



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

General Meeting Packet

June 11, 2018



GUSTAVUS CITY COUNCIL

GENERAL MEETING

JUNE 11, 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 **Pg. 5**
 - A. General Meeting Minutes 05-14-18 **Pg. 6**
 - B. Special Meeting Minutes 05-23-18 **Pg. 13**
4. Mayor's Request for Agenda Changes **Pg. 15**
5. Committee/Staff Reports **Pg. 16**
 - A. Mayor's Report
 - B. Marine Facilities Coordinator **Pg. 17**
 - C. Treasurer **Pg. 22**
6. Public Comment on Non-Agenda Items **Pg. 27**
7. Consent Agenda **Pg. 28**
 - A. Introduce FY18-23NCO Providing for the Amendment of the Road Maintenance Budget and the City Held Accounts in FY18 (National Forest Receipts received) **Pg. 29**
 - B. Approve Revised Scoping Document for CP17-02 Subproject "DRC Driveway and Recycling Outflow Storage Area Improvement Project" (original scoping approved 9/19/16) **Pg. 31**
 - C. Approve Revised Scoping Document for CP18-05 Subproject "DRC Pre-Processing Storage Area" (original scoping approved 9/19/16) **Pg. 35**
8. Ordinance for Public Hearing **Pg. 39**
 - A. Approve FY18-15NCO Providing for the Establishment and Adoption of the Budget for Fiscal Year 2019 (Introduced April 9, 2018) **Pg. 40**
 - B. Approve FY18-16NCO Providing for the Amendment of the City Held Accounts in FY18 (AMLIP account reorganization) (Introduced May 14, 2018) **Pg. 80**
 - C. Approve FY18-22NCO Providing for the Amendment of the City Held Accounts in FY18 (Capital Improvement Project funding) (Introduced May 14, 2018) **Pg. 82**



GUSTAVUS CITY COUNCIL

GENERAL MEETING

JUNE 11, 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

9. Unfinished Business [Pg. 83](#)

- A. Public Input on Draft Beach Development Plan; Discussion of Alternatives - Vegetation Management, Camping, Access [Pg. 84](#)**
- B. Approve City Administrator Job Description [Pg. 92](#)**

10. New Business [Pg. 99](#)

- A. Resolution CY18-19 Policy and Procedures for Road Names and Name Changes [Pg. 100](#)**
- B. Resolution CY18-20 Policies for Gustavus Public Library [Pg. 104](#)**
- C. Award RFQ FY19-01 Road Maintenance Contract**
- D. Amend City Treasurer's Work Schedule**

11. City Council Reports [Pg. 113](#)

12. City Council Questions and Comments [Pg. 114](#)

13. Public Comment on Non-Agenda Items [Pg. 115](#)

14. Executive Session [Pg. 116](#)

15. Adjournment [Pg. 117](#)



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

Approval of Minutes

**GUSTAVUS CITY COUNCIL
GENERAL MEETING MINUTES
May 14th, 2018**

1. CALL TO ORDER:

A General Meeting of the Gustavus City Council is called to order on May 14th, 2018, at 7:00pm by Mayor Miranda. There are seven (7) 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 (by conference call)

The following members are not present: All Present

3. APPROVAL OF MINUTES:

A. General Meeting Minutes 04-09-18

MOTION: Council Member Cook moves to approve the General Meeting Minutes from April 9th, 2018

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

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:

Move new business Item K Approve City Administrator to be new business Item A
Hearing no objections, Mayor Miranda announced the agenda as set

5. COMMITTEE REPORTS/STAFF REPORTS:

A. DRC-Paul Berry provided a written and oral report

B. Clerk-Karen Platt provided a written report

C. GVA-Jim Kearns provided an oral report – not present until later; report given as public comment to Resolution CY18-16, per Mayor's request

D. Monthly Financial - Treasurer Phoebe Vanselow provided a written report

6. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

7. CONSENT AGENDA

A. Records Destruction Certificate

B. Introduce FY18-16NCO-AMLIP Transfers

C. Introduce FY18-17NCO-Road Maintenance 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

MOTION: Council Member Ohlson moves to approve the Consent Agenda

SECONDED BY: Cook

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

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)

MOTION: Vice Mayor Ohlson moves to Approve FY18-14NCO Providing for the Amendment of Department Budgets for FY18 Managed IT Services (Introduced 04/09/2018)

SECONDED BY: Council Member Sunday

PUBLIC COMMENT: None

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

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)

MOTION: Council Member Cook moves to Substitute FY18-15NCO (Introduced 04/09/2018) Providing for the Establishment & Adoption of the Budget for FY19 with the updated version showing minor changes

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT: Council Member Warner wants to ensure the public is aware of changes in the budget compared to prior years, especially payroll and health benefits, so they can review before 6/11/18 public hearing.

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 7/0

10. NEW BUSINESS:

A. Approve City Administrator Job Description

MOTION: Council Member Casipit moves to Approve City Administrator Job Description

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT:

- a) Paul Berry, should ordinance precede job description
- b) Karen Sargent, City Administrator would benefit the city

COUNCIL COMMENT:

- a) Council Member Sunday, should job description include lobbying
- b) Council Member Cook, job description could change later but seems full now
- c) Council Member Taylor and Mayor Miranda discussion of dividing responsibilities between Mayor and City Administrator

AMENDMENT TO THE MAIN MOTION:

Council Member Warner moves to amend the City Administrator Job Description as described in a provided document

SECONDED BY: Council Member Cook

COUNCIL COMMENT: extensive

ROLL CALL VOTE ON AMENDMENT TO MAIN MOTION

YES: Sunday, Warner

NO: Casipit, Ohlson, Miranda, Cook, Sunday, Taylor, Warner

RECUSED: 0

MOTION PASSES/**FAILS** 2/5

MOTION TO POSTPONE: Council Member Taylor moves to postpone approval of the City Administrator job description to the June 11th General Meeting

SECONDED BY: Council Member Ohlson

COUNCIL COMMENT:

a) Council Member Casipit

ROLL CALL VOTE ON MOTION TO POSTPONE

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

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 7/0

B. Borough Task Force Nomination

MOTION: Mayor Miranda moves to approve appointing Erin Ohlson to participate as citizen representation on the Borough Task Force

SECONDED BY: Council Member Taylor

PUBLIC COMMENT:

a) Erin Ohlson

COUNCIL COMMENT:

a) Council Member Warner

Hearing no objections, the motion is passed by unanimous consent

C. Approve Gustavus Community Garden Fence

MOTION: Vice Mayor Ohlson moves to Approve additional Gustavus Community Garden Fence

SECONDED BY: Council Member Cook

PUBLIC COMMENT:

a) Kathy Hocker

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 7/0

D. Resolution CY18-15 Policy & Procedure for Employee Benefits Policy ~~Health Benefits Plan & Stipend~~

MOTION: Council Member Casipit moves to adopt Resolution CY18-15 City of Gustavus Benefits Policy for Eligible Regular Position Employees Effective May 15, 2018

SECONDED BY: Council Member Sunday

PUBLIC COMMENT:

a) Paul Berry

COUNCIL COMMENT:

a) Council Member Ohlson requests conflict of interest hearing

CONFLICT OF INTEREST HEARING

Vice Mayor Ohlson declared a conflict of interest regarding Resolution CY18-15 Policy & Procedure for Employee Benefits Policy and stated that his wife is an employee who will be affected by changes in the health benefits plan.

Mayor Miranda made the determination that a conflict of interest exists and requested that Vice Mayor Ohlson participate in discussion and recuse himself from voting on Resolution CY18-15.

COUNCIL COMMENT:

- a) Council Member Taylor explains history of health benefits provided by the city, prefers policy that offers health benefits enrollment with employer paying 80% of premium and does not offer stipend

AMENDMENT TO THE MAIN MOTION:

Council Member Taylor moves to amend Resolution CY18-15 City of Gustavus Benefits Policy for Eligible Regular Position Employees Effective May 15, 2018 as follows:

I. Health Insurance

Strike everything after "all eligible employees".

Next paragraph, the City will pay "80% of the premium". Rest of paragraph is deleted except last sentence

Remove third and fourth paragraph entirely.

Policy:

Strike sentence regarding proof of coverage.

Under (A), delete paragraph "On a monthly basis".

SECONDED BY: Council Member Warner

COUNCIL COMMENT:

- a) Council Member Cook, do any of these edits preclude offering group health plan.
- b) Mayor Miranda, Premier Blue Cross Blue Shield of Alaska requires proof of coverage to waive enrollment.

AMENDMENT TO THE AMENDMENT:

Council Member Taylor moves to amend his amendment to Resolution CY18-15 City of Gustavus Benefits Policy for Eligible Regular Position Employees Effective May 15, 2018 as follows:

Retain edits listed above, but in addition retain last sentence under Policy "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."

SECONDED BY: Council Member Warner

COUNCIL COMMENT:

- a) Council Member Taylor

ROLL CALL VOTE ON MOTION

YES: Warner, Cook, Taylor, Miranda

NO: Casipit, Sunday

RECUSED: Ohlson

MOTION **PASSES**/FAILS 4/2

AMENDMENT TO THE MAIN MOTION:

Discussion returns to Council Member Taylor's now amended amendment to Resolution CY18-15 City of Gustavus Benefits Policy for Eligible Regular Position Employees Effective May 15, 2018 as described and amended above.

COUNCIL COMMENT: extensive

AMENDMENT TO THE MAIN MOTION AS AMENDED:

Council Member Warner moves to waive 20% employee contribution for existing employees on the plan until the sunset date of December 31, 2018, listed in the current benefits policy

SECONDED BY: None

Motion not brought forward.

AMENDMENT TO THE ORIGINAL MAIN MOTION:

Discussion returns to Council Member Taylor's amended amendment to Resolution CY18-15 City of Gustavus Benefits Policy for Eligible Regular Position Employees Effective May 15, 2018 as described and amended above.

COUNCIL COMMENT: extensive

ROLL CALL VOTE ON MOTION

YES: Warner, Taylor

NO: Casipit, Cook, Sunday, Miranda

RECUSED: Ohlson

MOTION **PASSES/FAILS** 2/4

Discussion returns to original motion by Council Member Casipit to adopt Resolution CY18-15 City of Gustavus Benefits Policy for Eligible Regular Position Employees Effective May 15, 2018.

ROLL CALL VOTE ON MAIN MOTION

YES: Miranda, Sunday, Casipit, Cook

NO: Taylor, Warner

RECUSED: Ohlson

MOTION **PASSES/FAILS** 4/2

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

MOTION: Council Member Sunday moves to adopt Resolution CY18-16 Policy & Procedure for Disbursement of Room Tax Monies to the Gustavus Visitor Association

SECONDED BY: Council Member Cook

PUBLIC COMMENT:

- a) GVA President Jim Kearns gives a public comment of GVA's quarterly report.

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION **PASSES/FAILS** 7/0

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

MOTION: Council Member Taylor moves to adopt Resolution CY18-17 Policy & Procedure for Funding Limited Social Services

SECONDED BY: Council Member Sunday

PUBLIC COMMENT:

- a) Erin Ohlson

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION **PASSES/FAILS** 7/0

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

MOTION: Vice Mayor Ohlson moves to adopt Resolution CY18-18 Policy & Procedure for Unrestricted Fund Balance

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT:

- a) Council Member Taylor

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 7

MOTION **PASSES**/FAILS 7/0

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

MOTION: Council Member Casipit moves to adopt Resolution CY18-14 Policy & Procedure for Project Planning

SECONDED BY: Council Member Miranda

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 7/0

I. Approve Capital Improvement Plan 2018-2023

MOTION: Council Member Sunday moves to approve Capital Improvement Plan 2018-2023

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 7/0

J. Approve RFQ FY19-01 Road Maintenance

MOTION: Council Member Taylor moves to Approve RFQ FY19-01 for Annual Road Maintenance

SECONDED BY: Council Member Sunday

PUBLIC COMMENT: None

COUNCIL COMMENT:

- a) Council Member Cook recommends amending wording regarding brush mower to indicate contractor-supplied, not contractor-owned. Council discussion regarding keeping road maintenance, roadside brushing, and snowplowing in one RFQ or advertising as separate RFQs.

AMENDMENT TO THE MAIN MOTION:

Council Member Miranda moves to approve RFQ FY19-01 for Annual Road Maintenance with the amendment of separating it into three separate RFQs for road maintenance, roadside brushing, and snowplowing

SECONDED BY: Council Member Ohlson

COUNCIL COMMENT: Council discussion

ROLL CALL VOTE ON MOTION

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

NO: Taylor

RECUSED: 0

MOTION **PASSES**/FAILS 6/1

K. Approve Wilson Road Drainage Project Scoping Document

MOTION: Council Member Cook moves to Approve Wilson Road Drainage Project Scoping Document

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 7/0

11. CITY COUNCIL REPORTS:

- a) Council Member Casipit
Pleased to have school kids come to learn about municipal government
- b) Mayor Miranda-Still trying to get intertie design plans prior to its final approval
- Juneau airport north terminal is going to demolished and not rebuilt as originally planned, eliminating opportunity for small air carriers to compete; contacted Robert Venables of Southeast Conference for more information
- c) Vice Mayor Ohlson – strategic planning meeting 5/16; NPS approved 50 cu. yds. of gravel for Salmon River Park playground project
- d) Council Member Sunday – DOT almost done with review documents for Gustavus Dock refurbishment, City will get an invite to review; design team will then come out for a site visit to address concerns in June

12. CITY COUNCIL QUESTIONS AND COMMENTS: None

13. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

14. EXECUTIVE SESSION

15. ADJOURNMENT:

Hearing no objections, Mayor Miranda adjourns the meeting at 9:59pm.

**GUSTAVUS CITY COUNCIL
SPECIAL MEETING MINUTES
May 23rd, 2018**

1. CALL TO ORDER:

A Special Meeting of the Gustavus City Council is called to order on May 23rd, 2018, at 7:00pm by Mayor Miranda. There is 1 (one) member 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

The following members are not present: Council Member Warner, excused

3. APPROVAL OF MINUTES:

4. MAYOR'S REQUEST FOR AGENDA CHANGES: None

Hearing no objections, Mayor Miranda announced the agenda as set.

5. COMMITTEE REPORTS/STAFF REPORTS:

6. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

7. CONSENT AGENDA

8. ORDINANCE FOR PUBLIC HEARING

A. Approve FY18-17NCO Providing for the Amendment of Department Budgets and the City Held Accounts in FY18 Road Maintenance (Introduced 05/14/2018)

MOTION: Council Member Taylor moves to Approve FY18-17NCO Providing for the Amendment of Department Budgets and the City Held Accounts in FY18 Road Maintenance (Introduced 05/14/2018)

SECONDED BY: Mayor Miranda

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

Hearing no objections, motion passes by unanimous consent

B. Approve FY18-18NCO Providing for the Amendment of Department Budgets for FY18 Marine Facilities (Introduced 05/14/2018)

MOTION: Council Member Sunday moves to Approve FY18-18NCO Providing for the Amendment of Department Budgets for FY18 Marine Facilities (Introduced 05/14/2018)

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections, motion passes by unanimous consent

C. Approve FY18-19NCO Providing for the Amendment of the Gustavus Public Library Budget for FY18 (Introduced 05/14/2018)

MOTION: Council Member Cook moves to Approve FY18-19NCO Providing for the Amendment of the Gustavus Public Library Budget for FY18 (Introduced 05/14/2018)

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections, motion passes by unanimous consent

D. Approve FY18-20NCO Providing for the Amendment of the Gustavus Volunteer Fire Department Budget for FY18 (Introduced 05/14/2018)

MOTION: Council Member Casipit moves to Approve FY18-20NCO Providing for the Amendment of the Gustavus Volunteer Fire Department Budget for FY18 (Introduced 05/14/2018)

SECONDED BY: Mayor Miranda

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

Hearing no objections, motion passes by unanimous consent

E. Approve FY18-21NCO Providing for the Amendment of the Disposal & Recycling Center Budget for FY18 (Introduced 05/14/2018)

MOTION: Vice Mayor Ohlson moves to Approve FY18-21NCO Providing for the Amendment of the Disposal & Recycling Center Budget for FY18 (Introduced 05/14/2018)

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections, motion passes by unanimous consent

9. UNFINISHED BUSINESS

10. NEW BUSINESS:

11. CITY COUNCIL REPORTS:

12. CITY COUNCIL QUESTIONS AND COMMENTS:

Council Member Taylor: HB130 did not pass – would have added to the boundaries of the Dude Creek Critical Habitat Area

Mayor Miranda: draft RFP for electrical intertie has been received

13. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

14. EXECUTIVE SESSION

15. ADJOURNMENT:

Hearing no objections, Mayor Miranda adjourns the meeting at 7:07pm.



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Mayor's Request for Agenda Changes



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Committee/Staff Reports



Marine Facilities Coordinator (MFC) Quarterly Staff Report

Ben Sadler, Marine Facilities Coordinator/Harbormaster

Tuesday, June 5th, 2018

This is my first quarterly report. My next quarterly report is due in September. I hope to have a more detailed and concise report then, based on my observations and experience gained this summer, my first in this position.

General Day to Day

First, I would like to point out that I see the Marine Facilities Coordinator (MFC) and the Harbormaster duties as separate, and although both can currently be accomplished in a reasonable fashion by one person, I will be separating the two in this report to better clarify the needs and workload of each position more clearly.

Harbormaster

In the role as Harbormaster, I have spent time monitoring the activity at both the Dock facility and Salmon River Boat Harbor. With the season just getting started, there has not been too much activity at either. The charter boat captains have just started getting their boats out and the use of the Boat Harbor area has been minimal. On April 16th I was able to get the waterless restrooms at the Dock location and Salmon River Park open, and on April 29th Fairweather Construction and myself were able to get the floats moved out of the Boat Harbor area and secured to the pilons at the Multimodal Dock Facility. Joe Vanderzanden and two of his grandchildren were there and helped out as well, as did Toshua Parker. For the most part, things have been quiet. I have twice had mooring issues brought to my attention, each time it was due to boats being anchored too closely together, and each time the captains involved were able to remedy the problems themselves. It was also brought to my attention that perhaps a mooring field should be put into place by the City. I am not sure if that is feasible, or under our jurisdiction. I will look into it more and if it seems like something to be brought before the council, I will include it into my September report. I have also repaired

or replaced Bullrails on the floats at both locations. It would be my recommendation that all floats be assessed over the summer and repairs be done in the fall. I have attached a picture of a more obvious example of the damage I am referring to. Currently one float remains unused in the Boat Harbor. Once the ramp that was broken last fall has been ordered and replaced, the remaining float will be moved and put into its proper place as well.

I have used my spare time to walk the beach and collect trash and assess the situation there. For the most part the beach itself has been free of trash, although I have seen a slight but steady increase as the season has gotten going and use has increased. Only twice have I seen ATV tracks on the beach and in the surrounding area. Once it was obviously a dirt bike track. The tracks were on both sides of the dock, on all dirt roads, and much damage was done to the grassy areas between the dirt roads and the beach. The second was a four-wheeler track, and most of the tracks were limited to the dirt roads and beach, although a few tracks on the west side of the dock crossed the grassy area as well.

I have checked the bathrooms and trash daily, and cleaned the bathrooms as needed. So far, I am only aware of one person using the trashcans at the beach for their home trash, and I am working on finding out who it is. If I do, I will send them a polite letter asking them to discontinue doing so.

I have spent a good portion of my time working at the Boat Harbor in an attempt to make sure that all users are getting their boats registered. I have written a letter that should have gone out by the time this report is given asking unregistered boat owners to register their boats, with an explanation of where that money is used, and how it will benefit them.

Marnie Facility Coordinator

In the role as Marine Facility coordinator, I have spent most of my time trying to familiarize myself with the history of all locations under my care. As I get to know the history of each location, and the past efforts to maintain, upgrade, or keep the natural beauty of the areas, I will be able to more efficiently use my time and ability to move forward and secure, protect, and enhance each as is called for. I believe that the coastal waterways and their respective land counterparts are vital for the continued prosperity and wellbeing of Gustavus and its residents, and

I will do what I can to see that they are something we can all be proud of, now and for generations to come.

The Beach

I have read through the 2005 Strategic plan (on all areas that fall under my responsibility), and all of the comments in the Beach File, and compiled for myself a list of obvious things that we can do to control traffic and damage to the immediate area surrounding the Beach and the Beach itself. My first recommendation would be to add literature to the GVA sign located in front of the fuel farm to educate our summer guests on the fragile nature of the environment. It never hurts to point out the obvious, especially when it's not so obvious to everyone. Second, I would have signs ordered or made, ASKING people not to drive off the pavement, and remind them that it's in an attempt to preserve our extremely fragile environment. Third I would suggest coming up with a comprehensive plan to add parking on one side of the dock or the other, put in a rustic type of fencing (Nicole Grewe), and limit traffic in the area to foot paths only, with the exception of a hard packed trail leading to a picnic area that handicapped people, as well as everyone else can use to enjoy the peaceful setting that is our Beach. As far as camping on the Beach goes, as an Alaskan and as adjacent land owner (Ben DeBoer) pointed out, I have a hard time telling people what they can and can't do in and public areas. But, as was later mentioned by Nat Drumheller in his letter on the issue, "What if I wanted to light off dynamite on the Beach?", at some point we are going to have to decide where to draw the line as far as the Beach is concerned. I would suggest that instead of enacting a Law that says you cannot camp on the Beach, or starting a campground at the beach, (both suggested by letter writers on the Beach issue) we add something to the GVA sign informing people that we have a campground in town (started by Morgan Deboer in 2014), with the same views as are found at the Beach, but that offers the seclusion that many campers are looking for, and at the same time helps us protect the area. I am ready to do whatever the Mayor and City Council decides on these issues and would suggest that in the least we put up signage to educate users and ask for their help in preserving this fragile environment. As I am aware of the damage to the Beach area over the twenty years that I have lived in or owned property in Gustavus, but not part of any committee or group that has dealt with this issue, I am open to hearing or reading

any suggestions on how to preserve the way of life we all love here, along with the freedoms we enjoy, while maintaining the natural beauty of the beach.

Salmon River Boat Harbor

The Salmon River Boat Harbor is not only a vital resource area to the livelihood of many Gustavus residents, it is also a vital part of our recreational access to the waters surrounding the area. With that in mind, I have been reading over past thoughts on ways to improve and enhance this area. One of the hardest parts in managing the Boat harbor itself is the private (or not) floats built before 2007. Although they remind us of a time when everything in Gustavus was done by volunteers and hardworking residents, most of the “private” floats down there are in disarray and in need of repair or replacement. With the newly secured funds for the Capital Improvement Fund project, we will continue through the summer to remove derelict boats, unwanted floats, and other debris from the area. I am currently working on a plan, with the help of the Mayor and the City Council, to get these projects started and will hopefully have them underway and/or completed by my next report in September. I have also been working with Phoebe to make sure that all users of the area are paying the user fees per Gustavus Municipal code 8.03. My hope would be that as we continue to make the area a cleaner nicer place to work in, store boats and tackle, and launch boats, that the enforcement of Title 8 will become easier.

Multimodal Dock Facility and Floats

As stated earlier in this report, the charter fishing fleet, as well as the commercial fishermen and women, have been slowly coming in more and more. As this is my first year in this position, I have been trying to learn how the operators work with each other, and how they use this facility, before making too many arbitrary decisions on how things could be done better. At the moment my only real concerns are maintaining the floats in their current condition through the summer, and getting funding to repair them in the fall, while finding better ways to serve the users of this facility in the future. So far, Everyone I have talked to down there has had suggestions on how this can be done. I will continue to record these suggestions and present a more concise plan for the future in my September report.

Budget

I have not yet had a chance to sit down with Phoebe to discuss the Marine Facilities Budget. I hope by my September report to have a better understanding of the budgeting process and the Marine Facility's budget in general.

The Future

As far as the future goes, I see this as My/Our opportunity to turn our Marine Facilities into what we want to leave behind to the next generation. I look forward to working with the Mayor, City Council, and Gustavus residents to see that this happens.

My only other thought is that perhaps we could consider adding "Parks" to the Title and Job description (Marine Facilities and Parks). Although this would add to my work load, I am willing to take it on if there is funding for it. I see it not only as an additional responsibility through the summer but, could also be added to the light workload from September 15th through the end of December.

Thank you. *Report compiled by BPS on 05/30/18*

Treasurer's Report
Phoebe Vanselow
June 11, 2018

QuickBooks clean-up is complete, and an accurate Balance Sheet can now be generated and will be presented to the council and public each month.

The end of the fiscal year is approaching, and the city is making its final purchases for the fiscal year. Once all purchase orders are closed, I will be contacting Altman, Rogers, and Co. to conduct review services on our books, per my request and the council's discussion in January. This has been included in the FY19 budget.

Since my last written report, the FY19 budget narrative was completed and the Capital Improvement Plan was adopted. These documents should only improve each year. Thanks to all of the employees and council members for their hard work on these.

Financial highlights for this fiscal year include:

- A full budget narrative to support the FY19 budget figures
- A 5-year Capital Improvement Plan
- Restructuring of the AMLIP accounts into fewer, more intuitive categories
- Adoption of the Unrestricted Fund Balance Policy, which includes guidance on the use of any surplus funds
- An accurate balance sheet
- An updated asset list with calculations of Repair & Replacement funds for each department, with an associated AMLIP account funded to the appropriate level for asset replacement savings to date and annual contributions to the funds to be made by each department (included in the FY19 budget)
- Updated insurance coverage to include the waterless restrooms, the newer Bobcat, accurate workers' compensation, and the bulk fuel farm
- Cost savings through consolidated phone bills, cancellation of unused MiFi, and PCI compliance to remove \$19.95 monthly credit card fee

Other accomplishments include:

- Creation of a Managed IT Services RFP and a contracted vendor on board
- Creation of a 12+ page Treasurer Manual of Duties which includes step-by-step protocols for some tasks – continuing to add to it

06/01/18

Accrual Basis

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

	Jul '17 - May 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Admin Fees	0.00	10.00	-10.00	0.0%
Business License Fees	3,650.20	3,000.00	650.20	121.7%
Donations	960.00	2,000.00	-1,040.00	48.0%
DRC Income	87,068.02	88,280.00	-1,211.98	98.6%
Federal Revenue				
Payment In Lieu of Taxes	107,545.26	107,545.26	0.00	100.0%
Total Federal Revenue	107,545.26	107,545.26	0.00	100.0%
Fundraising	1,010.00	5,200.00	-4,190.00	19.4%
GVFD Income	1,275.00	1,500.00	-225.00	85.0%
Interest Income	800.94	70.00	730.94	1,144.2%
Lands Income	9,906.00	8,000.00	1,906.00	123.8%
Lease Income	9,812.15	15,541.42	-5,729.27	63.1%
Library Income	1,116.93	3,000.00	-1,883.07	37.2%
Marine Facilities Income	16,335.00	14,000.00	2,335.00	116.7%
Sales Tax Income				
Retail Tax Income	351,667.45	319,000.00	32,667.45	110.2%
Room Tax Income	74,392.35	67,000.00	7,392.35	111.0%
Fish Box Tax	13,515.69	15,000.00	-1,484.31	90.1%
Penalties & Interest	4,912.53	0.00	4,912.53	100.0%
Tax Exempt Cards	170.00	150.00	20.00	113.3%
Seller's Compensation Discount	-790.77	0.00	-790.77	100.0%
Total Sales Tax Income	443,867.25	401,150.00	42,717.25	110.6%
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	774,091.83	733,468.17	40,623.66	105.5%
Gross Profit	774,091.83	733,468.17	40,623.66	105.5%
Expense				
Administrative Costs	2,493.43	9,400.00	-6,906.57	26.5%
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	1,778.08	2,480.00	-701.92	71.7%
Building	13,220.22	26,397.13	-13,176.91	50.1%
Contractual Services	24,796.39	57,690.00	-32,893.61	43.0%
Dues/Fees	4,960.98	7,100.00	-2,139.02	69.9%
Election Expense	212.17	500.00	-287.83	42.4%
Equipment	10,618.74	20,315.00	-9,696.26	52.3%
Freight/Shipping	13,771.23	19,110.00	-5,338.77	72.1%
Fundraising Expenses	1,437.64	1,850.00	-412.36	77.7%
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	1,690.31	6,000.00	-4,309.69	28.2%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	299,497.90	380,250.13	-80,752.23	78.8%

06/01/18

Accrual Basis

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

	Jul '17 - May 18	Budget	\$ Over Budget	% of Budget
Professional Services	25,056.70	40,000.00	-14,943.30	62.6%
Public Relations	345.91	2,000.00	-1,654.09	17.3%
Road Maintenance	86,310.24	105,000.00	-18,689.76	82.2%
Social Services	10,540.00	10,540.00	0.00	100.0%
Supplies	12,841.09	22,745.00	-9,903.91	56.5%
Telecommunications	19,950.50	20,610.00	-659.50	96.8%
Training	10,676.91	12,880.00	-2,203.09	82.9%
Travel	13,630.86	16,945.00	-3,314.14	80.4%
Utilities	15,926.81	18,390.00	-2,463.19	86.6%
Vehicle	5,538.05	8,550.00	-3,011.95	64.8%
Total Expense	583,314.52	798,552.26	-215,237.74	73.0%
Net Ordinary Income	190,777.31	-65,084.09	255,861.40	-293.1%
Other Income/Expense				
Other Income				
Encumbered Funds	90,000.00	105,000.00	-15,000.00	85.7%
Total Other Income	90,000.00	105,000.00	-15,000.00	85.7%
Net Other Income	90,000.00	105,000.00	-15,000.00	85.7%
Net Income	280,777.31	39,915.91	240,861.40	703.4%

City of Gustavus
Balance Sheet
As of May 31, 2018

	May 31, 18
ASSETS	
Current Assets	
Checking/Savings	
AMLIP - CoG Main account (0630598.1)	1,182,859.62
AMLIP Admin (0630598.10)	40,827.02
AMLIP Beach (0630598.11)	36.02
AMLIP DRC (0630598.9)	14,077.42
AMLIP GCN (0630598.5)	1,978.82
AMLIP GVFD (0630598.4)	0.38
AMLIP Lands (0630598.7)	6,607.72
AMLIP Library (0630598.2)	48,823.86
AMLIP MFC (0630598.3)	88,691.04
AMLIP Public Works (0630598.6)	35,200.60
AMLIP Road Maint (0630598.8)	94,372.16
APCM.Endowment Fund	1,426,872.65
FNBA - Checking	377,658.55
FNBA Endowment Fund - Checking	58,746.01
FNBA First Investment Account	750,834.69
Petty Cash	589.71
Total Checking/Savings	4,128,176.27
Accounts Receivable	
Accounts Receivable	14,870.55
Total Accounts Receivable	14,870.55
Total Current Assets	4,143,046.82
TOTAL ASSETS	4,143,046.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	6,835.11
Total Credit Cards	6,835.11
Other Current Liabilities	
Deferred Income	9,000.00
Payroll Liabilities	
State Unemployment	836.85
Total Payroll Liabilities	836.85
Total Other Current Liabilities	9,836.85
Total Current Liabilities	16,671.96
Total Liabilities	16,671.96
Equity	
Fund Balance	2,950,091.65
Opening Bal Equity	1,084,743.57
Net Income	91,539.64
Total Equity	4,126,374.86
TOTAL LIABILITIES & EQUITY	4,143,046.82

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	\$1,278.41	\$0.00	Alaska OWL monthly internet subsidy
	Library Supplies	8/2/2017	\$7,000.00	FY18 PLA Grant	\$6,997.69	\$2.31	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	5/30/2018	\$2,500.00		\$2,500.00	\$0.00	State of AK grant for AkLA conference reimbursement
	Library Training		pending	---	\$400.00		State of AK grant for Small Library Institute of Management (SLIM) 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	\$2,153.00	\$5,159.50	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
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

\$55,963.47

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

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY18-23NCO**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2018, income and expenditures 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 Fiscal Year of 2018, the budget and City held accounts are amended to reflect the changes as follows:

Budget Category	Amounts		
INCOME	Original Budget	Amended Budget	Change
National Forest Receipts	\$ 0.00	\$ 53,913.19	\$ 53,913.19
<i>National Forest Receipts were received June xx, 2018 for FY18.</i>			
Encumbered Funds - Other	\$ 105,000.00	\$ 51,086.81	<\$ 53,913.19>
<i>The income source for this is the AMLIP – Road Maintenance account.</i>			
<hr/>			
Total Change in Income			\$ 0.00
	Amounts		
CITY HELD ACCOUNTS	Account Balance*	Amended Balance	Change
<i>*Approximate, this is a dynamic value. Balances do not include transfers for FY18-16NCO.</i>			
FNBA checking account	\$ 389,864.79	\$ 335,951.60	<\$ 53,913.19>
AMLIP – Road Maintenance	\$ 79,372.16	\$ 133,285.35	\$ 53,913.19
<i>AMLIP – Road Maintenance funds transferred for FY18 = \$105,000.00. Returning \$53,913.19 to savings due to National Forest Receipts payment.</i>			
<hr/>			
Total Change in 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: *June 11, 2018*

DATE OF PUBLIC HEARING: *July 9, 2018*

PASSED and **APPROVED** by the Gustavus City Council this __th day of July, 2018.

Barbara Miranda, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

DRAFT



**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 **X** 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 **X** NO ☐

Will the project provide broad community benefit? YES **X** 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):

Disposal & Recycling Center Driveway and [Recycling] Outflow Storage Area Improvement Project CP17-02

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.

Improving public safety at the DRC by addressing the problem of the facilities undersized driveway. This project would include relocating the current recycling outflow storage area (where bales of recyclables are stored prior to shipping) which is currently in the driveway/ turnaround area to a new, dedicated outflow storage area behind the office and beside the composting yard fence.

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.

In the past couple of years using our own equipment the driveway at the DRC has slowly been widened with the removal of small trees and brush. Additionally the use of the dirt in the earthen mounds in the driveway area to bury the waste in the larger waste mound has helped in the driveway widening process. This project seeks to accelerate this improvement process by hiring a local contractor with larger equipment. Excess dirt from the driveway area will be moved to waste mound area and stored close to where it will be used for cover.

Outflow storage is a very important part of the recycling process at the DRC. Historically the DRC has stored bales that are ready for shipment close to the main building but this practice has only added to the driveway congestion problem. There is need for a dedicated outflow storage area, away from the driveway that is large enough to be able to hold the wide variety of materials that accumulate at the facility until a sufficient quantity is collected to reach the lowest shipping cost (i.e. a full shipping van). The proposed outflow storage area is lightly vegetated. Trees and over burden will have to be removed and pit run from the City's gravel pits will need to be brought in and compacted. Additionally a small driveway will need to be constructed to connect this new storage area to the existing driveway.

The size of the proposed outflow storage area depends on what the contractor can do with the funds available. Ideally an 80' x 80' (6,400 sq ft) would be developed. It is hoped that at least a 50' x 50' (2,500 sq ft) can be developed.

Additionally if the work can be performed within budget the contractor would be employed to move the DRC's burn box to allow a more direct course for the outflow storage area's driveway.

After this scoping document is approved an RFQ for the work will be drafted. All of exact details of this work will be covered in the RFQ document.

4. Project cost:

A. TOTAL COST (including funds already secured) = **\$10,000**

B. For construction projects, break out preconstruction costs (feasibility/design/permitting):

Preconstruction costs = \$_____ Construction costs = **\$10,000**

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 **September 30th 2018**

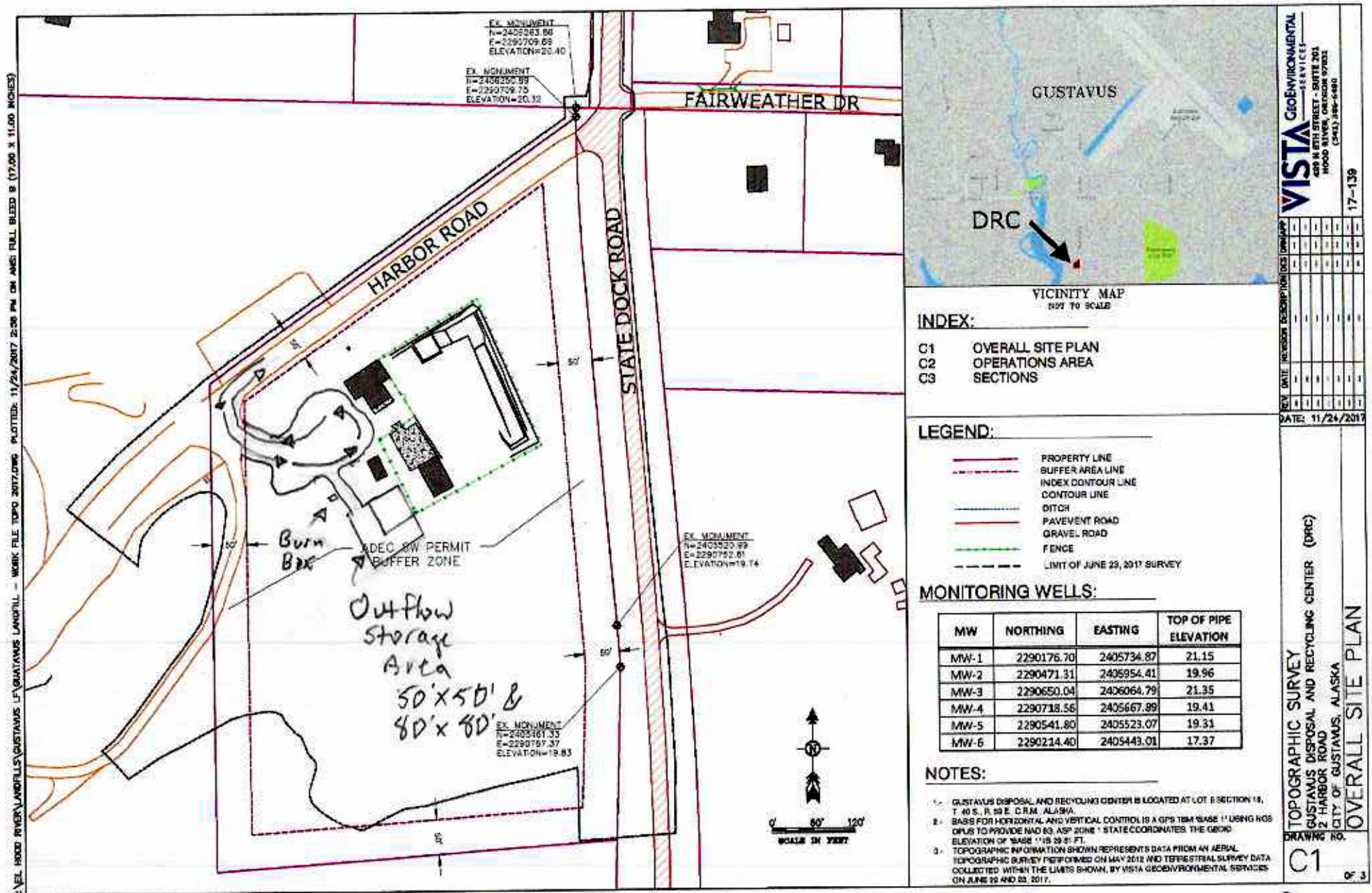
6. Provide a quality digitized photo, drawing, map, or other graphic image of your project if possible.

Attached

7. Date and name of person submitting form.

May 31, 2018

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



CP17-02 Driveway & Outflow Storage Project

**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 **X** 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 **X** NO ☐

Will the project provide broad community benefit? YES **X** 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):

DRC Pre-Processing Storage Area CP18-05

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.

Recycling is the cornerstone of the City's Disposal & Recycling Center and the DRC has need for improving public safety, operator safety and operator efficiency by totally separating the public and DRC Operator work areas. The Operator should not have to pass through public work areas to store or retrieve recyclable materials and situations where the Operator has to drive equipment through the public work areas to retrieve or store bins of recyclables should be avoided.

Pre-processing or "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 large plastic bags inside a 20' shipping container, dozens of 48"x45"x36" collapsible bulk storage containers or "bins" and a variety of old totes, an open skiff, a plywood box, an old stock tank and disposable, short-life "super-sacks".

The DRC's current inflow 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 which as mentioned previously presents a safety concern. It is also desirable to have inflow storage as close as possible to the facility where the material will be processed.

Creation of a visually screened, fenced, 8,250 sq ft (50' x 165') pre-processing or inflow storage area between the existing landfill fence and Boat Harbor Rd. would move the storage of inflow recyclables away from public use areas and keep the inflow materials close to the main building where they will ultimately be processed. This area should be large enough to hold most but not all of the inflow materials that are collected during the course of the DRC's daily operation provided that the DRC has the sufficient equipment and labor to process these materials on a regular, continuing basis.

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.

The exact cost this project has been estimated, as accurately as possible, to this point in time. Only once an RFQ is awarded will the exact costs be known. If the cost for completing this project is greater than the available funds then the following phased approach is proposed: The first priority is creating the 50' x 165' area to its full size. The 2nd priority is the visual screening. If the project is over budget then it is proposed to purchase the fencing materials to be installed by DRC personnel on a time available basis. Fencing and screening the longer portion of the storage area that parallels Boat Harbor Road would take priority over fencing the two ends of the storage area.

Should it be that the project is over budget it is proposed to develop an area greater than the original 50' x 165' area - specifically, extend the inflow storage area further SW along Boat Harbor road to include the area intended for CP18-07 the Household Hazardous Waste facility and for the existing 20' storage van.

4. Project cost:

A. TOTAL COST (including funds already secured) = **\$26,400**

B. For construction projects, break out preconstruction costs (feasibility/design/permitting):

Preconstruction costs = \$_____ Construction costs = **\$26,400**

TOTAL COST	\$26,400.00
Site preparation	\$2,600.00
916 yards fill (8,250 sq ft)	\$13,800.00
275' (lineal) 8' visual screening & security fence	\$10,000.00

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 **Estimated September 30, 2019**

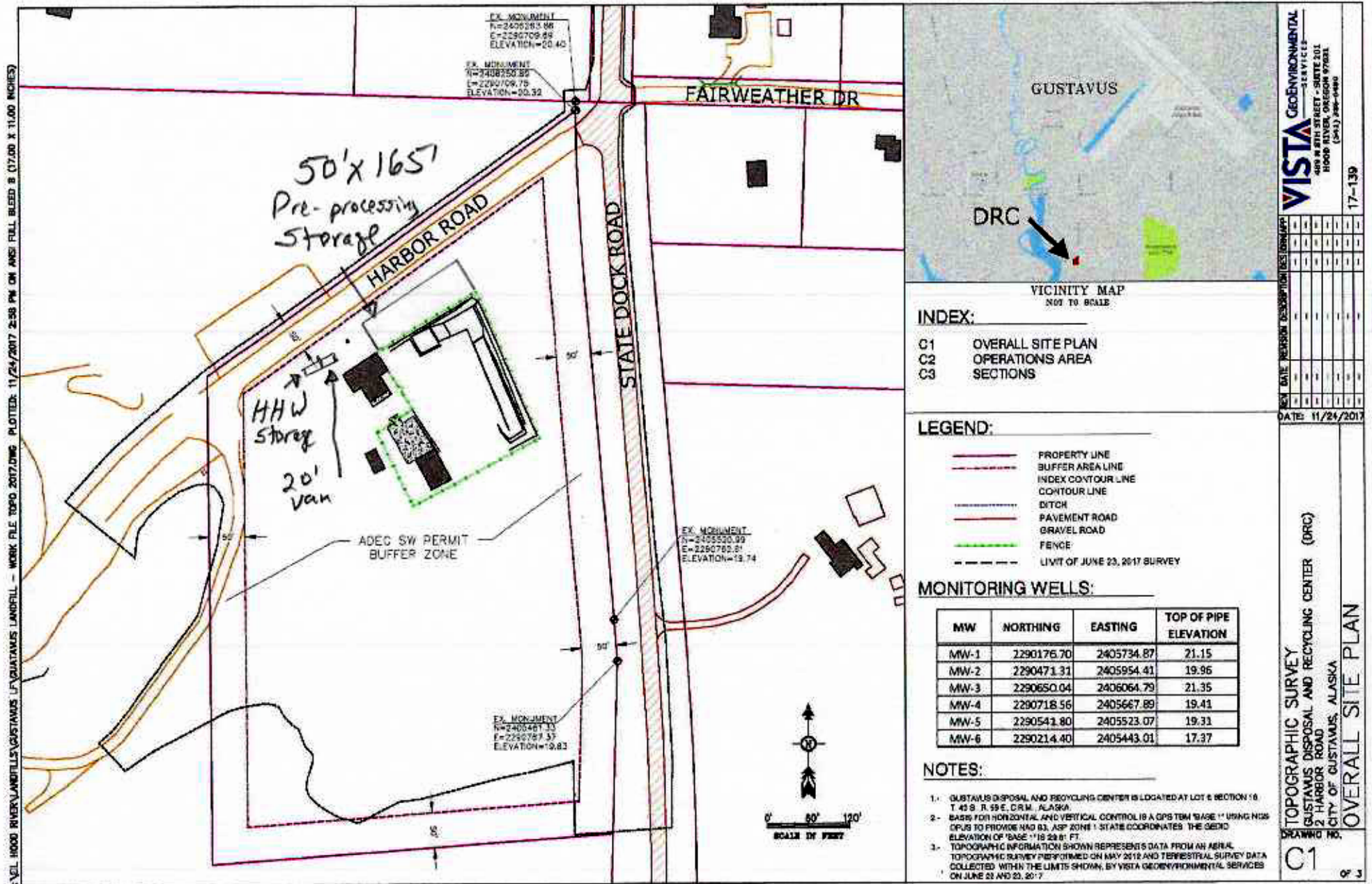
6. Provide a quality digitized photo, drawing, map, or other graphic image of your project if possible.

Attached

7. Date and name of person submitting form.

May 31, 2018

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



CP18-05 Pre-Processing Storage



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

Ordinance for Public Hearing

**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, ALASKA
ORDINANCE FY18-15NCO**

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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 meetings 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 number 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 for the department.

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. Premier 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 offered to offset the expense of being added to their spouse's health insurance. This amount is based on analyzing the federal employee group health coverage costs for employee only vs. employee and spouse, which is an extra \$212/month. The new benefits policy and procedure was adopted May 14, 2018 (Resolution CY18-15, effective May 15, 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 policy 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 May 14, 2018), 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 May 14, 2018), the Gustavus Visitors Association (GVA) may request up to 50% of the previous fiscal year's City of Gustavus room tax revenue to supplement their operating budget. Municipal code Title 4 was also updated (Ordinance FY18-11, adopted 3/12/18) to reflect GVA's change in fiscal year dates to match the City of Gustavus's fiscal year.

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

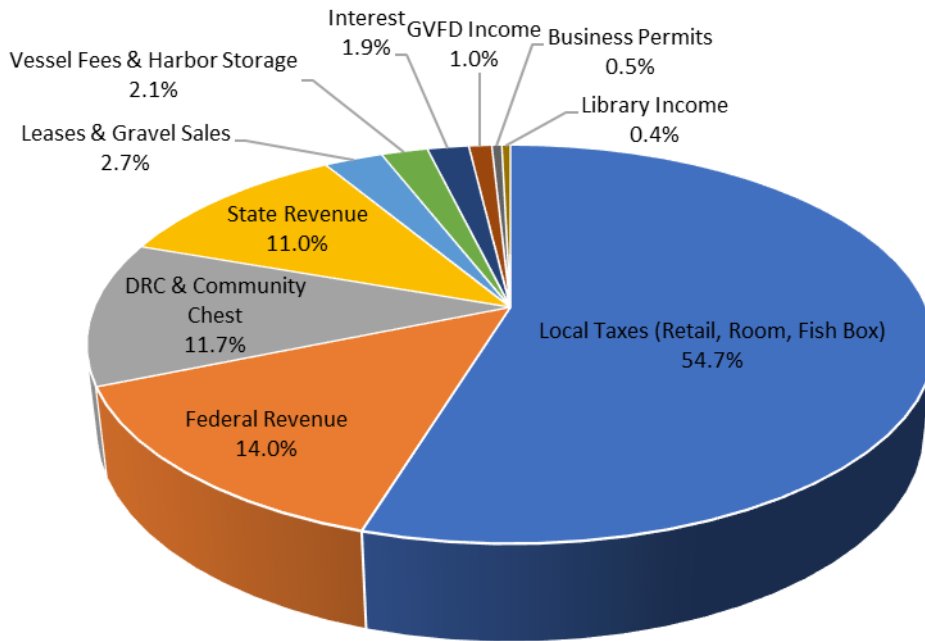
Gustavus, Alaska 99826

Phone: (907) 697-2451

City of Gustavus Financial Summary Fiscal Year 2019

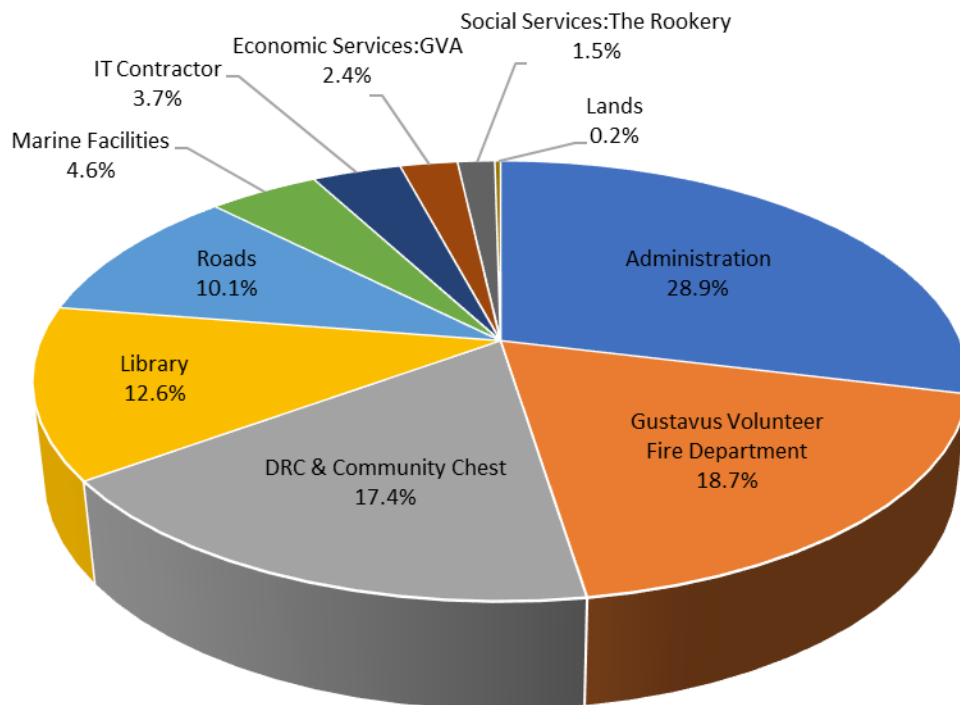
May 2018

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

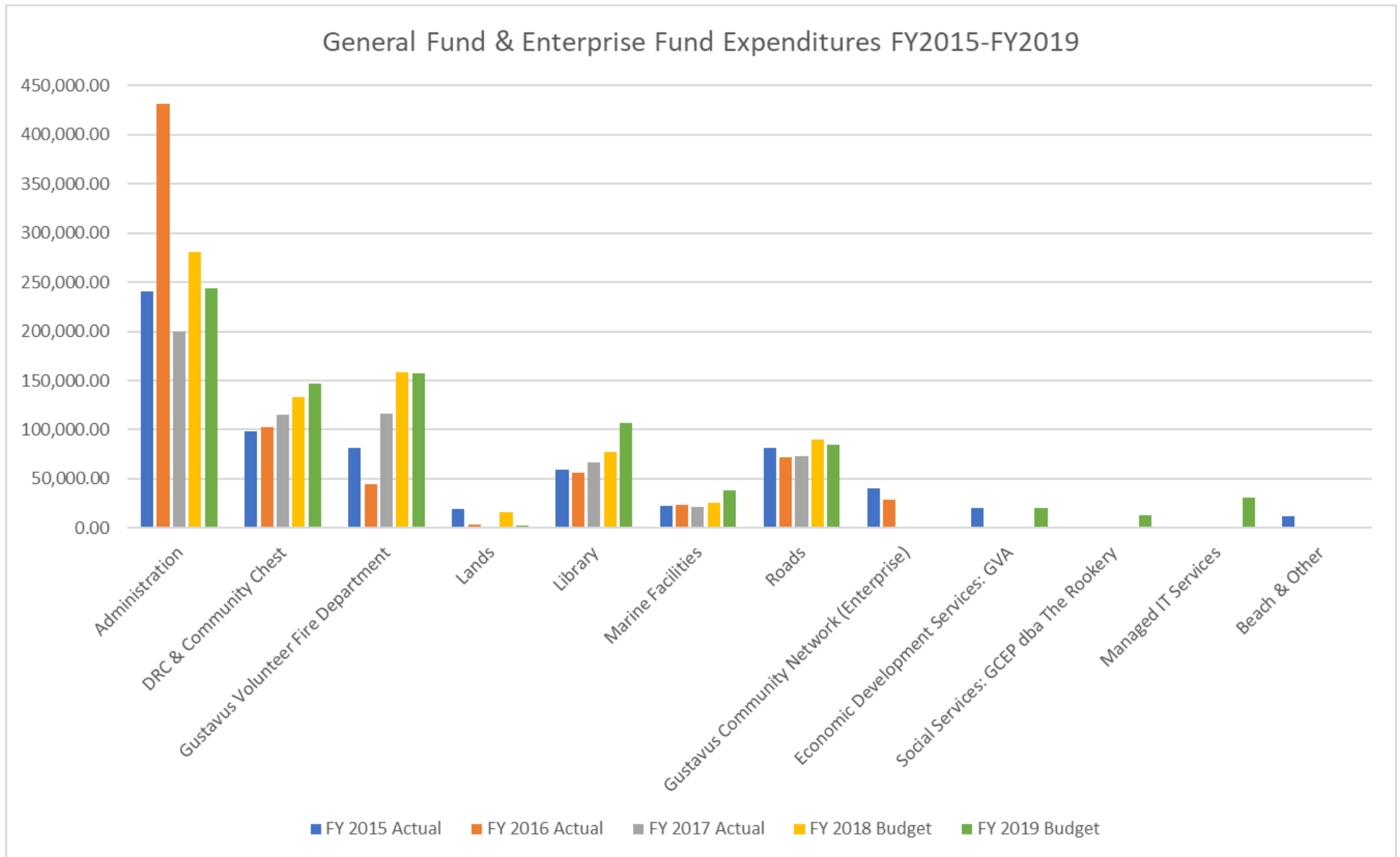


City of Gustavus General & Enterprise Funds Revenue & Expenditure Recap FY15-FY19

				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
				Donation - Inter-library Loans	0.00	36.00	119.80	
				Donations	2,270.27	2,107.07	2,470.22	2,000.00
				DRC Income				1,000.00
				Community Chest Sales	12,819.25	12,852.62	14,457.35	12,800.00
				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
				Recyclable Material Sales	5,386.80	4,451.31	3,827.52	4,600.00
				DRC Income - Other	1,097.21	0.00	0.00	0.00
				Total DRC Income	75,811.54	84,969.63	82,043.36	88,280.00
				Federal Revenue				89,480.00
				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
				Total Federal Revenue	171,781.20	162,124.88	103,315.38	107,000.00
				Fundraising	4,196.50	4,409.75	5,146.30	5,200.00
				GCN Income	47,790.67	23,956.21	534.48	700.00
				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
				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
				In-Kind Income	-73.32	0.00	0.00	8,000.00
				Interest Income	58.76	70.67	234.64	70.00
				Lands Income				14,500.00
				Gravel Pit Gravel Sales	7,960.00	7,038.00	8,084.00	8,000.00
				Total Lands Income	7,960.00	7,038.00	8,084.00	8,000.00
				Lease Income	14,081.79	15,294.29	15,344.35	13,291.42
				Library Income	4,147.94	2,197.79	2,203.93	3,000.00
				Marine Facilities Income				1,500.00
				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
				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
				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
				Room Tax Income	56,165.30	67,397.29	70,344.45	67,000.00
				Fish Box Tax	10,380.00	15,970.00	15,140.00	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
				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
				State Revenue				419,150.00
				Community Assistance Program	120,088.00	115,220.00	77,202.00	82,515.28
				Shared Fisheries Business Tax	985.17	1,780.86	2,196.31	1,656.21
				Total State Revenue	121,073.17	117,000.86	79,398.31	84,171.49
				Total Income	875,577.25	959,605.01	748,855.23	715,922.91
				Gross Profit	875,577.25	959,605.01	748,855.23	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	6,795.63
		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	13,595.63
		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		226.00
		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	13,696.00
		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	5,001.38
		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	1,625.46
		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	4,625.46
		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	7,772.74
		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	438,148.05
		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	3,736.95
	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	9,436.95
	Total Expense	674,798.65	764,184.43	591,669.20	781,007.00	844,713.23
	Net Ordinary Income	200,778.60	195,420.58	157,186.03	-65,084.09	-79,014.81
	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	6,085.19

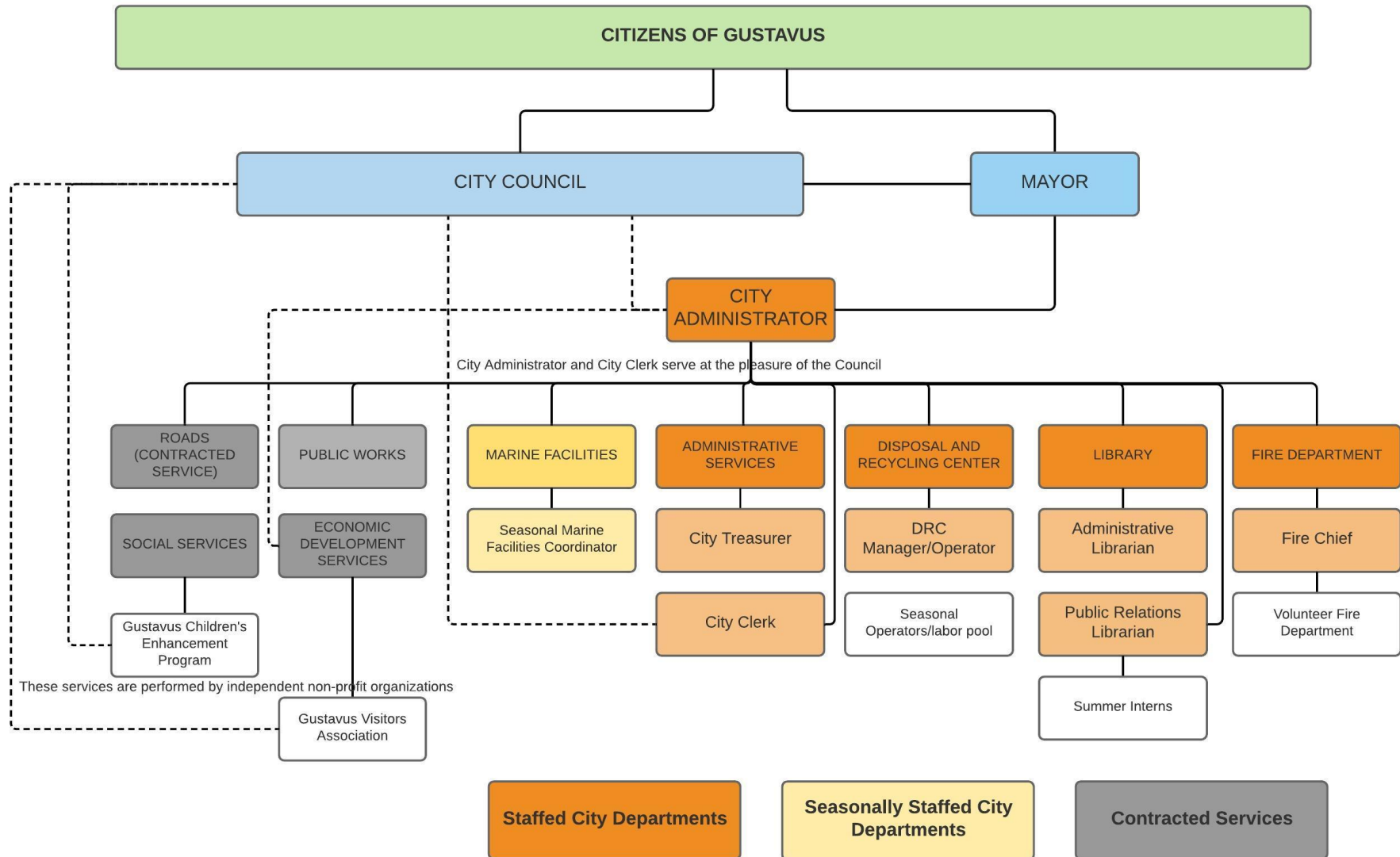


Note: the FY 2016 Administration expenditures included \$250,132 in Capital Projects Funding.

City of Gustavus Payroll Summary FY18-FY19

FY19		Hourly Wage (with 0.5% COLA added)					Health Ins. Stipend (\$200/mo stipend)	Payroll Taxes (6.2% SS, 1.45% Med., 1% AK unemp.)		Group Health Plan (2018 = \$613.33/mo; 2019 = \$650/mo est.)	Workers' Comp. Insurance	Direct Deposit Fees	Dept. Total	FY19 Budget	
	FTE		Hrs/year	Wage Total	OT Total	LFG Contrib.			Payroll Total						
Admin. Dept.											\$378.58	\$180.00	\$163,627.61	\$163,627.61	
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											\$2,418.13		\$97,375.16	\$97,375.16	
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	salared	\$63,276.41	---	\$63,276.41		\$4,429.35		\$5,856.55	\$73,562.31	\$7,579.98	\$4,285.37		\$85,427.66	\$85,427.66	
Library											\$163.50		\$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											\$527.16		\$18,736.90	\$18,736.90	
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	\$7,772.74	\$180.00	\$438,287.89	\$438,287.89	
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		Hourly Wage (with 0.5% COLA added)													
	FTE		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	salared	\$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.

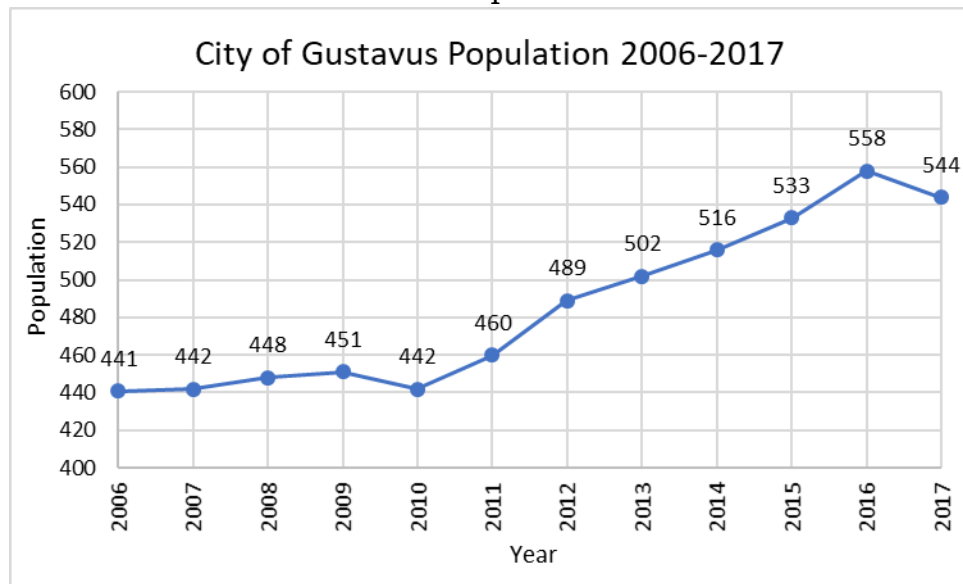
The long-term goals of the fund are 1) to maintain the inflation-adjusted value of the original principal, as added to per section 4.13.030 (b) and (c); and 2) to generate at least a three (3) percent total return after inflation on investments of the fund.

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).

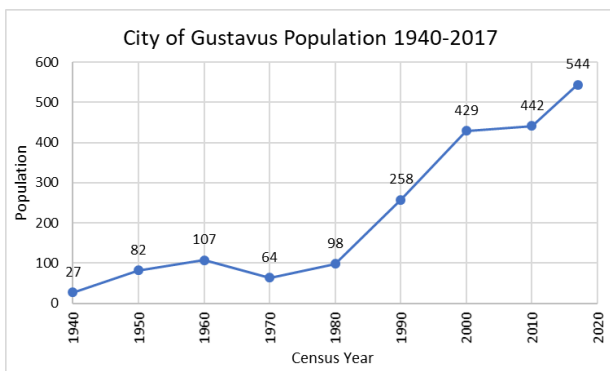
The following table includes the calculations used by the P&P to determine the annual grant cycle fund amount. The 3% of Average amount listed, if it is less than the Excess Earnings Determination, is the amount made available through the Endowment Fund Grant process, along with any unused endowment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

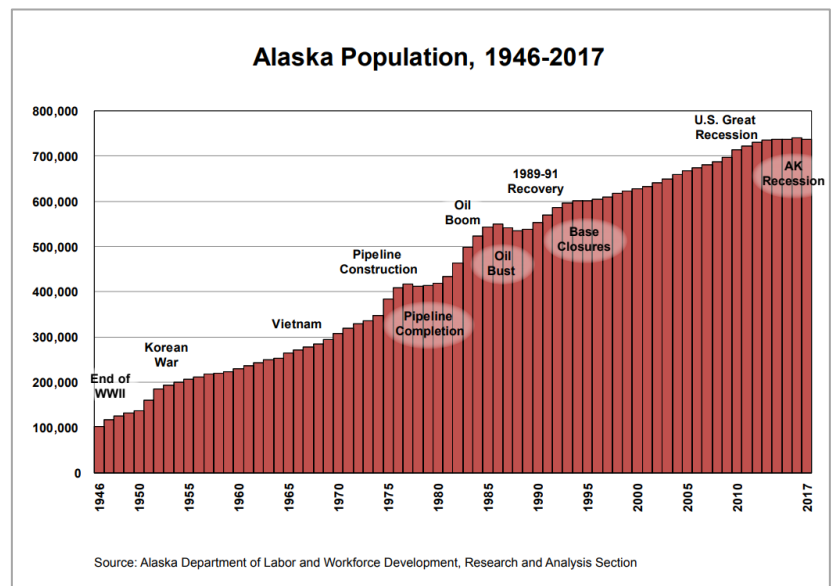
City of Gustavus and State of Alaska Population Trends



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	445.17	663.08	1,425.83		1,951.84	2,309.71			6,795.63
	Maintenance & Repair	3,100.00	1,200.00	500.00		2,000.00				6,800.00
	Total Building	3,545.17	1,863.08	1,925.83		3,951.84	2,309.71			13,595.63
	Contractual Services									
	Managed IT Services								31,000.00	31,000.00
	Contractual Services - Other	5,000.00	4,000.00	10,000.00		2,000.00	3,500.00			24,500.00
	Total Contractual Services	5,000.00	4,000.00	10,000.00		2,000.00	3,500.00		31,000.00	55,500.00
	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	2,500.00	4,100.00	2,000.00		500.00	100.00			9,200.00
	Insurance		226.00							226.00
	Maintenance & Repair		3,100.00							3,100.00
	Total Equipment	2,500.00	8,596.00	2,000.00		500.00	100.00			13,696.00
	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	5,001.38								5,001.38
	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						1,625.46			1,625.46
	Maintenance & Repairs						3,000.00			3,000.00
	Total Marine Facilities						4,625.46			4,625.46
	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	378.58	2,418.13	4,285.37		163.50	527.16			7,772.74
	Payroll Expenses - Other	180.00								180.00
	Total Payroll Expenses	163,627.61	97,375.16	85,427.66		72,980.72	18,736.90			438,148.05
	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			3,736.95						3,736.95
				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	8,936.95			100.00	100.00		9,436.95
				Total Expense	243,724.16	147,134.50	157,850.67	2,000.00	106,385.56	38,554.34	85,100.00	63,964.00	844,713.23
				Net Ordinary Income	-243,724.16	-57,454.50	-149,850.67	18,541.42	-103,385.56	-22,304.34	-85,100.00	564,263.00	-79,014.81
				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	-243,724.16	-57,454.50	-149,850.67	18,541.42	-103,385.56	-22,304.34	0.00	564,263.00	6,085.19

Administration

General Fund

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	3,545.17
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	5,001.38
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	163,627.61
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	243,724.16

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	1,863.08
	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	8,596.00
	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	97,375.16
	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	147,134.50

Gustavus Public Library

General Fund

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.

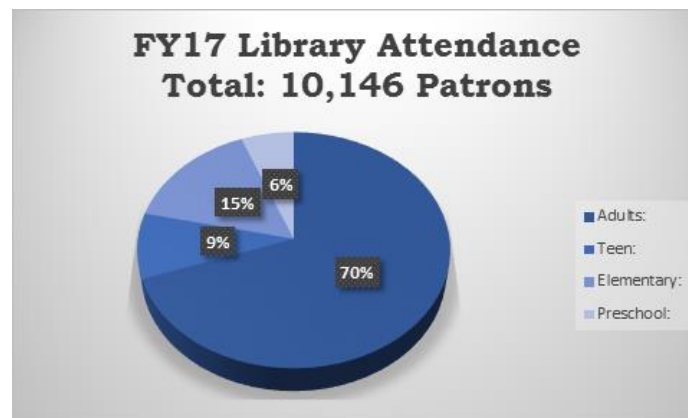
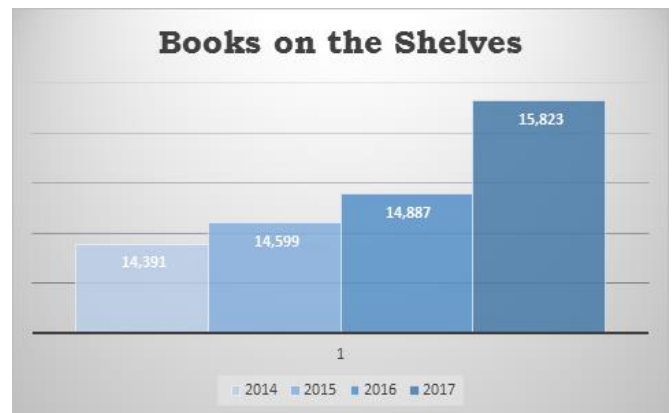
The volunteer desk sitters are responsible for recording library use statistics, checking out materials to patrons, checking in and shelving materials, collecting money for copies and faxes, and providing assistance to patrons as they are able.

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	3,951.84
	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	72,980.72
	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	106,385.56

Gustavus Volunteer Fire Department

General Fund

Gustavus Volunteer Fire Department:

The Gustavus Volunteer Fire Department (GVFD) provides Emergency Medical Services (EMS) and responds to fire calls within the City of Gustavus and has a memorandum of agreement to respond within Glacier Bay National Park upon request. Emergency services are provided by the City with an equipped ambulance 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	1,925.83
	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	85,427.66
	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	8,936.95
Total Expense		80,954.07	44,931.16	115,799.64	158,100.00	157,850.67

Marine Facilities Department

General Fund

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	2,309.71
	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	4,625.46
	Payroll Expenses	7,287.16	14,202.31	11,863.40	14,500.00	18,736.90
	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	38,554.34

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.

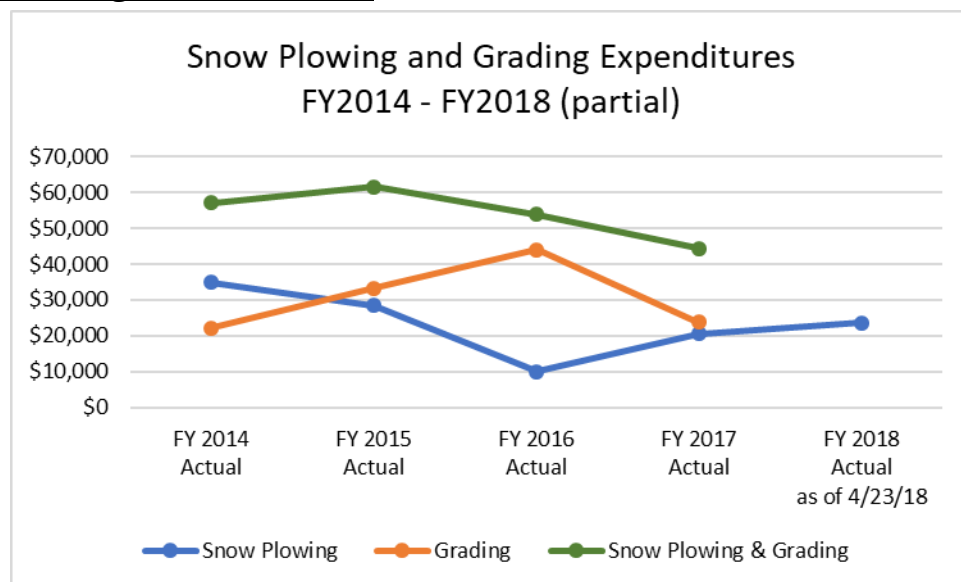
Personnel:

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.

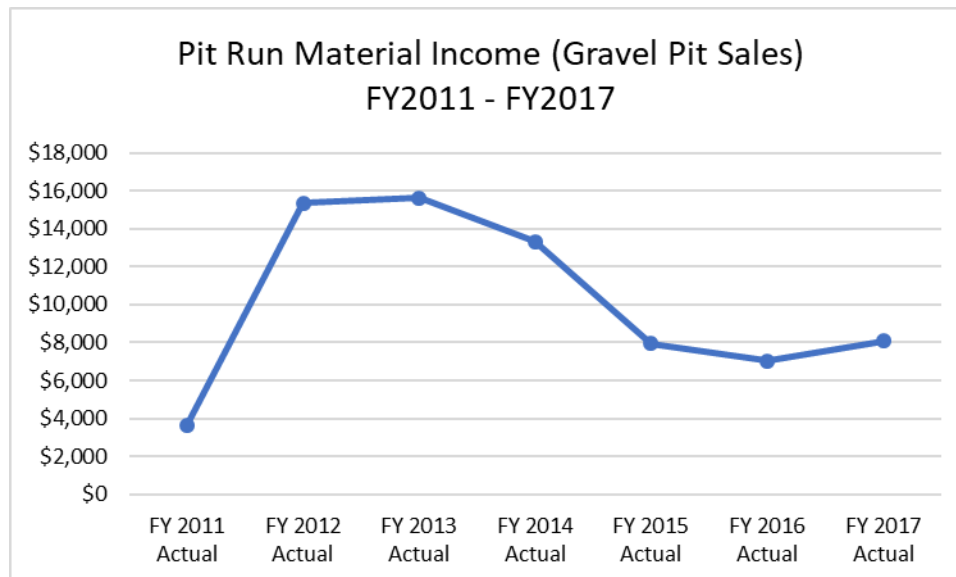
Various City Council members are responsible for the project scoping and management for capital improvement projects and long-term planning for the Lands Department. The treasurer is responsible for the advertisement, execution, and administration of City contracts and for collection of gravel pit and 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

Proposed Revision for NCO FY18-15 Budget FY19 Attachment

Language for FY19 note to FY18/19 Payroll Summary (page 14):

FY19 City Administrative staff will consist of 3 part-time positions (0.5 FTE more than the FY18 budget). Each position will consist of a minimum 20 hour per week base assignment. In order to obtain the best match between City Government support needs and specific employee interests, qualifications, and availability for work, positions may have an additional assignment up to a 35 hour per week maximum. However, the total administrative payroll will not exceed the amount budgeted for FY19 or the hourly equivalent of 2.2 full-time positions (FTE), unless an amended budget is approved by the City Council.

**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
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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 FY18-22NCO**

**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:

CITY HELD ACCOUNTS	Amounts		Change
	Account Balance	Amended Balance	
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
CP-18-05 Pre-Processing Storage	\$ 0.00	\$ 26,400.00	\$ 26,400.00
CP-18-06 Storage Bins, Pallet Jack	\$ 0.00	\$ 18,000.00	\$ 18,000.00
CP-18-07 Household Haz. Waste Fac.	\$ 0.00	\$ 59,450.00	\$ 59,450.00
AMLIP Capital Improv Current	\$ 231,350.00	\$ 10,000.00	<\$ 221,350.00 >

Funding for most of the 2018 capital projects, per the Capital Improvement Plan approved by the City Council at the May 14, 2018 general meeting.

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

Unfinished Business

PUBLIC INPUT REQUESTED!

PRESENTATION OF ENVIRONMENTAL DEVELOPMENT PLAN

The City of Gustavus is collaborating with the State of Alaska to take steps to cooperatively manage the two tracts of land on the east and west side of the dock. To ensure that we properly consider all the issues related to the beach, we held a series of public meetings starting in December of last year. We heard from many citizens about desired conditions at the beach and have incorporated that input into a draft Environmental Development Plan that will be submitted to the state.

At our General Meeting on June 11, we'd like to hear your thoughts on the alternatives laid out regarding parking and access, camping and vegetation management. Please come to this meeting ready to express your courteous and thoughtful comments. Note that public input may be time-constrained depending on the number of participants.



Join Us at City Hall Monday, June 11 at 7:30pm

**(the General Meeting starts at 7, but this topic will not
be addressed until 7:30 at the earliest)**

Development Plan

Gustavus Beach Tracts

The Gustavus Beach is very important to the citizens of Gustavus. It is where residents and visitors take walks, picnic, pick berries and enjoy the views of the Fairweather Range and of Icy Strait. The ferry dock is located at the Gustavus Beach, and it is therefore the first view and impression visitors have of Gustavus. The public beachlands in question comprise approximately 32 acres on either side of Dock Road (see Figure 1). These lands, known as Tracts A and B, are owned and managed by Alaska Department of Natural Resources.

These lands are priceless for the beauty and recreation opportunities they provide to the residents of and visitors to Gustavus. As Gustavus continues to grow, it becomes even more critical that

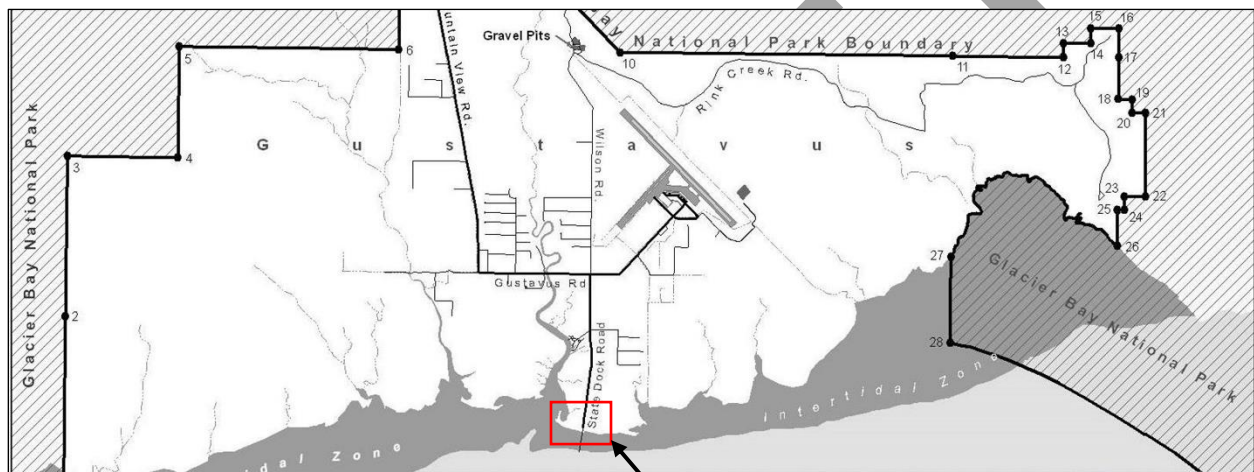


Figure 1. City of Gustavus

Location of Gustavus Beach Tracts A and B

these lands are protected for future generations. This development plan will result in the following outcomes:

- Beach lands will be protected and remain accessible to all citizens and visitors to Gustavus for the purposes of recreation.
- Park infrastructure (trails, roads, picnicking, benches, etc.), appropriate to the collective desires of the citizens of Gustavus, will be developed and appropriately managed.
- Beach areas that are currently degraded will be restored or hardened to accommodate appropriate use.
- Gustavus citizens will take pride in their beach and care for it.
- Adjacent private land owners will be satisfied with appropriate and respectful recreational use of their lands.

These outcomes are in alignment with the legal judgement settling title of the two 16-acre tracts with the State, and recognize the rights of the adjacent landowners. The two tracts of land in question were acquired by the state in 1985 as a result of a lawsuit that was ultimately settled in the 9th Federal Circuit Court of Appeals in San Francisco. This judgement (No. J-76-9 CIVIL) recognized the rights of the upland land owner (the DeBoer Family) and awarded them accreted

acreage down to mean high tide line. But the judgement also set aside 32 acres for the public in recognition of historic recreational use and created a covenant that stressed the intention that the recreational use on these tracts should be “low intensity” in its nature. The covenant states:

“(We) agree that the state shall use the above-described property for the purpose of continuing the historic recreational uses of the land without interference or disruption and that the land vested in the state will be used for recreational purposes, including walking, jogging, horseback riding, picnicking, camping, sun-bathing, hunting fishing, recreational boating, beach-combing, berry picking, cross-country skiing and other similar recreation uses. It is intended that the recreational use shall be consistent with the natural state of the land and be of a low-intensity nature.”

Documentation exists within the file system of the City of Gustavus that the community residents became concerned about an increase in recreational use in this area as early as 1981, when the land in question was included in a bill to create a State Game Refuge (city files). The first mention of public concern regarding motorized vehicle use is recorded in 1994 (city files). A letter dated October 26, 1994 to the Department of Natural Resources from the Gustavus Community Association (this was prior to the City becoming incorporated) requested assistance in defining acceptable access and uses for the areas in question, in “accordance with the [DeBoer] court judgement and existing [state] regulations.” The letter and public postings detail some of the impacts being observed including: defined roadways through the dunes, increased size of parking areas, and criss-crossed dunes. No response from DNR is located within the files from this time period (City files).

The issue of beach impacts came to public attention again in 2010. This time the City of Gustavus was incorporated and an official Beach Committee was established by the City to address recreational use issues at the Gustavus Beach. The committee was comprised of citizen both for and against motorized vehicle use at the Beach. They met several times to try to adopt a recommendation to the City for management of the area. All indications are the group was unable to establish trust and could not move beyond internal discord to present a recommendation to the City regarding motorized use.

Currently the Gustavus Beach is unmanaged, and there is visible and growing evidence of disturbed vegetation and soil. Parking areas within the dunes have grown in size and new motorized tracks have developed over the years. Community members have also claimed that ground nesting birds and a short-eared owl nest have been disturbed by motorized use. This spring the first-ever Artic tern nest was discovered at the beach. Additionally, the DeBoer family has continued to allow non-motorized recreational access to their adjacent private lands, but repeated efforts to halt motorized traffic on their lands have failed. The ability of the City to manage the motorized use on the state-owned tracts will aid the private land owner in enforcing their desire for no motorized access on their property.

When Gustavus residents were asked in a 2016 survey to rate reasons for appreciating our community, 86.9% rated “scenic beauty” as very important and 75.4% rated “pristine environment” as very important. Slightly more than half (55.9%) believe “protection for the

beach near the dock” will have positive impacts for the community, while 72.4% believe “mechanized use of beaches and wetlands” will have negative impacts.

These statistics demonstrate a potential for community support of a cooperative management agreement and development plan for the beach parcels on each side of the Dock Road, Tracts A and B, currently managed by the Alaska State Department of Natural Resources. The role of the City of Gustavus under a Cooperative Management Agreement with the state will be a stewardship role assisting the Department of Natural Resources with the management of the tracts.

Development Plan Elements

Legal description. Provide a legal description of the parcel, i.e. a metes and bounds description, survey, lot and block, aliquot part, or other legal description.

Terrain/ground cover. Describe the existing terrain/ground cover, and proposed changes to the terrain/ground cover.

The shoreline between Salmon River and Glen’s Ditch is fronted by a series of sandy rises and swales built by Salmon River sediments moving eastward by prevailing currents. These features are built atop former beach flats and sloughs that now form the backshore to the north. The landscape is rising a about an inch a year due to glacial rebound. Facilities anchoring the former and present docks have tended to interrupt the pattern of deposition.

The first dock had much to do with capture of the sand and initiation of the basic swale and rise features. The modern dock (abutment, island, sheetpile) now appears to be modifying the seaward sedimentation pattern, accelerating deposition to the eastward and initiating erosion to the westward.

Plant communities have developed according to their salt tolerance, response to disturbance and soil characteristics. The communities can be divided in this way:

- Ryegrass sod along the outer shore and slough margins
- Beach sedge/saltgrass/beach asparagus sod below the ryegrass in some sheltered slough margins
- Strawberry/small herb meadow above the ryegrass on the outer shore
- Grass/tall herb/small spruce meadow above the strawberries on the swales and higher parts of the backshore
- Young spruce groves on the highest swales

As uplift has moved the landscape into the upper intertidal and above-tide zones, the communities have matured and tended to shift seaward. Zones seem to have various near-term futures. Ryegrass is being eliminated by traffic just east of the dock. Erosion west of the dock is tending to pinch the strawberry/small herb meadow between ryegrass and tall meadow; it is being erased in widening roadways but perhaps retained by more moderate foot disturbance

elsewhere. Tall meadows are being increasingly dominated by grasses and young spruces in some places. Spruce groves are aggressively spreading on the rises and backshore.

Proposed Changes to the terrain/ground cover

Overarching Goal: maintain historic viewshed:

Elements of a Vegetation Management Plan to be developed further in cooperation with DNR.

- 1) Designate and retain some spruce groves
- 2) Take active measure to reduce or eliminate spruce invasion onto meadows

Access. Describe existing and planned access, and mode of transportation. If public access is to be restricted, define possible alternative public access routes.

Existing access to both parcels is from Dock Road. Many residents and visitors park on or near the road and walk the length of the beach. Others use bicycles, and others drive vehicles both along the top of the dune and behind the main dune. Planned access will remain the same in terms of origination point at Dock Road; proposed changes are intended to restore natural vegetation, prevent erosion, and to protect the beach and dune vegetation from further damage from uncontrolled motorized vehicle use while still providing for public access. Under all alternatives vehicle access to the beach to allow for kayak and small boat drop-off will be retained at the existing location on the east side of the dock.

Alternative 1:

Parking and Access: Additional parking will be created near the current City-owned bathroom facility on the existing gravel pad. The parking areas on the sand on the east and west side of the dock will be restored to natural vegetation. No motorized traffic will be allowed off pavement.

Trails: A hardened, wheelchair-accessible walking trail will be developed to the current viewing bench, and eventually continuing on to create a loop trail along the river, through the meadow, and back to Dock Road, ending approximately across from the Tank Farm.

Alternative 2:

Parking and Access: The parking area in the sand on the east side of the dock will be hardened and delineated and will be able to accommodate up to XX vehicles. No parking will be allowed on the west side of the dock. Additional parking will be created near the current City-owned bathroom facility on the existing gravel pad. No motorized traffic will be allowed off beyond the established parking areas.

Trails: A hardened, wheelchair-accessible walking trail will be developed to the current viewing bench, and eventually continuing on to create a loop trail along the river, through the meadow, and back to Dock Road, ending approximately across from the Tank Farm.

Alternative 3:

Parking and Access: The parking area in the sand on the east side of the dock will be hardened and delineated and will be able to accommodate up to XX vehicles. No parking will be allowed

on the west side of the dock. Additional parking will be created near the current City-owned bathroom facility on the existing gravel pad. Two handicapped accessible parking spaces will be delineated near the current viewing bench to the east. Motorized traffic will not be allowed beyond this area.

Trails: A hardened, wheelchair-accessible walking trail will be developed from the current viewing bench to the sunset viewing point by the mouth of the Salmon River, through the meadow, and back to Dock Road, ending approximately across from the Tank Farm.

Buildings and other structures. Describe each building or structure, whether permanent or temporary, including a description of the foundation as well as the building and floor construction; the date when the structure is to be constructed or placed on the parcel; the duration of use; and what activities are to occur within each structure.

Fencing and signage done in simple designs using rustic/local materials will create an overall visual identity for the public use beach area. Large rocks, logs or poured/buried concrete will be used to develop simple yet effective fencing, planter boxes, and barriers which will surround the parking area and identify boundaries for vehicles, while only minimally impacting views to Icy Straits.

An existing fire pit area on the east side is on private property; use will be discouraged and/or prohibited to the extent possible. An existing fire pit on the west side would be further developed/hardened to minimize haphazard use and habitat destruction.

No buildings or structures beyond the current benches and picnic tables are planned at this time, but the City would like permission to build temporary structures in the future which could include covered picnic areas, playground equipment, benches and/or wheelchair accessible trails.

Power source. No power source is necessary.

Waste types, waste sources, and disposal methods. Trash undoubtedly will be generated by users of the beach and the City already provides bear proof trash containers for disposal (co-located with the current City-owned bathroom facility). These bear proof garbage disposal containers are currently available seasonally from May-September and are checked daily during that time period. The City of Gustavus has already added beach cleanup to the Marine Facility Coordinator position job duties and shall continue to participate in and promote volunteer cleanup duties.

Hazardous substances. NA

Water supply. There is no water supply currently provided or planned.

Parking areas and storage areas. Describe long-term and short-term parking and storage areas, and any measures that will be taken to minimize drips or spills from leaking vehicles or equipment. Describe the items to be stored in the storage areas.

Currently, residents and visitors park on both sides of the road near the beach and on the “island” located midway to the terminus of the Gustavus dock (except on the days when the ferry is scheduled to land in Gustavus, currently Monday’s and Wednesday’s). On ferry days, many of those who normally park on the island will park on the sand areas to the east and west of the ferry dock. Ferry travelers often leave their cars for several days at a time, in designated spaces and off the paved road; those coming to the beach for short-term recreation park on and off the paved road as well.

Long-term and short-term parking will be retained on the paved road. Expanded long-term ferry parking could be provided adjacent to the Tank Farm. Alternatives for continued parking options are described thoroughly in the Access section, above.

Number of people using the site. State the number of people employed and working on the parcel, and describe the supervisor/staff ratio. Estimate the number of clients that will be using the site.

The beach is utilized by practically all Gustavus citizens and visitors. No visitation estimates are available.

Closure/reclamation plan. Provide a closure/reclamation plan, if required for the type of authorization being applied for, e.g. material sale. NA

Maintenance and operations: Describe the long-term requirements, how they will occur and who will perform the work. Specify if any subcontractors will be involved, and explain the tasks they will perform.

Maintenance of the public use beach area will primarily consist of regular trash pick-up and removal, added as responsibilities of the City of Gustavus Marine Facilities Coordinator position. Additional maintenance chores on an irregular basis will include repair built structures authorized under the Cooperative Management Agreement. This type of task could be potentially taken on by citizen volunteers.

A simple monitoring plan will be developed to document effects on minimizing impacts to dune and beach vegetation and erosion. Developing a monitoring plan adds rigor to the local knowledge already amassed regarding the recreation impacts at the Gustavus Beach.

A baseline set of data will be collected to document the current extent of motorized vehicle impacts on Tracts A and B. The type of data collected will at a minimum include photo-documentation of existing conditions and also possibly include site attributes such as: trail depth and width measurements, soil surface conditions (rutting/erosion, exposed sand etc.), estimated percentage of vegetation loss on road/trail surface as compared to vegetative cover adjacent to area, types of trail use, and the observed presence/absence of: noxious weeds, trail hazards, campfires, localized tree/shrub damage, unsanitary waste, and litter.

Data collection will be conducted by citizen volunteers in collaboration with the City of Gustavus. The overall goal of the simplified monitoring program is to establish the current status of motor vehicle and other recreation impacts and assess whether implementation of this cooperative management agreement has an effect on reducing those impacts.

CAMPING:

While not required in the Environmental Development Plan, the City wishes to address the issue of camping at the beach. Currently the state statute applied to these tracts allows for a 14 day stay limit. Public input and Council consensus is still being sought on this topic.

DRAFT

City of Gustavus Job Classification City Administrator (Level I and II)

The City of Gustavus may employ a City Administrator to assist the Mayor and the Council with the management and execution of City services and operations. Under general direction of the Mayor/City Council, this job class is divided into two levels of increasing complexity, responsibility, and qualification.

City Administrator Level I

Responsibilities: An employee at this level will manage, co-ordinate, supervise, and incentivize a group of subordinates that provide support functions to City services and operations. This entails a wide variety of responsibilities, such as assisting in the budget preparation process, controlling budget expenditures and revenues, managing City assets (including information technology), project and contract management, recommending space and equipment requirements, assisting City planning efforts, and preparing reports. In addition to providing direct supervision that includes conducting personnel processes such as hiring, evaluations, and grievance procedures, the incumbent will be expected to advise the Mayor/Council on administrative matters, carry out special assignments, identify problem areas, determine solutions, and implement changes.

Knowledge, Skills, and Abilities: Independent judgment, interpretation, and application of a variety of regulations, statutes, and policies are required at this level. Knowledge of effective government procedures, practices, and techniques in personnel management, office administration, and budgeting or accounting. Ability to work with spreadsheets and financial data. Ability to prepare reports and statements. Ability to establish and maintain satisfactory relationships with the public, private industry, and agency and government personnel.

Education and Experience: Bachelor's degree in appropriate field and 5 years professional experience (or substitute).

City Administrator Level II

In addition to duties performed at Level I, a Level II assignment is distinguished by increased task complexity, depth of knowledge required, responsibility, and autonomy. Still under general direction of the Mayor/City Council, an employee may direct administrative functions, oversee operations, guide future economic development, capital project, and strategic planning efforts, write grants and proposals, and provide financial and managerial forecasting, research, and analyses as requested by the Mayor/City Council.

Knowledge, Skills, and Abilities: In addition to Level I requirements, an employee will have knowledge and experience with best practices in human resources and administrative management. Knowledge of effective government procedures and

best practices in the field of budgeting or accounting. Knowledge of the objectives, functions, and relating policy and regulations of the City. Knowledge of City Ordinance and State Statute.

Skill to interpret, analyze, make projections, and report on financial and statistical data. Ability to translate and present complex information and financial data into clear and understandable language in reports.

Education and Experience: Bachelor's or Master's degree in appropriate field and 5 years professional experience with increasing responsibility in personnel management and financial accounting/reporting. Experience with accounting software is particularly desirable. Demonstrated experience with successful grant or proposal writing. Experience with providing working group leadership.

City of Gustavus City Administrator (Level 1) Position Description

Title: City Administrator

Regular Part-Time Position: The City Administrator position is a regular part-time, non-exempt hourly position. The Administrator is expected to work 20 - 35 hours per week and occasionally to attend City Council work sessions, general meetings and special meetings, when requested by the Mayor or the City Council.

Supervisor: Mayor

Work location: Gustavus City Hall

Wage Range \$30 – 35\$ per hour DOQ

Summary: The City 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 Mayor/Council, 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 Mayor/Council include:

- Serves as the Administrative Officer of the City and manages administrative functions (including human resource functions). With Council approval, appoints and removes city personnel. Under general supervision of the Mayor/Council supervises, carries out hiring processes, trains, evaluates performance, suspends city personnel and oversees these processes for all City employees through subordinate managers; recommends and implements policies and procedures for overall City functions; 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.
- Assists with 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; may represent Gustavus at regional conferences, task force groups, and meetings.
- 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. Manages 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; may provide analysis to assist the Council to make informed policy decisions.

- In conjunction with the City Treasurer, may perform 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.
- Assist with the development of annual Operating Budget in conjunction with the Mayor and City Treasurer;
- Assist with the implementation of and propose updates to the Capital Improvement Plan in conjunction with the Mayor and department heads; guide capital project administration, procurement, and construction and contract administration with the City Treasurer;
- Oversee Risk Management – working with city attorney
- Property Management – exercise custody of all City-owned property
- Assist with administrative functions at City Hall. Work with City Clerk and City Treasurer to ensure public services are staffed appropriately.

Qualifications: A Bachelor's degree in Public Administration, 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. Familiarity with grant writing, contract administration and experience with financial analysis is a plus. Preferred experience working in rural Alaska. 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 July 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 City Administrator (Level 2) Position Description

Title: City Administrator

Regular Part-Time Position: The City Administrator position is a regular part-time, non-exempt hourly position. The Administrator is expected to work 20 - 35 hours per week and occasionally to attend City Council work sessions, general meetings and special meetings, when requested by the Mayor or the City Council.

Supervisor: Mayor

Work location: Gustavus City Hall

Wage Range \$30 – 35\$ per hour DOQ

Summary: The City Administrator (Level 2) directs and 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 Mayor/Council, 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 Mayor/Council include:

- Assist the Mayor in performing the Executive functions of the City
- Serves as the Administrative Officer of the City and directs administrative functions (including human resource functions). With Council approval, appoints and removes city personnel. Under general supervision of the Mayor/Council supervises, carries out hiring processes, trains, evaluates performance, suspends city personnel and oversees these processes 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; leads and participates 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; represents Gustavus at regional conferences, task force groups, and meetings-
- 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. Manages leases: bulk fuel, generator building, AT&T, ACS, GCI, pit mining. Administers contracts.

- 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; may provide analysis to assist the Council to make informed policy decisions.
- In conjunction with the City Treasurer, perform 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. Provide financial forecasting, research and analysis as requested by the Mayor/Council.
- Oversee development of annual Operating Budget in conjunction with the Mayor and City Treasurer;
- Oversee implementation of and propose updates to the Capital Improvement Plan in conjunction with the Mayor and department heads; guide capital project administration, procurement, and construction and contract administration with the City Treasurer.
- Research, identify, develop and respond to public and private grant opportunities; researches and identifies new government, corporate, foundation and private funding prospects; generates proposals and supporting documents in response to solicitations; writes reports to government, corporate, foundations, and other funders.
- Engage in economics development opportunities at the direction of the Council/Mayor.
- Oversee Risk Management – working with city attorney
- Property Management – exercise custody of all City-owned property
- Oversee and assist with administrative functions at City Hall. Work with City Clerk and City Treasurer to ensure public services are staffed appropriately.

Qualifications: A Bachelor's degree or higher in Public Administration, Business Administration or related field, plus a minimum of 5 years of progressively responsible professional experience in management and/or human resources. Demonstrated experience with grant writing, contract administration and/or financial analysis. Preferred experience working in rural Alaska. The successful applicant will be approachable and possess demonstrated experience in 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 July 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

New Business

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY18-19**

**A RESOLUTION BY THE CITY OF GUSTAVUS ADOPTING A ROAD NAMES
AND NAME CHANGES POLICY AND PROCEDURE**

WHEREAS, the City of Gustavus roads have been named via a variety of methods and following a variety of standards in the past, and;

WHEREAS, the City of Gustavus recognizes the need for clearly defined road names for effective emergency response, and;

WHEREAS, formal action is needed to adopt policy and procedure for City of Gustavus road names in the future.

NOW THEREFORE, BE IT RESOLVED that the City of Gustavus adopts the Road Names and Name Changes Policy and Procedures as attached.

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

Road Names and Name Changes

SCOPE AND APPLICATION

This policy and procedure applies only to dedicated public roads within the boundaries of the City of Gustavus. It does not apply to private roads or driveways.

POLICY

- A. Clear and rational identification of road names is essential to assure emergency response effectiveness, to make it easy for residents and visitors to find their ways around our community, and to provide for clear designation of physical addresses for properties of all types.
- B. Official City maps shall show accepted road names fully and accurately and the names on maps shall correspond directly to those on road name signs.
- C. Road names for new developments should be registered on the original plats at the time of subdivision, but the City acknowledges that some existing public roads in Gustavus were never assigned names on any plat and the names in use have developed informally, or were registered arbitrarily in the past by utility agents.
- D. Road names once established and accepted shall not be changed for arbitrary or trivial reasons, but changes may be necessary due to apparent confusion with another road name, additional development, road extensions or realignments, or other reasons.
- E. Road names and road name changes should reflect the neighborhood consensus and shall be approved by the Council following the procedure herein.
- F. Road names shall follow common conventions for naming roads in the United States, including:
 - 1. Road names shall include a designator and suffix. (e.g. in Main St, “Main” is the designator and “St” is the suffix.)
 - 2. Road names shall not duplicate any other existing road name in spelling or sound such that they may be confused with other names.
 - 3. Road names shall not include offensive or derogatory words, as judged by the council.

4. Road names shall be easy to pronounce and spelled according to a standard dictionary.
5. Roads should generally not be assigned personal or family names of present or past Gustavus residents, but this provision is not intended to affect existing roads with personal or family names.
6. Standard suffixes shall be used. (e.g. Ave, Cir, Ct, Dr, Ln, Lp, Pl, Rd, St, Ter, Trl, Way)
7. Continuous roads shall continue the same name. An existing road name shall be continued when a new road extends the alignment of an existing road.
8. If a road has more than one branch at the end, separate names shall be used for the multiple branches.
9. If a road changes direction at a sharp, approximately 90 degrees or more corner, the name should change, however this does not apply to a curve in a winding road even if the curve changes direction 90 degrees or more.

PROCEDURE FOR ROAD NAME APPLICATION BY NEIGHBORHOOD SERVED BY A ROAD

The following steps shall be followed for a neighborhood applying for a road name designation or change in the City of Gustavus. Note: References to "Road Committee" include the City Road Maintenance POC if a Road Committee is not in effect.

1. A road name designation or change may be initiated by a neighborhood served by the road for reasons such as there is no platted road name, or there has been an extension or realignment of an existing road that creates confusion or discontinuity in a road's designation, or there is a duplication of a road name on separate roads or on multiple branches of a road.
2. The neighborhood wishing to name or change a road name serving it shall submit a written request to the City Council indicating the reasons for recommending the name or name change, and including signatures from two-thirds of the land owners with lots facing (having addresses on) the road, but with only one signature per land owner, regardless of the number of individual properties on the road. Individuals or entities without owned property facing on the road are not eligible to decide on the road name. If the neighborhood fails to choose a road name, the City Council may assign one by resolution.
3. Requested road names shall conform to the conventions listed under Policy Paragraph F, above.

4. The City Council shall review the request in a work session and determine whether reasons for the request are acceptable and whether the proposed name conforms to the naming Policy. They may ask for review and a recommendation from the Fire Chief and the Road Committee before taking action.
5. If the Council, Road Committee, or Fire Chief needs more information or finds the request not to conform to the Policy, they shall prepare a written reply to the requestors identifying what additional information or conformance to the Policy is required.
6. When the request is complete, the Council shall take final action by resolution either to approve or deny the requested road name.

PROCEDURE FOR NAME DESIGNATION OR CHANGE INITIATED BY THE CITY DUE TO EMERGENCY RESPONSE OR OTHER PRACTICAL REASONS

1. The City of Gustavus Fire Chief may request City Council action to name or rename a road or road branch when he or she believes the lack of an established name, or confusion regarding the name, may reduce emergency response clarity.
2. The City of Gustavus Road Committee may request City Council action to name or rename a road or road branch when a new development, a road extension, or a new subdivision results in ambiguity that has not been resolved in the platting process.
3. The Fire Chief and/or Road Committee shall investigate the road name issue, identify the specific problem(s) caused by the existing situation, and formulate a general solution following the naming conventions in this procedure.
4. The Fire Chief and/or Road Committee shall present their general recommendation to the Council, requesting permission to work with the affected neighborhood(s) to name or rename the road(s) in question.
5. The affected neighborhood residents shall be given the opportunity to meet and discuss the issue and to recommend specific road names. Their recommendation shall be presented to the Council in writing with the signatures of at least two-thirds of the property owners fronting on the road(s) in question. If the neighborhood does not respond with a recommendation, the Road Committee or Fire Chief may suggest a name in their recommendation to the Council.
6. The Council will consider the request and record their decision in a resolution.

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY18-20**

**A RESOLUTION BY THE CITY OF GUSTAVUS UPDATING
THE GUSTAVUS PUBLIC LIBRARY POLICIES**

WHEREAS, the Gustavus Public Library policies require updating to comply with state and federal regulations regarding confidentiality and other issues, and;

WHEREAS, formal action is needed to address the revisions necessary to the Gustavus Public Library policies.

NOW THEREFORE, BE IT RESOLVED that the City of Gustavus updates its Gustavus Public Library Policies as attached.

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



GUSTAVUS PUBLIC LIBRARY

PO BOX 279 GUSTAVUS, ALASKA 99826-0279

PHONE (907) 697-2350 FAX (907) 697-2249

e-mail librarian@gustavus.lib.ak.us

Mission Statement

The mission of the Gustavus Public Library is to provide community members and visitors of all ages with a welcoming and supportive environment to freely access information, materials, and programming; to support literacy and life-long learning, facilitate connection to place and culture, and meet the recreational, social, intellectual, and cultural needs of the community.

Photography and Videos: The Gustavus Public Library reserves the right to take photographs and video of events, public programs, and patrons utilizing the library space. These photographs and videos may be used for publicity purposes in printed materials and online. All library patrons consent to the use of photos or videos taken at the library or during library events, unless they specifically inform staff of an objection to such use prior to the program or event. No names will be utilized in conjunction with photos without express written consent.

Children's Use Policy:

The Gustavus Public Library welcomes children to use its facilities and services. The following are rules regarding the use of the library by children:

- Library staff and volunteers are not responsible for the supervision, safety and wellbeing, or behavior management of children in the library. This includes during library open hours and programming times.
- All patrons, including children, are expected to behave appropriately in the library and will be asked to leave if they are unable to follow library expectations.
- Children must be appropriately supervised while using the library or attending library programs.
- All patrons, including children, are free to enter and leave the library at will, and library staff and volunteers will not supervise or monitor children who are entering and leaving the library building. If a parent/guardian is uncomfortable with their child leaving the library unattended, then the parent/guardian needs to be present and supervising the child at all times while their child is in the library, or assign another appropriate caregiver to supervise the child in their stead. A library staff or volunteer is never an appropriate person to supervise an unattended child and will not be allowed to act as such.
- All patrons, including unattended children, will be asked to leave promptly when the library closes, and it is up to parents or guardians to ensure that children are appropriately supervised and transported home when leaving the library.
- Library staff and volunteers will not be responsible for contacting parents or guardians if a child is asked to leave the library due to behavior or library closing.

- Library staff and volunteers are under no circumstances responsible for transporting children away from the library.
- Library staff and volunteers are not responsible for monitoring or restricting children's access to content via materials or internet. It is solely the responsibility of the parent/guardian to ensure that children are accessing appropriate content while in the library as well as the content of materials borrowed from the library.
- In accordance with Alaska Statute 40.25.140, the Gustavus Public Library is unable to disclose personally identifying information about any of our patrons, including children, except under court order. If a parent/guardian would like to access information about their child (including a list of materials checked out under the child's name), the child must be present to consent to this information being disclosed.

Library Use Policy

The Gustavus Public Library encourages all residents and visitors of Gustavus to utilize and enjoy the library. All patrons, regardless of their library card status, are welcome in the library to use computers, attend programs, and access materials while in the library. We expect all library users to comply with the following:

- All patrons must engage in acceptable and legal behavior while using the library. Persons engaging in unacceptable behavior, as determined by library staff and volunteers, will be asked to leave.
- Patrons are expected to behave in a way that respects other patrons' privacy, does not impede others' ability to use and enjoy the library, and which does not interfere with the ability of the staff/volunteers to perform their duties.
- Patrons, staff, and volunteers are expected to communicate with others in a way that is respectful. Verbally abusive language, threatening behavior, and harassment of any sort will not be tolerated in the library, and those engaging in these behaviors will be asked to leave the library.
- Patrons are asked to remove outdoor footwear before entering the library.
- Patrons are expected to help preserve the cleanliness and integrity of library materials and property.
- Patrons are only allowed to consume foods in designated areas of the library or under special circumstances as approved by library staff. Beverages should have a secure lid.
- Cell phone conversations and other loud conversation should be limited to the front entry or the meeting room so as not to disturb other library patrons.
- Animals, with the exception of service animals, must remain outside the library unless pre-approved by library staff. Animals which interfere with patrons' safety, comfort, or ability to access the library must be kept off library property.
- Library staff and volunteers are not responsible for the supervision of minors in the library (see Unattended Child Policy).
- The Library assumes no responsibility for lost or stolen property. After 30 days all items left in the library will be donated to charity.
- A person who has concerns related to unacceptable patron behavior may fill out a Comment Form, available at the Front Desk. Comment forms will be reviewed by the Library Directors and/or City Council.

- Failure to follow the Library Use Policy will result in immediate and/or future services being refused. If necessary, the Gustavus City Council and/or law enforcement may be called upon to assist in non-compliance of the Library Use Policy.

Circulation Policy

- Patrons may check out up to 10 books and 5 DVDs/other resources at a time on a single account.
- Patrons may check out books for up to 21 days at a time, and DVDs/other resources for up to 7 days at a time.
- The library does not charge fees for overdue items. However, patrons are expected to return or renew materials in a timely manner. Overdue notices will be emailed until the issue is resolved.
- Patrons will be charged the full amount for the replacement of materials that are lost or damaged. Patrons will be unable to check out additional materials until the item has been replaced.
- A patron with 3 or more items overdue and/or a single item that is over 90 days overdue will be unable to check out additional materials until the overdue item/s have been returned or replaced.
- Interlibrary Loan materials (ILLs) will be treated in accordance to the policies of the lending library they were sent from, and patrons will be responsible for any fines associated with these items.

Confidentiality Policy

In accordance with Alaska Statute 40.25.140, the Gustavus Public Library will keep confidential the names, addresses, and other personally identifying information of people who have used materials except under court order.

Computer Use Policy

The Gustavus Public Library offers free access to computers and internet to all community members and visitors. Computer and internet users are expected to comply with the following:

- Public computers are available on a first-come, first-served basis.
- Public computer use should be limited to 30 minutes. If after 30 minutes there are no other patrons waiting to use a computer, you may use the computer for another 30 minutes or until another patron requests a computer.
- Files cannot be saved to public computers. Computer users should save their files using another method.
- Computer users may not modify library computers, their software, or the internal network to which they are connected in any way.
- Although efforts are made to maintain the confidentiality and privacy of library patrons, the library cannot guarantee confidentiality or privacy on public computers.
- Internet and computer use must comply with State and Federal law.
- Material viewed in the library must be appropriate for a public space, and must not compromise other patrons' safety, wellbeing, or ability to access the library.

- It is the policy of the library that parents and guardians are solely responsible for monitoring the computer and internet use of their children.
- Any person found in violation of the Computer Use Policy may have their immediate and/or future computer use privileges revoked.

Library Card Policy:

- Any individual requesting a library card may obtain one as long as their identification can be verified, and they have no outstanding charges with the Gustavus Public Library.
- An individual qualifies for a Permanent Resident card if that resident can claim one of the following:
 - currently owns property in Gustavus **OR**
 - has resided in Gustavus for a minimum of the past 6 consecutive months **OR**
 - has recently moved to Gustavus and can demonstrate permanent employment, intent to establish permanent residence in Gustavus **OR**
 - any person who holds a current official government issued photo ID with Gustavus, Alaska listed as the official address, such as an Alaskan Driver's License, Alaska State ID card, or Merchant Marine ID card or a Gustavus Voter Registration card.
 - To ensure patrons' confidentiality, Permanent Resident accounts will be removed from the library system after 3 years of inactivity, unless a patron requests otherwise.
 - Interlibrary loans are only available to patrons with a Permanent Resident account with no outstanding charges.
 - A temporary/seasonal resident may obtain a Temporary/Seasonal library card as long as they provide:
 - A \$20 cash deposit, which the patron may request refunded before they leave Gustavus provided all items have been returned in good condition and replacement costs have been paid. Deposits not claimed by Dec. 15th will be considered a donation to the library.
 - A current official government issued Identification card.
 - A valid permanent forwarding address.
 - The name of their current employer in Gustavus and/or local place of residence.
 - A signature agreeing to the library's policies and procedures.
 - Temporary/seasonal resident accounts will be taken out of the system on December 15th of each year. Returning temporary or seasonal residents must apply for a new library card each year, provided they do not qualify for a Permanent Resident card as listed above.
 - Interlibrary loans are only available to patrons with a Permanent Resident account with no outstanding charges.

Collection Development Policy

Because of the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. The collection development policy is used by the library staff in the selection and weeding of materials and also serves to acquaint the general public with the principles of selection.

1. Criteria considered in the development of the Gustavus Public Library's collection:

- the physical format is suitable for library usage
- material is important to the development of the general collection.
- materials have particular cultural, historical, or social importance in our community
- material is relevant to the interests of our patrons and community
- the material is current and up-to-date
- the material accurately represents itself and provides accurate information
- the availability of materials elsewhere
- materials have received attention from critics and reviewers
- materials have been requested by patrons
- material fills a gap in the library's collection
- the popularity of similar materials
- materials need replacement or updating
- materials adequately represent a wide range of groups, interests, and viewpoints
- cost of materials

2. Criteria considered in the weeding of the Gustavus Public Library's collection:

- format, condition, and visual appeal of materials
- whether the materials are up-to-date
- accuracy of information in the materials
- relevance of the materials to our patrons
- availability of materials elsewhere, or similar resources available in our collection
- popularity and current interest of material to our patrons
- whether the material holds particular significance to our community

3. Challenged materials

In our efforts to offer a collection of materials representing a variety of interests and viewpoints, it is highly likely that some patrons may find some of the library's materials to be objectionable or offensive. If a patron has concerns about the presence of a particular material or resource in the library's collection, they may follow the procedure below:

- Inform the staff or volunteer on duty that you wish to contest a material.
- Fill out a Request for Consideration of Library Materials form.
- Library staff will review your request.
- Library staff will inform the advisory committee of all formally contested materials.

- If requested, library staff will provide the patron with a written response within 30 days.

Donations Policy

- Monetary donations go into the library operating budget and will be utilized as the Library Administrators see fit. Patrons wishing to see specific items or resources added to the library should purchase those materials independently and donate them to the library.
- Donated materials: once an item is donated to the library, the Library Administrators will have full authority to decide whether and how that item is used in the library. Donated items may be added to the collection if they meet the Collection Development Criteria, sold as fundraising for the library, given away as prizes or incentives, or discarded as Library Administrators deem fit based on the current needs of the library.

Meeting Room Policy

- The library Meeting Room is available for reservation on a first-come, first-serve basis. Reservations must be made in writing or by email to the Library Administrator.
- The Library Administrators reserve the right to review all applications and may deny use of the meeting room due to inadequate staff availability or overbooking.
- The fee for the use of the Meeting Room is \$15 for an hour or \$60 for the entire day, for private use or meetings not open to the public. Library-sponsored events, programs and meetings open to the public, and non-profit or educational use, are free of charge but must be limited to 3 hours no more than once a week.
- For for-profit events open to the public, there is a suggested donation of 10% of the profits to the library to cover the use of the space.
- Any person or entity organizing a public event or meeting at the library is responsible for creating promotional materials to advertise the event and providing these materials in a JPEG format to the Library Administrators at least one week in advance for digital distribution to library patrons. All advertising outside of library channels is the responsibility of the person or entity organizing the event.
- The library will provide a sandwich board for the event organizer to design and use in front of the library upon request.
- The person or entity reserving the Meeting Room space is also responsible for communicating in writing the number of attendees of the event or meeting to the Library Administrators within one week of holding the event.
- Any person reserving the Meeting Room is responsible for coordinating the setup and cleanup of the space and must leave the space in the condition they found it in.
- All use of the Meeting Room must comply with State and Federal Laws and must be in line with all other Library Policies.

Interlibrary Loan Policy

- Interlibrary loans (ILLs) are available to Permanent Resident Account-holders only.
- If a material is unavailable at the Gustavus Public Library, patrons may request this item in writing either by filling out the Interlibrary Loan Request Form at the front desk or library website, or by emailing the Library Administrators with the patron name, name of the material requested, author's first and last name, and ISBN number.
- Patrons who utilize the Interlibrary Loan system are responsible for all fees associated with the item they borrowed, in accordance with the policies of the lending library.
- It is suggested that ILL users donate \$3 to the library to offset the cost of shipping.

Volunteer Policy

- The Gustavus Public Library views volunteers as a valuable resource and as important partners in serving the public, and we encourage community members to get involved. Volunteers are needed to help cover the front desk during open hours, help with special events and programming, and assist with specific library needs.
- Community members interested in volunteering should fill out a Volunteer Application form, which will be reviewed by the Library Administrators, who have final discretion over volunteer positions.
- Every effort will be made by the Library to provide the type of assignment requested by the volunteer and that best matches their skills. However, the Library retains sole discretion for selecting the assignment based on the needs of the organization.
- All volunteers will be oriented and expected to comply with all library policies and procedures.
- Volunteers will be asked to sign and comply with a Volunteer Code of Conduct.
- Volunteers are under the supervision of the Library Administrators.
- The Library reserves the right to discontinue a volunteer's service.
- Necessary training and information shall be provided to all volunteers to ensure they are equipped to perform their volunteer duties.

Group Visit Policy

- Large groups (10 or more individuals) and/or organized children's groups wishing to visit the library should call ahead to inform staff or volunteers of their visit.
- Groups requesting a tour of the library must contact the Library Administrators at least one week in advance to schedule this.
- Large groups visiting the library during library open hours are expected to comply with the Library Use Policy.

Public Notice Posting Policy

- Individuals wishing to post a public notice at the library must bring their printed notice to the Library Administers for approval in compliance with the Library Use Policy.
- Library staff and volunteers will put up all public notices.
- Library staff and volunteers will remove all public notices in a timely manner after the event advertised has happened, or after one month, unless an extended posting has been approved by Library Administrators.



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

City Council Reports



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City Council Questions and Comments



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Public Comment on Non-Agenda Items



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Executive Session



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Adjournment