ones just easier to use - no cables and less people to operate. A set of extrication equipment includes a spreader, cutter, ram, combitool, and a battery bank with spare batteries.

Right now, GVFD would call DOT for assistance and use their hydraulic equipment which is newer, lighter, and easier to use than ours.

Plans & Progress

An Assistance to Firefighters \$25,0000 Micro Grant was submitted early 2018 for this equipment. Grant recipients will be announced in the fall of 2018.

Total Project Cost

\$35,000

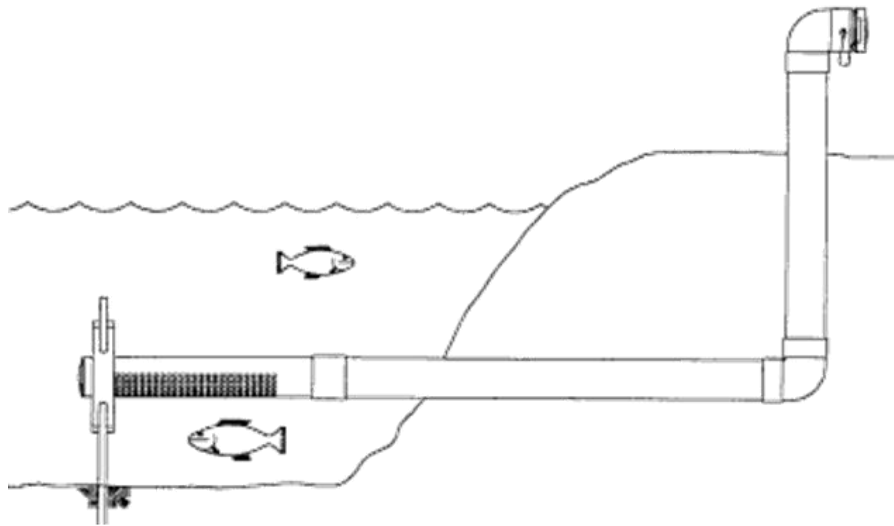
Dry Hydrants and Alternative Water Sources

Project Description & Benefit

This project would place dry hydrants in strategic places along Mtn. View Road, Good River Rd., and at the Gravel Pits. Where dry hydrants cannot be established, large capacity water tanks would be installed that do not freeze in winter. These systems will provide better access to water sources to keep a steady flow of water to supply most fire scenes.

Right now, GVFD uses portable pumps and suction hoses. This project would place dry hydrants that consist of a permanently placed suction hose that allows for quicker and more stable operations. A permit would need to be obtained from the State because of the fish in the creeks and ponds. Large capacity water tanks would be placed around Dolly Varden Ln., the off roads on Wilson Rd., and a few other spots, with property owners' permission.

Once GVFD purchases a pickup truck, using these water sources in conjunction with the pump on the truck would be similar to fire hydrants found in bigger communities.



Plans & Progress

GVFD currently owns one dry hydrant and will be installing it at the gravel pits in spring 2018. A second one will be purchased at the end of FY18. It will take some planning to find the spots that are the most critical and get them installed first, either with a dry hydrant or water tank. This project could be installed in phases or all at once.

Total Project Cost

Dry hydrants are approximately \$1000 each, plus installation. Large capacity water tanks are unknown cost.

911 System Upgrade

Project Description & Benefit

This project is still being researched.

Plans & Progress

Total Project Cost

Unknown

Gustavus Public Library Building Expansion

Project Description & Benefit

The Gustavus Public Library was built by volunteers, grants and donations. When the blueprints were drawn the building was designed for an expansion at some future date. As the population of Gustavus has grown significantly since the late 80's and early 90's, we find that we need more space to better serve the public. As librarians, we are taught to constantly and methodically weed out books to keep things moving and pertinent to the public. However, even with these efforts, we receive comments of the library being "too cluttered".

During the Spring, Summer and Fall months, we are a hub for visitors. Many come to learn about Alaska or Gustavus and its history itself. As a part of this expansion, we would like to see a small portion sectioned off as the "Alaska Room" where those interested can go spend some quiet closed off time (if desired) browsing the bookshelves for the exact local topic they are looking for or one would be able to sit at a small table with some friends and have a small meeting.

The other part of the expansion would serve children, specifically teens. We desperately need a space that tweens and teens *want* to be in, semi-secluded and surrounded by fun and informational books and magazines. The existing "kid's room" space would stay roughly the same but move into the new expansion, leaving more room in the main circulation area for adult and juvenile books.

Plans & Progress

Besides having the blueprints set up for an expansion, we have not pursued this capital expense.

Total Project Cost

Unknown

DRC Main Building Replacement

DRC Landfill Closure

DRC Baler Purchase

Project Description & Benefit

These projects and purchases will be informed by the Solid Waste Management Plan (SWMP) to be submitted to the Gustavus City Council in July 2018.

Gravel Pit Expansion/New Location

Project Description & Benefit

At some point, the current gravel pits will need to be expanded deeper or a new location will need to be developed. A project was completed in 2016 that evaluated the current gravel pits.

Plans & Progress

- Viability of deeper pit extraction at current site
- Pros/cons of hydroelectric road pits – deemed not feasible?
- Viability of other land nearby current gravel pits?

Total Project Cost

Unknown

City Electric Vehicle

Project Description & Benefit

The City of Gustavus has a need for a shared vehicle to accomplish city business. City Hall, Marine Facilities, the Library, and the Disposal and Recycling Center (DRC) all require regular or occasional use of vehicle transport. Currently, employees use personal vehicles, with some employees requesting mileage reimbursement and others not. The City Hall employees use their personal vehicles several times per week for trips to the Post Office and library for mail and for posting announcements. The harbormaster uses his personal vehicle to haul trash to the DRC, to clean the waterless restrooms at the beach and Salmon River Park, and to monitor activities at the dock and harbor. The DRC operator uses his personal vehicle to pick-up solid waste from City Hall and the Community Chest once per week and for hauling jerry jugs of fuel for equipment at the DRC. The fire chief uses his personal vehicle to respond to emergencies and uses the ambulance to haul non-offensive trash and recyclables. The Gustavus Volunteer Fire Department may purchase a utility pick-up truck, which would satisfy their needs. A Council Member uses his personal vehicle to drive portions of the city roads to inform authorization of road grading and snow plowing.

While this system has worked for a number of years, a city-owned vehicle will allow a more professional appearance (especially important for the marine facilities position), and an electric

vehicle will encourage and highlight the city's renewable energy source. Electric vehicles are relatively inexpensive (~\$10,000) to purchase.

Plans & Progress

Ideas for a vehicle include an electric vehicle and/or an open small pick-up truck that could easily haul trash.

Total Project Cost

\$ 10,000 for vehicle

\$2-4,000 for charging station at City Hall.

Part 5: Other Community Projects

Other Community Projects or Potential Needs

- Gustavus Community Center Construction (2018-2019)
- State of Alaska DOT/PF Ferry Dock Refurbishing (2019)
- State of Alaska DOT/PF Gustavus Airport Project (2019)
 - Repaving apron, taxiways, and maybe runway?
- Electrical Intertie with Glacier Bay National Park (2019)
- Gustavus School Gym Remodel/Replacement
- Gustavus Community Preschool Building

Appendix A: City of Gustavus Fixed Assets and Repair & Replacement Calculations

Name	Model	Manufacturer	Description	Placed in service	New cost	Insured Value (not including bldg. contents)	Useful Life	Function	R&R/year - add to FY19 budget	Total that should be set aside by end of FY18		R&R accounts at end of FY18
Equipment												
Bobcat	763	Bobcat	Skid steer loader	12/15/98	\$ 17,000	\$ 25,200	20	General Govt	\$126.00	\$2,520.00	DRC	\$43,556.19
Bobcat	A770	Bobcat	All-wheel steer loader	08/22/16	\$ 58,409	\$ 57,899	20	General Govt	\$292.05	\$584.09	GVFD	\$107,699.61
Compost screener	Trom 406	Screen USA, Inc	Tan, large, wheeled trommel screener	04/05/05	\$ 33,500	N/A	20	Landfil	\$167.50	\$2,177.50	Admin	\$3,519.57
Cram-a-lot (NPS owns)	DHR-42-LU	JV Manufacturing	Purple, large recycling baler	07/01/03	\$ 10,165	N/A	20	Landfil	\$50.83	\$762.38	Lands	\$0.00
GPI baler (NPS owns)	M30HD	Harmony enterprises	Yellow baler, principal trash baler	09/01/02	\$ 5,000	N/A	20	Landfil	\$25.00	\$400.00	Library	\$84,588.00
Glass Pulverizer	H-100VT	GAME	Grey, conveyor fed glass pulverizer	5/7/2003	\$ 17,475	N/A	20	Landfill	\$87.38	\$1,310.63	Marine Fac.	\$47,749.93
Alligator shear	320	JMC Recycling Systems	Hydraulic metal shear	12/23/06	\$ 13,450	N/A	20	Landfill	\$67.25	\$807.00	Roads	\$0.00
Conveyor fed bottle buster		Bell Recycling Equipment	Red, 2 motor bottle buster	2001	\$ 5,000	N/A	20	Landfill	\$25.00	\$425.00	Total:	\$287,113.30
Grey baler	?	Compaction Technologies	Original baler	05/01/95	\$ 90,000	N/A	don't replace	Landfill				
Larger blower		Green Mountain Technology		6/7/05	\$ 5,000	N/A	don't replace	Landfill				
Fuel Tank				2012	\$ 6,580	N/A		30 General Govt	\$21.93	\$131.60	R&R means Repair & Replacement	
Monitor/Defibrillator	MRx	Philips		6/28/2012	\$ 21,000			15 Public Safety	\$140.00	\$840.00		
Oxygen Generator		state grant at end of Steve Manchester's time - \$50,000?		2013??	\$ 50,000			20 Public Safety	\$250.00	\$1,250.00		FY19 budget R&R
SRP playground equipment		Recreation Today		2018	\$ 18,541	N/A		30 General Govt				\$3,350.26
Total Equipment					\$ 351,120				\$1,252.93			\$4,235.23
Buildings												
DRC Main Building				1996	\$ 50,000	\$ 291,200	30	Landfill	\$970.67	\$21,354.67	Admin	\$1,000.00
DRC Office Building			new cost assumed from insured cost	2013	\$ 125,000	\$ 125,000	30	Landfill	\$416.67	\$2,083.33	Lands	\$0.00
DRC Quonset				2006	\$ 11,000	N/A	10	Landfill	\$1,100.00	\$11,000.00	Library	\$4,028.00
Community Chest Building West				1942	\$ 61,200	N/A	30	General Gov		??	Marine Fac.	\$7,482.27
Community Chest Building East				1942	\$ 61,500	N/A	30	General Gov		??	Roads	\$0.00
Post Office/Preschool building				1942	\$ 28,800	N/A	30	General Gov		??	Total:	\$20,095.76
Tong Fire Hall				1985	\$ 752,300	\$ 842,500	30	Public Safety	\$2,808.33	\$84,250.00		
Tong Fire Hall Improvements			plumbing, etc.	2011	\$ 101,500		30	Public Safety				
Gustavus City Hall				1960, 2015	\$ 88,000	\$ 300,000	30	General Gov	\$1,000.00	\$3,000.00		
Gustavus Public Library				1997	\$ 1,336,600	\$ 1,208,400	30	Library	\$4,028.00	\$84,588.00		
Tank farm			AEA and Denali Comission Project	5/23/2013	\$ 2,003,840	\$ 2,000,000	30	General Gov				
Generator Building			AEA and Denali Comission Project			insured by AP&T		General Gov				
Beach waterless restrooms			ROMTEC SST Traditional double restrc	3/7/2014	\$ 72,745	\$ 72,745	30	General Gov	\$242.48	\$969.93		
Salmon River Park waterless restrooms			ROMTEC SST Traditional double restrc	10/21/2016	\$ 77,935	\$ 77,935	30	General Gov	\$259.78	\$519.57		
Total Buildings					\$ 4,770,420				\$10,825.93			
Infrastructure												
Salmon River Boat Harbor Ramp Upgrades			Refurbishing of boat ramp and barge ra	2007	\$ 396,000	N/A	20	Marine Facilities	\$1,980.00	\$21,780.00		
Communications Tower					\$ 15,559	N/A	don't replace	Admin - unused for broadband at Hydros				
Small Harbor Float System Transfer				9/16/2013	\$ 1,377,485	\$ 1,500,000	30	Marine Facilities	\$5,000.00	\$25,000.00		
Total Infrastructure					\$ 1,789,044				\$ 6,980			
Vehicles												
Fire Engine #1	4400	International	Year: 2003	8/22/2017	\$ 113,800	\$ 113,800	30	Public Safety	\$379.33	\$5,690.00		
Ambulance	F450	Ford	Year: 2003; new cost assumed from insured cost		\$ 70,000	\$ 70,000	30	Public Safety	\$233.33	\$3,500.00		
Fire Truck #27 ARFF	S Series 1854	International	Year: 1983			N/A		Public Safety			replace with utility truck combo?	
Wildland Fire Response Trailer		Wells Cargo	purchased from Signal Trailer	6/29/2007	\$ 7,269		30	Public Safety	\$24.23	\$169.61		
Tank Truck - Tanker 1 - Princess?	S Series 1955	International	Year: 1987 - purchased from Affordable	6/8/2011	\$ 120,000	N/A	30	Public Safety	\$400.00	\$12,000.00		
Fuel Truck - Tanker 2		International	Year: 1981			N/A	30	Public Safety				
					\$ 311,069				\$ 1,037			
Non Depreciable-Land												
Salmon River Boat Harbor	8.76 Acres		Fish and Wildlife	2007	\$ 41,000			Marine Facilities				
DRC 810 Conveyance	11.9 Acres		DRC	2004	\$ 100,000			Landfill				
Community Chest	5.8 Acres		Municipal Entitlement	2004	\$ 50,000			General Gov				
Marchbanks' Building	13.99 Acres		Municipal Entitlement	2004	\$ 125,000			General Gov				
Tank Farm 810 Conveyance	1.3 Acres		Municipal Entitlement	2004	\$ 25,000			General Gov				
Gravel Pit	40.47 Acres		Municipal Entitlement-full of ponds	2004	\$ 30,000			General Gov				
Bailey Property	5 Acres		Gifted property	2005	\$ 50,000			General Gov				
Total Land					\$ 421,000							

Appendix B: City of Gustavus 2005 Strategic Plan Excerpt

2005 Value to Vision to Goals

Value A: The Citizens of Gustavus value our pristine, wild environment and its wildlife.

Vision A: We envision a distinctive community that prospers while, and by, protecting its natural resources.

Goal 1: Assure clean air and water

Goal 2: Maintain abundant fish and wildlife populations and their habitats, including those important to subsistence

Goal 3: Maintain healthy botanical resources, including timber, mushrooms, berries and edible plants

Goal 4: Promote key aesthetic values, such as the presence of wildlife; cleanness and beauty of beaches, roadsides and facilities; views of the night sky; and quiet

Goal 5: Reduce Gustavus' negative impacts on the regional and global ecosystem and climate

Value B: The Citizens of Gustavus value a safe and healthy place in which to live, work, recreate, and utilize our natural resources.

Vision B: We envision a distinctive community with a sustainable economy and infrastructure that assures public health and safety and promotes personal development and initiative.

Goal 1: Promote economic well-being for everyone

Goal 2: Provide well-planned and necessary infrastructure that balances needs of businesses and neighborhoods

Goal 3: Provide a level of medical care appropriate for a healthy lifestyle in a remote community

Goal 4: Support quality community educational programs that promote physical and mental health and safety of all citizens

Goal 5: Support quality schooling for youth that develops excellent thinking and social skills

Goal 6: Provide opportunities and activities that prepare youth for life outside of Gustavus while encouraging appreciation of the natural and social environment here

Goal 7: Support the volunteer organizations that provide needed community services

Goal 8: Support infrastructure and training necessary to provide an appropriate level of safety for citizens and protection of facilities

Goal 9: Promote safe hunting practices and hunt regulations within the city of Gustavus

Goal 10: Maintain subsistence as an important component of our economy and Lifestyle

Value C: The Citizens of Gustavus value our freedom, independence, self-reliance, privacy and individuality.

Vision C: We envision a distinctive community where all members take social responsibility and actively participate in decisions affecting growth, development, regulation and enforcement.

Goal 1: Seek diversity in the membership of city committees

- Goal 2:** Provide for a public planning process for all the city departments that provide public service
- Goal 3:** Develop procedures, in consultation with the City Council, to provide full and timely communication between the Council, its committees, the school and Gustavus
- Goal 4:** Encourage individual responsibility and consideration for neighbors so that city action and law enforcement are not necessary
- Goal 5:** Promote communication and cooperation between Gustavus and other communities in the region
- Value D:** The Citizens of Gustavus value cooperation, trust, respect and caring for neighbors; tolerance; spirit of volunteerism; talents; creativity and hard work.
- Vision D:** We envision a distinctive community in which people can retain a closeness with, and caring for, each other individually and collectively, and work together to accomplish community goals while preserving community traditions.
- Goal 1:** Foster appreciation for the history, traditions and heritage of Gustavus as it exists within the greater Icy Strait area
- Goal 2:** Promote and encourage volunteerism to sustain all aspects of community services, events, education, the arts
- Goal 3:** Support and honor traditional community celebrations and events, and develop opportunities for interaction with neighboring communities
- Goal 4:** Support social, educational and recreational events and activities for the entire community

Category	2005 Project List Item	Status
Economic Development	Dry dock and boat repair facility	Unknown need
Economic Development	Encourage small timber sales/local milling	Ongoing - Economic Development authority beyond GVA contribution added to ordinance in 2018
Economic Development	Explore potential for mining (gravel and quarry type)	Ongoing - Economic Development authority beyond GVA contribution added to ordinance in 2018
Economic Development	Explore ways to keep big, outside businesses from displacing small, local ones	Ongoing - Economic Development authority beyond GVA contribution added to ordinance in 2018
Economic Development	GCN- upgrade to broadband internet access	Has become the role of Private Business. City discontinued GCN in 2016
Economic Development	Search for revenues sources to support economic diversification	Ongoing - Economic Development authority beyond GVA contribution added to ordinance in 2018
Economic Development	Support community IFQ (halibut quota) program	Unknown need

Economic Development	Support expansion of cottage industry type business	Ongoing - Economic Development authority beyond GVA contribution added to ordinance in 2018
Economic Development	Work on ways to reduce power and freight rates	Ongoing
Medical	Basic equipment for clinic operation (microscope, lab equipment, autoclave/sterilizer)	SEARHC
Medical	Community clinic – find funding for operating expenses and salaries	SEARHC
Medical	Digital X-ray facility and expansion of clinic for this unit	SEARHC
Medical	Mental health counseling	SEARHC
Medical	Metabolic syndrome education and prevention	SEARHC
Medical	Sexually transmitted diseases education	SEARHC
Medical	Substance abuse education and prevention	SEARHC
Roads/Public Works/Infrastructure	Build an all-tide boat harbor/marina	Unknown viability
Roads/Public Works/Infrastructure	Build bike and foot trails	Build into 2018 Strategic Plan Update
Roads/Public Works/Infrastructure	Build conveniently located public restrooms	COMPLETE
Roads/Public Works/Infrastructure	City of Gustavus explore purchasing Electric Company if it comes up for sale	Did not purchase
Roads/Public Works/Infrastructure	Create a public campground	Ongoing discussion of need and role of Private Business.
Roads/Public Works/Infrastructure	Multi-purpose community building (pre-school, city hall offices, community activities, restrooms)	Underway via Gustavus Community Center 501(c)3
Roads/Public Works/Infrastructure	Public restrooms somewhere near the beach	COMPLETE
Roads/Public Works/Infrastructure	Relocate landfill-include sewage disposal/hazardous waste/scrap metal storage and transfer options	Planning underway
Roads/Public Works/Infrastructure	Replace dock with freight/ferry facility	COMPLETE
Roads/Public Works/Infrastructure	Replace Salmon River boat launch ramp	COMPLETE
Roads/Public Works/Infrastructure	Salmon River barge/landing craft facility separate from recreational one	COMPLETE
Roads/Public Works/Infrastructure	Salmon River Park remodel/new playground equipment	Underway - scheduled completion July 2018
Roads/Public Works/Infrastructure	Service center for small cruise ships (water, fuel, sewage, berthing)	Unknown Need/viability
Roads/Public Works/Infrastructure	Upgrade other arterial roads	Ongoing

Roads/Public Works/Infrastructure	Upgrade Wilson/Rink Creek Road	Ongoing
Roads/Public Works/Infrastructure	Work to find funding for Falls Creek hydro project	COMPLETE
Roads/Public Works/Infrastructure	Build a rifle/archery range	Unknown Need
Roads/Public Works/Infrastructure	Develop a community cemetery	COMPLETE - fulfilled by private citizens
Roads/Public Works/Infrastructure	Identify and map landmarks/landscapes/trees historical Buildings / habitat	Unknown Need
Safety	Add trained volunteers for fuel spill prevention	Unknown Need
Safety	Build a Rink Creek fire station	Not Needed
Safety	Create a watershed quality council (to assess threats to water quality and freshwater habitat)	Unknown Need
Safety	Facility for used oil storage/disposal	Underway
Safety	Have a water testing program for safe drinking water	Began collecting water quality data from private homeowners. Discontinued
Safety	ID potential contaminated sites that have not been cleaned up	Unknown status
Safety	Part-time Fire Department employee to support volunteers	COMPLETE - Full-time fire chief
Safety	Program for prevention of fuel spills from small home tanks	Unknown status
Safety	Clean up small boat harbor	Ongoing - major cleanup will be finalized by December 31, 2018
Social Services	Hospice/eldercare programs	Unidentified Role for City
Social Services	Mentoring programs for all ages	Unidentified Role for City
Social Services	Suicide prevention	Unidentified Role for City



City of Gustavus, Alaska

P.O. Box 1
Gustavus, Alaska 99826

Phone: 907.697.2451
Fax: 907.697.2136
Email: treasurer@gustavus-ak.gov

Project: RFQ FY19-01RM

**Road Maintenance Request
for Quotation**

THIS IS NOT AN ORDER

COVER SHEET

Important Dates:

Issue Date: May 15, 2018

Bid Submittal Due: May 30, 2018

Deliver to: Gustavus City Hall

By: 9:00 a.m.

Bid Opening: May 30, 2018

Location: Gustavus City Hall

Time: 9:00 a.m.

Please provide quotes to furnish the services and material listed in the bid schedule for the City of Gustavus Road System. The attached terms and conditions shall become part of any contract resulting from this Request for Quotation. Quotations must be received at the location and by the date and time shown above. Quotations shall be submitted on the forms furnished and must include original signatures.

This work consists of annual maintenance, including winter snowplowing. Work shall be performed on an "as requested" basis, at the direction of the City Road Maintenance Point of Contact (POC). All work shall be performed as described in this RFQ using the attached *Standard Specifications for Local Road Maintenance*, and the attached Gustavus City Maintained Roads Map for reference. These specifications shall become part of any purchase order resulting from the RFQ.

THE PERIOD OF PERFORMANCE* for this work is from July 1, 2018, to June 30, 2019.

Throughout the period of performance, the contractor is responsible for keeping and submitting monthly work logs and billing records to the City Treasurer, with a copy submitted simultaneously to the Road Maintenance POC. The contractor will submit, in the format specified, a report of the quantity of aggregate taken from City of Gustavus gravel pits to the City Treasurer as well. In providing a signature on this cover sheet, the Bidder agrees to all Terms and Conditions of this RFQ.

Date of Bid _____

Business License # _____ Contractor's License Number # _____

Insurance Company _____ Policy Date _____ Provided ☐

Business Name _____

Mailing Address _____ Physical Location _____

Cell or Business Phone # _____ Fax # _____

By _____
Print Name

Signature

GENERAL PROVISIONS

INSTRUCTIONS TO BIDDER

- Bidder must submit quotes for all bid schedule items listed.
- Bid Schedule sheets must be manually signed (original signature).
- Erasure or other changes made to the Bid Schedule sheets must be initialed by the person signing the bid. Note: "White Out" or other liquid correction methods must be initialed.
- The bids must be sealed in an envelope with RFQ number, opening date, and contractor's name written on the outside of the envelope.
- Any response not meeting the requirements of the bidding documents shall be considered non-responsive.
- Offers made in accordance with the bidding documents must be good and firm for a period of ninety days from the date of bid opening unless otherwise noted.
- Bids will be received at the time and place stated in the bidding documents. It is the sole responsibility of the bidder to see that the bid is submitted on time. Any bid received after the scheduled opening time will not be considered but will be held unopened. No responsibility will be attached to any officer for the premature opening of or failure to open a bid not properly addressed and identified.
- The City of Gustavus, hereinafter "City", may accept or reject any or all bids for good cause shown, to waive minor deviations from the specifications, and to waive any informality in bids received, when such acceptance, rejection, or waiver is in the best interest of the City. Informalities in bids are matters of form rather than substance evident from the bid document, or insignificant mistakes that can be waived or corrected without prejudice to other bidders; that is, the effect on price, quantity, quality, delivery, or contractual conditions is negligible, and waiver of the informality does not grant the bidder a competitive advantage.
- The City may cancel the RFQ if such cancellation is in the best interest of the City.
- In the case of error in the extension of prices in the bid, the unit price will govern.
- It is the responsibility of the bidder to obtain a current copy of all bid documents from the City Treasurer.
- If any Addenda are issued pertaining to the bidding documents and subject Addenda are not acknowledged, the bid will be considered non-responsive.
- Faxed transmittals will not be accepted unless specifically noted on the cover sheet and agreed to by the Road Maintenance POC, or Mayor.

- Each bid shall be made on the form provided by the City or copy thereof and shall be signed by the bidder with signature in full.
- After depositing a bid, a bidder may withdraw, modify, or correct their bid, providing the City receives the request for such withdrawal, modification, or correction before the time set for opening bids. The original bid, as modified by such written communication will be considered as the bid. No bidder will be permitted to withdraw their bid after the time set for opening bids.
- The Contractor shall perform the duties specified in this solicitation. The Contractor understands that the City makes no representation that it will look exclusively to the Contractor for the type of goods or services requested. The Contractor will perform the duties under this agreement as an independent contract. The City assumes no responsibility for any interpretation or representations made by any of its officers or agents unless such interpretations or representations are made by Addenda.

METHOD OF AWARD

Award will be made to the lowest responsive, responsible bidder meeting all the requirements. In determining whether the lowest bidder is “responsible” the City Council shall consider:

- a. The Price;
- b. The experience, capacity, and skill of the bidder to perform the contract within the time and amount desired;
- c. The potential bidder’s reputation, honesty and integrity shown in the commission of previous City contracts;
- d. The previous and existing compliance by the bidder with laws and ordinances relating to the contract and the City;
- e. The sufficiency of the financial resources and ability of the bidder to perform the contract.

When the award is given to other than the lowest bidder, a full and complete written statement of reasons will be delivered to the unsuccessful low bidder or bidders and filed with the other papers relating to the transaction. The minutes of the City Council meeting relating to the matter may be used as the required written statement

The City Council may reject the bid of a bidder **who is debarred by the City**, in arrears on taxes, permits, special assessments and/or any other monies that may be due the City or who failed to perform on a previous contract with the City.

For purposes of determining the lowest bidder, the extended bid amounts (estimated amount × unit cost) will be totaled to give a total bid amount. This contract is on an “as required” basis. Quantities listed are estimations for award purposes only. The City reserves the right to increase or decrease quantities as necessary to accomplish the actual requirements and make payment at the unit price bid.

PURCHASE ORDER/CONTRACT

It is the intent of the City to use purchase orders and the bidding documents to establish the contractual relationship between the City and the lowest responsive, responsible bidder. The following conditions shall apply:

- a. The unilateral right of the City to order, in writing, temporary stopping of work or delaying performance that does not alter the scope of the contract;
- b. Liquidated damages;
- c. Termination of the contract for default;
- d. Termination of the contract in whole or in part for the convenience of the City.

SUBCONTRACTING

Subcontracting is not permitted unless authorized in writing by the Road Maintenance POC. In the event that subcontracting is authorized, the general contractor is responsible to the City to verify insurance on all subcontractors and furnish copies of same to the City. All subcontractors must carry and show proof of the minimum limits of liability insurance.

INSURANCE

The contractor must meet and have in place the insurance requirements listed below at all times during the period set out above.

INDEMNIFY AND HOLD HARMLESS

The bidder shall defend and indemnify the City, its officers, agents, and employees, against any claims, loss, or damages arising from injury to person(s), damage to property, or economic loss, arising out of, in whole or in part, the bidder's performance or non-performance of its duties under this agreement and any defects in the goods and services provided by the bidder. This duty to defend and indemnify shall include responsibility for all damages, costs, and attorney fees. This obligation shall be continuing in nature and extend beyond the term of this agreement.

END OF GENERAL PROVISIONS

GUSTAVUS ROAD MAINTENANCE SUPPLEMENTAL CONDITIONS

1. Some of the elements of the bid schedule may be subject to the provisions of Alaska Statutes Title 36. AS Title 36 provides for the payment of prevailing rates of pay on public construction or public works as published in the current *State of Alaska Department of Labor Wage and Hour Administration Pamphlet No. 600*, and requires weekly submission of certified payrolls.

Public construction or public works means the on-site field surveying, erection, rehabilitation, alteration, extensions or repair, including painting or redecorating of buildings, highways or other improvements to real property under contract for the state, a political subdivision of the state, or a regional school board.

It is the bidder's responsibility to study the elements of bid schedule and determine the applicability of provisions of AS Title 36. If you have questions regarding the applicability of Alaska Statute to the work to be performed, please contact the Department of Labor, Wage and Hour Administration, 1111 W 8th St, Juneau, AK, or call (907) 465-4842.

2. Bidders are encouraged to visit the premises to ascertain pertinent conditions, such as the area, location, accessibility, and general character of the premises. Bidders assume the risk that actual site conditions differ from the proposed contract documents or from those ordinarily encountered.

3. The City reserves the right to inspect the Contractor's equipment prior to award and to reject any bid if the equipment is not in reliable operating condition or if the equipment is not able to produce the specified work according to the specifications.

4. The Contractor shall supply knowledgeable and competent operators with each piece of equipment, who are capable of doing the required work.

5. The City reserves the right to increase or decrease quantities to the limits of the available funding. Payment for work done shall be at the Unit Price Bid or fractional unit for each bid item completed.

6. All work required under the Contract shall be completed in a timely manner. Failure to complete work in a timely manner shall be grounds for termination of this Contract. In case of default by the contractor, for any reason whatsoever, the City may procure the goods or services from another source and hold the contractor responsible for any resulting increase in cost or other remedies under law or equity.

7. Debarment or Suspension: The Gustavus City Council may debar (for a period of not more than three years) or suspend (for a period of not more than three months) a person for cause from consideration for award of contracts. The causes for debarment include but are not limited to:

a. Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract, or

b. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the Contractor shall not be considered to be a basis for debarment.

c. Illegal, unprofessional, or abusive behavior toward City representatives or members of the community as determined by the City Council.

8. Contractor shall make all necessary efforts to protect existing privately or publicly owned facilities, equipment, improvements and landscaping; the destruction, removal or relocation of which is not contemplated under this contract. In the event that protection of any existing facilities is not possible due to construction requirements, the Contractor shall advise the Road Maintenance POC of the problem and shall cooperate with the Road Maintenance POC in seeking a reasonable solution to the problem. The Contractor shall not proceed with work resulting in damage to or destruction of such existing facilities until the Road Maintenance POC has given approval to proceed in writing.

9. Contractor shall be responsible for any damage sustained by any and all parties affected by utility outages caused by Contractor unless it is determined said utilities do not meet PUC Standard installations i.e. bury depth, or setback requirements. The Contractor shall make all necessary efforts to prevent damage, i.e. the location of electrical or telephone wire, and shall make all necessary efforts to promptly repair and restore facilities or equipment damaged as a result of such outages.

10. The City Road Maintenance POC will provide the necessary rights-of-way or easements for the work. Contractor shall confine his operations to the designated areas and observe all restrictions contained in any easements. The Road Maintenance POC will contact utility companies requesting that all transformers and phone pedestals in or adjacent to rights-of-way be identified with suitable markers, before winter, to prevent damage to said utility company's equipment.

11. The Road Maintenance POC does not anticipate that the work required herein will involve moving or excavating through utility lines or poles, sewer or water lines, culverts, mailboxes, fences, etc. However, if in the course of Contractor's work, existing privately or publicly owned facilities, equipment, improvements and landscaping, etc. suffer damage due to Contractor's operations, intentional or unintentional, Contractor shall be responsible to have such facility, equipment, improvement and landscaping restored to its previous condition, or better, and at no additional cost to the City.

12. The Contractor shall take road service direction only from the Road Maintenance POC or his/her designee, or the Mayor. The City Treasurer may be designated to order specific Road Maintenance in the absence of the Mayor and Road Maintenance POC. POs for Road Maintenance shall be issued by the Treasurer. Should the Contractor, while performing city work, be approached by a resident with a complaint, suggestion, or request, the Contractor shall politely explain that he/she is being directed by the Road Maintenance POC and ask the resident to please direct any questions, concerns, or requests to the Road Maintenance POC, or to the Mayor, or to the City Council.

13. All Contractors submitting a bid for this contract shall have and keep in effect an Alaska Business License, a City of Gustavus Business Permit, and an Alaska Contractors License for the type of work being performed. The Contractor shall be

responsible for any additional licenses and/or permits required in the locality of the work. The City is responsible for all special permits such as ADF&G and Army Corp of Engineers permitting. The Contractor shall further be responsible for current licenses for all subcontractors and suppliers, if allowed, as required by law, during the term of the Contract and provide proof thereof upon request. If proof of required licensure is not submitted to the City Treasurer within 10 days of bid closure, then bidder shall be determined to be non-responsive.

14. The name or names of the City Road Maintenance POC with authority to call for work under this contract will be provided to the Contractor. The Contractor shall be notified in writing (including email) of any changes to the POC during the term of the contract.

15. Other Goods and Services:

- a. In addition to specifications listed in the bid schedule, other work may be required to fulfill the scope of the agreement, and may be requested by the Road Maintenance POC.
- b. At the Road Maintenance POC's discretion, the Contractor may be requested to provide a written quotation prior to the work and in such case, shall proceed only upon written (or e-mailed) notice by the Road Maintenance POC. The POC shall have the right to reject any such quotation and to independently contract with another party to perform the requested work.
- c. After completion of the work, the Contractor shall provide to the Road Maintenance POC all material invoices and receipts and a log of equipment and/or labor time for payment.

16. Minimum Call-Out Amounts:

When the Road Maintenance POC requests an individual item of work, the amount of work requested for that item shall not be less than the amount listed below. In the event that a lesser amount is requested, the Road Maintenance POC and contractor may negotiate the unit price.

Item	Page	Description	Minimum Amount
207	16	Machine Brushing	2 Hours
208	17	Blading Roadbed	1 Hour
208A	18	Spot Blading	1 Hour
208B	18	Grader Ditching	1 Hour
209A	19	Reconditioning Ditches w/cut material removal	500 feet
209B	19	Reconditioning Ditches w/o cut material removal	2500 feet
213	20	Spot Hand clearing	1 Hour

215	21	Snow Plowing	1 mile
219A	22	Pit Run Aggregate	10 C.Y.
603	23-24	Culvert Installation or Replacement	30 Feet

17. Billing and Payment:

The contractor will submit billing at the end of the month. The approved billing shall be paid within 30 days.

18. Notification and Acceptance of Work:

The contractor will submit a complete spread sheet to the Road Maintenance POC and the City Treasurer at the end of each month stating what type of service was provided and where.

19. Convenience Termination:

This contract may be terminated by: (A) mutual consent of the parties, (B) for the convenience of the City, provided that the City notifies the Contractor in writing of its intent to terminate under this paragraph at least 10 days prior to the effective date of the termination. (C) For cause, by either party where the other party fails in any material way to perform its obligations under this contract; provided, however, that as a condition of the exercise of its right of termination under this paragraph the terminating party shall notify the other party of its intent to terminate this contract and state with reasonable specificity the grounds therefore, and the defaulting party shall have filed within 30 days of receiving the notice to cure the default. (D) Termination pursuant to this section shall not affect the parties' continuing obligations under this contract and all other portions shall continue to be in full force and effect. The City shall pay the Contractor for all satisfactory work performed before notice of termination.

END OF GUSTAVUS ROAD MAINTENANCE SUPPLEMENTAL CONDITIONS

INSURANCE REQUIREMENTS

During the term of the contract, the Contractor shall obtain and maintain in force the insurance coverage specified in this section with an insurance company rated "Excellent" or "Superior" by A.M. Best Company or specifically approved by the City Council.

Limits: The Contractor shall obtain insurance for not less than the following limits:

- Commercial General Liability: Coverage written on an occurrence basis with limits of not less than \$1,000,000.00 per occurrence;
- Comprehensive automobile liability: \$1,000,000.00 combined single limit;
- Workers' Compensation: \$100,000 each accident, \$500,000 disease-policy limit, and \$100,000 disease-each employee.

Automobile Liability Insurance: All vehicles or all owned, non-owned, and hired vehicles must be insured when the Contractor is using them to do work under this

Agreement. If the Contractor submits insurance covering only scheduled vehicles, then the Contractor must assure that any additional vehicles are insured before using them in the work under this Agreement.

Workers' Compensation: Any employee of the Contractor must be covered by workers' compensation insurance during the term of the Agreement. This policy must be endorsed with a waiver of subrogation in favor of the City. The Contractor is not required to provide a certificate of workers' compensation covering the owner(s) of the Contractor's business under the following circumstances:

Corporations – If the executive officer(s) claims an exemption, then the Contractor must provide an Executive Officer Waiver for each officer from the Alaska Department of Labor and also provide the corporate filing with the State showing the person(s) named on the waiver is an owner. Only the person or persons who have the State Executive Officer Waiver and who are an owner shall be permitted to do any work or be on the work site or work area. If the Contractor permits any other person on the work area or work site or to do any work, and that person is injured, the Contractor shall defend, indemnify, and hold harmless the City from any and all claims and liabilities for workers' compensation benefits of any kind and any nature, including costs and legal fees.

Sole Proprietors, Partnerships, or LLCs – If the sole proprietor, partner, or member claims an exemption, then the Contractor must provide the City with the business permit filing with the State of Alaska showing the person(s) are the owner, sole proprietor, partner, or member. Only the person or persons who are an owner, sole proprietor, partner, or member shall be permitted to do any work or be on the work site or work area. If the Contractor permits any other person on the work area or work site or to do any work, and that person is injured, the Contractor shall defend, indemnify, and hold harmless the City from any and all claims and liabilities for workers' compensation benefits of any kind and any nature, including costs and legal fees.

Alternate Coverage: A combination of primary and excess/umbrella policies may be used to fulfill the insurance requirements of this section.

Additional Insured: During the contract term, the Contractor shall add and maintain the City as an additional insured in the Contractor's commercial general liability policy. This policy will provide primary coverage for the City, and it will provide that a policy treats each additional insured as though the insurer had issued separate policies.

Certificate of Insurance: Prior to commencing any work under this Agreement, the Contractor will provide a certificate of insurance in a form acceptable to the City showing that the Contractor has the required insurance coverage.

Cancellation: The Contractor must assure that the City receives notice if the Contractor's insurance is going to be canceled, not renewed, or changed. The certificate of insurance must say that the insurer will notify the City at least 30 days before the insurer cancels, refuses to renew, or materially changes the coverage.

Increased Coverage: If during the Agreement term the City requires higher limits of insurance than those listed in this section, and if the insurer increases the premium as a result of the higher limits of insurance, then the City will pay the Contractor the difference between the new and old premiums.

Subcontracting: The Contractor is responsible to the City to verify insurance on all subs and furnish copies of it to the City upon request. All subs must carry and show proof of the minimum limits of liability indicated above.

END OF INSURANCE REQUIREMENTS

BID SCHEDULE

Specification Item #	Pay Item	Est. Quantity	Pay Unit	Unit Cost	Total Cost
207	Machine Brushing	40	Hours		
208	Owen & Porcupine	3	Each		
208	Veneta Street	6	Each		
208	Trudy Street	3	Each		
208	Lynn Street	3	Each		
208	Snow Street	3	Each		
208	Tong Rd to corner	3	Each		
208	Tong Rd. A (N-S)	3	Each		
208	Tong Rd. B (to C. Inn)	1	Each		
208	XtraTuff	1	Each		
208	Spruce	2	Each		
208	Bartlett	2	Each		
208	Good River Road	8	Each		
208	Mary's Road	2	Each		
208	Grandpa's Farm Rd	5	Each		
208	Meadow Lane	2	Each		
208	Dickey Drive	2	Each		
208	Dolly Varden	8	Each		
208	Greenling	2	Each		
208	Chinook	2	Each		
208	Chum	3	Each		
208	King Salmon	2	Each		
208	Sandlance	2	Each		
208	Halibut	6	Each		
208	Capelin	2	Each		
208	Humpy	3	Each		
208	Needlefish	2	Each		
208	Sockeye	3	Each		
208	Herring Lane	1	Each		
208	Coho	3	Each		
208	Steelhead	3	Each		
208	Candlefish	1	Each		
208	Willow Way	2	Each		
208	Shooting Star	2	Each		
208	Lupine	2	Each		
208	City Hall access/parking	4	Each		
208	Wilson Road	12	Each		
208	Fara Way	1	Each		
208	White	2	Each		
208	Parker	2	Each		
208	Harry Hall/Kearns	4	Each		
208	River Bend	2	Each		
208	Chase	2	Each		
208	Mackovjak's Road	1	Each		
208	Jensen Road	1	Each		

Specification Item # (cont)	Pay Item	Est. Quantity	Pay Unit	Unit Cost	Total Cost
208	Rink Creek Road	12	Each		
208	Island View Road	1	Each		
208	Bouy Drive	1	Each		
208	Boat Harbor Road	5	Each		
208	Bill's Drive	1	Each		
208	Meadowbrook Lane	1	Each		
208	Fairweather	8	Each		
208	Pleasant Avenue	2	Each		
208	Jacob	8	Each		
208	Gustav	2	Each		
208	Benjamin	2	Each		
208	Travis	2	Each		
208	Glen's Ditch Road to Nagoon Trail Parking	5	Each		
208	Same Old Road	3	Each		
208	Dungeness Way	2	Each		
208	End of the Trail	1	Each		
208A	Misc. Spot Blading	40	Hour		
208B	Grader Ditching	20	Hour		
209A	Ditch Reconditioning w/cut material removal	500 ft	Each		
209B	Ditch Reconditioning w/o cut material removal	2500 ft	Each		
213	Misc. Spot Clearing	40	Hour		
219A	Pit Run Area 1	250	Cu. Yd.		
219A	Pit Run Area 2	300	Cu. Yd.		
219A	Pit Run Area 3	1000	Cu. Yd.		
219A	Pit Run Area 4	750	Cu. Yd.		
219A	Pit Run Area 5	350	Cu. Yd.		
219A	Pit Run Area 6	600	Cu. Yd.		
603 (1-12)	Culvert Installation or Replacement	0	Linear Ft.		
603 (2-12)	Culvert Coupling*	0	Each		
603 (1-18)	Culvert Installation or Replacement	0	Linear Ft.		
603 (2-18)	Culvert Coupling	0	Each		
603 (1-24)	Culvert Installation or Replacement	0	Linear Ft.		
603 (2-24)	Culvert Coupling	0	Each		
603 (1-30)	Culvert Installation or Replacement	0	Linear Ft.		
603 (2-30)	Culvert Coupling	0	Each		
603 (1-36)	Culvert Installation or Replacement	0	Linear Ft.		
603 (2-36)	Culvert Coupling	0	Each		
603 (1-48)	Culvert Installation or Replacement	0	Linear Ft.		

603 (2-48)	Culvert Coupling	0	Each		
Winter	Snowplowing				
215	Snowplowing Roads	100	Miles		
215	City Hall drive parking	5	Each		
215	Library drive, parking	5	Each		
215	Boat Harbor ramp, 72 hr parking	5	Each		
215	DRC entry/parking	5	Each		
215	Community Chest apron	5	Each		
Total				Total Bid →	

BID SCHEDULE (Continued)

Please list all equipment to be used in this contract and the individual hourly rates for use in work not in bid schedule.

Equipment Item Description

Hourly Rate

City of Gustavus Maintained Roads

Area 1	Miles
Owen+Porcupine	0.27
Veneta	0.42
Trudy	0.36
Lynn	0.18
Snow	0.15
Tong - main stem (E-W to intersection)	0.50
Tong - Branch A (N-S intersection through center of subdivision)	0.40
Tong - Branch B (extension to start of Country Inn driveway)	0.13
XtraTuff (off Tong Branch A)	0.10
Spruce	0.40
Bartlett	0.25
Area 1 Total Miles	3.16

Area 2	Miles
Good River Road	0.90
Mary's Road	0.25
Grandpa's Farm Road	0.75
Meadow Lane	0.20
Dickey Drive	0.25
Area 2 Total Miles	2.35

Area 3	Miles
Dolly Varden	0.70
Smelt	0.10
Greenling	0.15
Chinook	0.35
Chum	0.10
King Salmon	0.10
Sandlance	0.10
Halibut	0.30
Capelin	0.10
Humpy	0.25
Needlefish	0.10
Sockeye	0.30
Herring Lane	0.10
Coho	0.25
Steelhead	0.30
Candlefish	0.10
Willow Way (Formerly "Yurtville")	0.31
Shooting Star	0.10
Lupine	0.20

City Hall Access	0.10
Total Area 3 Miles	4.11

Area 4	Miles
Wilson Road	2.10
Fara Way	0.25
White	0.30
Parker	0.30
Harry Hall/Chuck Kearns	0.45
River Bend	0.10
Chase	0.45
Jensen	0.20
Mackovjak's Road	0.25
Area 4 Total Miles	4.40

Area 5	Miles
Rink Creek Road	3.90
Buoy Drive	0.20
Island View Drive	0.25
Area 5 Total Miles	4.35

Area 6	Miles
Boat Harbor Road	0.30
Bill's Drive	0.25
Meadowbrook Lane	0.30
Fairweather	0.30
Pleasant Avenue	0.20
Jacob	0.30
Gustav	0.25
Travis	0.25
Benjamin	0.25
Glen's Ditch Road to Nagoonberry Trail parking	0.45
Same Old Road	0.80
Dungeness Way	0.10
End of the Trail	0.26
Area 6 Total Miles	4.01

SECTION 207
MACHINE BRUSHING WITH CONTRACTOR-OWNED BRUSH MOWER

207-1.01 Description:

This work shall consist of machine cutting of brush from designated roadsides within City rights-of-way, using a contractor-owned brush mower, as directed by the Road Maintenance POC.

207-2.01 Construction Requirements:

The Road Maintenance POC, or his/her designee, will determine the limits of work and denote any trees, shrubs, plants, and other objects to remain. The Contractor shall leave undisturbed all things thus designated to remain.

Stumps shall be cut off not more than 6" above the ground. Cut stems shall be chopped to short lengths by the machine where feasible until they lie flat on the ground, i.e. not protruding over a foot above the ground.

The Contractor shall provide a safe operation. Contractor shall watch out for pedestrians, pets, and residential property that may be injured or damaged by the machine or flying debris, and shall stop operations or bypass areas where pedestrians, pets, or residential property are at risk until such time as the risks can be removed.

All debris that falls within the roadway shoulders or on private property during the clearing operation shall be cleared to areas within the right-of-way as directed by the Road Maintenance POC.

207-3.01 Method of Measurement:

Machine clearing will be paid for by the hour. Contractor shall maintain a log of time spent doing these activities and of locations brushed each day of operation. Data from the log shall be submitted with the billing for the time.

207.4.01 Basis of Payment:

The Contractor's time machine brushing will be paid for at the contract hourly rate for brushing completed and accepted by the Road Maintenance POC.

Payment will be made under:

<u>Pay Item No.</u>	<u>Pay Item</u>	<u>Pay Unit</u>
207	Machine Brushing with Contractor-Owned Mower	Hour

END OF SECTION

SECTION 208 BLADING ROADBED

208-1.01 Description:

This work shall consist of blading the surface of an existing road to remove potholes and wash-boarding, and re-establishing an adequate crown and super-elevation as directed by the Road Maintenance POC.

208-2.01 Construction Requirements:

Equipment. The contractor's equipment must be a motor grader or pull-type grader of adequate size and quality and properly maintained to perform the requirements of this specification. Worn cutting edges and uneven tire pressure are not acceptable. Contractors are encouraged to use a cab-mounted slope meter to establish required crowns.

Response time: 72 hours from call-out by the Road Maintenance POC unless otherwise directed.

General. Blade and shape the existing travel-way and shoulders, including turnouts, to produce a surface which is uniform, consistent to grade, and crowned or cross-sloped as indicated by the character of the existing surface, to at least three percent (3%), to provide drainage away from the traveled-way. Thoroughly loosen surfacing materials to the depth of pot holes, or corrugations. Retain the surface materials on the roadbed, and provide a thorough mixing of materials within the completed surface width. Shape existing drainage dips to divert runoff to the existing outlet. Where ditches are not present, do not undercut roadway back slopes.

Existing Structures. Do not place materials resulting from this work on structures such as bridges or drainage dips or in culverts.

208-3.01 Method of Measurement:

Bladed roadbed will be measured by the designated road unit and shall include as many passes as are necessary to provide a smooth, properly shaped road surface. The Committee may also approve spot grading using Specification 208A Spot Grading Roadbed with its pay unit and hourly rate. Spot grading may also include grader ditching.

208-4.01 Basis of Payment:

The accepted quantities of blading roadbed will be paid for at the contract unit price per designated road unit, or fraction thereof, completed and accepted by the Road Maintenance POC.

Payment will be made under:

Pay Item No.
208

Pay Item
Blading Roadbed

Pay Unit
designated road unit

END OF SECTION

SECTION 208A and 208B
SPOT BLADING ROADBED and GRADER DITCHING

208A-1.01 Description:

This work shall consist of spot blading the surface of limited sections of an existing road to remove potholes and wash boarding, and re-establish an adequate crown as directed by the Road Maintenance POC. This specification may be applied at the discretion of the Road Maintenance POC or Contractor for cases where blading of long sections of road is not needed but where relatively localized sections of roads need spot repairs. This work may also include grader ditching as directed.

208A-2.01 Construction Requirements:

Equipment. The contractor's equipment must be a motor grader or pull-type grader of adequate size and quality and properly maintained to perform the requirements of this specification. Worn cutting edges and uneven tire pressure are not acceptable. Contractors are encouraged to use a cab-mounted slope meter to establish required crowns.

Response time: 72 hours from call-out by the Road Maintenance POC unless otherwise directed.

General. Blade and shape the existing travel-way and shoulders, including turnouts, to produce a surface which is uniform, consistent to grade, and crowned or cross-sloped as indicated by the character of the existing surface, to at least 3 percent, to provide drainage away from the traveled-way. Thoroughly loosen surfacing materials to the depth of pot holes, or corrugations. Retain the surface materials on the roadbed, and provide a thorough mixing of materials within the completed surface width. Shape existing drainage dips to divert runoff to the existing outlet. Where ditches are not present, do not undercut roadway back slopes.

Existing Structures. Do not place materials resulting from this work on structures such as bridges, drainage dips or in culverts.

208A-3.01 Method of Measurement:

Spot blading roadbed will be measured by the equipment hour, portal to portal.
Grader ditching will be measured by the equipment hour, portal to portal.

20A8-4.01 Basis of Payment:

The accepted quantities of spot blading roadbed, or grader ditching, will be paid for at the contract unit price per equipment hour or fraction thereof, portal to portal, completed and accepted by the Road Maintenance POC. Contractor shall provide the invoice with a log of equipment operating time and locations graded.
Payment will be made under:

<u>Pay Item No.</u>	<u>Pay Item</u>	<u>Pay Unit</u>
208A	Spot Blading Roadbed	Hour
208B	Grader Ditching	Hour

END OF SECTION

SECTION 209 RECONDITIONING DITCHES

209-1.01 Description:

This work will consist of cleaning and reconditioning roadside ditches to provide drainage.

209-2.01 Construction Requirements:

Ditches designated by the Road Maintenance POC shall be cleaned of all organics, sloughing, and other material that prevents flow. The ditch is defined as the flow channel below a level line extended from the shoulder of the road to the opposite (back) slope of the ditch. Waste material shall not be stockpiled on the road surface or bladed against the back slope of the ditch. Competent material generated during reconditioning may be used in the road surface as agreed upon by the contractor and the Road Maintenance POC. Unsuitable material shall become the property of the Contractor and shall be disposed of at the Contractor's expense.

Reconditioning will be paid for by the quarter mile. (NOTE: This is ditch length and not road length). Unit costs per mile shall include all necessary excavation and hauling of waste material to accomplish reconditioning.

209-4.01 Basis of Payment:

The accepted quantities of reconditioning ditches will be paid for at the contract unit price per mile, or portion thereof, completed and accepted by the Road Maintenance POC.

Payment will be made under:

<u>Pay Item No</u>	<u>Pay Item</u>	<u>Pay Unit</u>
209A	Reconditioning Ditches with removal of cut material	500 feet
209B	Reconditioning Ditches without removal of cut material	2500 feet

END OF SECTION

SECTION 213
SPOT HAND CLEARING

213-1.01 Description:

This work shall consist of cutting trees and brush and, if requested, clearing cut material to disposal sites.

213-2.01 Construction Requirements:

The Road Maintenance POC will designate the limits of work and denote trees, shrubs, plants, and other objects to remain. No equipment on wheels or tracks shall be used unless approved by the Road Maintenance POC. Stumps shall be cut flush with the ground.

Selected trees, as designated by the Road Maintenance POC, shall be cut, bucked into 4 foot lengths and stacked neatly beyond the ditch and placed fully outside the road embankment, or, if requested, removed and disposed of in an acceptable manner. Selective tree removal may include leaning or dangerous trees and snags.

Intersection and road sight distance shall not be compromised during or after the hand clearing operation.

213-3.01 Method of Measurement:

Hand clearing will be paid for by the man-hour on site and working. Unit costs shall include all transportation to and from the site, equipment, labor, fuel, travel, etc. to complete the requested hand clearing on a man-hour on site and working basis.

213-4.01 Basis of Payment:

The accepted quantities of hand clearing will be paid for at the contract unit price per man-hour or portion thereof, completed and accepted by the Road Maintenance POC.

Payment will be made under:

<u>Pay Item No.</u>	<u>Pay Item</u>	<u>Pay Unit</u>
213	Hand clearing	Each Man-Hour

END OF SECTION

SECTION 215
SNOW PLOWING

215-1.01 Description

This work consists of plowing snow from specified City roadway surfaces and from special areas of City property such as driveways, parking areas, and the boat harbor uplands. The Road Maintenance POC shall be responsible for ordering snow plowing. The Contractor shall be notified if the order will come from the Mayor or the Treasurer, in the absence of the Mayor. All snow plowing shall commence within 12 hours from the time the Contractor is called out by the Road Maintenance POC unless otherwise arranged with the Road Maintenance POC.

215-2.01 Plowing Requirements

The roadway surface shall be cleared of snow from roadway shoulder to roadway shoulder each time it is plowed, with the exception of those designated by the Road POC as impractical to do because of obstructions or width. Contractor shall plow snow evenly to both sides of the road such that berms along both sides are approximately equal throughout the winter—unless otherwise agreed by the Road POC.

Roads that have not been cleared to a width of at least sixty feet (60') may or may not be cleared after snowfall has reached a depth of eighty inches (80"). Snowfall amounts will be determined for Gustavus by NOAA, or the National Weather Service. Snow berms shall be winged back at road intersection radii to a maximum height of 30 inches measured from the roadway centerline. This shall apply to city roads and intersections only.

Gravel shall not be plowed off the road surface. It is acceptable to leave up to two inches of snow or hard pack on the road surface over the gravel.

The Contractor shall be responsible for all damages he causes to the roadway surface and damages to any facilities, public or private, located in or along the roadway. Traffic surfaces of special areas such as city driveways and parking lots and the boat harbor uplands shall be cleared of snow and the snow shall be piled at locations designated by the Road POC.

215-3.01 Method of Measurement

Snowplowing of city roads will be measured by miles of road plowed. City road lengths have been determined by the Road POC and are provided to the Contractor at the time of bidding. The Road POC shall specify to the Contractor which roads are to be plowed. The Road POC will call out the Contractor to plow snow on specified roads before 12 inches of fresh snow has accumulated. Fresh snow is defined as snow no more than three (3) days old.

Special areas such as City driveways, parking areas, and the boat harbor will each have unit prices per complete plowing as determined in the bid.

215-4.01 Basis of Payment

Snow plowing will be paid for at the contract bid unit price per mile for specified roads, and per contract bid unit price for plowing for specified special areas, completed and accepted by the Road POC. The Road POC may order plowing of snow under special conditions, or in locations not addressed in the bid documents, and make payment according to the contractor's hourly billing rate for the equipment used.

END OF SECTION

SECTION 219 A
GUSTAVUS PIT RUN AGGREGATE

219A-1.01 Description:

This work shall consist of furnishing and placing a smooth, uniform surface with no cross berms, with one or more courses of aggregate on a prepared surface as directed by the Road Maintenance POC.

219A-2.01 Aggregate:

The aggregate shall be pit run aggregate from the City of Gustavus gravel pit at the intersection of Wilson Road and Rink Creek Road.

219A-2.02 Hauling:

Contractor is responsible for assuring that trucks hauling aggregate do not exceed weight limits for State Roads on which they travel. The Contractor is encouraged to check with State of Alaska Department of Transportation and Public Facilities for information on load limits for State Roads.

CONSTRUCTION REQUIREMENTS

219A-3.01 Placing:

The Contractor shall lay a uniform lift of a three to four-inch course of pit run aggregate on the road surface suitable for application.

219A-3.02 Mixing:

None required.

219A-3.03 Shaping and Compaction:

No compaction will be required of the Contractor. Compaction will be achieved by subsequent vehicle traffic.

219A-4.01 Method of Measurement:

Aggregate will be measured by the cubic yard based on truck count as logged by the contractor. When requested in writing by the Contractor, the Road Maintenance POC may approve alternative methods of determining cubic yardage.

219A-5.01 Basis of Payment:

The accepted quantity of aggregate will be paid for at the contract price per cubic yard, complete, in-place and accepted by the Road Maintenance POC. The Contractor shall provide with the invoice a log of materials placed by location and date.

Payment will be made under:

Pay Item No.
219A

Pay Item
Pit Run Aggregate

Pay Unit
Cubic Yard

END OF SECTION

SECTION 603 CULVERT INSTALLATION OR REPLACEMENT

603-1.01 Description:

This item shall consist of installing new culvert(s) or replacing damaged culvert, including all necessary excavation and backfill material.

603-2.01 Materials:

Culvert and coupling bands shall be furnished by the City.

When the existing excavated material is not suitable for backfill, as determined by the Road Maintenance POC and the Contractor, material from the city gravel pit may be used.

603-3.01 Excavation and Backfill:

All culverts shall be installed so that the outlet of the culvert is lower than the inlet of the culvert, at a consistent, gradual decline. Culvert bedding shall consist of a minimum of 6 inches of suitable material. The culvert outlet shall be constructed to prevent erosion of the embankment.

Backfill material shall be placed in uniform layers of not more than 6 inches in depth and compacted to a density of not less than 95% of the maximum density as determined by AASHTO T-180, Method D, or Alaska T-12. In-place field densities will be determined by Alaska T-3 or T-11. An independent testing laboratory may be chosen and hired by the Road Maintenance POC. Ponding or jetting of material shall not be permitted.

603-3.02 Removal of Damaged Culvert:

Damaged culvert sections scheduled for repair may be removed by either sawing or torch cutting. All slag shall be removed and the end section ground reasonably smooth after torch cutting. *Krylon Industrial Quality Cold Galvanized Spray*, or an approved equivalent, shall be sprayed on galvanize culvert after cutting, following manufacturer's instructions. Care shall be taken during the cutting operation to leave the remaining end square so that the joint will be reasonably flush and even.

603-3.03 Joining Culvert:

Culvert shall be firmly joined by coupling bands. Unless specified otherwise, the Contractor shall use coupling bands furnished by the City.

- a. Corrugated bands furnished and installed such that band corrugations match those of the culvert. Such bands shall be not less than manufacturers recommended width and installed such that the gap between adjoining sections of culvert does not exceed three (3) inches.
- b. Deformed steel sheet bands (dimple bands) furnished and installed such that the projections fit within the culvert corrugations. Such bands shall be not less than manufacturers recommended width and installed such that the gap between adjoining sections of culvert does not exceed three (3) inches.
- c. If helically corrugated culvert with at least two annular corrugations rolled into each end is furnished, a band specifically designed to couple this culvert may be used. This band width shall be as recommended by the manufacturer, shall have a continuous annular

corrugation on each side that matches the second corrugation of the culvert installed and shall be drawn together by at least two 1/2-inch bolts through the use of a bar and strap suitably welded to the band. These bands shall be furnished with two threaded steel tightening rods with a suitable connecting fitting. The tightening rods shall circumscribe the culvert in the band grooves and be securely tightened to furnish greater joint integrity.

d. Any other band that provides equal structural integrity and has been approved in writing by the Road Maintenance POC.

All bolted connections on coupling bands shall be furnished with cut-washers placed between the nut and the angle bracket, or nuts with integral washers.

603-4.01 Method of Measurement:

Driveway and road crossing culverts shall be a minimum of 18" in diameter.

Culvert will be measured by the linear foot. Coupling bands will be measured by the number of units installed. Imported backfill material required for backfill shall not be measured for payment but shall be considered incidental to culvert installation and repairs.

603-5.01 Basis of Payment:

All equipment, labor and imported backfill required for culvert installation and repair shall be included in the unit price for culvert.

The quantities shall be paid for at the contract price per unit of measurement, completed and accepted by the Road Maintenance POC, for each of the particular pay items listed below:

Numerical suffixes shall be the culvert diameter in inches.

Payment will be made under:

<u>Pay Item No.</u>	<u>Pay Item</u>	<u>Pay Unit</u>
603(1-12)	12 Inch Culvert	Linear Foot
603(2-12)	12 Inch Coupling Band	Each
603(1-18)	18 Inch Culvert	Linear Foot
603(2-18)	18 Inch Coupling Band	Each
603(1-24)	24 Inch Culvert	Linear Foot
603(2-24)	24 Inch Coupling Band	Each
603(1-30)	30 Inch Culvert	Linear Foot
603(2-30)	30 Inch Coupling Band	Each
603(1-36)	36 Inch Culvert	Linear Foot
603(2-36)	36 Inch Coupling Band	Each
603(1-48)	48 Inch Culvert	Linear Foot
603(2-48)	48 Inch Coupling Band	Each

END OF SECTION

Policy on Project Planning

PROJECT SCOPING and DEVELOPMENT FORM

This form is to be used to document project planning and approval in order to assure that: project options are well-considered; the best option is put forward; initial and continuing costs and funding are addressed; and that Council approval has been given for implementation. Use this project scoping form with the Project Planning and Approval Process Flow Chart.

Part 1. Project Identification

Name of project: _Drainage Improvements for Wilson Road

Department: Road Maintenance

Contact: Mike Taylor

E-mail: Mike.Taylor@gustavus-ak.gov Phone: 907-697-2273

Part 2. Project Scope

1. What is the project?

This project will improve drainage along Wilson Road to control flooding that occurs occasionally during heavy rainstorms

The goal of this project is to intercept water in a ditch along the west side of Wilson Road and channel it more directly to the airport drainage ditch and hence to Glen's Ditch and Icy Passage, without the water overtopping and damaging Wilson Road.

Objectives are: 1) Ditch both sides of Wilson Road from just south of the bend at the gravel pits to Chase Drive. 2) install culverts under approximately eight driveways and intersecting roads mostly on the west side, and two or more venting culverts under Wilson Road to carry the flow to the new ditch on the east side of Wilson Road and hence into the existing deeper ditch on the east side that begins at Chase Drive. 3) clean the existing ditch as needed to assure flow from Chase Drive intersection to where the road ditch enters the Airport drainage ditch approximately opposite Fara Way.

The beneficiaries of this project are the general driving public and the City of Gustavus.

No included in the project is cleaning of the airport drainage ditch and Glen's Ditch from Wilson Road to Gustavus Road, as this is the responsibility of DOT Airport Maintenance

2. Why is the project needed?

In very heavy rain events the Salmon River overflows through the forest and floods to the west side of Wilson Road between the Gravel pits and the Wilson

homestead site and then down Wilson Road until it enters the existing deep ditch on the east side of Wilson near Chase Drive. This flow tends to contribute to flooding of residential properties along Wilson Road, as it did most recently in December 2017. The flooding made Wilson Road impassable for about a day and significantly eroded the road surface and embankment. With climate change driving warmer surface temperatures in the Gulf of Alaska, Gustavus can expect an increasing frequency of such rain events.

3. Where did the idea for this project originate?

This project originated from observations and City official discussions following the flood event of December 2017. The Mayor has asked that we develop plans to improve drainage along Wilson Road.

4. Is this project part of a larger plan? No.

5. What is your timeline for project planning?

The project would be constructed during the 2018 construction season.

6. What is your budget for the planning process? Will you use a consultant?

Planning and design will be by the City Road Maintenance projects manager with input from the Road contractor. No consultant expected to be needed.

7. What is your rough estimate of the total cost of the planning and final product?

Program estimate is \$40,000.

Parts 3., 4., 5., 6. Project Investigation and Development

Summary:

1. What alternative approaches or solutions were considered?

Alternatives considered are:

- a. Option 1: No drainage action. This alternative would mean that the City accepts that Wilson Road will flood occasionally, with the attendant impassability, flooding of adjacent residential properties, and damage to the road in such events.
- b. Option 2: Improve drainage as described in this project scope.

The public concern following the most recent event and comments made to the City Council suggest support for improving drainage to shunt high flows away from private property and the City Road to reduce flooding.

3. Identify your funding source(s).

Funding for this project would be appropriated by the Council from accumulated unused revenue from past years.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? (+ = impact is beneficial; - = harmful)			
• Climate change	X		
• Streams/groundwater quality	X		
• Air quality	X		
• Soils/land quality		+	
• Fish/wildlife habitat, populations	X		
• Plant Resources (timber, firewood, berries, etc)	X		
• Invasive or pest species	X		
• Natural beauty of landscape or neighborhoods	X		
• Neighborhood character	X		
• Noise or other environmental impacts	X		
• Environmental sustainability	X		
• Hazardous substances use	X		
• Community waste stream	X		
• Light pollution at night	X		
Recreational opportunities?			
• Public land use and access		+	
• Trails/waterways	X		
• Parks	X		
• Public assembly/activities	X		
Education/training/knowledge & skill development?	X		
Public safety?		+	
Public health?	X		
Medical services?	X		
Emergency response?		+	
Economic performance & sustainability?			
• Employment of residents			
o Short-term (i.e. construction)		+	
o Long-term (operating and maintenance)	X		
• Cost of living reduction	X		
• Return on investment	X		
• Visitor opportunities/impressions/stays/purchases			+
• Competitive business environment	X		
• Support for existing businesses		+	
• New business opportunities	X		
• Economic sustainability		+	
• Attractiveness of City to new residents/businesses		+	
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)		+	

• Existing services		+	
• New services	X		
• Cost of City services		+	
• Tax income to City	X		
Transportation?			
• Air	X		
• Water	X		
• Roads		+	
Communications?			
• Internet	X		
• Phone	X		
• TV/radio	X		
Other? Residential and business property protection		+	

2. How does this project provide benefits or add value in multiple areas.

Roads are critical infrastructure for the community as they make possible transportation in support of personal and business activities. Further they are essential to delivery of emergency services. Reducing flooding on Wilson Road, which is a major thoroughfare, enables year-round drivability, reduces damage to vehicles, and reduces the cost of maintenance by the City.

3. Are other projects related to or dependent on this project?

The state DOT will partner with the City to clean the airport drainage ditch from Wilson Road to Gustavus Road to improve flow during major flood events. The City project is not dependent on the DOT ditch cleaning but will be enhanced by it.

4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? No.

5. What regulatory permits will be required and how will they be obtained? None.

6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?

Construction: \$40,000.

7. Is an engineering design or construction estimate necessary? No.

8. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? If so, how will the new revenue be collected? No.

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting, inspection		Equipment	\$
Site work	\$20,000	Contractual	\$
Demolition and construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other: culverts FOB Gustavus	\$20,000	Other (list)	\$
Other (list)		Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	\$

Updated Latest Estimate Budget Line Items if Changed Date: _____

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting; inspection		Equipment	\$
Site work	\$	Contractual	\$
Demolition and construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other (list)	\$	Total direct costs	
		Indirect costs	
		Income (fees, taxes))	\$
		Balance: costs-income	\$

Part 6. Jobs and Training (required by some granting agencies)

1. What service jobs will be needed for operation and maintenance?

No new jobs. Road Maintenance will remain a contracted service at approximately the current level.

2. How many full-time, permanent jobs will this project create or retain?

None

3. What training is necessary to prepare local residents for jobs on this project?

None

4. How many local businesses will be affected by this project and how?

One.

Meeting Record

Event (Meeting of committee, Council report, public hearing, etc.	Date	Agenda Posted (date)	Minutes or record Attached? (yes/no)	Outcome Rec to Council, requested action of Council, etc.	No. of atten- dees
Capital projects Committee	1/26/18	None			

City of Gustavus
City Administrator

Salary \$30-\$35.00 per hour DOE

Work Schedule – Part Time 20-30 hours/week

The City of Gustavus is seeking applicants for the position of City Administrator. The Administrator manages the operations of the City under general direction from the Mayor and the City Council, to include management and oversight of City departments and functions as delegated by the Council/Mayor, and coordination of special projects. The City Administrator advises the City Council in developing policies through ordinances, resolutions, and directives, and is responsible for policy implementation. This position's duties, as delegated by the City Council, include:

- Assist the Mayor in performing the executive functions of the City
- Serves as the Chief Administrative Officer of the City and manages administrative functions (including human resource functions). Supervises, carries out hiring process, trains, evaluates performance, and disciplines city personnel and oversees this process for all City employees through subordinate managers; recommends and implements policies and procedures for overall City functions; oversees and participates in the resolution of inquiries and complaints from the public and other organizations; and establishes, monitors and evaluates progress towards goals and objectives of the administration.
- Guides strategic planning functions of the City; participate in planning efforts at the local and regional level; keep City Council apprised of developments at the state and federal level that impact the City; monitor pending legislation for impact on the City; oversee compliance with new legislation; represent Gustavus at regional conferences, task force groups, and meetings; writes and administers grants
- Serves as a liaison between City staff, the Mayor and the City Council; work closely with City Attorney, auditors, and other consultants and contractors employed by the City. Managing leases: bulk fuel, generator building, AT&T, ACS, GCI, pit mining.
- Attends all meetings of the City Council and assists with the preparation of monthly City Council agendas. Briefs Council Members on pending agenda items and other City issues; responds to inquiries and provides Council Members with information on the status of the City operations and projects; provides analysis to assist the Council to make informed policy decisions.
- In conjunction with the City Treasurer, performs financial and managerial analyses for the Mayor and City Council pertaining to City operations and programs under consideration; gather relevant information, evaluate data and make recommendations based on findings; prepares reports; and makes presentation to the City Council and other interested parties.
- Oversee development of annual Operating Budget in conjunction with the Mayor and City Treasurer;
- Oversees implementation of and proposes updates to the Capital Improvement Plan in conjunction with the Mayor and department heads guides capital project administration, procurement, and construction and contracting administration with the City Treasurer;
- Oversee Risk Management – work with city attorney
- Property Management – exercise custody of all City-owned property

Qualifications:

A Bachelor's degree in Public Administrations, Business Administration or related field, plus a minimum of 5 years of progressively responsible professional experience in management and human resources. Alternatively, have a satisfactory equivalent combination of experience, education and training which demonstrates the knowledge, skills and abilities to perform the job duties. Preferred experience working in rural Alaska, familiar with grant writing and contract administration. The successful applicant will be approachable and possess the ability to establish and maintain positive and cooperative working relationships with citizens, City officials, employees, businesses and other government agencies. Must have demonstrated ability to provide effective leadership to build and maintain a positive team environment. Strong written and verbal communication skills are a must.

TO Apply: Provide a cover letter, resume, and city application by 5 PM June 15, 2018 electronically to clerk@gustavus-ak.gov or by mail to City of Gustavus, City Administrator recruitment PO Box 1, Gustavus, AK, 99826. For more information, please contact Barb Miranda, Mayor, City of Gustavus, at 907 697 2451.



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

City Council Reports



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

City Council Questions and Comments



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

Executive Session



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

Adjournment

May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8 Susan Warner gone until May 17th	9	10	11 Karen Platt gone until May 25 th (IIMC Conference)	12
13	14 DRC Hazardous Waste Event	15 Strawberry Point Pioneer Submission Deadline	16	17	18	19
20 Susan Warner gone until May 25th	21	22	23	24	25	26 Gustavus Community Center/Rookery Rumblefish Fundraiser at Salmon River Park
27	28 City Hall Closed for Memorial Day	29	30	31 Karen Platt gone until June 11 (IIMC Institute)		