



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

General Meeting Packet

August 13, 2018



GUSTAVUS CITY COUNCIL

GENERAL MEETING

AUGUST 13TH, 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. 4](#)

A. General Meeting Minutes 07-09-18 [Pg. 5](#)

B. Special Meeting Minutes 08-02-18 [Pg. 8](#)

4. Mayor's Request for Agenda Changes [Pg. 10](#)

5. Committee/Staff Reports [Pg. 11](#)

A. Gustavus Visitors Association [Pg. 12](#)

B. The Rookery at Gustavus [Pg. 17](#)

C. DRC [Pg. 25](#)

D. Clerk [Pg. 30](#)

E. Financial [Pg. 32](#)

6. Public Comment on Non-Agenda Items [Pg. 40](#)

A. Philip Hooge, Glacier Bay National Park
Superintendent-Intertie Update

7. Consent Agenda [Pg. 41](#)

A. Introduce FY19-02 NCO Providing for the
Amendment of the City Held Accounts in Fiscal
Year 2019 (Road Maint) [Pg. 42](#)

B. Approve Certificate of Records Destruction [Pg. 43](#)

8. Ordinance for Public Hearing [Pg. 44](#)

A. Approve FY19-01NCO Providing for the
Amendment of the City Held Accounts in Fiscal
Year 2018 (Road Maint) Introduced 07-09-18 [Pg. 45](#)

9. Unfinished Business [Pg. 46](#)

A. Approve Beach Management Plan for
Submission to the State [Pg. 47](#)

10. New Business [Pg. 55](#)

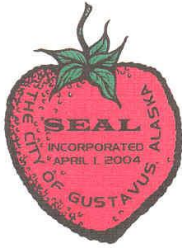
A. Approve Resolution CY18-22 Road Name
Changes [Pg. 56](#)

B. Approve Resolution CY18-23 to Update and
Establish Marine Facilities User Fees [Pg. 57](#)

C. Approve Resolution CY18-24 to Align Standards
for Broadband Internet Services [Pg. 58](#)

D. Approve RFQ-CP17-02DRC Driveway &
Recycling Outflow Area Project [Pg. 59](#)

"Efficiency is doing the thing right. Effectiveness is doing the right thing." --Peter Drucker



GUSTAVUS CITY COUNCIL

GENERAL MEETING

AUGUST 13, 2018

7PM AT CITY HALL

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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

- E. Introduction of City Ordinance FY19-03 Title 5 Elections Providing for the Exemption of Liquor Sales on Election Days [Pg. 69](#)
- F. Approve Calculation of Endowment Fund Grant Amount for 2019 Award Cycle [Pg. 70](#)
- G. Conflict of Interest Hearing-City Administrator, Mayor Miranda
- H. Conflict of Interest Hearing-City Administrator, Vice Mayor Jake Ohlson

11. City Council Reports [Pg. 72](#)

12. City Council Questions and Comments [Pg. 73](#)

13. Public Comment on Non-Agenda Items [Pg. 74](#)

14. Executive Session [Pg. 75](#)

- A. Discuss and receive privileged legal advice regarding the Gustavus/NPS Intertie with APT
- B. Review Selection Criteria & City Administrator Applicants

15. Adjournment [Pg. 76](#)

"Efficiency is doing the thing right. Effectiveness is doing the right thing." --Peter Drucker



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P.O. Box 1
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Approval of Minutes



**GUSTAVUS CITY COUNCIL
GENERAL MEETING MINUTES
July 9th, 2018**

1. CALL TO ORDER:

A General Meeting of the Gustavus City Council is called to order on July 9th, 2018, at 7:00 pm by Mayor Miranda. There are seventeen (17) 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

All members are present, and a quorum exists

3. APPROVAL OF MINUTES:

A. General Meeting Minutes 06-11-2018

MOTION: Council Member Warner moves to approve the General Meeting Minutes from June 11th, 2018

SECONDED BY: Council Member Sunday

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections motion passes by unanimous consent

4. MAYOR'S REQUEST FOR AGENDA CHANGES:

A. Remove Item 10A, Approve Scoping Document for Gravel Pit Access

Hearing no objections, Mayor Miranda announced the agenda as set

5. COMMITTEE REPORTS/STAFF REPORTS:

A. Gustavus Public Library-Librarian, Bre Ohlson provided a written and oral report

B. Gustavus Volunteer Fire Department-Fire Chief, Travis Miller provided a written and oral report. Travis added the importance of the no burn sign. Please, be careful and aware.

C. Treasurer-Treasurer, Phoebe Vanselow provided a written report, Mayor Miranda provided an oral summary of the report.

6. PUBLIC COMMENT ON NON-AGENDA ITEMS:

a) Jesse Kiehl-Alaska Senate Candidate Representing Juneau, Haines, Skagway, Klukwan & Gustavus

b) Karen Sargent

7. CONSENT AGENDA

A. FY19-01NCO Providing for the Amendment of the City Held Accounts in Fiscal Year 2018 (Road Maint)

B. Approve Certificate of Records Destruction

MOTION: Council Member Casipit moves to approve the Consent Agenda

SECONDED BY: Vice Mayor Ohlson

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

8. ORDINANCE FOR PUBLIC HEARING

A. Approve FY18-23NCO Providing for the Amendment of the Road Maintenance Budget and the City Held Accounts in FY18 (National Forest Receipts received) (Introduced 06-11-2018)

MOTION: Council Member Taylor moves to Approve FY18-23NCO Providing for the Amendment of the Road Maintenance Budget and the City Held Accounts in FY18 (National Forest Receipts received) (Introduced 06-11-2018)

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT:

a) Mayor Miranda

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 Development Draft Plan

Mayor Miranda provided a summary and introduction of the Beach Development Draft Plan

PUBLIC COMMENT:

a) Annie Mackovjak

b) Jon Howell

c) Julie Howell

d) Thomas Imboden

COUNCIL COMMENT:

a) Susan Warner

b) Cal Casipit

c) Tim Sunday

d) Mike Taylor

10. NEW BUSINESS:

A. Removed from Agenda during Item 4, Mayors Request for Agenda Changes.

B. Conflict of Interest Hearing for City Administrator Hiring Process

Mayor Miranda declared a conflict of interest regarding the City Administrator Hiring Process and presented a statement.

Vice Mayor Ohlson presided over the hearing and provided a summary of the hiring process that would take place if Mayor Miranda chooses to apply for the City Administrator position

PUBLIC COMMENT:

a) John Howell

COUNCIL COMMENT:

a) Susan Warner

b) Cheryl Cook

c) Mike Taylor

d) Tim Sunday

Vice Mayor Ohlson made the determination that a conflict of interest exists. Mayor Miranda is recused from all future discussion of City Administer position up until the point that the position is filled. This recusal includes General meetings, work sessions, special meetings, and any hiring committee meetings. Mayor Miranda may listen to discussions on the topic as would any member of the public in open meetings but may not participate in discussions, voting, or selection related to the City Administrator position.

C. Approve Resolution CY18-21 to Update and Establish Marine Facilities User Fees

MOTION: Council Member Sunday moves to Approve Resolution CY18-21 to Update and Establish Marine Facilities User Fees

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT:

- a) Council Member Cook
- b) Mayor Miranda

ROLL CALL VOTE ON MOTION:

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

NO: 0

RECUSED: 0

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

11. CITY COUNCIL REPORTS:

- A. Mayor Miranda-Intertie**
- B. Council Member Taylor-Roads**
- C. Council Member Sunday-Marine Facilities**
- D. Council Member Casipit-Lands**

12. CITY COUNCIL QUESTIONS AND COMMENTS:

- A. Susan Warner**
- B. Calvin Casipit**
- C. Vice Mayor Ohlson**
- D. Mayor Miranda**
- E. Mike Taylor**

13. PUBLIC COMMENT ON NON-AGENDA ITEMS:

- a) Karen Sargent**

14. EXECUTIVE SESSION

15. ADJOURNMENT:

Hearing no objections, Mayor Miranda adjourns the meeting at 8:41pm.

Barbara Miranda, Mayor

Attest: Karen Platt, City Clerk

**GUSTAVUS CITY COUNCIL
SPECIAL MEETING MINUTES
August 2nd, 2018**

1. CALL TO ORDER:

A Special Meeting of the Gustavus City Council is called to order on August 2nd, 2018, at 8:00 pm by Mayor Miranda. There are two (2) 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 Taylor
Council Member Warner

There are 6 members present, and a quorum exists

3. APPROVAL OF MINUTES:

4. MAYOR'S REQUEST FOR AGENDA CHANGES:

5. COMMITTEE REPORTS/STAFF REPORTS:

6. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

7. CONSENT AGENDA

8. ORDINANCE FOR PUBLIC HEARING

9. UNFINISHED BUSINESS

10. NEW BUSINESS:

A. Consultant for the Gustavus Intertie

Conflict of Interest Hearing for Gustavus Intertie Consultant

Vice Mayor Jake Ohlson declared a conflict of interest regarding any discussion and or decision making related to the Intertie between Glacier Bay National Park and the City of Gustavus. Jake serves in a supervisory role for Glacier Bay National Park and as a Council Member for the City of Gustavus.

Mayor Miranda presided over the hearing and made the determination that a conflict of interest exists. Vice Mayor Ohlson will recuse himself during all discussion & decision making regarding the intertie between Glacier Bay National Park and the City of Gustavus

Jake left the meeting at 8:05pm

MOTION: Council Member Miranda moves to retain Kirk Gibson to work with the Gustavus City Council and City Attorney to help ensure benefits of the Intertie flow to Gustavus ratepayers. Payment authorized in an amount not to exceed \$15,000.00.

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT:

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

ROLL CALL VOTE ON MOTION:

YES: Miranda, Cook, Warner, Taylor, Casipit

NO: 0

MOTION **PASSES**/FAILS 5/0

11. CITY COUNCIL REPORTS:
12. CITY COUNCIL QUESTIONS AND COMMENTS:
13. **PUBLIC COMMENT ON NON-AGENDA ITEMS: None**
14. EXECUTIVE SESSION

15. **ADJOURNMENT:**
Hearing no objections, Mayor Miranda adjourns the meeting at 8:21 pm.

Barbara Miranda, Mayor

Attest: Karen Platt, City Clerk



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Mayor's Request for Agenda Changes



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Committee/Staff Reports





GVA – Second Quarter 2018 (April-June 2018)

In the second quarter of the city's fiscal year Gustavus Visitors Association currently has 32 paid member businesses, 18 complimentary listings and 12 businesses awaiting for membership dues.

Advertising and Travel Shows

Securing advertising has continued in this quarter in both print and electronic ads were secured for the 2018 advertising cycle. These ads help insure that Gustavus and Glacier Bay stay in the fore front of visitors looking to come to Alaska.

- Alaska Airlines Magazine Beyond-May 2018 issue
- Alaska Magazine-May 2018 issue
- Capital City Weekly Southeast Summer Fun and Festival 2018 Directory
- A rolling ad with Alaska Travel Industry Association, TravelAlaska.com
- The Milepost 2018 annual edition
- Google Ad Words
- Capital City Weekly Southeast Highlights
- Travel Juneau- Juneau Travel Fair April 21, 2018
- JDEC Juneau Maritime Festival May 12, 2018 (unable to attend due to weather)
- 2018 GVA Member brochure and maps

Membership activities:

ATIA – Alaska Travel Industry Association, Managed by DCCED

<http://www.alaskatia.org>

<https://www.travelalaska.com/>

The Alaska Travel Industry Association (ATIA) is the state's leading industry organization for travel-related businesses and supporters. Made up of nearly 700 members representing businesses both large and small across the state, ATIA works to increase the economic impact of tourism in Alaska and is the respected voice of the industry, advocating on behalf of our members on issues impacting businesses and communities. ATIA lobbied the Alaska Legislature and kept to a strong message that tourism marketing provides positive benefits to Alaska residents, businesses, and state and local budgets. The Alaska Legislature passed the FY19 capital budget, which included a \$3 million grant to the ATIA to manage Alaska's statewide tourism marketing program. With the \$3 million state grant, leveraged by the Cooperative Marketing Program ad purchases, ATIA will be able to publish a 2019

Official Alaska State Vacation Planner, conduct media outreach, and maintain TravelAlaska.com.

GVA has continued to work this Quarter to refine and expand our reach via the TravelAlaska website and Travel Planning Guide presence and receives special marketing/advertising opportunities by being a member of this statewide organization. ATIA sends GVA high-potential visitors leads responding to our display ad in the Alaska Official State Vacation Planner. The “Bingo” cards at the back of the Travel Planning Guide are leads of people who would like to receive more information about our businesses. We have received 164 Bingo leads from April-June 30. GVA will renew membership with ATIA in the third quarter.

Travel Juneau- <https://www.traveljuneau.com/listing/gustavus-visitors-association/43379/>

Travel Juneau serves both CBJ and member partners by marketing Juneau as a destination and also helping locally owned businesses market their services to visitors and potential visitors to surrounding communities. By being a member of Travel Juneau we are able to take advantage of many discounts and cooperative marketing opportunities along with networking opportunities and presence at travel shows attended by and organized by Travel Juneau. Travel Juneau updated their website and is working with GVA to update website content and pictures of the new GVA Visitors Center. The statistics were quite low for clicks and impressions with the new Travel Juneau set up and the Marketing Director is currently working with Travel Juneau staff to find solutions for this. For April-June GVA only had 25 views and 14 clicks for its site on the Travel Juneau website.

SATC—Southeast Alaska Tourism Council: <http://www.alaskasinsidepassage.com/>
In the second quarter, GVA renewed our associate’s membership with SATC for the 2018-2019 fiscal year. They aggressively promote independent travel to Southeast Alaska. They manage the AlaskaInsidePassage.com website and Facebook with over 8,000 followers. Our “More to Explore” page had 166 visits with an average time of 43 seconds per visit.

GVA Website: www.gustavusak.com

The new GVA website was launched June 3, 2018. The new platform was agreed by the Board to look similar to the previous website set up. The Marketing Director continues on a weekly basis to work with Bear Star Web Design in updating the website and learning the Wordpress software.

Statistics represent new website numbers from June 3-30 as Total Visitors: 863

Device Category ?	Acquisition			Behavior		
	Users ? ↓	New Users ?	Sessions ?	Bounce Rate ?	Pages / Session ?	Avg. Session Duration ?
	863 % of Total: 100.00% (863)	863 % of Total: 100.00% (863)	1,058 % of Total: 100.00% (1,058)	48.11% Avg for View: 48.11% (0.00%)	2.89 Avg for View: 2.89 (0.00%)	00:03:49 Avg for View: 00:03:49 (0.00%)
1. desktop	584 (67.67%)	584 (67.67%)	706 (66.73%)	44.33%	3.19	00:04:39
2. mobile	184 (21.32%)	184 (21.32%)	225 (21.27%)	60.89%	2.07	00:01:58
3. tablet	95 (11.01%)	95 (11.01%)	127 (12.00%)	46.46%	2.65	00:02:33

Social Media: Facebook and Instagram

<https://www.facebook.com/gustavusalaska/>

<https://www.instagram.com/visitgustavus/>

There has been steady increase in our Facebook traffic. We have had increase in followers from 647 to 664 for the second quarter. GVA has promoted 2 Facebook postings in early June 2018. The post combined generated 7,146 people reached (the number of people who saw the boosted post or promotion), 2,071 post engagement (the total number of clicks, comments, reactions and shares on the boosted post or promotion) in 5 different countries. Facebook offered GVA a \$10 coupon to take advantage of the boosting promotion so it did not cost GVA anything for the 2 promotions. As the GVA website continues to develop and get refined, more Facebook promotions should occur in the future.

GVA switched to a Business Account with Instagram in May 2018. There continues to be a learning curve with understanding the Insights of Instagram. With the current statistics for April-June, there were 55 VisitGustavus Instagram profile visits (the number of times our profile was viewed), 7,214 Impressions (the total number of times a post has been seen)

Instagram and Facebook are linked which makes reaching audiences on 2 social network platforms fairly easy. The 2 boosts through Facebook were also boosted through Instagram.

Visitor contacts by phone, letters, and email.

For the second quarter the Marketing Director fielded 28 visitor calls, 19 visitor emails, and mailed out 20 GVA brochure letters to potential visitors. There were also several calls received from local Gustavus residents asking for information on future designated camping areas and RV facilities.

GVA Members:

The GVA Membership year is our fiscal year October 1st through June 30th. We started our membership drive for 2018 in March 2018. Below is the list of businesses that are current and appear on our website and in our brochure and maps. A few businesses are still in progress in getting included in the new website due to lack of information and pictures.

Currently we have 32 paid or in-trade current members:

Aimee's Guest House
 Alaska Airlines
 Alaska Discovery/Mountain Travel Sobek
 Alaska Seaplanes
 Alaska Coastal Energy, Inc./Sea Level Transport
 Alaska Mountain Guides
 Alaska Power & Telephone
 Alaskan Anglers Inn
 Annie Mae Lodge
 Blue Bucket Bed & Breakfast

Blue Heron Bed & Breakfast
Budget Rentals*
Bud's Rent A Car & Sales
Cottonwood Lodge & Cabin Rentals
Cross Sound Express
Fairweather Adventures at Glacier Bay
Fireweed Gallery
Glacier Bay's Bear Track Inn
Glacier Bay Construction*
Glacier Bay Country Inn
Glacier Bay Photo Tours (Trade)
Glacier Bay Sea Kayaks, Inc.
Majestic Expeditions
SE Aerial Flightseeing & Charters
Sentinel Coffee
Spirit Walker Expeditions
Steller Botanical Health*
Strawberry Point Taxi & Tours
TLC Taxi
Wild Alaska Inn at Glacier Bay
Will White Photography (Trade)
Woodwind Adventures

***New members 2018**

18 Complimentary Listings:

Alaska Geographic
Alaska Native Voices
Alaska Native Eagle Gift Shop
Camalou Gallery/The Outpost
Church of Jesus Christ of Latter Day Saints
City of Gustavus
Community Chest Thrift Store
Disposal and Recycling Center
Glacier Bay National Park & Preserve
Gustavus Artisans
Gustavus Community Chapel
Gustavus Community Clinic
Gustavus Dray
Gustavus Public Library
Gustavus Visitor Center
Pep's Packing
Rookery Childcare Program
St. Jacob of Alaska Orthodox Christian Chapel
Toshco Mercantile

12 Businesses GVA is waiting for Membership Dues:

Clove Hitch Cafe
Glacier Bay Lodge (Aramark)
Glacier Bay Sport Fishing
Gustavus Landscaping
Harris Air
Huna Totem/Alaska Native Voices
InnerSea Discoveries
Salmon River Business Center
Salmon River Electric
Sunnyside Market & Deli
True North Sport Fishing
Uncruise Adventures

Conclusion:

We continue to promote Gustavus and Glacier Bay to visitors regionally, country wide, and globally. Our combined efforts, with the City of Gustavus, regional and statewide DMOs (Destination Marketing Organization), Glacier Bay National Park, and our tourism entities to continue to promote our small unique community both through advertising and actions items in our community is our highest priority. GVA has presence and control of site content on 6 different websites which includes 2 social media sites. All 6 sites need regular oversight and current upkeep. The goal is to have all 6 sites updated and under Marketing Director's control by the end of the fourth quarter.

Gustavus Children's Enhancement Program

End of Year Report: 2017-18 FY

Submitted July, 2018

by Erin Ohlson, GCEP CEO

Gustavuscp@gmail.com ; (907) 697-3010 (o) ; (907) 500-2628 (c)

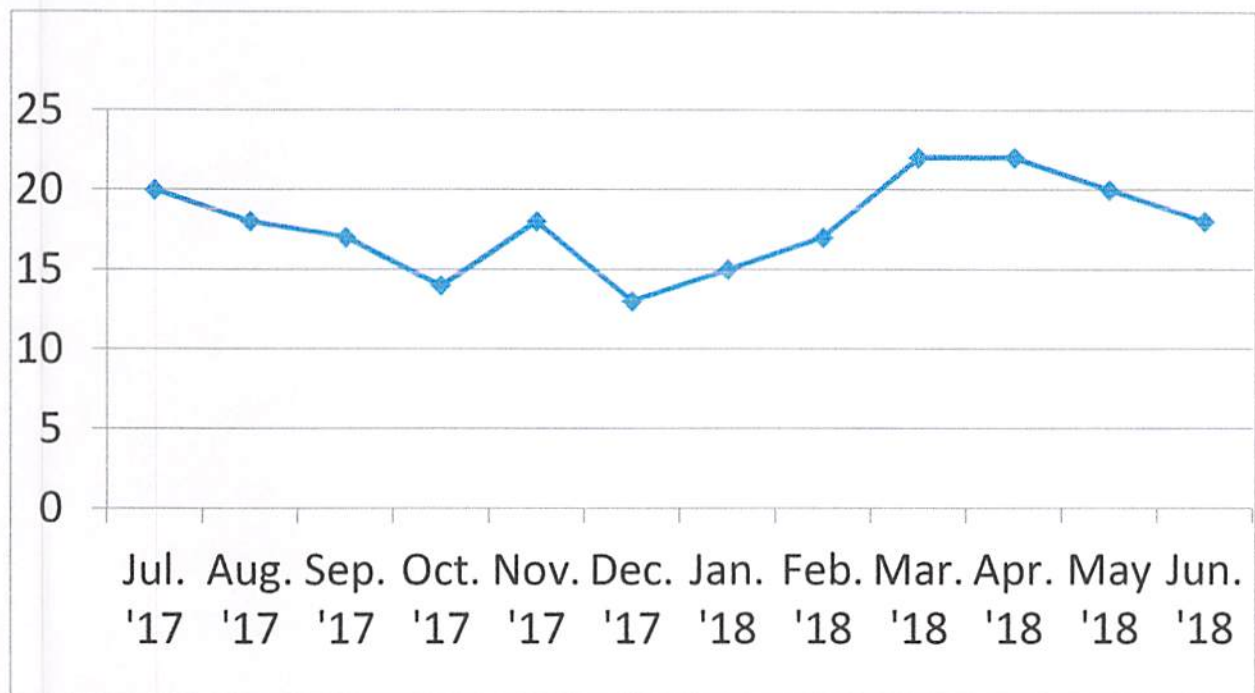
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Enrollment Statistics:

Amount of children who attended GCEP(Preschool and Child Care combined) each month.

Included in the numbers below were five Preschool children from September, 2017 through May, 2018. Many of those Preschool children were also in the Child Care Program.



Budget Overview

GCEP Operating Budget FY 2017 - 2018 (July 1st - June 30th)			
Budget Item	Expense	Revenue	Profit/ Loss
Administration	-\$11,378.49	\$3,388.23	-\$7,990.26
Preschool Program	-\$36,800.86	\$26,821.03	-\$9,979.83
Child Care Program			
Professional Development	-\$3,779.39	\$2,706.36	-\$1,073.03
Fundraising Activities	-\$2,972.34	\$18,772.29	\$15,799.95
Contributions		\$1,549.07	\$1,549.07
Grants	-\$3,282.96	\$4,463.93	\$1,180.97
City of GST Contract		\$10,540.00	\$10,540.00
Operation	-\$14,171.22	\$19.00	-\$14,152.22
Totals:	-\$72,385.26	\$68,259.91	-\$4,125.35

Overall loss of \$4,125.35 for the FY

- When GCEP requested the \$10,540 from the City in March, 2018, the projected overall loss for FY17-18 was \$14,785. Thanks to the \$10,540 from the City in May, 2018, we ended the FY just about where we thought we would.

Program loss of \$9,979.83 (program income minus cost of program payroll)

- This number is similar to the \$10,540 that the City paid GCEP for Contracted Social Services.
- The fair market value (FMV) of these services is \$50,690 (GCEP operates primarily on a drop-in basis. The FMV of drop-in services in Juneau, AK is \$9/ hour which, considering GCEP attendance would be \$50,690 in revenue for the year.)

Fundraising Profit: \$15,799.95

- For the previous five fiscal years, the average fundraising profit was \$12,000. This year GCEP raised \$15,799.95 even though there were only five active fundraising families (only Preschool Program families are expected to help with fundraising efforts.)

9:35 PM
07/18/18
Accrual Basis

Gustavus Children's Enhancement Program
Profit & Loss
July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>
Ordinary Income/Expense	
Income	
Child Care Grant	523.38
City Social Services Contract	10,540.00
Direct Public Support	
AlaskaAir Employee Volunteerism	240.00
Amazon Smile	184.07
Individ, Business Contributions	1,125.00
	<u>1,549.07</u>
Total Direct Public Support	1,549.07
Government Grants	
Local Government Grants	
Endowment Grant	3,940.55
	<u>3,940.55</u>
Total Local Government Grants	3,940.55
Total Government Grants	3,940.55
Professional Development Income	
CEO Reimbursement	3,388.23
Program Employee Reimbursement	2,706.36
	<u>6,094.59</u>
Total Professional Development Income	6,094.59
Program Income	
child care tuition	
child care enrollment	10.00
child care tuition - Other	24,142.60
	<u>24,152.60</u>
Total child care tuition	24,152.60
Credit/ Debit Use Fees	128.31
preschool tuition	7,963.25
	<u>-5,423.13</u>
Total Program Income	26,821.03
Special Events Income	
Fundraisers	
4th of July Auction	1,000.00
4th of July Dinner	2,123.80
Bear Track Wine Tasting	1,800.00
Black Dog Tacos	849.16
breakfast	541.84
bumper sticker	150.00
calendar	4,134.00
dance/concerts	1,524.75
	<u>300.00</u>
Gaming Permit	961.30
general donation	1,519.95
Giving Tuesday	1,284.00
Hats	2,343.69
Plant Sale	239.80
Fundraisers - Other	<u>18,772.29</u>
Total Fundraisers	18,772.29
Total Special Events Income	18,772.29
Uncategorized Income	19.00
	<u>68,259.91</u>
Total Income	68,259.91
Gross Profit	68,259.91

9:35 PM

Gustavus Children's Enhancement Program

07/18/18

Profit & Loss

Accrual Basis

July 2017 through June 2018

	Jul '17 - Jun 18
Expense	
Fundraising	
4th July Dinner, ect.	267.60
breakfast burritos	17.94
calendars	1,080.70
Combined Federal Campaign	355.00
dance/concerts	603.29
Gaming Permit	179.34
Plant Sale	468.47
Total Fundraising	2,972.34
Grant Expenditures	
Endowment Fund Grant	3,282.96
Total Grant Expenditures	3,282.96
Operations	
Banking	
Credit card payment fee	91.22
Banking - Other	3.30
Total Banking	94.52
Business	
Business Registration Fees	125.00
Licensing Expenses	100.00
Total Business	225.00
Facilities	
Rent	1,200.00
Total Facilities	1,200.00
Food	9.77
Insurance	
liability	1,741.00
workmans comp	427.12
Total Insurance	2,168.12
New Employee Fees	75.00
Postage/Freight	82.80
Supplies	
childrens	75.00
cleaning	193.01
teacher/office	114.92
Supplies - Other	1,730.77
Total Supplies	2,113.70
Utilities	
Telephone	156.97
Utilities - Other	62.76
Total Utilities	219.73
Operations - Other	691.58
Total Operations	6,880.22
Payroll	
Admin for CEO	4,787.50
Admin time for program employee	546.63
Child Care Hours	21,444.93
Preschool Hours	8,815.57
Payroll - Other	5,993.73
Total Payroll	41,588.36

9:35 PM

Gustavus Children's Enhancement Program

07/18/18

Profit & Loss

Accrual Basis

July 2017 through June 2018

	Jul '17 - Jun 18
Professional Development	
CEO Education	6,590.99
Employee Education	3,779.39
Total Professional Development	10,370.38
Reconciliation Discrepancies	68.07
Tax	
AK DOL Security Tax	775.91
Federal 941	6,447.02
Total Tax	7,222.93
Total Expense	72,385.26
Net Ordinary Income	-4,125.35
Other Income/Expense	
Other Income	
Savings Interest	3.97
Total Other Income	3.97
Net Other Income	3.97
Net Income	-4,121.38

9:29 PM

Gustavus Children's Enhancement Program

07/18/18

Balance Sheet

Accrual Basis

As of June 30, 2018

	<u>Jun 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Certificate	4,000.00
Denali FCU Checking	12,250.24
Denali FCU Gaming	107.50
Denali FCU Savings	32.21
Total Checking/Savings	<u>16,389.95</u>
Accounts Receivable	
Accounts Receivable	4,397.55
Total Accounts Receivable	<u>4,397.55</u>
Other Current Assets	
Petty Cash	731.69
Total Other Current Assets	<u>731.69</u>
Total Current Assets	<u>21,519.19</u>
TOTAL ASSETS	<u>21,519.19</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Ink Credit Card	225.58
Total Credit Cards	<u>225.58</u>
Other Current Liabilities	
Payroll Liabilities	17,676.25
Total Other Current Liabilities	<u>17,676.25</u>
Total Current Liabilities	<u>17,901.83</u>
Total Liabilities	<u>17,901.83</u>
Equity	
Unrestricted Net Assets	7,738.74
Net Income	-4,121.38
Total Equity	<u>3,617.36</u>
TOTAL LIABILITIES & EQUITY	<u>21,519.19</u>

Balance Sheet Overview

Assets

- **\$4,000 in Certificate** – GCEP has \$4,000 in restricted funds which is intended as start-up money in case GCEP ever folds. Due to these restrictions, the GCEP Board chose to move that money into a CD with a higher yield rate in April, 2018.
- **\$12,250.24 in Checking Account** – This may seem like a lot, considering we just received \$10,540 from the City in May, 2018 and have already received another \$12,964 for FY18-19. See the list below to understand why this is a reasonable surplus for this time of year.
 - After receiving the \$10,540 in May, the Checking Account balance dropped to under \$10,000 for a couple of months (showing how much those funds were needed.)
 - Many of the annual fundraisers occur in the spring months (surplus each July)
 - Most of the operational spending occurs at the end of the summer in preparation for the Preschool Program year
 - Preschool Program planning occurs in July and August - before school starts. This means payroll in the summer increases significantly although there is no program revenue that corresponds with that expense.
- **Accounts Receivable** – GCEP currently has \$4,397.55 in open invoices. About \$2,000 of that is expected to become bad debt. In response to this problem, GCEP has adopted a new policy as of May, 2018 which says all families must either have a credit card on file or prepay their cost of care in order to be enrolled. Families sign an agreement which states their credit cards will be charged for all balances over 60 days.

Gustavus Disposal & Recycling Center (DRC) Quarterly Staff Report
Paul Berry, DRC Manager/ Operator
Monday, August 13th, 2018

My last quarterly report was at the May 14th General Meeting and my next quarterly report is scheduled for the November 12th General Meeting.

General Operations and Management

August's annual rolling five year numbers report

I'm pleased to present this years copy of the rolling five year trend comparison report. FY12 was the first five year data set. In each succeeding year the five year table rolls forward.

Labor

The summertime crew for the DRC has primarily been three people: myself Tuesday through Saturdays assisted by Paul Dzubay on Tuesday, Wednesday and Thursday; and Jeff Irwin on Thursday, Friday and Saturday with a fourth person Artemis BonaDea replacing any of those three when they are not available. This four person arrangement has worked well for me and for the DRC too I believe.

As my report has indicated we are seeing more overall flow in the waste stream, especially with non-recyclable waste, so there is more effort needed to keep up with that increased flow. I appreciate Thursdays because there is a total of three people which means I can do catch up work such as managing the mound or working with the food waste composting operation. I again would like to thank the Council for slightly increasing the level of funding for labor at the DRC in the FY19 budget.

Retirement

It seems like I find myself talking more about retirement with people this summer than I have in the past so I figured it was time to put my thoughts into one of my reports. Here is my statement: I am 56 and while I do not plan on retiring anytime soon the time will come and I want my transition out of the DRC to be a reasonably good one (is that too much to ask for? What punishments could be involved?). Plus when you are working you never really know when your last day of work is so it is good to prepare. I could always be toppled by the Labor Pool.

I like the idea of an incremental retirement - a gradual phasing out process over a period of time rather than an abrupt event. I would like to start the process by retiring from Saturdays. Saturdays are pretty much a physical, operations only day. They are busy, they are social and an operator often has to move 3,500 to 5,000 pounds of waste around (at least once or maybe twice) which can be a strain on ones joints and muscles. In the past twenty four years I have worked about 950 Saturdays at the DRC. My first day of work on June 11, 1994 was a Saturday. So as FY20 approaches I intend to work with the new Administrator, the Mayor, and our Treasurer Phoebe on what some options are. I believe I can work with the labor pool staff to keep Saturdays staffed with two people and work towards a less than 40 hour week for myself. I'd like to continue the process of working more in management and less in operations. I like to think of my retirement as a gradual process so that when it is actually complete some years from now you'll hardly know the difference in the operation of the DRC (maybe it'll even be an improvement...).

Landfill and balefill

As the five year comparison report shows, non-recyclable waste is increasing at a rapid rate. I see a couple ways of looking at this; one: This is a good thing – more people are using the facility and burning and burying less at home – this is what we want; two: while the overall total is increasing the diversion ratio is dropping which means that proportionally more

waste is going into the mound which takes more work and more cover soil to keep the waste covered. I suspect that in the FY20 budget the DRC will have to start importing cover soil to the DRC and this will add to our operating expenses. Our dropping diversion ratio does need to be addressed and this is a topic for my Solid Waste Management Plan.

The compost scene

The DRC is processing more food waste this year than last year. I would guess most of the reason is that there isn't a hog farm operation this year so food waste that was going there last year is now coming to the DRC. Even with the increase I am still able to keep the mixing process to once a week. Having the concrete yard with the compost screener in a new location closer to the Quonset for a close run with the loader really helps.

This spring about 10 yards of compost was sold resulting in about \$1,240 in sales.

Topsoil sales this spring went well. This was the dirt from the concrete paving project. About 30 small (1/3 yard) bucket loads (estimated at 10 yards total). The sale resulted in about \$500 total. Call it cost recovery. It was good soil. Chris and I bought a few loads. Sorry about the pineapple weed. Not the worst weed in the world. They are edible. Pineapple weed is one of the flourishing weeds in the DRC's composting yard. I do try and keep invasives out of what is sold.

I have not had much time this summer to work with O2 Composting Systems on our operation or the plans for the Quonset replacement. At this point I see the Quonset replacement as a fall and winter project and my goal is to incorporate phase 2 of the Quonset replacement project, the actual replacement structure, as part of the FY20 budgeting process.

After many years of talking about it I am actually registered for a week long Compost Facility Operator Training Course provided by the Washington Organic Recycling Council this coming October 15 - October 19 in Puyallup Washington. This will be my first opportunity to learn directly from experts about food waste composting and an opportunity to tour other operations and meet people who work with food waste composting.

Household Hazardous Waste collection event update

Not a lot has happened here regarding final disposal costs. Clean Harbors is still in the process of disposing of the materials (still waiting on the refrigerant). Once has everything been processed and the costs have been settled Clean Harbors will bill the City. Once they bill the City I can add in the City's labor costs and come up with a budget proposal for the next event. Because the costs for a hazardous waste event were not known when the FY19 budget was being drafted no \$ was put in for a HAZMAT event in spring FY19 (*this does not mean one will not happen, just that an event is not funded at this point*). I would like to advocate for an annual hazardous waste collection event. Regular collection events help increase the opportunity for citizens to get rid of problematic materials. At the very least they should occur every other year.

Groundwater testing

One of the requirements of the City's ADEC Solid Waste Operating Permit is to test the ground water in the vicinity of the DRC on a three year cycle (four wells, two per year with one year of no testing). The two wells sampled in April did not indicate any "bad" metals (such as lead, cadmium, mercury) and there were no spikes for the other metals. Here are the details briefly (ppb = parts per billion):

April 18th during low-low tide for the month: Monitor Well (MW) 6 – down-gradient, located in the meadow directly south of the DRC and MW4 – up-gradient, located directly across from Charles DeBoer's old place. Metals detected were:

MW6: Barium 13 ppb, Chromium 1.0 ppb, Copper 5.4ppb, Manganese 17 ppb, Nickel 2.3ppb;

MW4: Arsenic 3.4 ppb, Barium 35 ppb, Manganese 77 ppb, Nickel 1.5ppb, Zinc 6.7 ppb. Additional parameters measured are temperature, pH, chemical oxygen demand and conductivity.

I submitted the results to ADEC on July 19. Hannah Sullivan, the new ADEC Solid Waste Specialist for our area and Doug Buteyn, the Northern/Southeastern Regional Program Manager later reviewed the results and agreed there were no red flags.

There are four active, groundwater monitoring wells on the DRC property. Two are sampled and the height of the groundwater is measured in all four wells. One problem mentioned previously (May 9, 2016 Report) is that MW1 has very little water in it during low-low tide conditions now. I assume this is because of isostatic rebound. The well should be reset lower so that we can sample at that location (MW1 is one of the oldest wells).

Copies of the electronic reports are available by e-mail.

Community Chest

Since my last report our front desk volunteers are Saturdays: Liz Vanderzanden, Maribeth Jarvis, Judy Brakel, Annie Mackovjak and Betsy Lesh. Wednesdays: Catherine Anderson, Mary Williams or Jo Neger filling in. Mondays (June through August): Mary Coster and Sandy Best.

On Wednesdays, and on other days as well, there is sorting, purging and stocking. Since May our volunteers have been: Betsy, Annie, Carolyn Warner, Meadow Brook, Cathy M, Heleen Buttram, Catherine, Kim Ney, Marilyn Agee, Denise Pratschner, Becky King, Joyce Gallagher, Joyce Lupro, Ben Sadler, and BJ Robinson (hopefully I didn't miss anybody).

There has been at least one shipment of reusable clothing to the Hoonah thrift store and I would like to thank Alaska Seaplanes for providing free freight to Hoonah as space allows. Sales in FY18 were \$15,277 which broke the previous record of \$14,457 (FY17).

Without the efforts of these fine folks, especially Betsy, we wouldn't have such a thriving thrift store. Thank you.

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

Earlier I had hoped that by the time I gave this August's report I'd have completed my four year study into Gustavus's Solid Waste Future. That was wishful thinking as summers are busy with operations. Also, the process of putting thoughts and plans on paper never seems to end - more things come to mind as I ask more questions and the process get widened or I figure out how to describe or model something in more detail. I hope to have sections or chapters of the plan in future reports.

Capital Projects Summaries

Driveway and [Recycling] Outflow Storage Area Project CP-17-02

Funded. I am hoping that the RFQ for this project will be published at this meeting. As stated in the RFQ:

The objective of this project has two primary goals:

1. Upgrade the existing driveway at the DRC so that it is wider and allows for two way traffic;
2. Develop a 6,400 square foot (80' x 80') dirt pad that will be used for the storage of shipment ready recyclables or "outflow" storage. This dirt pad will need a short driveway constructed (approx 60') to connect it with the existing driveway.

The HAZMAT storage unit CP-18-07

Funded. I want to go over the specifications one more time with the manufacturer to insure we will get the best use out of the unit with the types and volumes of HHW that the DRC processes. How this unit works in conjunction with future HHW collection events is also a consideration. I would also like to go over the best location for the unit (so we don't have to

move it for a few years ...).

Inflow or Pre-Processing storage area CP-18-05

Funded. Looking into how best to go about the project. How to stretch the projects funding to get as much work done as possible with the funds available.

Storage bins, pallet jack CP-18-06

Funded. Tied into the Inflow storage project.

This is a repeat from my last report:

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

Maybe the Park could help in this when work on the intertie starts.

The end, thank you.
08/08/18

Report compiled by paul.berry@gustavus-ak.gov

Gustavus Disposal & Recycling Center
August 2018 Facility Statistics for
Fiscal Years 2014 – 2018 (July 1st – June 30th)
Five Year Comparison

	FY14	FY15	FY16	FY17	FY18
Waste Stream¹					
Pounds of recyclables (<i>materials utilized</i>) % difference from FY14 % diff. from prev FY	185,061	202,927 +10% +10%	191,650 +4% -6%	183,821 -1% -4%	184,607 ² +0% +0%
Pounds of non-recyclable trash (<i>the mound</i>) % difference from FY14 % diff. from prev FY	81,768	88,632 +8% +8%	103,710 +27% +17%	114,971 +41% +11%	137,262 +68% +19%
Total pounds waste delivered % difference from FY14 % diff. from prev FY	266,829	291,559 +9% +9%	295,360 +11% +1%	298,792 +12% +1%	321,869 +21% +8%
Cu. yards Construction/ Demolition waste (C/D) & ash (<i>uncompressed</i>)	143	97	164	110	92
Operating time					
Number of days receiving waste during reporting period (<i>incl. appointment days</i>)	187	210	218	223	243
Number of customer transactions	4,227	4,601	4,730	4,921	5,164
Pounds per day average	1,427	1,388	1,355	1,352	1,325
The processing of recyclables³					
Number of southbound recycle shipments	4	4	5	5	5
Recyclables baled for export to Seattle <u>in pounds</u>	66,019	75,652	80,102	79,384	85,281
<u>in bales</u>	71	80	85	88	87
Pounds of food waste composted	56,473	60,333	55,682	43,899	45,695
Pounds of glass bottles pulverized	46,470	52,625	50,890	47,810	46,920
Income & expense metrics					
Income (<i>all sources external to the City</i>)	\$75,528	\$74,714	\$85,651	\$82,462	\$95,837
Expense	\$94,136	\$96,206	\$95,940	\$115,247	Note 4
Cost per pound average ⁵	\$0.35	\$0.33	\$0.32	\$0.39	Note 4

08/08/18 (Version 1) compiled by paul.berry@gustavus-ak.gov

1 The waste delivered to the DRC. Inflow.

2 Not all the mixed plastic that was landfilled has been deducted. I will decide on a correction for the FY18 Annual Report

3 Baled weights do not include recyclables such as lead-acid batteries, TV's, fluorescent lamps etc. (several thousand pounds in all). The DRC's annual report is a better source of the total weight of all materials recycled.

4 All expense numbers are not available at this time. They will be reported in the FY18 Annual Report

5 Does not include C/D waste in the calculation

CLERK'S REPORT
AUGUST 13, 2018
Submitted by Karen Platt

Council ATTENDANCE SHEET is attached

Training/Conference

I am well on my way to becoming a Certified Municipal Clerk. This program takes a minimum of 3 years to complete! I have earned 61/110 points needed to earn my certificate in less than one year! Below are a few things I have been working on.

- ✓ **International Institute of Municipal Clerks Conference (IIMC)**
 The end of May, I attended the International Institute of Municipal Clerks (IIMC) Conference in Norfolk, Virginia. I was a recipient of an IIMC grant that covered registration fees. I had a full 5 days of Advanced Academy Sessions to Concurrent Educations Sessions covering a wide range of topics from Effective Listening and Mental Toughness to Records Management, Ethical Issues and Creating Opportunities Through Gracious Space. I was able to volunteer as a scanner during several sessions, scanning people in and out of sessions. This was a great opportunity to meet many more people than I would have otherwise.
- ✓ **Northwest Clerks Institute**
 In early June, I attended the Northwest Clerks Institute at the University of Puget Sound. I was the recipient of a scholarship for this program that provided reimbursement for registration fees as well as a portion of travel and housing/meals. This was an intensive and in depth one-week course providing skills specific to municipal clerks and the first of three courses I need/plan to take in order to earn my Municipal Clerk Certification. Here, I was able to dig into the nuts and bolts of clerkism and network with other clerks in our region. A lot of bonding, walking and learning happened this week!
- ✓ **Parliamentary Class**
 I have successfully completed the Introduction to Parliamentary Procedure class and am now an official Parliamentarian. This class was 140 contact hours of studying and memorizing. I am excited to put what I have learned to use. Look in your work session packets for tid bits and reminders.

Around the Office

- ✓ **Records Management**
 I have completed a back log of both electronic and paper files of our elections records dating back to 2006. The back room is slowly but surely getting sorted. I hope to have that area complete by next quarter.
- ✓ **Ordinance**
 Hurray! I am FINALLY moving forward with updating the Ordinances passed in the last year to our website and code books.
- ✓ **Policy and Procedure**
 I have completed updating our website, electronic and paper files with current Policy and Procedures. I hope to begin work on any necessary policy & procedure corrections and additions this next quarter.
- ✓ **Volunteer hours May-August**
 In July, I conducted a short volunteer training. During the time of May 14-August 13, volunteers have provided approximately 80 hours of their time.
- ✓ **Elections**
 I have been busy wrapping my brain around elections. I will be doing the State Absentees and helping Bre with the State Elections.
 We have three council seats on the October 2nd ballot. There is a candidate packet as well as other election information available on our website at <http://cms.gustavus-ak.gov/administration/page/notice-voters>.

[illegible]

08/02/18

Accrual Basis

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

	Jul 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Business License Fees	150.00	3,500.00	-3,350.00	4.3%
Donations	40.00	1,000.00	-960.00	4.0%
DRC Income	11,463.02	89,480.00	-78,016.98	12.8%
Federal Revenue				
Payment In Lieu of Taxes	107,167.43	107,000.00	167.43	100.2%
Total Federal Revenue	107,167.43	107,000.00	167.43	100.2%
Fundraising	0.00	700.00	-700.00	0.0%
GVFD Income	2,075.40	8,000.00	-5,924.60	25.9%
Interest Income	89.01	14,500.00	-14,410.99	0.6%
Lands Income	4,180.00	8,000.00	-3,820.00	52.3%
Lease Income	0.00	12,541.42	-12,541.42	0.0%
Library Income	0.00	1,500.00	-1,500.00	0.0%
Marine Facilities Income	670.00	16,250.00	-15,580.00	4.1%
Sales Tax Income				
Retail Tax Income	77,483.73	339,000.00	-261,516.27	22.9%
Room Tax Income	18,637.20	65,000.00	-46,362.80	28.7%
Fish Box Tax	1,460.00	15,000.00	-13,540.00	9.7%
Penalties & Interest	1.41	0.00	1.41	100.0%
Tax Exempt Cards	0.00	150.00	-150.00	0.0%
Total Sales Tax Income	97,582.34	419,150.00	-321,567.66	23.3%
State Revenue				
Community Assistance Program	0.00	82,577.00	-82,577.00	0.0%
Shared Fisheries Business Tax	0.00	1,500.00	-1,500.00	0.0%
Total State Revenue	0.00	84,077.00	-84,077.00	0.0%
Total Income	223,417.20	765,698.42	-542,281.22	29.2%
Gross Profit	223,417.20	765,698.42	-542,281.22	29.2%
Expense				
Administrative Costs	1,248.98	14,300.00	-13,051.02	8.7%
Advertising	428.57	500.00	-71.43	85.7%
Ambulance Billing Expense	316.50	1,000.00	-683.50	31.7%
Bank Service Charges	356.28	2,250.00	-1,893.72	15.8%
Building	7,480.10	13,595.63	-6,115.53	55.0%
Contractual Services	275.00	55,500.00	-55,225.00	0.5%
Dues/Fees	412.00	6,950.00	-6,538.00	5.9%
Economic Development Services	20,000.00	20,000.00	0.00	100.0%
Election Expense	0.00	250.00	-250.00	0.0%
Equipment	3,583.01	13,696.00	-10,112.99	26.2%
Freight/Shipping	82.75	19,050.00	-18,967.25	0.4%
Fundraising Expenses	0.00	600.00	-600.00	0.0%
General Liability	5,001.38	5,001.38	0.00	100.0%
Holiday gift	0.00	3,000.00	-3,000.00	0.0%
Library Materials	0.00	600.00	-600.00	0.0%
Marine Facilities	1,820.41	4,625.46	-2,805.05	39.4%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	39,122.14	438,148.05	-399,025.91	8.9%
Professional Services	0.00	20,000.00	-20,000.00	0.0%
Public Relations	123.70	500.00	-376.30	24.7%

08/02/18

Accrual Basis

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

	<u>Jul 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Repair & Replacement Fund	0.00	20,095.76	-20,095.76	0.0%
Road Maintenance	5,450.00	85,000.00	-79,550.00	6.4%
Social Services	12,964.00	12,964.00	0.00	100.0%
Supplies	947.95	18,500.00	-17,552.05	5.1%
Telecommunications	1,118.21	20,500.00	-19,381.79	5.5%
Training	1,198.43	21,100.00	-19,901.57	5.7%
Travel	0.00	19,850.00	-19,850.00	0.0%
Utilities	5,450.87	17,200.00	-11,749.13	31.7%
Vehicle	4,362.03	9,436.95	-5,074.92	46.2%
Total Expense	<u>111,742.31</u>	<u>844,713.23</u>	<u>-732,970.92</u>	<u>13.2%</u>
Net Ordinary Income	111,674.89	-79,014.81	190,689.70	-141.3%
Other Income/Expense				
Other Income				
Encumbered Funds	0.00	85,100.00	-85,100.00	0.0%
Total Other Income	<u>0.00</u>	<u>85,100.00</u>	<u>-85,100.00</u>	<u>0.0%</u>
Net Other Income	0.00	85,100.00	-85,100.00	0.0%
Net Income	<u><u>111,674.89</u></u>	<u><u>6,085.19</u></u>	<u><u>105,589.70</u></u>	<u><u>1,835.2%</u></u>

City of Gustavus
Balance Sheet
As of July 31, 2018

	Jul 31, 18
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	11,777.04
AMLIP Capital Improv Long-Term (0630598.2)	776,967.46
AMLIP Repair & Replacement (0630598.3)	300,133.25
AMLIP Road Maint - Unencumbered (0630598.4)	250,148.30
AMLIP Road Maint - Encumbered (0630598.8)	133,570.86
APCM.Endowment Fund	1,437,655.88
FNBA - Checking	518,002.96
FNBA Endowment Fund - Checking	38,746.01
FNBA First Investment Account	750,960.18
Petty Cash	292.66
Total Checking/Savings	4,218,254.60
Accounts Receivable	
Accounts Receivable	23,811.50
Total Accounts Receivable	23,811.50
Other Current Assets	
Undeposited Funds	3,041.01
Total Other Current Assets	3,041.01
Total Current Assets	4,245,107.11
TOTAL ASSETS	4,245,107.11
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	29.95
Total Credit Cards	29.95
Other Current Liabilities	
Deferred Income	12,520.00
Payroll Liabilities	
State Unemployment	413.80
Total Payroll Liabilities	413.80
Total Other Current Liabilities	12,933.80
Total Current Liabilities	12,963.75
Total Liabilities	12,963.75
Equity	
Fund Balance	3,052,058.01
Opening Bal Equity	1,084,743.57
Net Income	95,341.78
Total Equity	4,232,143.36
TOTAL LIABILITIES & EQUITY	4,245,107.11

Capital Projects 2018-2023

Capital Projects	Budget Requested	Amount Funded	Funded Project QuickBooks Class Name	Dept./ Committee	Short Form Complete	Full Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Proposed Funding Source
Funded for 2018 (most by FY18-22NCO):											
IT Overhaul - equipment purchases	\$5,000	\$ 5,000.00	(oper. budget)	Admin	2/14/2018	n/a	thru budget	thru budget	FY19 operating budget	2018	operating budget
Preprocessing Storage & Driveway:						- see sub-projects -					
Driveway Improvements (\$10,000)	\$ 10,000.00	\$ 10,000.00	CP17-02 DRC	DRC	N/A	9/16/2016	9/16/2016	3/13/2017	6/11/18 amended scoping document	2018	AMLIP
Storage Bins/Pallet Jack (\$18,000)	\$ 18,000.00	\$ 18,000.00	CP18-06 DRC Storage Bins - Jack	DRC	N/A	9/16/2016	9/16/2016	6/11/2018		2018	AMLIP
Preprocessing Storage (\$26,400)	\$ 26,400.00	\$ 26,400.00	CP18-05 DRC Pre-Processing	DRC	N/A	9/16/2016	9/16/2016	6/11/2018	6/11/18 amended scoping document; Phase 1	2019	AMLIP
Household Hazardous Waste Facility	\$ 59,450.00	\$ 59,450.00	CP18-07 Household Haz Waste Fac	DRC	N/A	12/5/2016	12/12/2016	6/11/2018		2018	AMLIP
Composting Quonset Replacement - design	\$2500-\$5000	\$ 2,500.00	(oper. budget)	DRC	N/A	1/2/2018	1/15/2018	NCO 1/15/2018	Phase 1	2018	operating budget
Central Lighting Replacement		\$ -	(oper. budget)	Library	3/1/2018	short form rec'd; experimenting in-house			FY18 operating budget	2018	operating budget
Salmon River Harbor Clean-up & Kiosk	\$ 27,000.00	\$ 27,000.00	CP18-01 Salmon River Harbor	MF	N/A	1/3/2017	1/9/2017	6/11/2018		2018	AMLIP
Wilson Rd. - ditching, culverts	\$ 40,000.00	\$ 40,000.00	CP18-02 Wilson Rd Drainage	Roads	N/A	1/26/2018	5/14/2018	6/11/2018		2018	AMLIP
Road name signs	\$ 22,100.00	\$ 22,100.00	CP18-03 Road Name Signs	Roads	N/A	Jan. 2018	4/9/2018	6/11/2018		2018	AMLIP
LIDAR	\$ 28,400.00	\$ 28,400.00	CP18-04 LIDAR of Gustavus		4/5/2018	n/a	4/9/2018	6/11/2018		2019	AMLIP
Salmon River Playground	\$ 20,000.00	\$ 20,000.00	2018 EFG - SRP Playground	Admin	N/A	Oct. 2017	12/11/2017	12/11/2017	Endowment Fund Grant 2018	2018	EFG
Pending for 2018:											
Community Chest facility maintenance	\$10,000.00	\$ -		DRC					waiting on scoping document	2018	AMLIP
Energy audit, engineering plan				Library	3/1/2018	Res. CY18-12			Phase 1	2018	AMLIP
Roof/Building Expansion	\$700,000			GVFD	N/A	2/9/2018	2/12/2018			2018 or long-range	CIP - state, federal grant
SCBA sets x 10	\$52,000-\$72,000	\$ -		GVFD	2/15/2018				applying for grant in 2018	2018	grant or 2019 CP
Landscape Design consulting		\$ -		-split-	2/20/2018				Phase 1	Mid-range	AMLIP
Bike Shelter	\$18,695.85	\$ -		Library	N/A	10/31/2017			Phase 2	Mid-range	
Shed	\$1,100.00	\$ -		Library	N/A				Phase 2	Mid-range	
City Hall - roof over front door	Karen getting est.	\$ -		Admin					Phase 2	Mid-range	AMLIP
Beach Landscaping/Signage/Road blocks		\$ -		Beach	N/A				Phase 2	Mid-range	
Composting Quonset Replacement - structure	unknown	\$ -		DRC	N/A	1/2/2018			Phase 2	Mid-range: 2019?	
Refurbishing Old Quonset	\$15,000.00	\$ -		DRC					Phase 3	Mid-range: 2020?	
Preprocessing Storage - additional work? Phase 2		\$ -		DRC					Phase 2	Mid-range	
Dry Hydrants & Alternative Water Sources - design		\$ -		GVFD	2/15/2018				Phase 1	2018?	
Utility Pick-up Truck		\$ -		GVFD	2/15/2018					Mid-range	
Heating Source Replacement		\$ -		Library	3/1/2018				Phase 2	Mid-range	
City Hall & Fire Hall Energy Audit Repairs	\$9.00	\$ -		-split-	3/1/2018				Phase 2	Mid-range	
Grandpa's Farm Road Bridge & Culvert				Roads						Mid-range	USFWS and/or AKSSF
Driveway Relocation or River Bank Stabilization	\$ 20,000.00	\$ -		Admin	N/A				Phase 2	Long-range	AMLIP
City Hall front room - carpeting, painting, windows		\$ -		Admin	2/14/2018					Long-range	
Old P.O./Preschool building refurbish		\$ -		Admin	2/20/2018					Long-range	
Tree Planting/Earth work (\$3,300)	\$ 3,300.00	\$ -		DRC	N/A	9/16/2016	9/16/2016			Long-range	
Main Building Replacement	before landfill closes	\$ -		DRC	N/A	will be part of plan to be submitted in July 2018				Long-range	
Landfill Closure 4-8 years	long-term	\$ -		DRC	N/A	will be part of plan to be submitted in July 2018				Long-range	
Baler Purchase	long-term	\$ -		DRC	N/A	will be part of plan to be submitted in July 2018				Long-range	
Water Tender / Road Water Truck		\$ -		GVFD	2/15/2018					Long-range	
Edraulic Extrication Equipment	\$35,000			GVFD	2/15/2018					Long-range	AFG
Dry Hydrants & Alternative Water Sources - implementation		\$ -		GVFD	N/A				Phase 2	Long-range	
911 System Upgrade		\$ -		GVFD						Long-range	
Library Expansion		\$ -		Library	3/1/2018					Long-range	
Gravel Pit Expansion/New Location				Lands						Long-range	
City Vehicle		\$ -		-split-	2/20/2018					Long-range	
Total Capital Projects	\$1,059,454.85	\$ 258,850.00							Other Possible Projects/Major Purchases in the Future:		
									CH copier		
CAPSIS 2018 submission									GVFD telehealth		

Incoming Grants/Scholarships to City of Gustavus FY19

Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
Library	Library Supplies	7/13/2018	\$7,000.00	FY19 PLA Grant	\$666.87	\$6,333.13	State of AK Public Library Assistance (PLA) grant for library materials
	Reading with Rachel	7/16/2018	\$571.00	Reading with Rachel	\$571.00	\$0.00	Grant from Jon & Julie Howell
	Library Internet	7/20/2018	\$2,078.40	SoA OWL Internet Subsidy	\$173.20	\$1,905.20	Alaska OWL monthly internet subsidy
	Library Training	spring 2019	\$2,500.00	--	\$2,500.00	\$0.00	State of AK grant for AkLA conference reimbursement
GVFD	GVFD Supplies	4/27/2018	\$7,312.50	2018 VFA Grant	\$6,504.55	\$807.95	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
	GVFD Equipment	Fall 2018	applying for grant - unknown whether it will be received		airpak replacements		Assistance to Firefighters Grant (AFG) Program
	GVFD Equipment	Summer 2018	applying for grant - unknown whether it will be received				SEREMS Code Blue Grant
Admin	City Clerk Training	Spring 2018	\$400.00	will be reimbursed after the institute			scholarship for IIMC institute from IIMC Foundation
	City Clerk Training	Summer 2018	\$1,500.00	will be reimbursed after the institute			scholarship for IIMC institute registration

\$21,361.90

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	\$0.00	

FNBA Checking Account - Unrestricted Funds Balance

As of 7/31/2018

FNBA Checking Account Balance: \$518,002.96

Obligated Funds Currently in Checking Account:

GVFD	2018 VFA Grant	(\$807.95)
DRC	CP17-02 DRC: Driveway Improvements	(\$10,993.15)
GVFD	CP17-04 GVFD: Engine #1	(\$5,940.08)
MF	CP18-01 Salmon River Harbor	(\$26,288.19)
Roads	CP18-02 Wilson Rd Drainage	(\$40,000.00)
Roads	CP18-03 Road Name Signs	(\$22,100.00)
	CP18-04 LIDAR of Gustavus	(\$28,400.00)
DRC	CP18-05 DRC Pre-Processing	(\$26,400.00)
DRC	CP18-06 DRC Storage Bins - Jack	(\$18,000.00)
DRC	CP18-07 Household Haz Waste Fac	(\$59,450.00)
Roads	Encumbered Road Maint. Funds	(\$2,149.76)
Library	FY19 PLA Grant	(\$6,333.13)
GVFD	Ken Akerley Grant	\$0.00
Library	SoA OWL Internet Subsidy	(\$1,905.20)
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: \$268,984.48

Pending Transfers:

Road Maint - Enc	NCOFY19-01NCO to return unused FY18 \$	(\$2,149.76)
Road Maint - Enc	NCOFY19-02NCO to transfer FY19 \$	(\$85,000.00)

Per the Unrestricted Fund Balance Policy (Res. CY18-18), the unrestricted fund balance should be 17-35% of the current fiscal year's operating expenses, with a target of 25%.

FY19 budgeted operating expenses: \$844,713.23

25% = \$211,178.31

17% = \$143,601.25

35% = \$295,649.63

08/02/18

Accrual Basis

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

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Admin Fees	0.00	10.00	-10.00	0.0%
Business License Fees	3,900.20	3,000.00	900.20	130.0%
Donations	1,467.00	2,000.00	-533.00	73.4%
DRC Income	95,837.39	88,280.00	7,557.39	108.6%
Federal Revenue				
Natl Forest Receipts-Encumbered	53,927.79	53,913.19	14.60	100.0%
Payment In Lieu of Taxes	107,545.26	107,545.26	0.00	100.0%
Total Federal Revenue	161,473.05	161,458.45	14.60	100.0%
Fundraising	1,155.00	5,200.00	-4,045.00	22.2%
GVFD Income	7,102.10	1,500.00	5,602.10	473.5%
Interest Income	875.84	70.00	805.84	1,251.2%
Lands Income	9,906.00	8,000.00	1,906.00	123.8%
Lease Income	13,470.35	15,541.42	-2,071.07	86.7%
Library Income	1,597.28	3,000.00	-1,402.72	53.2%
Marine Facilities Income	20,638.23	14,000.00	6,638.23	147.4%
Sales Tax Income				
Retail Tax Income	356,828.92	319,000.00	37,828.92	111.9%
Room Tax Income	75,150.61	67,000.00	8,150.61	112.2%
Fish Box Tax	13,535.69	15,000.00	-1,464.31	90.2%
Penalties & Interest	4,997.88	0.00	4,997.88	100.0%
Tax Exempt Cards	200.00	150.00	50.00	133.3%
Seller's Compensation Discount	-790.77	0.00	-790.77	100.0%
Total Sales Tax Income	449,922.33	401,150.00	48,772.33	112.2%
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	858,089.85	787,381.36	70,708.49	109.0%
Gross Profit	858,089.85	787,381.36	70,708.49	109.0%
Expense				
Administrative Costs	3,300.02	9,400.00	-6,099.98	35.1%
Advertising	75.00	500.00	-425.00	15.0%
Ambulance Billing Expense	400.00	2,000.00	-1,600.00	20.0%
Bad Debt	620.61			
Bank Service Charges	2,223.32	2,480.00	-256.68	89.7%
Building	21,788.65	25,322.13	-3,533.48	86.0%
Contractual Services	27,940.29	57,700.00	-29,759.71	48.4%
Dues/Fees	5,950.98	7,100.00	-1,149.02	83.8%
Election Expense	212.17	500.00	-287.83	42.4%
Equipment	14,679.34	20,315.00	-5,635.66	72.3%
Freight/Shipping	17,871.54	19,110.00	-1,238.46	93.5%
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	295.59	300.00	-4.41	98.5%
Marine Facilities	6,728.31	6,520.00	208.31	103.2%
Occupational Health	0.00	500.00	-500.00	0.0%

08/02/18

Accrual Basis

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

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Payroll Expenses	340,114.58	380,250.13	-40,135.55	89.4%
Professional Services	25,506.70	40,000.00	-14,493.30	63.8%
Public Relations	1,006.65	2,000.00	-993.35	50.3%
Road Maintenance	103,200.24	105,000.00	-1,799.76	98.3%
Social Services	10,540.00	10,540.00	0.00	100.0%
Supplies	16,943.69	23,670.00	-6,726.31	71.6%
Telecommunications	21,155.16	20,610.00	545.16	102.6%
Training	10,437.29	12,880.00	-2,442.71	81.0%
Travel	13,759.65	16,945.00	-3,185.35	81.2%
Utilities	12,696.07	18,010.00	-5,313.93	70.5%
Vehicle	5,567.59	8,550.00	-2,982.41	65.1%
Total Expense	<u>671,375.83</u>	<u>798,552.26</u>	<u>-127,176.43</u>	<u>84.1%</u>
Net Ordinary Income	186,714.02	-11,170.90	197,884.92	-1,671.4%
Other Income/Expense				
Other Income				
Encumbered Funds	51,072.21	51,086.81	-14.60	100.0%
Total Other Income	<u>51,072.21</u>	<u>51,086.81</u>	<u>-14.60</u>	<u>100.0%</u>
Net Other Income	<u>51,072.21</u>	<u>51,086.81</u>	<u>-14.60</u>	<u>100.0%</u>
Net Income	<u>237,786.23</u>	<u>39,915.91</u>	<u>197,870.32</u>	<u>595.7%</u>



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

Public Comment on Non-Agenda Items



City of Gustavus
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Phone: (907) 697-2451

Consent Agenda

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY19-02NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2019**

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 2019, the following City held account balance transfers are to be made for the reasons stated.

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

Amounts			
ACCOUNTS	Account Balance*	Amended Balance	Change
	<small>*Approximate, this is a dynamic value</small>		
AMLIP – Road Maint -Encumbered	\$ 133,570.86	\$ 48,570.86	<\$ 85,000.00>
FBNA Checking account	\$ 518,002.96	\$ 603,002.96	\$ 85,000.00
<small>Encumbered funds transferred for FY19 Road Maintenance, per FY18-15NCO adopting the FY19 budget.</small>			
Total Change in City Held Account Balances			\$ 0.00

Section 4. The FY19 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: *August 13, 2018*

DATE OF PUBLIC HEARING: *September 17, 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

CERTIFICATE OF RECORDS DESTRUCTION

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

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

6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
A-4 (4yrs)	Accounts Receivable/payable (ambulance subscriptions)	2014	City Hall	Partial box	Shred
A-5 (8yrs)	Accounting-Banking Records	2006-2007	City Hall	1 file folder	Shred
A27 (6yrs)	Accounting-General (Account authorized Signer	2006-2011	City Hall	1 file folder	Shred
A-12 (5yrs)	Accounting-Payroll	2004-2008	City Hall	1 file box	Shred
C-6 (6yrs)	Elections-General	2006, 2008, 2009 2005-2012	City Hall CoG Clerk File	Partial Box Electronic Files	Recycle/Shred Delete from drobo
C-7 (1yr)	Elections Ballots	2007, 2008, 2010, 2013-2016	City Hall	Partial Box	Recycle/Shred
AD-1 (until need is met)	General Administration, correspondence	2009,2018	City Hall	Partial Box	Recycle
8.1 (State of AK Schedule, 1 month)	Voting Ballots Applications	2013	City Hall	1 file folder	Shred

DESTRUCTION APPROVALS

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

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

7. MAYOR _____

DATE _____

8. CITY CLERK/TREASURER _____

DATE _____

9. RECORDS DESTRUCTION

AFFIRMED BY: _____

DATE _____



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

Ordinance for Public Hearing

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY19-01NCO**

**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 Fiscal Year of 2018, the City held accounts are amended to reflect the changes as follows:

Amounts

CITY HELD ACCOUNTS	Account Balance*	Amended Balance	Change
<i>*Approximate, this is a dynamic value.</i>			
FNBA checking account	\$ 450,708.66	\$ 448,558.90	<\$ 2,149.76>
<i>AMLIP – Road Maintenance funds transferred for FY18 = \$51,072.21 net, while actual expenses for FY18 Road Maintenance = \$103,200.24, partially paid by \$53,927.79 in National Forest Receipts and by a donation of \$350.00.</i>			
AMLIP – Road Maint-Encumbered	\$ 79,501.28	\$ 81,651.04	\$ 2,149.76
<i>The difference between actual funds transferred and actual expenses for FY18 Road Maintenance, encumbered for use as necessary for road maintenance in the future.</i>			

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

Section 4. The FY18 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: *July 9, 2018*

DATE OF PUBLIC HEARING: *August 13, 2018*

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

Barbara Miranda, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk



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

Unfinished Business

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 Alaska Marine Highway 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

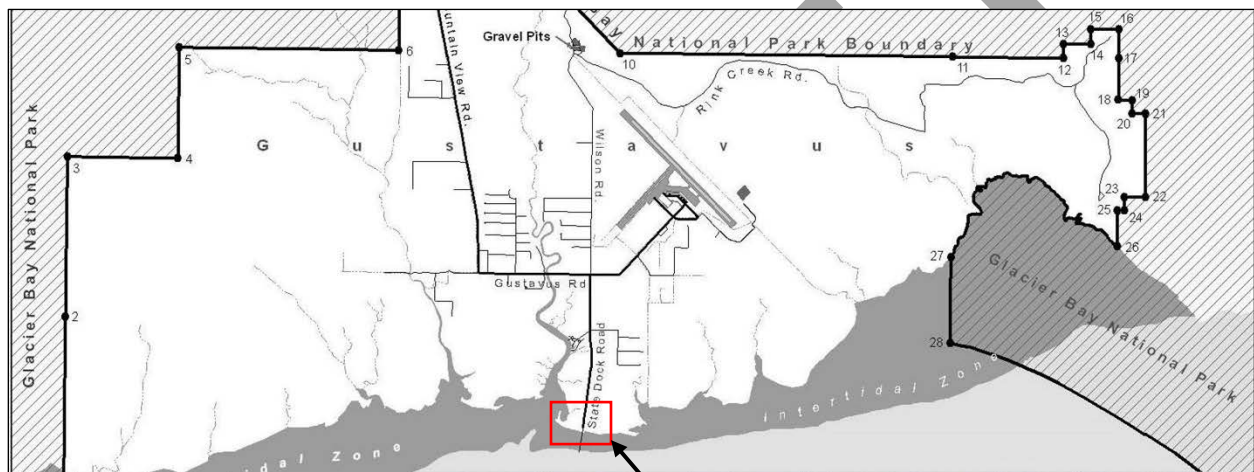


Figure 1. City of Gustavus

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.
- 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 citizens 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 (2018) 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 owners 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 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, part, or other legal description.

Tract A is located within Township 40 South, Range 59 East, Copper River Meridian, Alaska and is located on the Easterly side of the Salmon River at its confluence with Icy Passage. The point of beginning of this description being the intersection of the southerly extension of the centerline of the existing road to the dock, with the mean high water line of Icy Passage; thence northerly along the centerline of the existing road a distance of 900 feet; thence West a distance of 711 feet, more or less, to the mean high water line of the salmon River thence meandering southerly along the mean high water line of the Salmon River and Icy Passage.

Tract B is located within Township 40 South, Range 59 East, Copper River Meridian, Alaska and is located east of the centerline of the existing road to the dock and being easterly of the confluence of the Salmon River with Icy Passage. The point of beginning of this description being the intersection of the southerly extension of the centerline of the existing road to the dock, with the mean high water line of Icy Passage; thence northly along the centerline of the existing road a distance of 900 feet; thence East a distance of 753.48 feet; thence South & 13°30' West along the mean high water line of Icy Passage a distance of 80 feet, more or less; thence North 83°11'25" West along the mean high water line of Icy Passage a distance of 670 feet, more or less, to the point of beginning. The herein described parcel contains 16.19 acres, more or less.

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:

The overarching goal of any vegetation management shall be to maintain the historic viewshed which can be characterized as open with sweeping views of Icy Strait and the Fairweather. To this end the City will designate and retain some spruce groves and take active measures to reduce or eliminate spruce succession 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. The City does not intend to manage or enforce motorized vehicle use on the actual non-vegetated beach portion of the tracts below the vegetated dunes. Instead, the state regulations regarding motorized vehicle use will remain in effect.

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 a vehicle turnaround for kayak and passenger drop-off as well as unhindered access to the beach. No parking will be allowed on the west side of the dock. Additional parking will be created on City-owned property near the current bathroom facility on the existing gravel pad. No motorized traffic will be allowed beyond the established parking areas. Adjacent private land owners will retain the right to access their

property through these tracts, however temporary barriers will restrict access until they request their removal for such access.

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.

Future Access: The City requests authorization to develop additional trails and/or boardwalks as well as handicap parking if and when deemed necessary or desirable.

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.

Attractive fencing, bollards, barriers, curbed sidewalks and signage will create an overall visual identity for the public use beach area. 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. The existing concrete barriers at the entrance to the dock will be replaced with the same materials and design utilized elsewhere.

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 and/or moved to minimize haphazard use and habitat destruction. Another public fire pit area may be developed on the eastern side of the dock near the new parking lot by the public bathrooms.

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

Power source:

No power source is necessary.

Waste types, waste sources, and disposal methods:

Trash undoubtedly will continue to 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 of 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 could 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 desires the authority to address camping in the future if conditions necessitate. Currently the camping limit of 14 days allowed under the states Generally Acceptable Uses applies. Under this plan, camping will become walk-in camping only. Actions the City may take include designating campsites, instituting shorter camping limits, and/or providing minimal campsite infrastructure.



-  Existing Fire Pit
-  Existing Bench

-  Proposed Parking Area
-  Proposed Barriers

Gustavus Beach Development Plan Map

submitted August, 2018



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

New Business

**CITY OF GUSTAVUS
RESOLUTION CY18-22**

A RESOLUTION APPROVING ROAD NAME CHANGES

WHEREAS, The City in 2018 established a Policy and Procedure for Road Names and Road Name Changes; and

WHEREAS, past land subdividers and platting agencies in many cases did not assign proper road names at the time of subdivision; and

WHEREAS, road names often came into use informally and inconsistently without reference to standard naming conventions; and

WHEREAS, the Policy and Procedure sets forth a process for neighborhoods to name or rename a road in cases where there may be confusion or lack of address clarity caused by duplications of road names or multiple names for a single road; and

WHEREAS, clarity in road names is essential to effective emergency response to City neighborhoods as well as to efficient way finding for visitors and residents alike; and

WHEREAS, the City Fire Chief has identified situations in which emergency responses have been compromised by inconsistent road names and has recommended that roads with confusing names be renamed in accordance with standard naming conventions; and

WHEREAS, two neighborhoods have followed the City Policy and Procedure, have recommended new names for their affected roads, and have petitioned the City to assign a new name for their road; and

WHEREAS, the north-south trending road in the Chase homestead subdivision 74-29 was not named on the original plat and branches off the east-west trending Tong Road, leading to multiple road branches with the same name; and

WHEREAS, the east-west trending road in the Pine Woods subdivision, plat 74-7, identified on the plat as Spruce Way, resembles too closely another better-known road Spruce Lane in the City, and has been known informally as Mackovjak Road; and

WHEREAS, the City Council finds that the neighborhoods have satisfied the requirements of the Policy and Procedure for Road Names and Name Changes.

NOW THEREFORE BE IT RESOLVED:

1. The north-south trending road down the middle of Subdivision 74-29, which branches at a 90-degree angle from the east-west trending Tong Road shall be named "Toad Road" in accordance with the wishes of property owners there.
2. The east-west trending road in the Pine Woods subdivision platted as Spruce Way shall be named Hemlock Road in accordance with the wishes of the property owners there.

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____ 20__.

Barbara Miranda, Mayor

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS
RESOLUTION CY18-23**

A RESOLUTION TO UPDATE MARINE FACILITIES USER FEES

WHEREAS, City of Gustavus Ordinance Title 8 provides for the assessment of fees for use of City of Gustavus Marine Facilities as a means of offsetting the costs of managing and maintaining the Marine Facilities, and

WHEREAS, City of Gustavus Ordinance Title 8, paragraph 8.03.010(a) states: "The owner or operator of each vessel using the Gustavus harbor facilities shall register each vessel with the harbormaster or the City Clerk on forms prescribed by the harbormaster or City Clerk." The vessel registration form shall require all information deemed pertinent by the harbormaster or City Clerk.", and

WHEREAS, the Gustavus City Council believes the fee schedule should be reviewed and updated as deemed appropriate, and,

WHEREAS, the Council has reviewed the fee schedule and found it necessary to add Commercial Kayaks using the City owned/maintained Launch and Float Facilities to the fee schedule. The new fee required shall be \$10 per year for each kayak using City owned/maintained facilities, including, but not limited to, the Gustavus Dock, the City owned floats, and the facilities at the Salmon River Boat Harbor, as well as any kayaks stored temporarily, or long term, at any of these locations.

NOW THEREFORE BE IT RESOLVED that the Gustavus City Council adopts the addition of Commercial Kayak use fee to the City of Gustavus Marine Facilities fee schedule effective January 1, 2019.

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council this ____ the day of _____, 20__, and effective upon adoption.

Barbara Miranda, Mayor

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS
RESOLUTION CY18-24**

A RESOLUTION TO ALIGN STANDARDS FOR BROADBAND INTERNET SERVICES

WHEREAS, the importance of securing fast, affordable, and readily accessible broadband access to the Internet for achieving the vision of a sustainable community that fosters a vibrant, safe, and healthy place to live, learn, work, and recreate cannot be overstated;

WHEREAS, there is much turbulence and disruption looming in the next few years of Internet provision services, with multiple entities vying for market leadership in supplying vastly faster and more affordable access;

WHEREAS, the City wishes to employ several strategies to actively work toward enabling ready access for all citizens who may choose to fully participate in the online global exchange of goods, services, and ideas – whether through public facilities, business environments, or private household access points.

WHEREAS, The Federal Communications Commission Standard for Broadband Internet Service is presently set at 25 Mbps downlink / 3 Mbps uplink speeds - although this benchmark is expected to significantly increase with the pending deployment of next generation technologies.

NOW THEREFORE BE IT RESOLVED that the Gustavus City Council adopt this resolution to pursue and adopt National Standards, as set by entities such as the Federal Communications Commission (FCC) and others, for Communications Services in General and shall implement these options within its own facilities as soon as available and/or practicable.

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____ 20__.

Barbara Miranda, Mayor

Attest: Karen Platt, City Clerk



City of Gustavus, Alaska
PO Box 1
Gustavus, Alaska 99826

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

Project: RFQ-CP17-02DRC

**Disposal & Recycling
Center (DRC)**

**Driveway and
[Recycling] Outflow
Storage Area Project**

COVER SHEET

Important Dates:

Issue Date: August 14, 2018

Mandatory Pre-Bid Conference: August 17, 2018 at 10:00am

Bid Submittal Due: September 4, 2018

Deliver to: **Gustavus City Hall**

Time: by **3:30 p.m.**

Bid Opening: September 4, 2018

Location: **Gustavus City Hall**

Time: **3:30p.m.**

PLEASE PROVIDE QUOTES to fulfill the Scope of Service and work listed within the Scope of Work.

QUOTES MUST BE RECEIVED BY THE DATE AND TIME SHOWN ABOVE

The objective of this project has two primary goals:

1. Upgrade the existing driveway at the Disposal & Recycling Center (DRC) so that it is wider and allows for two-way traffic;
2. Develop a 6,400 square foot (80' x 80') dirt pad that will be used for the storage of shipment-ready recyclables or "outflow" storage. This dirt pad will need a short driveway constructed (approximately 60') to connect it with the existing driveway.

Details for the above work are covered in the Scope of Work. The work must be conducted according to the terms of the Contract and referenced documents including: the drawings and specifications; and any instructions provided by the City's project representative during the **pre-bid conference (a mandatory meeting at the DRC on Friday, August 17, 2018 at 10:00 a.m.)**.

PERIOD OF PERFORMANCE:

All work must be completed on or before October 31, 2018.

COMPENSATION SCHEDULE:

Payment will be made at the successful completion of the project after final inspection and acceptance.

INSTRUCTIONS TO RFQ BIDDER:

Bidder must submit quotes for **the basic bid** listed on the bid sheet. Bid amounts must be legible throughout with no possibility of misunderstanding. Confusing bids or illegible bids will be considered unresponsive.

RFQ Bid sheets must be manually signed (original signature).

Erasure or other changes made to the Bid sheet must be initialed by the person signing the bid. Note: "White Out" or other liquid correction methods must be initialed.

The quotes must be sealed in an envelope with RFQ number, opening date, and bidder's name written on the outside of the envelope.

Submission of bids must be timely and in accordance with all demands of this RFQ.

SUBCONTRACTING:

Subcontracting is not permitted unless authorized in writing by the Project Manager or his/her designee. In the event that subcontracting is authorized, the general contractor is responsible to the City to verify insurance on all subcontractors and furnish copies of same to the City. All subcontractors must carry and show proof of the minimum limits of liability insurance.

INSURANCE:

The contractor must meet and have in place the insurance requirements listed on pages 3 & 4 within this document and must carry that level of insurance throughout the performance of the project.

LABOR RATES:

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

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

The bidder is encouraged to study the elements of the basic bid and all alternatives to determine the applicability of provisions of Title 36, Alaska Statutes. If you have questions regarding the applicability of Statutes to the work to be performed, please contact the Department of Labor, Wage and Hour Administration at 1111 W 8th St, Juneau, AK, or call (907) 465-4842.

INDEMNIFY AND HOLD HARMLESS:

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

METHOD OF AWARD:

Award will be made to the qualified, lowest responsive and responsible bidder meeting all the requirements. For purposes of defining a responsible bidder, the skill and experience demonstrated by the potential bidder in performing contracts of a similar nature; the potential bidder's record of honesty and integrity; the potential bidder's capacity to perform in terms of facilities, personnel and financing; and the potential bidder's past performance under City contract, if applicable, will be determined. If the bidder failed in any material way to perform his obligations under any contract with the City, the bidder may be deemed a non-responsible bidder. (*Title 4.17.110 City of Gustavus Ordinance*)

The City reserves the right to refuse and deny any and all bids and alternatives for this project.

INSURANCE REQUIREMENTS:

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

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

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

Automobile Liability Insurance: All vehicles or all owned, non-owned, and hired vehicles must be insured when the CONTRACTOR is using them to do work under this Agreement. If the CONTRACTOR submits insurance covering only scheduled vehicles, then the CONTRACTOR must assure that any additional vehicles are insured before using them in the work under this Agreement.

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

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

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

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

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

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

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

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

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

GENERAL PROVISIONS**RFQ INSTRUCTION TO BIDDERS**

Any response not meeting the requirements of the RFQ bid documents shall be considered non-responsive.

Offers made in accordance with the RFQ bidding documents must be good and firm for a period of ninety days from the date of bid opening unless otherwise noted.

Bids will be received at the time and place stated in the bidding documents. It is the sole responsibility of the bidder to see that his/her bid is submitted on time. Any bid received after the scheduled opening time will not be considered but will be held unopened. No responsibility will be attached to any officer for the premature opening of or failure to open a bid not properly addressed and identified.

The City of Gustavus may accept or reject any or all bids for good cause shown, to waive minor deviations from the specifications, and to waive any informality in bids received, when such acceptance, rejection, or waiver is in the best interest of the City of Gustavus. Informalities in bids are matters of form rather than substance evident from the bid document, or insignificant mistakes that can be waived or corrected without prejudice to other bidders; that is, the effect on price, quantity, quality, delivery, or contractual conditions is negligible, and waiver of the informality does not grant the bidder a competitive advantage. *(Title 4.17.120 City of Gustavus Ordinance)*

The City of Gustavus may cancel the RFQ if such cancellation is in the best interest of the City.

It is the responsibility of the bidder to obtain a current copy of all bid documents from the City Clerk or Treasurer.

No official or officer of the City shall make any oral interpretations that may affect the substance of the contract documents. Addenda will be issued to all bidders when questions arise. Addenda will be delivered via email which states, in part, that the bidder shall notify the City of receipt of addenda by email; or by certified mail with a return receipt requested, or by hand delivery with a written receipt obtained. When an addendum is issued less than four (4) working days before the time for receipt of bids, the addendum shall contain a new bid date of at least four (4) working days from the original receipt of bids date. Receipt of all addenda shall be acknowledged by bidder as part of the bid summary.

Each bid shall be made on the form provided by the City of Gustavus or copy thereof and shall be signed by the bidder with signature in full. (Original Signature only)

After depositing a bid, a bidder may withdraw, modify, or correct his bid, providing the City of Gustavus receives the request for such withdrawal, modification, or correction before the time set for opening bids. The original bid, as modified by such written communication will be considered as the bid. No bidder will be permitted to withdraw his/her bid after the time set for opening bids.

The Contractor shall perform the duties specified in this solicitation. The Contractor understands that the City makes no representation that it will look exclusively to the Contractor for the type of goods or services requested. The Contractor will perform the duties under this agreement as an independent contract. The City of Gustavus assumes no responsibility for any interpretation or representations made by any of its officers or agents unless such interpretations or representations are made by Addenda. Bidder's questions must be directed in writing to the City office. Any and all expense incurred through instructions or clarifications of this document obtained by contractors through persons other than the Mayor or City Administrator will be at the expense of the contractor only. The City shall not be responsible for information gained from or expenses incurred through interpretation of this document from any person other than those described within this paragraph.

PRE-BID MEETING

The City-approved Project Manager will conduct a MANDATORY meeting at the DRC on Friday, August 17, 2018 at 10:00 a.m. After the meeting at the DRC, all bidders will be invited to view the area in order to ask any and all questions pertaining to the document and the Scope of Service. Questions during the pre-bid phase about the Scope of Service must be in writing and directed to the Project Manager or City Administrator. All points of clarification and questions answered at the conference which may affect the bid will be issued in the form of addenda.

THE CONTRACT

It is the intent of the City of Gustavus to use this document, the RFQ Bid Sheet document, and a purchase order to establish the contractual relationship between the City of Gustavus and the lowest responsive, responsible bidder.

INDEMNIFY AND HOLD HARMLESS

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

TERMINATION OF CONTRACT FOR DEFAULT OR CONVENIENCE

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

Background

The Project job site (Site) is located at 2 Salmon River Harbor Road within Lot 6 in Section 18, Township 40 South, Range 59 East, Copper River Meridian, and the property is owned by City of Gustavus. Adjacent lands are owned by the State of Alaska.

SCOPE OF SERVICE

The Scope of Service for this project is established as described below. The evaluation of each bid package will be made in accordance with Method of Award above.

All bids must be stated as a Lump Sum amount for the Basic Bid. Bid shall include all labor, materials and equipment necessary to perform the work, complete-in-place and accepted. The work to be performed under this contract shall consist of the following: providing all tools, equipment, materials, supplies, and manufactured articles; furnishing all labor, transportation, and services, including testing, shipping, fuel, power, water; and performing all work or other operations required for the fulfillment of the contract. The work shall be complete, and all work, materials, and services not expressly indicated or called for in the Scope of Work, the Contractor shall provide that may be necessary for the proper completion of the work.

The Contractor shall conduct the Scope of Work in accordance with the specifications and directions from the City of Gustavus on site project manager.

The Contractor shall secure and isolate the worksite for the protection of its workforce and the general public, prepare the sites where the proposed work will be located, and shall be responsible for clearing and grubbing the necessary areas and disposing of the rubbish at an approved facility.

As per the Scope of Work and the attached diagram, the Contractor shall be responsible for all movement of dirt and other material, removal of trees, bringing in of pit run material, grading, and compaction.

The Contractor shall also be responsible for all cleaning and site maintenance activities during the installation phase and for final cleanup. The Contractor shall be responsible for cleaning up the worksite following each workday.

Also during the execution of the project, the Contractor will avoid working on the project while the DRC is open to the public. The hours of operation at the DRC are Tuesday, Thursday, and Saturday 10AM to 4 PM. No work on the project will occur during these times unless approved in advance by the project manager.

Basic Bid**SCOPE OF WORK****1.1 BACKGROUND**

The project job site (Site) is located at 2 Salmon River Harbor Road within Lot 6 in Section 18, Township 40 South, Range 59 East, Copper River Meridian, and the property is owned by the City of Gustavus. Adjacent lands are owned by the State of Alaska.

1.2 SCOPE OF WORK

The objective of this project has two primary goals:

1. Upgrade the existing driveway at the DRC so that it is wider and allows for two-way traffic;
2. Develop a 6,400 square foot (80' x 80') dirt pad that will be used for the storage of shipment-ready recyclables or "outflow" storage. This dirt pad will need a short driveway (located between the fence of the composting yard and the office) constructed to connect it with the existing driveway.

Work on these two projects will require:

1. The moving of two stockpiles of dirt in the driveway area (guesstimated at 100 yards total) to a designated dirt storage area inside the landfill, atop the existing waste mound.
2. The moving of a stockpile of wood chips in the driveway area to a designated area inside of the composting yard.
3. The removal of one large willow in the driveway area and many smaller willow, alder, and cottonwood trees in the outflow storage area to a designated brush pile on the DRC property.
4. The moving of a small berm beside the composting yard fence to the new dirt storage area.
5. The moving of two bollards and one sign from their current locations to a new location at the entrance of the driveway.
6. The hauling and grading of a guesstimated 100 yards of pit run from the City's gravel pit to the new driveway and outflow storage area. It is desired to create a raised work area and driveway that are slightly elevated from the surrounding area and will shed water.
7. Compacting areas that have received fill on the driveway and the outflow storage yard.

Notes:

There are two large cottonwood trees beside the Office building that are not to be damaged during this project. Constructing the outflow storage area should not adversely impact the roots of these two trees.

Regarding the new dirt storage area atop the landfill mound: the small access ramps on the mound and corridors between piles of stored material will not allow for the use of a dump truck. Moving the dirt stockpiles will likely have to be done with individual trips by a loader.

There is a burn box beside the driveway. It is desired to leave a small visual screening berm so that the burn box is not visible from the driveway.

1.3 GENERAL SCOPE CONDITIONS

The work to be performed under this contract shall consist of the following:

- a) providing all tools, equipment, materials, supplies, and manufactured articles;
- b) furnishing all labor, transportation, and services, including testing, shipping, fuel, power, water; and
- c) performing all work or other operations required for the fulfillment of the contract.

The work shall be complete, and all work, materials, and services not expressly indicated or called for in the Scope of Work, the Contractor shall provide which may be necessary for the proper completion of the work.

Attachments: CP17-02 Driveway & Outflow Storage Diagram

End Scope of Work

RFQ Bid Sheet**Project: RFQ-CP17-02DRC****Disposal & Recycling Center Driveway and [Recycling] Outflow Storage Area Project**

A complete Scope of Service (SOS) may be found within the Request for Quotes (RFQ) document. Bidders are to examine the entire RFQ and the SOS prior to providing Bids for the below mentioned services. This Bid Sheet and the RFQ together will become the binding contract between the City of Gustavus and the qualified, lowest responsive, responsible bidder.

Bidders are to provide on this document a total bid amount for each of the following:

Basic Bid - \$ _____

This RFQ bid sheet will be the sole measure to evaluate and determine the winning bid for the project through the method described in the RFQ. Bids on the Basic Bid and all alternatives must be clear and legible. The Signature on this bid sheet must be an original.

Business Name _____

Contractor's Name

Title

Address

City, State, Zip

Telephone Number - primary

Alternate phone number

Alaska Business License No. _____

Alaska Contractor's License No. _____

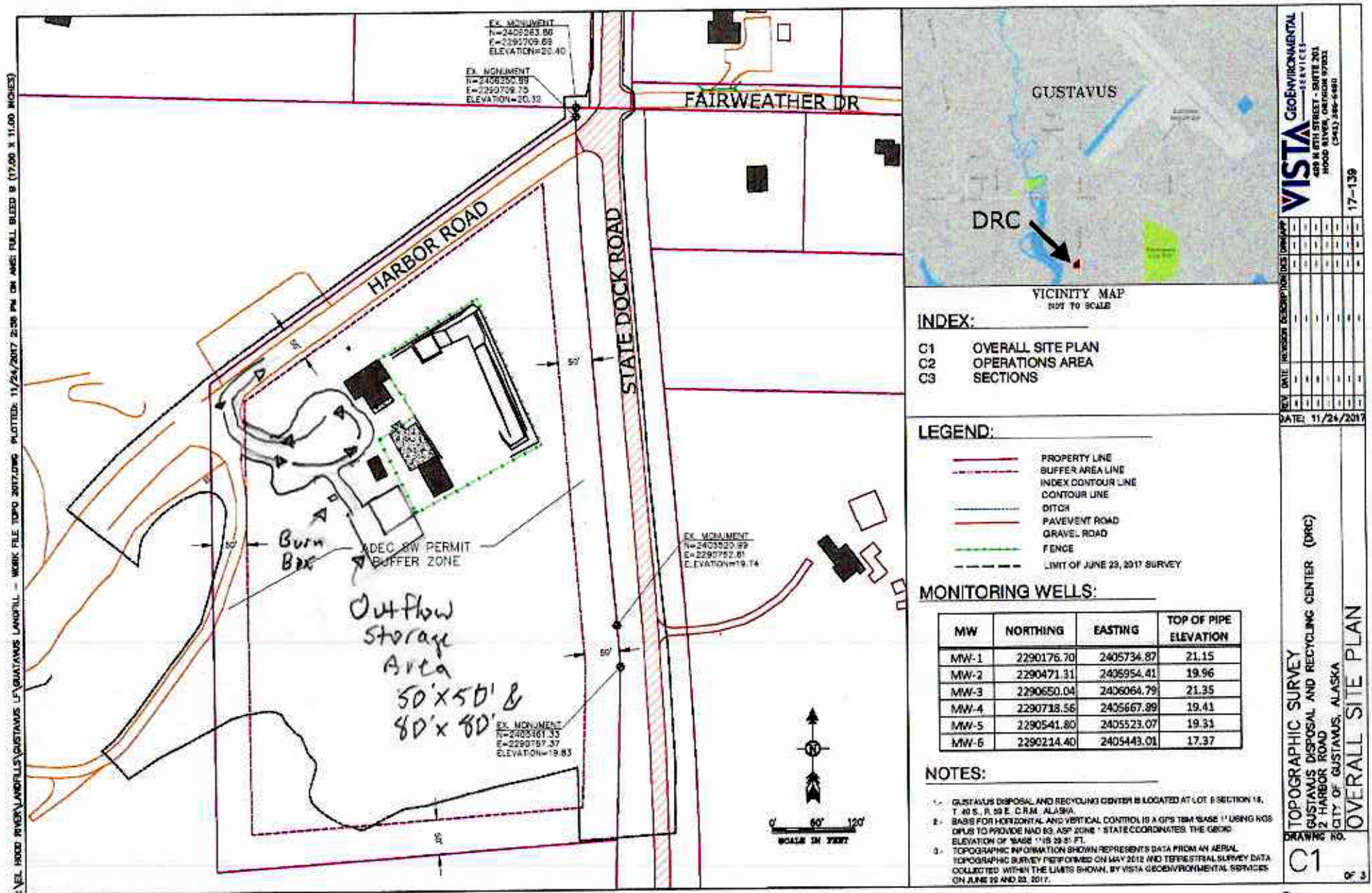
AWARDING OF THE CONTRACT

The award of this contract is given to the lowest responsive, responsible bidder. The name and signature of the contractor is provided below with the signatures of those officials vested with the authority to consummate this contract.

Contractor

Barbara Miranda
Mayor, City of Gustavus

ATTEST:
Phoebe Vanselow
City Treasurer, City of Gustavus



CP17-02 Driveway & Outflow Storage Project

**CITY OF GUSTAVUS
Ordinance FY19-03**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS CREATING AND ADOPTING
TITLE 5, CHAPTER 5.10.140**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 5, Chapter 5.10.140, be created and adopted as follows:

Section 05.10.140

Sale of Liquor on Election Days

The provisions of AS 04.16.070(B) that prohibit the sale, barter, giving, consumption or disposal of alcoholic beverages within licensed premises on a City election day until the polls have closed do not apply in the City of Gustavus.

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

Date Introduced: August 13, 2018

Date of Public Hearing:

PASSED and **APPROVED** by the Gustavus City Council this ____th day of _____, 20XX

Barb Miranda, Mayor

Attest: Karen Platt City Clerk

Calculation of Endowment Fund Grant Amount for 2019 Award Cycle

Per CITY OF GUSTAVUS, ALASKA RESOLUTION CY17-12
A RESOLUTION REVISING POLICY AND PROCEDURE
FOR GUSTAVUS ENDOWMENT FUND GRANT AWARDS

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

APPLICABLE PROCEDURE (EXCERPT FROM FULL DOCUMENT):

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

1. Inflation-Adjusted Principal Value determination. By July 31st of each year, calculate the inflation-adjusted value as of June 30 of the original principal of the Fund, further adjusted as necessary per additions made over time to the principal, using the following steps applying the Anchorage Consumer Price Index (CPI) as posted in July for the first half of the calendar year by the Alaska Department of Labor at <http://www.labor.alaska.gov/research/cpi/cpi.htm>:

a) Determine the latest CPI index for Anchorage from the posted table.

New link: <http://live.laborstats.alaska.gov/cpi/index.cfm>

Latest CPI is 223.099 for first half of 2018 for Anchorage.

b) Determine the multiplier value by dividing the current CPI index by the 2004 index value of 165.6 (Average value for first half of 2004). $223.099 / 165.6 = 1.347$

c) Multiply the original value of the Fund (\$963,000) by the multiplier determined in step b. $\$963,000 \times 1.347 = \$1,297,161.00$

d) The result of the calculation in step c is the inflation-adjusted value of the original principal.

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

The present market value of the fund for June 30, 2018 was \$1,438,854.93.

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

The excess earnings available as of June 30, 2018 were:

$\$1,438,854.93 - \$1,297,161.00 = \$141,693.93$

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

Three percent of the average annual market value for five years through June 30, 2018 is calculated as:

June 2018:	\$1,438,854.93
June 2017:	\$1,429,287.74
June 2016:	\$1,398,474.52
June 2015:	\$1,400,089.55
June 2014:	\$1,391,960.13
Average:	\$1,411,733.37
3% of Average:	\$42,352.00

5. Grant funding availability determination. The maximum amount available for granting in the present year is 3% of Average Market Value or the present year Excess Earnings,

whichever is less. Un-awarded/unexpended grant funds from previous years over \$1,000 will be returned to the Endowment Fund account to earn interest for future awards.

Three percent of the five-year Average Market Value is \$42,352.00. The Excess Earnings amount is \$141,693.93. The lesser of the two is \$42,352.00. No un-awarded grant funds remain from previous years so \$42,352.00 may be made available.

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



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

City Council Reports



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

City Council Questions and Comments



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

Public Comment on Non-Agenda Items



City of Gustavus
P.O. Box 1
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Executive Session



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

Adjournment

August 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6	7	8	9	10 Karen gone until Aug 20th	11	12
13 General Meeting 7pm	14	15 Strawberry Point Newspaper Deadline	16	17	18 First day declaration of candidacy may be filed	19 Hoonah Neighbor Days
20 Karen back in the afternoon	21 Primary Election Cheryl out of town until 27th	22	23	24 Ben out of town until the 25th	25 Totem Pole Raising	26
27 Cheryl back in town	28	29	30	31		