



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

# General Meeting Packet

September 17, 2018



# **GUSTAVUS CITY COUNCIL**

## **SPECIAL MEETING**

### **SEPTEMBER 17, 2018**

### **7:00PM 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 Administrator-Tom Williams**

**administrator@gustavus-ak.gov**

**City Clerk-Karen Platt**

**clerk@gustavus-ak.gov**

**City Treasurer-Phoebe Vanselow**

**treasurer@gustavus-ak.gov**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
  - A. General Meeting Minutes 08-13-18**
  - B. Special Meeting Minutes 08-15-18**
  - C. Special Meeting Minutes 08-27-18**
  - D. Special Meeting Minutes 08-28-18**
  - E. Special Meeting Minutes 09-05-18**
- 4. Mayor's Request for Agenda Changes**
- 5. Committee/Staff Reports**
  - A. Mayor**
  - B. Marine Facilities Coordinator**
  - C. Monthly Financial**
- 6. Public Comment on Non-Agenda Items**
- 7. Consent Agenda**
  - A. Records Destruction Certificate**
  - B. FY19-04NCO AMLIP CP17-04 GVFD to CP17-02 DRC**
  - C. FY19-05NCO AMLIP FY19 R&R**
  - D. FY19-06NCO FY19 Community Assistance Program**
- 8. Ordinance for Public Hearing**
  - A. Approve FY19-02NCO Providing for the Amendment of the City Held Accounts in Fiscal Year 2019 (Road Maint)**
  - B. Approve FY19-03 Title 5 Liquor Sales**
- 9. Unfinished Business**
- 10. New Business**
  - A. Swearing in of City Administrator, Tom Williams**
  - B. Resolution CY18-25 Policy & Procedure for Jury Duty**
  - C. Award FY19-03RM Road Name Signs Purchase**
- 11. City Council Reports**
- 12. City Council Questions and Comments**
- 13. Public Comment on Non-Agenda Items**
- 14. Executive Session**
- 15. Adjournment**



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# Approval of Minutes

**GUSTAVUS CITY COUNCIL  
GENERAL MEETING MINUTES  
August 13th, 2018**

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**1. CALL TO ORDER:**

A General Meeting of the Gustavus City Council is called to order on August 13th, 2018, at 7:00 pm by Mayor Miranda. There are sixteen (16) 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

**3. APPROVAL OF MINUTES:**

**A. General Meeting Minutes 07-09-2018**

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

SECONDED BY: Council Member Casipit

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections motion passes by unanimous consent

**B. Special Meeting Minutes 08-02-2018**

MOTION: Council Member Cook moves to approve the Special Meeting Minutes from August 2nd, 2018

SECONDED BY: Vice Mayor Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections motion passes by unanimous consent

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

Unfinished business: update name of plan on agenda to Beach Development Plan

Hearing no objections, Mayor Miranda announced the agenda as set

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

**A. Fourth: Gustavus Visitor Association-Administrator, Nina Zarate provided a written report, Jim Kearns provided an oral summary of the report**

Kearns – rationale for FY19 budget of \$20,000 to GVA?

Mayor Miranda – budget trimmed in a variety of areas to make it balance; P&L and Balance Sheet has been requested with quarterly reports to better inform the Council when making budget decisions

Council Member Taylor – visitation trend data?

Kearns – data not collected; bed tax is best gauge

Council Member Sunday – emphasize the need for the P&L and Balance Sheet

Mayor Miranda – GVA Policy & Procedure will be reviewed re: P&L and Balance Sheet reporting requirements

Council Member Warner – it would be helpful if GVA could demonstrate correlation between money received from City of Gustavus and increased room tax money revenue (i.e. visitation)

**B. Fifth: The Rookery at Gustavus-CEO/Board President, Erin Ohlson provided a written report and an oral summary**

Mayor Miranda – What is “payroll other” on the P&L?

E. Ohlson – uncategorized payroll from before payroll was itemized between programs last fall

Council Member Warner – kudos to the fundraising effort

**C. First: DRC-Manager/Operator, Paul Berry provided a written report and an oral summary**

**D. Second: City Clerk, Karen Platt provided a written report**

**E. Third: City Treasurer, Phoebe Vanselow provided a written report and an oral summary**

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

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

NPS Region is supportive of the intertie and trying to integrate the NPS facility into a microgrid, ensure impact of any diesel generation is shared. Interruptible is not a consideration. The NPS shares city's concern on user rates.

**B.** Mayor Miranda announced a plan for an Intertie Multi-Agency Stakeholder meeting. Date to be announced.

**C.** Supt. Hooe also provided information on other topics

- Totem Raising 8-25-2018
- Simultaneous House and Senate Bills for deferred maintenance in National Park Service - \$1.5 billion/year for 5 years
- Interior Secretary announced focus on enhanced recreational opportunities inside National Parks – could have implications for implementation of front country plan in Glacier Bay; draft front country plan will be released by December or January followed by 6-week comment period.

**7. CONSENT AGENDA**

**A. Introduce FY19-02NCO Providing for the Amendment of the City Held Accounts in Fiscal Year 2019 (Road Maint)**

**B. Approve Certificate of Records Destruction**

MOTION: Council Member Taylor moves to approve the Consent Agenda

SECONDED BY: Council Member Casipit

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

**8. ORDINANCE FOR PUBLIC HEARING**

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

MOTION: Council Member Warner moves to Approve FY19-01NCO Providing for the Amendment of the City Held Accounts in Fiscal Year 2018 (Road Maint) Introduced 07-09-18

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

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

**9. UNFINISHED BUSINESS**

**A. Approve Beach Development Plan**

MOTION: Vice Mayor Ohlson moves to Approve Beach Development Plan

SECONDED BY: Council Member Sunday

PUBLIC COMMENT: None

COUNCIL COMMENT: Council Member Sunday supports this effort

ROLL CALL VOTE ON MOTION:

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

NO:

MOTION **PASSES**/FAILS 6/0

8:00pm – Mayor Miranda calls for a five-minute break

8:05pm – Mayor Miranda reconvenes meeting

**10. NEW BUSINESS:**

**A. Approve Resolution CY18-22 Road Name Changes**

MOTION: Council Member Taylor moves to Approve Resolution CY18-22 Providing for the Approval of Road Name Changes

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT: Lynne Jensen – inquired about Jensen Rd. vs. Pine

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

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

NO:  
MOTION **PASSES**/FAILS 7/0

**B. Approve Resolution CY18-23 to Update and Establish Marine Facilities User Fees**

MOTION: Council Member Sunday moves to Approve Resolution CY18-23 to Update and Establish Marine Facilities User Fees

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

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

NO:

MOTION **PASSES**/FAILS 7/0

**C. Approve Resolution CY18-24 to Align Standards for Broadband Internet Services**

MOTION: Council Member Warner moves to Approve Resolution CY18-24 to Align Standards for Broadband Internet Services

SECONDED BY: Mayor Miranda

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

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

NO:

MOTION **PASSES**/FAILS 7/0

**D. Approve RFQ-CP17-02DRC Driveway & Recycling Outflow Area Project**

MOTION: Council Member Casipit moves to Approve RFQ-CP17-02DRC Driveway & Recycling Outflow Area Project

SECONDED BY: Vice Mayor Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

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

NO:

MOTION **PASSES**/FAILS 7/0

**E. Introduction of City Ordinance FY19-03 Title 5 Elections Providing for the Exemption of Liquor Sales on Election Days**

MOTION: Vice Mayor Ohlson moves to approve Introduction of City Ordinance FY18-02 Title 5 Elections Providing for the Exemption of Liquor Sales on Election Days

SECONDED BY: Council Member Cook

**Conflict of Interest Hearing**

Mayor Miranda declares a conflict of interest as she owns an establishment that sells alcohol.

Vice Mayor Ohlson presided over the hearing and made the determination that a conflict exists; Mayor Miranda is welcome to discuss but should refrain from voting.

PUBLIC COMMENT: None

COUNCIL COMMENT:

a) Vice Mayor Ohlson – state allows for an exemption by ordinance

b) Mayor Miranda – this is being addressed as state law was being followed inconsistently

ROLL CALL VOTE ON MOTION:

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

NO:

MOTION **PASSES**/FAILS 6/0

**F. Approve Calculation of Endowment Fund Grant Amount for 2019 Award Cycle**

MOTION: Mayor Miranda moves to Approve Calculation of Endowment Fund Grant Amount for 2019 Award Cycle in the amount of \$42,352.00

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT:

- a) Council Member Taylor – prior review at work session would be helpful; Mayor Miranda – Anchorage consumer price index was not available until late last week

ROLL CALL VOTE ON MOTION:

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

NO:

MOTION **PASSES**/FAILS 7/0

**G. Conflict of Interest Hearing-City Administrator Hiring Process, Mayor Miranda**

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

Vice Mayor Ohlson presided over the hearing and made the determination that a conflict of interest does not exist and ruled that Mayor Miranda no longer need be recused from voting.

**H. Conflict of Interest Hearing-City Administrator Hiring Process, Vice Mayor Ohlson**

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

Mayor Miranda presided over the hearing and made the determination that a conflict of interest exists and requested that Vice Mayor Ohlson is not involved in the hiring panel or review of applicants for this process.

**11. CITY COUNCIL REPORTS:**

- a) Council Member Casipit – bear brought garbage onto his property; member of public told him that he witnessed garbage thrown off bridge; encourages citizens to deal with garbage properly
- b) Mayor Miranda – looking at grant to look at old preschool building across from the school; grant is for medical emergency or housing for school staff; Ben Sadler will attend pre-grant mandatory meeting 8/24 in Anchorage

**12. CITY COUNCIL QUESTIONS AND COMMENTS:** None

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

- a) Lynne Jensen – Library roof status
- b) Lynne Jensen – Trash being dumped at the dock
- c) Justin Marchbanks – Welcome to new school principal Brad King

**14. EXECUTIVE SESSION**

MOTION: Mayor Miranda moved to enter Executive Session to discuss and receive privileged legal advice regarding the Gustavus/NPS Intertie with APT and review selection criteria and City Administrator Applicants.

SECONDED: Council Member Sunday

Mayor Miranda asked Vice Mayor Ohlson to recuse himself from Executive Session and invited Power Rangers, John Nixon, Jim Mackovjak and Greg Streveler join Executive Session.

Hearing no objections motion passes by unanimous consent

Vice Mayor Jake Ohlson left the meeting at 8:35pm.

Mayor Miranda closed the Regular Meeting 8:36pm and opened the Executive Session at 8:37pm.

MOTION: Council Member Taylor moved to close the Executive Session and open the Regular Meeting

SECONDED: Cook

Hearing no objections motion passes by unanimous consent

Mayor Miranda closed the Executive Session and opened the Regular Meeting at 9:58 pm.

**15. ADJOURNMENT:**

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

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Barbara Miranda, Mayor

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Attest: Karen Platt, City Clerk



**GUSTAVUS CITY COUNCIL  
SPECIAL MEETING MINUTES  
August 15th, 2018**

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**1. CALL TO ORDER:**

A Special Meeting of the Gustavus City Council is called to order on August 15th, 2018, at 6:00 pm by Mayor Miranda. There are zero (0) 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  
Council Member Casipit  
Council Member Cook  
Council Member Warner

The following members are not present:

Vice Mayor Ohlson  
Council Member Sunday  
Council Member Taylor

**3. APPROVAL OF MINUTES:**

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

Hearing no objections, Mayor Miranda announced the agenda as set

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

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

**7. CONSENT AGENDA:**

**8. ORDINANCE FOR PUBLIC HEARING:**

**9. UNFINISHED BUSINESS:**

**10. NEW BUSINESS:**

**11. CITY COUNCIL REPORTS:**

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

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

**14. EXECUTIVE SESSION**

MOTION: Mayor Miranda moved to enter Executive Session for the review City Administrator Applicants

SECONDED: Council Member Casipit.

Hearing no objections motion passes by unanimous consent

Mayor Miranda closed the Special Meeting and opened the Executive Session at 6:01pm.

MOTION: Mayor Miranda moved to close the Executive Session and reopen the Special Meeting.

SECONDED: Council Member Cook.

Hearing no objections motion passes by unanimous consent

Mayor Miranda closed the Executive Session and opened the Special Meeting at 7:59pm.

**15. ADJOURNMENT:**

Hearing no objections, Mayor Miranda adjourns the meeting at 8:09pm.

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Barbara Miranda, Mayor

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Attest: Karen Platt, City Clerk

**GUSTAVUS CITY COUNCIL  
SPECIAL MEETING MINUTES  
August 27nd, 2018**

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**1. CALL TO ORDER:**

A Special Meeting of the Gustavus City Council is called to order on August 27nd, 2018, at 4:00 pm by Mayor Miranda. There are zero (0) 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  
Council Member Cook  
Council Member Taylor  
Council Member Warner

The following members are not present

Vice Mayor Ohlson (excused)  
Council Member Casipit (excused)  
Council Member Sunday (unexcused)

There are 4 members present, and a quorum exists

**3. APPROVAL OF MINUTES:**

**4. MAYOR'S REQUEST FOR AGENDA CHANGES: None**

**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:**

**11. CITY COUNCIL REPORTS:**

**12. CITY COUNCIL QUESTIONS AND COMMENTS: None**

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

**14. EXECUTIVE SESSION:**

**A. City Administrator Interviews**

MOTION: Mayor Miranda moved to enter Executive Session for the purpose of conducting City Administrator Applicant Interviews

SECONDED: Council Member Cook

Hearing no objections motion passes by unanimous consent

Mayor Miranda closed the Special Meeting and opened the Executive Session at 4:01pm.

MOTION: Mayor Miranda moved to close the Executive Session and reopen the Special Meeting.

SECONDED: Council Member Warner

Hearing no objections motion passes by unanimous consent

Mayor Miranda closed the Executive Session and opened the Special Meeting at 8:07pm.

**15. ADJOURNMENT:**

Hearing no objections, Mayor Miranda adjourns the meeting at 8:08 pm.

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Barbara Miranda, Mayor

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Attest: Karen Platt, City Clerk

**GUSTAVUS CITY COUNCIL  
SPECIAL MEETING MINUTES  
August 28nd, 2018**

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**1. CALL TO ORDER:**

A Special Meeting of the Gustavus City Council is called to order on August 28nd, 2018, at 6:00 pm by Mayor Miranda. There are zero (0) 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  
Council Member Cook  
Council Member Casipit  
Council Member Taylor  
Council Member Warner

The following members are not present

Vice Mayor Ohlson  
Council Member Sunday

There are 5 members present, and a quorum exists

**3. APPROVAL OF MINUTES:**

**4. MAYOR'S REQUEST FOR AGENDA CHANGES: None**

**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:**

**11. CITY COUNCIL REPORTS:**

**12. CITY COUNCIL QUESTIONS AND COMMENTS: None**

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

**14. EXECUTIVE SESSION:**

**A. Approve General Meeting Executive Session Minutes 8-13-2018**

**B. Approve Special Meeting Executive Session Minutes 8-15-2018**

**C. Discuss and receive privileged legal advice regarding the Gustavus/NPS Intertie with APT**

**D. City Administrator Selection Discussion**

MOTION: Mayor Miranda moved to enter Executive Session for approval of Executive Session Minutes 8-13-2018, 8-15-2018, discuss and receive privileged legal advice regarding the Gustavus/NPS Intertie with APT and City Administrator Selection Discussion

SECONDED: Council Member Warner

Hearing no objections motion passes by unanimous consent

Mayor Miranda closed the Special Meeting and opened the Executive Session at 6:01pm.

MOTION: Mayor Miranda moved to close the Executive Session and reopen the Special Meeting.

SECONDED: Council Member Warner

Hearing no objections motion passes by unanimous consent

Mayor Miranda closed the Executive Session and opened the Special Meeting at 7:10 pm.

MOTION: Mayor Miranda moved to approve Executive Session Minutes 8-13-2018

SECONDED: Council Member Warner

Hearing no objections motion passes by unanimous consent

MOTION: Mayor Miranda moved to approve Executive Session Minutes 8-15-2018  
SECONDED: Council Member Warner

Hearing no objections motion passes by unanimous consent

**15. ADJOURNMENT:**

Hearing no objections, Mayor Miranda adjourns the meeting at 7:12 pm.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**GUSTAVUS CITY COUNCIL  
SPECIAL MEETING MINUTES  
September 5th, 2018**

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**1. CALL TO ORDER:**

A Special Meeting of the Gustavus City Council is called to order on September 5th, 2018, at 6:00 pm by Mayor Miranda. There are zero (0) 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  
Council Member Casipit  
Council Member Cook  
Council Member Warner  
Council Member Taylor

There are 5 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. Approve the hiring of City Administrator**

MOTION: Council Member Warner moves to approve the hiring of Tom Williams as City Administrator

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT:

- a) Miranda
- b) Taylor

ROLL CALL VOTE ON MOTION:

YES: Miranda, Cook, Warner, Casipit, Taylor

NO: 0

MOTION **PASSES/FAILS** 5/0

**11. CITY COUNCIL REPORTS:**

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

- a) Intertie Stakeholder Meeting Date

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

**14. EXECUTIVE SESSION**

**15. ADJOURNMENT:**

Hearing no objections, Mayor Miranda adjourns the meeting at 6:02 pm.

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Barbara Miranda, Mayor

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Attest: Karen Platt, City Clerk



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# Mayor's Request for Agenda Changes



**City of Gustavus**  
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# Committee/Staff Reports

## **Marine Facilities Coordinator (MFC) Quarterly Staff Report**

**Ben Sadler, Marine Facilities Coordinator/Harbormaster**

**Tuesday, September 17<sup>th</sup>, 2018**

My last quarterly report was at the June 5<sup>th</sup> General Meeting, and my next quarterly report is scheduled for the December 10<sup>th</sup> General Meeting.

### **General Day to Day**

As in my previous quarterly report, I will be separating the Harbormaster portion from the Marine Facilities Coordinator portion for clarity on the specific tasks performed.

### **Harbormaster**

In my role as Harbormaster, I have continued to spend my time monitoring activities at both the Dock facility and the Salmon River Boat Harbor. With the summer season now coming to an end, things are tapering off gradually. The charter boat operators have less boats in the water, and the boat launch at the Salmon River Boat Harbor (SRBH) is seeing less use than it did back in June and July. I have been able to maintain the waterless restrooms located at the Beach and the Salmon River Park with little effort thanks to the kindness of the users, and I have only once had toilet paper obviously stolen from them. Except for one or two users this summer, the trash and recyclables from the Beach receptacles have been free of household waste. To date, I have removed approximately 168 #'s of recyclable material and 526 #'s of trash from the Beach receptacles. I assume based on my observations that this is not an exorbitant amount of waste to be removed from the area, although a large portion of it was provided by one user.

Over the course of the summer I was able to do repairs on all surfaces of the City-owned floats. It is still my recommendation that all the floats undergo continued maintenance once they are removed from the Dock and returned to the Salmon River Boat Harbor. This maintenance would include replacing most of the bullrails on the Salmon River boat launch float as well.



The replacement transition ramp for use between floats at the dock was ordered but did not arrive until late summer. It will be installed during the off season and ready to use next spring with the small float that remained in storage in the Salmon River this summer. Repairs to the hinge on the angled transition plate in use on the dock floats will also occur during the off season.

I have continued to walk the beach in the mornings and remove trash from both the Beach and the firepits. For the most part, though, I would say that the users of these areas have done a good job of keeping them clean, something I know everyone appreciates. As in my previous report, again there were only a few times that I noticed ATV tracks on the beach and surrounding areas. For the most part, these were limited to the area below the high tide line.

I am also happy to say that almost all the users of the Dock and Launch facilities have registered their boats this year. Thank you to all of you that did.

#### Marine Facilities Coordinator

In my role as Marine Facilities Coordinator, I have continued to monitor activities at the Beach and keep track of statistics on use. The following statistics are to the best of my knowledge accurate, based on my observations from May through early September. This summer the beach was used for camping 76 times (this number is based on tents, vehicles, motorhomes, and buses – not individuals). There were on average 23 boats moored out front between June 1<sup>st</sup> and September 4<sup>th</sup> with a high of 27 on July 19<sup>th</sup>. To help with any future parking lot plans for the area, I also started tracking how many vehicles were parked at the base of the dock on Monday and Wednesday mornings before the ferry's arrival, when charter captains could not park on the island where ferry staging occurs as they do on non-ferry days. There were on average 26 vehicles at 6am on Mondays and 31 vehicles at 6am on Wednesdays between June 1<sup>st</sup> and September 1<sup>st</sup>. These numbers increased during these days prior to the ferry's arrival, and on June 18<sup>th</sup> I counted 75 vehicles parked at 2pm when the ferry was in.

We did have one person attempting to live in his boat in the long-term storage area located at the SRBH. He was asked politely to discontinue doing so and was not seen in the area again.

In my role as Marine Facilities Coordinator I have also been asked and have been doing different projects at different City locations in town. I was able to help Paul at the DRC by changing out the screen on the Glass Pulveriser earlier this summer, and I have been involved in multiple small projects at the Library and City Hall.

### Salmon River Boat Harbor Clean-up Project

Based on the Scoping document governing the SRBH clean-up efforts, I highlighted and have begun the specific tasks, and they are in different stages of completion.

1. The informational kiosk has been completed. To the original idea I was presented with, I added a rail and the “Kids don’t float” information, and life vests will now be located hanging under the kiosk, to better protect them from inclement weather and bird feces.
2. I have begun work on a kayak rack which will be located near the boat launch and hold 12 kayaks to give users with registered kayaks a place to store their kayaks off the ground.
3. I currently have one boat going through the impound process and one boat has been impounded. These boats will be available for auction or disposal on the 23<sup>rd</sup> of September.
4. Picnic tables and barbeque pits. A spot has not yet been identified, and I have not begun this phase of the Project.
5. Removing derelict wooden boats and floats. Some boats and floats have been slated for removal. I have consulted with Fairweather Construction, and we are currently waiting for a quote on what this portion will cost. There are many facets to this phase of the overall project, and it is proving to be a little more work than I initially anticipated. Some of the delays include:

- a. Finding an interested party with the proper credentials and insurance to remove the metal from old wooden boats and structures. (Although I am happy to help with this portion of the project, my many duties separate from this aspect of this project leave me with a limited amount of time that I can dedicate just to this one project.)
- b. Everyone seems to have a different concept of what is derelict and what is a historical artifact.
- c. The reality of disposing of the structures in question and where each will end up.

I hope that as the season winds down that I will have more time to dedicate to this aspect of the overall project and with the help of the City Council be able to start moving forward.

#### 2019 Planned State Dock Maintenance and Remodel

Tim Sunday, Barb, and I met with State employees in July to talk about the State's plans to return the concrete float to the Multi Modal Dock Facility next year. We were told that the work will commence next fall and that on top of returning the concrete float from its anchorage near Pleasant Island, that they intend to do a massive overhaul to the Dock Facility itself, which will include changing the walkway approach to the floats to better comply with federal standards, as well as create a better scenario for storing the gangway in winter. The concrete float will be removed for the winter months and stored on permanent moorings in its current location.

An unexpected benefit from the work done will be that most of the wooden floats currently located at the Dock Facility will be available for permanent placement in the Salmon River Boat Harbor.

Thank you.                      Report compiled by BPS on 09/11/18

City of Gustavus  
**Balance Sheet**  
As of August 31, 2018

	Aug 31, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	12,999.61
AMLIP Capital Improv Long-Term (0630598.2)	778,663.51
AMLIP Repair & Replacement (0630598.3)	300,861.84
AMLIP Road Maint - Unencumbered (0630598.4)	250,780.66
AMLIP Road Maint - Encumbered (0630598.8)	135,920.76
APCM.Endowment Fund	1,466,334.86
FNBA - Checking	559,476.54
FNBA Endowment Fund - Checking	38,746.01
FNBA First Investment Account	751,023.96
Petty Cash	255.63
Total Checking/Savings	4,295,063.38
Accounts Receivable	
Accounts Receivable	20,642.12
Total Accounts Receivable	20,642.12
Other Current Assets	
Undeposited Funds	857.60
Total Other Current Assets	857.60
Total Current Assets	4,316,563.10
<b>TOTAL ASSETS</b>	<b>4,316,563.10</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	5,738.95
Total Credit Cards	5,738.95
Other Current Liabilities	
Deferred Income	11,420.00
Payroll Liabilities	
State Unemployment	778.46
Total Payroll Liabilities	778.46
Total Other Current Liabilities	12,198.46
Total Current Liabilities	17,937.41
Total Liabilities	17,937.41
Equity	
Fund Balance	3,029,679.86
Opening Bal Equity	1,084,743.57
Net Income	184,202.26
Total Equity	4,298,625.69
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,316,563.10</b>

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

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Admin Fees</b>	0.00	10.00	-10.00	0.0%
<b>Business License Fees</b>	3,900.20	3,000.00	900.20	130.0%
<b>Donations</b>	1,467.00	2,000.00	-533.00	73.4%
<b>DRC Income</b>	95,837.39	88,280.00	7,557.39	108.6%
<b>Federal Revenue</b>				
<b>Natl Forest Receipts-Encumbered</b>	53,927.79	53,913.19	14.60	100.0%
<b>Payment In Lieu of Taxes</b>	107,545.26	107,545.26	0.00	100.0%
<b>Total Federal Revenue</b>	161,473.05	161,458.45	14.60	100.0%
<b>Fundraising</b>	1,155.00	5,200.00	-4,045.00	22.2%
<b>GVFD Income</b>	7,102.10	1,500.00	5,602.10	473.5%
<b>Interest Income</b>	875.84	70.00	805.84	1,251.2%
<b>Lands Income</b>	9,906.00	8,000.00	1,906.00	123.8%
<b>Lease Income</b>	13,470.35	15,541.42	-2,071.07	86.7%
<b>Library Income</b>	1,597.28	3,000.00	-1,402.72	53.2%
<b>Marine Facilities Income</b>	20,638.23	14,000.00	6,638.23	147.4%
<b>State Revenue</b>				
<b>Community Assistance Program</b>	88,824.00	82,515.28	6,308.72	107.6%
<b>Shared Fisheries Business Tax</b>	1,921.08	1,656.21	264.87	116.0%
<b>Total State Revenue</b>	90,745.08	84,171.49	6,573.59	107.8%
<b>Tax Income</b>				
<b>Retail Tax Income</b>	356,828.92	319,000.00	37,828.92	111.9%
<b>Room Tax Income</b>	75,150.61	67,000.00	8,150.61	112.2%
<b>Fish Box Tax</b>	13,535.69	15,000.00	-1,464.31	90.2%
<b>Penalties &amp; Interest</b>	5,188.21	0.00	5,188.21	100.0%
<b>Tax Exempt Cards</b>	200.00	150.00	50.00	133.3%
<b>Seller's Compensation Discount</b>	-790.77	0.00	-790.77	100.0%
<b>Total Tax Income</b>	450,112.66	401,150.00	48,962.66	112.2%
<b>Total Income</b>	858,280.18	787,381.36	70,898.82	109.0%
<b>Gross Profit</b>	858,280.18	787,381.36	70,898.82	109.0%
<b>Expense</b>				
<b>Administrative Costs</b>	3,300.02	9,400.00	-6,099.98	35.1%
<b>Advertising</b>	75.00	500.00	-425.00	15.0%
<b>Ambulance Billing Expense</b>	400.00	2,000.00	-1,600.00	20.0%
<b>Bad Debt</b>	620.61			
<b>Bank Service Charges</b>	2,223.32	2,480.00	-256.68	89.7%
<b>Building</b>	21,788.65	25,322.13	-3,533.48	86.0%
<b>Contractual Services</b>	47,550.94	57,700.00	-10,149.06	82.4%
<b>Dues/Fees</b>	5,950.98	7,100.00	-1,149.02	83.8%
<b>Election Expense</b>	212.17	500.00	-287.83	42.4%
<b>Equipment</b>	19,068.34	20,315.00	-1,246.66	93.9%
<b>Freight/Shipping</b>	17,871.54	19,110.00	-1,238.46	93.5%
<b>Fundraising Expenses</b>	1,437.64	1,850.00	-412.36	77.7%
<b>General Liability</b>	4,424.75	4,000.00	424.75	110.6%
<b>Holiday gift</b>	2,500.00	2,500.00	0.00	100.0%
<b>Library Materials</b>	295.59	300.00	-4.41	98.5%
<b>Marine Facilities</b>	6,728.31	6,520.00	208.31	103.2%
<b>Occupational Health</b>	0.00	500.00	-500.00	0.0%

**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>
<b>Payroll Expenses</b>	340,114.58	380,250.13	-40,135.55	89.4%
<b>Professional Services</b>	25,506.70	40,000.00	-14,493.30	63.8%
<b>Public Relations</b>	1,006.65	2,000.00	-993.35	50.3%
<b>Road Maintenance</b>	103,200.24	105,000.00	-1,799.76	98.3%
<b>Social Services</b>				
<b>GCEP dba The Rookery</b>	10,540.00	10,540.00	0.00	100.0%
<b>Total Social Services</b>	10,540.00	10,540.00	0.00	100.0%
<b>Supplies</b>	17,062.52	23,670.00	-6,607.48	72.1%
<b>Telecommunications</b>	21,155.16	20,610.00	545.16	102.6%
<b>Training</b>	8,887.29	12,880.00	-3,992.71	69.0%
<b>Travel</b>	13,759.65	16,945.00	-3,185.35	81.2%
<b>Utilities</b>	12,696.07	18,010.00	-5,313.93	70.5%
<b>Vehicle</b>	5,567.59	8,550.00	-2,982.41	65.1%
<b>Total Expense</b>	693,944.31	798,552.26	-104,607.95	86.9%
<b>Net Ordinary Income</b>	164,335.87	-11,170.90	175,506.77	-1,471.1%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Encumbered Funds</b>	48,922.45	51,086.81	-2,164.36	95.8%
<b>Total Other Income</b>	48,922.45	51,086.81	-2,164.36	95.8%
<b>Net Other Income</b>	48,922.45	51,086.81	-2,164.36	95.8%
<b>Net Income</b>	<u>213,258.32</u>	<u>39,915.91</u>	<u>173,342.41</u>	<u>534.3%</u>

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

	Jul - Aug 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Business License Fees	150.00	3,500.00	-3,350.00	4.3%
Donations	60.00	1,000.00	-940.00	6.0%
DRC Income	21,955.35	89,480.00	-67,524.65	24.5%
Federal Revenue				
Payment In Lieu of Taxes	107,167.43	107,000.00	167.43	100.2%
<b>Total Federal Revenue</b>	107,167.43	107,000.00	167.43	100.2%
Fundraising	0.00	700.00	-700.00	0.0%
GVFD Income	1,961.98	8,000.00	-6,038.02	24.5%
Interest Income	4,656.57	14,500.00	-9,843.43	32.1%
Lands Income	4,760.00	8,000.00	-3,240.00	59.5%
Lease Income	6,157.00	12,541.42	-6,384.42	49.1%
Library Income	0.00	1,500.00	-1,500.00	0.0%
Marine Facilities Income	935.00	16,250.00	-15,315.00	5.8%
State Revenue				
Community Assistance Program	85,461.43	82,577.00	2,884.43	103.5%
Shared Fisheries Business Tax	0.00	1,500.00	-1,500.00	0.0%
<b>Total State Revenue</b>	85,461.43	84,077.00	1,384.43	101.6%
Tax Income				
Retail Tax Income	91,056.18	339,000.00	-247,943.82	26.9%
Room Tax Income	21,309.91	65,000.00	-43,690.09	32.8%
Fish Box Tax	2,860.00	15,000.00	-12,140.00	19.1%
Penalties & Interest	167.59	0.00	167.59	100.0%
Tax Exempt Cards	0.00	150.00	-150.00	0.0%
<b>Total Tax Income</b>	115,393.68	419,150.00	-303,756.32	27.5%
<b>Total Income</b>	348,658.44	765,698.42	-417,039.98	45.5%
<b>Gross Profit</b>	348,658.44	765,698.42	-417,039.98	45.5%
<b>Expense</b>				
Administrative Costs	1,555.76	14,300.00	-12,744.24	10.9%
Advertising	428.57	500.00	-71.43	85.7%
Ambulance Billing Expense	459.00	1,000.00	-541.00	45.9%
Bank Service Charges	741.02	2,250.00	-1,508.98	32.9%
Building	7,519.07	13,595.63	-6,076.56	55.3%
Contractual Services	7,160.00	55,500.00	-48,340.00	12.9%
Dues/Fees	482.00	6,950.00	-6,468.00	6.9%
Economic Development Services				
GVA	20,000.00	20,000.00	0.00	100.0%
<b>Total Economic Development Services</b>	20,000.00	20,000.00	0.00	100.0%
Election Expense	0.00	250.00	-250.00	0.0%
Equipment	3,879.16	13,696.00	-9,816.84	28.3%
Freight/Shipping	393.43	19,050.00	-18,656.57	2.1%
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	2,087.50	4,625.46	-2,537.96	45.1%
Occupational Health	0.00	500.00	-500.00	0.0%

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

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Payroll Expenses</b>	72,639.46	438,148.05	-365,508.59	16.6%
<b>Professional Services</b>	1,245.00	20,000.00	-18,755.00	6.2%
<b>Public Relations</b>	123.70	500.00	-376.30	24.7%
<b>Repair &amp; Replacement Fund</b>	0.00	20,095.76	-20,095.76	0.0%
<b>Road Maintenance</b>	17,213.00	85,000.00	-67,787.00	20.3%
<b>Social Services</b>				
<b>GCEP dba The Rookery</b>	12,964.00	12,964.00	0.00	100.0%
<b>Total Social Services</b>	12,964.00	12,964.00	0.00	100.0%
<b>Supplies</b>	3,055.43	18,500.00	-15,444.57	16.5%
<b>Telecommunications</b>	2,554.64	20,500.00	-17,945.36	12.5%
<b>Training</b>	3,211.43	21,100.00	-17,888.57	15.2%
<b>Travel</b>	3,003.22	19,850.00	-16,846.78	15.1%
<b>Utilities</b>	6,075.38	17,200.00	-11,124.62	35.3%
<b>Vehicle</b>	4,451.57	9,436.95	-4,985.38	47.2%
<b>Total Expense</b>	176,243.72	844,713.23	-668,469.51	20.9%
<b>Net Ordinary Income</b>	172,414.72	-79,014.81	251,429.53	-218.2%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Encumbered Funds</b>	0.00	85,100.00	-85,100.00	0.0%
<b>Total Other Income</b>	0.00	85,100.00	-85,100.00	0.0%
<b>Net Other Income</b>	0.00	85,100.00	-85,100.00	0.0%
<b>Net Income</b>	<u>172,414.72</u>	<u>6,085.19</u>	<u>166,329.53</u>	<u>2,833.3%</u>



## Accounts Receivable Detail

As of 8/31/18

	Deferred Income Until 12/31 - Fish Box Tax stickers that will either be
\$11,420.00	returned for account credit or paid for on quarterly tax returns
\$3,847.47	Delinquent Sales Tax
\$4,919.73	Ambulance Transport Billing - In Progress
\$455.00	Billing for CPR Class
(\$0.08)	Net of Other Minor Customer Account Balances
<hr/>	
\$20,642.12	Total

## FNBA Checking Account - Unrestricted Funds Balance

As of 8/31/18

FNBA Checking Account Balance: \$559,476.54

Obligated Funds Currently in Checking Account:

GVFD	2018 VFA Grant	(\$542.95)
DRC	CP17-02 DRC: Driveway Improvements	(\$10,993.15)
GVFD	CP17-04 GVFD: Engine #1	(\$5,940.08)
MF	CP18-01 Salmon River Harbor	(\$26,165.75)
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	\$0.00
Library	FY19 PLA Grant	(\$6,319.69)
Library	SoA OWL Internet Subsidy	(\$1,732.00)
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: \$313,181.90

Pending Transfers:

Road Maint - Enc	NCOFY19-02NCO to transfer FY19 \$	(\$85,000.00)
	NCOFY19-05NCO to transfer R&R funds	(\$16,067.76)

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

### 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	\$680.31	\$6,319.69	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	\$519.60	\$1,558.80	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	\$6,769.55	\$542.95	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
Admin	City Clerk Training	Spring 2018	\$400.00	will be reimbursed after the institute			scholarship for IIMC institute from IIMC Foundation
	City Clerk Training	8/6/2018	\$1,550.00	--	\$1,550.00	\$0.00	scholarship for FY18 IIMC institute registration

\$21,411.90

### 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	



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

# Public Comment on Non-Agenda Items



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

# Consent Agenda

## CERTIFICATE OF RECORDS DESTRUCTION

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

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

### 6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
A-17	Grants	1982-1997	City Hall	½ file box	Recycle
A-5	Accounting- banking records	FY09, FY11	City Hall	1 File Folder	Shred
A-2	Accounting-Budget Work/Papers	2013-2014	City Hall	1 Pocket File Folder	Recycle
C-6	Elections-General	2005-2012	City Hall	1 Pocket File Folder	Recycle

### DESTRUCTION APPROVALS

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

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

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

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

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

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY19-04NCO**

**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 Fiscal Year of 2019, the City held accounts are amended to reflect the changes as follows:

**Amounts**

<b>CITY HELD ACCOUNTS</b>	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
<i>*Approximate, this is a dynamic value.</i>			
CP17-04GVFD <i>This was a capital project to purchase Engine 1 (to replace Engine 34). It was funded by FY17-03NCO.</i>	\$ 5,940.08	\$ 0.00	<\$ 5,940.08>
CP17-02DRC <i>Remaining funds in this multi-phase capital project are for driveway and recycling outflow storage improvements at the DRC. The project costs and details have changed since first budgeted in 2017, so additional funds are being allocated. It was originally funded by FY17-03NCO and was previously named CP17-03DRC.</i>	\$ 10,993.15	\$ 16,933.23	\$ 5,940.08

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Total Change in Account Balances	\$ 0.00
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**Section 4.** The FY19 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:** *September 17, 2018*

**DATE OF PUBLIC HEARING:** *September 24, 2018*

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

\_\_\_\_\_, Mayor

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

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

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY19-05NCO**

**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 Fiscal Year of 2019, the City held accounts are amended to reflect the changes as follows:

**Amounts**

<b>CITY HELD ACCOUNTS</b>	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
<i>*Approximate, this is a dynamic value.</i>			
FBNA Checking account	\$561,530.06	\$545,462.30	<\$ 16,067.76>
AMLIP – Repair & Replacement	\$300,378.62	\$316,446.38	\$ 16,067.76
<i>FY19 budgeted expenses for contributions to a Repair and Replacement Fund for every department except the Gustavus Public Library, which may use a portion of its FY19 budget line-item for roof repairs this fiscal year.</i>			

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Total Change in Account Balances	\$	0.00
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**Section 4.** The FY19 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:** *September 17, 2018*

**DATE OF PUBLIC HEARING:** *September 24, 2018*

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

\_\_\_\_\_, Mayor

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

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

**CITY OF GUSTAVUS, ALASKA**  
**ORDINANCE FY19-06NCO**  
**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF**  
**DEPARTMENT BUDGETS FOR 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 estimated expenditures have changed from the estimates in the approved budget.

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

<b>Budget Category</b>	<b>Amounts</b>		
<b>INCOME</b>	Original Budget	Amended Budget	Change
State Revenue: Community Asst. Program	\$ 82,577.00	\$ 85,461.43	\$ 2,884.43

*Actual funds received were higher than projected.*

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Total Change in Income	<b>\$ 2,884.43</b>		
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<b>EXPENSE</b>	Original Budget	Amended Budget	Change
MF: Vehicle – Mileage Reimbursement	\$ 100.00	\$ 1,000.00	\$ 900.00

*The Marine Facility Coordinator/Harbormaster position has not been reimbursed for mileage in the past.*

Library: Building – Maintenance & Repair	\$ 2,000.00	\$ 3,984.43	\$ 1,984.43
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*Roof repair work will continue in FY19.*

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Total Change in Expense	<b>\$ 2,884.43</b>		
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**Section 4.** The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

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

**DATE INTRODUCED:** *September 17, 2018*

**DATE OF PUBLIC HEARING:** *October 8, 2018*

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

\_\_\_\_\_, Mayor

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

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





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

# Ordinance for Public Hearing

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE 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:

<b>Amounts</b>			
<b>ACCOUNTS</b>	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
	<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>			
<hr/>			
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

**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 \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 20XX

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

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



**City of Gustavus**  
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# Unfinished Business



**City of Gustavus**  
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# New Business

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY18-25**

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

**WHEREAS**, the City of Gustavus last updated its employee benefits policy and procedure effective May 14, 2018, and;

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

**WHEREAS**, the City of Gustavus wishes to provide paid leave of absence to its qualifying employees for Jury Duty / Jury Leave and;

**WHEREAS**, the City of Gustavus encourages staff to fulfill their civic responsibility as jurors or subpoenaed witnesses, and;

**NOW THEREFORE, BE IT RESOLVED** that effective September 17, 2018, the City of Gustavus updates its Employee Benefits Policy and Procedure as attached to:

Offer all qualified employees paid time off for Jury Duty / Jury Leave.

**PASSED** and **APPROVED** by the Gustavus City Council this XX<sup>th</sup> day of \_\_\_\_\_, 2018.

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Barbara Miranda, Mayor

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Attest: Phoebe Vanselow, City Treasurer

## **CITY OF GUSTAVUS**

### **POLICIES AND PROCEDURES**

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

##### **BACKGROUND:**

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

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

##### **I. Health Insurance**

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

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

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

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

##### **POLICY:**

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

##### **PROCEDURE:**

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

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

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

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

Initial enrollment will occur by May 15, 2018 for coverage beginning June 1, 2018.

Thereafter, there will be an open enrollment period each year November 15-December 15 with a January 1 effective date. During open enrollment, the employee may enroll or decline enrollment (with proof of other coverage) for the following calendar year.

Employees may not cancel insurance or sign up for insurance except during this open enrollment period unless they meet the exceptions provided by the insurance company. See the group insurance documentation for details.

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

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

## **III. Paid Holidays [CoG 3.05.02]**

The City of Gustavus observes the following nine holidays:

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



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

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

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

#### **IV. Paid Time Off (PTO)**

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

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

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

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

## Longevity Categories

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

Longevity (calculated from the employee's first day of work, regardless of FTE)	Annual PTO Accrual, Fulltime equivalent (FTE)	Accrual Rate of PTO hours per actual hours paid*
Less than two (2) years	80 hours	0.03833
Two (2) through five (5) years	120 hours	0.05778
Six (6) or greater years	160 hours	0.07694

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

## Formula

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

## Jury Duty / Jury Leave

In order that city employees may fulfill their civic responsibility as jurors or subpoenaed witnesses, all regular employees are granted leave of absence with pay for these purposes. It is the responsibility of the employee to keep her/his supervisor or department head informed of the anticipated time to be spent away from the job for this purpose. Hours spent traveling directly to and from Juneau will be compensated as regular time.

Any pay received by regular employees from a court system must be promptly submitted by the employee to the city to offset part of the cost of such absences. Temporary employees receive leave without pay and may retain the payment from the court.

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

## **V. Compensatory Time Off**

The City of Gustavus does not offer Compensatory Time Off.

## **VI. Flexible Work Schedule**

The City of Gustavus recognizes that alternative work schedules can foster a positive work/life balance. To this end, regular position employees may be allowed by their supervisor to have a flexible work schedule. Hours worked by each regular position employees may be flexed during the work month as approved by their supervisor, provided core business hours are covered and job duties are being completed. The Mayor and/or City Administrator may designate core hours for each employee.

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Signed

Mayor of the City of Gustavus

Date



**City of Gustavus**  
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Phone: (907) 697-2451

# City Council Reports



**City of Gustavus**  
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# City Council Questions and Comments



**City of Gustavus**  
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# Public Comment on Non-Agenda Items



**City of Gustavus**  
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# Executive Session



**City of Gustavus**  
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Gustavus, AK 99826  
Phone: (907) 697-2451

# Adjournment



# September 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17 General Meeting	18	19 Special Meeting ? Strategic Plan WS	20	21 Roadless Rulemaking-Library 530-8pm	22	23
24 Special Meeting	25	26	27	28	29	30

# October 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Regular Work Session	2 REAA & City Elections	3	4	5 Election Special Meeting	6	7
8 General Meeting	9	10 Strategic Plan WS?	11	12	13	14
15 Newspaper Deadline	16	17	18	19	20	21
22	23	24	25	26	27	28
29 Elected Officials Mng training through Nov 2nd	30	31 CH Staff Community Breakfast				

## COMING UP IN NOVEMBER

### CITY HALL CLOSED

November 12<sup>th</sup> Veterans Day  
November 22<sup>nd</sup> Thanksgiving

November 3<sup>rd</sup> Community Open House  
November 5<sup>th</sup> Work Session  
November 9<sup>th</sup> Stakeholder Meeting  
November 12-16 AML Conference  
November 19<sup>th</sup> General Meeting