



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

General Meeting Packet

October 08, 2018



GUSTAVUS CITY COUNCIL

GENERAL MEETING

OCTOBER 8, 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 09-17-18
 - B. Special Meeting Minutes 09-19-18
 - C. Special Meeting Minutes 09-24-18
 - D. Special Meeting Minutes 10-05-18
4. Mayor's Request for Agenda Changes
5. Committee/Staff Reports
 - A. Gustavus Library
 - B. Gustavus Volunteer Fire Dept.
 - C. City Treasurer
 - D. City Administrator
6. Public Comment on Non-Agenda Items
7. Consent Agenda
 - A. Introduce FY19-07NCO Admin Budget
8. Ordinance for Public Hearing
 - A. FY19-06NCO FY19 Community Assistance Program
9. Unfinished Business
 - A. Award RFQ FY19-03RM Road Name Signs Purchase
10. New Business
 - B. Swearing in of new Council Member Seats E, F and G
 - C. Election of Mayor and Vice Mayor
 - D. Approve RFQ FY19-05RM Snowplowing Service
 - E. Resolution CY18-27 Authorized Signers
 - F. Resolution CY18-28 Establish Fish Box Tax Penalties
11. City Council Reports
12. City Council Questions and Comments
13. Public Comment on Non-Agenda Items
14. Executive Session
15. Adjournment

"Perfection is not attainable, but if we chase perfection we can catch excellence."
--Vince Lombardi



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P.O. Box 1
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Approval of Minutes

**GUSTAVUS CITY COUNCIL
GENERAL MEETING MINUTES
September 17th, 2018**

1. CALL TO ORDER:

A General Meeting of the Gustavus City Council is called to order on September 17th, 2018, at 7:00pm by Mayor Miranda. There are five (5) 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 08-13-18

MOTION: Council Member Casipit moves to approve the General Meeting Minutes from August 13, 2018

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Motion passes by Unanimous Consent

B. Special Meeting Minutes 08-15-2018

MOTION: Council Member Cook moves to approve the Special Meeting Minutes from August 15, 2018

SECONDED BY: Vice Mayor Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Motion passes by Unanimous Consent

C. Special Meeting Minutes 08-27-2018

MOTION: Council Member Taylor moves to approve the Special Meeting Minutes from August 27, 2018

SECONDED BY: Council Member Casipit

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Motion passes by Unanimous Consent

D. Special Meeting Minutes 08-28-2018

MOTION: Council Member Sunday moves to approve the Special Meeting Minutes from August 28, 2018

SECONDED BY: Mayor Miranda

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Motion passes by Unanimous Consent

E. Special Meeting Minutes 09-05-2018

MOTION: Vice Mayor Ohlson moves to approve the Special Meeting Minutes from September 5, 2018

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Motion passes by Unanimous Consent

4. MAYOR'S REQUEST FOR AGENDA CHANGES:

Hearing no objections, Mayor Miranda announced the agenda as set

5. COMMITTEE REPORTS/STAFF REPORTS:

A. Mayor Miranda provided a written and oral report

B. Marine Facilities Coordinator, Ben Sadler provided a written report and oral report

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

6. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

7. CONSENT AGENDA

A. Records Destruction Certificate

B. Introduce FY19-04NCO-AMLIP CP17-04 GVFD to CP17-02 DRC

C. Introduce FY19-05NCO-AMLIP FY19 R&R

D. Introduce FY19-06NCO-FY19 Community Assistance Program

MOTION: Council Member Warner moves to approve the Consent Agenda

SECONDED BY: Council Member Cook

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

8. ORDINANCE FOR PUBLIC HEARING

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

MOTION: Council Member Taylor moves to Approve FY19-02NCO Providing for the Amendment of the City Held Accounts in Fiscal Year 2019 (Road Maint) (Introduced 08/13/2018)

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

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

B. Approve FY19-03 Title 5 Liquor Sales

MOTION: Council Member Taylor moves to Approve FY19-02NCO Providing for the Amendment of the City Held Accounts in Fiscal Year 2019 (Road Maint) (Introduced 08/13/2018)

SECONDED BY: Council Member Warner

PUBLIC COMMENT: None

COUNCIL COMMENT: None

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

9. UNFINISHED BUSINESS

10. NEW BUSINESS:

A. Swearing in of City Administrator, Tom Williams

City Clerk, Karen Platt conducted the swearing in of City Administrator, Tom Williams.

B. Resolution CY18-25 Policy & Procedure for Jury Duty

MOTION: Mayor Miranda moves to approve Resolution CY18-25 Policy & Procedure for Jury Duty as amended

SECONDED BY: Council Member Warner

PUBLIC COMMENT:

a) Paul Berry

COUNCIL COMMENT: None

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

C. Award FY19-03RM Road Name Signs Purchase

MOTION: Council Member Taylor moves to award the purchase of road name signs and hardware in accordance with RFQ FY19-03RM to Warning Lites of Alaska per their bid of \$11,603

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT:

a) Sunday

b) Taylor

ROLL CALL VOTE ON MOTION

YES: 7

NO: 0

MOTION **PASSES**/FAILS 7/0

11. CITY COUNCIL REPORTS:

a) **Tim Sunday**

b) **Susan Warner-Broadband**

c) **Cheryl Cook-Library Roof**

d) **Jake Ohlson-Thank you to council and staff**

e) **Mayor Miranda-Alaska Marine Highway, additional ferry service support**

12. CITY COUNCIL QUESTIONS AND COMMENTS: None

13. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

14. EXECUTIVE SESSION

15. ADJOURNMENT:

Hearing no objections, Mayor Miranda adjourns the meeting at 7:43pm

Jake Ohlson, Vice Mayor

Date

Attest: Karen Platt, City Clerk

Date

**GUSTAVUS CITY COUNCIL
SPECIAL MEETING MINUTES
September 19, 2018**

1. CALL TO ORDER:

A Special Meeting of the Gustavus City Council is called to order on September 19, 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
Council Member Sunday

The following member is not present
Vice Mayor Ohlson

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

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

SECONDED: Council Member Cook

Hearing no objections motion passes by unanimous consent

Mayor Miranda closed the Special Meeting and opened the Executive Session at 6:00pm.

MOTION: Council Member Taylor 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 6:45 pm.

15. ADJOURNMENT:

Hearing no objections, Mayor Miranda adjourns the meeting at 6:46 pm.

Jake Ohlson, Vice Mayor

Date

Attest: Karen Platt, City Clerk

Date

**GUSTAVUS CITY COUNCIL
SPECIAL MEETING MINUTES
September 24, 2018**

1. CALL TO ORDER:

A Special Meeting of the Gustavus City Council is called to order on September 24, 2018, at 7:00 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
Vice Mayor Ohlson
Council Member Cook
Council Member Casipit
Council Member Taylor
Council Member Warner
Council Member Sunday

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:

A. Approve FY19-04NCO CP17-04 GVFD to CP17-02 DRC

MOTION: Council Member Casipit moves to approve FY19-04NCO CP17-04 GVFD to CP17-02 DRC

SECONDED BY: Mayor Miranda

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections motion passes by unanimous consent

B. Approve FY19-05NCO AMLIP FY19 R&R

MOTION: Council Member Cook moves to approve FY19-05NCO AMLIP FY19 R&R

SECONDED BY: Council Member Sunday

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections motion passes by unanimous consent

9. UNFINISHED BUSINESS:

10. NEW BUSINESS:

A. Award DRC Driveway and Recycling Outflow Storage Area Project RFQ CP17-02DRC

MOTION: Council Member Sunday moves to Award DRC Driveway and Recycling Outflow Storage Area Project RFQ CP17-02DRC

SECONDED BY: Vice Mayor Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections motion passes by unanimous consent

B. Award Road Sign Installation RFQ19-04RM

MOTION: Council Member Taylor moves to Award Road Sign Installation RFQ19-04RM to Glacier Bay Construction applying unit prices in their bid received September 24, 2018, with project funding to be supplemented as needed from the FY19 Road Maintenance Budget

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT:

- a) Taylor
- b) Sunday
- c) Ohlson

- d) Warner
- e) Miranda

MOTION: Mayor Miranda moves postpone awarding Road Sign Installation RFQ19-04RM to Glacier Bay Construction until the next Regular Meeting on October 8, 2018

SECONDED BY: Council Member Casipit

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections motion passes by unanimous consent

C. Resolution CY18-26 Enhanced Ferry Service

MOTION: Council Member Warner moves to Approve Resolution CY18-26 Enhanced Ferry Service. After discussion the motion was passed as amended. See attached Resolution CY18-26.

SECONDED BY: Council Member Taylor

PUBLIC COMMENT:

COUNCIL COMMENT:

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

11. CITY COUNCIL REPORTS:

12. CITY COUNCIL QUESTIONS AND COMMENTS: None

13. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

14. EXECUTIVE SESSION:

Discuss and receive privileged legal advice regarding PFAS

MOTION: Mayor Miranda moved to enter Executive Session to discuss PFAS Contamination at 66 Same Old Road

SECONDED: Council Member Cook

Hearing no objections motion passes by unanimous consent

Mayor Miranda closed the Special Meeting and opened the Executive Session at 7:38pm.

MOTION: Council Member Taylor 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 8:00pm.

No decisions were made from Executive Session discussion however discussion continued regarding PFAS contamination in Gustavus.

City Council Comments:

- a) Mayor Miranda stressed confidentiality practices amongst council members
- b) Mike Taylor provided additional RFQ CP17-02DRC information
- c) Warner next Strategic Planning Meeting

15. ADJOURNMENT:

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

Jake Ohlson, Vice Mayor

Date

Attest: Karen Platt, City Clerk

Date



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Mayor's Request for Agenda Changes



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Committee/Staff Reports

QUARTERLY STAFF REPORT – OCTOBER 2018

Gustavus Public Library

1. General Library Statistics July - September 2018:

	July	Aug.	Sept.
People Entered	1159	1242	852
Books Checked out	635	596	443
Movies Checked out	528	627	420
Totals:	1203	1250	887



Harry Potter showed up for his very first birthday party at the Library!

This was one of 27 events hosted at the library during the Summer Reading Program.

Summer 2018 Activities/Programs:

Yoga	Committee Meetings	Tutoring Sessions
Class Visits	Toddler Play Time	Political Candidate Visits
Music Lessons	Homeschool	Story Time
French Lessons	Piano Lessons	Read with a Ranger
Library Band	Knitting Group	NPS Discovery Days
Test Proctoring	Quilting Group	Special SR Events
GVA Meetings	SEAL Trust	
GCC Meetings	Park Service Training	

Summer Reading Program Summary:

This year, we expanded the Summer Reading Program to include all ages for the first time. Summer Readers ranging from infant to adult worked on a self-paced Star Chart, which encouraged reading and other learning activities of the participant's choice. We worked with local businesses and community members to create incentives for completing rows of the chart, including prize clues for children and teens, and raffle tickets for all ages. Larger prizes were raffled off at the end of the summer.

We divided up weekly children's programs by age group: Summer Story Hour for ages six and under, and Read with a Ranger for ages six and above. Snacks and small incentives were incorporated into both Summer Story Hour and Read with a Ranger programs. Weekly attendance for each program ranged from 12-34 people.

Two Summer Discovery Days were also hosted at the library this summer for children. The Read with a Ranger program and Summer Discovery Days rekindled a collaborative effort between the library and the National Park Service, and we have already developed plans to keep this collaboration growing for years to come.

For teens and tweens, we developed a special incentive program inspired by a similar program at another Alaska library. Any student entering middle or high school received an instant-win scratch ticket each time they checked out a book (one per day). Winning tickets were instantly redeemable for a prize. The goal of this program was to help increase teen readership over the summer months, as well as to encourage teen participation in the Summer Reading program.

Additionally, we scheduled Special Events for children, teens, and all-ages, including Poetry Open Mic Night (all ages), a Wizarding Evening in celebration of JK Rowling's birthday (all ages), Friday the 13th Scary Stories (children), and Teen Sharpie Art Night (for teens and tweens). Overall, we hosted 27 Summer Reading Events, with a total of 522 attendees.



Trinity Cutting, our first Summer Reading Intern through the Gustavus School, was a huge asset over the course of the summer. Additionally, we benefited from the help of six Summer Reading Volunteers, five of whom were under the age of 18, as well as 15 local community partners/contributors. The Alaska State Library provided materials and support, the Anchorage Public Library provided a template for the Star Charts, and many of the other inspirations for programming came directly from collaboration with librarians across the state during the previous year's AKLA conference. Altogether, 104 individuals participated in Summer Reading, an increase from 2017 of 69 people.

Summer Reading Statistics

Child Participants	46
Teen/Tween Participants	23
Adult Participants	35
Total Summer Reading Events Hosted	27
Total Summer Reading Event Attendees	552 (133 preschool-age, 144 elementary, 62 teen/tween, 183 adult)

Upcoming Fall Programming:

Weekly Story Hour and class visits from preschool and elementary classes have already begun. We hope to provide additional opportunities for students and teachers to make use of the library during school hours. Jen has reached out individually to all teachers from preschool through high school, letting them know what services the library can currently offer them and their students, and requesting suggestions about additional ways the library might be able to support them. So far, response has been positive. Several teachers have already taken advantage of programming opportunities and teacher accounts to check out library items for their classes.



With the purchase of a one-year movie license, the library will be able to host movie viewings for the public, a service which was requested several times by patrons over the summer. The first screening is scheduled for October 26th. Already this Fall, the library worked with the school to support a documentary screening of the film *Screenagers*, which was requested by one of our patrons. This event was attended by 37 people, and we expect a positive turnout for future movie nights.

By popular demand, the library will host a Fall Book Club as well, with title and meeting date to be determined. The library will continue to host events and meetings as requested by the community, and additional library programming will be developed to meet current community needs and as staff time allows.

2. Status of Active or Upcoming Grants:

FY19 PLA has arrived and we have been purchasing roughly 50 books a month. We also order 10 - 20 books a month with the McNaughton subscription. Based on circulation criteria, we will continue to weed

the collection and purchase new materials in the upcoming grant cycle to meet the current needs of the community.

We plan to submit a proposal for the endowment grant this year.

3. Status of Active or Upcoming Contracts:

We are still working down our list of tech issues to be resolved. Currently, Leo Judy is working on our six iPads that have been troublesome and a huge time hog in the past. Leo heard our needs, did some research and we have decided to purchase a small Mac Mini laptop (Microsoft won't work for iTunes any longer) that will allow the updating and handling of all six iPads and their contents simultaneously.

Our roof contract, as Council Member Cheryl Cook has explained, has been cancelled due to the discovery of rot in the main beam of the roof. Cheryl is working with an engineer who will let us know how to move ahead. I was led to a Rasmussen Grant that would be perfect for our building, up to \$25,000. This also leads back to the ongoing conversation of expansion. The building was built to support an eventual expansion and considering we may have replace the entire roof, this might be the time to take a hard look into this. A CIP Short Form was submitted last year that spoke of our needs for additional space to support our patrons.

4. Existing projects:

- In response to patron feedback that the library appeared cluttered, we have made efforts to increase our weeding of materials which are no longer being used by the community, as well to improve the visual appeal of library materials by creating more out-facing displays, and decreasing the number of books on the bottom shelves to improve visibility. Additionally, we began partnering with the Community Chest so that we are cycling decommissioned books out of the front room to reduce clutter there and to help get these materials distributed to more people in the community. A volunteer is now sorting through our discarded books and bringing the usable ones to the Community Chest.
- Library cards are in the process of being mailed out to our patrons. This is long overdue as it has become part of the much-needed updating of our patron list. Our policy states that patron accounts will be removed from the library system after 3 years of inactivity, unless a patron requests otherwise.
- As previously reported, our online catalog is up and running. Use it from home to see what we have here in Gustavus or while travelling develop suggestions for our library to acquire.
- Library Policies have been updated and are available in a binder at the front desk as well as on the library website for patrons to view. We will continue to update these policies as needed.
- The YA section of our library is still waiting on the corner unit. We have attempted to contact our contractor, Butch, and hope to have this project completed in the next quarter.
- The water sample report was emailed to the Council in late September. It shows the library is well below the current action level. PFOS was detected at an estimated 1.5 ppt and PFHxS was detected at an estimated 1.1 ppt in the water sample collected from our well. After coordinating with the ADEC and/or ADOT they may request to sample our well again.

- The new LED light bulbs are saving money on the electric bill, as we predicted. A very rough estimate is around \$50 a month in savings.

5. Past, Current & Upcoming Trainings:

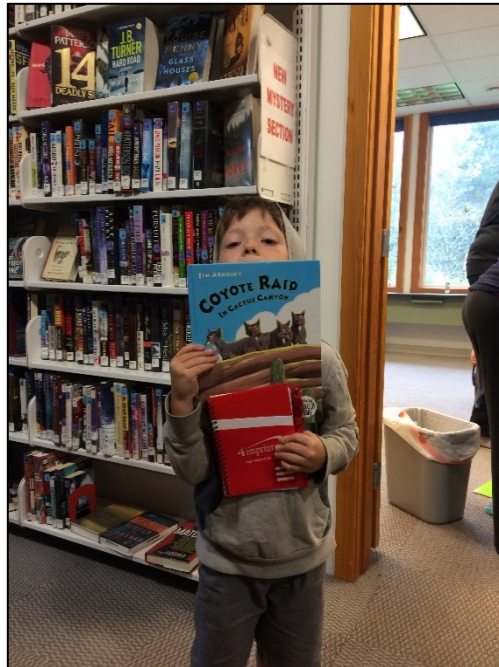
Nothing to report at this time.

6. Budget:

We have a few items to bring up at the upcoming round of budget talks:

- Septic Pump out
- Annual Movie License for movie events
- More shipping allotted for ILL returns
- Program materials
- Piano tuning
- Bike shelter and shed

Thank you all for being such a great Council - we all appreciate your work.



Gustavus Volunteer Fire Department

Quarter 3 Highlights

42 Total Calls (33 EMS, 6 Fire, 1 SAR, 2 Other)

July

- Calls: 7 EMS, 1 Fire, 1 Boat Check
- 4th of July Events: BBQ, Duck Race, & Fire Truck Pull
- USDAFS was in town signing people up to be on call wildland ff's
- Community CPR Class with 5 attendees

August

- Calls: 3 EMS, 1 Fire, 1 Welfare check
- Working on getting the Firefighter 1 accreditation to teach the class in house
- Mitigation Planning project started

September

- Calls: 6 EMS
- Phillips monitor is no longer in a class 1 recall classification. The repair man was in town to fix it.
- I attended the Alaska State Fire Conference in Kenai.
- Finished the new EMS protocols.
- Finished the new Station protocols and guidelines
- ETT to EMT1 upgrade class started 9/20

Future Stuff & Other Projects

- Wildland Fire Behavior and Fire Weather Class after the wildland fire season is over taught by the National Weather Service.
- Rural Firefighter class or a Firefighter 1 class this late fall early winter.
- Emergency Planning Meeting and creating plans will start this fall after EMT class ends.
- Creating a Driver / Operator Class
- Working on some public relation and education projects

October 8, 2018 General Meeting

Treasurer's Report

Phoebe Vanselow

Fiscal Year 2018 (FY18) is almost closed! We are waiting on one more bill to close the final remaining purchase order. I have contacted Altman, Rogers, & Co. about utilizing their review services (in lieu of an audit, which is not mandated for FY18), per the City Council's request at the 1/8/18 work session. Their previous engagement letter from January estimated a fee of \$10,500, excluding out-of-pocket costs. This is budgeted for in the Admin budget's Administrative Costs line-item.

I have finally started my job at Glacier Bay National Park, so I have reduced my hours at City Hall effective 10/1/18 per the City Council's approval at the 6/11/18 General Meeting. I am at City Hall Monday-Wednesday afternoons and all day Thursdays.

It has been a pleasure to have Tom Williams on board as City Administrator, and it is already apparent how much this position will help with the transition between Mayors and new council members.

I will be attending the annual Alaska Government Finance Officers Association conference in Anchorage Nov. 12-14, 2018 (with the concurrent clerks' conference and newly elected officials training). City Hall will be closed or have limited hours staffed by volunteers Tuesday-Wednesday that week (closed Monday for Veterans Day holiday).

These items will be coming up in the near-term:

- Endowment Fund Grant applications are due 10/31. These will be reviewed in November and December with grants awarded at the 12/10/18 General Meeting.
- We will be revisiting the Capital Improvement Plan in the next couple months to update and prioritize for the next five years. Though funding is unlikely, we have been encouraged to still submit requests to the state legislature for capital improvement projects. We will want to have these identified and resolutions supporting our choices ready for the 1/14/19 General Meeting.
- Budget efforts for FY20 will begin with the city departments in early 2019.

City of Gustavus
Balance Sheet
As of October 1, 2018

	Oct 1, 18
ASSETS	
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)	316,929.60
AMLIP Road Maint - Unencumbered (0630598.4)	250,780.66
AMLIP Road Maint - Encumbered (0630598.8)	50,920.76
APCM.Endowment Fund	1,465,112.91
FNBA - Checking	600,748.57
FNBA Endowment Fund - Checking	38,600.57
FNBA First Investment Account	751,081.57
Petty Cash	286.68
Total Checking/Savings	4,266,124.44
Accounts Receivable	
Accounts Receivable	14,510.64
Total Accounts Receivable	14,510.64
Total Current Assets	4,280,635.08
TOTAL ASSETS	4,280,635.08
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	4,028.49
Total Credit Cards	4,028.49
Other Current Liabilities	
Deferred Income	6,200.00
Total Other Current Liabilities	6,200.00
Total Current Liabilities	10,228.49
Total Liabilities	10,228.49
Equity	
Fund Balance	3,029,404.86
Opening Bal Equity	1,084,743.57
Net Income	156,258.16
Total Equity	4,270,406.59
TOTAL LIABILITIES & EQUITY	4,280,635.08

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%
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%
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	5,188.21	0.00	5,188.21	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 Tax Income	450,112.66	401,150.00	48,962.66	112.2%
Total Income	858,280.18	787,381.36	70,898.82	109.0%
Gross Profit	858,280.18	787,381.36	70,898.82	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	47,550.94	57,700.00	-10,149.06	82.4%
Dues/Fees	5,950.98	7,100.00	-1,149.02	83.8%
Election Expense	212.17	500.00	-287.83	42.4%
Equipment	19,068.34	20,315.00	-1,246.66	93.9%
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%

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				
GCEP dba The Rookery	10,540.00	10,540.00	0.00	100.0%
Total Social Services	10,540.00	10,540.00	0.00	100.0%
Supplies	17,062.52	23,670.00	-6,607.48	72.1%
Telecommunications	21,430.16	20,610.00	820.16	104.0%
Training	8,887.29	12,880.00	-3,992.71	69.0%
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	694,219.31	798,552.26	-104,332.95	86.9%
Net Ordinary Income	164,060.87	-11,170.90	175,231.77	-1,468.6%
Other Income/Expense				
Other Income				
Encumbered Funds	48,922.45	51,086.81	-2,164.36	95.8%
Total Other Income	48,922.45	51,086.81	-2,164.36	95.8%
Net Other Income	48,922.45	51,086.81	-2,164.36	95.8%
Net Income	<u><u>212,983.32</u></u>	<u><u>39,915.91</u></u>	<u><u>173,067.41</u></u>	<u><u>533.6%</u></u>

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

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Business License Fees	175.00	3,500.00	-3,325.00	5.0%
Donations	60.00	1,000.00	-940.00	6.0%
DRC Income	29,753.81	89,480.00	-59,726.19	33.3%
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	20.00	700.00	-680.00	2.9%
GVFD Income	2,227.28	8,000.00	-5,772.72	27.8%
Interest Income	4,737.15	14,500.00	-9,762.85	32.7%
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	1,195.00	16,250.00	-15,055.00	7.4%
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%
Total State Revenue	85,461.43	84,077.00	1,384.43	101.6%
Tax Income				
Retail Tax Income	109,693.92	339,000.00	-229,306.08	32.4%
Room Tax Income	23,065.63	65,000.00	-41,934.37	35.5%
Fish Box Tax	5,710.00	15,000.00	-9,290.00	38.1%
Penalties & Interest	496.88	0.00	496.88	100.0%
Tax Exempt Cards	0.00	150.00	-150.00	0.0%
Total Tax Income	138,966.43	419,150.00	-280,183.57	33.2%
Total Income	380,680.53	765,698.42	-385,017.89	49.7%
Gross Profit	380,680.53	765,698.42	-385,017.89	49.7%
Expense				
Administrative Costs	1,554.47	14,300.00	-12,745.53	10.9%
Advertising	503.57	500.00	3.57	100.7%
Ambulance Billing Expense	908.50	1,000.00	-91.50	90.9%
Bank Service Charges	796.35	2,250.00	-1,453.65	35.4%
Building	7,832.04	13,595.63	-5,763.59	57.6%
Contractual Services	11,390.00	55,500.00	-44,110.00	20.5%
Dues/Fees	1,183.99	6,950.00	-5,766.01	17.0%
Economic Development Services				
GVA	20,000.00	20,000.00	0.00	100.0%
Total Economic Development Services	20,000.00	20,000.00	0.00	100.0%
Election Expense	0.00	250.00	-250.00	0.0%
Equipment	5,917.18	13,696.00	-7,778.82	43.2%
Freight/Shipping	537.82	19,050.00	-18,512.18	2.8%
Fundraising Expenses	0.00	600.00	-600.00	0.0%
General Liability	3,827.10	5,001.38	-1,174.28	76.5%
Holiday gift	0.00	3,000.00	-3,000.00	0.0%
Library Materials	29.94	600.00	-570.06	5.0%
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 September 2018

	<u>Jul - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Payroll Expenses	105,960.13	438,148.05	-332,187.92	24.2%
Professional Services	6,815.00	20,000.00	-13,185.00	34.1%
Public Relations	322.19	500.00	-177.81	64.4%
Repair & Replacement Fund	16,067.76	20,095.76	-4,028.00	80.0%
Road Maintenance	24,580.00	85,000.00	-60,420.00	28.9%
Social Services				
GCEP dba The Rookery	12,964.00	12,964.00	0.00	100.0%
Total Social Services	12,964.00	12,964.00	0.00	100.0%
Supplies	3,327.04	18,500.00	-15,172.96	18.0%
Telecommunications	3,076.40	20,500.00	-17,423.60	15.0%
Training	3,827.43	21,100.00	-17,272.57	18.1%
Travel	4,087.48	19,850.00	-15,762.52	20.6%
Utilities	6,688.02	17,200.00	-10,511.98	38.9%
Vehicle	4,451.57	9,436.95	-4,985.38	47.2%
Total Expense	248,735.48	844,713.23	-595,977.75	29.4%
Net Ordinary Income	131,945.05	-79,014.81	210,959.86	-167.0%
Other Income/Expense				
Other Income				
Encumbered Funds	85,000.00	85,100.00	-100.00	99.9%
Total Other Income	85,000.00	85,100.00	-100.00	99.9%
Net Other Income	85,000.00	85,100.00	-100.00	99.9%
Net Income	<u><u>216,945.05</u></u>	<u><u>6,085.19</u></u>	<u><u>210,859.86</u></u>	<u><u>3,565.1%</u></u>

Accounts Receivable Detail

As of 10/1/18

	Deferred Income Until 12/31 - Fish Box Tax stickers that will either be
\$6,200.00	returned for account credit or paid for on quarterly tax returns
\$3,630.94	Delinquent Sales Tax
\$4,268.05	Ambulance Transport Billing - In Progress
\$455.00	Billing for CPR Class
(\$43.35)	Net of Other Minor Customer Account Balances
<hr/>	
\$14,510.64	Total

FNBA Checking Account - Unrestricted Funds Balance

As of 10/1/18

FNBA Checking Account Balance: \$600,748.57

Obligated Funds Currently in Checking Account:

GVFD	2018 VFA Grant	(\$542.95)
DRC	CP17-02 DRC: Driveway Improvements	(\$16,933.23)
MF	CP18-01 Salmon River Harbor	(\$26,137.43)
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	(\$60,420.00)
Library	FY19 PLA Grant	(\$5,541.37)
Library	SoA OWL Internet Subsidy	(\$1,558.80)
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: \$295,013.77

Pending Transfers:

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	\$1,458.63	\$5,541.37	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	

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	FY18-FY19 operating budgets	in progress	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	in progress	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	done	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		in progress	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		in progress	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	done	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		

CITY ADMINISTRATOR'S REPORT

It has been a busy 3 weeks with a variety of topics and issues to familiarize myself with. The following is a brief description of items that have new information or items that I am asking for direction.

PFAS

The City's insurance carrier and brought them up to speed with the situation. The state's risk management director has been in contact with them. As more information comes forward we will transmit it to you.

FLAP



A meeting is set with the NPS Supervisor after this report is submitted and an update e-mail has been sent out to each of you by Friday the 5th. Are there any questions?

INTERTIE



A meeting with the NPS Supervisor was held on Thursday, October 4th. An update e-mail by Friday the 5th. Are there any questions?

GVA

I met with the GVA twice to discuss its budget and operations. It appears to me that there is some confusion on the expectations for the GVA by the Council. Specifically, what information is the Council looking for in order to demonstrate its productivity in bringing visitors to Gustavus? Also, what information could it provide to justify an increase in the operating budget by the Council? The presumption is that the Council limits the GVA budget because of a failure to identify how the GVA efforts bring visitors, and the economy associated with them, to Gustavus.



Would the Council be interested in meeting with the GVA during a work-session in December to discuss the issue so that the upcoming budget request can address these, and any other concerns? In preparation for such a meeting I would acquire materials prior to the meeting for the Council to review in order to have insight into the issues.

Strategic Plan

A draft of the work to date will be sent out on Monday the 8th for the work-session on the 10th.

Code of Ordinances

Updates are being drafted for Title 2 & 3 of the Code to move detailed information into policy format and keep the text of the Ordinance consistent with form and function. Drafts of the updates will be sent out by October 15th.

CITY ADMINISTRATOR'S REPORT

Bills Drive

A review of documents is being conducted by the City Attorney's office. It is expected that comments will be received shortly.



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

Public Comment on Non-Agenda Items



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

Consent Agenda

CITY OF GUSTAVUS, ALASKA
ORDINANCE FY19-07NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE ADMINISTRATIVE 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:

Budget Category EXPENSE	Amounts		
	Original Budget	Amended Budget	Change
Equipment Purchase	\$ 2,500.00	\$ 3,700.00	\$ 1,200.00
<i>The City-wide information technology overhaul funded through this line-item has used all allocated funds, but an additional computer needs to be purchased for the newly created City Administrator position.</i>			
Building:Maintenance & Repair	\$ 3,100.00	\$ 1,900.00	<\$ 1,200.00>

Total Change in Expense		\$	0.00
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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: *October 8, 2018*

DATE OF PUBLIC HEARING: *November 19, 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 FY19-06NCO
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:

Budget Category	Amounts		
INCOME	Original Budget	Amended Budget	Change
State Revenue: Community Asst. Program	\$ 82,577.00	\$ 85,461.43	\$ 2,884.43
<i>Actual funds received were higher than projected.</i>			

Total Change in Income	\$ 2,884.43
------------------------	--------------------

EXPENSE	Original Budget	Amended Budget	Change
MF: Vehicle – Mileage Reimbursement	\$ 100.00	\$ 1,000.00	\$ 900.00
<i>The Marine Facility Coordinator/Harbormaster position has not been reimbursed for mileage in the past.</i>			
Library: Building – Maintenance & Repair	\$ 2,000.00	\$ 3,984.43	\$ 1,984.43
<i>Roof repair work will continue in FY19.</i>			

Total Change in Expense	\$ 2,884.43
-------------------------	--------------------

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

Unfinished Business



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

New Business

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY18-27**

**A RESOLUTION TO APPROVE AUTHORIZED SIGNERS AND GRANT ADMINISTRATIVE
ACCOUNT ACCESS FOR VARIOUS CITY OF GUSTAVUS ACCOUNTS**

WHEREAS, Municipal Code Section 4.12.020(a) states all council members are authorized signatories for city funds held in such federally insured commercial banks, savings and loan associations, or investment accounts as the council may authorize by resolution, and;

WHEREAS, account authorizations must be updated annually with each election, and;

WHEREAS, account administrative authorizations must also be updated when City Hall staff are hired, and;

WHEREAS, formal action is needed to adopt policy and procedure for City of Gustavus accounts.

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council adopts the document entitled "POLICY AND PROCEDURE FOR AUTHORIZED ACCOUNT SIGNERS AND ADMINISTRATIVE ACCOUNT ACCESS", as presented by this Resolution, and all previous persons granted access to the accounts listed are hereby revoked access unless listed in the attachment.

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

_____, Vice Mayor

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
POLICIES AND PROCEDURES**

**TITLE: POLICY AND PROCEDURE FOR AUTHORIZED ACCOUNT SIGNERS AND
ADMINISTRATIVE ACCOUNT ACCESS**

BACKGROUND:

With staff turnover and City Council annual elections, maintaining a limited, up-to-date pool of authorized signers and persons with administrative account access is critical.

POLICY:

In compliance with its fiduciary responsibility as established in State Statute and City code, the City of Gustavus adopts a policy to annually update all current council members as authorized signatories for city funds held in such federally insured commercial banks, savings and loan associations, or investment accounts as the council may authorize by resolution. In addition, the current City Hall staff, as specified below, are granted administrative account access as outlined below to implement decisions made by the City Council and conduct City of Gustavus business.

PROCEDURE:

After the Municipal Election results are certified each October, the City Treasurer shall contact the following account holders to follow the process for ensuring all current City Council members are listed as authorized signers and all previous City Council members are revoked as authorized signers.

- First National Bank Alaska (FNBA)
 - checking, Endowment Fund Grant checking, savings
- Mitsubishi UFJ Financial Group – FNBA collateralized account
- Alaska Municipal League Investment Pool (AMLIP)
 - accounts held through Key Bank

After a new Mayor is elected or a new City Administrator, City Clerk, or City Treasurer is hired, the following accounts shall be updated to grant the new employee or Mayor administrative account access and to revoke all previous authorized users.

- Alaska Permanent Capital Management (APCM) – Endowment Fund held through Charles Schwab
 - City Administrator, City Treasurer, Mayor, Vice-Mayor
- Lincoln Financial Group
 - City Administrator, City Treasurer, Mayor
- Alaska Communications (ACS)
 - City Administrator, City Treasurer, City Clerk
- Bank of America
 - City Administrator, City Treasurer
 - VISA cardholders include the Treasurer, Fire Chief, Administrative Librarian, Disposal & Recycling Center Manager
- City of Gustavus Health Insurance Provider: Premiera Blue Cross/Blue Shield of AK
 - City Administrator, City Treasurer
- Alaska Medicaid
 - City Administrator, City Treasurer, Systems Design West (billing contractor)
- Medicare
 - City Administrator, City Treasurer, Fire Chief, Systems Design West

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY18-28**

**A RESOLUTION BY THE CITY OF GUSTAVUS TO UPDATE AND
ESTABLISH PENALTIES**

WHEREAS, the City of Gustavus Ordinance Title 4 provides for the authority to comprise penalties as a means fulfill the requirements of the Ordinance; and

WHEREAS, the City of Gustavus Title 4, paragraph (a) states: "There shall be levied a flat-rate fish box tax of ten dollars (\$10.00) per fish box leaving Gustavus, Alaska, containing packaged fish and/or seafood caught or taken and retained as part of a fish charter."; and

WHEREAS, the City of Gustavus Title 4, paragraph (b) states: "The sticker attesting to the payment of the fish box flat-rate tax shall be affixed to one (1) of the small ends of each fish box leaving Gustavus, Alaska; and

WHEREAS, the sticker shall be affixed to the box prior to reaching point of debarkation; and

WHEREAS, the Gustavus City Council believes the Code of Ordinances should be reviewed and updated as deemed appropriate; and

WHEREAS, the Gustavus City Council has reviewed the Title 4 and found that a policy was needed to ensure compliance with the Ordinance by establishing the following penalty schedule:

First Offense: two-hundred and fifty dollars (\$250.00)

Second Offense: five-hundred dollars (\$500.00)

Subsequent Offense: determined by the Gustavus City Council

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council adopts the attached schedule for penalties for noncompliance with Title 4 **effective April 1, 2018.**

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

Jake Ohlson ,Vice Mayor

Attest: Karen Platt, City Clerk



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
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Executive Session



City of Gustavus
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Adjournment

October 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Regular Work Session	2 REAA & City Elections	3 Warner out-7th	4	5 E. Ohlson out-13 th Karen out-15th	6	7
8 General Meeting	9	10 Strategic Plan WS Taylor out-24th	11	12	13	14
15 Newspaper Deadline Cook out -25th	16	17 Warner out-29th	18	19	20	21
22	23 E. Ohlson out-30	24	25	26	27	28
29 RUBA- Nov 2 nd Anch	30	31 CH Staff Community Breakfast at school				

November 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3 Community Open House	4
5 Regular Work Session RUBA-9 th Bethell	6	7	8	9 Intertie Stakeholder Meeting	10	11
12 Veterans Day CH Closed AML Conference-13 th	13	14	15	16	17	18
19 General Meeting	20	21	22 Thanksgiving CH Closed	23	24	25
26	27	28	29	30		